CHIEF'S PREFACE

The police profession is a noble and honorable calling that requires integrity, compassion, pride, excellence and service. The Torrance Police Department Manual is designed to serve as our organizational blueprint. While no one policy or set of general orders will address every circumstance one may encounter, all employees shall adhere to this manual and their departmental training while in the performance of their duties.

A positive attitude coupled with the directives outlined in this policy manual will ensure our Department's mission and values are achieved. It is the responsibility of each employee to read the policy manual and be in compliance with its contents. Abiding by this and our morals will enhance our professionalism while preserving a high quality of life for the community we serve.

Thank you for exhibiting "Excellence through Teamwork".

Eve R. Berg

Chief of Police

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LAW ENFORCEMENT CODE OF ETHICS

As a law enforcement officer, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation and the peaceful against violence or disorder; and to respect the constitutional rights of all to liberty, equality and justice.

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

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

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

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

I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession . . . law enforcement.

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MISSION STATEMENT

The Torrance Police Department mission is to preserve public safety and quality of life within the City of Torrance, to respond effectively to the changing needs of the community, and to promote mutual respect between the Police Department and the people we serve.

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CORE VALUES

The CORE VALUES that guide the actions of all members of the Torrance Police Department are:

SERVICE. Being aware of those who need law enforcement assistance and meeting or exceeding their expectations for service.

EXCELLENCE. Being clear about and striving to achieve the highest standards of performance in all aspects of our work.

INTEGRITY. Committing ourselves to elevated standards of trust, responsibility, and discipline while promoting justice in a fair and impartial manner.

COMPASSION. Recognizing and responding with sincerity to the needs of those who are concerned for their safety, require important information, or are temporarily unable to provide for themselves.

PRIDE. Believing in the social value of our work, considering it to be among the most noble of professions, and deriving personal and professional satisfaction from the effective performance of our duties.

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VISION STATEMENT

To preserve a high quality of life and feeling of safety for the City's diverse population, all members of the Torrance Police Department are committed to serve with professionalism, respect and concern for the community. To optimize the use of police resources, the Department balances firm and quick response to all forms of crime with community problem solving and crime prevention approaches. The Department is mission-oriented in all of its priorities and activities.

The Department philosophy and work processes reflect modern, quality law enforcement concepts and technology, involving every member of the Department in an effort to continually improve all areas of administration and operations. Quality leadership at all levels reflects the Department's commitment to a strong work ethic, while valuing diversity, promoting effective learning, enhancing performance and maintaining flexibility.

The Torrance Police Department constantly strives for effectiveness in preventing and fighting crime, for effective collaboration with other City departments, and for providing leadership and support for regional law enforcement efforts. To this end, the Department recruits, hires, trains, supports and retains qualified personnel as sworn and civilian members of a progressive law enforcement agency.

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Chapter 1 - Law Enforcement Role and Authority

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Law Enforcement Authority

100.1 PURPOSE AND SCOPE

The purpose of this policy is to affirm the authority of the members of the Torrance Police Department to perform their functions based on established legal authority.

100.2 POLICY

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

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

100.3 PEACE OFFICER POWERS

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

100.3.1 ARREST AUTHORITY INSIDE THE JURISDICTION OF THE TORRANCE POLICE DEPARTMENT

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

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

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

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

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

(e) In compliance with an arrest warrant.

100.3.2 ARREST AUTHORITY OUTSIDE THE JURISDICTION OF THE TORRANCE POLICE DEPARTMENT

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

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

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

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

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

(e) In compliance with an arrest warrant.

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

On-duty officers who discover criminal activity outside the jurisdiction of the City should when circumstances permit, consider contacting the agency having primary jurisdiction before attempting an arrest.

100.3.3 DETAINING PERSONS OF NOTE

The officer shall immediately notify his/her supervisor when detaining a person who may be involved in criminal activity and the person contacted is a Department employee, peace officer, appointed official, elected official, or other person of note in this community or another community.

(a) An on-duty supervisor shall immediately respond to the location to assist in conducting a preliminary investigation and making a decision on the course of action to be taken. The scope of the investigation shall be the same as for a private person under similar circumstances. The supervisor shall immediately notify the on-duty Watch Commander of the circumstances and the proposed course of action.

(b) The on-duty Watch Commander shall ensure that the proposed action is consistent with Department values. Notification shall be made immediately and without delay to the appropriate Bureau Commander regarding a detention, or an arrest. The Personnel Division Commander shall be contacted when advice is required regarding an administrative investigation.

100.3.4 DELIVERY TO NEAREST MAGISTRATE

When an officer makes an arrest pursuant to a warrant with bail set, and the warrant was issued in a county other than where the person was arrested, the officer shall inform the person in writing of the right to be taken before a magistrate in the county where the arrest occurred (Penal Code § 821; Penal Code § 822).

100.3.5 TIME OF MISDEMEANOR ARRESTS

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

(a) The arrest is made without a warrant pursuant to Penal Code § 836 which includes:

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1. A misdemeanor committed in the presence of the officer.
2. Misdemeanor domestic violence offenses (See the Domestic Violence Policy).

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

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

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

100.4 CONSTITUTIONAL REQUIREMENTS

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

100.4 INTERSTATE PEACE OFFICER POWERS

Peace officer powers may be extended to other states:

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

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

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

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Chief Executive Officer

101.1 PURPOSE AND SCOPE

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

101.1.1 CHIEF EXECUTIVE OFFICER REQUIREMENTS

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

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Oath of Office

102.1 PURPOSE AND SCOPE

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

102.2 POLICY

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

102.3 OATH OF OFFICE

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

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

See attachment: LETTERHEAD OATH (2).pdf

102.4 MAINTENANCE OF RECORDS

The oath of office shall be filed in the Personnel Division as prescribed by law (Government Code § 3105).

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Policy Manual

103.1 PURPOSE AND SCOPE

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

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

103.2 POLICY

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

103.2.1 DISCLAIMER

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

103.3 AUTHORITY

The Chief of Police shall be considered the ultimate authority for the content and adoption of the provisions of this manual and shall ensure compliance with all applicable federal, state and local laws.

103.4 DEFINITIONS

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

Adult - Any person 18 years of age or older.

Booking or Book - The process of registering, in Department records, the custody of persons or property.

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Call - An employee's response to: a station assignment; a request for police services; a Department communication; or in furtherance of an investigation or assignment.

Chain of Command - The chain of command is the hierarchy of rank or managerial authority in an employee's direct line of supervision.

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

CHP- The California Highway Patrol.

CFR - Code of Federal Regulations.

City - The City of Torrance.

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

Department/TPD - The Torrance Police Department.

DMV - The Department of Motor Vehicles.

Employee - Any person employed by the Department.

Incident Commander - The employee who takes command of a situation, whether planned, unplanned, emergency, or special event, and who may establish a Field Command Post.

Investigator - Any officer assigned to any Bureau for follow-up work.

Juvenile- Any person under the age of 18 years.

Line Command - The exercise of authority delegated by the Chief of Police to his immediate subordinates, and by them to their subordinates, down the lines of direct command.

Manual - The Torrance Police Department Policy Manual.

May - Indicates a permissive, discretionary or conditional action.

Member - Any person employed or appointed by the Torrance Police Department, including:

- Full- and part-time employees
- Sworn peace officers
- Reserve officers
- Civilian employees
- Volunteers.

Minor: A person under the age of 21.

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

Officer-in-Charge - Any employee who, under direction and regardless of rank and position, is responsible for the functions of an organizational unit of the Department.

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On-duty - A member's status during the period when he/she is actually engaged in the performance of his/her assigned duties.

Order - A written or verbal instruction issued by a superior.

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

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

Shall or will - Indicates a mandatory action.

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

Special Liaison - Special liaisons maintain contact with outside agencies.

Staff Responsibility - The responsibility given to a supervisor or manager for the development and recommendation of policies and procedures affecting those functions coming within the supervisor's or manager's jurisdiction, and for informing the Chief of Police of the conformance to such policies and procedures throughout the Department.

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

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

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

- **Line Supervisor** - A supervisor who has the specific responsibility of issuing directions and orders to designated subordinates and is held accountable for achieving conformance.
- **Functional Supervisor -** temporary supervisor of employees not normally under the command of one and who is designated to furnish specialized or technical knowledge necessary to the accomplishment of Department objectives.

USC - United States Code.

Watch - Tours of duty or work shifts which are set by the Bureau Commander in accordance with needs.

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103.5 ISSUING THE POLICY MANUAL

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

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

103.6 PERIODIC REVIEW OF THE POLICY MANUAL

The Research and Training Division will ensure that the Policy Manual is periodically reviewed and updated as necessary.

103.7 REVISIONS TO POLICIES

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

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

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

All department members suggesting revision of the contents of the Policy Manual shall forward their written suggestions to their Division Commanders, who will consider the recommendations and forward them to the command staff as appropriate.

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Law Enforcement Code of Ethics

104.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that all peace officers are aware of their individual responsibilities to maintain their integrity and that of their department at all times.

104.2 POLICY

The Law Enforcement Code of Ethics shall be administered to all peace officer trainees during the Basic Academy course and to all other persons at the time of appointment (11 CCR 1013).

104.3 LAW ENFORCEMENT CODE OF ETHICS

AS A LAW ENFORCEMENT OFFICER, my fundamental duty is to serve; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against abuse or disorder; and to respect the constitutional rights of all to liberty, equality and justice.

I WILL keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

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

I RECOGNIZE the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before god to my chosen profession... law enforcement.

104.3.1 OBJECTION TO RELIGIOUS AFFIRMATION

Reference to religious affirmation in the Law Enforcement Code of Ethics may be omitted where objected to by the officer.

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Chapter 2 - Organization and Administration

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Organizational Structure and Responsibility

200.1 PURPOSE AND SCOPE

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

(See attachment: TPD Org Chart 2018-19.pdf)

200.2 OFFICE OF THE CHIEF OF POLICE

The Chief of Police is responsible for administering and managing the Torrance Police Department. The Office of the Chief of Police assists the Chief of Police in Department management and administration. The Office of the Chief of Police is comprised of:

· The Chief of Police

· Command Staff - Command Staff reviews matters to be presented to the Chief of Police and consists of the Deputy Chief of Police and all Bureau Commanders.

· General Staff - General Staff acts as an advisory board for the Chief of Police and, upon order of the Chief, considers and recommends matters of policy or procedure governing the operations of the Department. General Staff consists of the Deputy Chief of Police and all Bureau and Division Commanders. The Deputy Chief is the Chairperson of the Command Staff.

· The Chief's Adjutant - The Chief's Adjutant is responsible for oversight of press relations, labor relations and police chaplains. The Adjutant acts as an advisor to the Chief and shall consult the Chief on matters of policy or procedure.

· Administrative Assistant - The Chief's Administrative Assistant is responsible for conducting preliminary interviews with the general public or employees desiring consultation with the Chief of Police; processing and routing the correspondence of the Chief; and administering and accounting for the Secret Service and Department petty cash funds.

200.3 OFFICE OF THE DEPUTY CHIEF OF POLICE

The Deputy Chief of Police is appointed by the Chief of Police from among those holding the rank of Captain and serves at the pleasure of the Chief. The Deputy Chief of Police reports directly to the Chief and exercises staff supervision over all Bureaus. In the absence of the Chief of Police, the Deputy Chief assumes the responsibilities and exercises the functions, powers, and duties of the Chief. The Deputy Chief of Police may have command of a bureau and one or more divisions.

200.4 BUREAUS

There are four bureaus in the Police Department as follows:

· Administrative Bureau

· Patrol Bureau

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- Support Services Bureau
- Special Operations Bureau

200.4.1 ADMINISTRATIVE BUREAU

The Administrative Bureau is commanded by the Deputy Chief or a Captain, whose primary responsibility is to provide general management for the department's Personnel and Research and Training Divisions. The Administrative Bureau is responsible for personnel and financial matters, acts as the Department's liaison to City Hall on such matters, serves as liaison to the State of California with respect to training, and manages Department operations pertaining to reports.

200.4.2 PATROL BUREAU

The Patrol Bureau is commanded by the Deputy Chief or a Captain, whose primary responsibility is to provide general management for the department's Patrol Division. The Patrol Bureau is responsible for responding to and handling calls for police service, safeguarding the community through focus based policing efforts, the prevention of crime, suppression of criminal activity, investigation of criminal offenses, apprehension of criminals, preservation of the peace, and protection of life and property.

200.4.3 SUPPORT SERVICES BUREAU

The Support Services Bureau is commanded by the Deputy Chief or a Captain, whose primary responsibility is to provide general management for the department's Communications, Services and Records Divisions. The Support Services Bureau is responsible for managing Department operations pertaining to arrestees, evidence, facilities, supplies and equipment, and communications and information systems.

200.4.4 SPECIAL OPERATIONS BUREAU

The Special Operations Bureau is commanded by the Deputy Chief or a Captain, whose primary responsibility is to provide general management for the department's Detective, Special Investigations, and Traffic and Special Events Divisions. The Special Operations Bureau is responsible for investigating crimes, enforcing traffic laws and animal control laws, and for investigations related to City business licensing, vice enforcement, organized crime, and threats of terrorism.

200.4.5 BUREAU COMMAND

(a) Bureau Commander - The position of Bureau Commander is established and the employee assigned thereto shall, regardless of rank, be so known and described. The Bureau Commander shall exercise line command over the employees of the assigned Bureau. The Bureau Commander exercises staff responsibility over all matters relating to or concerned with the fulfillment of the function of the assigned Bureau, and acts as an advisor to the Chief of Police on such matters.

(b) Acting Bureau Commander- When a Bureau Commander is absent from duty for a period of time, the Bureau Commander shall designate another Bureau Commander or a move-up assignee

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to fill the position. When the Bureau Commander will be absent for more than 60 days, the move-up provisions of the TPOA Memorandum of Understanding shall apply.

200.5 DIVISIONS

There are ten divisions in the Police Department as follows:

- Personnel Division
- Research and Training Division
- Community Affairs Division
- Traffic Division
- Communications Division
- Services Division
- Records Division
- Special Investigations Division
- Patrol Division
- Detective Division

200.5.1 PERSONNEL DIVISION

The Personnel Division is commanded by a Lieutenant, whose primary responsibility is to provide general management direction and control for the Personnel Division. The Personnel Division consists of the Personnel Section which has primary responsibility for personnel and labor matters and the Internal Affairs Section which has primary responsibility for matters involving personnel complaints.

200.5.2 RESEARCH AND TRAINING DIVISION

The Research and Training Division is commanded by a Lieutenant, whose primary responsibility is to provide general management direction and control for the Research and Training Division. The Research and Training Division Commander has the responsibiltiy as the Committee Chair for the Use of Force Commmittee and the Emergency Vehicle Operations Committe. The Research and Training Division consists of the Research Section which has the primary responsibility for budget, payroll, research projects and Department Manual maintenance; and the Training Section which has primary responsibility for staff training and the Department Range.

200.5.3 PATROL DIVISION

The Patrol Division is commanded by six Lieutenants, whose primary responsibility is to provide general management direction and control for the Patrol Division. The Patrol Division consists of Uniformed Patrol which is responsible for enforcing law, responding to calls for service, preservation of the peace, and protecting life and property, and Special Units, which includes Bicycle Patrol, Canine (K-9) Detail, Crisis Negotiation Team (CNT), Field Training Officer (FTO)

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Committee, Torrance Mental Evaluation Team (TMET), South Bay Platoon and Special Weapons and Tactics (SWAT) Team.

200.5.4 COMMUNITY AFFAIRS DIVISION

The Community Affairs Division is commanded by a Lieutenant, whose primary responsibility is to provide general management direction and control for the Community Affairs Division. The Community Affairs Division consists of the Community Affairs Section which is responsible for coordinating community events and programs, the Community Lead Officer (CLO) Detail which is responsible for coordinating with the residents and City Departments to deal with long-term, complex, quality of life issues, the Volunteer Program and the Explorer Program.

200.5.5 COMMUNICATIONS DIVISION

The Communications Division is commanded by a Lieutenant, whose primary responsibility is to provide general management direction and control for the Communications Division. The Communications Division consists of the Communications Section which is responsible for operation of the Department communication systems, and the Information Technology Section which is responsible for developing and maintaining the Department's information technology systems.

200.5.6 SERVICES DIVISION

The Services Division is commanded by a Lieutenant, whose primary responsibility is to provide general management direction and control for the Services Division. The Services Division consists of the Services Section (Property, Building Services and Fleet Services), Custody Section and Court Liaison Section which are responsible for custody management of Department property, vehicle and facilities management, jail and front desk operations, and coordinating court appearances and prisoner transport.

200.5.7 RECORDS DIVISION

The Records Division is commanded by a Division Administrator, whose primary responsibility is to provide general management direction and control for the Records Division. The Records Division is responsible for records processing (i.e., Public Records Act compliance, discovery requests, Pitchess Motions, subpoenas, mandated records purging and sealing, California Law Enforcement Telecommunication Systems, etc.) and statistical reporting (i.e., Department of Justice, law enforcement telecommunications systems, etc.).

200.5.8 DETECTIVES DIVISION

The Detectives Division is commanded by a Lieutenant, whose primary responsibility is to provide general management direction and control for the Detectives Division. The Detectives Division consists of the Crimes Persons Section, Crimes Property Section, Youth Services Section (School Resource Officer Detail, Beach Patrol), Economic Crimes Section, Forensic Identification Section, Crime Analysis Unit, Forensic Computer Lab and Diversion Section. The Detectives Division is responsible for investigation of property, force-related, economic, juvenile and high tech crime, crime trend tracking and analysis, and juvenile/family counseling programs.

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200.5.9 SPECIAL INVESTIGATIONS DIVISION

The Special Investigations Division is commanded by a Lieutenant, whose primary responsibility is to provide general management direction and control for the Special Investigations Division. The Special Investigations Division consists of the Vice and Narcotics Section, Crime Impact Team, Gang Detail, Gang Enforcement Team (GET), and Intelligence Unit. The Special Investigations Division is responsible for investigating vice and unlawful drug activity, career criminal investigation and apprehension, criminal intelligence gathering including terrorism and organized crime intel, concealed weapon licensing and business/liquor licensing investigation.

200.5.10 TRAFFIC AND SPECIAL EVENTS DIVISION

The Traffic and Special Events Division is commanded by a Lieutenant, whose primary responsibility is to provide general management direction and control for the Traffic and Special Events Division. The Traffic and Special Events Division consists of the Enforcement Section (Motor Unit, DUI Team, Commercial Enforcement Unit), Traffic Investigation Section, Traffic Safety and Education Section (Parking Enforcement Unit, Traffic Education and Safety Unit, Crossing Guard Detail) and Animal Control Section. The Traffic and Special Events Division is responsible for enforcing traffic and parking laws, traffic collision investigations, traffic safety programs, and animal control services (i.e., licensing, calls for service, etc.).

200.5.11 DIVISION ORGANIZATION

(a) Division Commander - The position of Division Commander is established, and the employee assigned thereto shall, regardless of rank, be so known. A Division Commander exercises line command over employees of the assigned Division. The Division Commander advises the Bureau Commander on matters pertaining to those areas over which he/she exercises staff responsibility, and keeps the Bureau Commander informed of the activities and accomplishments of the assigned Division.

(b) Area Commander - The Area Commander exercises the duties and has the responsibilities of a Division Commander over assigned Teams. The Bureau Commander is responsible for determinations as to filling positions for any Area Commander absent up to 60 days. When the Area Commander will be absent for more than 60 days, the move-up provisions of the TPOA Memorandum of Understanding shall apply.

(c) Acting Division Commander - When it is anticipated that a Division Commander will be absent from duty for up to sixty days, he/she shall, with the Bureau Commander's concurrence, designate a supervisor to assume the duties of Division Commander until the assigned Division Commander returns to duty or a new Division Commander is assigned. When the Division Commander will be absent for more than 60 days, the move-up provisions of the TPOA Memorandum of Understanding shall apply.

(d) Section - A major divisional activity.

(e) Unit - A specific activity within a Division or Section.

(f) Detail - An assignment or duty.

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200.6 COMMAND PROTOCOL

200.6.1 SUCCESSION OF COMMAND

The Chief of Police exercises command over all personnel in the Department. During planned absences the Deputy Chief of Police shall serve as the acting Chief of Police.

200.6.2 ORDER OF RANK

(a) The order of rank for civilian personnel is:

- Chief of Police
- Deputy Chief of Police
- Police Captain
- Manager or Administrator
- Supervisor
- Non-supervisory employee

(b) The order of rank for sworn personnel is:

- Chief of Police
- Deputy Chief of Police
- Police Captain
- Police Lieutenant
- Police Sergeant
- Police Officer

200.6.3 UNITY OF COMMAND

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

200.6.4 ORDERS

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

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Department Emergency Operations Plan

201.1 PURPOSE AND SCOPE

The City has prepared a Department Emergency Operations Plan(DEOP) for use by all employees in the event of a major disaster or other emergency event. The plan provides for a strategic response by all employees and assigns specific responsibilities in the event that the plan is activated (Government Code § 8610).

201.2 ACTIVATING THE DEPARTMENT EMERGENCY OPERATIONS PLAN

The Department Emergency Operations Plan can be activated on the order of the official designated by local ordinance.

201.2.1 RECALL OF PERSONNEL

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

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

201.3 LOCATION OF THE PLAN

The Department Emergency Operations Plan is available in all divisions,Watch Commander's office and on the Torrance Police Department's computer network. All supervisors should familiarize themselves with the Department Emergency Operations Plan. The Division Commander should ensure that their division personnel are familiar with the roles police personnel will play when the plan is implemented.

(See attachment: Police DEOP 2012 - General.pdf)

201.4 UPDATING OF MANUALS

The Emergency Services Manager or designee shall review the Department Emergency Operations Management Plan Manual at least once every two years to ensure that the manual conforms to any revisions made by the National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS) and should appropriately address any needed revisions.

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Training Policy

202.1 PURPOSE AND SCOPE

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

202.2 PHILOSOPHY

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

202.3 OBJECTIVES

The objectives of the Training Program are to:

(a) Enhance the level of law enforcement service to the public.

(b) Increase the technical expertise and overall effectiveness of our personnel.

(c) Provide for continued professional development of department personnel.

202.4 TRAINING GUIDE

A training development guide will be developed and maintained by the Research and Training Division Commander. It is the responsibility of the Research and Training Division Commander to maintain, review, and update the training guide on an annual basis. The guide will address the following areas:

(a) Mandated – Training that is required by state law, POST, STC, or by the Department.

(b) Essential – Training that is needed for the effective performance of an employee in his/her assignment, or training that meets a need for the Department.

(c) Desirable – Training in areas of interest or for individual career enhancement that will benefit the Department's mission.

(d) Area of Expertise – Specialized training in areas that have been identified by staff as necessary or important for the Department to carry out its mission.

(See attachment: Training Development Guide 2017.pdf)

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202.5 TRAINING NEEDS ASSESSMENT

The Research and Training Division will conduct an annual training-needs assessment of the Department. The needs assessment will be reviewed by staff. Upon approval by the staff, the needs assessment will form the basis for the training plan for the fiscal year.

202.6 TRAINING COORDINATION

The Training Section has primary responsibility for developing and coordinating training for the Department.

The Training Section is comprised of the Training Section Sergeant, staff assistant and administrative assistant with direct supervision from the Research and Training Division Commander and command oversight of the Administrative Bureau Commander. Additionally, the Department's Use of Force Committee, Emergency Vehicle Operations Committee and Critical Incident Review Board (CIRB) are responsible for post-incident evaluation and assessing related training needs.

These Committees and Board, review certain incidents to determine whether training would likely improve future outcomes or reduce or prevent the recurrence of the undesirable issues related to the incident. Specific incidents for review include, but are not limited to:

(a) Any incident involving the death or serious injury of an employee.

(b) Incidents involving a high risk of death, serious injury or civil liability.

(c) Incidents identified by a supervisor as appropriate to review to identify possible training needs.

The Use of Force and Emergency Vehicle Operations Committees should convene on a regular basis as determined by the occurence of reviewable incidents. The Critical Incident Review Board shall convene at the direction of Command Staff.

Committee and CIRB discussion should determine by consensus whether a training need exists and then propose a research project be opened to thoroughly assess the need for new or revised training, when appropriate.

The Chief of Police will consider training recommendations arising from the committees or CIRB reviews and determine what training should be addressed, taking into consideration the mission of the Department and available resources.

202.6.1 DEPARTMENT TRAINING DAYS

Topics of Department-wide interest are incorporated into training days for the benefit of all employees. Employees are encouraged to contact the Training Section and provide input on issues of interest.

202.7 RESPONSIBILITIES

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202.7.1 SUPERVISOR RESPONSIBILITIES

Supervisors are in the best position to monitor and coordinate ongoing training of their personnel and identify training needs through personal observation. Supervisors are expected to work closely with the Training Section to seek out or develop ongoing training. In addition to ensuring that training mandates are met, supervisors are encouraged to participate in selecting and evaluating the type of training that will assist employees in personal development and in improving the performance of their assigned duties.

(a) At least one Supervisor will attend all training that has Department-wide impact, and any other training that the Command Staff deems appropriate.

(b) The senior Supervisor is the Officer in Charge at training. The Supervisor is responsible for:

1. Monitoring the content and attention to training;

2. Ensuring that all rosters, documentation, and forms are completed and submitted to the Training Section;

3. Reporting any problems or areas of needed improvement to the Training Section. This does not excuse Supervisors from participating in any State- or POST-mandated training.

(c) The Training Section is responsible for scheduling and recording supervisory participation.

202.7.2 EMPLOYEE RSPONSIBILITIES

Every employee has a responsibility to share information that will benefit other employees or the Department as a whole. At the request of the Training Section, employees are required to complete assessments of training courses attended. Employees are encouraged to seek out and apply for training that will enhance their job performance and personal development.

202.8 TRAINING PROCEDURES

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

1. Court appearances
2. Scheduled vacation
3. Sick leave
4. Physical limitations preventing the employee’s participation.
5. Emergency situations

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

1. Notify his/her supervisor as soon as possible but no later than one hour prior to the start of training.
2. Document his/her absence in a memorandum to his/her supervisor.

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3. Make arrangements through his/her supervisor and the Training Sergeant to attend the required training on an alternate date.

202.8.1 TRAVEL TIME ALLOWANCE

(a) Paid travel time is authorized whether the attending employee flies or drives. "Hours" are the time estimated for one-way travel from the Torrance Police facility to the course site or place of lodging.

(b) The Training Section will maintain a standardized travel time schedule based on the distance and mode of travel.

1. Less than four hours: No travel time authorized.
2. Four hours to seven hours: One day of travel time is authorized for each round trip.
3. In excess of seven hours: Two days of travel time are authorized for each round trip.

202.8.2 WORK HOURS ADJUSTMENT

Refer to the the Torrance Police Officers Association Memorandum of Understanding.

202.8.3 OVERTIME

Per the TPOA MOU:

1. In-house training days, on a scheduled fixed day off, will be scheduled as a training day (work day).
2. The employee would have the option to either choose their alternate day/s off for the deployment period, or work their normally scheduled shift/s and attend the training day/s on a day off. The employee must notify the Patrol Administrative Lieutenant of their choice within one week after the publishing of the Department training notice for the affected deployment period.
3. If the employee chooses to attend the training on a day off, the employee would be compensated in CTO for the actual time worked in hours. The accrual would be at 1 1/2 times the hourly rate.
4. If the employee fails to attend training on a day off, absent a legitimate reason, they will be subject to discipline just as if the training were conducted on a regular work day. Employees, who habitually fail to attend critical in-house training, may be subject to work restrictions until they complete the training.

202.8.4 GASOLINE CREDIT CARDS

The Training Section has gasoline credit cards for use at schools, conferences, or seminars. When using these cards, the employee generally will supply their own transportation without mileage reimbursement, or a City vehicle will be used. Gasoline credit cards are requested through the Training Section. Individual need for a credit card is assessed according to the Training Section

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criteria, subject to the Research and Training Division Commander's approval. It is the employee's responsibility to return the card to the Training Section at the conclusion of travel.

202.8.5 MISSED TRAINING

(a) REFUNDS. If an attendee, without good cause, does not attend all the required training hours to receive credit for a course, all money advanced to said employee for the training must be immediately returned to the Department. If an attendee becomes ill, or with other good cause (emergency situation) is not able to attend or complete the scheduled training, the attendee's immediate supervisor and the Training Section must be notified immediately. In these situations, the return of money advanced will be determined on an individual basis.

(b) Personnel complaints for non-attendance, tardiness, or early departure from scheduled training, without good cause, are originated by the Training Section.

(c) Any special situations or conflicts with the training policy should be addressed by the concerned employee through the chain of command.

202.9 LEXIPOL DAILY TRAINING BULLETINS

The Lexipol Daily Training Bulletins (DTBs) is a web-accessed system that provides training on the Torrance Police Department Policy Manual and other important topics. Generally, one training bulletin is available for each day of the month. However, the number of DTBs may be adjusted by the Research and Training Division Commander.

Personnel assigned to participate in DTBs should only use the password and login name assigned to them by the Research and Training Division Commander. Personnel should not share their password with others and should frequently change their password to protect the security of the system. After each session, employees should log off the system to prevent unauthorized access. The content of the DTBs is copyrighted material and shall not be shared with others outside of the Department.

Employees who are assigned to participate in the DTB program should complete each DTB at the beginning of their shift or as otherwise directed by their supervisor. Employees should not allow uncompleted DTBs to build up over time. Personnel may be required to complete DTBs missed during extended absences (e.g., vacation, medical leave) upon returning to duty. Although the DTB system can be accessed from any internet active computer, employees shall only take DTBs as part of their on-duty assignment unless directed otherwise by a supervisor.

Supervisors will be responsible for monitoring the progress of personnel under their command to ensure compliance with this policy.

202.9.1 DEPARTMENT TRAINING BULLETINS

The Training Section is responsible for preparing and distributing Training Bulletins. All employees are encouraged to submit relevant material for potential Training Bulletins.

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Electronic Mail

203.1 PURPOSE AND SCOPE

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

203.1.1 EMPLOYEE RESPONSIBILITY

It is the responsibility of every employee to view their e-mail regularly and to respond in a timely manner. E-mail users should delete any unexpected or unknown e-mails especially with attachments, or report them to ITS immediately to prevent computer virus attacks. E-mail users should review and delete their obsolete messages periodically.

203.2 EMAIL RIGHT OF PRIVACY

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

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

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

203.3 PROHIBITED USE OF EMAIL

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

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

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

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203.4 EMAIL RECORD MANAGEMENT

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

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

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Administrative Communications

204.1 PURPOSE AND SCOPE

Administrative communications of this department are governed by the following policies.

204.2 REASSIGNMENT ORDER

Reassignment Orders shall be issued periodically by the Administrative Bureau Commander to announce and document all promotions, transfers, hiring of new personnel, separations, or other changes in status.

204.3 CORRESPONDENCE

a. External - In order to ensure that the letterhead and name of the Department are not misused, all external correspondence shall be on Department letterhead. All Department letterhead shall bear the signature element of the Chief of Police. Personnel should use Department letterhead only for official business and with approval of their supervisor.

b. Intra-Departmental - All correspondence between the different bureaus, divisions and sections of the Department should be prepared on the Intra-Department Correspondence form.

c. Inter-Departmental - All correspondence between the Department and other City Departments should be prepared on the Inter-Department Correspondence form.

204.4 BUSINESS CARDS

(a) Department-issued business cards are intended to be used in a professional manner for citizen and professional contacts, information, and to facilitate outreach to the community. The business cards are not to be misused.

(b) Department business cards are authorized as approved by the employee's Bureau Commander. They will normally be ordered in lots of 500 unless there is a clear need for a larger amount.

(c) Business cards will contain the employee's name, rank or assignment, direct dial number, and facsimile number. Certain other information may be included as approved by the Bureau Commander. Investigators have the option of using the word "Investigator" or their specific assignment. Investigators' cards will also have a place to enter an incident number.

(d) Requests for business cards should be made by memo to the Research and Training Division. Private purchase of Department business cards is prohibited.

204.5 MAIL

(a) Department Address. The address of the Department or any of its offices shall not be used by employees for the purpose of receiving personal mail or merchandise.

(b) Receiving Mail. The Services Division is responsible for receiving, sorting and distributing all Department mail. The receiving desk shall open mail only when it is necessary to ascertain the

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intended recipient. All mail not addressed to a specific division shall be forwarded to the Records Division.

(c) Personal Mail Containers. Personal mail containers are those assigned to individual employees. The Services Division is responsible for maintenance and assignment of personal mail containers. The following is authorized for distribution in the personal mail containers:

1. Official City literature, material, or correspondence.

2. Recognized employee organization or association literature, material, or correspondence as authorized by the Chief of Police. Such literature, material, or correspondence may not be placed if it:

· Supports any particular political position, party, or candidate.

· Might be construed as offensive.

204.6 SURVEYS

All Department surveys shall be authorized by the Chief of Police, the Deputy Chief or a Division Commander.

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Staffing Levels

205.1 PURPOSE AND SCOPE

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

205.1.1 SCHEDULES

All schedules are completed with the primary goal of fulfilling Departmental needs. The Department staffs personnel around the clock, every day of the year. Scheduling of personnel is a management right with organizational needs taking precedence.

205.2 MINIMUM STAFFING LEVELS

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

205.2.1 SUPERVISION DEPLOYMENTS

In order to accommodate training and other unforeseen circumstances, an officer may be used as field supervisors in place of a field sergeant.

With prior authorization from the Patrol Division Commander, an officer may act as the Watch Commander for a limited period of time .

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Vacation Guidelines

206.1 VACATION EARNING AND SCHEDULING

206.1.1 EARNING AND ACCRUAL

Vacation time for Department personnel is earned and accrued as provided for in the applicable MOU. A vacation period is that portion of the calendar year that an employee is on vacation. Employees may divide their vacation into two or more periods, accrue or borrow vacation, and schedule holidays with vacation in accordance with the applicable MOU.

206.1.2 SENIORITY BASIS

Vacation periods shall be assigned within each Division, on a Department seniority basis, adhering to the following:

(a) The vacation period selected by each employee is known as the primary vacation period; for sworn employees, the primary vacation selection is the first pick in a Deployment Year. Priority vacation selections are the first, second and third picks for a Deployment Year. No one will select a second vacation until everyone from the same scheduling group has had an opportunity to make or defer a first selection.

(b) When all divisional employees have selected their primary vacation period, second vacation periods are selected or deferred on the same seniority basis. No one will select a third vacation until everyone has had an opportunity to make or defer a second selection. The process continues until all vacation periods have been selected or deferred with seniority applying to all periods. Any priority selection taken in the first deployment cycle is not available for selection in the second deployment cycle.

(c) Non-Priority Selections. All employees' vacation requests after the third selection are classified non-priority and will be considered tentative. The vacation selection would have to conform to the guidelines of the bureau receiving the transferred employee. Unless notified by supervision sixty days prior to the selected vacation time, employees can assume their vacation has been approved. Employees are encouraged not to use fourth-round or subsequent vacation selections for prepaid vacations.

206.1.3 PRIOR VACATION DEFERRAL

Sworn employees may defer their priority vacation selections in deployment cycle one, and they will have seniority preference for vacation selections in deployment cycle two.

206.1.4 VACATION GUIDELINES

(a) All sworn personnel make vacation selections according to the patrol deployment Cycles, twice per year by seniority preference.

1. Selections are made in October for the first Deployment Cycle that starts in January.
2. Selections are made in May for the second Deployment Cycle that starts in July.

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3. Limit of three vacation selections per deployment year.
4. Up to 60 hours of Compensatory Time Off may be used adjacent to or during a pre-scheduled vacation.
5. Vacation Compensation Time guidelines are detailed in TPOA MOU resolution 2019-80 dated July 22, 2019.
6. Ratios with a vacation related to leave days vs. off days are: one (1) off day for every three (3) leave days; or one (1) leave day for every three (3) off days. A leave day is defined as a vacation day (V), a personal leave day (X), a compensatory vacation leave day (CVL), or a compensatory day (CT). It should be noted that within an approved vacation, a compensatory day (CT) will be time coded as "CTV."

(b) Patrol Vacations

1. Vacation and shift selections will be done twice per year (two cycles) and at the same time. The first cycle shall cover DPs XX-02 to XX-08. The second cycle shall cover DPs XX-09 to XX-01.
2. The selections for the first cycle (XX-02) should occur in October of the previous year. The selections for the second cycle (XX-09) should occur in May of that same year.
3. The 10% rule shall apply. Only 10% of employees assigned to Patrol (regardless of shift), or a minimum of seven (7) employees (whichever is greater) may be on vacation at one time.

206.2 STAFF LEVELS

Assignment of an employee to a vacation period shall be made so as to maintain adequate staff levels. Certain classifications and positions within the Department may be grouped together to insure that no more than a specific number of key employees are on vacation at a given time. The scheduling supervisor must schedule a staff level that will insure effective operation of the Department. Staff levels may be modified with proper justification and approval of the concerned Bureau Commander.

206.2.1 SPECIFIED LIMITS

Unless specifically allowed herein, the maximum number of employees who may take vacation at the same time are as follows:

(a) Division Commanders. One Sworn Division Commander within a Bureau.

(b) Supervisors. One supervisor within a Division.

(c) Sworn Personnel - Non Supervisory. No more than ten percent (10%) of assigned sworn personnel.

(d) Civilian Personnel - Non Supervisory. No more than ten percent (10%) of the personnel from Divisions requiring replacement. Personnel not requiring replacement may be scheduled in accordance with the needs of their Division.

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206.3 ADMINISTRATIVE BUREAU

Staff level standards listed above apply with the following exceptions:

(a) Personnel Division.

1. The Division Commander and Personnel Sergeant shall coordinate their vacation schedules so that only one is off at a time.
2. One Internal Affairs Sergeant.
3. One Background Investigator.
4. One Administrative Assistant.

(b) Research and Training Division.

1. The Division Commander and the Training Sergeant shall coordinate their vacation schedules so that only one is off at a time.
2. The Business Manager and Administrative Analyst shall coordinate their vacation schedules so that only one is off at a time.
3. The Administrative Analyst and Staff Assistant shall coordinate their vacation schedules so that only one is off at a time.
4. One Range Officer. They shall coordinate their vacation schedules so that only one is off at a time.
5. One Administrative Assistant. The Payroll Administrative Assistant must have a replacement available.

206.4 PATROL BUREAU

Staff level standards listed above apply with the following exceptions:

(a) Patrol Division

1. Two Field Sergeants.
2. One Officer from any specialty detail.

(b) Community Affairs Division

1. The Community Affairs Sergeant and the CLO Sergeant shall coordinate their vacations so that only one is off at a time.
2. One Community Affairs Police Officer or Services Officer.
3. One Community Lead Officer (CLO).

206.5 SPECIAL OPERATIONS BUREAU

Staff level standards listed above apply with the following exceptions:

The maximum number of Special Operations Bureau Division Commanders who may take vacation at the same time is two.

(a) Detective Division

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1. The Detective Division Commander and Bureau Commander shall coordinate their vacations so that only one is off at a time.
2. Two Sergeants. The Crimes Persons Sergeant's vacation shall not conflict with the Detective Division Commander's vacation.
3. No more than two detectives from the the Crimes Property Section may take vacation at the same time.
4. The School Resource Officers do not count as part of the Youth Services Section. School Resource Officers should take their vacations when schools are not in session. No more than one School Resource Officer may be off at the same time.
5. The Administrative Assistants shall coordinate their vacations so that only one is off at a time.

(b) Special Investigations Division

1. The Intelligence Section Sergeant and Intelligence Officers shall coordinate their vacations so that only one is off at a time.
2. Two Sergeants
3. One detective from each section.

(c) Traffic and Special Events Division

1. Two Motor Officers
2. One D.U.I Officer
3. One Follow-Up Investigator, whose vacation shall not conflict with the Traffic Section Sergeant's vacation.
4. Two Parking Enforcement Officers

206.6 SUPPORT SERVICES BUREAU

Staff level standards listed above apply with the following exceptions:

(a) The Division Commanders from the Services Division and Communications Division shall coordinate their vacation schedules so that only one is off at a time.

(b) Communications Division. The Division Commander and sergeant shall coordinate their vacations so that only one is off at a time.

(c) Records Division. The Records Administrator and the Police Operations Supervisors shall coordinate their vacation schedules so that the Administrator or one Supervisor is working.

206.7 VACATION SCHEDULE CHANGES

(a) Once the vacation schedule has been prepared and posted, it shall be final. The employee's vacation period will not be changed without the employee's consent.

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(b) When an approved vacation is canceled (for any reason) or the employee is reassigned to another division, assuming that vacation is prohibited without Bureau Commander approval.

(c) Changes in vacation will be allowed in accordance with the rules governing the original selection of vacation. Employees requesting a change shall secure their original request from the Research and Training Division and shall indicate on that request the change and the reason for such request. Any change in a vacation schedule requires supervisory approval.

(d) Special Requests - It is understood that there may be emergency vacation requests or special occasions that need to be reviewed. Therefore, the maximum number of employees on vacation at any given time may be modified with proper justification and approval of the concerned Bureau Commander.

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License to Carry a Firearm

207.1 PURPOSE AND SCOPE

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

207.1.1 APPLICATION OF POLICY

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

207.2 POLICY

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

207.3 QUALIFIED APPLICANTS

Each application shall be assigned an incident number and forwarded to the Special Investigations Division Commander who shall cause an investigation of the applicant. In order to qualify for a license to carry a firearm, the applicant must meet certain requirements, including:

(a) Be a resident of the City of Torrance (Penal Code § 26150; Penal Code § 26155).

(b) Be at least 21 years of age (Penal Code § 29610).

(c) Fully complete an application that will include substantial personal information. Much of the information in the application may be subject to public access under the Public Records Act.

(d) Be free from criminal convictions that would disqualify the applicant from carrying a firearm. Fingerprints will be required and a complete criminal background check will be conducted.

(e) Be of good moral character (Penal Code § 26150; Penal Code § 26155).

(f) Show good cause for the issuance of the license (Penal Code § 26150; Penal Code § 26155).

(g) Pay all associated application fees. These fees are set by statute and may not be refunded if the application is denied.

(h) Provide proof of ownership or registration of any firearm to be licensed.

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(i) Be free from any psychological conditions that might make the applicant unsuitable for carrying a firearm (Penal Code § 26190).

(j) Complete required training (Penal Code § 26165).

207.4 APPLICATION PROCESS

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

1. If an incomplete application package is received, the Special Investigations Division Commander or authorized designee may do any of the following:

(a) Require the applicant to complete the package before any further processing.

(b) Advance the incomplete package for conditional processing pending completion of all mandatory conditions.

(c) Issue a denial if the materials submitted at the time demonstrate that the applicant would not qualify for a license to carry a firearm even if the package was completed (e.g., not a resident, disqualifying criminal conviction, absence of good cause).

(b) At the time the completed application is submitted, the applicant shall make a nonrefundable partial payment of $20 (cash or check) to the City of Torrance to cover the cost of processing the application (Penal Code § 26190). Application fees shall be collected by the Records Division and the completed application forwarded to the Special Investigations Division.

1. The remaining balance of the application fee of $80 will be required at the time of the scheduled interview with the investigator (Special Investigations Division).

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

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

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

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

Once the Special Investigations Division Commander has reviewed the completed application package and relevant background information, he/she shall forward their completed investigation to the Special Operations Bureau Commander for review. If there is no legal reason for disqualification, the applicant shall be photographed.

207.4.1 CHIEF'S REVIEW

(a) Upon receipt of the DOJ's response, the Special Investigations Division Commander's completed investigation and the Special Operations Bureau Commander's completed review, the Chief of Police shall conduct a final review of the application. During this review, there will be further consideration of the applicant's statement of good cause and any potential restrictions or conditions that might be placed on the license.

1. The determination of good cause should consider the totality of circumstances in each individual case.
2. Any denial for lack of good cause should be rational, articulable and not arbitrary in nature.
3. The Department will provide written notice to the applicant as to the determination of good cause (Penal Code § 26202). Good cause exists where there is convincing evidence of a clear and present danger to life, or of great bodily harm to the applicant, his/her spouse, or dependent child, which cannot be adequately dealt with by existing law enforcement resources, and which danger cannot be reasonably avoided by alternative measures, and which danger would be significantly mitigated by the applicant's carrying of a concealed firearm.

(b) The Chief of Police requires psychological testing for all new applicants and on all renewals where there is compelling evidence of its necessity. The Special Investigations Division Commander shall refer the applicant to the Department psychologist to schedule his/her own psychological testing only after determining that the applicant has successfully met 207.3 (a) – (i). The cost of psychological testing shall be paid by the applicant at a cost not to exceed $150 (PC 26190(f)). The purpose of any such psychological testing is intended only to identify any outward indications or history of psychological problems that might render the applicant unfit to carry a firearm. This testing is not intended to certify in any other respect that the applicant is psychologically fit. If it is determined that the applicant is not a suitable candidate for carrying a firearm, the applicant shall be removed from further consideration (Penal Code § 26190).

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

(d) The applicant shall successfully complete a firearms safety and proficiency examination with the firearm to be licensed including completion of all releases and

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other forms. The cost of inspection/examination shall be the responsibility of the applicant.

Whether an application is approved or denied at the conclusion of the Chief's review, the applicant shall be notified in writing within 90 days of the initial application or within 30 days after receipt of the applicant's criminal background check from the California DOJ, whichever is later. The Chief of Police reserves the right to deny a license for any firearm that has been altered from the manufacturer's specifications or that is unsafe (Penal Code§ 31910). If the license is denied, the notice shall state which requirement was not satisfied (Penal Code § 26205). There is no appeal of the final decision. Within 15 days from notification of denial, the applicant may request a meeting to discuss the denial with the Special Investigations Division Commander or a designee appointed by the Chief of Police.

207.5 LIMITED BUSINESS LICENSE TO CARRY A CONCEALED FIREARM

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

An individual who is not a resident of the county but who otherwise successfully completes the application process may apply for and be issued a limited license subject to approval by the Sheriff and subject to the following:

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

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

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

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

207.6 ISSUED FIREARMS PERMITS

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

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

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

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

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

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

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

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

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

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

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

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

207.6.1 LICENSE RESTRICTIONS

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

1. Consuming any alcoholic beverage while armed.

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

3. Unjustified or unreasonable displaying of a firearm.

4. Committing any crime.

5. Being under the influence of any medication or drug while armed.

6. Interfering with any law enforcement officer's duties.

7. Refusing to display his/her license or firearm for inspection upon demand of any peace officer.

8. Loading the permitted firearm with illegal ammunition.

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

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

207.6.2 AMENDMENTS TO LICENSES

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

(a) Add or delete authority to carry a firearm listed on the license.

(b) Change restrictions or conditions previously placed on the license.

(c) Change the address or other personal information of the licensee (Penal Code § 26210).

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

207.6.3 REVOCATION OF LICENSES

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

(a) The licensee has violated any of the restrictions or conditions placed upon the license.

(b) The licensee becomes psychologically unsuitable to carry a firearm.

(c) The licensee is determined to be within a prohibited class described in Penal Code § 29800, Penal Code § 29900, Welfare and Institutions Code § 8100, Welfare and Institutions Code § 8103 or any state or federal law.

(d) The licensee engages in any conduct which involves a lack of good moral character or that might otherwise remove the good cause for the original issuance of the license.

(e) If the license is one to carry “loaded and exposed,” the license shall be revoked immediately upon a change of the licensee’s place of residence to another county (Penal Code § 26210).

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

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

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207.6.4 LICENSE RENEWAL/AMENDMENT

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

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

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

(c) Paying a non-refundable renewal application fee of $25.

(d) Amendment - At the time of application filing for a license amendment, applicants shall pay a $10 processing fee to the City of Torrance via check or cash.

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

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

207.7 DEPARTMENT REPORTING AND RECORDS

Pursuant to Penal Code § 26225, the Special Investigations Division Commander shall maintain a record of the following and immediately provide copies of each to the California DOJ:

(a) The denial of a license

(b) The denial of an amendment to a license

(c) The issuance of a license

(d) The amendment of a license

(e) The revocation of a license

The Special Investigations Division Commander shall annually submit to the State Attorney General the total number of licenses to carry firearms issued to reserve peace officers and judges.

Applications and any accompanying documentation shall be filed in the Special Investigations Division, Intelligence Section.

207.8 CONFIDENTIAL RECORDS

The home address and telephone numbers of any peace officer, public defender, prosecutor, magistrate, court commissioner or judge contained in an application shall not be considered public record (Government Code § 6254(u)(2)).

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

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Retiree Concealed Firearms

208.1 PURPOSE AND SCOPE

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

208.2 POLICY

It is the policy of the Torrance Police Department to provide identification cards to qualified former or retired officers and honorably separated reserve police officers as provided in this policy.

(a) Honorably separated reserve officer defined. An honorably separated reserve officer must have completed a minimum of 20 years of uninterrupted service as a Level 1 reserve police officer with the City of Torrance. Any reserve police officer who does not meet the honorably separated qualifications is considered merely "separated" and is not entitled to any retired reserve police officer identification card.

208.3 LEOSA

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

(a) Separated from service in good standing from this department as an officer.

(b) Before such separation, had regular employment as a law enforcement officer for an aggregate of 10 years or more or, if employed as a law enforcement officer for less than 10 years, separated from service after completing any applicable probationary period due to a service-connected disability as determined by this department.

(c) Has not been disqualified for reasons related to mental health.

(d) Has not entered into an agreement with this department where the officer acknowledges that he/she is not qualified to receive a firearm qualification certificate for reasons related to mental health.

(e) Is not prohibited by federal law from receiving or possessing a firearm.

208.3.1 LEOSA IDENTIFICATION CARD FORMAT

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

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

208.3.2 AUTHORIZATION

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

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(a) In possession of photographic identification that identifies him/her as having been employed as a law enforcement officer, and one of the following:

1. An indication from the person's former law enforcement agency that he/she has, within the past year, been tested or otherwise found by the law enforcement agency to meet agency-established active duty standards for qualification in firearms training to carry a firearm of the same type as the concealed firearm.

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

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

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

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

208.4 CALIFORNIA IDENTIFICATION CARD ISSUANCE

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

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

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

208.4.1 CALIFORNIA IDENTIFICATION CARD FORMAT

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

(a) A photograph of the retiree.

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

(c) The date of retirement.

(d) The name and address of this department.

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

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208.4.2 QUALIFIED RETIREES FROM INCORPORATED JURISDICTION

The Torrance Police Department shall provide an identification card with a CCW Approved endorsement to honorably retired peace officers from any jurisdiction that this department now serves under the following conditions (Penal Code § 25905):

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

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

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

208.4.3 QUALIFIED RETIRED RESERVES

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

208.5 FORMER OFFICER RESPONSIBILITIES

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

208.5.1 RESPONSIBILITIES UNDER LEOSA

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

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

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

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

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

208.5.2 MAINTAINING A CALIFORNIA IDENTIFICATION CARD CCW ENDORSEMENT

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

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

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

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

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

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

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

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

A CCW endorsement under Penal Code § 25470 for any officer retired from this department may be denied or revoked only upon a showing of good cause. The CCW endorsement may be immediately and temporarily revoked by the Chief of Police or his/her designee when the conduct of a retired peace officer compromises public safety.

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

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

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

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

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

(d) Members who have reason to suspect the conduct of a retiree has compromised public safety shall notify the Watch Commander as soon as practicable. The Watch

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Commander should promptly take appropriate steps to look into the matter and, at the discretion of the Chief of Police, contact the retiree in person and advise him/her of the temporary suspension and hearing information listed below.

1. Notification of the temporary suspension should also be promptly mailed to the retiree via first class mail, postage prepaid, return receipt requested (Penal Code § 26312).
2. The Watch Commander should document the investigation, the actions taken and, if applicable, any notification made to the retiree. The memo should be forwarded to the Chief of Police.
3. The personal and written notification should be as follows:
   (a) The retiree's CCW endorsement is immediately and temporarily suspended.
   (b) The retiree has 15 days to request a hearing to determine whether the temporary suspension should become permanent revocation.
   (c) The retiree will forfeit his/her right to a hearing and the CCW endorsement will be permanently revoked if the retiree fails to respond to the notice of hearing within the 15-day period.
4. In the event that personal contact with the retiree cannot be reasonably achieved in a timely manner, the Chief of Police or his/her designee should attempt to make the above notice of temporary suspension through another law enforcement officer. For example, if a retiree was arrested or detained by a distant agency, the Chief of Police or his/her designee may request that a law enforcement officer from that agency act as the agent of the Department to deliver the written notification.

208.8 FIREARM QUALIFICATIONS

The Rangemaster may provide former officers from this department an opportunity to qualify. Written evidence of the qualification and the weapons used will be provided and will contain the date of the qualification. The Rangemaster will maintain a record of the qualifications and weapons used.

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Chapter 3 - General Operations

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Use of Force

300.1 PURPOSE AND SCOPE

This policy provides guidelines on the reasonable use of force. While there is no way to specify the exact amount or type of reasonable force to be applied in any situation, every member of this department is expected to use these guidelines to make such decisions in a professional, impartial, and reasonable manner (Government Code § 7286).

In addition to those methods, techniques, and tools set forth below, the guidelines for the reasonable application of force contained in this policy shall apply to all policies addressing the potential use of force, including but not limited to the Control Devices and Techniques and Conducted Energy Device policies.

300.1.1 DEFINITIONS

Definitions related to this policy include:

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

Feasible - Reasonably capable of being done or carried out under the circumstances to successfully achieve the arrest or lawful objective without increasing risk to the officer or another person (Government Code § 7286(a)).

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

Serious bodily injury - A serious impairment of physical condition, including but not limited to the following: loss of consciousness; concussion; bone fracture; protracted loss or impairment of function of any bodily member or organ; a wound requiring extensive suturing; and serious disfigurement (Penal Code § 243(f)(4)).

Totality of the circumstances - All facts known to the officer at the time, including the conduct of the officer and the subject leading up to the use of force (Penal Code § 835a).

300.2 POLICY

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

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

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

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300.2.1 DUTY TO INTERCEDE

Any officer present and observing another law enforcement officer or an employee using force that is clearly beyond that which is necessary, as determined by an objectively reasonable officer under the circumstances, shall, when in a position to do so, intercede to prevent the use of unreasonable force.

When observing force used by a law enforcement officer, each officer should take into account the totality of the circumstances and the possibility that other law enforcement officers may have additional information regarding the threat posed by the subject (Government Code § 7286(b)).

300.2.2 FAIR AND UNBIASED USE OF FORCE

Officers are expected to carry out their duties, including the use of force, in a manner that is fair and unbiased (Government Code § 7286(b)). See the Bias-Based Policing Policy for additional guidance.

300.2.3 DUTY TO REPORT EXCESSIVE FORCE

Any officer who observes a law enforcement officer or an employee use force that potentially exceeds what the officer reasonably believes to be necessary shall promptly report these observations to a supervisor as soon as feasible (Government Code § 7286(b)).

300.3 USE OF FORCE

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

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

Given that no policy can realistically predict every possible situation an officer might encounter, officers are entrusted to use well-reasoned discretion in determining the appropriate use of force in each incident. Officers may only use a level of force that they reasonably believe is proportional to the seriousness of the suspected offense or the reasonably perceived level of actual or threatened resistance (Government Code § 7286(b)).

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

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

300.3.1 USE OF FORCE TO EFFECT AN ARREST

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

300.3.2 FACTORS USED TO DETERMINE THE REASONABLENESS OF FORCE

When determining whether to apply force and evaluating whether an officer has used reasonable force, a number of factors should be taken into consideration, as time and circumstances permit (Government Code § 7286(b)). These factors include but are not limited to:

(a) The apparent immediacy and severity of the threat to officers or others (Penal Code § 835a).

(b) The conduct of the individual being confronted, as reasonably perceived by the officer at the time (Penal Code § 835a).

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

(d) The conduct of the involved officer leading up to the use of force (Penal Code § 835a).

(e) The effects of suspected drugs or alcohol.

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

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

(h) Proximity of weapons or dangerous improvised devices.

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

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

(k) Seriousness of the suspected offense or reason for contact with the individual prior to and at the time force is used.

(l) Training and experience of the officer.

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

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

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

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

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

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

(s) Any other exigent circumstances.

300.3.3 PAIN COMPLIANCE TECHNIQUES

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

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

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

(c) Whether the person has been given sufficient opportunity to comply.

The application of any pain compliance technique shall be discontinued once the officer determines that compliance has been achieved.

300.3.4 RESTRICTIONS ON THE USE OF CAROTID CONTROL HOLD

Officers of this department are not authorized to use a carotid restraint hold. A carotid restraint means a vascular neck restraint or any similar restraint, hold, or other defensive tactic in which pressure is applied to the sides of a person's neck that involves a substantial risk of restricting blood flow and may render the person unconscious in order to subdue or control the person (Government Code § 7286.5).

300.3.5 USE OF FORCE TO SEIZE EVIDENCE

In general, officers may use reasonable force to lawfully seize evidence and to prevent the destruction of evidence. However, officers are discouraged from using force solely to prevent a person from swallowing evidence or contraband. In the instance when force is used, officers should not intentionally use any technique that restricts blood flow to the head, restricts respiration or which creates a reasonable likelihood that blood flow to the head or respiration would be restricted. Officers are encouraged to use techniques and methods taught by the Torrance Police Department for this specific purpose.

300.3.6 ALTERNATIVE TACTICS - DE-ESCALATION

As time and circumstances reasonably permit, and when community and officer safety would not be compromised, officers should consider actions that may increase officer safety and may decrease the need for using force:

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(a) Summoning additional resources that are able to respond in a reasonably timely manner.

(b) Formulating a plan with responding officers before entering an unstable situation that does not reasonably appear to require immediate intervention.

(c) Employing other tactics that do not unreasonably increase officer jeopardy.

In addition, when reasonable, officers should evaluate the totality of circumstances presented at the time in each situation and, when feasible, consider and utilize reasonably available alternative tactics and techniques that may persuade an individual to voluntarily comply or may mitigate the need to use a higher level of force to resolve the situation before applying force (Government Code § 7286(b)). Such alternatives may include but are not limited to:

(a) Attempts to de-escalate a situation.

(b) If reasonably available, the use of crisis intervention techniques by properly trained personnel.

300.3.7 RESTRICTIONS ON THE USE OF A CHOKE HOLD

Officers of this department are not authorized to use a choke hold. A choke hold means any defensive tactic or force option in which direct pressure is applied to a person's trachea or windpipe (Government Code § 7286.5).

300.4 DEADLY FORCE APPLICATIONS

Where feasible, the officer shall, prior to the use of deadly force, make reasonable efforts to identify him/herself as a peace officer and to warn that deadly force may be used, unless the officer has objectively reasonable grounds to believe the person is aware of those facts (Penal Code 835a).

If an objectively reasonable officer would consider it safe and feasible to do so under the totality of the circumstances, officers shall evaluate and use other reasonably available resources and techniques when determining whether to use deadly force. To the extent that it is reasonably practical, officers should consider their surroundings and any potential risks to bystanders prior to discharging a firearm (Government Code § 7286(b)).

The use of deadly force is only justified when the officer reasonably believes it is necessary in the following circumstances (Penal Code § 835a):

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

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

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

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

300.4.1 SHOOTING AT OR FROM MOVING VEHICLES

Shots fired at or from a moving vehicle are rarely effective and may involve additional considerations and risks. When feasible, officers should take reasonable steps to move out of the path of an approaching vehicle instead of discharging their firearm at the vehicle or any of its occupants. An officer should only discharge a firearm at a moving vehicle or its occupants when the officer reasonably believes there are no other reasonable means available to avert the imminent threat of the vehicle, or if deadly force other than the vehicle is directed at the officer or others (Government Code § 7286(b)).

Officers should not shoot at any part of a vehicle in an attempt to disable the vehicle.

300.4.2 DISPLAYING OF FIREARMS

Officers should carefully evaluate each tactical situation and use sound discretion when drawing a firearm in public by considering the following guidelines (Government Code § 7286(b)):

(a) If the officer does not initially perceive a threat but reasonably believes that the potential for such threat exists, firearms should generally be kept in the low-ready or other position not directed toward an individual.

(b) If the officer reasonably believes that a threat exists based on the totality of circumstances presented at the time (e.g., high-risk stop, tactical entry, armed encounter), firearms may be directed toward such threat until the officer no longer perceives such threat.

Once it is reasonably safe to do so, officers should carefully secure all firearms.

300.5 REPORTING THE USE OF FORCE

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

300.5.1 NOTIFICATION TO SUPERVISORS

Supervisory notification shall be made as soon as practicable following the application of force in any of the following circumstances:

(a) Baton

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(b) Restraints

(c) Total Appendage Restraint Procedure (TARP)

(d) Vehicle intervention

(e) Canine use resulting in injury

(f) Physical force used to overcome resistance

(g) 40mm launcher

(h) OC spray

(i) Any other circumstance resulting in injury

(j) The application caused a visible injury

(k) The application would lead a reasonable officer to conclude that the individual may have experienced more than momentary discomfort

(l) The individual subjected to the force complained of injury or continuing pain

(m) The individual indicates intent to pursue litigation

(n) Any application of a TASER device or control device

(o) Any application of a restraint device other than handcuffs, shackles, or belly chains

(p) The individual subjected to the force was rendered unconscious

(q) An individual was struck or kicked

(r) An individual alleges unreasonable force was used or that any of the above has occurred

(s) Pointing a Firearm at a Person

300.5.2 REPORTING TO CALIFORNIA DEPARTMENT OF JUSTICE

Statistical data regarding all officer-involved shootings and incidents involving use of force resulting in serious bodily injury is to be reported to the California Department of Justice as required by Government Code § 12525.2. See the Records Division Policy.

300.6 MEDICAL CONSIDERATION

Once it is reasonably safe to do so, properly trained officers should promptly provide or procure medical assistance for any person injured or claiming to have been injured in a use of force incident (Government Code § 7286(b)).

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

Based upon the officer's initial assessment of the nature and extent of the subject's injuries, medical assistance may consist of examination by fire personnel, paramedics, hospital staff, or medical staff at the jail. If any such individual refuses medical attention, such a refusal shall be

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fully documented in related reports and, whenever practicable, should be witnessed by another officer and/or medical personnel. If a recording is made of the contact or an interview with the individual, any refusal should be included in the recording, if possible.

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

Persons who exhibit extreme agitation, violent irrational behavior accompanied by profuse sweating, extraordinary strength beyond their physical characteristics and imperviousness to pain (sometimes called “excited delirium”), or who require a protracted physical encounter with multiple officers to be brought under control, may be at an increased risk of sudden death. Calls involving these persons should be considered medical emergencies. Officers who reasonably suspect a medical emergency should request medical assistance as soon as practicable and have medical personnel stage away if appropriate.

300.7 SUPERVISOR RESPONSIBILITY

The supervisor made aware of a use of force shall investigate the circumstances including all information relevant to the event and complete an Administrative Review form (TPD 705) for use of any of the following:

(a) Baton

(b) Restraints

(c) Total Appendage Restraint Procedure (TARP)

(d) Vehicle intervention

(e) Canine use resulting in injury

(f) Physical force used to overcome resistance

(g) 40 mm launcher

(h) OC spray

(i) Any other circumstance resulting in injury

(j) The application caused a visible injury

(k) The application would lead a reasonable officer to conclude that the individual may have experienced more than momentary discomfort

(l) The individual subjected to the force complained of injury or continuing pain

(m) The individual indicates intent to pursue litigation

(n) Any application of a TASER device or control device

(o) Any application of a constraint device other than handcuffs, shackles, or belly chains

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(p) The individual subjected to the force was rendered unconscious

(q) An individual was struck or kicked

(r) An individual alleges unreasonable force was used or that any of the above has occurred

(s) Pointing a firearm at a person

See attachment: Administrative Review Form.pdf

When a supervisor is able to respond to an incident in which there has been a reported application of force, the supervisor is expected to:

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

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

(c) When possible, Mirandize and separately obtain a recorded voluntary interview with the subject upon whom force was applied. The following shall apply:

1. The content of the interview should not be summarized or included in any related criminal charges.

2. The fact that a recorded interview was conducted should be documented in an Administrative Review form (TPD 705).

3. The recording of the interview will be stored in AvailWeb.

4. The Supervisor shall complete a Supplemental Report in Spillman documenting the interview statements provided by the subject.

(d) Once any initial medical assessment has been completed or first aid has been rendered, ensure that photographs have been taken of any areas involving visible injury or complaint of pain, as well as overall photographs of uninjured areas. These photographs shall be uploaded to Spillman.

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

(f) Review and approve all related reports.

(g) Determine if there is any indication that the subject may pursue civil litigation.

1. If there is an indication of potential civil litigation, the supervisor should complete and route a notification of a potential claim through the appropriate channels.

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

(i) When a use of force meets the criteria for mandated DOJ Reporting, a Detective Supervisor shall complete the DOJ portion of the TPD 705 following voluntary interviews with the involved officers. An Internal Affairs Supervisor shall complete the DOJ portion of the TPD 705 following compelled interviews with the involved officers.

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

300.7.1 DIVISION COMMANDER RESPONSIBILITY
The Division Commander shall review each use of force by any personnel within his/her command to ensure compliance with this policy and to address any training issues. The original Administrative Review form (TPD 705) shall be forwarded to the Patrol Coordinator for statistical purposes.

300.7.2 SUPERVISORY FOLLOW-UP
The concerned supervisor shall discuss the incident with the involved employee and obtain the officer(s) signature on the original Administrative Review. The original Administrative Review shall be forwarded to the Personnel Division to be retained as required by the Records retention schedule.

300.8 TRAINING

Officers, investigators, and supervisors will receive periodic training on this policy and demonstrate their knowledge and understanding (Government Code § 7286(b)).

Subject to available resources, the Research and Training Division Commander should ensure that officers receive periodic training on de-escalation tactics, including alternatives to force. The Research and Training Division Commander should also ensure the organization *engages in dialogue and provide education to the community about its policy*.

Training should also include (Government Code § 7286(b)):

(a) Guidelines regarding vulnerable populations, including but not limited to children, elderly persons, pregnant individuals, and individuals with physical, mental, and developmental disabilities.

(b) Training courses required by and consistent with POST guidelines set forth in Penal Code § 13519.10 *t o include developing practices, procedures and evolving legal standards.*

All officers, investigators, and supervisors shall attend the following training courses on a bi-annual bases in order to meet the objectives of this use of force policy:

i. Arrest and Control Training (Post Course Number): 8 hours

ii. Defensive Tactics Training: (Post Course Number):8 Hours

iii. Tactical Communication Course: (Post Course Number):2 Hours

300.9 USE OF FORCE COMPLAINTS

The receipt, processing, and investigation of civilian complaints involving use of force incidents should be handled in accordance with the Personnel Complaints Policy (Government Code § 7286(b)).

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300.10 POLICY REVIEW

The Chief of Police or the authorized designee should regularly review and update this policy to reflect developing practices and procedures (Government Code § 7286(b)).

300.11 POLICY AVAILABILITY

The Chief of Police or the authorized designee should ensure this policy is accessible to the public (Government Code § 7286(c)).

300.12 PUBLIC RECORDS REQUESTS

Requests for public records involving an officer's personnel records shall be processed in accordance with Penal Code § 832.7 and the Personnel Records and Records Maintenance and Release policies (Government Code § 7286(b)).

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Use of Force Review Boards

301.1 PURPOSE AND SCOPE

This policy establishes a process for the Torrance Police Department to review the use of force by its employees.

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

301.2 POLICY

The Torrance Police Department will objectively evaluate the use of force by its members to ensure that their authority is used lawfully, appropriately and is consistent with training and policy.

301.3 USE OF FORCE COMMITTEE

The Use of Force Committee is the responsibility of the Administrative Bureau Commander. The Use of Force Committee will be convened based on the occurrence of reviewable incidents for uses of force that do not result in serious injury or death.

The Research and Training Division Commander will convene the Use of Force Committee as necessary. All Administrative Reviews (TPD 705) will be forwarded from the Personnel Division to the Training Sergeant to be reviewed by the Use of Force Committee. The involved employee's Division Commander or supervisor will ensure that all relevant reports, documents and materials are available for consideration and review by the committee. Following each Use of Force Committee meeting, a synopsis (meeting minutes) of the meeting's discussion will be prepared by the Training Sergeant.

(a) Composition of the Use of Force Committee:

- Research and Training Division Commander (Chairperson)
- Training Sergeant
- Range Master(s)
- Use of Force Supervisor or a Representative of the Use of Force Cadre

301.3.1 RESPONSIBILITIES OF THE USE OF FORCE COMMITTEE

The Use of Force Review Committee is empowered to conduct an administrative review of a use of force incident.

The committee members may request further investigation and/or request reports be submitted for the committee's review.

The committee does not have the authority to recommend discipline.

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301.4 EMERGENCY VEHICLE OPERATIONS COMMITTEE

The Emergency Vehicle Operations Committee is the responsibility of the Administrative Bureau Commander and will be convened as necessary to review pursuits, traffic collisions, and legal interventions (i.e. Precision Intervention Technique, etc.) to identify training issues. Following each Emergency Vehicle Operations Committee meeting, a synopsis (meeting minutes) of the meeting's discussion will be prepared by the Training Sergeant.

(a) Composition of the Emergency Vehicle Operations Committee:

- Research and Training Division Commander (Chairperson)
- Training Sergeant
- Up to three, Emergency Vehicle Operations Training Instructors

301.4.1 RESPONSIBILITIES OF THE EMERGENCY VEHICLE OPERATIONS COMMITTEE

The Emergency Vehicle Operations Committee is empowered to conduct an administrative review of pursuits, traffic collisions, and legal interventions.

The committee members may request further investigation and/or request reports be submitted for the committee's review

The committee does not have the authority to recommend discipline.

301.5 CRITICAL INCIDENT REVIEW BOARD

The Critical Incident Review Board assesses the Department's civil exposure and organizational performance following a given incident and carefully reviews that incident from perspectives of training, tactics, policies, and procedures and recommends remedial action as needed. The CIRB shall be convened at the discretion of the Chief of Police or a Board Member. The Chief of Police will determine whether the board should delay its review until after completion of any criminal/administrative investigation, review by any prosecutorial body, filing of criminal charges, the decision not to file criminal charges, or any other action.

The review shall be based upon those facts which were reasonably believed or known by the officers at the time of the incident, applying any legal requirements, Department policies, procedures and approved training to those facts. The CIRB presenters should be cognizant of the Peace Officers Bill of Rights for their presentation to the board. Facts later discovered but unknown to the officer at the time shall neither justify nor call into question an officer's decision regarding the use of force.

The board shall make one of the following recommended findings:

(a) The employee's actions were within Department policy and procedure.

(b) The employee's actions were in violation of Department policy and procedure.

The board may recommend additional investigations or reviews, such as disciplinary investigations, training reviews to consider whether training should be developed or revised, and policy reviews, as may be appropriate.

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The affected bureau commander shall review the recommendation, make a final determination as to whether the employee's actions were within policy and procedure and will determine whether any additional actions, investigations or reviews are appropriate. If the Chief of Police concludes that discipline should be considered, a disciplinary process will be initiated.

At the conclusion of any additional reviews, copies of all relevant reports and information will be filed with the Personnel Division.

The following incidents meet the criteria of critical incidents and shall be reviewed by the CIRB:

- In custody death.
- Use of deadly force by a Department employee.
- Pursuits resulting in any injury requiring hospital admittance or major property damage.
- Death or serious injury resulting from action of a member of the Department.
- Injury requiring hospital admittance resulting from an action of Department personnel.
- Discharge of a firearm by sworn personnel.
- Any other incident involving discharge of a firearm, major property damage, or major vehicle damage by a member of the Department.
- Any incident including, but not limited to, multiple uses of force within the same incident, an incident potentially generating significant media interest or any other critical incident the Chief of Police or a CIRB Board Member requests for review.

(a) Composition of the Critical Incident Review Board:

- Deputy Chief of Police (Chairperson)
- Patrol Bureau Commander
- Special Operations Bureau Commander
- Administrative Bureau Commander
- Support Services Bureau Commander
- Representative of the City Attorney's Office

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Handcuffing and Restraints

302.1 PURPOSE AND SCOPE

This policy provides guidelines for the use of handcuffs and other restraints during detentions and arrests.

302.2 POLICY

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

302.3 USE OF RESTRAINTS

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

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

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

302.3.1 RESTRAINT OF DETAINEES

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

Unless extenuating circumstances exist, an officer shall not handcuff arrestees to any fixed object or vehicle unless they are under observation. Arrestees shall not be handcuffed to the interior of vehicles unless for the arrestee's safety or prevention of injury to the arrestee or others.

302.3.2 RESTRAINT OF PREGNANT PERSONS

Persons who are known to be pregnant should be restrained in the least restrictive manner that is effective for officer safety. Leg irons, waist chains, or handcuffs behind the body should not be

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used unless the officer has a reasonable suspicion that the person may resist, attempt escape, injure self or others, or damage property.

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

302.3.3 RESTRAINT OF JUVENILES

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

302.3.4 NOTIFICATIONS

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

302.4 APPLICATION OF HANDCUFFS OR PLASTIC CUFFS

Handcuffs, including temporary nylon or plastic cuffs, may be used only to restrain a person's hands to ensure officer safety.

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

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

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

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

302.5 APPLICATION OF SPIT HOODS

Spit hoods are temporary protective devices designed to prevent the wearer from biting and/or transferring or transmitting fluids (saliva and mucous) to others.

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Spit hoods may be placed upon persons in custody when the officer reasonably believes the person will bite or spit, either on a person or in an inappropriate place. They are generally used during application of a physical restraint, while the person is restrained, or during or after transport.

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

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

Those who have been placed in a spit hood should be continually monitored and shall not be left unattended until the spit hood is removed. Spit hoods shall be discarded after each use.

Officers who deploy the spit hood on a person shall immediately notify their supervisor and document its deployment in the corresponding arrest report and indicate spit hood utilization in the Spillman circumstance code.

302.6 APPLICATION OF AUXILIARY RESTRAINT DEVICES

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

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

302.7 APPLICATION OF LEG RESTRAINT (HOBBLE) DEVICES

Leg restraints (Hobbles) may be used to restrain the legs of a violent or potentially violent person when it is reasonable to do so during the course of detention, arrest, or transportation. Only restraint devices approved by the Department shall be used. Officers assigned to uniform field duty who have been issued and received training in the use of the hobble restraint devices shall have it readily accessible at all times while on duty (e.g. on their person, in their unit, or motor saddle bag, etc).

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

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

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

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

302.7.1 GUIDELINES FOR USE OF LEG RESTRAINTS

When applying leg restraints, the following guidelines should be followed:

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

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

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

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

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

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

(g) Officers shall document the details of its use in the arrest report and indicate hobble utilization in the Spillman circumstance code.

302.7.2 GUIDELINES FOR USE OF TOTAL APPENDAGE RESTRAINT PROCEDURE (TARP)

This procedure shall only be used to control restrained subjects who give indications of violent or potentially violent behavior. Only the Department approved hobble restraint device shall be used for this procedure. The TARP shall only be used by personnel who have received Department approved training.

(a) Subjects shall not be placed face down after the TARP has been applied.

(b) Subjects shall be continuously monitored while the TARP is used.

(c) Subjects shall not be transported in patrol vehicles while the TARP is used.

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(d) Subjects who need to be transported while the TARP is used shall be transported via ambulance where officers can position the subject on their side, maintain physical control, and continually monitor the restrained subject.

(e) Officers shall immediately notify a supervisor when the TARP is used and shall document the details of its use in the arrest report and indicate TARP utilization in the Spillman circumstance code.

302.8 REQUIRED DOCUMENTATION

If a person is restrained and released without an arrest, the officer shall document the details of the detention and the need for handcuffs or other restraints.

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

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

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

(b) Supervisor notification.

(c) The types of restraint used.

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

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

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

(g) Any known or suspected drug use or other medical problems.

302.8.1 SUPERVISOR RESPONSIBILITY

The supervisor being made aware of any handcuffing and release shall investigate the circumstances and ensure that documentation of such handcuffing and release is made under the related Incident number in Spillman.

302.9 TRAINING

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

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

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

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

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

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Control Devices and Techniques

303.1 PURPOSE AND SCOPE

This policy provides guidelines for the use and maintenance of control devices that are described in this policy.

303.2 POLICY

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

303.3 ISSUING, CARRYING AND USING CONTROL DEVICES

Control devices described in this policy may be carried and used by members of this department only if the device has been issued by the Department or approved by the Chief of Police or the authorized designee.

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

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

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

303.4 RESPONSIBILITIES

303.4.1 DIVISION COMMANDER RESPONSIBILITIES

The Division Commander may authorize the use of a control device by personnel who have successfully completed the required training.

303.4.2 RANGEMASTER RESPONSIBILITIES

The Rangemaster shall control the inventory and issuance of all control devices, with the exception of the baton which is issued by the Personnel Division, and shall ensure that all damaged, inoperative, outdated or expended control devices or munitions are properly disposed of, repaired or replaced.

The Rangemaster will inspect control devices annually or when requested by staff. All inspections shall be documented in the Range database.

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303.4.3 USER RESPONSIBILITIES
All normal maintenance, charging or cleaning shall remain the responsibility of personnel using the various devices.

Any damaged, inoperative, outdated or expended control devices or munitions, along with documentation (TPD41) explaining the cause of the damage, shall be returned to the Rangemaster for disposition. The TPD 41 shall also be forwarded through the chain of command, explaining the cause of damage.

303.5 BATON GUIDELINES

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

When carrying a baton, uniformed personnel shall carry the baton in its authorized holder on the equipment belt. Plainclothes and non-field personnel may carry the baton as authorized and in accordance with the needs of their assignment or at the direction of their supervisor. An officer opting not to carry the baton on their person must have their baton readily accessible at all times while on duty (e.g. unit, motor saddle bags, etc).

See attachment: 303 - Attachment - Baton Specifications.pdf

303.6 CHEMICAL AGENT GUIDELINES

Chemical agents may be used for crowd control, crowd dispersal, against barricaded suspects based on the circumstances, or to bring under control an individual or groups of individuals who are engaging in or about to engage in violent behavior. Only the Incident Commander may authorize the delivery and use of a chemical agent, and only after evaluating all conditions known at the time and determining that such force reasonably appears justified and necessary.

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

(a) Prior to the use of chemical agents to disperse a crowd, the crowd shall be placed on notice that they are participating in an unlawful assembly, be ordered to disperse, and warned that chemical agents will be used if the crowd fails to disperse as ordered.

(b) Projectiles should never be fired directly into a crowd or at any individual.

(c) Following deployment, medical aid shall be obtained as required.

See attachment: 303 - Attachment - Chemical Agent Specifications.pdf

303.6.1 TREATMENT FOR EXPOSURE
Persons exposed to chemical agents shall be treated as follows:

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(a) If warranted, the subject shall be provided immediate treatment at an approved medical facility prior to booking.

(b) If the subject is in custody and their clothing is contaminated with chemical agents, they shall be showered and furnished with jail clothing.

(c) As soon as possible after exposure, move the subject to an uncontaminated area exposed to fresh air.

303.7 OLEORESIN CAPSICUM (OC) GUIDELINES

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

303.7.1 OC SPRAY

Uniformed personnel who have received Department approved training in the use of OC spray shall carry the device in its holster on the equipment belt. Plainclothes and non-field personnel may carry OC spray as authorized, in accordance with the needs of their assignment or at the direction of their supervisor.

303.7.2 TREATMENT FOR OC SPRAY EXPOSURE

Persons who have been sprayed with or otherwise affected by the use of OC should be promptly provided with clean water to cleanse the affected areas. Persons exposed to OC shall be treated as follows:

(a) Calm the subject by assuring them of the temporary nature of the discomfort.

(b) Exposed areas of the body contaminated by OC must be flushed with water as quickly as possible.

(c) If warranted by an indication of a possible medical condition, or when recovery from the application of OC lasts for an extended period of time after flushing with water, medical attention shall be obtained for the subject prior to booking. Generally, recovery from the application of OC will be complete in 45 minutes or less.

(d) If the subject is in custody and any clothing is contaminated with OC, the subject shall be showered and furnished with jail clothing.

(e) As soon as possible after exposure, move the subject to an uncontaminated area exposed to fresh air.

Those persons who complain of further severe effects shall be examined by appropriate medical personnel.

303.8 POST-APPLICATION NOTICE

Whenever a chemical agent or OC has been introduced into a residence, building interior, vehicle or other enclosed area, officers should provide the owners or available occupants with notice of the possible presence of residue that could result in irritation or injury if the area is not properly

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cleaned. Such notice should include advisement that clean up will be at the owner's expense. Information regarding the method of notice and the individuals notified should be included in related reports.

303.9 KINETIC ENERGY PROJECTILE GUIDELINES

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

303.9.1 DEPLOYMENT AND USE

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

Officers are not required or compelled to use approved munitions in lieu of other reasonable tactics if the involved officer determines that deployment of these munitions cannot be done safely. The safety of hostages, innocent persons and officers takes priority over the safety of subjects engaged in criminal or suicidal behavior. Upon encountering a situation in which using a kinetic energy impact weapon may be deemed appropriate, the officer should request a field sergeant to respond, and sufficient personnel to control the incident.

Circumstances appropriate for deployment include, but are not limited to, situations in which:

(a) The suspect is armed with a weapon and the tactical circumstances allow for the safe application of approved munitions.

(b) The suspect has made credible threats to harm him/herself or others.

(c) The suspect is engaged in riotous behavior or is throwing rocks, bottles or other dangerous projectiles at people and/or officers.

(d) There is probable cause to believe that the suspect has already committed a crime of violence and is refusing to comply with lawful orders.

Kinetic energy impact weapons shall not be used to shoot out vehicle windows, except under extreme circumstances and with prior approval of a supervisor.

Field Units and Field Supervisor units will be equipped with 40mm single launchers.

See attachment: 303 - Attachment - Kinetic Energy Impact Weapon Specifications.pdf

303.9.2 DEPLOYMENT CONSIDERATIONS

Before discharging projectiles, the officer should consider such factors as:

(a) Distance and angle to target.

(b) Type of munitions employed.

(c) Type and thickness of subject's clothing.

(d) The subject's proximity to others.

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(e) The location of the subject.

(f) Whether the subject's actions dictate the need for an immediate response and the use of control devices appears appropriate.

A verbal warning of the intended use of the device should precede its application, unless it would otherwise endanger the safety of officers or when it is not practicable due to the circumstances. The purpose of the warning is to give the individual a reasonable opportunity to voluntarily comply and to warn other officers and individuals that the device is being deployed.

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

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

Anytime a kinetic energy impact weapon is deployed and a person is struck or injured, personnel shall:

(a) Provide medical attention as soon as possible.

(b) Ensure that the subject is transported to an approved medical facility, prior to booking, for treatment and medical release.

303.9.3 SHOTGUNS

Shotguns shall only be deployed by SWAT Team members.

303.9.4 SUPERVISOR RESPONSIBILITIES

It is the responsibility of the supervisor in charge of the situation involving the use of the kinetic energy impact weapon to determine whether the use was justified and appropriate for the circumstances. The supervisor shall also make sure that photographs are taken of the subject and any visible injuries to the subject, and shall complete an Administrative Review form (TPD 705) detailing:

(a) Subject's actions requiring the use of the weapon.

(b) Names of all officers and witnesses present.

(c) Type of round used, number of rounds fired, and distance from subject.

(d) The effects on the subject.

(e) Time required to subdue the subject.

(f) Clothing as a factor in the effects of the less lethal rounds.

(g) Medical attention provided to the subject and/or officers.

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303.9.5 DOCUMENTATION

Any time a kinetic energy impact weapon is deployed it shall be documented as follows:

(a) Kinetic energy impact weapon deployment shall be reported to the user's immediate supervisor as soon as possible.

(b) Supervisors shall document in their log whether the deployment had any effect (positive or negative) or influenced the outcome of the incident in any way.

(c) If deployed but not fired, the Division Commander shall make a copy of the Sergeant's log and forward it to the Training Section.

(d) If a kinetic energy impact weapon is fired, the supervisor shall document its use on an Administrative Review form (TPD 705) in accordance with policy.

(e) The Division Commander shall review the Administrative Review form and forward it to the Patrol Coordinator.

303.10 TRAINING FOR CONTROL DEVICES

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

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

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

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

303.11 REPORTING USE OF CONTROL DEVICES AND TECHNIQUES

Any application of a control device or technique listed in this policy shall be documented in the related incident report, reported to the deploying personnel's immediate supervisor, indicated in the Spillman circumstance code and reported pursuant to the Use of Force Policy.

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Conducted Energy Device

304.1 PURPOSE AND SCOPE

This policy provides guidelines for the issuance and use of TASER devices.

304.2 POLICY

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

304.3 ISSUANCE AND CARRYING TASER DEVICES

Only members who have successfully completed department-approved training may be issued and carry the TASER device. The current TASER model issued is the X26P TASER. All sworn, uniformed field personnel (Patrol Officers/Sergeants, Traffic Officers/Sergeants, CLO Detail and SRO Detail) are individually issued a TASER package (includes TASER, holster, and two cartridges). Detectives (non-uniformed) personnel who regularly work Patrol overtime may be issued a TASER at the discretion of the Research and Training Division Commander based on spare TASER availability. Additionally, eight (8) TASER packages are assigned to the Detective Division, two (2) for each section and six (6) TASER packages are assigned to the Special Investigations Division, two for each section (V&N, CIT, & Gangs). The Section Sergeants in both Detectives and Special Investigations are responsible for storing their Division's TASERs and issuing them to Division personnel as needed. An additional inventory of twenty (20) TASER packages are kept by the Range Staff and are available for use during special deployments. Five (5) spare TASER units will be secured in the Watch Commander's Office for optimal availability.

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

Officers shall only use the TASER device and cartridges that have been issued by the Department. Uniformed officers who have been issued the TASER device shall wear the device in the mandated holster, worn on the Sam Browne belt on the opposite side of the firearm in a cross-draw configuration. If use of the mandated holster poses a risk to an officer's safety, it is the responsibility of the Research and Training Division Commander to review such cases individually and to determine whether the officer should be issued an alternate, Department-approved thigh holster.

Members carrying the TASER device should perform a spark test on the unit prior to every shift.

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

(b) Officers shall carry two cartridges on their person when carrying the TASER device.

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

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(d) Officers should not hold both a firearm and the TASER device at the same time.

304.4 VERBAL AND VISUAL WARNINGS

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

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

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

If, after a verbal warning, an individual is unwilling to voluntarily comply with an officer's lawful orders and it appears both reasonable and feasible under the circumstances, the officer may, but is not required to, display the laser in a further attempt to gain compliance prior to the application of the TASER device. The aiming laser should never be intentionally directed into the eyes of another as it may permanently impair his/her vision.

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

304.5 USE OF THE TASER DEVICE

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

TASER deployment is defined as any time a TASER is drawn from the holster and aimed with the laser activated, with or without appearing to have a psychological or physical effect on the subject or situation.

304.5.1 DISCHARGE OF THE TASER DEVICE

The TASER device may be used in any of the following circumstances, when the circumstances perceived by the officer at the time indicate that such force is reasonably necessary to control a person:

(a) The subject is violent or is physically resisting.

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

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

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304.5.2 SPECIAL DEPLOYMENT CONSIDERATIONS

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

(a) Individuals who are known to be pregnant.

(b) Elderly individuals or obvious juveniles.

(c) Individuals with obviously low body mass.

(d) Individuals who are handcuffed or otherwise restrained.

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

(f) Individuals whose position or activity may result in collateral injury (e.g., falls from height, operating vehicles, in physical control of an infant or small child).

(g) Individuals who are running.

(h) Individuals who are in close proximity to a body of water.

Utilization of the TASER device in the drive-stun mode (i.e., direct contact without probes) relies primarily on pain compliance. The use of the drive-stun mode generally should be limited to supplementing the probe-mode to complete the circuit, or as a distraction technique to gain separation between officers and the subject, thereby giving officers time and distance to consider other force options or actions.

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

304.5.3 TARGETING CONSIDERATIONS

Reasonable efforts should be made to target lower center mass and avoid the head, neck, chest and groin. If the dynamics of a situation or officer safety do not permit the officer to limit the application of the TASER device probes to a precise target area, officers should monitor the condition of the subject if one or more probes strikes the head, neck, chest or groin until the subject is examined by paramedics or other medical personnel.

304.5.4 MULTIPLE DISCHARGES OF THE TASER DEVICE

Officers should apply the TASER device for only one standard cycle and then evaluate the situation before applying any subsequent cycles. Multiple discharges of the TASER device against a single individual are generally not recommended and should be avoided unless the officer reasonably believes that the need to control the individual outweighs the potentially increased risk posed by multiple discharges.

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If the first discharge of the TASER device appears to be ineffective in gaining control of an individual, the officer should consider certain factors before additional discharges of the TASER device, including:

(a) Whether the probes are making proper contact.

(b) Whether the individual has the ability and has been given a reasonable opportunity to comply.

(c) Whether verbal commands, other options or tactics may be more effective.

Officers should generally not intentionally apply more than one TASER at a time against a single subject.

304.5.5 ACTIONS FOLLOWING TASER DISCHARGES

Officers shall notify a supervisor of all TASER device discharges. The TASER darts shall be treated as biohazard material and booked as evidence along with the used TASER cartridge and several AFID (Anti-Felon Identification) pieces (small, colored paper disks with cartridge serial number on them). The cartridge wires shall also be collected and booked into evidence.

304.5.6 DANGEROUS ANIMALS

The TASER device may be deployed against an animal as part of a plan to deal with a potentially dangerous animal, such as a dog, if the animal reasonably appears to pose an imminent threat to human safety and alternative methods are not reasonably available or would likely be ineffective.

304.5.7 OFF-DUTY CONSIDERATIONS

Officers are not authorized to carry department TASER devices while off-duty.

Officers shall ensure that TASER devices are secured while in their homes, vehicles or any other area under their control, in a manner that will keep the device inaccessible to others.

304.6 DOCUMENTATION

Officers shall document all TASER device discharges in the related arrest/crime report. Notification shall also be made to an immediate supervisor who shall document the TASER discharge on an Administrative Review Form (TPD 705) in compliance with the Use of Force Policy. Unintentional discharges shall be documented on a TPD 41 to the officer's immediate supervisor. Deployments of the TASER which include, pointing the device at a person and/or laser activation will also be documented in Spillman and in the Sergeant's Daily Log.

304.6.1 REPORTS FORM

Officers should include the following in the arrest/crime report:

(a) Identification of all personnel firing TASER devices.

(b) Identification of all witnesses.

(c) The type and brand of TASER device and cartridge and cartridge serial number.

(d) Date, time and location of the incident.

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(e) Whether any display or laser deterred a subject and gained compliance.

(f) The number of TASER device activations, the duration of each cycle, the duration between activations, and (as best as can be determined) the duration that the subject received applications.

(g) The range at which the TASER device was used.

(h) The type of mode used (probe or drive-stun).

(i) Location of any probe impact.

(j) Location of contact in drive-stun mode.

(k) Description of where missed probes went.

(l) Whether medical care was provided to the subject.

(m) Observations of the subject's physical and psychological actions.

(n) Any known or suspected drug use, intoxication or other medical problems.

(o) Whether the subject sustained any injuries.

(p) Whether any officers sustained any injuries.

The Research and Training Division Commander should periodically analyze the report forms to identify trends, including deterrence and effectiveness. The Research and Training Division Commander should also conduct audits of data downloads. TASER device information and statistics, with identifying information removed, should periodically be made available to the public.

304.6.2 ANNUAL DOWNLOADING TASER DATA

Officers are responsible for having their issued TASER's data downloaded by the Rangemaster once per year (during the biannual qualification). The Rangemaster will perform the downloading of TASER data on a yearly basis.

304.7 MEDICAL TREATMENT

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

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

(a) The person is suspected of being under the influence of controlled substances and/or alcohol.

(b) The person may be pregnant.

(c) The person reasonably appears to be in need of medical attention.

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(d) The TASER device probes are lodged in a sensitive area (e.g., groin, female breast, head, face, neck).

(e) The person requests medical treatment.

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

304.8 SUPERVISOR RESPONSIBILITIES

When possible, supervisors should respond to calls when they reasonably believe there is likelihood the TASER device may be used. A supervisor should respond to all incidents where the TASER device was deployed and/or discharged.

A supervisor should review each incident where a person has been exposed to an activation of the TASER device. The device's onboard memory should be downloaded through the data port by a Rangemaster or on-duty Watch Commander and saved with the related arrest/crime report. Photographs of probe sites should be taken and witnesses interviewed.

304.9 TRAINING

Personnel who are authorized to carry the TASER device shall be permitted to do so only after successfully completing the initial department-approved training.

Proficiency training for personnel who have been issued TASER devices should occur biannually. A reassessment of personnel's knowledge and/or practical skill may be required at any time if deemed appropriate by the Research and Training Division Commander. All training and proficiency for TASER devices will be documented in the officer's range training file.

The Rangemaster is responsible for ensuring that all members who carry TASER devices have received initial and annual proficiency training. Periodic audits should be used for verification.

Application of TASER devices during training could result in injury to personnel and should not be mandatory for certification.

The Rangemaster should ensure that all training includes:

(a) A review of this policy.

(b) A review of the Use of Force Policy.

(c) Performing cross-draws to reduce the possibility of unintentionally drawing and firing a firearm.

(d) Target area considerations, to include techniques or options to reduce the unintentional application of probes near the head, neck, chest and groin.

(e) De-escalation techniques.

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Officer-Involved Shootings and Deaths

305.1 PURPOSE AND SCOPE

The purpose of this policy is to establish policy and procedures for the investigation of an incident in which a person is injured or dies as the result of an officer-involved shooting or dies as a result of other actions of an officer.

In other incidents not covered by this policy, the Chief of Police may decide that the investigation will follow the process provided in this policy.

305.1.1 OFFICER-INVOLVED SHOOTING DEFINITION

An officer-involved shooting is defined as the intentional shooting at a person regardless of hit or no hit, or the unintentional discharge of a firearm resulting in a hit, regardless of duty status or location.

305.2 POLICY

The policy of the Torrance Police Department is to ensure that officer-involved shootings and deaths are investigated in a thorough, fair and impartial manner.

305.3 TYPES OF INVESTIGATIONS

Officer-involved shootings and deaths involve several separate investigations. The investigations may include:

- A criminal investigation of the suspect's actions.
- A criminal investigation of the involved officer's actions.
- An administrative investigation as to policy compliance by involved officers.
- A civil investigation to determine potential liability.

305.4 CONTROL OF INVESTIGATIONS

The Detective Division is responsible for investigating all on duty officer-involved shooting cases involving Torrance police officers, regardless of whether the shooting took place in or outside City limits. The Department shall retain any evidence pertaining to the shooting (e.g., officer's weapon, shell casing, etc.), whenever possible. In all on duty officer-involved shooting cases, the following procedures shall apply:

(a) Involved officers shall be transported to the station.

(b) The Detective OIS Team will conduct their investigation with or without a walk-through or statements from the involved officers. The investigation will include civilian witness statements, witness officers' statements, and physical evidence.

(c) The Detective Division Commander shall act as the liaison to the District Attorney's office.

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(d) The “Shoot Book” (Department and DA copies) will be completed by the Detective OIS Team without any compelled statements included.

The Detective Division Commander shall determine if the officers involved in the shooting are willing to make a voluntary statement to the Detective OIS Team. If the officers do not make a voluntary statement, the additional following procedure shall apply:

(a) The Administrative Bureau Commander, Personnel Lieutenant and Internal Affairs Sergeant(s) shall be notified. The Internal Affairs staff will be responsible for obtaining compelled statements.

The Detective Division Commander shall coordinate with the Public Information Officer regarding release of information to the news media.

The Detective Division Commander shall assume control and direct the investigation using the following guidelines:

(a) Ensuring that statements of all witnesses to the incident are taken.

(b) Taking charge of weapons that have been fired.

(c) All weapons shall be first forwarded to the Los Angeles County Crime Lab for a ballistics test. Once completed, all firearms shall be forwarded to the Range Master for inspection prior to release back to the officer.

Jurisdiction is determined by the location of the shooting or death and the agency employing the involved officer. The following scenarios outline the jurisdictional responsibilities for investigating officer-involved shootings and deaths.

305.4.1 OTHER JURISDICTION INVOLVED

(a) **ON DUTY** - When officers are involved in an on duty shooting in another police jurisdiction, the Watch Commander shall notify the Special Operations Bureau Commander, the Detective Division Commander, and the Crimes Persons Supervisor, and have them respond. The Special Operations Bureau Commander and the Detective Division commander shall determine if the outside agency is willing to relinquish the OIS portion of the investigation to the Torrance Police Department. If the outside agency is willing to relinquish the OIS portion of the investigation to the Torrance Police Department, then section 305.4 shall be followed. If the outside agency is not willing to relinquish the OIS portion of the investigation to the Torrance Police Department, the special Operations Bureau Commander and the Detective Division Commander shall confirm with the outside agency that Torrance Police investigators (Internal Affairs or Detectives) will be present during the OIS interviews.

(b) **OFF DUTY** - When officers are involved in an off duty shooting in another police jurisdiction, the Watch Commander shall notify the Special Operations Bureau Commander, the Bureau Commander of the involved officer, the Detective Division Commander, and the Crimes Persons Supervisor. The Special Operations Bureau Commander will make a determination on which Torrance Police Department personnel will respond. Those personnel shall request to be present during the

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officer's interview, if given. This procedure shall be followed unless the distance of the jurisdiction reasonably precludes such response.

305.4.2 CRIMINAL INVESTIGATION OF SUSPECT ACTIONS

The investigation of any possible criminal conduct by the suspect is controlled by the agency in whose jurisdiction the suspect's crime occurred. For example, the Torrance Police Department would control the investigation if the suspect's crime occurred in Torrance.

If multiple crimes have been committed in multiple jurisdictions, identification of the agency that will control the investigation may be reached in the same way as with any other crime. The investigation may be conducted by the agency in control of the criminal investigation of the involved officer, at the discretion of the Chief of Police and with concurrence from the other agency.

305.4.3 CRIMINAL INVESTIGATION OF OFFICER ACTIONS

The control of the criminal investigation into the involved officer's conduct during the incident will be determined by the employing agency's protocol. When an officer from this department is involved, the criminal investigation will be handled according to the Criminal Investigation section of this policy.

Requests made of this department to investigate a shooting or death involving an outside agency's officer shall be referred to the Chief of Police or the authorized designee for approval.

305.4.4 ADMINISTRATIVE AND CIVIL INVESTIGATION

Regardless of where the incident occurs, the administrative and civil investigation of each involved officer is controlled by the respective employing agency.

305.5 DISTRICT ATTORNEY RESPONSE TEAM

In the event of an officer-involved shooting resulting in injury or death, or if an individual dies while in custody and the use of force by a police officer may be a proximate cause of death, the Detective Division Commander or his/her designee shall notify the District Attorney Command Center. Notice will be given as soon as possible after the incident, and shall include a brief summary and location of the incident, command post location, suggested access route, and safety concerns.

Upon completion, the assigned investigator shall submit all relevant reports to the District Attorney's Office - Justice System Integrity Division.

305.6 INVESTIGATION PROCESS

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

305.6.1 UNINVOLVED OFFICER RESPONSIBILITIES

Upon arrival at the scene of an officer-involved shooting, the first uninvolved TPD officer will be the officer-in-charge and will assume the responsibilities of a supervisor until properly relieved. This officer should, as appropriate:

(a) Secure the scene and identify and eliminate hazards for all those involved.

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(b) Take reasonable steps to obtain emergency medical attention for injured individuals.

(c) Request additional resources from the Department or other agencies.

(d) Coordinate a perimeter or pursuit of suspects.

(e) Check for injured persons and evacuate as needed.

(f) Brief the supervisor upon arrival.

305.6.2 SUPERVISOR RESPONSIBILITIES

Upon arrival at the scene, the first uninvolved TPD supervisor should ensure completion of the duties as outlined above, plus:

(a) Attempt to obtain a brief overview of the situation from any uninvolved officers.

1. In the event that there are no uninvolved officers who can supply adequate overview, the supervisor should attempt to obtain a brief voluntary overview from one involved officer.

(b) If necessary, the supervisor may administratively order any TPD officer to immediately provide public safety information necessary to secure the scene, identify injured parties and pursue suspects.

1. Public safety information shall be limited to such things as outstanding suspect information, number and direction of any shots fired, perimeter of the incident scene, identity of known or potential witnesses.

(a) The initial on-scene supervisor should not attempt to order any involved officer to provide any information other than public safety information.

(c) Provide all available information to the Watch Commander and Communications. If feasible, sensitive information should be communicated over secure networks.

(d) Take command of and secure the incident scene with additional TPD members until properly relieved by another supervisor or other assigned personnel or investigator.

(e) As soon as practicable, ensure that involved officers are separated and taken to a suitable location for further direction.

1. Each involved TPD officer should be given an administrative order not to discuss the incident with other involved officers or TPD members pending further direction from a supervisor.

2. When an involved officer's weapon is taken or left at the scene for other than officer-safety reasons (e.g., evidence), ensure that he/she is provided with a comparable replacement weapon or transported by other officers.

305.6.3 WATCH COMMANDER RESPONSIBILITIES

Upon learning of an officer-involved shooting or death, the Watch Commander shall be responsible for coordinating all aspects of the incident until he/she is relieved.

All outside inquiries about the incident shall be directed to the Watch Commander or the Public Information Officer.

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305.6.4 BUREAU COMMANDERS RESPONSIBILITY

SPECIAL OPERATIONS BUREAU COMMANDER or designee shall:

(a) Respond to the scene.

(b) Notify the City Attorney of the shooting when they are needed at the scene.

(c) Monitor the progress of the investigation, review the reports, and forward the completed investigative report to the Administrative Bureau Commander.

305.6.5 NOTIFICATIONS

The following person(s) shall be notified as soon as practicable:

- Command Staff– Watch Commander responsibility
- Detectives Division Commander - Watch Commander responsibility
- Officer Involved Shooting rollout team - Crimes Persons Sergeant responsibility
- District Attorney Command Post - Crimes Persons Sergeant responsibility
- Personnel Division Commander - Administrative Bureau Commander responsibility
- City Attorney’s Office - Administrative Bureau Commander responsibility
- Trauma support personnel - Watch Commander responsibility
- Chaplain (if necessary) - Watch Commander responsibility
- Coroner (if necessary) - Crimes Persons Detectives responsibility
- Involved officer's POA representative (if requested) - Officer's responsibility
- Public Information Officer - Watch Commander responsibility

305.6.6 INVOLVED OFFICERS

The following shall be considered for the involved officer:

(a) Any request for legal or union representation will be accommodated.

1. Involved TPD officers shall not be permitted to meet collectively or in a group with an attorney or any representative prior to providing a formal interview or report.
2. Requests from involved non-TPD officers should be referred to their employing agency.

(b) Discussions with licensed attorneys will be considered privileged as attorney-client communications.

(c) Discussions with agency representatives/employee groups will be privileged only as to the discussion of non-criminal information (Government Code § 3303(i)).

(d) A licensed psychotherapist shall be provided by the Department to each involved TPD officer. A licensed psychotherapist may also be provided to any other affected TPD members, upon request.

1. Interviews with a licensed psychotherapist will be considered privileged.

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2. An interview or session with a licensed psychotherapist may take place prior to the member providing a formal interview or report. However, involved members shall not be permitted to consult or meet collectively or in a group with a licensed psychotherapist prior to providing a formal interview or report.
3. A separate fitness-for-duty exam may also be required (see the Fitness for Duty Policy).

(e) Peer counselors are cautioned against discussing the facts of any incident with an involved or witness officer (Government Code § 8669.4).

Care should be taken to preserve the integrity of any physical evidence present on the involved officer's equipment or clothing, such as blood or fingerprints, until investigators or lab personnel can properly retrieve it.

Each involved TPD officer shall be given reasonable paid administrative leave following an officer-involved shooting or death. It shall be the responsibility of the Watch Commander to make schedule adjustments to accommodate such leave.

305.7 CRIMINAL INVESTIGATION

The Detective Division is responsible for the criminal investigation into the circumstances of any officer-involved shooting or death.

If available, investigative personnel from the District Attorney's Office may be assigned to partner with investigators from the Torrance Police Department to avoid duplicating efforts in related criminal investigations.

Once public safety issues have been addressed, criminal investigators should be given the opportunity to obtain a voluntary statement from involved officers and to complete their interviews. The following shall be considered for the involved officer:

(a) Internal Affairs Unit personnel should not participate directly in any voluntary interview of TPD officers. This will not prohibit such personnel from monitoring interviews or providing the criminal investigators with topics for inquiry.

(b) If requested, any involved officer will be afforded the opportunity to consult individually with a representative of his/her choosing or an attorney prior to speaking with criminal investigators (Government Code § 3303(i)). However, in order to maintain the integrity of each involved officer’s statement, involved officers shall not consult or meet with a representative or an attorney collectively or in groups prior to being interviewed.

(c) If any involved officer is physically, emotionally or otherwise not in a position to provide a voluntary statement when interviewed by criminal investigators, consideration should be given to allowing a reasonable period for the officer to schedule an alternate time for the interview.

(d) Any voluntary statement provided by an involved officer will be made available for inclusion in any related investigation, including administrative investigations. However, no administratively coerced statement will be provided to any criminal investigators unless the officer consents.

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305.7.1 INVESTIGATIVE PERSONNEL

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

All related department reports, except administrative and/or privileged reports, will be forwarded to the designated Detective Division supervisor for approval. Privileged reports shall be maintained exclusively by members who are authorized such access. Administrative reports will be forwarded to the appropriate Division Commander.

305.7.2 WITNESS IDENTIFICATION AND INTERVIEWS

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

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

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

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

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

(c) Promptly contacting the suspect’s known family and associates to obtain any available and untainted background information about the suspect’s activities and state of mind prior to the incident.

305.7.3 REPORTS BY INVOLVED TPD OFFICERS

In the event that suspects remain outstanding or subject to prosecution for related offenses, this department shall retain the authority to require involved TPD officers to provide sufficient information for related criminal reports to facilitate the apprehension and prosecution of those individuals (Government Code § 3304(a)).

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While the involved TPD officer may write the report, it is generally recommended that such reports be completed by assigned investigators, who should interview all involved officers as victims/ witnesses. Since the purpose of these reports will be to facilitate criminal prosecution, statements of involved officers should focus on evidence to establish the elements of criminal activities by suspects. Care should be taken not to duplicate information provided by involved officers in other reports.

Nothing in this section shall be construed to deprive an involved TPD officer of the right to consult with legal counsel prior to completing any such criminal report.

Reports related to the prosecution of criminal suspects will be processed according to normal procedures but should also be included for reference in the investigation of the officer-involved shooting or death.

305.8 ADMINISTRATIVE INVESTIGATION

In addition to all other investigations associated with an officer-involved shooting or death, this department will conduct an internal administrative investigation of TPD officers to determine conformance with department policy. The investigation will be conducted under the supervision of the Personnel Division Commander and will be considered a confidential officer personnel file.

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

(a) Any officer involved in a shooting or death that is suspected of being under the influence of alcohol and/or drugs may be requested or administratively compelled to provide a blood and/or urine sample for alcohol/drug screening. Absent consent from the officer, such compelled samples and the results of any such testing shall not be disclosed to any criminal investigative agency. (See attachment: Fitness_for_Duty-Drugs_and_Alcohol-17_2014.pdf)

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

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

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

1. The Administrative Bureau Commander, Personnel Division Commander and the Internal Affairs Sergeant shall respond to the scene of the OIS after the involved officers have left the scene, for a briefing of the incident. If a compelled walk-through of the scene is necessary, it shall be conducted without the

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participation of the Detective OIS Team,outside the presence and view of the Detective OIS Team.

2. The Internal Affairs Sergeant shall conduct the compelled interview with the involved officers. Prior to the interview, Internal Affairs will receive a complete briefing from the Detective OIS Team.
3. Although this interview should not be unreasonably delayed, care should be taken to ensure that the officer's physical and psychological needs have been addressed before commencing the interview.
4. If requested, the officer shall have the opportunity to select an uninvolved representative to be present during the interview. However, in order to maintain the integrity of each individual officer's statement, involved officers shall not consult or meet with a representative or attorney collectively or in groups prior to being interviewed (Government Code § 3303(i)).
5. Administrative interviews should be recorded by the investigator. The officer may also record the interview (Government Code § 3303(g)).
6. The officer shall be informed of the nature of the investigation. If an officer refuses to answer questions, he/she should be given his/her *Lybarger* or *Garrity* rights and ordered to provide full and truthful answers to all questions. The officer shall be informed that the interview will be for administrative purposes only and that the statement cannot be used criminally.
7. The Internal Affairs Unit shall compile all relevant information and reports necessary for the Department to determine compliance with applicable policies.
8. Regardless of whether the use of force is an issue in the case, the completed administrative investigation shall be submitted to the Use of Force Review Board, which will restrict its findings as to whether there was compliance with the Use of Force Policy.
9. Any other indications of potential policy violations shall be determined in accordance with standard disciplinary procedures.

305.9 CIVIL LIABILITY RESPONSE

A member of this department may be assigned to work exclusively under the direction of the legal counsel for the Department to assist in the preparation of materials deemed necessary in anticipation of potential civil litigation.

All materials generated in this capacity shall be considered attorney work product and may not be used for any other purpose. The civil liability response is not intended to interfere with any other investigation but shall be given reasonable access to all other investigations.

305.10 AUDIO AND VIDEO RECORDINGS

Any officer involved in a shooting or death are permitted to review available Audio/Video Recording devices, body-worn video, or other video or audio recordings prior to providing a recorded statement or completing reports.

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

Any body-worn and other known video or audio recordings of an incident should not be publicly released during an ongoing investigation without consulting the prosecuting attorney or City Attorney's Office, as appropriate.

305.11 DEBRIEFING

Following an officer-involved shooting or death, the Torrance Police Department may conduct a critical incident/stress debriefing. Additionally, a critical incident review shall be conducted by the Critical Incident Review Board Board (CIRB).

305.11.1 CRITICAL INCIDENT/STRESS DEBRIEFING

A critical incident/stress debriefing should occur. If so, it should occur as soon as practicable. The Personnel Division Commander is responsible for organizing the debriefing. Notes and recorded statements should not be taken because the sole purpose of the debriefing is to help mitigate the stress-related effects of a traumatic event.

The debriefing is not part of any investigative process. Care should be taken not to release or repeat any communication made during a debriefing unless otherwise authorized by policy, law or a valid court order.

Attendance at the debriefing shall only include those members of the Department directly involved in the incident, which can include support personnel (e.g., public safety dispatchers, other civilian personnel). Family or other support personnel may attend with the concurrence of those involved in the incident. The debriefing shall be closed to the public and should be closed to all other members of the Department, including supervisory and Internal Affairs Unit personnel.

305.11.2 CRITICAL INCIDENT REVIEW BOARD

The Critical Incident Review Board assesses the Department's civil exposure and organizational performance following a given incident and carefully reviews that incident from perspectives of training, tactics, policies, and procedures and recommends remedial action as needed. The CIRB shall be convened at the discretion of the Chief of Police or a Board Member. The Chief of Police will determine whether the board should delay its review until after completion of any criminal/administrative investigation, review by any prosecutorial body, filing of criminal charges, the decision not to file criminal charges, or any other action.

The review shall be based upon those facts which were reasonably believed or known by the officers at the time of the incident, applying any legal requirements, Department policies, procedures and approved training to those facts. The CIRB presenters should be cognizant of the Peace Officers Bill of Rights for their presentation to the board. Facts later discovered but

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unknown to the officer at the time shall neither justify nor call into question an officer's decision regarding the use of force. (Policy 301.5)

305.12 MEDIA RELATIONS

Any media release shall be prepared with input and concurrence from the supervisor and department representative responsible for each phase of the investigation. Releases will be available to the Watch Commander, Detectives Division Commander and Public Information Officer in the event of inquiries from the media.

The Department shall not subject any involved TPD officer to visits by the media (Government Code § 3303(e)). No involved TPD officer shall make any comment to the media unless he/she is authorized by the Chief of Police or a Division Commander. Department members receiving inquiries regarding officer-involved shootings or deaths occurring in other jurisdictions shall refrain from public comment and will direct those inquiries to the agency having jurisdiction and primary responsibility for the investigation.

305.13 REPORTING

If the death of an individual occurs in the Torrance Police Department jurisdiction and qualifies to be reported to the state as a justifiable homicide or an in-custody death, the Patrol Division Commander will ensure that the Records Administrator is provided with enough information to meet the reporting requirements (Penal Code § 196; Penal Code § 13022; Government Code § 12525).

See attachment: Death In Custody Reporting Form.pdf

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Firearms

306.1 PURPOSE AND SCOPE

This policy establishes procedures for the acquisition, use, and documentation of training in the use of firearms. The Chief of Police or designee shall approve all Department firearms before they are acquired and utilized by any officer of this department.

306.2 POLICY

The Torrance Police Department will equip its officers with firearms to address the risks posed to the public and department officers by violent and sometimes well-armed persons. The Department will ensure firearms are appropriate and in good working order and that relevant training is provided as resources allow.

306.3 DUTY WEAPONS

The organizational goal is to have officers at the Torrance Police Department carry Department issued Glock Model 21 firearm. This department will continue to provide Glock firearms to officers upon hire. Officers have the option of carrying the Department issued Glock 21, or at the completion of probation, another authorized and personally owned duty firearm from the approved firearms list. The range staff will provide technical, logistical and training support to all officers regardless of what firearm they carry. The firearm must be a semiautomatic having a barrel length of between 4" and 6" in calibers .45 ACP, or 9mm. Officers wishing to carry a personally owned firearm must first receive approval from the Rangemaster. The Rangemaster has the authority to deem any personally owned duty firearm unfit for service. Officers who carry a firearm other than a Department issued Glock must purchase that firearm, and all of the support equipment, at their own expense. This includes but is not limited to:

- Ammunition magazines.
- Approved ammunition pouches.
- Approved holsters; level 2 or above which supports a tactical light, when assigned to the field or conducting enforcement.
- Initial training up to proficiency (including ammunition).

Officers will be responsible for all repairs to his/her personally owned duty firearm and it may not be returned to service until inspected and approved by the Rangemaster.

Prior to the deployment of any newly acquired firearm or firearm that has been modified, officers shall adhere to the following:

(a) The firearm shall be inspected by the Rangemaster.

(b) The firearm shall be test fired for function.

(c) The officer shall pass a qualification course with a passing score administered by the Rangemaster.

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(d) The officer shall demonstrate familiarity and proficiency in the safe handling and manipulation of the firearm to the Rangemaster's approval.

306.3.1 PERSONALLY OWNED DUTY FIREARMS

Officers desiring to carry an authorized, but personally owned duty firearm must choose from the approved firearms list. Once approved, personally owned duty firearms are subject to the following restrictions:

(a) The firearm shall be in good working order and on the department list of approved firearms.

(b) The firearm shall be inspected by the Rangemaster prior to being carried and thereafter shall be subject to inspection whenever it is deemed necessary.

(c) Prior to carrying the firearm, members shall qualify under range supervision and thereafter shall qualify in accordance with the department qualification schedule. Officers must demonstrate proficiency and safe handling, and that the firearm functions properly.

(d) Officers shall provide written notice of the make, model, color, serial number and caliber of the firearm to the Rangemaster, who will maintain a list of the information.

306.3.2 NON-UNIFORMED FIREARM CARRY

Officers assigned to, or working collaterally, in plain clothes, undercover, or otherwise non-uniformed details are authorized to carry a firearm with a barrel length less than 4 inches. The firearm must be chambered in 9mm or .45 caliber and meet the already listed requirements of the duty weapon criteria, including range approval and qualifications, with the exception of the tactical light.

306.4 AUTHORIZED WEAPONS

The Research and Training Division has approved, and the Chief of Police has authorized a list of firearms as primary firearms. All authorized personnel may exercise one of the options in the type of firearm they carry on duty. Due to constant improvements in firearms and the many new models introduced every year, addendums to this policy have been established. The addendums will be maintained by the Research and Training Division. The Rangemaster will have the most current list of approved firearms. A new firearm may be added at any time. If an addition or deletion is made, the Rangemaster will prepare an addendum.

The criteria for adding new firearms are as follows:

(a) The model has been in production for at least 2 years.

(b) Over 1,000 units have been produced.

(c) The manufacturer has a solid reputation in the law enforcement community.

(d) The firearm has been evaluated by the Rangemaster, or the firearm has been evaluated by another law enforcement agency and the evaluation meets the standards of the Torrance Police Department.

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306.4.1 APPROVED SEMI-AUTOMATIC PISTOLS (9MM AND .45 ACP)

(a) 1911 type firearms

1. Colt, Les Baer, Springfield, Kimber, Wilson Combat, Ed Brown, Night Hawk, Double Star, Smith & Wesson, Sig Sauer, STI, SVI, Remington, Dan Wesson, Nowlin, Ruger and Rock River Arms.

(b) Sig Sauer

1. P Series

(c) Beretta

1. 90 Series
2. APX

(d) Heckler & Koch

1. USP all models, Variant 1 thru 10
2. VP9

(e) Glock

1. Generations 1 thru 5

(f) Springfield Armory

1. XD, XDM

(g) Smith & Wesson M&P series

(h) CZ

306.4.2 APPROVED FEATURES

The list of approved firearms meet these minimum requirements in a 1911/2011 style handgun. This list intentionally does not specify any models due to manufacturers changing/updating them frequently. These specifications allow for changes made by the manufacturers in order to keep up with the retail markets. Firearms need not be on the California's Department of Justice civilian approved handgun list, although they must be available to police officers in the State of California for purchase and use.

General specifications:

(a) Compensators and ported barrels are not authorized.

(b) Combat grips that are black, brown, dark gray or dark green with no additional ornamentation other than factory medallion or logo.

(c) Firearms may have a black, blue, black/blue or satin brushed steel finish. High luster nickel or polished stainless steel type finishes are not authorized on visible parts of slide, barrel, frame or magazines.

(d) Magazine well will be of tactical or concealable style and magazines should be flush fitting or with only the base plate protruding from pistol grip.

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(e) No modifications may be made to the trigger, or weight of the trigger pull, outside of factory specifications. No trigger pull weight may be below 4 lbs.

(f) Must support Department issued lighting system or equivalent when assigned to the field or conducting enforcement.

306.4.3 HANDGUN SIGHTING SYSTEMS

Department owned firearms have traditional fixed sights with a three dot night sight and may not be altered by anyone outside the Range Staff. Officers may use aftermarket sighting systems but must receive approval from the Range Staff prior to installation. Any change in the sighting system must be properly sighted after installation prior to carry. Reflex (Red Dot Optic or RDO) sights are authorized for use on officers personally owned primary and secondary handguns. Department issued firearms may not be altered in any way to accept a RDO sight. Any firearm equipped with a Reflex sight must also be equipped with a secondary traditional iron sight system. This sight system must be of a sufficient height to see through the dot sight system. Currently the Trijicon RMR (Ruggedized Miniature Reflex) and Leupold Delta point sight(s) are the only authorized Red Dot Optic sight system. Other sight systems may be authorized by the Range Staff as new makes and models of high quality become available. Any officer using an RMR/Delta Point sight must also purchase an appropriate holster designed to accommodate an RMR/Delta Point sighting system with their make and model of handgun. Laser sighting systems are not authorized for duty or off-duty handguns.

306.5 PATROL RIFLES

The authorized department-issued patrol rifle is the M4 5.56MM caliber rifle. Each Officer assigned to the Patrol Division is assigned a Colt M4 5.56MM caliber rifle.

Members may deploy the patrol rifle in any circumstance where the member can articulate a reasonable expectation that the rifle may be needed. Examples of some general guidelines for deploying the patrol rifle may include, but are not limited to:

(a) Situations where the member reasonably anticipates an armed encounter.

(b) When a member is faced with a situation that may require accurate and effective fire at long range.

(c) Situations where a member reasonably expects the need to meet or exceed a suspect's firepower.

(d) When a member reasonably believes that there may be a need to fire on a barricaded person or a person with a hostage.

(e) When a member reasonably believes that a suspect may be wearing body armor.

(f) When authorized or requested by a supervisor.

(g) When needed to euthanize an animal.

When not deployed, the patrol rifle shall be properly secured consistent with department training in a locking weapons rack in the patrol vehicle. The M4 rifle shall be kept in the “patrol ready” condition while in the field. “Patrol ready” is, safety selector on SAFE, bolt forward on an empty

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chamber, loaded magazine seated in the magazine well, and dust cover closed. The M4 rifle may be “charged” (loaded) as needed or in anticipation of need. It should be restored to “patrol ready” condition, in a safe manner before being placed back in the unit weapons rack or being transported to an alternate location.

306.6 SPECIAL WEAPONS

The following weapons are authorized for use by current SWAT personnel trained in their use:

(a) .308 caliber rifle in either semi-auto or bolt configuration and approved by the Chief and Range Staff

(b) 12 gauge shotgun in either semi-auto or pump action and approved by the Chief and Range Staff

306.7 AMMUNITION

The following shall apply:

(a) Officers shall use only department issued ammunition in Department-issued weapons or any personal owned firearm used for field duty.

(b) Officers shall use only department-authorized ammunition for any back up/off duty weapon purchased at their own expense.

(c) Uniformed field personnel shall carry a minimum of two fully loaded extra magazines of Department issued factory ammunition.

(d) Officers assigned to the Detectives Division or Special Investigations Division shall carry a minimum of one fully loaded extra magazine of Department issued factory ammunition.

306.8 EQUIPMENT

Firearms carried on or off-duty shall be maintained in a clean, serviceable condition. Maintenance and repair of authorized personally owned firearms are the responsibility of the individual member.

306.8.1 REPAIRS OR MODIFICATIONS

Each member shall be responsible for promptly reporting any damage or malfunction of an assigned firearm to a supervisor or the Rangemaster. All firearms approved for duty are subject to inspection at any time as directed by a supervisor.

Firearms that are the property of the Department or personally owned firearms that are approved for department use may be repaired or modified only by a person who is department-approved and certified as an armorer or gunsmith in the repair of the specific firearm. Such modification or repair must be authorized in advance by the Rangemaster.

Any repairs or modifications to the member’s personally owned firearm shall be done at his/her expense and must be approved by the Rangemaster. The Rangemaster shall report mechanical malfunctions that require the weapon be removed from service for reliability or safety reasons

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to Research and Training. The Rangemaster shall maintain a permanent record of these firearm malfunctions.

306.8.2 HOLSTERS

Only department approved holsters shall be used and worn by members. Officers shall periodically inspect their holsters to make sure they are serviceable and provide the proper security and retention of the handgun.

306.8.3 TACTICAL LIGHTS

Tactical lights may only be installed on a firearm carried on or off-duty after they have been examined and approved by the Rangemaster. Once the approved tactical lights have been properly installed on any firearm, the member shall qualify with the firearm to ensure proper functionality and sighting of the firearm prior to carrying it.

The tactical light shall be used only during tactical situations and it shall not take the place of a handheld flashlight normally used during routine situations. Only Range Staff approved tactical lights may be used in conjunction with any weapon used while on duty.

306.8.4 OPTICS OR LASER SIGHTS

Optic sights may only be installed on a firearm carried on or off-duty after they have been examined and approved by the Rangemaster. Any approved sight shall only be installed in strict accordance with manufacturer specifications. Once approved sights have been properly installed on any firearm, the officer shall qualify with the firearm to ensure proper functionality and sighting of the firearm prior to carrying it.

Laser Sights are not approved except in an approved training situation, a member may only sight in on a target when the member would otherwise be justified in pointing a firearm at the target.

SWAT members are exempt from the above restrictions regarding Laser Sights.

306.9 SAFE HANDLING, INSPECTION AND STORAGE

Officers shall maintain the highest level of safety when handling firearms and shall consider the following:

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

(b) Officers shall be governed by all rules and regulations pertaining to the use of the range and shall obey all orders issued by the Rangemaster. Officers shall not dry fire or practice quick draws except as instructed by the Rangemaster or other firearms training staff.

(c) Officers shall not clean, repair, load or unload a firearm anywhere in the Department, except where clearing barrels or bullet traps are present.

(d) Rifles removed from vehicles or the equipment storage room shall be loaded and unloaded in the parking lot and outside of the vehicle, using clearing barrels or bullet traps.

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(e) Officers shall not place or store any firearm or other weapon on department premises except where the place of storage is locked. No one shall carry firearms into the jail section or any part thereof when securing or processing an arrestee, but shall place all firearms in a secured location. Officers providing access to the jail section to persons from outside agencies are responsible for ensuring firearms are not brought into the jail section.

(f) Any firearm authorized by the Department to be carried on or off-duty that is determined by a member to be malfunctioning or in need of service or repair shall not be carried. It shall be promptly presented to the Department or a Rangemaster approved by the Department for inspection and repair. Any firearm deemed in need of repair or service by the Rangemaster will be immediately removed from service. If the firearm is the officer's primary duty firearm, a replacement firearm will be issued to the member until the duty firearm is serviceable.

306.9.1 INSPECTION AND STORAGE

Firearms shall be inspected regularly and upon access or possession by another person. Rifles shall be inspected at the beginning of the shift by the member to whom the weapon is issued. The officer shall ensure that the firearm is carried in the proper condition and loaded with approved ammunition. Inspection of the rifle shall be done while standing outside of the patrol vehicle. All firearms shall be pointed in a safe direction or into clearing barrels.

Personally owned firearms may be safely stored in lockers at the end of the shift. Department-owned firearms shall be stored in the appropriate equipment storage room. Handguns may remain loaded if they are secured in an appropriate holster. Rifles shall be unloaded in a safe manner and secure them in the armory in the basement adjacent to the Report Writing room or in their locker when not in use. Officers may take their assigned rifle home for cleaning and Department approved training or with prior approval from the Rangemaster/Research and Training only. This assigned rifle shall not be deployed for recreational use.

306.9.2 STORAGE AT HOME

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

306.9.3 STORAGE IN VEHICLES

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

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

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

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306.9.4 ALCOHOL AND DRUGS

Firearms shall not be carried by any member, either on- or off-duty, who has consumed an amount of an alcoholic beverage, taken any drugs or medication, or has taken any combination thereof that would tend to adversely affect the member's senses or judgment.

306.10 FIREARMS TRAINING AND QUALIFICATIONS

All officers who carry a firearm while on-duty are required to successfully complete assigned training and qualifications with their duty firearms. In addition to assigned training, all members will qualify at least twice annually with their duty firearms. Officers will qualify with off-duty and secondary firearms at least once a year. Training and qualifications must be on an approved range course.

306.10.1 NON-CERTIFICATION OR NON-QUALIFICATION

If any officer fails to meet minimum standards for firearms training or qualification for any reason, including injury, illness, duty status or scheduling conflict, that member shall submit a TPD41 to his/her immediate supervisor prior to the end of the required training or qualification period.

Those who fail to meet minimum standards or qualify by the end of the qualification period shall be provided remedial training and will be subject to the following requirements:

(a) Additional range training may be scheduled to assist the member in demonstrating consistent firearm proficiency.

(b) Officers shall be given credit for a range training or qualification when obtaining a qualifying score or meeting standards after remedial training.

(c) No range credit will be given for the following:

1. Unauthorized range make-up
2. Failure to meet minimum standards or qualify after remedial training

Officers who repeatedly fail to meet minimum standards will be removed from field assignment and may be subject to disciplinary action.

306.10.2 EXEMPTION FROM QUALIFICATION

An exemption from qualification may result in temporary limitation in carrying a weapon, on or off duty. Officers may be exempted from shooting qualifications as follows:

(a) Medical - Employees on modified duty shall provide written documentation from an attending physician of the medical exemption. The restriction must specifically state the employee is not able to participate in shooting qualifications. All exemptions are subject to review by the City physician. It is the officers' responsibility to ensure that any medical exemptions not allowing participation in the shooting program is still in effect during any shooting qualification.

(b) Personal exemption - Officers having personal reasons for requesting an exemption from a shooting requirement (vacation, illness, etc.,) shall document their reasons on a TPD41 and forward it through the chain of command to the Personnel Division Commander.

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Exemption from qualification still requires qualification upon return to full duty.

306.11 FIREARM DISCHARGE

Except during training or recreational use, any officer who discharges a firearm intentionally or unintentionally, on or off-duty, shall make a verbal report to his/her supervisor as soon as circumstances permit. If the discharge results in injury or death to another person, additional statements and reports shall be made in accordance with the Officer-Involved Shootings and Deaths Policy. If a firearm was discharged as a use of force, the involved member shall adhere to the additional reporting requirements set forth in the Use of Force Policy.

In all other cases, the following shall apply:

(a) If on-duty at the time of the incident, the officer shall provide a recorded statement to investigators as soon as practicable.

(b) If off-duty at the time of the incident, the officer shall provide a recorded statement to investigators (investigating agency) as soon as practicable. All weapons shall be forwarded to the Rangemaster for test firing and inspection in all cases.

306.11.1 DESTRUCTION OF ANIMALS

Officers are authorized to use firearms to stop an animal in circumstances where the animal reasonably appears to pose an imminent threat to human safety and alternative methods are not reasonably available or would likely be ineffective.

In circumstances where there is sufficient advance notice that a potentially dangerous animal may be encountered, department officers should develop reasonable contingency plans for dealing with the animal (e.g., fire extinguisher, TASER® device, oleoresin capsicum (OC) spray, animal control officer). Nothing in this policy shall prohibit any officer from shooting a dangerous animal if circumstances reasonably dictate that a contingency plan has failed or becomes impractical.

306.11.2 INJURED ANIMALS

With the approval of a supervisor, a member may euthanize an animal that is so badly injured that human compassion requires its removal from further suffering and where other dispositions are impractical.

Stray or abandoned injured animals that may be moved or taken to an available veterinarian should not be euthanized. With supervisor approval, abandoned injured animals (with the exception of dogs and cats) may only be euthanized after a reasonable search to locate the owner has been made. Injured dogs and cats found without their owners shall be taken to an appropriate veterinarian for determination of whether they should be treated or humanely destroyed (Penal Code § 597.1).

306.12 RANGEMASTER DUTIES

The range will be under the exclusive control of the Rangemaster. All officers attending will follow the directions of the Rangemaster. Failure of any officer to sign and complete a qualification card may result in non-qualification.

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The range shall remain operational and accessible to Department officers during hours established by the Department.

The Rangemaster has the responsibility of making periodic inspection, at least once a year, of all duty firearms carried by officers of this department to verify proper operation. The Rangemaster has the authority to deem any department-issued or personally owned firearm unfit for service. The officer will be responsible for all repairs to his/her personally owned firearm and it will not be returned to service until inspected by the Rangemaster.

The Rangemaster has the responsibility for ensuring each officer meets the minimum requirements during training shoots and, on at least a yearly basis, can demonstrate proficiency in the care, cleaning and safety of all firearms the officer is authorized to carry.

The Rangemaster shall keep accurate records of all qualifications, repairs, maintenance or other records as directed by the Research and Training Division Commander.

306.13 AUTHORIZED SECONDARY / OFF DUTY FIREARM

Semiautomatic pistols and double action revolvers are authorized to be carried concealed on-duty or off-duty, providing that they have been examined by the Range Master as to safety defects and serviceability and are registered. Sworn officers who choose to carry a secondary firearm or while off-duty, based on their authority as a peace officer, will be required to meet the following guidelines:

(a) The firearm shall be of good quality and workmanship and approved by the Department.

(b) The purchase of the firearm shall be the responsibility of the officer.

(c) The firearm shall be carried concealed at all times and in such a manner as to prevent accidental cocking, discharge, or loss of physical control.

(d) It will be the responsibility of the officer to submit the firearm to the Rangemaster for inspection prior to being carried. Thereafter the firearm shall be subject to periodic inspection by the Rangemaster.

(e) Prior to carrying any off-duty firearm, the officer shall demonstrate to the Rangemaster that he/she is proficient in handling and firing the firearm and that it will be carried in a safe manner.

(f) The officer will successfully qualify with the firearm prior to it being carried and thereafter as required, the range qualification dates will be specified by the Rangemaster.

(g) A complete description of the firearm shall be contained on the qualification record approved by the Rangemaster. If any member desires to use more than one firearm while off-duty, he/she may do so, as long as the officer meets all the requirements set forth in this policy for each firearm used.

(h) Officers shall only carry department-authorized ammunition. Purchase of the ammunition shall be the responsibility of the officer.

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(i) When armed, whether on- or off-duty, officers shall carry their department identification.

306.14 FLYING WHILE ARMED

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

(a) Officers wishing to fly while armed must be flying in an official capacity, not for vacation or pleasure, and must have a need to have the firearm accessible, as determined by the Department based on the law and published TSA rules.

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

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

(d) Officers must have completed the mandated TSA security training covering officers flying while armed. The training shall be given by the Research and Training Division (Range Staff).

(e) It is the officer's responsibility to notify the air carrier in advance of the intended armed travel. This notification should be accomplished by early check-in at the carrier's check-in counter.

(f) Any officer flying while armed should discreetly contact the flight crew prior to take-off and notify them of his/her assigned seat.

(g) Discretion must be used to avoid alarming passengers or crew by displaying a firearm. The officer must keep the firearm concealed on his/her person at all times. Firearms are not permitted in carry-on luggage and may not be stored in an overhead compartment.

(h) Officers should try to resolve any problems associated with flying armed through the flight captain, ground security manager, TSA representative or other management representative of the air carrier.

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

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306.15 CARRYING FIREARMS OUT OF STATE

Qualified, active, full-time officers of this department are authorized to carry a concealed firearm in all other states subject to the following conditions (18 USC § 926B):

(a) The officer shall carry his/her Torrance Police Department identification card whenever carrying such firearm.

(b) The officer is not the subject of any current disciplinary action.

(c) The officer may not be under the influence of alcohol or any other intoxicating or hallucinatory drug.

(d) The officer will remain subject to this and all other department policies (including qualifying and training).

Officers are cautioned that individual states may enact local regulations that permit private persons or entities to prohibit or restrict the possession of concealed firearms on their property, or that prohibit or restrict the possession of firearms on any state or local government property, installation, building, base or park. Federal authority may not shield an officer from arrest and prosecution in such locally restricted areas.

Active law enforcement officers from other states are subject to all requirements set forth in 18 USC § 926B.

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Vehicle Pursuits

307.1 POLICY

It is the policy of this department to balance the importance of apprehending suspects who unlawfully flee from law enforcement against the risks associated with vehicle pursuits.

307.2 APPLICATION OF VEHICLE PURSUIT POLICY

This policy is expressly written and adopted pursuant to the provisions of Vehicle Code § 17004.7, with additional input from the POST Vehicle Pursuit Guidelines.

307.3 PURPOSE AND SCOPE

This policy provides guidelines for vehicle pursuits in order to protect the safety of involved officers, the public, and fleeing suspects.

307.3.1 DEFINITIONS

Blocking - A low-speed tactic where one or more authorized police department emergency vehicles intentionally restrict the movement of a suspect vehicle, with the goal of containment or preventing a pursuit. Blocking is not boxing-in or a roadblock.

Pursuit Intervention - An attempt to stop the suspect's ability to continue to flee in a vehicle through tactical application of technology, blocking or vehicle intercept, boxing-in, the PIT (known as Pursuit Intervention Technique), legal intervention or roadblock procedures.

Pursuit Intervention Technique (PIT) - A low-speed tactic intentionally applied to cause the suspect vehicle to spin out and terminate the pursuit.

Legal Intervention - The deliberate act of impacting a suspect's vehicle with another vehicle to functionally damage or otherwise force the suspect's vehicle to stop.

Roadblocks - A tactic designed to stop a suspect's vehicle by intentionally placing an emergency vehicle or other immovable object in the path of the suspect's vehicle.

Terminate - To discontinue a pursuit or stop chasing fleeing vehicles.

Trail - Following the path of the pursuit at a safe speed while obeying all traffic laws and without activating emergency equipment. If the pursuit is at a slow rate of speed, the trailing vehicle will maintain sufficient distance from the pursuit vehicles so as to clearly indicate an absence of participation in the pursuit

Vehicle Pursuit - An event involving one or more law enforcement officers attempting to apprehend a suspect, who is attempting to avoid arrest while operating a motor vehicle by using high-speed driving or other evasive tactics, such as driving off a highway, turning suddenly, or driving in a legal manner but willfully failing to yield to an officer's signal to stop.

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307.4 OFFICER RESPONSIBILITIES

Vehicle pursuits shall only be conducted using authorized police department emergency vehicles that are equipped with and displaying emergency lighting and sirens as required by Vehicle Code § 21055. Officers are responsible for continuously driving with due regard and caution for the safety of all persons and property (Vehicle Code § 21056).

307.4.1 WHEN TO INITIATE A PURSUIT

Officers are authorized to initiate a pursuit when the officer reasonably believes that a suspect, who has been given appropriate signal to stop by a law enforcement officer, is attempting to evade arrest or detention by fleeing in a vehicle.

Factors that should be considered in deciding whether to initiate a pursuit include:

(a) The seriousness of the known or reasonably suspected crime and its relationship to community safety.

(b) The importance of protecting the public and balancing the known or reasonably suspected offense and the apparent need for immediate capture against the risks to officers, innocent motorists, and others.

(c) The safety of the public in the area of the pursuit, including the type of area, time of day, the amount of vehicular and pedestrian traffic (e.g., school zones), and the speed of the pursuit relative to these factors.

(d) The pursuing officers' familiarity with the area of the pursuit, the quality of radio communications between the pursuing units and the public safety dispatcher, designated supervisor, and the driving capabilities of the pursuing officers under the conditions of the pursuit.

(e) Whether traffic, weather, and road conditions unreasonably increase the danger of the pursuit when weighed against the risk of the suspect's escape.

(f) Whether the identity of the suspect has been verified and whether there is comparatively minimal risk in allowing the suspect to be apprehended at a later time.

(g) The performance capabilities of the vehicles used in the pursuit in relation to the speeds and other conditions of the pursuit.

(h) Emergency lighting and siren limitations on unmarked police department vehicles that may reduce visibility of the vehicle, such as visor or dash-mounted lights, concealable or temporary emergency lighting equipment, and concealed or obstructed siren positioning.

(i) Suspect and officer vehicle speeds.

(j) Other persons in or on the pursued vehicle (e.g., passengers, co-offenders, hostages).

(k) Availability of other resources such as air support or vehicle locator or deactivation technology.

307.4.2 WHEN TO TERMINATE A PURSUIT

Pursuits should be terminated whenever the totality of objective circumstances known or which reasonably ought to be known to the officer or supervisor during the pursuit indicates that the

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present risks of continuing the pursuit reasonably appear to outweigh the risks resulting from the suspect's escape.

The factors listed in this policy on when to initiate a pursuit will apply equally to the decision to terminate a pursuit. Officers and supervisors must objectively and continuously weigh the seriousness of the offense against the potential danger to innocent motorists, themselves, and the public when electing to continue a pursuit.

In addition to the factors that govern when to initiate a pursuit, other factors should be considered in deciding whether to terminate a pursuit, including:

(a) The distance between the pursuing vehicle and the fleeing vehicle is so great that further pursuit would be futile or require the pursuit to continue for an unreasonable time and/or distance.

(b) The pursued vehicle's location is no longer definitely known.

(c) The pursuing vehicle sustains damage or a mechanical failure that renders it unsafe to drive.

(d) The pursuing vehicle's emergency lighting equipment or siren becomes partially or completely inoperable.

(e) Hazards to uninvolved bystanders or motorists.

(f) The danger that the continued pursuit poses to the public, the officers, or the suspect, balanced against the risk of allowing the suspect to remain at large.

(g) The identity of the suspect is known and it does not reasonably appear that the need for immediate capture outweighs the risks associated with continuing the pursuit.

(h) Extended pursuits of violators for misdemeanors not involving violence, risk of serious harm, or weapons (independent of the pursuit) are generally discouraged.

307.4.3 SPEED LIMITS

The speed of a pursuit is a factor that should be evaluated on a continuing basis by the officer and supervisor. Evaluation of vehicle speeds should take into consideration public safety, officer safety, and the safety of the occupants of the fleeing vehicle.

Should high vehicle speeds be reached during a pursuit, officers and supervisors should also consider these factors when determining the reasonableness of the speed of the pursuit:

(a) Pursuit speeds have become unreasonably unsafe for the surrounding conditions.

(b) Pursuit speeds have exceeded the driving ability of the officer.

(c) Pursuit speeds are beyond the capabilities of the pursuit vehicle thus making its operation unsafe.

307.5 PURSUIT UNITS

When involved in a pursuit, unmarked police department emergency vehicles should be replaced by marked emergency vehicles whenever practicable

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Vehicle pursuits should be limited to three vehicles; however, the number of units involved may vary with the circumstances.

An officer or supervisor may request additional units to join a pursuit if, after assessing the factors outlined above, it reasonably appears that the number of officers involved may be insufficient to safely arrest the suspects. All other officers should stay out of the pursuit, but should remain alert to its progress and location. Any officer who drops out of a pursuit may then, if necessary, proceed to the termination point at legal speeds, following the appropriate rules of the road.

307.5.1 MOTORCYCLE OFFICERS

When involved in a pursuit, police department motorcycles should be replaced by marked four-wheel emergency vehicles as soon as practicable.

307.5.2 VEHICLES WITHOUT EMERGENCY EQUIPMENT

Officers operating vehicles not equipped with red light and siren are prohibited from initiating or joining in any pursuit.

307.5.3 PRIMARY UNIT RESPONSIBILITIES

The initial pursuing unit will be designated as the primary pursuit unit and will be responsible for the conduct of the pursuit unless the officer is unable to remain reasonably close to the suspect's vehicle. The primary responsibility of the officer initiating the pursuit is the apprehension of the suspect(s) without unreasonable danger to any person.

The primary unit should notify the public safety dispatcher that a vehicle pursuit has been initiated, and as soon as practicable provide information including but not limited to:

(a) The location, direction of travel, and estimated speed of the suspect's vehicle.

(b) The description of the suspect's vehicle including license plate number, if known.

(c) The reason for the pursuit.

(d) Known or suspected weapons. Threat of force, violence, injuries, hostages, or other unusual hazards.

(e) The suspected number of occupants and identity or description.

(f) The weather, road, and traffic conditions.

(g) The need for any additional resources or equipment.

(h) The identity of other law enforcement agencies involved in the pursuit.

Until relieved by a secondary unit, the officer in the primary unit is responsible for the broadcasting of the progress of the pursuit. Unless circumstances reasonably indicate otherwise, the primary pursuing officer should, as soon as practicable, relinquish the responsibility of broadcasting the progress of the pursuit to a secondary unit or air support joining the pursuit to minimize distractions and allow the primary pursuing officer to concentrate foremost on safe pursuit tactics.

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307.5.4 SECONDARY UNIT RESPONSIBILITIES

The second officer in the pursuit will be designated as the secondary unit and is responsible for:

(a) The officer in the secondary unit should immediately notify the dispatcher of entry into the pursuit as soon as reasonably practicable.

(b) Remaining a safe distance behind the primary unit unless directed or requested to assume the role of primary pursuit vehicle or if the primary pursuit vehicle is unable to continue the pursuit.

(c) Broadcasting the progress, updating known or critical information, and providing changes in the pursuit, unless the situation indicates otherwise.

(d) Identifying the need for additional resources or equipment as appropriate.

(e) Serving as backup to the primary pursuing officer once the suspect has been stopped.

307.5.5 PURSUIT DRIVING

The decision to use specific driving tactics requires the same assessment of the factors the officer considered when determining whether to initiate and/or terminate a pursuit. The following are tactics for units involved in the pursuit:

(a) Officers, considering their driving skills and vehicle performance capabilities, will space themselves from other involved vehicles such that they are able to see and avoid hazards or react safely to maneuvers by the fleeing vehicle.

(b) Because intersections can present increased risks, the following tactics should be considered:

1. Available units not directly involved in the pursuit may proceed safely to controlled intersections ahead of the pursuit in an effort to warn cross traffic.
2. Pursuing units should exercise due regard and caution when proceeding through controlled intersections.

(c) As a general rule, officers should not pursue a vehicle driving left of center (wrong way) against traffic. In the event that the pursued vehicle does so, the following tactics should be considered:

1. Requesting assistance from available air support.
2. Maintain visual contact with the pursued vehicle by paralleling it on the correct side of the roadway.
3. Request other units to observe exits available to the suspects.

(d) Notify the California Highway Patrol (CHP) and/or other law enforcement agency if it appears that the pursuit may enter its jurisdiction.

(e) Officers involved in a pursuit should not attempt to pass other units unless the situation indicates otherwise or they are requested to do so by the primary unit and with a clear understanding of the maneuver process between the involved units.

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307.5.6 AIR SUPPORT ASSISTANCE

Coordination of the pursuit shall not be relinquished to the air unit unless the pursing unit or a supervisor directs that this action be taken. Once the air unit has established visual contact with the pursued vehicle, the air unit may assume control over the pursuit, if requested. The primary and secondary ground units, or involved supervisor, will maintain operational control but should consider whether the participation of air support warrants the continued close proximity and/or involvement of ground units in the pursuit.

The air unit should coordinate the activities of resources on the ground, report progress of the pursuit and provide officers and supervisors with details of upcoming traffic congestion, road hazards, or other pertinent information to evaluate whether to continue the pursuit. If ground units are not within visual contact of the pursued vehicle and the air support unit determines that it is unsafe to continue the pursuit, the air support unit should recommend terminating the pursuit.

307.5.7 UNITS NOT INVOLVED IN THE PURSUIT

There should be no paralleling of the pursuit route. Officers are authorized to use emergency equipment at intersections along the pursuit path to clear intersections of vehicular and pedestrian traffic to protect the public. Officers should remain in their assigned area and should not become involved with the pursuit unless directed otherwise by a supervisor.

The primary and secondary units should be the only units operating under emergency conditions (red light and siren) unless other units are assigned to the pursuit.

307.6 WHEN PURSUIT INTERVENTION IS AUTHORIZED

Whenever practicable, an officer shall seek approval from a supervisor before employing any intervention to stop the pursued vehicle. In deciding whether to use intervention tactics, officers/supervisors should balance the risks of allowing the pursuit to continue with the potential hazards to the public arising from the use of each tactic, the officers, and persons in or on the pursued vehicle to determine which, if any, intervention tactic may be reasonable.

307.6.1 USE OF FIREARMS

An officer should only discharge a firearm at a moving vehicle or its occupants when the officer reasonably believes there are no other reasonable means available to avert the threat of the vehicle, or if deadly force other than the vehicle is directed at the officer or others. Nothing in this section shall be construed to prohibit any officer from using a firearm to stop a suspect from using a vehicle as a deadly weapon.

Officers should not shoot at any part of a vehicle in an attempt to disable the vehicle (see the Use of Force Policy).

307.6.2 INTERVENTION STANDARDS

Any intervention tactic, depending upon the conditions and circumstances under which it is used, may present dangers to the officers, the public, or anyone in or on the vehicle being pursued. Certain applications of intervention tactics may be construed to be a use of force, including deadly

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force, and subject to the policies guiding such use. Officers should consider these facts and requirements prior to deciding how, when, where, and if an intervention tactic should be employed.

(a) Blocking should only be used after giving consideration to the following:

1. The technique should only be used by officers who have received training in the technique.
2. The need to immediately stop the suspect vehicle or prevent it from leaving reasonably appears to outweigh the risks of injury or death to occupants of the suspect vehicle, officers, or other members of the public.
3. It reasonably appears the technique will contain or prevent the pursuit.

(b) The PIT should only be used after giving consideration to the following:

1. The technique should only be used by officers who have received training in the technique, including speed restrictions.
2. Supervisory approval should be obtained before using the technique.
3. The need to immediately stop the suspect vehicle reasonably appears to outweigh the risks of injury or death to occupants of the suspect vehicle, officers, or other members of the public.
4. It reasonably appears the technique will terminate or prevent the pursuit.

(c) Ramming a fleeing vehicle should only be done after giving consideration to the following:

1. Supervisory approval should be obtained before using the technique.
2. The need to immediately stop the suspect vehicle reasonably appears to substantially outweigh the risks of injury or death to occupants of the suspect vehicle, officers, or other members of the public.
3. It reasonably appears the technique will terminate or prevent the pursuit.
4. Ramming may be used only under circumstances when deadly force would be authorized.
5. Ramming may be used when all other reasonable alternatives have been exhausted or reasonably appear ineffective.

(d) Before attempting to box a suspect vehicle during a pursuit the following should be considered:

1. The technique should only be used by officers who have received training in the technique.
2. Supervisory approval should be obtained before using the technique.
3. The need to immediately stop the suspect vehicle reasonably appears to outweigh the risks of injury or death to occupants of the suspect vehicle, officers, or other members of the public.
4. It reasonably appears the technique will terminate or prevent the pursuit.

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(e) Roadblocks should only be used after considering the following:

1. Roadblocks should only be used by officers who have received training in their use.
2. Supervisory approval should be obtained before using the technique.
3. The need to immediately stop the suspect vehicle reasonably appears to substantially outweigh the risks of injury or death to occupants of the suspect vehicle, officers, or other members of the public.
4. It reasonably appears the technique will terminate or prevent the pursuit. Roadblocks may be used only under circumstances when deadly force would be authorized.
5. Roadblocks may be used when all other reasonable alternatives have been exhausted or reasonably appear ineffective.

307.6.3 CAPTURE OF SUSPECTS

Proper self-discipline and sound professional judgment are the keys to a successful conclusion of a pursuit and apprehension of evading suspects. Officers shall use only that amount of force, which reasonably appears necessary under the circumstances, to accomplish a legitimate law enforcement purpose.

Unless relieved by a supervisor, the primary pursuing officer should coordinate efforts to apprehend the suspects following the pursuit. Officers should consider safety of the public and the involved officers when formulating plans for setting up perimeters or for containing and capturing the suspects. The designated supervisor shall respond immediately to the termination point of the pursuit and is responsible for controlling police actions at the scene and ensuring adherence to Department policy.

307.7 SUPERVISORY CONTROL AND RESPONSIBILITIES

Available supervisory and management control will be exercised over all vehicle pursuits involving officers from this department.

The field supervisor of the officer initiating the pursuit, or if unavailable, the nearest field supervisor will be responsible for:

(a) Immediately notifying involved unit and the public safety dispatcher of supervisory presence and ascertaining all reasonably available information to continuously assess the situation and risk factors associated with the pursuit.

(b) Engaging in the pursuit, when appropriate, to provide on-scene supervision.

(c) Exercising management and control of the pursuit even if not engaged in it.

(d) Ensuring that no more than the required number of units are involved in the pursuit under the guidelines set forth in this policy.

(e) Directing that the pursuit be terminated if, in the supervisor's judgment, it is unreasonable to continue the pursuit under the guidelines of this policy.

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(f) Ensuring that assistance from air support, canines, or additional resources is requested, if available and appropriate.

(g) Ensuring that the proper radio channel is being used.

(h) Ensuring that the Watch Commander is notified of the pursuit as soon as practicable.

(i) Ensuring the notification and/or coordination of outside agencies if the pursuit either leaves or is likely to leave the jurisdiction of this department.

(j) Controlling and managing Torrance Police Department units when a pursuit enters another jurisdiction.

(k) Preparing a post-pursuit review and documentation of the pursuit (Administrative Review - TPD 705).

1. Supervisors should initiate follow up or additional review when appropriate.

307.7.1 WATCH COMMANDER RESPONSIBILITIES

Upon becoming aware that a pursuit has been initiated, the Watch Commander should monitor and continually assess the situation and ensure the pursuit is conducted within the guidelines and requirements of this policy. Once notified, the Watch Commander has the final responsibility for the coordination, control, and termination of a vehicle pursuit and shall be in overall command.

The Watch Commander shall review all pertinent reports for content and will complete their review and then forward the TPD 705 with the supporting documents to the Patrol Coordinator.

307.7.2 DIVISION COMMANDER RESPONSIBILITY

After the Sergeant completes their review of the pursuit on the Administrative Review form (TPD 705), the TPD 705 and associated documents shall be forwarded to the affected Division Commander for review. The Division Commander will complete their review and then forward the TPD 705 with the supporting documents to the Patrol Coordinator.

307.8 REPORTING REQUIREMENTS

All appropriate reports should be completed to comply with applicable laws, policies, and procedures.

(a) The primary officer should complete appropriate crime/arrest reports, to include:

1. Date and time of pursuit
2. Initial reason and circumstances surrounding the pursuit
3. Length of pursuit including the starting and termination points
4. Involved units and officers
5. Alleged offenses
6. Whether a suspect was apprehended, as well as the means and methods used
7. Any use of force that occurred during the vehicle pursuit

(a) Any use of force by a member should be documented in the appropriate report (See the Use of Force Policy)

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8. Any Injuries and/or medical treatment
9. Any property or equipment damage
10. Name of supervisor at scene or who handled the incident

(b) The designated Sergeant shall ensure that an Allied Agency Vehicle Pursuit Report (CHP 187A) is filed with the CHP not later than 30 days following the pursuit (Vehicle Code § 14602.1). The designated Sergeant shall forward the report to the Watch Commander for review and distribution.

(c) After first obtaining the available information, a designated supervisor shall promptly complete an Administrative Review form (TPD 705), and submit it to his/her Division Commander. See attachment: TPD 705 Administrative Review Form.pdf

(d) The designated supervisor shall ensure the Administrative Review form (TPD 705) is completed if intervention occurs and/or force is used to take the suspect into custody. Intervention is a use of force and should not be documented on a Traffic Collision Report (TPD 554).

(e) Any unintentional collisions involving police units shall be reported on the appropriate Traffic Collision Report and investigated by CHP if there are any serious injuries.

307.8.1 SUPERVISOR REPORT RESPONSIBILITIES

The Division Commander shall review each pursuit by any personnel within his/her command to ensure compliance with this policy and to address any training issues. The original Administrative Review form (TPD 705) and related reports shall be forwarded to the Patrol Coordinator for statistical purposes.

The employee's Bureau Commander shall review all of the documentation related to the pursuit and determine if the incident was within policy and tactically sound.

The Deputy Chief of Police or the Chief of Police designee shall make the final disposition in the case and return his/her findings to the Personnel Division for appropriate notification of findings to the concerned personnel.

307.8.2 REGULAR AND PERIODIC PURSUIT TRAINING

The Research and Training Division Commander shall make available to all officers initial and supplementary Police Officer Standard Training (POST) training on pursuits required by Penal Code § 13519.8, and no less than annual training addressing:

(a) This policy.

(b) The importance of vehicle safety and protecting the public.

(c) The need to balance the known offense and the need for immediate capture against the risks to officers and others (Vehicle Code § 17004.7(d)).

307.8.3 POLICY REVIEW

Officers of this department shall certify in writing that they have received, read, and understand this policy initially, upon any amendments, and whenever training on this policy is provided. The

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POST attestation form, or an equivalent form, may be used to document the compliance and should be retained in the member's training file.

307.8 COMMUNICATIONS

If the pursuit is confined within the City limits, radio communications will be conducted on the primary channel unless instructed otherwise by a supervisor or public safety dispatcher. If the pursuit leaves the jurisdiction of this department or such is imminent, involved units should, whenever available, switch radio communications to a tactical or emergency channel most accessible by participating agencies and units.

307.8.1 COMMUNICATIONS RESPONSIBILITIES

Upon notification or becoming aware that a pursuit has been initiated, the public safety dispatcher is responsible for:

(a) Clearing the radio channel of non-emergency traffic.

(b) Coordinating pursuit communications of the involved units and personnel.

(c) Broadcasting pursuit updates as well as other pertinent information as necessary.

(d) Ensuring that a field supervisor is notified of the pursuit.

(e) Notifying and coordinating with other involved or affected agencies as practicable.

(f) Notify the Watch Commander as soon as practicable.

(g) Assigning an incident number and logging all pursuit activities.

307.8.2 LOSS OF PURSUED VEHICLE

When the pursued vehicle is lost, the primary unit should broadcast pertinent information to assist other units in locating suspects. The primary unit or supervisor will be responsible for coordinating any further search for either the pursued vehicle or suspects fleeing on foot.

307.9 INTER-JURISDICTIONAL CONSIDERATIONS

When a pursuit enters another agency's jurisdiction, the primary officer or supervisor, taking into consideration distance traveled, unfamiliarity with the area and other pertinent facts, should determine whether to request the other agency to assume the pursuit. Unless entry into another jurisdiction is expected to be brief, it is generally recommended that the primary officer or supervisor ensure that notification is provided to each outside jurisdiction into which the pursuit is reasonably expected to enter, regardless of whether such jurisdiction is expected to assist.

307.9.1 ASSUMPTION OF PURSUIT BY ANOTHER AGENCY

Officers will relinquish control of the pursuit when another agency has assumed the pursuit, unless the continued assistance of the Torrance Police Department is requested by the agency assuming the pursuit. Upon relinquishing control of the pursuit, the involved officers may proceed, with supervisory approval, to the termination point of the pursuit to assist in the investigation. The supervisor should coordinate such assistance with the assuming agency and obtain any information that is necessary for any reports. Notification of a pursuit in progress should not be

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construed as a request to join the pursuit. Requests to or from another agency to assume a pursuit should be specific.

307.9.2 PURSUITS EXTENDING INTO THIS JURISDICTION

The agency that initiates a pursuit is responsible for conducting the pursuit. Units from this department should not join a pursuit unless specifically requested to do so by the pursuing agency and with approval from a supervisor. The exception to this is when a single unit from the initiating agency is in pursuit. Under this circumstance, a supervisor may authorize units from this department to join the pursuit until sufficient units from the initiating agency join the pursuit or until additional information is provided allowing withdrawal of the pursuit.

When a request is made for this department to assist or take over a pursuit that has entered the jurisdiction of Torrance Police Department, the supervisor should consider:

(a) The public's safety within this jurisdiction.

(b) The safety of the pursuing officers.

(c) Whether the circumstances are serious enough to continue the pursuit.

(d) Whether there is adequate staffing to continue the pursuit.

(e) The ability to maintain the pursuit.

As soon as practicable, a supervisor or the Watch Commander should review a request for assistance from another agency. The Watch Commander or supervisor, after considering the above factors, may decline to assist in, or assume the other agency’s pursuit.

Assistance to a pursuing allied agency by officers of this department will terminate at the City limits provided that the pursuing officers have sufficient assistance from other sources. Ongoing participation from this department may continue only until sufficient assistance is present.

In the event that a pursuit from another agency terminates within this jurisdiction, officers should provide appropriate assistance to officers from the allied agency including but not limited to scene control, coordination and completion of supplemental reports, and any other reasonable assistance requested or needed.

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Code Three Responses

308.1 PURPOSE AND SCOPE

This policy provides for the safe and appropriate response to emergency and non-emergency situations whether dispatched or self-initiated.

308.2 POLICY

The decision to operate Code-3 shall involve careful consideration for the safety of other motorists, pedestrians, and involved officers. The decision to initiate a Code-3 response, whether dispatched or self-initiated, may be for any of the following reasons:

a. Preservation of life.

b. A serious crime in progress.

c. The prevention of a serious crime.

d. The existence of a serious public hazard.

e. The immediate pursuit of an actual or suspected law violator.

f. Officer request for back up.

308.3 RESPONSE TO CALLS

Officers dispatched "Code-3" shall consider the call an emergency response and proceed immediately. Officers responding Code-3 shall continuously operate emergency lighting equipment, including at minimum a steady forward facing red light, and shall sound the siren as reasonably necessary pursuant to Vehicle Code § 21055.

Responding with emergency light(s) and siren does not relieve the officer of the duty to continue to drive with due regard for the safety of all persons. The use of any other warning equipment without a red light and siren does not provide any exemption from the Vehicle Code.

Officers should only respond Code-3 when so dispatched or when circumstances reasonably indicate an emergency response is required. Officers not authorized to respond Code-3 shall observe all traffic laws and proceed without the use of emergency lights and siren.

308.4 REQUESTING EMERGENCY ASSISTANCE

Requests for emergency assistance should be limited to those situations where the involved personnel reasonably believe that there is an immediate threat to the safety of officers, or assistance is needed to prevent imminent serious harm to a citizen. In any event, where a situation has stabilized and emergency response is not required, the requesting officer shall immediately notify Communications. Code 3 should be terminated by the officers engaged, or by a supervisor, when the need no longer exists.

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When aid is urgently needed, a request for “back-up” or a "997,” "998,” or "999,” depending on the actual circumstance, may be broadcast with the location, followed by the unit identification and all information possible. A request for "Help" shall not be broadcast when assistance only is needed.

If circumstances permit, the requesting officer should give the following information:

- The unit number
- The location
- The reason for the request and type of emergency
- The number of units required

308.4.1 NUMBER OF UNITS ASSIGNED
The number of units assigned shall be determined by incident at the direction of the field units involved, the Officer In Charge (OIC), the Watch Commander or the field supervisor.

308.5 INITIATING CODE 3 RESPONSE

If an officer believes a Code-3 response to any call is appropriate, the officer shall immediately notify Communications if the opportunity exists in relation to radio traffic conditions.

308.6 RESPONSIBILITIES OF RESPONDING OFFICERS

Officers shall exercise sound judgment and care with due regard for life and property when responding to an emergency call. Officers shall reduce speed and visibly clear all street intersections to ensure safety, while having complete control of the vehicle.

The decision to continue a Code-3 response is at the discretion of the officer. If, in the officer's judgment, the roadway conditions or traffic congestion does not permit such a response without unreasonable risk, the officer may elect to respond to the call without the use of red lights and siren at the legal speed limit. In such an event, the officer should immediately notify Communications. An officer shall also discontinue the Code-3 response when directed by a supervisor.

Upon receiving authorization or determining a Code-3 response is appropriate, an officer shall immediately give the location from which he/she is responding.

308.7 COMMUNICATIONS RESPONSIBILITIES

A dispatcher shall assign a Code-3 response when an officer requests emergency assistance or available information reasonably indicates that the public is threatened with serious injury or death and immediate police response is needed. In all other circumstances, the dispatcher shall obtain authorization from the OIC, field supervisor or the Watch Commander prior to assigning units Code-3 . The dispatcher shall:

(a) Attempt to assign the closest available unit to the location requiring assistance

(b) Confirm the location from which the unit is responding

(c) Notify and coordinate allied emergency services (e.g., fire and ambulance)

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(d) Continue to obtain and broadcast information as necessary concerning the response and monitor the situation until it is stabilized or terminated

(e) Control all radio communications during the emergency and coordinate assistance under the direction of the OIC, Watch Commander or field supervisor

308.8 SUPERVISORY RESPONSIBILITIES

Upon being notified that a Code-3 response has been initiated, the field supervisor or the Watch Commander shall verify the following:

(a) The proper response has been initiated

(b) No more than those units reasonably necessary under the circumstances are involved in the response

(c) Affected outside jurisdictions are being notified as practical

The field supervisor shall monitor the response until it has been stabilized or terminated and assert control by directing units into or out of the response if necessary. If, in the supervisor's judgment, the circumstances require additional units to be assigned a Code-3 response, the supervisor may do so.

It is the supervisor's responsibility to terminate a Code-3 response that, in his/her judgment, is inappropriate due to the circumstances.

When making the decision to authorize a Code-3 response, the field supervisor or the Watch Commander should consider the following:

- The type of call
- The necessity of a timely response
- Traffic and roadway conditions
- The location of the responding units

308.9 FAILURE OF EMERGENCY EQUIPMENT

If the emergency equipment on the vehicle should fail to operate, the officer must terminate the Code-3 response and respond accordingly. In all cases, the officer shall notify the field supervisor, the Watch Commander or Communications of the equipment failure so that another unit may be assigned to the emergency response.

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Canines

309.1 PURPOSE AND SCOPE

This policy establishes guidelines for the use of canines to augment police services in the community, including but not limited to locating individuals and contraband and apprehending criminal offenders.

309.2 POLICY

It is the policy of the Torrance Police Department that teams of handlers and canines meet and maintain the appropriate proficiency to effectively and reasonably carry out legitimate law enforcement objectives.

309.3 ASSIGNMENT

Canine teams should be assigned to assist and supplement the Patrol Division to function primarily in assist or cover assignments. However, they may be assigned by the Watch Commander to other functions, such as routine calls for service, based on the current operational needs.

Canine teams should generally not be assigned to handle routine matters that will take them out of service for extended periods of time. If such assignment is necessary, it should only be made with the approval of the Watch Commander.

309.4 CANINE COMMANDER

The canine commander shall be appointed by and directly responsible to the Patrol Division or the authorized designee.

The responsibilities of the commander include, but are not limited to:

(a) Reviewing all canine use reports to ensure compliance with policy and to identify training issues and other needs of the program.

(b) Maintaining a liaison with the vendor kennel.

(c) Maintaining a liaison with command staff and functional supervisors.

(d) Maintaining a liaison with other agency canine coordinators.

(e) Maintaining accurate records to document canine activities.

(f) Recommending and overseeing the procurement of equipment and services for the teams of handlers and canines.

(g) Scheduling all canine-related activities.

(h) Ensuring the canine teams are scheduled for regular training to maximize their capabilities.

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309.5 REQUESTS FOR CANINE TEAMS

Patrol Division members are encouraged to request the use of a canine. Requests for a canine team from department units outside of the Patrol Division shall be reviewed by the Watch Commander.

309.5.1 OUTSIDE AGENCY REQUEST

All requests for canine assistance from outside agencies must be approved by the Watch Commander and are subject to the following:

(a) Canine teams shall not be used for any assignment that is not consistent with this policy.

(b) The canine handler shall have the authority to decline a request for any specific assignment that he/she deems unsuitable.

(c) It shall be the responsibility of the canine handler to coordinate operations with agency personnel in order to minimize the risk of unintended injury.

(d) It shall be the responsibility of the canine handler to complete all necessary reports or as directed.

309.5.2 PUBLIC DEMONSTRATIONS

All public requests for a canine team shall be reviewed and, if appropriate, approved by the canine commander prior to making any resource commitment. The canine commander is responsible for obtaining resources and coordinating involvement in the demonstration to include proper safety protocols. Canine handlers shall not demonstrate any apprehension work unless authorized to do so by the canine commander.

309.6 APPREHENSION GUIDELINES

A canine may be used to locate and apprehend a suspect if the canine handler reasonably believes that the individual has committed, is committing, or is threatening to commit any serious offense and if any of the following conditions exist:

(a) There is a reasonable belief the suspect poses an imminent threat of violence or serious harm to the public, any officer, or the handler.

(b) The suspect is physically resisting or threatening to resist arrest and the use of a canine reasonably appears to be necessary to overcome such resistance.

(c) The suspect is believed to be concealed in an area where entry by other than the canine would pose a threat to the safety of officers or the public.

It is recognized that situations may arise that do not fall within the provisions set forth in this policy. Such events require consideration of the totality of the circumstances and the use of an objective reasonableness standard applied to the decision to use a canine.

Absent a reasonable belief that a suspect has committed, is committing, or is threatening to commit a serious offense, mere flight from a pursuing officer, without any of the above conditions, shall not serve as the basis for the use of a canine to apprehend a suspect.

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Use of a canine to locate and apprehend a suspect wanted for a lesser criminal offense than those identified above requires approval from the Watch Commander. Absent a change in circumstances that presents an imminent threat to officers, the canine or the public, such canine use should be conducted on-leash or under conditions that minimize the likelihood the canine will bite or otherwise injure the individual.

In all applications, once the suspect has been located and no longer reasonably appears to present a threat or risk of escape, the handler should secure the canine as soon as it becomes reasonably practicable.

If the canine has apprehended the suspect with a secure bite, and the handler believes that the suspect no longer poses a threat, the handler should promptly command the canine to release the suspect.

309.6.1 PREPARATION FOR DEPLOYMENT

Prior to the use of a canine to search for or apprehend any suspect, the canine handler and/or the supervisor on-scene should carefully consider all pertinent information reasonably available at the time. The information should include but is not limited to:

(a) The nature and seriousness of the suspected offense.

(b) Whether violence or weapons were used or are anticipated.

(c) The degree of resistance or threatened resistance, if any, the suspect has shown.

(d) The suspect's known or perceived age.

(e) The potential for injury to officers or the public caused by the suspect if the canine is not utilized.

(f) Any potential danger to the public and/or other officers at the scene if the canine is released.

(g) The potential for the suspect to escape or flee if the canine is not utilized.

As circumstances permit, the canine handler should make every reasonable effort to communicate and coordinate with other involved members to minimize the risk of unintended injury.

It is the canine handler's responsibility to evaluate each situation and determine whether the use of a canine is appropriate and reasonable. The canine handler shall have the authority to decline the use of the canine whenever he/she deems deployment is unsuitable.

A supervisor who is sufficiently apprised of the situation may prohibit deploying the canine.

Unless otherwise directed by a supervisor, assisting members should take direction from the handler in order to minimize interference with the canine.

309.6.2 WARNINGS AND ANNOUNCEMENTS

Unless it would increase the risk of injury or escape, a clearly audible warning announcing that a canine will be used if the suspect does not surrender should be made prior to releasing a canine. The handler should allow a reasonable time for a suspect to surrender and should quiet the canine

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momentarily to listen for any verbal response to the warning. If feasible, other members should be in a location opposite the warning to verify that the announcement could be heard. If available, warnings given in other languages should be used as necessary.

If a warning is not to be given, the canine handler, when practicable, should first advise the supervisor of his/her decision before releasing the canine. In the event of an apprehension, the handler shall document in any related report how the warning was given and, if none was given, the reasons why.

309.6.3 REPORTING DEPLOYMENTS, BITES AND INJURIES

Whenever a canine deployment results in a bite or causes injury to an intended suspect, a supervisor should be promptly notified and the injuries documented in a canine utilization report and an Administrative Review form (TPD 705). The injured person shall be promptly treated by emergency medical services personnel and, if appropriate, transported to an appropriate medical facility for further treatment. The deployment and injuries should also be included in any related incident or arrest report.

Any unintended bite or injury caused by a canine, whether on- or off-duty, shall be promptly reported to the canine commander. Unintended bites or injuries caused by a canine should be documented in a TPD 41, not in a canine utilization report.

If an individual alleges an injury, either visible or not visible, a supervisor shall be notified and both the individual's injured and uninjured areas shall be photographed as soon as practicable after first tending to the immediate needs of the injured party. Photographs shall be retained as evidence in accordance with current department evidence procedures. The photographs shall be retained until the criminal proceeding is completed and the time for any related civil proceeding has expired.

Canines used by law enforcement agencies are generally exempt from impoundment and reporting requirements. However, the canine shall be made available for examination at any reasonable time if requested by the local health department. The canine handler shall also notify the local health department if the canine exhibits any abnormal behavior after a bite (Health and Safety Code § 121685).

309.7 NON-APPREHENSION GUIDELINES

Properly trained canines may be used to track or search for non-criminals (e.g., lost children, individuals who may be disoriented or in need of medical attention). The canine handler is responsible for determining the canine's suitability for such assignments based on the conditions and the particular abilities of the canine. When the canine is deployed in a search or other non-apprehension operation, the following guidelines apply:

(a) Absent a change in circumstances that presents an imminent threat to officers, the canine, or the public, such applications should be conducted on-leash or under conditions that minimize the likelihood the canine will bite or otherwise injure the individual, if located.

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(b) Unless otherwise directed by a supervisor, assisting members should take direction from the handler in order to minimize interference with the canine.

(c) Throughout the deployment, the handler should periodically give verbal assurances that the canine will not bite or hurt the individual and encourage the individual to make him/herself known.

(d) Once the individual has been located, the handler should place the canine in a down-stay or otherwise secure it as soon as reasonably practicable.

309.7.1 ARTICLE DETECTION

A canine trained to find objects or property related to a person or crime may be used to locate or identify articles. A canine search should be conducted in a manner that minimizes the likelihood of unintended bites or injuries.

309.7.2 NARCOTICS DETECTION

A canine trained in narcotics detection may be used in accordance with current law and under certain circumstances, including:

(a) The search of vehicles, buildings, bags, and other articles.

(b) Assisting in the search for narcotics during a search warrant service.

(c) Obtaining a search warrant by using the narcotics-detection trained canine in support of probable cause.

A narcotics-detection trained canine will not be used to search a person for narcotics unless the canine is trained to passively indicate the presence of narcotics.

309.7.3 BOMB/EXPLOSIVE DETECTION

Because of the high risk of danger to the public and officers when a bomb or other explosive device is suspected, the use of a canine team trained in explosive detection may be considered. When available, an explosive-detection canine team may be used in accordance with current law and under certain circumstances, including:

(a) Assisting in the search of a building, structure, area, vehicle, or article where an actual or suspected explosive device has been reported or located.

(b) Assisting with searches at transportation facilities and vehicles (e.g., buses, airplanes, trains).

(c) Preventive searches at special events, VIP visits, official buildings, and other restricted areas. Searches of individuals should remain minimally intrusive and shall be strictly limited to the purpose of detecting explosives.

(d) Assisting in the search of scenes where an explosion has occurred and an explosive device or secondary explosive device is suspected.

At no time will an explosive-detection trained canine be used to render a suspected device safe or clear.

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309.8 HANDLER SELECTION

The minimum qualifications for the assignment of canine handler include:

(a) An officer who is currently off probation.

(b) Residing in an adequately fenced single-family residence (minimum 5-foot-high fence with locking gates).

(c) A garage that can be secured and can accommodate a canine vehicle.

(d) Living within 50 miles from the Torrance City limits.

(e) Agreeing to be assigned to the position for a minimum of three years.

309.9 HANDLER RESPONSIBILITIES

The canine handler shall ultimately be responsible for the health and welfare of the canine and shall ensure that the canine receives proper nutrition, grooming, training, medical care, affection and living conditions.

The canine handler will be responsible for the following:

(a) Except as required during appropriate deployment, the handler shall not expose the canine to any foreseeable and unreasonable risk of harm.

(b) The handler shall maintain all department equipment under his/her control in a clean and serviceable condition.

(c) When not in service, the handler shall maintain the canine vehicle in a locked garage, away from public view.

(d) When a handler is off-duty for an extended number of days, the assigned canine vehicle should be stored at the Torrance Police Department facility.

(e) Handlers shall permit the canine commander to conduct spontaneous on-site inspections of affected areas of their homes as well as their canine vehicles to verify that conditions and equipment conform to this policy.

(f) Any changes in the living status of the handler that may affect the lodging or environment of the canine shall be reported to the canine commander as soon as possible.

(g) When off-duty, the canine shall be in a kennel provided by the City at the home of the handler. When a canine is kenneled at the handler's home, the gate shall be secured with a lock. When off-duty, the canine may be let out of the kennel while under the direct control of the handler.

(h) The canine should be permitted to socialize in the home with the handler's family for short periods of time and under the direct supervision of the handler.

(i) Under no circumstances will the canine be lodged at another location unless approved by the canine commander or Watch Commander.

(j) When off-duty, the handler shall not involve the canine in any law enforcement activity or official conduct unless approved in advance by the canine coordinator or Watch Commander.

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(k) Whenever a canine handler is off-duty for an extended number of days, it may be necessary to temporarily relocate the canine. In those situations, the handler shall give reasonable notice to the canine coordinator so that appropriate arrangements can be made.

309.9.1 CANINE IN PUBLIC AREAS

The canine should be kept on a leash when in areas that allow access to the public. Exceptions to this rule would include specific law enforcement operations for which the canine is trained.

(a) A canine shall not be left unattended in any area to which the public may have access.

(b) When the canine vehicle is left unattended, all windows and doors shall be secured in such a manner as to prevent unauthorized access to the canine. The handler shall also ensure that the unattended vehicle remains inhabitable for the canine.

309.10 HANDLER COMPENSATION

The canine handler shall be available for call-out under conditions specified by the canine commander.

The canine handler shall be compensated for time spent in the care, feeding, grooming and other needs of the canine in accordance with the Fair Labor Standards Act (FLSA), and according to the terms of the collective bargaining agreement (29 USC § 207).

309.11 CANINE INJURY AND MEDICAL CARE

In the event that a canine is injured, or there is an indication that the canine is not in good physical condition, the injury or condition will be reported to the canine coordinator or Watch Commander as soon as practicable and appropriately documented.

All medical attention shall be rendered by the designated canine veterinarian, except during an emergency where treatment should be obtained from the nearest available veterinarian. All records of medical treatment shall be maintained in the handler's personnel file.

309.12 TRAINING

Before assignment in the field, each canine team shall be trained and certified to meet current POST guidelines or other recognized and approved certification standards. Cross-trained canine teams or those canine teams trained exclusively for the detection of narcotics and/or explosives also shall be trained and certified by the California Narcotic Canine Association (CNCA) or other recognized and approved certification standards established for their particular skills.

The canine commander shall be responsible for scheduling periodic training for all department members in order to familiarize them with how to conduct themselves in the presence of department canines. Because canines may be exposed to dangerous substances such as opioids, as resources are available, the canine commander coordinator should also schedule periodic training for the canine handlers about the risks of exposure and treatment for it.

All canine training should be conducted while on-duty unless otherwise approved by the canine coordinator or Watch Commander.

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309.12.1 CONTINUED TRAINING

Each canine team shall thereafter be recertified to a current POST, CNCA, or other recognized and approved certification standards on an annual basis. Additional training considerations are as follows:

(a) Canine teams should receive training as defined in the current contract with the Torrance Police Department canine training provider.

(b) Canine handlers are encouraged to engage in additional training with approval of the canine commander.

(c) To ensure that all training is consistent, no handler, trainer, or outside vendor is authorized to train to a standard that is not reviewed and approved by the Department.

309.12.2 FAILURE TO SUCCESSFULLY COMPLETE TRAINING

Any canine team failing to graduate or obtain certification shall not be deployed in the field for tasks the team is not certified to perform until graduation or certification is achieved. When reasonably practicable, pending successful certification, the canine handler shall be temporarily reassigned to regular patrol duties.

309.12.3 TRAINING RECORDS

All canine training records shall be maintained in the canine handler's and the canine's training file.

309.12.4 TRAINING AIDS

Training aids are required to effectively train and maintain the skills of canines. Officers possessing, using or transporting controlled substances or explosives for canine training purposes must comply with federal and state requirements. Alternatively, the Torrance Police Department may work with outside trainers with the applicable licenses or permits.

309.12.5 CONTROLLED SUBSTANCE TRAINING AIDS

Officers acting in the performance of their official duties may possess or transfer controlled substances for the purpose of narcotics-detection canine training in compliance with state and federal laws (Health & Safety Code § 11367.5; 21 USC § 823(f)).

The Chief of Police or the authorized designee may authorize a member to seek a court order to allow controlled substances seized by the Torrance Police Department to be possessed by the member or a narcotics-detection canine trainer who is working under the direction of this department for training purposes, provided the controlled substances are no longer needed as criminal evidence.

As an alternative, the Chief of Police or the authorized designee may request narcotics training aids from the Drug Enforcement Administration (DEA).

These procedures are not required if the canine handler uses commercially available synthetic substances that are not controlled narcotics.

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309.12.6 CONTROLLED SUBSTANCE PROCEDURES

Due to the responsibilities and liabilities involved with possessing readily usable amounts of controlled substances and the ever-present danger of the canine's accidental ingestion of these controlled substances, the following procedures shall be strictly followed:

(a) All controlled substance training samples shall be weighed and tested prior to dispensing to the individual canine handler or trainer.

(b) The weight and test results shall be recorded and maintained by this department.

(c) Any person possessing controlled substance training samples pursuant to court order or DEA registration shall maintain custody and control of the controlled substances and shall keep records regarding any loss of, or damage to, those controlled substances.

(d) All controlled substance training samples will be inspected, weighed, and tested biannually. The results of the testing shall be recorded and maintained by the canine coordinator with a copy forwarded to the dispensing agency.

(e) All controlled substance training samples will be stored in locked, airtight, and watertight cases at all times, except during training. The locked cases shall be secured in the trunk of the canine handler's assigned patrol vehicle during transport and stored in an appropriate locked container. There are no exceptions to this procedure.

(f) The canine coordinator shall periodically inspect every controlled substance training sample for damage or tampering and take any appropriate action.

(g) Any unusable controlled substance training samples shall be returned to the Property Room or to the dispensing agency.

(h) All controlled substance training samples shall be returned to the dispensing agency upon the conclusion of the training or upon demand by the dispensing agency.

309.12.7 EXPLOSIVE TRAINING AIDS

Officers may possess, transport, store, or use explosives or destructive devices in compliance with state and federal laws (Penal Code § 18800; 18 USC § 842; 27 CFR 555.41).

Explosive training aids designed specifically for canine teams should be used whenever feasible. Due to the safety concerns in the handling and transportation of explosives, inert or non-hazardous training aids should be employed whenever feasible. The use of explosives or destructive devices for training aids by canine teams is subject to the following:

(a) All explosive training aids, when not in use, shall be properly stored in a secure facility appropriate for the type of materials.

(b) An inventory ledger shall be maintained to document the type and quantity of explosive training aids that are stored.

(c) The canine commander shall be responsible for verifying the explosive training aids on hand against the inventory ledger once each quarter.

(d) Only members of the canine team shall have access to the explosive training aids storage facility.

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(e) A primary and secondary custodian will be designated to minimize the possibility of loss of explosive training aids during and after the training. Generally, the handler will be designated as the primary custodian while the trainer or authorized second person on-scene will be designated as the secondary custodian.

(f) Any lost or damaged explosive training aids shall be promptly reported to the canine commander, who will determine if any further action will be necessary. Any loss of explosives will be reported to the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF).

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Domestic Violence

310.1 PURPOSE AND SCOPE

The purpose of this policy is to provide the guidelines necessary to deter, prevent and reduce domestic violence through vigorous enforcement and to address domestic violence as a serious crime against society. The policy specifically addresses the commitment of this department to take enforcement action when appropriate, to provide assistance to victims and to guide officers in the investigation of domestic violence.

310.1.1 DEFINITIONS

Definitions related to this policy include:

Court order - All forms of orders related to domestic violence that have been issued by a court of this state or another, whether civil or criminal, regardless of whether service has been made.

310.2 POLICY

The Torrance Police Department's response to incidents of domestic violence and violations of related court orders shall stress enforcement of the law to protect the victim and shall communicate the philosophy that domestic violence is criminal behavior. It is also the policy of this department to facilitate victims' and offenders' access to appropriate civil remedies and community resources whenever feasible.

310.3 OFFICER SAFETY

The investigation of domestic violence cases often places officers in emotionally charged and sometimes highly dangerous environments. No provision of this policy is intended to supersede the responsibility of all officers to exercise due caution and reasonable care in providing for the safety of any officers and parties involved.

310.4 INVESTIGATIONS

The following guidelines should be followed by officers when investigating domestic violence cases:

(a) Calls of reported, threatened, imminent, or ongoing domestic violence and the violation of any court order are of extreme importance and should be considered among the highest response priorities. This includes incomplete 9-1-1 calls.

(b) When practicable, officers should obtain and document statements from the victim, the suspect, and any witnesses, including children, in or around the household or location of occurrence.

(c) Officers should list the full name and date of birth (and school if available) of each child who was present in the household at the time of the offense. The names of other children who may not have been in the house at that particular time should also be obtained for follow-up.

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(d) When practicable and legally permitted, video or audio record all significant statements and observations.

(e) All injuries should be photographed, regardless of severity, taking care to preserve the victim's personal privacy. Where practicable, photographs should be taken by a person of the same sex. Victims whose injuries are not visible at the time of the incident should be asked to contact the Detective Division in the event that the injuries later become visible.

(f) Officers should request that the victim complete and sign an authorization for release of medical records related to the incident when applicable.

(g) If the suspect is no longer at the scene, officers should make reasonable efforts to locate the suspect to further the investigation, provide the suspect with an opportunity to make a statement, and make an arrest or seek an arrest warrant if appropriate.

(h) Seize any firearms or other dangerous weapons in the home, if appropriate and legally permitted, for safekeeping or as evidence. If the domestic violence involved threats of bodily harm, any firearm discovered in plain view or pursuant to consent or other lawful search must be taken into temporary custody (Penal Code § 18250).

(i) When completing an incident or arrest report for violation of a court order, officers should include specific information that establishes that the offender has been served, including the date the offender was served, the name of the agency that served the order, and the provision of the order that the subject is alleged to have violated. When reasonably available, the arresting officer should attach a copy of the order to the incident or arrest report.

(j) Officers should take appropriate enforcement action when there is probable cause to believe an offense has occurred. Factors that should not be used as sole justification for declining to take enforcement action include:

1. Whether the suspect lives on the premises with the victim.
2. Claims by the suspect that the victim provoked or perpetuated the violence.
3. The potential financial or child custody consequences of arrest.
4. The physical or emotional state of either party.
5. Use of drugs or alcohol by either party.
6. Denial that the abuse occurred where evidence indicates otherwise.
7. A request by the victim not to arrest the suspect.
8. Location of the incident (public/private).
9. Speculation that the complainant may not follow through with the prosecution.
10. Actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, disability, or marital status of the victim or suspect.
11. The social status, community status, or professional position of the victim or suspect.

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310.4.1 IF A SUSPECT IS ARRESTED
If a suspect is arrested, officers should:

(a) Advise the victim that there is no guarantee the suspect will remain in custody.

(b) Provide the victim's contact information to the jail staff to enable notification of the victim upon the suspect's release from jail.

(c) Advise the victim whether any type of court order will be in effect when the suspect is released from jail.

310.4.2 IF NO ARREST IS MADE
If no arrest is made, the officer should:

(a) Advise the parties of any options, including but not limited to:

1. Voluntary separation of the parties.

2. Appropriate resource referrals (e.g., counselors, friends, relatives, shelter homes, victim witness unit).

(b) Document the resolution in a report.

310.5 VICTIM ASSISTANCE

Victims may be traumatized or confused. Officers should:

(a) Recognize that a victim's behavior and actions may be affected.

(b) Provide the victim with the department's domestic violence information handout, even if the incident may not rise to the level of a crime.

(c) Alert the victim to any available victim advocates, shelters and community resources.

(d) Stand by for a reasonable amount of time when an involved person requests law enforcement assistance while removing essential items of personal property.

(e) Seek medical assistance as soon as practicable for the victim if he/she has sustained injury or complains of pain.

(f) Ask the victim whether he/she has a safe place to stay. Assist in arranging to transport the victim to an alternate shelter if the victim expresses a concern for his/her safety or if the officer determines that a need exists.

(g) Make reasonable efforts to ensure that children or dependent adults who are under the supervision of the suspect or victim are being properly cared for.

(h) Seek or assist the victim in obtaining an emergency order if appropriate.

An officer shall advise an individual protected by a Canadian domestic violence protection order of available local victim services (Family Code § 6452).

310.6 DISPATCH ASSISTANCE

All calls of domestic violence, including incomplete 9-1-1 calls, should be dispatched as soon as practicable.

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Dispatchers are not required to verify the validity of a court order before responding to a request for assistance. Officers should request that dispatchers check whether any of the involved persons are subject to the terms of a court order.

310.7 FOREIGN COURT ORDERS

Various types of orders may be issued in domestic violence cases. Any foreign court order properly issued by a court of another state, Indian tribe, or territory shall be enforced by officers as if it were the order of a court in this state. An order should be considered properly issued when it reasonably appears that the issuing court has jurisdiction over the parties and reasonable notice and opportunity to respond was given to the party against whom the order was issued (18 USC § 2265). An otherwise valid out-of-state court or foreign order shall be enforced, regardless of whether the order has been properly registered with this state (Family Code § 6403).

Canadian domestic violence protection orders shall also be enforced in the same manner as if issued in this state (Family Code § 6452).

310.8 VERIFICATION OF COURT ORDERS

Determining the validity of a court order, particularly an order from another jurisdiction, can be challenging. Therefore, in determining whether there is probable cause to make an arrest for a violation of any court order, officers should carefully review the actual order when available, and where appropriate and practicable:

(a) Ask the subject of the order about his/her notice or receipt of the order, his/her knowledge of its terms and efforts to respond to the order.

  1. If a determination is made that a valid foreign order cannot be enforced because the subject has not been notified or served the order, the officer shall inform the subject of the order, make a reasonable effort to serve the order upon the subject, and allow the subject a reasonable opportunity to comply with the order before enforcing the order. Verbal notice of the terms of the order is sufficient notice (Family Code § 6403).

(b) Check available records or databases that may show the status or conditions of the order.

  1. Registration or filing of an order in California is not required for the enforcement of a valid foreign order (Family Code § 6403).

(c) Contact the issuing court to verify the validity of the order.

(d) Contact a law enforcement official from the jurisdiction where the order was issued to verify information.

Officers should document in an appropriate report their efforts to verify the validity of an order, regardless of whether an arrest is made. Officers should contact a supervisor for clarification when needed.

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310.9 LEGAL MANDATES AND RELEVANT LAWS

California law provides for the following:

310.9.1 STANDARDS FOR ARRESTS

Officers investigating a domestic violence report should consider the following:

(a) An arrest should be made when there is probable cause to believe that a felony or misdemeanor domestic violence offense has been committed (Penal Code § 13701). Any decision to not arrest an adult when there is probable cause to do so requires supervisor approval.

1. Officers are only authorized to make an arrest without a warrant for a misdemeanor domestic violence offense if the officer makes the arrest as soon as probable cause arises (Penal Code § 836).

(b) An officer responding to a domestic violence call who cannot make an arrest will advise the victim of his/her right to make a private person's arrest. The advisement should be made out of the presence of the suspect and shall include advising the victim how to safely execute the arrest. Officers shall not dissuade victims from making a lawful private person's arrest. Officers should refer to the provisions in the Private Persons Arrests Policy for options regarding the disposition of private person's arrests (Penal Code § 836(b)).

(c) Officers shall not cite and release a person for the following offenses (Penal Code § 853.6(a)(3)):

1. Penal Code § 243(e)(1) (battery against spouse, cohabitant)
2. Penal Code § 273.5 (corporal injury on spouse, cohabitant, fiancé/fiancée, person of a previous dating or engagement relationship, mother/father of the offender's child)
3. Penal Code § 273.6 (violation of protective order) if violence or threats of violence have occurred or the suspect has gone to the workplace or residence of the protected party
4. Penal Code § 646.9 (stalking)
5. Other serious or violent felonies specified in Penal Code § 1270.1

(d) In responding to domestic violence incidents, including mutual protective order violations, officers should generally be reluctant to make dual arrests. Officers shall make reasonable efforts to identify the dominant aggressor in any incident. The dominant aggressor is the person who has been determined to be the most significant, rather than the first, aggressor (Penal Code § 13701). In identifying the dominant aggressor, an officer shall consider:

1. The intent of the law to protect victims of domestic violence from continuing abuse.
2. The threats creating fear of physical injury.
3. The history of domestic violence between the persons involved.
4. Whether either person acted in self-defense.

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(e) An arrest shall be made when there is probable cause to believe that a violation of a domestic violence court order has been committed (Penal Code § 13701; Penal Code § 836), regardless of whether the offense was committed in the officer's presence. After arrest, the officer shall confirm that a copy of the order has been registered, unless the victim provides a copy (Penal Code § 836).

310.9.2 COURT ORDERS

(a) An officer who obtains an emergency protective order from the court shall serve it on the restrained person if the person can be reasonably located, and shall provide the person protected or the person's parent/guardian with a copy of the order. The officer shall file a copy with the court as soon as practicable and shall have the order entered into the computer database system for protective and restraining orders maintained by the Department of Justice (Family Code § 6271; Penal Code § 646.91).

(b) At the request of the petitioner, an officer at the scene of a reported domestic violence incident shall serve a court order on a restrained person (Family Code § 6383; Penal Code § 13710).

(c) Any officer serving a protective order that indicates that the respondent possesses weapons or ammunition shall request that the firearm/ammunition be immediately surrendered (Family Code § 6389(c)(2)).

(d) During the service of a protective order any firearm discovered in plain view or pursuant to consent or other lawful search shall be taken into temporary custody (Penal Code § 18250).

(e) If a valid Canadian order cannot be enforced because the person subject to the order has not been notified or served with the order, the officer shall notify the protected individual that reasonable efforts shall be made to contact the person subject to the order. The officer shall make a reasonable effort to inform the person subject to the order of the existence and terms of the order and provide him/her with a record of the order, if available, and shall allow the person a reasonable opportunity to comply with the order before taking enforcement action (Family Code § 6452).

310.9.3 PUBLIC ACCESS TO POLICY

A copy of this domestic violence policy will be provided to members of the public upon request (Penal Code § 13701).

310.9.4 REPORTS AND RECORDS

(a) A written report shall be completed on all incidents of domestic violence. All such reports should be documented on the appropriate form, which includes information and notations specific to domestic violence incidents as required by Penal Code § 13730.

(b) Reporting officers should provide the victim with the case number of the report. The case number may be placed in the space provided on the domestic violence victim information handout provided to the victim. If the case number is not immediately available, an explanation should be given regarding how the victim can obtain the information at a later time.

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(c) Officers who seize any firearm or other deadly weapon in a domestic violence incident shall issue the individual possessing such weapon a receipt that includes the name and residential mailing address of the owner or person who possessed the weapon and notice of where the weapon may be recovered, along with the applicable time limit for recovery (Penal Code § 18250; Penal Code § 18255; Penal Code § 33800; Family Code § 6389(c)(2)).

310.9.5 RECORD-KEEPING AND DATA COLLECTION

This department shall maintain records of court orders related to domestic violence and the service status of each (Penal Code § 13710), as well as records on the number of domestic violence related calls reported to the Department, including whether weapons were used in the incident or whether the incident involved strangulation or suffocation (Penal Code § 13730). This information is to be reported to the Attorney General monthly. It shall be the responsibility of the Records Administrator to maintain and report this information as required.

310.9.6 DECLARATION IN SUPPORT OF BAIL INCREASE

Any officer who makes a warrantless arrest for a felony or misdemeanor violation of a domestic violence restraining order shall evaluate the totality of the circumstances to determine whether reasonable cause exists to seek an increased bail amount. If there is reasonable cause to believe that the scheduled bail amount is insufficient to assure the arrestee's appearance or to protect the victim or family member of a victim, the officer shall prepare a declaration in support of increased bail (Penal Code § 1269c).

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Search and Seizure

311.1 PURPOSE AND SCOPE

Both the federal and state Constitutions provide every individual with the right to be free from unreasonable searches and seizures. This policy provides general guidelines for Torrance Police Department personnel to consider when dealing with search and seizure issues.

311.2 POLICY

It is the policy of the Torrance Police Department to respect the fundamental privacy rights of individuals. Members of this department will conduct searches in strict observance of the constitutional rights of persons being searched. All seizures by this department will comply with relevant federal and state law governing the seizure of persons and property.

The Department will provide relevant and current training to officers as guidance for the application of current law, local community standards and prosecutorial considerations regarding specific search and seizure situations, as appropriate.

311.3 SEARCHES

The U.S. Constitution generally provides that a valid warrant is required in order for a search to be valid. There are, however, several exceptions that permit a warrantless search.

Examples of law enforcement activities that are exceptions to the general warrant requirement include, but are not limited to, searches pursuant to the following:

- Valid consent
- Incident to a lawful arrest
- Legitimate community caretaking interests
- Vehicle searches under certain circumstances
- Exigent circumstances

Certain other activities are recognized by federal and state courts and by certain statutes as legitimate law enforcement activities that also do not require a warrant. Such activities may include seizure and examination of abandoned property, and observations of activities and property located on open public areas.

Because case law regarding search and seizure is constantly changing and subject to interpretation by the courts, each member of this department is expected to act in each situation according to current training and his/her familiarity with clearly established rights as determined by case law.

Whenever practicable, officers are encouraged to contact a supervisor to resolve questions regarding search and seizure issues prior to electing a course of action.

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311.3.1 CONSENT TO SEARCH REQUEST

During the course of standard investigations, officers may request an individual's written (TPD 67) or verbal consent to search property when reasonable suspicion exists, and:

a. Attaining a search warrant is above and beyond the nature of the contact; i.e. traffic stop, field interview, etc.; and

b. The request abides by the requesting officer's Divisional (Patrol, Detectives, Special Investigations, etc.) protocol for consent searches.

c. Officers shall record all requests to search property (verbal consent).

(See attachment: Investigative Follow Up.pdf)

311.4 SEARCH PROTOCOL

Although conditions will vary and officer safety and other exigencies must be considered in every search situation, the following guidelines should be followed whenever circumstances permit:

(a) Members of this department will strive to conduct searches with dignity and courtesy.

(b) Officers should explain to the person being searched the reason for the search and how the search will be conducted.

(c) Searches should be carried out with due regard and respect for private property interests and in a manner that minimizes damage.

(d) In order to minimize the need for forcible entry, an attempt should be made to obtain keys, combinations or access codes when a search of locked property is anticipated.

(e) When the person to be searched is of the opposite sex as the searching officer, a reasonable effort should be made to summon an officer of the same sex as the subject to conduct the search. When it is not practicable to summon an officer of the same sex as the subject, the following guidelines should be followed:

1. Another officer or a supervisor should witness the search.
2. The officer should not search areas of the body covered by tight-fitting clothing, sheer clothing or clothing that could not reasonably conceal a weapon.

311.5 DOCUMENTATION

Officers are responsible for ensuring that all reports are accurate, that actions are properly documented and that current legal requirements and department policy have been met.

Supervisors shall review reports to ensure the reports are accurate, that actions are properly documented and that current legal requirements and department policy have been met.

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Temporary Custody of Juveniles

312.1 PURPOSE AND SCOPE

This policy provides guidelines consistent with the Juvenile Justice and Delinquency Prevention Act for juveniles taken into temporary custody by members of the Torrance Police Department (34 USC § 11133).

Guidance regarding contacting juveniles at schools or who may be victims is provided in the Child Abuse Policy.

312.1.1 DEFINITIONS

Definitions related to this policy include:

Juvenile non-offender - An abused, neglected, dependent, or alien juvenile who may be legally held for his/her own safety or welfare. This also includes any juvenile who may have initially been contacted for an offense that would not subject an adult to arrest (e.g., fine-only offense) but was taken into custody for his/her protection or for purposes of reuniting the juvenile with a parent, guardian, or other responsible person. Juveniles 11 years of age or younger are considered juvenile non-offenders even if they have committed an offense that would subject an adult to arrest.

Juvenile offender - A juvenile 12 to 17 years of age who is alleged to have committed an offense that would subject an adult to arrest (a non-status offense) (Welfare and Institutions Code § 602). It also includes an offense under Penal Code § 29610 for underage possession of a handgun or concealable firearm (28 CFR 31.303).

Non-secure custody - When a juvenile is held in the presence of an officer or other custody employee at all times and is not placed in a locked room, cell, or behind any locked doors. Juveniles in non-secure custody may be handcuffed but not to a stationary or secure object. Personal supervision, through direct visual monitoring and audio two-way communication is maintained. Monitoring through electronic devices, such as video, does not replace direct visual observation (Welfare and Institutions Code § 207.1(d); 15 CCR 1150).

Safety checks - Direct, visual observation personally by a member of this department performed at random intervals within time frames prescribed in this policy to provide for the health and welfare of juveniles in temporary custody.

Secure custody - When a juvenile offender is held in a locked room, a set of rooms, or a cell. Secure custody also includes being physically secured to a stationary object (15 CCR 1146).

Examples of secure custody include:

(a) A juvenile left alone in an unlocked room within the secure perimeter of the adult temporary holding area.

(b) A juvenile handcuffed to a rail.

(c) A juvenile placed in a room that contains doors with delayed egress devices that have a delay of more than 30 seconds.

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(d) A juvenile being processed in a secure booking area when a non-secure booking area is available.

(e) A juvenile left alone in a secure booking area after being photographed and fingerprinted.

(f) A juvenile placed in a cell within the adult temporary holding area, whether or not the cell door is locked.

(g) A juvenile placed in a room that is capable of being locked or contains a fixed object designed for cuffing or restricting movement.

Sight and sound separation - Located or arranged to prevent physical, visual, or auditory contact.

Status offender - A juvenile suspected of committing a criminal violation of the law that would not be a criminal violation but for the age of the offender. Examples may include running away, underage possession of tobacco, curfew violation, and truancy. A juvenile in custody on a court order or warrant based upon a status offense is also a status offender. This includes the habitually disobedient or truant juvenile under Welfare and Institutions Code § 601 and any juvenile suspected of an offense that would not subject an adult to arrest (e.g., fine-only offense).

312.2 POLICY

The Torrance Police Department is committed to releasing juveniles from temporary custody as soon as reasonably practicable and keeping juveniles safe while they are in temporary custody at the Torrance Police Department. Juveniles should be held in temporary custody only for as long as reasonably necessary for processing, transfer, or release.

312.3 JUVENILES WHO SHOULD NOT BE HELD

Juveniles who exhibit any of the following conditions should not be held at the Torrance Police Department:

(a) Unconscious

(b) Seriously injured

(c) A known suicide risk or obviously severely emotionally disturbed

(d) Intoxicated - A medical clearance shall be obtained for minors who are under the influence of drugs, alcohol, or any other intoxicating substance to the extent that they are unable to care for themselves (15 CCR 1151).

(e) Extremely violent or continuously violent

Officers taking custody of a juvenile who exhibits any of the above conditions should take reasonable steps to provide medical attention or mental health assistance and notify a supervisor of the situation (15 CCR 1142; 15 CCR 1151).

These juveniles should not be held at the Torrance Police Department unless they have been evaluated by a qualified medical and/or mental health professional (15 CCR 1142).

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If the officer taking custody of the juvenile believes the juvenile may be a suicide risk, the juvenile shall be under continuous direct supervision until evaluation, release, or a transfer is completed (15 CCR 1142).

312.3.1 EMERGENCY MEDICAL CARE OF JUVENILES IN CUSTODY
When emergency medical attention is required for a juvenile, medical assistance will be called immediately. The Watch Commander shall be notified of the need for medical attention for the juvenile. Department members should administer first aid as applicable (15 CCR 1142).

312.3.2 SUICIDE PREVENTION OF JUVENILES IN CUSTODY
Department members should be alert to potential symptoms based upon exhibited behavior that may indicate the juvenile is a suicide risk. These symptoms may include depression, refusal to communicate, verbally threatening to kill him/herself, or any unusual behavior which may indicate the juvenile may harm him/herself while in either secure or non-secure custody (15 CCR 1142).

312.4 CUSTODY OF JUVENILES

Officers should take custody of a juvenile and temporarily hold the juvenile at the Torrance Police Department when there is no other lawful and practicable alternative to temporary custody. Refer to the Child Abuse Policy for additional information regarding detaining a juvenile that is suspected of being a victim.

No juvenile should be held in temporary custody at the Torrance Police Department without authorization of the arresting officer's supervisor or the Watch Commander. Juveniles taken into custody shall be held in non-secure custody unless otherwise authorized by this policy.

Any juvenile taken into custody shall be released to the care of the juvenile’s parent or other responsible adult or transferred to a juvenile custody facility or to other authority as soon as practicable and in no event shall a juvenile be held beyond six hours from the time of his/her entry into the Torrance Police Department (34 USC § 11133; Welfare and Institutions Code § 207.1(d)).

Under no circumstances shall a juvenile be released into a dangerous environment.

When in custody of a juvenile, Department employees’ responsibilities are:

(a) The arresting officer shall complete all reports, and shall make and record all notifications on the Juvenile Arrest Report in Spillman.

(b) Jailers shall fingerprint and photograph all detained juveniles.

(c) The Watch Commander shall determine the need for Youth Services Investigators (call out if necessary) and whether a juvenile meets the requirements for secure detention.

(d) Youth Services Investigators shall assist when necessary.

Arresting Officers shall:

(a) Advise the juvenile of the six hour maximum detention time.

(b) Use investigative interview rooms, the report room or other satisfactory locations to complete the Juvenile Arrest Report and arrange release.

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(c) Remain with the juvenile.

(d) Notify the juvenile's parent/guardian or another responsible person. After making notification, the officer will stay with the juvenile unless the Watch Commander approves "release to self" and places the juvenile in the facility lobby pending formal release. In cases where juveniles cannot be released to themselves, and no notification can be made, the juvenile shall be taken to the appropriate County facility.

(e) If applicable, cite the minor.

312.4.1 CUSTODY OF JUVENILE NON-OFFENDERS

Non-offenders taken into protective custody in compliance with the Child Abuse Policy should generally not be held at the Torrance Police Department. Custodial arrangements should be made for non-offenders as soon as reasonably possible. Juvenile non-offenders shall not be held in secure custody (34 USC § 11133; Welfare and Institutions Code § 206).

Juveniles 11 years of age or younger who have committed an offense that would subject an adult to arrest may be held in non-secure custody for the offenses listed in Welfare and Institutions Code § 602(b) (murder and the sexual assault offenses) and should be referred to a probation officer for a placement determination.

312.4.2 CUSTODY OF JUVENILE STATUS OFFENDERS

Status offenders should generally be released by citation or with a warning rather than taken into temporary custody. However, officers may take custody of a status offender if requested to do so by a parent or legal guardian in order to facilitate reunification (e.g., transported home or to the station to await a parent). Juvenile status offenders shall not be held in secure custody (34 USC § 11133).

312.4.3 CUSTODY OF JUVENILE OFFENDERS

Juvenile offenders should be held in non-secure custody while at the Torrance Police Department unless another form of custody is authorized by this policy or is necessary due to exigent circumstances.

Generally, a juvenile offender may be taken into custody when authorized by a court order or when there is probable cause to believe the juvenile has committed an offense that would subject an adult to arrest (Welfare and Institutions Code § 625).

A juvenile offender who is 14 years of age or older and suspected of using a firearm in violation of Welfare and Institutions Code § 625.3 shall be transported to a juvenile facility.

A juvenile offender suspected of committing murder or a sex offense that may subject a juvenile to criminal jurisdiction under Welfare and Institutions Code § 602(b), or a serious or violent felony should be referred to a probation officer for a decision on further detention.

In all other cases the juvenile offender may be:

(a) Released upon warning or citation.

(b) Released to a parent or other responsible adult after processing at the Department.

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(c) Referred to a probation officer for a decision regarding whether to transport the juvenile offender to a juvenile facility.

(d) Transported to his/her home or to the place where the juvenile offender was taken into custody (Welfare and Institutions Code § 207.2).

In determining which disposition is appropriate, the investigating officer or supervisor shall prefer the alternative that least restricts the juvenile's freedom of movement, provided that alternative is compatible with the best interests of the juvenile and the community (Welfare and Institutions Code § 626).

Whenever a juvenile offender under the age of 14 is taken into custody, the officer should take reasonable steps to verify and document the child's ability to differentiate between right and wrong, particularly in relation to the alleged offense (Penal Code § 26).

312.4.4 TRANSPORTING A JUVENILE

(a) JUVENILE HALL - Arresting officers are responsible for transporting juveniles to juvenile hall, non-secure facilities, or foster homes.

(b) Probation is responsible for issuing citations to juveniles taken to Juvenile Hall.

(c) NON-SECURE FACILITY OR FOSTER HOME - When practicable, transportation to a non-secure facility or foster home shall be provided by the arresting officer.

(d) It shall be the responsibility of the involved officer to ensure that the Juvenile Arrest Report regarding release from custody is completed in Spillman.

312.5 ADVISEMENTS

Officers shall take immediate steps to notify the juvenile's parent, guardian, or a responsible relative that the juvenile is in custody, the location where the juvenile is being held, and the intended disposition (Welfare and Institutions Code § 627).

Whenever a juvenile is taken into temporary custody, he/she shall be given the *Miranda* rights advisement regardless of whether questioning is intended (Welfare and Institutions Code § 625).

Anytime a juvenile offender is placed in secure custody, he/she shall be informed of the purpose of the secure custody, the length of time the secure custody is expected to last, and of the maximum six-hour limitation (Welfare and Institutions Code § 207.1(d)).

Juveniles taken into custody for an offense shall immediately be advised (or at least within one hour from being taken into custody, if possible) that they may make three telephone calls: one call completed to his/her parent or guardian; one to a responsible relative or his/her employer; and another call completed to an attorney. The calls shall be at no expense to the juvenile when completed to telephone numbers within the local calling area. Juveniles should be asked whether they are a caregiver and provided two more phone calls in the same manner as provided to adults in the Temporary Custody of Adults Policy (Welfare and Institutions Code § 627; Penal Code § 851.5).

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312.6 JUVENILE CUSTODY LOGS

Any time a juvenile is held in custody at the Department, the custody shall be promptly and properly documented in the juvenile custody log, including:

(a) Identifying information about the juvenile.

(b) Date and time of arrival and release from the Torrance Police Department (15 CCR 1150).

(c) Watch Commander notification and approval to temporarily hold the juvenile.

(d) Any charges for which the juvenile is being held and classification of the juvenile as a juvenile offender, status offender, or non-offender.

(e) Any changes in status (e.g., emergency situations, unusual incidents).

(f) Time of all safety checks.

(g) Any medical and other screening requested and completed (15 CCR 1142).

(h) Circumstances that justify any secure custody (Welfare and Institutions Code § 207.1(d); 15 CCR 1145).

(i) Any other information that may be required by other authorities, such as compliance inspectors or a local juvenile court authority.

The Watch Commander shall initial the log to approve the custody, including any secure custody, and shall also initial the log when the juvenile is released.

312.7 NO-CONTACT REQUIREMENTS

Sight and sound separation shall be maintained between all juveniles and adults while in custody at the Department (34 USC § 11133; Welfare and Institutions Code § 207.1(d); Welfare and Institutions Code § 208; 15 CCR 1144). There should also be sight and sound separation between non-offenders and juvenile and status offenders.

In situations where brief or accidental contact may occur (e.g., during the brief time a juvenile is being fingerprinted and/or photographed in booking), a member of the Torrance Police Department (trained in the supervision of persons in custody) shall maintain a constant, immediate, side-by-side presence with the juvenile or the adult to minimize any contact. If inadvertent or accidental contact does occur, reasonable efforts shall be taken to end the contact (15 CCR 1144).

312.8 TEMPORARY CUSTODY REQUIREMENTS

Members and supervisors assigned to monitor or process any juvenile at the Torrance Police Department shall ensure the following:

(a) The Watch Commander should be notified if it is anticipated that a juvenile may need to remain at the Torrance Police Department more than four hours. This will enable the Watch Commander to ensure no juvenile is held at the Torrance Police Department more than six hours.

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(b) A staff member of the same sex shall supervise personal hygiene activities and care, such as changing clothing or using the restroom, without direct observation to allow for privacy.

(c) Personal safety checks and significant incidents/activities shall be noted on the log.

(d) Juveniles in custody are informed that they will be monitored at all times, except when using the toilet.

1. There shall be no viewing devices, such as peep holes or mirrors, of which the juvenile is not aware.

2. This does not apply to surreptitious and legally obtained recorded interrogations.

(e) Juveniles shall have reasonable access to toilets and wash basins (15 CCR 1143).

(f) Food shall be provided if a juvenile has not eaten within the past four hours or is otherwise in need of nourishment, including any special diet required for the health of the juvenile (15 CCR 1143).

(g) Juveniles shall have reasonable access to a drinking fountain or water (15 CCR 1143).

(h) Juveniles shall have reasonable opportunities to stand and stretch, particularly if handcuffed or restrained in any way.

(i) Juveniles shall have privacy during family, guardian, and/or lawyer visits (15 CCR 1143).

(j) Juveniles shall be permitted to remain in their personal clothing unless the clothing is taken as evidence or is otherwise unsuitable or inadequate for continued wear while in custody (15 CCR 1143).

(k) Blankets shall be provided as reasonably necessary (15 CCR 1143).

1. The supervisor should ensure that there is an adequate supply of clean blankets.

(l) Adequate shelter, heat, light, and ventilation should be provided without compromising security or enabling escape.

(m) Juveniles shall have adequate furnishings, including suitable chairs or benches.

(n) Juveniles shall have the right to the same number of telephone calls as an adult in temporary custody.

(o) No discipline may be administered to any juvenile, nor may juveniles be subjected to corporal or unusual punishment, humiliation, or mental abuse (15 CCR 1142).

312.9 USE OF RESTRAINT DEVICES

Juvenile offenders may be handcuffed in accordance with the Handcuffing and Restraints Policy. A juvenile offender may be handcuffed at the Torrance Police Department when the juvenile presents a heightened risk. However, non-offenders and status offenders should not be handcuffed unless they are combative or threatening (15 CCR 1142).

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Other restraints shall only be used after less restrictive measures have failed and with the approval of the Watch Commander. Restraints shall only be used so long as it reasonably appears necessary for the juvenile's protection or the protection of others (15 CCR 1142).

Juveniles in restraints shall be kept away from other unrestrained juveniles or monitored in such a way as to protect the juvenile from abuse (15 CCR 1142).

312.10 PERSONAL PROPERTY

The officer taking custody of a juvenile offender or status offender at the Torrance Police Department shall ensure a thorough search of the juvenile's property is made and all property is removed from the juvenile, especially those items that could compromise safety, such as pens, pencils, and belts.

The personal property of a juvenile should be placed in a property bag. The property should be inventoried in the juvenile's presence and sealed into the bag. The property should be kept in a monitored or secure location until the juvenile is released from the custody of the Torrance Police Department.

312.11 SECURE CUSTODY

Only juvenile offenders 14 years of age or older may be placed in secure custody (Welfare and Institutions Code § 207; 15 CCR 1145). Watch Commander approval is required before placing a juvenile offender in secure custody.

Secure custody should only be used for juvenile offenders when there is a reasonable belief that the juvenile is a serious risk of harm to him/herself or others. Factors to be considered when determining if the juvenile offender presents a serious security risk to him/herself or others include the following (15 CCR 1145):

(a) Age, maturity, and delinquent history

(b) Severity of offense for which the juvenile was taken into custody

(c) The juvenile offender's behavior

(d) Availability of staff to provide adequate supervision or protection of the juvenile offender

(e) Age, type, and number of other individuals in custody at the facility

Members of this department shall not use secure custody for convenience when non-secure custody is, or later becomes, a reasonable option (15 CCR 1145).

When practicable and when no locked enclosure is available, handcuffing one hand of a juvenile offender to a fixed object while otherwise maintaining the juvenile in non-secure custody should be considered as the method of secure custody. An employee must be present at all times to ensure the juvenile's safety while secured to a stationary object (15 CCR 1148).

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Juveniles shall not be secured to a stationary object for more than 60 minutes. Supervisor approval is required to secure a juvenile to a stationary object for longer than 60 minutes and every 30 minutes thereafter (15 CCR 1148). Supervisor approval should be documented.

The decision for securing a minor to a stationary object for longer than 60 minutes and every 30 minutes thereafter shall be based upon the best interests of the juvenile offender (15 CCR 1148).

312.11.1 LOCKED ENCLOSURES

A thorough inspection of the area shall be conducted before placing a juvenile into the enclosure. A second inspection shall be conducted after removing the juvenile. Any damage noted to the room should be photographed and documented in the crime report.

The following requirements shall apply to a juvenile offender who is held inside a locked enclosure:

(a) The juvenile shall constantly be monitored by an audio/video system during the entire custody.

(b) Juveniles shall have constant auditory access to department members (15 CCR 1147).

(c) Initial placement into and removal from a locked enclosure shall be logged (Welfare and Institutions Code § 207.1(d)).

(d) Unscheduled safety checks to provide for the health and welfare of the juvenile by a staff member, no less than once every 15 minutes, shall occur (15 CCR 1147; 15 CCR 1151).

1. All safety checks shall be logged.
2. The safety check should involve questioning the juvenile as to his/her well-being (sleeping juveniles or apparently sleeping juveniles should be awakened).
3. Requests or concerns of the juvenile should be logged.

(e) Males and females shall not be placed in the same locked room (15 CCR 1147).

(f) Juvenile offenders should be separated according to severity of the crime (e.g., felony or misdemeanor).

(g) Restrained juveniles shall not be mixed in a cell or room with unrestrained juveniles.

312.12 SUICIDE ATTEMPT, DEATH, OR SERIOUS INJURY OF A JUVENILE

The Watch Commander will ensure procedures are in place to address the suicide attempt, death, or serious injury of any juvenile held at the Torrance Police Department (15 CCR 1142; 15 CCR 1047). The procedures will address:

(a) Immediate notification of the on-duty supervisor, Chief of Police, and Detectives Division Supervisor.

(b) Notification of the parent, guardian, or person standing in loco parentis of the juvenile.

(c) Notification of the appropriate prosecutor.

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(d) Notification of the City attorney.

(e) Notification to the coroner.

(f) Notification of the juvenile court.

(g) In the case of a death, providing a report to the Attorney General under Government Code § 12525 within 10 calendar days of the death, and forwarding the same report to the Board of State and Community Corrections within the same time frame (15 CCR 1046).

(h) A medical and operational review of deaths and suicide attempts pursuant to 15 CCR 1046.

(i) Evidence preservation.

312.13 INTERVIEWING OR INTERROGATING JUVENILE SUSPECTS

No interview or interrogation of a juvenile should occur unless the juvenile has the apparent capacity to consent, and does consent to an interview or interrogation.

Prior to conducting a custodial interrogation, including the waiver of *Miranda* rights, an officer shall permit a juvenile 15 years of age or younger to consult with legal counsel in person, by telephone, or by video conference. The consultation may not be waived by the juvenile. The requirement to consult with legal counsel does not apply when (Welfare and Institutions Code § 625.6):

(a) Information is necessary to protect life or property from an imminent threat.

(b) The questions are limited to what is reasonably necessary to obtain the information relating to the threat.

312.13.1 MANDATORY RECORDINGS OF JUVENILES

Any interrogation of an individual under 18 years of age who is in custody and suspected of committing murder shall be audio and video recorded when the interview takes place at a department facility, jail, detention facility, or other fixed place of detention. The recording shall include the entire interview and a *Miranda* advisement preceding the interrogation (Penal Code § 859.5).

This recording is not mandatory when (Penal Code § 859.5):

(a) Recording is not feasible because of exigent circumstances that are later documented in a report.

(b) The individual refuses to have the interrogation recorded, including a refusal any time during the interrogation, and the refusal is documented in a report. If feasible, the refusal shall be electronically recorded.

(c) The custodial interrogation occurred in another state by law enforcement officers of that state, unless the interrogation was conducted with the intent to avoid the requirements of Penal Code § 859.5.

(d) The interrogation occurs when no member conducting the interrogation has a reason to believe that the individual may have committed murder. Continued

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custodial interrogation concerning that offense shall be electronically recorded if the interrogating member develops a reason to believe the individual committed murder.

(e) The interrogation would disclose the identity of a confidential informant or would jeopardize the safety of an officer, the individual being interrogated, or another individual. Such circumstances shall be documented in a report.

(f) A recording device fails despite reasonable maintenance and the timely repair or replacement is not feasible.

(g) The questions are part of a routine processing or booking, and are not an interrogation.

(h) The suspect is in custody for murder and the interrogation is unrelated to a murder. However, if any information concerning a murder is mentioned during the interrogation, the remainder of the interrogation shall be recorded.

These recordings shall be retained until a conviction is final and all direct and habeas corpus appeals are exhausted, a court no longer has any jurisdiction over the individual, or the prosecution for that offense is barred (Penal Code § 859.5; Welfare and Institutions Code § 626.8).

312.13.2 INVESTIGATION OF STUDENT AT SCHOOL

If an investigation involves the questioning or detention of a student under 18 years of age on school premises during school hours, the officer shall notify the Principal, Vice Principal or designee.

312.13.3 INTERVIEWS AT SCHOOL

During school hours and on school premises, officers have the legal right to interview suspects and witnesses who are students. Officers shall notify school officials of their intent prior to contacting the student. School officials are not required to be present nor should they attempt to prevent such interviews.

312.13.4 ARRESTS AT SCHOOL

School officials are not civilly liable for releasing students to officers. Whenever possible, school officials should be consulted before an arrest is made. Parental consent is not a prerequisite to arresting or questioning a minor, or removing him/her from school so as to accomplish these ends. The parents or guardians should be notified of the arrest as soon as practicable.

312.14 FORMAL BOOKING

No juvenile offender shall be formally booked without the authorization of the arresting officer's supervisor, or in his/her absence, the Watch Commander.

Any juvenile 14 years of age or older who is taken into custody for a felony, or any juvenile whose acts amount to a sex crime, shall be booked, fingerprinted, and photographed.

For all other acts defined as crimes, juveniles may be booked, fingerprinted or photographed upon the approval from the Watch Commander or Detective Division supervisor, giving due consideration to the following:

(a) The gravity of the offense

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(b) The past record of the offender

(c) The age of the offender

312.15 RELEASE OF INFORMATION CONCERNING JUVENILES

Court decisions and legislation have combined to carefully specify situations in which information may be given out or exchanged when a case involves a juvenile. Members of this department shall not divulge any information regarding juveniles unless they are certain of the legal authority to do so.

A copy of the current policy of the juvenile court concerning authorized release of information and appropriate acknowledgment forms shall be kept with copies of this procedure in the Torrance Police Department Policy Manual. Such releases are authorized by Welfare and Institutions Code § 827.

Welfare and Institutions Code § 828 authorizes the release of certain information to other agencies. It shall be the responsibility of the Records Administrator and the appropriate Detective Division Supervisors to ensure that personnel of those bureaus act within legal guidelines.

312.16 BOARD OF STATE AND COMMUNITY CORRECTIONS CERTIFICATION

The Services Division Commander or designee shall coordinate the procedures related to the custody of juveniles held at the Torrance Police Department and ensure any required certification is maintained (Welfare and Institution Code § 210.2).

312.17 RELIGIOUS ACCOMMODATION

Juveniles have the right to the same religious accommodation as adults in temporary custody (see the Temporary Custody of Adults Policy).

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Adult Abuse

313.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the investigation and reporting of suspected abuse of certain adults who may be more vulnerable than others. This policy also addresses mandatory notification for Torrance Police Department members as required by law.

313.1.1 DEFINITIONS

Definitions related to this policy include:

Adult abuse - Any offense or attempted offense involving violence or neglect of an adult victim when committed by a person responsible for the adult's care, or any other act that would mandate reporting or notification to a social service agency or law enforcement (Penal Code § 368).

Abuse of an elder (age 65 or older) or dependent adult - Physical abuse, neglect, financial abuse, abandonment, isolation, abduction, or other treatment with resulting physical harm or pain or mental suffering; or the deprivation by a care custodian of goods or services that are necessary to avoid physical harm or mental suffering. Neglect includes self-neglect (Welfare and Institutions Code § 15610.07; Penal Code § 368.5).

313.2 POLICY

The Torrance Police Department will investigate reported incidents of alleged adult abuse and ensure proper reporting and notification as required by law.

313.3 INVESTIGATIONS AND REPORTING

Investigations and reports related to suspected cases of adult abuse should address, as applicable:

(a) The overall basis for the contact. This should be done by the investigating officer in all circumstances where a suspected adult abuse victim is contacted.

(b) Any relevant statements the victim may have made and to whom he/she made the statements.

(c) If a person is taken into protective custody, the reasons, the name and title of the person making the decision, and why other alternatives were not appropriate.

(d) Documentation of any visible injuries or any injuries identified by the victim. This should include photographs of such injuries, if practicable.

(e) Whether the victim was transported for medical treatment or a medical examination.

(f) Whether the victim identified a household member as the alleged perpetrator, and a list of the names of any other potential victims or witnesses who may reside in the residence.

(g) Identification of any prior related reports or allegations of abuse, including other jurisdictions, as reasonably known.

(h) Previous addresses of the victim and suspect.

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(i) Other potential witnesses who have not yet been interviewed, such as relatives or others close to the victim's environment.

(j) Results of investigations shall be provided to those agencies (Adult Protective Services (APS), long-term ombudsman) that referred or reported the adult abuse (Welfare and Institutions Code § 15640(f)).

(k) Whether a death involved the End of Life Option Act:

  (a) Whether or not assistance was provided to the person beyond that allowed by law (Health and Safety Code § 443.14).

  (b) Whether an individual knowingly altered or forged a request for an aid-in-dying drug to end a person's life without his/her authorization, or concealed or destroyed a withdrawal or rescission of a request for an aid-in-dying drug (Health and Safety Code § 443.17).

  (c) Whether coercion or undue influence was exerted on the person to request or ingest an aid-in-dying drug or to destroy a withdrawal or rescission of a request for such medication (Health and Safety Code § 443.17).

  (d) Whether an aid-in-dying drug was administered to a person without his/her knowledge or consent (Health and Safety Code § 443.17).

Any unexplained death of an adult who was in the care of a guardian or caretaker should be considered as potential adult abuse and investigated similarly.

313.4 QUALIFIED INVESTIGATORS

Qualified investigators should be available to investigate cases of adult abuse. These investigators should:

(a) Conduct interviews in appropriate interview facilities.

(b) Be familiar with forensic interview techniques specific to adult abuse investigations.

(c) Present all cases of alleged adult abuse to the prosecutor for review.

(d) Coordinate with other enforcement agencies, social service agencies and facility administrators as needed.

(e) Provide referrals to therapy services, victim advocates, guardians and support for the victim and family as appropriate.

(f) Participate in or coordinate with multidisciplinary investigative teams as applicable (Welfare and Institutions Code § 15610.55).

313.5 MANDATORY NOTIFICATION

Members of the Torrance Police Department shall notify the local office of the California Department of Social Services (CDSS) APS agency when they reasonably suspect, have observed, or have knowledge of an incident that reasonably appears to be abuse of an elder (age 65 or older) or dependent adult, or are told by an elder or dependent adult that he/she has experienced abuse (Welfare and Institutions Code § 15630(b)).

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Notification shall be made by telephone as soon as practicable and a written report shall be provided within two working days as provided in Welfare and Institutions Code § 15630(b)(c)).

A dependent adult is an individual, regardless of whether the individual lives independently, between 18 and 64 years of age who has physical or mental limitations that restrict his/her ability to carry out normal activities or to protect his/her rights, including but not limited to persons who have physical or developmental disabilities or whose physical or mental abilities have diminished because of age. This also includes those admitted as inpatients to a 24-hour health facility, as defined in state law (Welfare and Institutions Code § 15610.23).

Notification shall also be made to the following agencies as soon as practicable or as provided below (Welfare and Institutions Code § 15630):

(a) If the abuse is physical abuse and occurred in a long-term care facility (not a state mental health hospital or a state developmental center) notification shall be made as follows (Welfare and Institutions Code § 15630(b)(1)):

1. If there is serious bodily injury, notification shall be made by telephone and, within two hours, a written report shall be made to the local ombudsman and the corresponding licensing agency.
2. If there is physical abuse and no serious bodily injury, notification shall be made by telephone and, within 24 hours, a written report shall be made to the local ombudsman and the corresponding licensing agency.
3. If the abuse is allegedly caused by a resident with dementia and there is no serious bodily injury, notification shall be made by telephone and a written report to the local ombudsman within 24 hours.
4. When a report of abuse is received by the Department, the local ombudsman shall be called to coordinate efforts to provide the most immediate and appropriate response (Welfare and Institutions Code § 15630(b)).

(b) If the abuse is in a long-term care facility (not a state mental health or a state developmental center) and is other than physical abuse, a telephone report and a written report shall be made to the local ombudsman as soon as practicable (Welfare and Institutions Code § 15630(b)).

(c) The California Department of Public Health (DPH) shall be notified of all known or suspected abuse in a long-term care facility.

(d) The SDSS shall be notified of all known or suspected abuse occurring in a residential care facility for the elderly or in an adult day program.

(e) If the abuse occurred in an adult day health care center, DPH and the California Department of Aging shall be notified.

(f) The Bureau of Medi-Cal Fraud and Elder Abuse shall be notified of all abuse that constitutes criminal activity in a long-term care facility.

(g) The District Attorney's office shall be notified of all cases of physical abuse and financial abuse in a long-term care facility.

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(h) If the abuse occurred at a state mental hospital or a state developmental center, notification shall be made to the designated investigators of the California Department of State Hospitals or the California Department of Developmental Services as soon as practicable but no later than two hours after law enforcement becomes aware of the abuse (Welfare and Institutions Code § 15630(b)).

1. When a report of abuse is received by the Department, investigation efforts shall be coordinated with the designated investigators of the California Department of State Hospitals or the California Department of Developmental Services (Welfare and Institutions Code § 15630(b)).

(i) If during an investigation it is determined that the adult abuse is being committed by a licensed health practitioner as identified in Welfare and Institutions Code § 15640(b), the appropriate licensing agency shall be immediately notified (Welfare and Institutions Code 15640(b)).

(j) When the Department receives a report of abuse, neglect or abandonment of an elder or dependent adult alleged to have occurred in a long-term care facility, the licensing agency shall be notified by telephone as soon as practicable (Welfare and Institutions Code § 15640(e)).

The responding officer is responsible for contacting APS to obtain any urgently needed care or emergency services or placement for victims of abuse. It is also the responsibility of the responding officer to determine whether immediate response to the location by the Detective Division is required, and notify the Field Supervisor and/or the Watch Commander of the request for call-out.

The Detective Division supervisor is responsible for ensuring that proper notifications have occurred to the District Attorney's Office and any other regulatory agency that may be applicable based upon where the abuse took place (e.g., care facility, hospital) per Welfare and Institutions Code § 15630(b).

Notification is not required for a person who was merely present when a person self-administered a prescribed aid-in-dying drug or a person prepared an aid-in-dying drug so long as the person did not assist the individual in ingesting the aid-in-dying drug (Health and Safety Code § 443.14; Health and Safety Code § 443.18).

313.5.1 NOTIFICATION PROCEDURE

Notification should include the following information, if known (Welfare and Institutions Code § 15630(e)):

(a) The name of the person making the report.

(b) The name and age of the elder or dependent adult.

(c) The present location of the elder or dependent adult.

(d) The names and addresses of family members or any other adult responsible for the care of the elder or dependent adult.

(e) The nature and extent of the condition of the elder or dependent adult.

(f) The date of incident.

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(g) Any other information, including information that led the person to suspect elder or dependent adult abuse.

313.6 PROTECTIVE CUSTODY

Before taking an adult abuse victim into protective custody when facts indicate the adult may not be able to care for him/herself, the officer should make reasonable attempts to contact APS. Generally, removal of an adult abuse victim from his/her family, guardian or other responsible adult should be left to the welfare authorities when they are present or have become involved in an investigation.

Generally, members of this department should remove an adult abuse victim from his/her family or guardian without a court order only when no other effective alternative is reasonably available and immediate action reasonably appears necessary to protect the victim. Prior to taking an adult abuse victim into protective custody, the officer should take reasonable steps to deliver the adult to another qualified legal guardian, unless it reasonably appears that the release would endanger the victim or result in abduction. If this is not a reasonable option, the officer shall ensure that the adult is delivered to APS.

Whenever practicable, the officer should inform a supervisor of the circumstances prior to taking an adult abuse victim into protective custody. If prior notification is not practicable, officers should contact a supervisor promptly after taking the adult into protective custody.

When adult abuse victims are under state control, have a state-appointed guardian or there are other legal holdings for guardianship, it may be necessary or reasonable to seek a court order on behalf of the adult victim to either remove the adult from a dangerous environment (protective custody) or restrain a person from contact with the adult.

313.6.1 EMERGENCY PROTECTIVE ORDERS

In any situation which an officer reasonably believes that an elder or dependent adult is in immediate and present danger of abuse based on an allegation of a recent incident of abuse or threat of abuse (other than financial abuse alone), the officer may seek an emergency protective order against the person alleged to have committed or threatened such abuse (Family Code § 6250(d)).

313.7 INTERVIEWS

313.7.1 PRELIMINARY INTERVIEWS

Absent extenuating circumstances or impracticality, officers should audio record the preliminary interview with a suspected adult abuse victim. Officers should avoid multiple interviews with the victim and should attempt to gather only the information necessary to begin an investigation. When practicable, investigating officers should defer interviews until a person who is specially trained in such interviews is available.

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313.7.2 DETAINING VICTIMS FOR INTERVIEWS

An officer should not detain an adult involuntarily who is suspected of being a victim of abuse solely for the purpose of an interview or physical exam without his/her consent or the consent of a guardian unless one of the following applies:

(a) Exigent circumstances exist, such as:

1. A reasonable belief that medical issues of the adult need to be addressed immediately.
2. A reasonable belief that the adult is or will be in danger of harm if the interview or physical exam is not immediately completed.
3. The alleged offender is a family member or guardian and there is reason to believe the adult may be in continued danger.

(b) A court order or warrant has been issued.

313.8 MEDICAL EXAMINATIONS

When an adult abuse investigation requires a medical examination, the investigating officer should obtain consent for such examination from the victim, guardian, agency or entity having legal custody of the adult. The officer should also arrange for the adult's transportation to the appropriate medical facility.

In cases where the alleged offender is a family member, guardian, agency or entity having legal custody and is refusing to give consent for the medical examination, officers should notify a supervisor before proceeding. If exigent circumstances do not exist or if state law does not provide for officers to take the adult for a medical examination, the supervisor should consider other government agencies or services that may obtain a court order for such an examination.

313.9 DRUG-ENDANGERED VICTIMS

A coordinated response by law enforcement and social services agencies is appropriate to meet the immediate and longer-term medical and safety needs of an adult abuse victim who has been exposed to the manufacturing, trafficking or use of narcotics.

313.9.1 OFFICER RESPONSIBILITIES

Officers responding to a drug lab or other narcotics crime scene where an adult abuse victim is present or where there is evidence that an adult abuse victim lives should:

(a) Document the environmental, medical, social and other conditions of the adult, using photography as appropriate and the checklist or form developed for this purpose.

(b) Notify the Detective Division supervisor so an interagency response can begin.

313.9.2 SUPERVISOR RESPONSIBILITIES

The Detective Division supervisor should:

(a) Work with professionals from the appropriate agencies, including APS, other law enforcement agencies, medical service providers and local prosecutors, to develop community specific procedures for responding to situations where there are adult

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abuse victims endangered by exposure to methamphetamine labs or the manufacture and trafficking of other drugs.

(b) Activate any available interagency response when an officer notifies the Detective Division supervisor that he/she has responded to a drug lab or other narcotics crime scene where an adult abuse victim is present or where evidence indicates that an adult abuse victim lives.

(c) Develop a report format or checklist for use when officers respond to drug labs or other narcotics crime scenes. The checklist will help officers document the environmental, medical, social and other conditions that may affect the adult.

313.10 TRAINING

The Department should provide training on best practices in adult abuse investigations to members tasked with investigating these cases. The training should include:

(a) Participating in multidisciplinary investigations, as appropriate.

(b) Conducting interviews.

(c) Availability of therapy services for adults and families.

(d) Availability of specialized forensic medical exams.

(e) Cultural competence (including interpretive services) related to adult abuse investigations.

(f) Availability of victim advocates or other support.

313.11 RECORDS BUREAU RESPONSIBILITIES

The Records Division is responsible for:

(a) Providing a copy of the adult abuse report to the APS, ombudsman or other agency as applicable within two working days or as required by law (Welfare and Institutions Code § 15630; Welfare and Institutions Code § 15640(c)).

(b) Retaining the original adult abuse report with the initial case file.

313.12 JURISDICTION

The Torrance Police Department has concurrent jurisdiction with state law enforcement agencies when investigating elder and dependent adult abuse and all other crimes against elder victims and victims with disabilities (Penal Code § 368.5).

Adult protective services agencies and local long-term care ombudsman programs also have jurisdiction within their statutory authority to investigate elder and dependent adult abuse and criminal neglect and may assist in criminal investigations upon request in such cases. However, this department will retain responsibility for the criminal investigations (Penal Code § 368.5).

313.13 RELEVANT STATUTES

Penal Code § 368 (c)

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Any person who knows or reasonably should know that a person is an elder or dependent adult and who, under circumstances or conditions other than those likely to produce great bodily harm or death, willfully causes or permits any elder or dependent adult to suffer, or inflicts thereon unjustifiable physical pain or mental suffering, or having the care or custody of any elder or dependent adult, willfully causes or permits the person or health of the elder or dependent adult to be injured or willfully causes or permits the elder or dependent adult to be placed in a situation in which his or her person or health may be endangered, is guilty of a misdemeanor.

Penal Code § 368 (f)

(f) A person who commits the false imprisonment of an elder or a dependent adult by the use of violence, menace, fraud, or deceit is punishable by imprisonment pursuant to subdivision (h) of Section 1170 for two, three, or four years.

Welfare and Institutions Code § 15610.05

“Abandonment” means the desertion or willful forsaking of an elder or a dependent adult by anyone having care or custody of that person under circumstances in which a reasonable person would continue to provide care and custody.

Welfare and Institutions Code § 15610.06

“Abduction” means the removal from this state and the restraint from returning to this state, or the restraint from returning to this state, of any elder or dependent adult who does not have the capacity to consent to the removal from this state and the restraint from returning to this state, or the restraint from returning to this state, as well as the removal from this state or the restraint from returning to this state, of any conservatee without the consent of the conservator or the court.

Welfare and Institutions Code § 15610.30

(a) “Financial abuse” of an elder or dependent adult occurs when a person or entity does any of the following:

(1) Takes, secretes, appropriates, obtains, or retains real or personal property of an elder or dependent adult for a wrongful use or with intent to defraud, or both.

(2) Assists in taking, secreting, appropriating, obtaining, or retaining real or personal property of an elder or dependent adult for a wrongful use or with intent to defraud, or both.

(3) Takes, secretes, appropriates, obtains, or retains, or assists in taking, secreting, appropriating, obtaining, or retaining, real or personal property of an elder or dependent adult by undue influence, as defined in Section 15610.70.

(b) A person or entity shall be deemed to have taken, secreted, appropriated, obtained, or retained property for a wrongful use if, among other things, the person or entity takes, secretes, appropriates, obtains, or retains the property and the person or entity knew or should have known that this conduct is likely to be harmful to the elder or dependent adult.

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(c) For purposes of this section, a person or entity takes, secretes, appropriates, obtains, or retains real or personal property when an elder or dependent adult is deprived of any property right, including by means of an agreement, donative transfer, or testamentary bequest, regardless of whether the property is held directly or by a representative of an elder or dependent adult.

(d) For purposes of this section, “representative” means a person or entity that is either of the following:

(1) A conservator, trustee, or other representative of the estate of an elder or dependent adult.

(2) An attorney-in-fact of an elder or dependent adult who acts within the authority of the power of attorney.

Welfare and Institutions Code § 15610.43

(a) “Isolation” means any of the following:

(1) Acts intentionally committed for the purpose of preventing, and that do serve to prevent, an elder or dependent adult from receiving his or her mail or telephone calls.

(2) Telling a caller or prospective visitor that an elder or dependent adult is not present, or does not wish to talk with the caller, or does not wish to meet with the visitor where the statement is false, is contrary to the express wishes of the elder or the dependent adult, whether he or she is competent or not, and is made for the purpose of preventing the elder or dependent adult from having contact with family, friends, or concerned persons.

(3) False imprisonment, as defined in Section 236 of the Penal Code.

(4) Physical restraint of an elder or dependent adult, for the purpose of preventing the elder or dependent adult from meeting with visitors.

(b) The acts set forth in subdivision (a) shall be subject to a rebuttable presumption that they do not constitute isolation if they are performed pursuant to the instructions of a physician and surgeon licensed to practice medicine in the state, who is caring for the elder or dependent adult at the time the instructions are given, and who gives the instructions as part of his or her medical care.

(c) The acts set forth in subdivision (a) shall not constitute isolation if they are performed in response to a reasonably perceived threat of danger to property or physical safe

Welfare and Institutions Code § 15610.57

(a) “Neglect” means either of the following:

(1) The negligent failure of any person having the care or custody of an elder or a dependent adult to exercise that degree of care that a reasonable person in a like position would exercise.

(2) The negligent failure of an elder or dependent adult to exercise that degree of self care that a reasonable person in a like position would exercise.

(b) Neglect includes, but is not limited to, all of the following:

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(1) Failure to assist in personal hygiene, or in the provision of food, clothing, or shelter.

(2) Failure to provide medical care for physical and mental health needs. No person shall be deemed neglected or abused for the sole reason that he or she voluntarily relies on treatment by spiritual means through prayer alone in lieu of medical treatment.

(3) Failure to protect from health and safety hazards.

(4) Failure to prevent malnutrition or dehydration.

(5) Failure of an elder or dependent adult to satisfy the needs specified in paragraphs (1) to (4), inclusive, for himself or herself as a result of poor cognitive functioning, mental limitation, substance abuse, or chronic poor health.

Welfare and Institutions Code § 15610.63

15610.63. “Physical abuse” means any of the following:

(a) Assault, as defined in Section 240 of the Penal Code.

(b) Battery, as defined in Section 242 of the Penal Code.

(c) Assault with a deadly weapon or force likely to produce great bodily injury, as defined in Section 245 of the Penal Code.

(d) Unreasonable physical constraint, or prolonged or continual deprivation of food or water.

(e) Sexual assault, that means any of the following:

(1) Sexual battery, as defined in Section 243.4 of the Penal Code.

(2) Rape, as defined in Section 261 of the Penal Code.

(3) Rape in concert, as described in Section 264.1 of the Penal Code.

(4) Spousal rape, as defined in Section 262 of the Penal Code.

(5) Incest, as defined in Section 285 of the Penal Code.

(6) Sodomy, as defined in Section 286 of the Penal Code.

(7) Oral copulation, as defined in Section 287 or former Section 288a of the Penal Code.

(8) Sexual penetration, as defined in Section 289 of the Penal Code.

(9) Lewd or lascivious acts as defined in paragraph (2) of subdivision (b) of Section 288 of the Penal Code.

(f) Use of a physical or chemical restraint or psychotropic medication under any of the following conditions:

(1) For punishment.

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(2) For a period beyond that for which the medication was ordered pursuant to the instructions of a physician and surgeon licensed in the State of California, who is providing medical care to the elder or dependent adult at the time the instructions are given.

(3) For any purpose not authorized by the physician and surgeon.

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Child Abuse

314.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the investigation of suspected child abuse. This policy also addresses when Torrance Police Department members are required to notify the Los Angeles County Department of Children and Family Services (DCFS) / Child Protective Services (CPS) of suspected child abuse.

314.1.1 DEFINITIONS

Definitions related to this policy include:

Child - Unless otherwise specified by a cited statute, a child is any person under the age of 18 years.

Child abuse - Any offense or attempted offense involving violence or neglect with a child victim when committed by a person responsible for the child's care or any other act that would mandate notification to a social service agency or law enforcement (Penal Code § 11165.9; Penal Code § 11166).

314.2 POLICY

The Torrance Police Department will investigate all reported incidents of alleged criminal child abuse and ensure DCFS/CPS is notified as required by law.

314.3 MANDATORY NOTIFICATION

The child protection agency shall be notified when (Penal Code § 11166):

(a) There is a known or suspected instance of child abuse or neglect reported, which is alleged to have occurred as a result of the action of a person responsible for the child's welfare, or

(b) A person responsible for the child's welfare fails to adequately protect the child from abuse when the person knew or reasonably should have known that the child was in danger of abuse.

The District Attorney's office shall be notified in all instances of known or suspected child abuse or neglect reported to this department. Reports only involving neglect by a person, who has the care or custody of a child, to provide adequate food, clothing, shelter, medical care or supervision where no physical injury to the child has occurred should not be reported to the District Attorney (Penal Code § 11166).

When the abuse or neglect occurs at a licensed facility or is alleged to have resulted from the actions of a person who is required to have a state license (e.g., foster homes, group homes, day care), notification shall also be made to the California Department of Social Services or other applicable licensing authority (Penal Code 11166.1; Penal Code 11166.2).

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For purposes of notification, the abuse or neglect includes physical injury or death inflicted by other than accidental means upon a child by another person; sexual abuse (Penal Code § 11165.1); neglect (Penal Code § 11165.2); the willful harming or injuring of a child or the endangering of the person or health of a child (Penal Code § 11165.3); and unlawful corporal punishment or injury (Penal Code § 11165.4). Child abuse or neglect does not include a mutual affray between minors, nor does it include an injury caused by the reasonable and necessary force used by a peace officer acting within the course and scope of his/her employment as a peace officer.

314.3.1 NOTIFICATION PROCEDURE

Notification should occur as follows (Penal Code § 11166):

(a) Notification shall be made immediately, or as soon as practicable, by telephone, fax or electronic transmission.

(b) A written follow-up report should be forwarded within 36 hours of receiving the information concerning the incident; fulfilled through the Electronic Suspected Child Abuse Reporting System (E-SCARS).

314.4 QUALIFIED INVESTIGATORS

Qualified investigators should be available for child abuse investigations. These investigators should:

(a) Conduct interviews in child appropriate interview facilities.

(b) Be familiar with forensic interview techniques specific to child abuse investigations.

(c) Present all cases of suspected criminal child abuse to the prosecutor for review.

(d) Coordinate with other enforcement agencies, social service agencies and school administrators as needed.

(e) Provide referrals to therapy services, victim advocates, guardians and support for the child and family as appropriate.

(f) Participate in or coordinate with multidisciplinary investigative teams as applicable (Welfare and Institutions Code § 18961.7).

314.5 INVESTIGATIONS AND REPORTING

In all reported or suspected cases of child abuse, a report will be written. Officers shall document in CAD comments or an incident report if the allegations appear unfounded or unsubstantiated.

Investigations and reports related to suspected cases of child abuse should address, as applicable:

(a) The overall basis for the contact. This should be done by the investigating officer in all circumstances where a suspected child abuse victim was contacted.

(b) Any relevant statements the child may have made and to whom he/she made the statements.

(c) If a child was taken into protective custody, the reasons, the name and title of the person making the decision, and why other alternatives were not appropriate.

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(d) Documentation of any visible injuries or any injuries identified by the child. This should include photographs of such injuries, if practicable.

(e) Whether the child victim was transported for medical treatment or a medical examination.

(f) Whether the victim identified a household member as the alleged perpetrator, and a list of the names of any other children who may reside in the residence.

(g) Identification of any prior related reports or allegations of child abuse, including other jurisdictions, as reasonably known.

(h) Previous addresses of the victim and suspect.

(i) Other potential witnesses who have not yet been interviewed, such as relatives or others close to the victim's environment.

All cases of the unexplained death of a child should be investigated as thoroughly as if it had been a case of suspected child abuse (e.g., a sudden or unexplained death of an infant).

314.5.1 EXTRA JURISDICTIONAL REPORTS

If a report of known or suspected child abuse or neglect that is alleged to have occurred outside this jurisdiction is received, department members shall ensure that the caller is immediately transferred to the agency with proper jurisdiction for the investigation of the case. If the caller cannot be successfully transferred to the appropriate agency, a report shall be taken and immediately referred by telephone, fax or electronic transfer to the agency with proper jurisdiction (Penal Code 11165.9).

314.6 PROTECTIVE CUSTODY

Before taking any child into protective custody, the officer should make reasonable attempts to contact DCFS/CPS. Generally, removal of a child from his/her family, guardian or other responsible adult should be left to the child welfare authorities when they are present or have become involved in an investigation.

Generally, members of this department should remove a child from his/her parent or guardian without a court order only when no other effective alternative is reasonably available and immediate action reasonably appears necessary to protect the child. Prior to taking a child into protective custody, the officer should take reasonable steps to deliver the child to another qualified parent or legal guardian, unless it reasonably appears that the release would endanger the child or result in abduction. If this is not a reasonable option, the officer shall ensure that the child is delivered to DCFS/CPS.

Whenever practicable, the officer should inform a supervisor of the circumstances prior to taking a child into protective custody. If prior notification is not practicable, officers should contact a supervisor promptly after taking a child into protective custody.

Children may only be removed from a parent or guardian in the following situations when a court order cannot reasonably be obtained in a timely manner (Welfare and Institutions Code § 305):

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(a) The officer reasonably believes the child is a person described in Welfare and Institutions Code § 300, or a commercially exploited child under Penal Code § 647 and Penal Code § 653.22, and further has good cause to believe that any of the following conditions exist:

1. The child has an immediate need for medical care.
2. The child is in immediate danger of physical or sexual abuse.
3. The physical environment or the fact that the child is left unattended poses an immediate threat to the child's health or safety. In the case of a child left unattended, the officer shall first attempt to locate and determine if a responsible parent or guardian is available and capable of assuming custody before taking the child into protective custody.

(b) The officer reasonably believes the child requires protective custody under the provisions of Penal Code § 279.6, in one of the following circumstances:

1. It reasonably appears to the officer that a person is likely to conceal the child, flee the jurisdiction with the child or, by flight or concealment, evade the authority of the court.
2. There is no lawful custodian available to take custody of the child.
3. There are conflicting custody orders or conflicting claims to custody and the parties cannot agree which party should take custody of the child.
4. The child is an abducted child.

(c) The child is in the company of, or under the control of, a person arrested for Penal Code § 278 (Detainment or concealment of child from legal custodian) or Penal Code § 278.5 (Deprivation of custody of a child or right to visitation) (Penal Code § 279.6).

A child taken into protective custody shall be delivered to DCFS/CPS unless otherwise directed by court order.

314.6.1 CALIFORNIA SAFELY SURRENDERED BABY LAW

An individual having lawful custody of an infant less than 72 hours old is not guilty of abandonment if the individual voluntarily surrenders physical custody of the infant to personnel on-duty at a safe-surrender site, such as a hospital or fire department (Penal Code § 271.5). The law requires the surrender site to notify DCFS/CPS.

314.6.2 NEWBORNS TESTING POSITIVE FOR DRUGS

Under certain circumstances, officers can be prohibited from taking a newborn who is the subject of a proposed adoption into protective custody, even when the newborn has tested positive for illegal drugs or the birth mother tested positive for illegal drugs.

Officers shall instead follow the provisions of Welfare and Institutions Code § 305.6 to ensure that the newborn is placed with the adoptive parents when it is appropriate.

314.7 INTERVIEWS

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314.7.1 PRELIMINARY INTERVIEWS

Absent extenuating circumstances or impracticality, officers should record the preliminary interview with suspected child abuse victims. Officers should avoid multiple interviews with a child victim and should attempt to gather only the information necessary to begin an investigation. When practicable, investigating officers should defer interviews until a person who is specially trained in such interviews is available. Generally, child victims should not be interviewed in the home or location where the alleged abuse occurred.

314.7.2 DETAINING SUSPECTED CHILD ABUSE VICTIMS FOR AN INTERVIEW

An officer should not detain a child involuntarily who is suspected of being a victim of child abuse solely for the purpose of an interview or physical exam without the consent of a parent or guardian unless one of the following applies:

(a) Exigent circumstances exist, such as:

1. A reasonable belief that medical issues of the child need to be addressed immediately.
2. A reasonable belief that the child is or will be in danger of harm if the interview or physical exam is not immediately completed.
3. The alleged offender is the custodial parent or guardian and there is reason to believe the child may be in continued danger.

(b) A court order or warrant has been issued.

314.7.3 INTERVIEWS AT A SCHOOL

Any student at school who is a suspected victim of child abuse shall be afforded the option of being interviewed in private or selecting any qualified available adult member of the school staff to be present. The purpose of the staff member's presence is to provide comfort and support. The staff member shall not participate in the interview. The selection of a staff member should be such that it does not burden the school with costs or hardship (Penal Code § 11174.3).

314.8 MEDICAL EXAMINATIONS

If the child has been the victim of abuse that requires a medical examination, the investigating officer should obtain consent for such examination from the appropriate parent, guardian or agency having legal custody of the child. The officer should also arrange for the child's transportation to the appropriate medical facility.

In cases where the alleged offender is the custodial parent or guardian and is refusing consent for the medical examination, officers should notify a supervisor before proceeding. If exigent circumstances do not exist or if state law does not provide for officers to take the child for a medical examination, the notified supervisor should consider obtaining a court order for such an examination.

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314.9 DRUG-ENDANGERED CHILDREN

A coordinated response by law enforcement and social services agencies is appropriate to meet the immediate and longer-term medical and safety needs of children exposed to the manufacturing, trafficking or use of narcotics.

314.9.1 SUPERVISOR RESPONSIBILITIES

The Youth Services Sergeant should:

(a) Work with professionals from the appropriate agencies, including DCFS/CPS, other law enforcement agencies, medical service providers and local prosecutors to develop community specific procedures for responding to situations where there are children endangered by exposure to methamphetamine labs or the manufacture and trafficking of other drugs.

(b) Activate any available interagency response (L.A. Impact) when an officer notifies the appropriate supervisor that the officer has responded to a drug lab or other narcotics crime scene where a child is present or where evidence indicates that a child lives there.

314.9.2 OFFICER RESPONSIBILITIES

Officers responding to a drug lab or other narcotics crime scene where a child is present or where there is evidence that a child lives should:

(a) Document the environmental, medical, social and other conditions of the child using photography as appropriate.

(b) Notify the appropriate supervisor so an interagency response can begin.

314.10 STATE MANDATES AND OTHER RELEVANT LAWS

California requires or permits the following:

314.10.1 RELEASE OF REPORTS

Information related to incidents of child abuse or suspected child abuse shall be confidential and may only be disclosed pursuant to state law and the Records Maintenance and Release Policy (Penal Code 841.5; Penal Code § 11167.5).

314.10.2 REQUESTS FOR REMOVAL FROM THE CHILD ABUSE CENTRAL INDEX (CACI)

Any person whose name has been forwarded to the California Department of Justice (DOJ) for placement in California's CACI, as a result of an investigation, may request that his/her name be removed from the CACI list. Requests shall not qualify for consideration if there is an active case, ongoing investigation or pending prosecution that precipitated the entry to CACI (Penal Code § 11169). All requests for removal shall be submitted in writing by the requesting person and promptly routed to the CACI hearing officer.

314.10.3 CACI HEARING OFFICER

The Youth Services Supervisor or designee will normally serve as the hearing officer but must not be actively connected with the case that resulted in the person's name being submitted to

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CACI. Upon receiving a qualified request for removal, the hearing officer shall promptly schedule a hearing to take place during normal business hours and provide written notification of the time and place of the hearing to the requesting party.

314.10.4 CACI HEARING PROCEDURES

The hearing is an informal process where the person requesting removal from the CACI list will be permitted to present relevant evidence (e.g., certified copy of an acquittal, factual finding of innocence) as to why his/her name should be removed. The person requesting the hearing may record the hearing at his/her own expense.

Formal rules of evidence will not apply and the hearing officer may consider, in addition to evidence submitted by the person requesting the hearing, any relevant information including, but not limited to, the following:

(a) Case reports including any supplemental reports

(b) Statements by investigators

(c) Statements from representatives of the District Attorney's Office

(d) Statements by representatives of a child protective agency who may be familiar with the case

After considering all information presented, the hearing officer shall make a determination as to whether the requesting party's name should be removed from the CACI list. Such determination shall be based on a finding that the allegations in the investigation are not substantiated (Penal Code § 11169).

If, after considering the evidence, the hearing officer finds that the allegations are not substantiated, he/she shall cause a request to be completed and forwarded to the DOJ that the person's name be removed from the CACI list. A copy of the hearing results and the request for removal will be attached to the case reports.

The findings of the hearing officer shall be considered final and binding.

314.11 TRAINING

The Department should provide training on best practices in child abuse investigations to members tasked with investigating these cases. The training should include:

(a) Participating in multidisciplinary investigations, as appropriate.

(b) Conducting forensic interviews.

(c) Availability of therapy services for children and families.

(d) Availability of specialized forensic medical exams.

(e) Cultural competence (including interpretive services) related to child abuse investigations.

(f) Availability of victim advocate or guardian ad litem support.

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Missing Persons

315.1 PURPOSE AND SCOPE

This policy provides guidance for handling missing person investigations.

315.1.1 DEFINITIONS

At risk - Includes, but is not limited to (Penal Code § 14215):

- A victim of a crime or foul play.
- A person missing and in need of medical attention.
- A missing person with no pattern of running away or disappearing.
- A missing person who may be the victim of parental abduction.
- A mentally impaired missing person, including cognitively impaired or developmentally disabled.

Missing person - Any person who is reported missing to law enforcement when the person's location is unknown. This includes a child who has been taken, detained, concealed, enticed away or kept by a parent in violation of the law (Penal Code § 277 et seq.). It also includes any child who is missing voluntarily, involuntarily or under circumstances that do not conform to his/her ordinary habits or behavior, and who may be in need of assistance (Penal Code § 14215).

Missing person networks - Databases or computer networks available to law enforcement and that are suitable for information related to missing persons investigations. These include the National Crime Information Center (NCIC), the California Law Enforcement Telecommunications System (CLETS), Missing Person System (MPS) and the Unidentified Persons System (UPS).

MUPS - Missing/Unidentified Persons System

315.2 POLICY

The Torrance Police Department does not consider any report of a missing person to be routine and assumes that the missing person is in need of immediate assistance until an investigation reveals otherwise. The Torrance Police Department gives missing person cases priority over property-related cases and will not require any time frame to pass before beginning a missing person investigation (Penal Code § 14211).

315.3 REQUIRED FORMS AND BIOLOGICAL SAMPLE COLLECTION KITS

The Detectives supervisor should ensure the forms and kits are developed and available in accordance with this policy, state law, federal law and the California Peace Officer Standards and Training (POST) Missing Persons Investigations guidelines, including:

- Department report form for use in missing person cases
- Missing person investigation checklist that provides investigation guidelines and resources that could be helpful in the early hours of a missing person investigation (Penal Code § 13519.07)

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- Missing person school notification form
- Medical records release form from the California Department of Justice
- California DOJ missing person forms as appropriate
- Biological sample collection kits

315.4 ACCEPTANCE OF REPORTS

Any member encountering a person who wishes to report a missing person or runaway shall render assistance without delay (Penal Code § 14211). This can be accomplished by accepting the report via telephone or in-person and initiating the investigation. Those members who do not take such reports or who are unable to render immediate assistance shall promptly dispatch or alert a member who can take the report.

A report shall be accepted in all cases and regardless of where the person was last seen, where the person resides or any other question of jurisdiction (Penal Code § 14211).

315.5 INITIAL INVESTIGATION

Officers or other members conducting the initial investigation of a missing person should take the following investigative actions, as applicable:

(a) Respond to a dispatched call for service as soon as practicable.

(b) Interview the reporting party and any witnesses to determine whether the person qualifies as a missing person and, if so, whether the person may be at risk.

(c) Notify a supervisor immediately if there is evidence that a missing person is either at risk or may qualify for a public alert, or both (see the Public Alerts Policy).

(d) Broadcast a "Be on the Look-Out" (BOLO) bulletin if the person is under 21 years of age or there is evidence that the missing person is at risk. The BOLO should be broadcast as soon as practicable but in no event more than one hour after determining the missing person is under 21 years of age or may be at risk (Penal Code § 14211).

(e) MUPS ENTRY. Upon receipt of a Missing Person report, Records Division shall enter information on the Missing Person Report into the Missing/Unidentified Persons System (MUPS). Entry into MUPS automatically forwards the reported information to NCIC/DOJ.

(f) Ensure that entries are made into the appropriate missing person networks as follows:

    1. Immediately, when the missing person is at risk.

    2. In all other cases, as soon as practicable, but not later than two hours from the time of the initial report.

(g) Complete the appropriate report forms accurately and completely and initiate a search as applicable under the facts.

(h) Collect and/or review:

    1. A photograph and a fingerprint card of the missing person, if available.

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2. A voluntarily provided biological sample of the missing person, if available (e.g., toothbrush, hairbrush).
3. Any documents that may assist in the investigation, such as court orders regarding custody.
4. Any other evidence that may assist in the investigation, including personal electronic devices (e.g., cell phones, computers).

(i) When circumstances permit and if appropriate, attempt to determine the missing person's location through his/her telecommunications carrier.

(j) Contact the appropriate agency if the report relates to a previously made missing person report and another agency is actively investigating that report. When this is not practical, the information should be documented in an appropriate report for transmission to the appropriate agency. If the information relates to an at-risk missing person, the member should notify a supervisor and proceed with reasonable steps to locate the missing person.

(k) The Watch Commander shall notify the Detective Division Commander of all critical missing incidents. The form of notification (i.e., phone call, e-mail, etc.) shall be commensurate with the circumstances of the case.

315.6 REPORT PROCEDURES AND ROUTING

Employees should complete all missing person reports and forms promptly and advise the Watch Commander or designee as soon as a missing person report is ready for review.

315.6.1 SUPERVISOR RESPONSIBILITIES

The responsibilities of the supervisor shall include, but are not limited to:

(a) Reviewing and approving missing person reports upon receipt.

1. The reports should be promptly sent to the Records Division.

(b) Ensuring resources are deployed as appropriate.

(c) Initiating a command post as needed.

(d) Ensuring applicable notifications and public alerts are made and documented.

(e) Ensuring that records have been entered into the appropriate missing persons networks.

(f) Taking reasonable steps to identify and address any jurisdictional issues to ensure cooperation among agencies.

If the case falls within the jurisdiction of another agency, the supervisor should facilitate transfer of the case to the agency of jurisdiction.

315.6.2 RECORDS DIVISION RESPONSIBILITIES

The receiving member shall:

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(a) As soon as reasonable under the circumstances, notify and forward a copy of the report to the law enforcement agency having jurisdiction over the missing person's residence in cases where the missing person is a resident of another jurisdiction (Penal Code § 14211).

(b) Notify and forward a copy of the report to the law enforcement agency in whose jurisdiction the missing person was last seen (Penal Code § 14211).

(c) Notify and forward a copy of the report to the law enforcement agency having jurisdiction over the missing person's intended or possible destination, if known.

(d) Forward a copy of the report to the Detective Division.

(e) Coordinate with the NCIC Terminal Contractor for California to have the missing person record in the NCIC computer networks updated with additional information obtained from missing person investigations (34 USC § 41308).

315.7 DETECTIVE DIVISION FOLLOW-UP

In addition to completing or continuing any actions listed above, the investigator assigned to a missing person investigation:

(a) Shall ensure that the missing person's school is notified within 10 days if the missing person is a juvenile.

1. The notice shall be in writing and should also include a photograph (Education Code § 49068.6).

2. The investigator should meet with school officials regarding the notice as appropriate to stress the importance of including the notice in the child's student file, along with contact information if the school receives a call requesting the transfer of the missing child's files to another school.

(b) Should recontact the reporting person and/or other witnesses within 30 days of the initial report and within 30 days thereafter to determine if any additional information has become available via the reporting party.

(c) Should consider contacting other agencies involved in the case to determine if any additional information is available.

(d) Shall verify and update CLETS, NCIC, and any other applicable missing person networks within 30 days of the original entry into the networks and every 30 days thereafter until the missing person is located (34 USC § 41308).

(e) Should continue to make reasonable efforts to locate the missing person and document these efforts at least every 30 days.

(f) Shall maintain a close liaison with state and local child welfare systems and the National Center for Missing and Exploited Children® (NCMEC) if the missing person is under the age of 21 and shall promptly notify NCMEC when the person is missing from a foster care family home or childcare institution (34 USC § 41308).

(g) Should make appropriate inquiry with the Coroner.

(h) Should obtain and forward medical and dental records, photos, X-rays, and biological samples pursuant to Penal Code § 14212 and Penal Code § 14250.

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(i) Shall attempt to obtain the most recent photograph for persons under 18 years of age if it has not previously been obtained and forward the photograph to California DOJ (Penal Code § 14210) and enter the photograph into applicable missing person networks (34 USC § 41308).

(j) Should consider making appropriate entries and searches in the National Missing and Unidentified Persons System (NamUs).

(k) In the case of an at-risk missing person or a person who has been missing for an extended time, should consult with a supervisor regarding seeking federal assistance from the FBI and the U.S. Marshals Service (28 USC § 566).

315.8 WHEN A MISSING PERSON IS FOUND

When any person reported missing is found, the assigned investigator shall document the location of the missing person in the appropriate report, notify the relatives and/or reporting party, as appropriate, and other involved agencies and refer the case for additional investigation if warranted.

The Records Administrator shall ensure that, upon receipt of information that a missing person has been located, the following occurs (Penal Code § 14213):

(a) Notification is made to California DOJ.

(b) The missing person's school is notified.

(c) Entries are made in the applicable missing person networks.

(d) Immediately notify the Attorney General's Office.

(e) Notification shall be made to any other law enforcement agency that took the initial report or participated in the investigation within 24 hours.

315.8.1 UNIDENTIFIED PERSONS

Department members investigating a case of an unidentified person who is deceased or a living person who cannot assist in identifying him/herself should:

(a) Obtain a complete description of the person.

(b) Enter the unidentified person's description into the NCIC Unidentified Person File.

(c) Use available resources, such as those related to missing persons, to identify the person.

315.9 CASE CLOSURE

The Detective Division supervisor may authorize the closure of a missing person case after considering the following:

(a) Closure is appropriate when the missing person is confirmed returned or evidence has matched an unidentified person or body.

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(b) If the missing person is a resident of Torrance or this department is the lead agency, the case should be kept under active investigation for as long as the person may still be alive. Exhaustion of leads in the investigation should not be a reason for closing a case.

(c) If this department is not the lead agency, the case can be made inactivate if all investigative leads have been exhausted, the lead agency has been notified and entries are made in the applicable missing person networks as appropriate.

(d) A missing person case should not be closed or reclassified because the person would have reached a certain age or adulthood or because the person is now the subject of a criminal or civil warrant.

315.10 TRAINING

Subject to available resources, the Research and Training Division Commander should ensure that members of this department whose duties include missing person investigations and reports receive regular training that includes:

(a) The initial investigation:

1. Assessments and interviews
2. Use of current resources, such as Mobile Audio Video (MAV)
3. Confirming missing status and custody status of minors
4. Evaluating the need for a heightened response
5. Identifying the zone of safety based on chronological age and developmental stage

(b) Briefing of department members at the scene.

(c) Identifying NCIC Missing Person File categories (e.g., disability, endangered, involuntary, juvenile and catastrophe).

(d) Verifying the accuracy of all descriptive information.

(e) Initiating a neighborhood investigation.

(f) Investigating any relevant recent family dynamics.

(g) Addressing conflicting information.

(h) Key investigative and coordination steps.

(i) Managing a missing person case.

(j) Additional resources and specialized services.

(k) Update procedures for case information and descriptions.

(l) Preserving scenes.

(m) Internet and technology issues (e.g., Internet use, cell phone use).

(n) Media relations.

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Public Alerts/Torrance Alerts

316.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for alerting the public to important information and soliciting public aid when appropriate.

316.2 POLICY

Public alerts may be employed using the Emergency Alert System (EAS), local radio, television and press organizations and other groups to notify the public of incidents, or enlist the aid of the public, when the exchange of information may enhance the safety of the community. Various types of alerts may be available based upon each situation and the alert system's individual criteria.

316.3 EMPLOYEE RESPONSIBILITIES

Employees of the Torrance Police Department should notify their supervisor as soon as practicable upon learning of a situation where public notification, a warning or enlisting the help of the media and public could assist in locating a missing person, apprehending a dangerous person or gathering information.

316.4 SUPERVISOR RESPONSIBILITIES

The Watch Commander apprised of the need for a public alert is responsible to make the appropriate notifications based upon the circumstances of each situation. The Watch Commander shall promptly notify the concerned, Bureau Commander. The Bureau Commander is responsible for notifying the Deputy Chief of Police, Chief of Police, and the City Manager, unless delegated to the Watch Commander.

The supervisor in charge of the investigation to which the alert relates is responsible for the following:

(a) Updating alerts

(b) Canceling alerts

(c) Ensuring all appropriate reports are completed

316.5 AMBER ALERTS

The AMBER Alert™ Program is a voluntary partnership between law enforcement agencies, broadcasters, transportation agencies and the wireless industry, to activate urgent bulletins in child abduction cases.

316.5.1 CRITERIA FOR AMBER ALERT

The following conditions must be met before activating an AMBER Alert (Government Code § 8594(a)):

(a) A child has been abducted or taken by anyone, including but not limited to, a custodial parent or guardian.

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(b) The victim is 17 years of age or younger, or has a proven mental or physical disability.

(c) The victim is in imminent danger of serious injury or death.

(d) There is information available that, if provided to the public, could assist in the child's safe recovery.

316.5.2 PROCEDURE FOR AMBER ALERT

The supervisor in charge shall verify all the pertinent information surrounding the abduction and then confer with the Watch Commander and/or the Detective Division Commander to decide whether or not to implement the AMBER Alert System.

(a) An initial press release is prepared that includes all available information that might aid in locating the child:

1. The child's identity, age and description
2. Photograph if available
3. The suspect's identity, age and description, if known
4. Pertinent vehicle description
5. Detail regarding location of incident, direction of travel, potential destinations, if known
6. Name and telephone number of the Public Information Officer or other authorized individual to handle media liaison
7. A telephone number for the public to call with leads or information

(b) The local California Highway Patrol communications center should be contacted to initiate a multi-regional or statewide EAS broadcast, following any policies and procedures developed by CHP (Government Code § 8594).

(c) The press release information is forwarded to the Sheriff's Department Emergency Communications Bureau so that general broadcasts can be made to local law enforcement agencies.

(d) Information regarding the missing person should be entered into the California Law Enforcement Telecommunication System (CLETS).

(e) Information regarding the missing person should be entered into the California Department of Justice Missing and Unidentified Persons System (MUPS)/National Crime Information Center (NCIC).

(f) The following resources should be considered as circumstances dictate:

1. The local FBI office
2. National Center for Missing and Exploited Children (NCMEC)

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316.6 BLUE ALERTS

Blue Alerts may be issued when an officer is killed, injured or assaulted and the suspect may pose a threat to the public or other law enforcement personnel.

316.6.1 CRITERIA FOR BLUE ALERTS

All of the following conditions must be met before activating a Blue Alert (Government Code § 8594.5):

(a) A law enforcement officer has been killed, suffered serious bodily injury or has been assaulted with a deadly weapon, and the suspect has fled the scene of the offense.

(b) The investigating law enforcement agency has determined that the suspect poses an imminent threat to the public or other law enforcement personnel.

(c) A detailed description of the suspect's vehicle or license plate is available for broadcast.

(d) Public dissemination of available information may help avert further harm or accelerate apprehension of the suspect.

316.6.2 PROCEDURE FOR BLUE ALERT

The supervisor in charge should ensure the following:

(a) An initial press release is prepared that includes all available information that might aid in locating the suspect:

1. The license number and/or any other available description or photograph of the vehicle
2. Photograph, description and/or identification of the suspect
3. The suspect's identity, age and description, if known
4. Detail regarding location of incident, direction of travel, potential destinations, if known
5. Name and telephone number of the Public Information Officer or other authorized individual to handle media liaison
6. A telephone number for the public to call with leads or information

(b) The local California Highway Patrol communications center is contacted to initiate a multi-regional or statewide EAS broadcast.

(c) The information in the press release is forwarded to the Sheriff's Department Emergency Communications Bureau so that general broadcasts can be made to local law enforcement agencies.

(d) The following resources should be considered as circumstances dictate:

1. Entry into the California Law Enforcement Telecommunication System (CLETS)
2. The FBI local office

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316.7 SILVER ALERTS

Silver Alerts® is an emergency notification system for people who are 65 years of age or older, developmentally disabled or cognitively impaired and have been reported missing (Government Code § 8594.10).

316.7.1 CRITERIA FOR SILVER ALERTS

All of the following conditions must be met before activating a Silver Alert (Government Code § 8594.10):

(a) The missing person is 65 years of age or older, developmentally disabled or cognitively impaired.

(b) The department has utilized all available local resources.

(c) The investigating officer or supervisor has determined that the person is missing under unexplained or suspicious circumstances.

(d) The investigating officer or supervisor believes that the person is in danger because of age, health, mental or physical disability, environment or weather conditions, that the person is in the company of a potentially dangerous person, or that there are other factors indicating that the person may be in peril.

(e) There is information available that, if disseminated to the public, could assist in the safe recovery of the missing person.

316.7.2 PROCEDURE FOR SILVER ALERT

Requests for a Silver Alert shall be made through the California Highway Patrol (Government Code § 8594.10).

316.8 TORRANCE ALERTS EMERGENCY NOTIFICATION SYSTEM

Situations, events or incidents that have city-wide implications and need immediate attention, require a notification through the Torrance Alerts System. It is the reponsibility of the on-duty Watch Commander to notify the City's ICO (Interactive Communication Officer), when a Torrance Alert needs to be sent out.

(www.torranceca.gov/home/showdocument?id=18459)

316.9 ADDITIONAL ALERTS FOR PUBLIC SAFETY EMERGENCIES

Additional public safety emergency alerts may be authorized that utilize wireless emergency alert system (WEA) and emergency alert system (EAS) equipment for alerting and warning the public to protect lives and save property (Government Code § 8593.7).

316.9.1 CRITERIA

Public safety emergency alerts may be issued to alert or warn the public about events including but not limited to:

(a) Evacuation orders (including evacuation routes, shelter information, key information).

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(b) Shelter-in-place guidance due to severe weather.

(c) Terrorist threats.

(d) HazMat incidents.

316.9.2 PROCEDURE

Public safety emergency alerts should be activated by following the guidelines issued by the Office of Emergency Services (Government Code § 8593.7).

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Victim and Witness Assistance

317.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that crime victims and witnesses receive appropriate assistance, that they are provided with information from government and private resources, and that the agency meets all related legal mandates.

317.2 POLICY

The Torrance Police Department is committed to providing guidance and assistance to the victims and witnesses of crime. The members of the Torrance Police Department will show compassion and understanding for victims and witnesses and will make reasonable efforts to provide the support and information identified in this policy.

317.3 CRIME VICTIM LIAISON

The Chief of Police or their designee shall appoint a member of the Department to serve as the crime victim liaison (2 CCR 649.36). The primary Detective assigned to a criminal case shall serve as the crime victim liaison for that case. The crime victim liaison will be the point of contact for individuals requiring further assistance or information from the Torrance Police Department regarding benefits from crime victim resources. The crime victim liaison and/or Records Division shall be responsible for maintaining compliance with all legal mandates related to crime victims and/or witnesses.

317.3.1 CRIME VICTIM LIAISON DUTIES

The crime victim liaison is specifically tasked with the following:

(a) Developing and implementing written procedures for notifying and providing forms for filing with the California Victim Compensation Board (CalVCB) to crime victims, their dependents, or family. Access to information or an application for victim compensation shall not be denied based on the victim's or derivative victim's designation as a gang member, associate, or affiliate, or on the person's documentation or immigration status (Government Code § 13962; 2 CCR 649.35; 2 CCR 649.36).

(b) Responding to inquiries concerning the procedures for filing a claim with CalVCB (2 CCR 649.36).

(c) Providing copies of crime reports requested by CalVCB or victim witness assistance centers. Disclosure of reports must comply with the Records Maintenance and Release Policy.

(d) Annually providing CalVCB with his/her contact information (Government Code § 13962).

(e) Developing in consultation with sexual assault experts a sexual assault victim card explaining the rights of victims under California law (Penal Code § 680.2).

    1. Ensuring that sufficient copies of the rights of sexual assault victim card are provided to each provider of medical evidentiary examinations or physical

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examinations arising out of sexual assault in the Torrance Police Department jurisdiction (Penal Code § 680.2).

317.4 CRIME VICTIMS

The Victims' Bill of Rights Act: Marsy's Rights, provides additional rights to victims; these rights are required to be presented to the victim in writing. A victim is defined as a person who suffers direct harm from a criminal or delinquent act; this also includes the person's spouse, parents, children, siblings, guardian, or lawful representative of the crime victim. The Victims' Survival and Resource Guide is a Department brochure, which includes Marsy's Rights, domestic violence information, and resources available to the victim. Officers should provide all victims with the applicable victim information handouts.

Officers should never guarantee a victim's safety from future harm but may make practical safety suggestions to victims who express fear of future harm or retaliation. Officers should never guarantee that a person qualifies as a victim for the purpose of compensation or restitution but may direct him/her to the proper written department material or available victim resources.

317.4.1 VICTIMS OF HUMAN TRAFFICKING

Officers investigating or receiving a report involving a victim of human trafficking shall inform the victim, or the victim's parent or guardian if the victim is a minor, that upon the request of the victim the names and images of the victim and his/her immediate family members may be withheld from becoming a matter of public record until the conclusion of the investigation or prosecution (Penal Code § 293).

317.5 VICTIM INFORMATION

The Research and Training Division Commander shall ensure that victim information handouts are available and current. These should include as appropriate:

(a) Shelters and other community resources for victims of domestic violence.

(b) Community resources for victims of sexual assault.

(c) Assurance that sexual assault victims will not incur out-of-pocket expenses for forensic medical exams, and information about evidence collection, storage, and preservation in sexual assault cases (34 USC § 10449; 34 USC § 20109; Penal Code § 13823.95(a)).

(d) An explanation that victims of sexual assault who seek a standardized medical evidentiary examination shall not be required to participate or agree to participate in the criminal justice system, either prior to the examination or at any other time (Penal Code § 13823.95(b)).

(e) An advisement that a person who was arrested may be released on bond or some other form of release and that the victim should not rely upon an arrest as a guarantee of safety.

(f) A clear explanation of relevant court orders and how they can be obtained.

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(g) Information regarding available compensation for qualifying victims of crime (Government Code § 13962).

(h) VINE® information (Victim Information and Notification Everyday), including the telephone number and whether this free service is available to allow victims to check on an offender's custody status and to register for automatic notification when a person is released from jail.

(i) Notice regarding U visa and T visa application processes.

(j) Resources available for victims of identity theft.

(k) A place for the officer's name, serial number, and any applicable case or incident number.

(l) The "Victims of Domestic Violence" card containing the names, phone numbers, or local county hotlines of local shelters for battered women and rape victim counseling centers within the county and their 24-hour counseling service telephone numbers (Penal Code § 264.2).

(m) The rights of sexual assault victims card with the required information as provided in Penal Code § 680.2.

(n) Any additional information required by state law (Penal Code § 13701; Penal Code § 679.02; Penal Code § 679.04; Penal Code § 679.05; Penal Code § 679.026).

317.6 WITNESSES

Officers should never guarantee a witness' safety from future harm or that his/her identity will always remain confidential. Officers may make practical safety suggestions to witnesses who express fear of future harm or retaliation.

Officers should investigate allegations of witness intimidation and take enforcement action when lawful and reasonable.

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Hate Crimes

318.1 PURPOSE AND SCOPE

This policy is designed to assist in identifying and handling crimes motivated by hate or other bias toward individuals and groups with legally defined protected characteristics, to define appropriate steps for assisting victims, and to provide a guide to conducting related investigations. It outlines the general policy framework for prevention, response, accessing assistance, victim assistance and follow-up, and reporting as related to law enforcement's role in handling hate crimes. It also serves as a declaration that hate crimes are taken seriously and demonstrates how the Torrance Police Department may best use its resources to investigate and solve an offense, in addition to building community trust and increasing police legitimacy (Penal Code § 13519.6).

318.1.1 DEFINITION AND LAWS

In accordance with Penal Code § 422.55; Penal Code § 422.56; Penal Code § 422.6; and Penal Code § 422.87, for purposes of all other state law, unless an explicit provision of law or the context clearly requires a different meaning, the following shall apply:

Bias motivation - Bias motivation is a pre-existing negative attitude toward actual or perceived characteristics referenced in Penal Code § 422.55. Depending on the circumstances of each case, bias motivation may include but is not limited to hatred, animosity, resentment, revulsion, contempt, unreasonable fear, paranoia, callousness, thrill-seeking, desire for social dominance, desire for social bonding with those of one's "own kind," or a perception of the vulnerability of the victim due to the victim being perceived as being weak, worthless, or fair game because of a protected characteristic, including but not limited to disability or gender.

Disability - Disability includes mental disability and physical disability as defined in Government Code § 12926, regardless of whether those disabilities are temporary, permanent, congenital, or acquired by heredity, accident, injury, advanced age, or illness.

Disability bias - In recognizing suspected disability-bias hate crimes, officers should consider whether there is any indication that the perpetrator was motivated by hostility or other bias, occasioned by factors such as but not limited to dislike of persons who arouse fear or guilt, a perception that persons with disabilities are inferior and therefore "deserving victims," a fear of persons whose visible traits are perceived as being disturbing to others, or resentment of those who need, demand, or receive alternative educational, physical, or social accommodations.

In recognizing suspected disability-bias hate crimes, officers should consider whether there is any indication that the perpetrator perceived the victim to be vulnerable and, if so, if this perception is grounded, in whole or in part, in anti-disability bias. This includes but is not limited to situations where a perpetrator targets a person with a particular perceived disability while avoiding other vulnerable-appearing persons, such as inebriated persons or persons with perceived disabilities different from those of the victim. Such circumstances could be evidence that the perpetrator's motivations included bias against persons with the perceived disability of the victim and that the crime must be reported as a suspected hate crime and not a mere crime of opportunity.

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Gender - Gender means sex and includes a person's gender identity and gender expression.

Gender expression - Gender expression means a person's gender-related appearance and behavior, whether or not stereotypically associated with the person's assigned sex at birth.

Gender identity- Gender identity means each person's internal understanding of their gender, or the perception of a person's gender identity, which may include male, female, a combination of male and female, neither male nor female, a gender different from the person's sex assigned at birth, or transgender (2 CCR § 11030).

Hate crime - “Hate crime” includes but is not limited to a violation of Penal Code § 422.6, and means a criminal act committed, in whole or in part, because of one or more of the following actual or perceived characteristics of the victim:

(a) Disability

(b) Gender

(c) Nationality

(d) Race or ethnicity

(e) Religion

(f) Sexual orientation

(g) Association with a person or group with one or more of these actual or perceived characteristics:

1. “Association with a person or group with these actual or perceived characteristics" includes advocacy for, identification with, or being on the ground owned or rented by, or adjacent to, any of the following: a community center, educational facility, family, individual, office, meeting hall, place of worship, private institution, public agency, library, or other entity, group, or person that has, or is identified with people who have, one or more of those characteristics listed in the definition of “hate crime” under paragraphs 1 to 6, inclusive, of Penal Code § 422.55(a).

Note: A “hate crime” need not be motivated by hate but may be motivated by any bias against a protected characteristic.

Hate incident - A hate incident is an action or behavior motivated by hate or bias but legally protected by the First Amendment right to freedom of expression. Examples of hate incidents include:

- Name-calling
- Insults and epithets
- Distributing hate material in public places
- Displaying hate material on your own property

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Hate speech - The First Amendment to the U.S. Constitution protects most speech, even when it is disagreeable, offensive, or hurtful. The following types of speech are generally not protected:

- Fighting words
- True threats
- Perjury
- Blackmail
- Incitement to lawless action
- Conspiracy
- Solicitation to commit any crime

In whole or in part - “In whole or in part because of” means that the bias motivation must be a cause in fact of the offense whether or not other causes also exist. When multiple concurrent motives exist, the prohibited bias must be a substantial factor in bringing about the particular result. There is no requirement that the bias be a main factor, or that a crime would not have been committed but for the actual or perceived characteristic.

Nationality - Nationality includes citizenship, country of origin, and national origin.

Race or ethnicity - Race or ethnicity includes ancestry, color, and ethnic background.

Religion - Religion includes all aspects of religious belief, observance, and practice and includes agnosticism and atheism.

Sexual orientation - Sexual orientation means heterosexuality, homosexuality, or bisexuality.

Victim - Victim includes but is not limited to:

- Community center
- Educational facility
- Entity
- Family
- Group
- Individual
- Office
- Meeting hall
- Person
- Place of worship
- Private institution
- Public agency

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- Library
- Other victim or intended victim of the offense

318.2 POLICY

It is the policy of this department to safeguard the rights of all individuals irrespective of their disability, gender, nationality, race or ethnicity, religion, sexual orientation, and/or association with a person or group with one or more of these actual or perceived characteristics. Any acts or threats of violence, property damage, harassment, intimidation, or other crimes motivated by hate or bias should be viewed very seriously and given high priority.

This department will employ reasonably available resources and vigorous law enforcement action to identify and arrest hate crime perpetrators. Also, recognizing the particular fears and distress typically suffered by victims, the potential for reprisal and escalation of violence, and the far-reaching negative consequences of these crimes on the community, this department should take all reasonable steps to attend to the security and related concerns of the immediate victims and their families as feasible.

All officers are required to be familiar with the policy and use reasonable diligence to carry out the policy unless directed by the Chief of Police or other command-level officer to whom the Chief of Police formally delegates this responsibility.

318.3 PLANNING AND PREVENTION

In order to facilitate the guidelines contained within this policy, department members will continuously work to build and strengthen relationships with the community, engage in dialogue, and provide education to the community about this policy. Department personnel are also encouraged to learn about the inherent issues concerning their communities in relation to hate crimes.

Although hate incidents are not criminal events, they can be indicators of, or precursors to, hate crimes. Hate incidents should be investigated and documented as part of an overall strategy to prevent hate crimes.

318.3.1 HATE CRIMES COORDINATOR

A department member appointed by the Chief of Police or the authorized designee will serve as the Hate Crimes Coordinator. The responsibilities of the Hate Crimes Coordinator should include but not be limited to (Penal Code § 422.87):

(a) Meeting with residents in target communities to allay fears; emphasizing the department's concern over hate crimes and related incidents; reducing the potential for counter-violence; and providing safety, security, and crime-prevention information. Cultural diversity education and immersion programs (if available) could facilitate this process.

(b) Finding, evaluating, and monitoring public social media sources to identify possible suspects in reported hate crimes; to identify suspects or suspect groups in future hate

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crimes or hate incidents affecting individuals, groups, or communities that may be victimized; and to predict future hate-based events.

(c) Providing direct and referral assistance to the victim and the victim's family.

(d) Conducting public meetings on hate crime threats and violence in general.

(e) Establishing relationships with formal community-based organizations and leaders.

(f) Expanding, where appropriate, preventive programs such as hate, bias, and crime-reduction seminars for students.

(g) Reviewing the Attorney General's latest opinion on hate crime statistics and targets in order to prepare and plan for future crimes, specifically for Arab/Middle Eastern and Muslim communities (Penal Code § 13519.6(b)(8)).

(h) Providing orientation of and with communities of specific targeted victims such as immigrants, Muslims, Arabs, LGBTQ, black or African-American, Jewish, Sikh, and persons with disabilities.

(i) Coordinating with the Research and Training Division Commander to include in a training plan recognition of hate crime bias characteristics, including information on general underreporting of hate crimes.

(j) Verifying a process is in place to provide this policy and related orders to officers in the field; and taking reasonable steps to rectify the situation if such a process is not in place.

(k) Taking reasonable steps to ensure hate crime data is provided to the Records Division for mandated reporting to the Department of Justice.

(l) Reporting any suspected multi-mission extremist crimes to the agency Terrorism Liaison Officer, the assigned designee, or other appropriate resource; and verifying that such data is transmitted to the Joint Regional Information Exchange System in accordance with the protocols of the Records Division Policy.

(m) Maintaining the department's supply of up-to-date hate crimes brochures (Penal Code § 422.92; Penal Code § 422.87).

(n) Annually assessing this policy, including:

1. Keeping abreast of the Commission on Peace Officer Standards and Training (POST) model policy framework for hate crimes for revisions or additions, including definitions, responsibilities, training resources, and planning and prevention methods.

2. Analysis of the department's data collection as well as the available outside data (e.g., annual California Attorney General's report on hate crime) in preparation for and response to future hate crimes.

318.3.2 RELEASE OF INFORMATION

Establishing a relationship with stakeholders, before any incident occurs, to develop a network and protocol for disclosure often assists greatly in any disclosure.

The benefit of public disclosure of hate crime incidents includes:

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(a) Dissemination of correct information.

(b) Assurance to affected communities or groups that the matter is being properly and promptly investigated.

(c) The ability to request information regarding the commission of the crimes from the victimized community.

Information or records relating to hate crimes subject to public disclosure shall be released as provided by the Records Maintenance and Release Policy or as allowed by law. In accordance with the Media Relations Policy, the supervisor, public information officer, or the authorized designee should be provided with information that can be responsibly reported to the media. When appropriate, the department spokesperson should reiterate that hate crimes will not be tolerated, will be investigated seriously, and will be prosecuted to the fullest extent of the law.

The Department should consider the following when releasing information to the public regarding hate crimes and hate incidents that have been reported within the jurisdiction:

- Inform community organizations in a timely manner when a community group has been the target of a hate crime.
- Inform the community of the impact of these crimes on the victim, the victim's family, and the community, and of the assistance and compensation available to victims.
- Inform the community regarding hate crime law and the legal rights of, and remedies available to, victims of hate crimes.
- Provide the community with ongoing information regarding hate crimes and/or hate incidents.

318.4 RESPONSE, VICTIM ASSISTANCE, AND FOLLOW-UP

318.4.1 INITIAL RESPONSE

First responding officers should know the role of all department personnel as they relate to the department's investigation of hate crimes and/or incidents. Responding officers should evaluate the need for additional assistance and, working with supervision and/or investigations, access needed assistance if applicable.

At the scene of a suspected hate or bias crime, officers should take preliminary actions reasonably deemed necessary, including but not limited to the following:

(a) Use agency checklist (per Penal Code § 422.87) to assist in the investigation of any hate crime (see Appendix).

(b) Stabilize the victims and request medical attention when necessary.

(c) Properly protect the safety of victims, witnesses, and perpetrators.

1. Assist victims in seeking a Temporary Restraining Order (if applicable).

(d) Notify other appropriate personnel in the chain of command, depending on the nature and seriousness of the offense and its potential inflammatory and related impact on the community.

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(e) Properly protect, preserve, and process the crime scene, and remove all physical evidence of the incident as soon as possible after the offense is documented. If evidence of an inflammatory nature cannot be physically removed, the property owner should be contacted to facilitate removal or covering as soon as reasonably possible. Department personnel should follow up with the property owner to determine if this was accomplished in a timely manner.

(f) Collect and photograph physical evidence or indicators of hate crimes such as:

1. Hate literature.
2. Spray paint cans.
3. Threatening letters.
4. Symbols used by hate groups.

(g) Identify criminal evidence on the victim.

(h) Request the assistance of translators or interpreters when needed to establish effective communication with witnesses, victims, or others as appropriate.

(i) Conduct a preliminary investigation and record pertinent information including but not limited to:

1. Identity of suspected perpetrators.
2. Identity of witnesses, including those no longer at the scene.
3. The offer of victim confidentiality per Government Code § 6254.
4. Prior occurrences in this area or with this victim.
5. Statements made by suspects; exact wording is critical.
6. The victim's protected characteristics and determine if bias was a motivation “in whole or in part” in the commission of the crime.

(j) Adhere to Penal Code § 422.93, which protects hate crime victims and witnesses from being reported to federal immigration authorities if they have not committed any crime under state law.

(k) Provide information regarding immigration remedies available to victims of crime (e.g., U-Visa, T-Visa, S-Visa).

(l) Provide the department’s Hate Crimes Brochure (per Penal Code § 422.92) if asked, if necessary, or per policy.

(m) Utilize proper techniques for interviewing people with disabilities and be aware of and provide appropriate accommodations (e.g., ADA standards, Braille, visuals, translators for the deaf or hard of hearing).

(n) Document any suspected multi-mission extremist crimes.

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318.4.2 INVESTIGATION

Investigators at the scene of, or performing follow-up investigation on, a suspected hate or bias crime or hate incident should take all actions deemed reasonably necessary, including but not limited to the following:

(a) Consider typologies of perpetrators of hate crimes and incidents, including but not limited to thrill, reactive/defensive, and mission (hard core).

(b) Utilize investigative techniques and methods to handle hate crimes or hate incidents in a professional manner.

(c) Utilize proper techniques for interviewing people with disabilities and be aware of and provide appropriate accommodations (e.g., ADA standards, Braille, visuals, translators for the deaf or hard of hearing).

(d) Properly investigate any report of a hate crime committed under the color of authority per Penal Code § 422.6 and Penal Code § 13519.6.

(e) Document physical evidence or indicators of hate crimes, in accordance with the provisions of the Property and Evidence Policy, such as:

1. Hate literature.
2. Spray paint cans.
3. Threatening letters.
4. Symbols used by hate groups.
5. Desecration of religious symbols, objects, or buildings.

(f) Request the assistance of translators or interpreters when needed to establish effective communication.

(g) Conduct a preliminary investigation and record information regarding:

1. Identity of suspected perpetrators.
2. Identity of witnesses, including those no longer at the scene.
3. Offer of victim confidentiality per Government Code § 6254.
4. Prior occurrences, in this area or with this victim.
5. Statements made by suspects; exact wording is critical.
6. Document the victim’s protected characteristics.

(h) Provide victim assistance and follow-up.

(i) Canvass the area for additional witnesses.

(j) Examine suspect’s social media activity for potential evidence of bias motivation.

(k) Coordinate the investigation with department, state, and regional intelligence operations. These sources can provide the investigator with an analysis of any patterns, organized hate groups, and suspects potentially involved in the offense.

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(l) Coordinate the investigation with the crime scene investigation unit (if applicable) or other appropriate units of the Department.

(m) Determine if the incident should be classified as a hate crime.

(n) Take reasonable steps to provide appropriate assistance to hate crime victims, including the following measures:

1. Contact victims periodically to determine whether they are receiving adequate and appropriate assistance.
2. Provide ongoing information to victims about the status of the criminal investigation.
3. Provide victims and any other interested persons the brochure on hate crimes per Penal Code § 422.92 and information on any local advocacy groups (if asked).

(o) Document any suspected multi-mission extremist crimes.

(p) Coordinate with other law enforcement agencies in the area to assess patterns of hate crimes and/or hate incidents, and determine if organized hate groups are involved.

318.4.3 SUPERVISION

The supervisor shall confer with the initial responding officer and take reasonable steps to ensure that necessary preliminary actions have been taken. The supervisor shall request any appropriate personnel necessary to accomplish the following:

(a) Provide immediate assistance to the crime victim by:

1. Expressing the department's official position on the importance of these cases and the measures that will be taken to apprehend the perpetrators.
2. Expressing the department's interest in protecting victims' anonymity (confidentiality forms, Government Code § 6254) to the extent reasonably possible. Allow the victims to convey their immediate concerns and feelings.
3. Identifying individuals or agencies that may provide victim assistance and support. Local victim assistance resources may include family members or close acquaintances, clergy, or a department chaplain, as well as community service agencies that provide shelter, food, clothing, child care, or other related services (per Penal Code § 422.92).

(b) Take reasonable steps to ensure that all relevant facts are documented on an incident and/or arrest report and make an initial determination as to whether the incident should be classified as a hate crime for federal and state bias-crimes reporting purposes.

(c) Notify other appropriate personnel in the chain of command, depending on the nature and seriousness of the offense and its potential inflammatory and related impact on the community.

(d) In cases of large-scale hate crime waves, or in circumstances where the potential exists for subsequent hate crimes or incidents, consider directing resources to protect vulnerable sites (such as assigning an officerto specific locations that could become targets).

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(e) Verify hate crimes are being properly reported, including reporting to the Department of Justice, pursuant to Penal Code § 13023.

(f) Verify adherence to Penal Code § 422.93, which protects hate crime victims and witnesses from being reported to federal immigration authorities if they have not committed any crime under state law. Supervisors should also be aware of the immigration remedies available to victims of crime (e.g., U-Visa, T-Visa, S-Visa).

(g) Respond to and properly initiate an investigation of any reports of hate crimes committed under the color of authority.

(h) Provide appropriate assistance, including activating the California Department of Justice hate crime rapid response protocol if necessary. For additional information refer to the California Department of Justice website.

(i) Verify reporting of any suspected multi-mission extremist crimes to the agency Hate Crimes Coordinator.

(j) Make a final determination as to whether the incident should be classified as a hate crime and forward to the Chief of Police for approval.

318.5 TRAINING

All members of this department will receive POST-approved training on hate crime recognition and investigation as provided by Penal Code § 13519.6. Training should include (Penal Code § 422.87):

(a) Recognition of bias motivators such as ranges of attitudes and perceptions toward a specific characteristic or group, including disability bias and gender bias.

(b) Accurate reporting by officers, including information on the general underreporting of hate crimes.

(c) Distribution of hate crime brochures.

318.6 APPENDIX

See attachments:

Statutes and Legal Requirements.pdf

Hate Crime Checklist.pdf

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Standards of Conduct

319.1 PURPOSE AND SCOPE

This policy establishes standards of conduct that are consistent with the values and mission of the Torrance Police Department and are expected of all department members. The standards contained in this policy are not intended to be an exhaustive list of requirements and prohibitions but they do identify many of the important matters concerning conduct. In addition to the provisions of this policy, members are subject to all other provisions contained in this manual, as well as any additional guidance on conduct that may be disseminated by this department or a member's supervisors. This policy is not intended to cover every possible type of misconduct.

319.2 POLICY

The continued employment or appointment of every member of the Torrance Police Department shall be based on conduct that reasonably conforms to the guidelines set forth herein. Failure to meet the guidelines set forth in this policy, whether on- or off-duty, may be cause for disciplinary action.

319.3 DIRECTIVES AND ORDERS

Members shall comply with lawful directives and orders from any department supervisor or person in a position of authority, absent a reasonable and bona fide justification.

319.3.1 UNLAWFUL OR CONFLICTING ORDERS

Supervisors shall not knowingly issue orders or directives that, if carried out, would result in a violation of any law or department policy. Supervisors should not issue orders that conflict with any previous order without making reasonable clarification that the new order is intended to countermand the earlier order.

No member is required to obey any order that appears to be in direct conflict with any federal law, state law or local ordinance. Following a known unlawful order is not a defense and does not relieve the member from criminal or civil prosecution or administrative discipline. If the legality of an order is in doubt, the affected member shall ask the issuing supervisor to clarify the order or shall confer with a higher authority. The responsibility for refusal to obey rests with the member, who shall subsequently be required to justify the refusal.

Unless it would jeopardize the safety of any individual, members who are presented with a lawful order that is in conflict with a previous lawful order, department policy or other directive shall respectfully inform the issuing supervisor of the conflict. The issuing supervisor is responsible for either resolving the conflict or clarifying that the lawful order is intended to countermand the previous lawful order or directive, in which case the member is obliged to comply. Members who are compelled to follow a conflicting lawful order after having given the issuing supervisor the opportunity to correct the conflict, will not be held accountable for disobedience of the lawful order or directive that was initially issued.

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The person countermanding the original order shall notify, in writing, the person issuing the original order, indicating the action taken and the reason.

319.3.2 SUPERVISOR RESPONSIBILITIES

Supervisors and managers are required to follow all policies and procedures and may be subject to discipline for:

(a) Failure to be reasonably aware of the performance of their subordinates or to provide appropriate guidance and control.

(b) Failure to promptly and fully report any known misconduct of a member to his/her immediate supervisor or to document such misconduct appropriately or as required by policy.

(c) Directing a subordinate to violate a policy or directive, acquiesce to such a violation, or are indifferent to any such violation by a subordinate.

(d) The unequal or disparate exercise of authority on the part of a supervisor toward any member for malicious or other improper purpose.

319.4 GENERAL STANDARDS

Members shall conduct themselves, whether on- or off-duty, in accordance with the United States and California Constitutions and all applicable laws, ordinances and rules enacted or established pursuant to legal authority.

Members shall familiarize themselves with policies and procedures and are responsible for compliance with each. Members should seek clarification and guidance from supervisors in the event of any perceived ambiguity or uncertainty.

319.5 CAUSES FOR DISCIPLINE

The following are illustrative of causes for disciplinary action. This list is not intended to cover every possible type of misconduct and does not preclude the recommendation of disciplinary action for violation of other rules, standards, ethics and specific action or inaction that is detrimental to efficient department service:

319.5.1 LAWS, RULES AND ORDERS

(a) Violation of, or ordering or instructing a subordinate to violate any policy, procedure, rule, order, directive, requirement or failure to follow instructions contained in department or City manuals.

(b) Disobedience of any legal directive or order issued by any department member of a higher rank.

(c) Violation of federal, state, local or administrative laws, rules or regulations.

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319.5.2 ETHICS

(a) Using or disclosing one's status as a member of the Torrance Police Department in any way that could reasonably be perceived as an attempt to gain influence or authority for non-department business or activity.

(b) The wrongful or unlawful exercise of authority on the part of any member for malicious purpose, personal gain, willful deceit or any other improper purpose.

(c) The receipt or acceptance of a reward, fee or gift from any person for service incident to the performance of the member's duties (lawful subpoena fees and authorized work permits excepted).

(d) Acceptance of fees, gifts or money contrary to the rules of this department and/or laws of the state. Refer to the City of Torrance Gift and Gratuity Policy. See attachment: Gift_and_Gratuity-30_2018.pdf

(e) Misappropriation or misuse of public funds, property, personnel or services.

(f) Any other failure to abide by the standards of ethical conduct.

319.5.3 DISCRIMINATION, OPPRESSION, OR FAVORITISM

Unless required by law or policy, discriminating against, oppressing, or providing favoritism to any person because of actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, economic status, cultural group, veteran status, marital status, and any other classification or status protected by law, or intentionally denying or impeding another in the exercise or enjoyment of any right, privilege, power, or immunity, knowing the conduct is unlawful.

319.5.4 ATTENDANCE

(a) Leaving the job to which the member is assigned during duty hours without reasonable excuse and proper permission and approval.

(b) Unexcused or unauthorized absence or tardiness.

(c) Excessive absenteeism or abuse of leave privileges.

(d) Failure to report to work or to the place of assignment at the time specified and fully prepared to perform duties without reasonable excuse.

319.5.5 UNAUTHORIZED ACCESS, DISCLOSURE OR USE

(a) Unauthorized and inappropriate intentional release of confidential or protected information, materials, data, forms or reports obtained as a result of the member's position with this department.

1. Members of this department shall not disclose the name, address or image of any victim of human trafficking except as authorized by law (Penal Code § 293).

(b) Disclosing to any unauthorized person any active investigation information.

(c) The use of any information, photograph, video or other recording obtained or accessed as a result of employment or appointment to this department for personal or financial

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gain or without the express authorization of the Chief of Police or the authorized designee.

(d) Loaning, selling, allowing unauthorized use, giving away or appropriating any Torrance Police Department badge, uniform, identification card or department property for personal use, personal gain or any other improper or unauthorized use or purpose.

(e) Using department resources in association with any portion of an independent civil action. These resources include, but are not limited to, personnel, vehicles, equipment and non-subpoenaed records.

(f) All requests for records shall be directed to the Records Division by using the Application for Release of Information, (TPD 263). The form may be filled out by the person requesting the report or by the Department employee accepting the request, and forwarded to Records Division for fulfillment.

319.5.6 EFFICIENCY

(a) Neglect of duty.

(b) Unsatisfactory work performance including, but not limited to, failure, incompetence, inefficiency or delay in performing and/or carrying out proper orders, work assignments or the instructions of supervisors without a reasonable and bona fide excuse.

(c) Concealing, attempting to conceal, removing or destroying defective or incompetent work.

(d) Unauthorized sleeping during on-duty time or assignments.

(e) Failure to notify the Department of any change in residence address and contact telephone numbers,within 7 days or as soon as practicable.

(f) In order for the Department to contact employees when needed, and due to the designation of all City employees as emergency workers, employees are required to maintain personal telephone service and to provide current telephone numbers to the Department.

319.5.7 PERFORMANCE

(a) Failure to disclose or misrepresenting material facts, or making any false or misleading statement on any application, examination form, or other official document, report or form, or during the course of any work-related investigation.

(b) The falsification of any work-related records, making misleading entries or statements with the intent to deceive or the willful and unauthorized removal, alteration, destruction and/or mutilation of any department record, public record, book, paper or document.

(c) Failure to participate in, or giving false or misleading statements, or misrepresenting or omitting material information to a supervisor or other person in a position of authority, in connection with any investigation or in the reporting of any department -related business.

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(d) Being untruthful or knowingly making false, misleading or malicious statements that are reasonably calculated to harm the reputation, authority or official standing of this department or its members.

(e) Disparaging remarks or conduct concerning duly constituted authority to the extent that such conduct disrupts the efficiency of this department or subverts the good order, efficiency and discipline of this department or that would tend to discredit any of its members.

(f) Unlawful gambling or unlawful betting at any time or any place and legal gambling or betting under any of the following conditions:

1. While on department premises.
2. At any work site, while on-duty or while in uniform, or while using any department equipment or system.
3. Gambling activity undertaken as part of an officers official duties and with the express knowledge and permission of a direct supervisor is exempt from this prohibition.

(g) Inappropriate improper political activity including:

1. Unauthorized attendance while on-duty at official legislative or political sessions.
2. Solicitations, speeches or distribution of campaign literature for or against any political candidate or position while on-duty or, on department property except as expressly authorized by City policy, the memorandum of understanding, or the Chief of Police.

(h) Engaging in political activities during assigned working hours except as expressly authorized by City policy, the memorandum of understanding, or the Chief of Police.

(i) Any act on- or off-duty that brings discredit to this department.

319.5.8 CONDUCT

(a) Failure of any member to promptly and fully report activities on his/her part or the part of any other member where such activities resulted in contact with any other law enforcement agency or that may result in criminal prosecution or discipline under this policy.

(b) Unreasonable and unwarranted force to a person encountered or a person under arrest.

(c) Exceeding lawful peace officer powers by unreasonable, unlawful or excessive conduct.

(d) Unauthorized or unlawful fighting, threatening or attempting to inflict unlawful bodily harm on another.

(e) Engaging in horseplay that reasonably could result in injury or property damage.

(f) Discourteous, disrespectful or discriminatory treatment of any member of the public or any member of this department or the City.

(g) Use of obscene, indecent, profane or derogatory language while on-duty or in uniform.

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(h) Criminal, dishonest, or disgraceful conduct, whether on- or off-duty, that adversely affects the member's relationship with this department.

(i) Unauthorized possession of, loss of, or damage to department property or the property of others, or endangering it through carelessness or maliciousness.

(j) Attempted or actual theft of department property; misappropriation or misuse of public funds, property, personnel or the services or property of others; unauthorized removal or possession of department property or the property of another person.

(k) Activity that is incompatible with a member's conditions of employment or appointment as established by law or that violates a provision of any memorandum of understanding or contract to include fraud in securing the appointment or hire.

(l) Initiating any civil action for recovery of any damages or injuries incurred in the course and scope of employment or appointment without first notifying the Chief of Police of such action, unless the Chief of Police is the subject.

(m) Any other on- or off-duty conduct which any member knows or reasonably should know is unbecoming a member of this department, is contrary to good order, efficiency or morale, or tends to reflect unfavorably upon this department or its members.

(n) Employees shall park their personal vehicles only in designated spaces. Personal vehicles shall not be parked in spaces reserved for City vehicles. Long-term storage of personal vehicles on City property is prohibited.

(o) Any employee contacted by an outside investigating agency on matters concerning arrests, incidents, or allegations against the Department or its personnel shall report this contact immediately to the Personnel Division Commander. Nothing in this section prevents any employee from retaining legal counsel.

319.5.9 SAFETY

(a) Failure to observe or violating department safety standards or safe working practices.

(b) Failure to maintain current licenses or certifications required for the assignment or position (e.g., driver license, first aid).

(c) Unsafe or improper driving habits or actions in the course of employment or appointment.

(d) Any personal action contributing to a preventable traffic collision.

(e) Concealing or knowingly failing to report any on-the-job or work-related accident or injury as soon as practicable but within 24 hours.

319.5.10 INTOXICANTS

(a) Reporting for work or being at work while intoxicated or when the member's ability to perform assigned duties is impaired due to the use of alcohol, medication or drugs, whether legal, prescribed or illegal.

(b) Possession or use of alcohol at any work site or while on-duty, except as authorized in the performance of an official assignment. A member who is authorized to consume

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alcohol is not permitted to do so to such a degree that it may impair on-duty performance.

(c) Unauthorized possession, use of, or attempting to bring a controlled substance, illegal drug or non-prescribed medication to any work site.

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Information Technology Use

320.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the proper use of department information technology resources, including computers, electronic devices, hardware, software and systems.

320.1.1 DEFINITIONS

Definitions related to this policy include:

Computer system - All computers (on-site and portable), electronic devices, hardware, software, and resources owned, leased, rented or licensed by the Torrance Police Department that are provided for official use by its members. This includes all access to, and use of, Internet Service Providers (ISP) or other service providers provided by or through the Department or department funding.

Hardware - Includes, but is not limited to, computers, computer terminals, network equipment, electronic devices, telephones, including cellular and satellite, pagers, modems or any other tangible computer device generally understood to comprise hardware.

Software - Includes, but is not limited to, all computer programs, systems and applications, including shareware. This does not include files created by the individual user.

Temporary file, permanent file or file - Any electronic document, information or data residing or located, in whole or in part, on the system including, but not limited to, spreadsheets, calendar entries, appointments, tasks, notes, letters, reports, messages, photographs or videos.

320.2 POLICY

It is the policy of the Torrance Police Department that members shall use information technology resources, including computers, software and systems, that are issued or maintained by the Department in a professional manner and in accordance with this policy.

320.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to emails, texts, or anything published, shared, transmitted, or maintained through file-sharing software or any internet site that is accessed, transmitted, received, or reviewed on any department computer system.

The Department reserves the right to access, audit, and disclose, for whatever reason, any message, including attachments, and any information accessed, transmitted, received, or reviewed over any technology that is issued or maintained by the Department, including the department email system, computer network, and/or any information placed into storage on any department system or device. This includes records of all keystrokes or Web-browsing history made at any department computer or over any department network. The fact that access to a database, service, or website requires a username or password will not create an expectation of privacy if it is accessed through department computers, electronic devices, or networks.

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The Department shall not require a member to disclose a personal username or password for accessing personal social media or to open a personal social website; however, the Department may request access when it is reasonably believed to be relevant to the investigation of allegations of work-related misconduct (Labor Code § 980).

320.4 RESTRICTED USE

Members shall not access computers, devices, software or systems for which they have not received prior authorization or the required training. Members shall immediately report unauthorized access or use of computers, devices, software or systems by another member to their supervisors or Watch Commanders.

Members shall not use another person's access passwords, logon information and other individual security data, protocols and procedures unless directed to do so by a supervisor.

320.4.1 SOFTWARE

Members shall not copy or duplicate any copyrighted or licensed software except for a single copy for backup purposes in accordance with the software company's copyright and license agreement.

To reduce the risk of a computer virus or malicious software, members shall not install any unlicensed or unauthorized software on any department computer. Members shall not install personal copies of any software onto any department computer.

When related to criminal investigations, software program files may be downloaded only with the approval of the information systems technology (IT) staff and with the authorization of the Chief of Police or the authorized designee.

No member shall knowingly make, acquire or use unauthorized copies of computer software that is not licensed to the Department while on department premises, computer systems or electronic devices. Such unauthorized use of software exposes the Department and involved members to severe civil and criminal penalties.

Introduction of software by members should only occur as part of the automated maintenance or update process of department or City approved or installed programs by the original manufacturer, producer or developer of the software.

Any other introduction of software requires prior authorization from IT staff and a full scan for malicious attachments.

320.4.2 HARDWARE

Access to technology resources provided by or through the Department shall be strictly limited to department related activities. Data stored on or available through department computer systems shall only be accessed by authorized members who are engaged in an active investigation or assisting in an active investigation, or who otherwise have a legitimate law enforcement or department related purpose to access such data. Any exceptions to this policy must be approved by a supervisor.

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320.4.3 INTERNET USE

Internet access provided by or through the Department shall be strictly limited to department-related activities. Internet sites containing information that is not appropriate or applicable to department use and which shall not be intentionally accessed include but are not limited to adult forums, pornography, gambling, chat rooms, and similar or related internet sites. Certain exceptions may be permitted with the express approval of a supervisor as a function of a member's assignment.

Downloaded information shall be limited to messages, mail, and data files.

320.5 PROTECTION OF AGENCY SYSTEMS AND FILES

All members have a duty to protect the computer system and related systems and devices from physical and environmental damage and are responsible for the correct use, operation, care, and maintenance of the computer system.

Members shall ensure department computers and access terminals are not viewable by persons who are not authorized users. Computers and terminals should be secured, users logged off and password protections enabled whenever the user is not present. Access passwords, logon information, and other individual security data, protocols, and procedures are confidential information and are not to be shared. Password length, format, structure, and content shall meet the prescribed standards required by the computer system or as directed by a supervisor and shall be changed at intervals as directed by IT staff or a supervisor.

It is prohibited for a member to allow an unauthorized user to access the computer system at any time or for any reason. Members shall promptly report any unauthorized access to the computer system or suspected intrusion from outside sources (including the internet) to a supervisor.

320.6 INSPECTION OR REVIEW

A supervisor or the authorized designee has the express authority to inspect or review the computer system, all temporary or permanent files, related electronic systems or devices, and any contents thereof, whether such inspection or review is in the ordinary course of his/her supervisory duties or based on cause.

Reasons for inspection or review may include, but are not limited to, computer system malfunctions, problems or general computer system failure, a lawsuit against the Department involving one of its members or a member's duties, an alleged or suspected violation of any department policy, a request for disclosure of data, or a need to perform or provide a service.

The IT staff may extract, download or otherwise obtain any and all temporary or permanent files residing or located in or on the department computer system when requested by a supervisor or during the course of regular duties that require such information.

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320.7 ELECTRONIC MAIL & SPILLMAN RECORDS MANAGEMENT SYSTEM (RMS) MESSAGE CENTER EMPLOYEE RESPONSIBILITY

Electronic Mail: It is the responsibility of every employee to view their e-mail regularly and to respond in a timely manner. E-mail users should delete any unexpected or unknown e-mails especially with attachments, or report them to ITS immediately to prevent computer virus attacks. E-mail users should review and delete their obsolete messages periodically.

Spillman: It is the responsibility of every employee that uses the Spillman Records Management System to check their Spillman RMS Message Center daily or upon commencement of their return to work. Employees shall forward completed reports for approval to supervision in a timely manner. It is also the responsibility of the employee to correct and forward any returned report back to supervision.

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Department Use of Social Media

321.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that any use of social media on behalf of the Department is consistent with the department mission.

This policy does not address all aspects of social media use. Specifically, it does not address:

- Personal use of social media by department members (see the Employee Speech, Expression and Social Networking Policy).
- Use of social media in personnel processes (see the Recruitment and Selection Policy).
- Use of social media as part of a criminal investigation, other than disseminating information to the public on behalf of this department (see the Investigation and Prosecution Policy).

321.1.1 DEFINITIONS

Definitions related to this policy include:

Social media - Any of a wide array of Internet-based tools and platforms that allow for the sharing of information, such as the department website or social networking services

321.2 POLICY

The Torrance Police Department may use social media to promote community relations and as a method of effectively informing the public about department services, issues, investigations and other relevant events.

Department members shall ensure that the use or access of social media is done in a manner that protects the constitutional rights of all.

321.3 AUTHORIZED USERS

Only members authorized by the Chief of Police or the authorized designee may utilize social media on behalf of the Department. Authorized members shall use only department-approved equipment during the normal course of duties to post and monitor department-related social media, unless they are specifically authorized to do otherwise by their supervisors.

The Chief of Police may develop specific guidelines identifying the type of content that may be posted. Any content that does not strictly conform to the guidelines should be approved by a supervisor prior to posting.

Requests to post information over department social media by members who are not authorized to post should be made through the member's chain of command.

Authorized employees representing the Department via social media sites or utilizing the Department's social media sites shall:

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(a) Conduct themselves as representatives of the Department and adhere to Department standards of conduct;

(b) Where possible or appropriate, identify themselves as an employee of the Department;

(c) Not make statements about the guilt or innocence of any suspect or arrestee, or comments concerning pending investigations/prosecution without prior approval, nor post, transmit, or otherwise disseminate confidential information;

(d) Not conduct political activities or private business;

(e) Observe and abide by all copyright, trademark, and service mark restrictions in posting materials to electronic media.

321.4 AUTHORIZED CONTENT

Only content that is appropriate for public release, supports the department mission and conforms to all department policies regarding the release of information may be posted.

Examples of appropriate content include but are not limited to:

(a) Announcements.

(b) Tips and information related to crime prevention.

(c) Investigative requests for information.

(d) Requests that ask the community to engage in projects that are relevant to the department mission.

(e) Real-time safety information that is related to in-progress crimes, geographical warnings or disaster information.

(f) Traffic information.

(g) Press releases.

(h) Recruitment of personnel.

321.4.1 INCIDENT-SPECIFIC USE

In instances of active incidents where speed, accuracy, and frequent updates are paramount (e.g., crime alerts, public safety information, traffic issues), the Social Media Coordinator, Public Information Officer, or the authorized designee will be responsible for the compilation of information to be released, subject to the approval of the Incident Commander.

321.5 PROHIBITED CONTENT

Content that is prohibited from posting includes, but is not limited to:

(a) Content that is abusive, discriminatory, inflammatory or sexually explicit.

(b) Any information that violates individual rights, including confidentiality and/or privacy rights and those provided under state, federal or local laws.

(c) Any information that could compromise an ongoing investigation.

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(d) Any information that could tend to compromise or damage the mission, function, reputation or professionalism of the Torrance Police Department or its members.

(e) Any information that could compromise the safety and security of department operations, members of the Department, victims, suspects or the public.

(f) Any content posted for personal use.

(g) Any content that has not been properly authorized by this policy or a supervisor.

Any member who becomes aware of content on this department's social media site that he/she believes is unauthorized or inappropriate should promptly report such content to a supervisor. The supervisor will ensure its removal from public view and investigate the cause of the entry.

321.6 MONITORING CONTENT

The Community Affairs Division Commander or designee will review, at least annually, the use of department social media and report back on, at a minimum, the resources being used, the effectiveness of the content, any unauthorized or inappropriate content and the resolution of any issues.

321.7 RETENTION OF RECORDS

The Community Affairs Division Commander should work with the Custodian of Records to establish a method of ensuring that public records generated in the process of social media use are retained in accordance with established records retention schedules or applicable laws regarding retention schedules.

321.8 TRAINING

Authorized members should receive training that, at a minimum, addresses legal issues concerning the appropriate use of social media sites, as well as privacy, civil rights, dissemination and retention of information posted on department sites.

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Report Preparation

322.1 PURPOSE AND SCOPE

Report preparation is a major part of each officer's job. The purpose of reports is to document sufficient information to refresh the officer's memory and to provide sufficient information for follow-up investigation and successful prosecution. Report writing is the subject of substantial formalized training and on-the-job training.

322.1.1 REPORT PREPARATION

Employees should ensure that reports are sufficiently detailed for their purpose and free from errors prior to submission. It is the responsibility of the assigned employee to complete and submit all reports taken during the shift before going off-duty unless permission to hold the report has been approved by a supervisor. Generally, reports requiring prompt follow-up action on active leads, or arrest reports where the suspect remains in custody should not be held.

Handwritten reports must be prepared legibly. If the report is not legible, the submitting employee will be required by the reviewing supervisor to promptly make corrections and resubmit the report. Employees who generate reports on computers are subject to all requirements of this policy.

All reports shall accurately reflect the identity of the persons involved, all pertinent information seen, heard or assimilated by any other sense, and any actions taken. Employees shall not suppress, conceal or distort the facts of any reported incident, nor shall any employee make a false report orally or in writing. Generally, the reporting employee's opinions should not be included in reports unless specifically identified as such.

See attachment: 322 - Attachment - Report Preparation.pdf

322.2 REQUIRED REPORTING

Written reports are required in all of the following situations on the appropriate department approved form unless otherwise approved by a supervisor. Field reports shall, upon completion and approval by a supervisor, be forwarded to the Records Division for distribution. Unless otherwise indicated, the original report shall always be retained by the Records Division and filed in the appropriate incident file. Distribution shall be determined by the particular crime or incident involved, as well as the disposition taken in the field.

322.2.1 CRIMINAL ACTIVITY

When a member responds to a call for service, or as a result of self-initiated activity becomes aware of any activity where a crime has occurred, the member shall document the incident regardless of whether a victim desires prosecution. Activity to be documented in a written report includes:

(a) All arrests

(b) All felony crimes

(c) Non-Felony incidents involving threats or stalking behavior

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(d) Situations covered by separate policy. These include:

1. Use of Force Policy
2. Domestic Violence Policy
3. Child Abuse Policy
4. Senior and Disability Victimization Policy
5. Hate Crimes Policy
6. Suspicious Activity Reporting Policy

(e) All misdemeanor crimes where the victim desires a report

Misdemeanor crimes where the victim does not desire a report shall be documented using the department-approved alternative reporting method (e.g., dispatch log).

322.2.2 NON-CRIMINAL ACTIVITY

The following incidents shall be documented using the appropriate approved report:

(a) Anytime an officer points a firearm at any person (See the Use of Force Policy)

(b) Any use of force against any person by a member of this department (see the Use of Force Policy)

(c) Any firearm discharge (see the Firearms Policy)

(d) Anytime a person is reported missing, regardless of jurisdiction (see the Missing Persons Policy)

(e) Any found property or found evidence

(f) Any traffic collisions above the minimum reporting level (see Traffic Collision Reporting Policy)

(g) Suspicious incidents that may indicate a potential for crimes against children or that a child's safety is in jeopardy

(h) All protective custody detentions

(i) Suspicious incidents that may place the public or others at risk

(j) Whenever the employee believes the circumstances should be documented or at the direction of a supervisor

322.2.3 DEATH CASES

Death investigations require specific investigation methods depending on circumstances and should be handled in accordance with the Death Investigations Policy. The handling officer should notify and apprise a supervisor of the circumstances surrounding the incident to determine how to proceed. The following cases shall be appropriately investigated and documented using the approved report:

(a) Sudden or accidental deaths.

(b) Suicides.

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(c) Homicide or suspected homicide.

(d) Unattended deaths (No physician or qualified hospice care in the 20 days preceding death).

(e) Found dead bodies or body parts.

322.2.4 INJURY OR DAMAGE BY CITY PERSONNEL
Reports shall be taken if an injury occurs that is a result of an act of a City employee. Additionally, reports shall be taken involving damage to City property or City equipment.

322.2.5 MISCELLANEOUS INJURIES
Any injury that is reported to this department shall require a report when:

(a) Attempted suicide

(b) The injury is major/serious, whereas death could result

(c) The circumstances surrounding the incident are suspicious in nature and it is desirable to record the event

The above reporting requirements are not intended to be all-inclusive. A supervisor may direct an employee to document any incident he/she deems necessary.

322.2.6 MANDATORY REPORTING OF JUVENILE GUNSHOT INJURIES
A report shall be taken when any incident in which a child 18 years or younger suffered an unintentional or self-inflicted gunshot wound. The Records Division shall notify the California Department of Public Health (CDPH) of the incident as required by CDPH (Penal Code § 23685).

322.2.7 ALTERNATE REPORTING FOR VICTIMS
Members may refer victims to online victim assistance programs (e.g., Federal Communications Commission (FCC) website for identity theft, Internet Crime Complaint Center (IC3) website for computer crimes).

322.3 CONFIDENTIAL REPORTS
A Confidential Face Page shall be signed by the Watch Commander and forwarded to the Records Division to be attached to the case file. The following reports shall be made confidential:

(a) Persons Injured on City Property

(b) Injury or property damage sustained on City construction projects

(c) Any action that may result in civil liability against the City of Torrance

(d) Officer involved shootings

(e) Homicides

(f) Reports involving Torrance Police Department employees

(g) Sexual assaults

(h) Domestic violence

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(i) Stalking

The original report shall be forwarded to the Records Division for filing and storage, only in the numerical file, until the report is declassified.

322.4 COURTESY REPORTS

Torrance Police Department Personnel may take a courtesy report (of any nature) on a case-by-case basis at the direction of his/her supervisor. A courtesy report is a report taken of any crime or incident that occurred outside of City limits.

When taking a courtesy report for an outside agency, personnel should inform the involved party/ victim that the report will be forwarded to the jurisdictional agency and ultimately investigated by that said agency.

The courtesy report shall be taken and completed as if it was a City of Torrance incident (i.e., documented in Spillman with an incident number, photographs taken if appropriate, etc.).

Courtesy reports shall only be completed when one or more the following conditions exist:

(a) The reporting person is a City of Torrance resident.

(b) Exigent circumstances exist (e.g., travel distance to the responsible jurisdiction is extreme).

(c) The responsible jurisdiction will not complete a telephonic report.

(d) Prior approval is obtained from a supervisor.

(e) If the crime is a felony, Department personnel has notified the responsible jurisdiction and obtained approval.

322.5 GENERAL POLICY OF EXPEDITIOUS REPORTING

In general, all officers and supervisors shall act with promptness and efficiency in the preparation and processing of all reports. An incomplete report, unorganized reports or reports delayed without supervisory approval are not acceptable. Reports shall be processed according to established priorities or according to special priority necessary under exceptional circumstances.

322.5.1 GENERAL POLICY OF HANDWRITTEN REPORTS

Some incidents and report forms lend themselves to block print rather than typing. In general, the narrative portion of those reports where an arrest is made or when there is a long narrative should be typed or dictated.

Supervisors may require, with the foregoing general policy in mind, block printing or typing of reports of any nature for department consistency.

322.5.2 GENERAL USE OF OTHER HANDWRITTEN FORMS

County, state and federal agency forms may be block printed as appropriate. In general, the form itself may make the requirement for typing apparent.

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322.6 REPORT CORRECTIONS

Supervisors shall review reports for content and accuracy. If a correction is necessary, the reviewing supervisor should return the report back to the officer in Spillman workflow and complete the Delayed Report form stating the reasons for rejection. The original report and the Delayed Report form (pink copy) should be returned to the reporting employee for correction as soon as practical. It shall be the responsibility of the originating officer to ensure that any report returned for correction is processed in a timely manner.

322.7 REPORT CHANGES OR ALTERATIONS

Reports that have been approved by a supervisor and submitted to the Records Division for filing and distribution shall not be modified or altered except by way of a supplemental report. Reviewed reports that have not yet been submitted to the Records Division may be corrected or modified by the authoring officer only with the knowledge and authorization of the reviewing supervisor.

322.8 DELAYED REPORT FORM

(a) USE. The Delayed Report Form (TPD 559) shall be used by Department personnel for the purpose of monitoring the status and location of a report when a DR number has been issued and the report has not been turned into the Records Division, when:

1. An officer is requesting additional time to complete a report; or
2. A supervisor holds a report for correction when the the reporting officer is not available to make the needed correction.

(b) COMPLETION. The Delayed Report Form (TPD 559) shall be completed in full by either the reporting officer or the approving supervisor. The officer or supervisor shall include a brief but thorough reason why the report is being delayed.

(c) PROCEDURE. The Delayed Report Form (TPD 559) shall be processed in the following manner:

1. Officer initiated request to delay a report.
   - A. The officer making the request shall complete the Delayed Report Form, briefly explaining why the report is being delayed and obtain a supervisor's approval.
   - B. The white copy is forwarded to the Records Division.
   - C. The yellow copy is attached to the pending copy of the report and placed in the watch commanders office.
   - D. The pink copy is attached to the pending copy of the report and placed in the appropriate watch folder to be completed by the officer at the first available opportunity, or at the direction of supervision.
   - E. After the report has been completed, it shall be approved and forwarded to the Records Division.
   - F. When the completed report is received in the Records Division, the yellow and white copies of the Delayed Report Form may be discarded.

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2. Supervisor initiated request to hold a report for correction.
   A. The supervisor shall complete the Delayed Report Form, noting what corrections are needed.
   B. The white copy is forwarded to the Records Division.
   C. The yellow copy is attached to the pending copy of the report and placed in the watch commanders office.
   D. The pink copy is attached to the pending copy of the report and placed in the appropriate watch folder to be completed by the officer at the first available opportunity, or at the direction of supervision.
   E. After the needed corrections have been made and the report has been approved, the report shall be forwarded to the Records Division.
   F. When the completed report is received in the Records Division the yellow and white copies of the Delayed Report Form, may be discarded.

See attachment: Delayed Report Form TPD 559.pdf

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Media Relations

323.1 PURPOSE AND SCOPE

This policy provides guidelines for media releases and media access to scenes of disasters, criminal investigations, emergencies and other law enforcement activities.

323.2 RESPONSIBILITIES

The ultimate authority and responsibility for the release of information to the media shall remain with the Chief of Police or designee, however, in situations not warranting immediate notice to the Chief of Police and in situations where the Chief of Police has given prior approval, Division Commanders, Watch Commanders and designated Public Information Officer(s) may prepare and release information to the media in accordance with this policy and the applicable law.

(a) Public Information Officer: The Public Information Officer is responsible for maintaining close liaison with members of the news media and shall facilitate their obtaining accurate information in matters concerning the Department.

323.2.1 POLICE DEPARTMENT PRESS RELEASES

Press releases shall be issued on the Department's designated City Press Release form. A member of the command staff or designee shall be notified in advance of the release.

Copies of issued press releases shall be forwarded via electronic mail to the City Manager, the Assistant City Manager, the City Public Information Officer or their respective designees.

(a) PREPARATION RESPONSIBILITY: Division Commanders are responsible for approving content for press releases. The Public Information Officer or their designee is responsible for preparing drafts of press releases to be approved by the Bureau Commander, the Chief of Police or their designee.

(b) The Public Information Officer or their designee is responsible for issuing Press Releases to the media.

323.2.2 MEDIA REQUEST

Any media request for information or access to a law enforcement situation shall be referred to the designated Public Information Officer, or if unavailable, the alternate Public Information Officer and/or Watch Commander. Prior to releasing any information to the media, employees shall consider the following:

(a) At no time shall any employee of this department make any comment or release any official information to the media without prior approval from the Public Information Officer or the designated department media representative.

(b) In situations involving multiple law enforcement agencies, every reasonable effort should be made to coordinate media releases with the authorized representative of each involved agency prior to the release of any information by this department.

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(c) Under no circumstance should any member of this department make any comments to the media regarding any law enforcement incident not involving this department without prior approval of the Chief of Police.

323.3 MEDIA ACCESS

Authorized members of the media shall be provided access to scenes of disasters and possibly the scenes of criminal investigations, emergencies and other law enforcement activities subject to the following conditions.

(a) DISASTER SCENE. Members of the media (representatives of any news service, newspaper, radio or television station, or network) cannot be prevented from entering fire or disaster areas. Safety is NOT grounds to deny media personnel access to a non-crime, emergency or disaster scene; however, media personnel should be advised of potential dangers that may exist. (Penal Code § 409.5(d))

1. The media representative should identify themselves prior to entering disaster areas otherwise closed to the public.

(b) CRIME SCENE. The media shall not be allowed access to a crime scene without the authorization of the concerned Division Commander.

1. Reasonable effort should be made to provide a safe staging area for the media that is near the incident and that will not interfere with emergency or criminal investigation operations. All information released to the media should be coordinated through the department Public Information Officer or other designated spokesperson.

2. Whenever the presence of media or other aircraft pose a threat to the public or officer safety or significantly hampers incident operations, the field supervisor should consider requesting a Temporary Flight Restriction (TFR). All requests for a TFR should be routed through the Watch Commander. The TFR request should include specific information regarding the perimeter and altitude necessary for the incident and should be requested through the appropriate control tower. If the control tower is not known, the Federal Aviation Administration should be contacted (14 CFR 91.137).

(c) PRIVATE PROPERTY. The media shall not be allowed access to private property without the authorization of the property owner.

(d) No member of this department who is under investigation shall be subjected to media visits or interviews without the consent of the involved employee (Government Code § 3303(e)).

(e) Media interviews with individuals who are in custody should not be permitted without the approval of the Chief of Police and the express consent of the person in custody.

A tactical operation should be handled in the same manner as a crime scene, except the news media shall be permitted within the outer perimeter of the scene, subject to any restrictions as determined by the supervisor in charge. Department members shall not jeopardize a tactical operation in order to accommodate the news media. All comments to the media shall be coordinated through a supervisor or the Public Information Officer.

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323.3.1 PROVIDING ADVANCE INFORMATION

To protect the safety and rights of officers and other persons, advance information about planned actions by law enforcement personnel, such as movement of persons in custody or the execution of an arrest or search warrant, should not be disclosed to the news media, nor should media representatives be invited to be present at such actions except with the prior approval of the Chief of Police.

Any exceptions to the above should only be considered for the furtherance of legitimate law enforcement purposes. Prior to approving any exception the Chief of Police will consider, at minimum, whether the release of information or presence of the media would unreasonably endanger any individual, prejudice the rights of any person or is otherwise prohibited by law.

323.4 SCOPE OF INFORMATION SUBJECT TO RELEASE

The Department will maintain a daily information log of significant law enforcement activities that shall be made available, upon request, to media representatives through the Records Division. This log will generally contain the following information:

(a) The date, time, location, case number, type of crime, extent of injury or loss, and names of individuals (except confidential informants) involved in crimes occurring within this jurisdiction unless the release of such information would endanger the safety of any individual or jeopardize the successful completion of any ongoing investigation.

(b) The date, time, location, case number, name, birth date and charges for each person arrested by this department unless the release of such information would endanger the safety of any individual or jeopardize the successful completion of any ongoing investigation.

(c) The time and location of other significant law enforcement activities or requests for service with a brief summary of the incident subject to the restrictions of this policy and applicable law.

At no time shall identifying information pertaining to a juvenile arrestee (13 years of age and under), victim or witness be publicly released without prior approval of a competent court. The identity of a minor 14 years of age or older shall not be publicly disclosed unless the minor has been arrested for a serious felony and the release of such information has been approved by the Watch Commander (Welfare and Institutions Code § 827.5).

Identifying information concerning deceased individuals shall not be released to the media until notification of next of kin or otherwise cleared through the Coroner's Office.

Any requests for copies of related reports or additional information not contained in this log shall be referred to the designated department media representative, the custodian of records, or if unavailable, to the Watch Commander. Such requests will generally be processed in accordance with the provisions of the Public Records Act (Government Code § 6250, et seq.).

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323.4.1 RESTRICTED INFORMATION

It shall be the responsibility of the authorized employee dealing with media requests to ensure that restricted information is not inappropriately released to the media by this department. When in doubt, authorized and available legal counsel should be obtained.

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Subpoenas and Court Appearances

324.1 PURPOSE AND SCOPE

This policy establishes the guidelines for department members who must appear in court. It will allow the Torrance Police Department to cover any related work absences and keep the Department informed about relevant legal matters.

324.2 POLICY

Torrance Police Department members will respond appropriately to all subpoenas and any other court-ordered appearances.

324.3 SUBPOENAS

In the absence of the Subpoena Control Officer, the Court Liaison Supervisor and the Watch Commander are authorized to receive both criminal and civil witness subpoenas requiring personal appearance of involved department employees. Records personnel are allowed to accept all non-witness subpoenas. All witness subpoenas will be delivered to the Court Liaison Section. The Court Liaison Section is responsible for the distribution of all witness subpoenas for Department employees and the service of all other witness subpoenas. This may be accomplished by personal service to the officer or by delivery of two copies of the subpoena to the officer's supervisor or other authorized department agent (Government Code § 68097.1; Penal Code § 1328(c)).

The party that issues a civil subpoena to an officer to testify as a witness must tender the statutory fee of $275 with the subpoena for each day that an appearance is required before service is accepted of the subpoena (Government Code § 68097.2).

An immediate supervisor or authorized individual may refuse to accept service for a criminal subpoena if (Penal Code § 1328(d)(e)):

(a) He/she knows that he/she will be unable to deliver a copy of the subpoena to the named officer within sufficient time for the named officer to comply with the subpoena.

(b) It is less than five working days prior to the date listed for an appearance and he/she is not reasonably certain that service can be completed.

If, after initially accepting service of a criminal subpoena, a supervisor or other authorized individual determines that he/she is unable to deliver a copy of the subpoena to the named officer within sufficient time for the named officer to comply with the subpoena, the supervisor or the subpoena clerk shall notify the server or the attorney named on the subpoena of such not less than 48 hours prior to the date listed for the appearance (Penal Code § 1328(f)).

324.3.1 SPECIAL NOTIFICATION REQUIREMENTS

Any member who is subpoenaed to testify, agrees to testify or provides information on behalf of or at the request of any party other than the City Attorney or the prosecutor shall notify his/her immediate supervisor and the Personnel Division without delay regarding:

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(a) Any civil case where the City or one of its members, as a result of his/her official capacity, is a party.

(b) Any civil case where any other city, county, state or federal unit of government or a member of any such unit of government, as a result of his/her official capacity, is a party.

(c) Any criminal proceeding where the member is called to testify or provide information on behalf of the defense.

(d) Any civil action stemming from the member's on-duty activity or because of his/her association with the Torrance Police Department.

(e) Any personnel or disciplinary matter when called to testify or to provide information by a government entity other than the Torrance Police Department.

The Subpoena Control Officer will notify the City Attorney's Office and the appropriate prosecuting attorney as may be indicated by the case.

324.3.2 CIVIL SUBPOENA

The Department will compensate members who appear in their official capacities on civil matters arising out of their official duties, as directed by the current memorandum of understanding or collective bargaining agreement.

The Department should seek reimbursement for the member's compensation through the civil attorney of record who subpoenaed the member.

324.3.3 OFF-DUTY RELATED SUBPOENAS

Members receiving valid subpoenas for off-duty actions not related to their employment or appointment will not be compensated for their appearance. Arrangements for time off shall be coordinated through their immediate supervisors.

324.3.4 SUMMONSES

(a) Receipt of Service: The Department shall accept for service a summons directed to an employee. A summons naming only the City of Torrance, and not listing any individual employee, is to be referred to the City Clerk's Office for service. A summons brought to the Department naming individual employees is to be served on the Watch Commander, who shall forward the summons to the Personnel Division Commander for distribution and service.

(b) Personnel Division Responsibility:

1. The Personnel Division shall verify the summons as correlating to Department activity, and the named employee as being properly employed with the Department at the time of the incident.

2. A copy of the summons shall be sent to the City Attorney.

3. The Personnel Division will immediately contact the named employee to ascertain the employee's desire for representation (TPD 139, Request for Legal Representation) and/or an appearance on the summons. If the named employee

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is on vacation or otherwise scheduled to be off duty for longer than 72 hours, the Personnel Division shall make every effort to immediately locate and notify the employee.

4. A summons not involving Department activity will be served on the named employee without further Department involvement.

324.4 FAILURE TO APPEAR

Any member who fails to comply with the terms of any properly served subpoena or court-ordered appearance may be subject to discipline. This includes properly served orders to appear that were issued by a state administrative agency.

(a) It is the responsibility of the Court Liaison Supervisor, or his/her designee on scheduled days off, to notify the employee's Division Commander of any employee who fails to appear in court.

(b) The employee's Division Commander will then conduct an initial investigation to determine the proper course of action. The investigation by the Division Commander shall determine if the employee in question had been lawfully subpoenaed to court or if the employee called in sick for court.

(c) If there is an initial determination that the absence from court is unexcused, the Division Commander shall consult with the Bureau Commander to determine if the absence will be handled as censurable conduct or if the matter requires a formal Internal Affairs investigation.

(d) If it is determined the employee's actions fall in to the censurable conduct area, the respective report (TPD 5, Admonishment or Educational Reminder Report) will be completed by the employee's Division Commander. If a determination is made that a formal investigation is warranted, a personnel complaint will be completed and forwarded to the Personnel Division Commander.

(e) Internal Affairs will be responsible for completion of a formal Internal Affairs investigation and any required disciplinary documentation.

324.5 ON CALL

(a) "ON CALL" NOTIFICATION. An officer who has a subpoena indicating that he/she is "On Call," or who is placed "On Call," shall contact the Subpoena Control Officer to advise of his/her duty status, and provide the following information:

1. Court case number
2. Defendant's name
3. Witness (Officer)
4. Where the officer can be reached
5. Court (Department or Division)
6. District Attorney or Prosecutor authorizing on-call status

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(b) IF PLACED “ON CALL”. If an officer receives a “Must Appear” subpoena and is subsequently placed “On Call,” either at the officer’s request or at the discretion of the issuing prosecuting/defense attorney, he/she will, as soon as possible, contact the Subpoena Control Officer and provide the information listed in paragraph C, below. “On Call” status can be authorized by the prosecuting/defense attorney only.

(c) OFF-DUTY OFFICER “ON CALL.” An officer shall notify the Subpoena Control Officer of his/her “On Call” status the day before or by 0730 hours on the day of the court date in order to receive “On Call” pay. This notification may be made in person, telephone, or E-mail. The officer shall provide the following information:

1. Court case number
2. Defendant’s name
3. Witness (Officer)
4. Phone number where officer can be contacted
5. Court (Department or Division)
6. Prosecutor authorizing the on-call status
7. Starting time
8. E.T.A. to court

(d) REMAINING “ON CALL.” The officer shall advise the Subpoena Control Officer if he/she wants to be notified when the “On Call” status ends. If the officer chooses to be notified, he/she shall remain “On Call” and available until so notified the status has ended. If the officer does not wish to be notified, “On Call” status ends when released by the prosecutor. In either case, the officer may contact the Subpoena Control Officer for status at any time.

(e) WHILE “ON CALL.” An officer who is “On Call” must remain available at the phone number he/she has given. Use of voicemail is acceptable. Cellular phones are allowed. The officer is required to return the message within ten minutes of being called in. The Subpoena Control Officer shall make two attempts to contact the officer in all cases. An officer who is called and is not available will not receive “On Call” time and may be subject to disciplinary action. If a case is adjudicated or trailed, etc., and the Subpoena Control Officer attempts to reach the officer and after the second attempt can not, the officer will not be paid for the “On Call” overtime and he/she may be subject to disciplinary action. If on the second attempt the officer cannot be directly contacted or does not return the call within the allotted ten minute timeframe, he/she will be considered unavailable, he/she will not be paid for the “On Call” overtime, and he/she may be subject to disciplinary action. Any mechanical or electronic failure of the officer’s voicemail or cellular phone in receiving the message or phone call is the officer’s responsibility.

(f) OVERTIME FORM. “On Call” Court/Overtime forms will be prepared by the Subpoena Control Officer forwarded to the officer via the electronic overtime system. The officer must complete and submit the overtime form.

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324.6 COURTROOM PROTOCOL

When appearing in court, members shall:

(a) Be punctual and prepared to proceed immediately with the case for which they are scheduled to appear.

(b) Dress in the department uniform or business attire.

(c) Officers working undercover assignments shall wear appropriate business attire to court unless responding from the field to a request to appear in court. In those instances, officers shall be permitted to wear other approved attire with the permission of the Special Investigations Division Supervisor.

(d) Observe all rules of the court in which they are appearing and remain alert to changes in the assigned courtroom where their matter is to be heard.

324.6.1 TESTIMONY

Before the date of testifying, the subpoenaed member shall obtain a copy of relevant reports and become familiar with the content in order to be prepared for court.

324.6.2 ROUTINE APPEARANCE IN TORRANCE SUPERIOR COURT

(a) On-Duty

1. NOTICE TO SUPERVISOR. The officer shall advise his/her immediate supervisor of Watch Commander that he/she has been subpoenaed, the court where the appearance is required, and whether he/she “Must Appear” or is “On Call.”

2. COURT CHECK-IN. An officer possessing a subpoena indicating he/she “Must Appear” shall check in with the handling Prosecuting or Defense Attorney in the respective court at the time indicated on the subpoena.

3. REQUEST ON-CALL STATUS. If possible, the officer will request that he be placed “On Call.” If approved, the officer shall immediately return to his/her duty assignment.

4. CASE STATUS. If not contacted by the Subpoena Control Officer prior to the end of watch, “On Call” officers shall check in with the Subpoena Control Officer to determine the case status.

(b) Off-Duty

1. COURT CHECK-IN.The officer shall proceed to the appropriate courtroom and shall check in with the handling Prosecutor or Defense Attorney at the time indicated on the subpoena.

2. AFTER THE APPEARANCE. The officer shall complete the Court/Overtime form.

324.6.3 ROUTINE APPEARANCE IN A FOREIGN COURT

Definitions:

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Foreign Court - For the purpose of this policy, a “foreign” court is any court other than the Superior Court in Torrance.

(a) ON-DUTY. On-duty subpoenaed officers shall follow the same procedure as for those subpoenaed to Superior Court in Torrance.

(b) OFF-DUTY.“MUST APPEAR” – NO EVIDENCE. The primary appearance procedures are the same as those listed in section 325.6.2 above. However, the officer has the option of not reporting to the station prior to responding to court. If the officer elects not to report to the station, the following appearance procedures apply:

1. An officer may report, exclusive of travel time, to the respective court and check in with the prosecuting or defense attorney at the time indicated on the subpoena.

(c) OFF-DUTY.“MUST APPEAR” – EVIDENCE REQUIRED

1. An officer subpoenaed to a foreign court where the pick-up of evidence is required shall respond to the station to pick-up evidence and notify the Subpoena Control Officer.
2. Immediately after sign-in and completion of evidence pick-up, the officer shall proceed to the appropriate court and check in with the prosecutor.
3. After being released by the prosecutor, the officer shall proceed to the station to return the evidence. The officer shall complete the Court/Overtime form,

324.6.4 RETURN TO ASSIGNMENT

When a member is no longer needed, or when testimony has been completed and the officer has been released, the officer shall immediately return to his/her duty assignment. The officer shall not remain in the court to ascertain a disposition or merely observe the results of the proceeding.

324.7 OVERTIME APPEARANCES

When a member appears in court on his/her off-duty time, he/she will be compensated in accordance with the current memorandum of understanding or collective bargaining agreement.

324.8 CIVIL SUBPOENAS

(a) TORRANCE SUPERIOR COURT. On- and off-duty officers receiving a civil subpoena to Torrance Superior Court shall follow the same procedures as those for criminal subpoenas to Torrance Superior Court.

(b) FOREIGN COURT. On- and off-duty officers receiving a civil subpoena to a foreign court shall follow the same procedures as those for criminal subpoenas to foreign courts.

324.9 DEPOSITIONS

TREATED AS COURT APPEARANCE. Depositions shall be treated as court testimony just as if the officer was actually engaged in trial.

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324.10 ADMINISTRATIVE HEARINGS

(a) DEFINED. For the purpose of this policy, Administrative Hearings include:

1. DMV (Department of Motor Vehicles)
2. ABC (Alcohol Beverage Control)
3. Civil Service
4. Parole Board
5. (Worker's Compensation Appeals Board) WCAB.

(b) PROCEDURE FOR DMV, ABC, PAROLE, AND WCAB HEARINGS.

1. On-Duty Officers. An officer shall advise his/her immediate supervisor that he/she has been subpoenaed and the location and time of the hearing. The officer shall then proceed to the hearing and check in with the hearing officer.
2. Off-Duty Officers. The primary appearance procedures are the same as those listed for criminal subpoenas.

(c) CIVIL SERVICE HEARING. Appearance procedures for Civil Service hearings apply to witness officers only and not to the appellant.

1. 1. On-Duty Officers
   (a) An on-duty officer shall advise his/her immediate supervisor that he/she has been subpoenaed. The officer shall also advise the supervisor whether he/she "Must Appear" or is "On Call."
   (b) An officer possessing a subpoena indicating he/she "Must Appear," shall check in with the issuing attorney at the time and place indicated on the subpoena.
   (c) If possible, the officer will request to be placed "On Call." If approved, the officer shall immediately return to his/her duty assignment.
   (d) An officer possessing a subpoena indicating he is "On-Call" shall contact the issuing attorney and advise the attorney of his "On-Duty" status.
2. Off-Duty Officer - "Must Appear" or "On Call" subpoena
   (a) TREATED AS COURT APPEARANCE. Civil Service testimony shall be treated as court testimony just as if the officer was actually engaged in trial. All procedures apply as appropriate for "Must Appear" and "On Call" subpoenas.

324.11 TELEPHONIC HEARINGS

(a) At a location other than the station:

1. The subpoenaed officer shall contact the hearing representative as soon as possible, prior to the date of the scheduled hearing, to designate the telephone number where the officer can be contacted. Officers shall be available at the designated telephone number, for the purpose of giving telephonic testimony at

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a hearing. If, on the date of the hearing, the officer has not been contacted within one hour of the hearing time indicated on the subpoena, the officer shall contact the hearing agency representative and determine the status of the hearing.

2. The officer shall complete the electronic overtime form, including all available information concerning the start and end of the hearing.

(b) At the station:

1. Should the officer elect to come to the station to comply with the requirements of the telephonic hearing subpoena, as listed in paragraph “A” above, the officer shall follow the procedures as delineated for routine court appearances.

(c) Overtime Compensation:

1. For those officers responding to the subpoena at a location other than the station, compensation shall be at the regular overtime rate for a minimum of two hours, or for the actual time required to complete the hearing, whichever is greater.

2. For those officers responding to the subpoena at the station, compensation shall be at the regular overtime rate for a minimum of three hours.

324.12 FEDERAL COURT

Officers receiving a subpoena to Federal Court shall contact the case agent or Assistant US Attorney prior to the appearance date for specific instructions. Officers shall determine the status of the case and if they “Must Appear” or are “On Call.” On- and off-duty officers shall follow the same procedures as they would for a routine court appearance in a Foreign Court described in 325.6.3.

324.13 TRIAL BY DECLARATION

An officer receiving notification from the court that the defendant in his/her case is requesting a Trial by Declaration shall compete the attached declaration during on-duty hours and forward it to the Subpoena Control Officer as soon as possible. The Subpoena Control Officer shall be responsible for ensuring the declaration is routed to the appropriate court. Officers shall not respond to the court for the purpose of merely returning the declaration.

324.14 REQUESTING RELEASE FROM COURT APPEARANCE

(a) A subpoenaed officer who wishes to be excused from appearing on court due to being scheduled on vacation, having in excess of four consecutive days off, or attending a Department sponsored school or training day shall:

1. Complete the “Request for Release From Scheduled Court Appearance” form (TPD 38).

2. Forward the completed form through his/her chain of command for review and affirmation that the officer is in fact on scheduled days off, vacation, or attending a school or training day on the appearance date in question. The signature of the supervisor is not an approval of the request to be excused, but merely an

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affirmation of the receipt of the request and confirmation of the fact that the officer is unavailable on the dates indicated.

(b) The Subpoena Control Officer will contact the concerned prosecutor's office either in person or by telephone for review of the request. The Subpoena Control Officer will indicate whether the request has been approved or denied and obtain an authorizing signature. If contact is made by telephone, the Subpoena Control Officer will sign the form and indicate name of the authorizing prosecutor.

(c) The officer shall adhere to the decision of the respective prosecution/defense attorney's office.

(d) The "Request for Release from Scheduled Court Appearance" is merely a request and the requesting officer shall appear in court unless the request is returned and non-appearance has been approved by the respective prosecutor's office.

(e) It is the responsibility of the officer to make sure that the request for release is submitted as soon as the subpoena is received. This should allow the Subpoena Control Officer adequate time to process the request.

(f) After processing the request, the Subpoena Control Officer shall return a copy to the officer as soon as possible and retain a copy in the Court Liaison Office files. Additionally, the release shall be noted in the Subpoena Tracking database.

324.15 SUBPOENAED TO MORE THAN ONE COURT

(a) The concerned officer shall contact the Subpoena Control Officer prior to the date in question either in person, by telephone or E-mail and advise of the conflict.

(b) The Subpoena Control Officer shall contact the concerned prosecutors or make appropriate notification.

(c) Based on the circumstances of each case, a determination shall be made by the involved prosecutors, who will advise the Subpoena Control Officer as to which court the officer shall appear. The officer shall be advised of the decision by the Subpoena Control Officer.

324.16 UNABLE TO APPEAR

An officer unable to appear in court for any valid reason, i.e., illness or injury, except vacation, shall notify the Subpoena Control Officer as soon as possible. Upon notification, the Subpoena Control Officer shall notify the appropriate Prosecutor's office.

324.17 SUBPOENA SERVICE SYSTEM

(a) The primary method of subpoena distribution is through the eSubpoena system. Employees receiving a subpoena will be notified by email that the subpoena exists. Subpoenaed personnel shall then log into the system through the web based interface at https://www2.webiplex.com. Upon viewing the subpoena within the eSubpoena system, it will be digitally marked as read and therefore accepted by the employee.

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(b) In instances where eSubpoena in not operational or a hard copy subpoena is received the Watch/Division supervisors shall distribute subpoenas. Officers shall not remove subpoenas directed to them from the subpoena book. Supervisors shall issue the subpoena to the individual officer and have the officer sign the subpoena book to acknowledge service. The supervisor will then initial to verify service.

(c) If service is not made prior to the scheduled court appearance, the supervisor will return the subpoena to the Subpoena Control Officer and advise the reason for non-service.

324.18 NOTIFICATION OF COURT APPEARANCE

(a) In order to avoid unnecessary court appearances, keep the officer posted as to the status of his/her case, and provide the necessary documentation to be completed on the electronic Court/Overtime form, notification shall be made by the Subpoena Control Officer via email whenever:

1. Notification of cancellation or continuance is received.
2. The case has been trailed and the officer will not be re-subpoenaed.
3. No formal subpoena has been issued.

(b) All subpoenaed personnel shall respond to the email notification in a timely manner, with the understanding the notification holds the same authority as did the original subpoena.

(c) If the concerned officer will not be at work prior to the scheduled court date, the Subpoena Control Officer shall make contact and advise the officer of the cancellation, continuance, or required appearance.

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Outside Agency Assistance

325.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to officers when requesting or responding to a request for mutual aid or when assisting another law enforcement agency.

325.2 POLICY

It is the policy of the Torrance Police Department to promptly respond to requests for assistance by other law enforcement agencies, subject to available resources and consistent with the applicable laws and policies of this department.

325.3 ASSISTING OUTSIDE AGENCIES

Generally, requests for any type of assistance from another agency should be routed to the Watch Commander's office for approval. In some instances, a memorandum of understanding or other established protocol may exist that eliminates the need for approval of individual requests.

When another law enforcement agency requests assistance from this department, the Watch Commander may authorize, if available, an appropriate number of personnel to assist. Officers are reminded that their actions when rendering assistance must conform with applicable laws and be consistent with the policies of this department.

Officers may respond to a request for emergency assistance, however, they shall notify a supervisor of their activity as soon as practicable.

325.3.1 INITIATED ACTIVITY

Any on-duty officer who engages in law enforcement activities of any type that are not part of a mutual aid request and take place outside the jurisdiction of the Torrance Police Department shall notify his/her supervisor or the Watch Commander and Communications as soon as practicable. This requirement does not apply to special enforcement details or multi-agency units that regularly work in multiple jurisdictions.

325.4 REQUESTING OUTSIDE ASSISTANCE

If assistance is needed from another agency, the employee requesting assistance should, if practicable, first notify a supervisor. The handling member or supervisor should direct assisting personnel to where they are needed and to whom they should report when they arrive.

The requesting employee should arrange for appropriate radio communication capabilities, if necessary and available, so that communication can be coordinated between assisting personnel.

325.5 MANDATORY SHARING

Equipment and supplies purchased with federal funds or grants that require such equipment and supplies be shared with other agencies should be documented and updated as necessary by the Research & Training Division Commander or the authorized designee.

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The documentation should include:

(a) The conditions relative to sharing.

(b) The training requirements for:

1. The use of the supplies and equipment.
2. The members trained in the use of the supplies and equipment.

(c) Any other requirements for use of the equipment and supplies.

Copies of the documentation should be provided to Communications and the Watch Commander to ensure use of the equipment and supplies is in compliance with the applicable sharing agreements.

The Research and Training Division Commander should maintain documentation that the appropriate members have received the required training.

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Registered Offender Information

326.1 PURPOSE AND SCOPE

This policy establishes guidelines by which the Torrance Police Department will address issues associated with certain offenders who are residing in the jurisdiction and how the Department will disseminate information and respond to public inquiries for information about registered sex, arson and drug offenders.

326.2 POLICY

It is the policy of the Torrance Police Department to identify and monitor registered offenders living within this jurisdiction and to take reasonable steps to address the risks those persons may pose.

326.3 REGISTRATION

The Detective Division Sex Crimes Sergeant shall establish a process to reasonably accommodate registration of certain offenders. The process should rebut any allegation on the part of the offender that the registration process was too confusing, burdensome, or difficult for compliance. If it is reasonable to do so, an investigator assigned to related investigations should conduct the registration in order to best evaluate any threat the person may pose to the community. Those assigned to register offenders should receive appropriate training regarding the registration process.

Upon conclusion of the registration process, the investigator shall ensure that the registration information is provided to the California Department of Justice (DOJ) in accordance with applicable law (Penal Code § 457.1; Penal Code § 290 et seq.).

The refusal of a registrant to provide any of the required information or complete the process should initiate a criminal investigation for failure to register.

326.3.1 CONTENTS OF REGISTRATION

The information collected from the registering offenders shall include a signed statement as required by the California DOJ, fingerprints and a photograph, and any other information required by applicable law (Penal Code § 457.1; Penal Code § 290 et seq.).

326.4 MONITORING OF REGISTERED OFFENDERS

The Detective Division Sex Crimes Sergeant should establish a system to periodically, and at least once annually, verify that a registrant remains in compliance with his/her registration requirements after the initial registration. This verification should include:

(a) Efforts to confirm residence using an unobtrusive method, such as an internet search or drive-by of the declared residence.

(b) Review of information on the California DOJ website for sex offenders.

(c) Contact with a registrant's parole or probation officer.

Any discrepancies should be reported to the California DOJ.

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The Detective Division Sex Crimes Sergeant should also establish a procedure to routinely disseminate critical public safety information regarding registered offenders to Torrance Police Department personnel, including timely updates regarding new or relocated registrants.

326.5 DISSEMINATION OF PUBLIC INFORMATION

Members will not unilaterally make a public notification advising the community of a particular registrant's presence in the community. Members who identify a significant risk or other public safety issue associated with a registrant should promptly advise their supervisor. The supervisor should evaluate the request and forward the information to the Chief of Police if warranted. A determination will be made by the Detective Division Commander, with the assistance of legal counsel as necessary, whether such a public alert should be made.

Members of the public requesting information on sex registrants should be provided the Megan's Law website or the Torrance Police Department's website. Information on sex registrants placed on the Torrance Police Department's website shall comply with the requirements of Penal Code § 290.46.

The Records Administrator may release local registered offender information to residents only in accordance with applicable law (Penal Code § 290.45; Penal Code § 290.46; Penal Code § 457.1), and in compliance with a California Public Records Act (Government Code § 6250-6276.48) request.

326.5.1 RELEASE NOTIFICATIONS

Registrant information that is released should include notification that:

(a) The offender registry includes only those persons who have been required by law to register and who are in compliance with the offender registration laws.

(b) The information is provided as a public service and may not be current or accurate.

(c) Persons should not rely solely on the offender registry as a safeguard against offenses in their communities.

(d) The crime for which a person is convicted may not accurately reflect the level of risk.

(e) Anyone who uses information contained in the registry to harass registrants or commit any crime may be subject to criminal prosecution.

(f) The purpose of the release of information is to allow members of the public to protect themselves and their children from sex offenders (Penal Code 290.45).

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Major Incident Notification

327.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members of this department in determining when, how and to whom notification of major incidents should be made.

327.2 POLICY

The Torrance Police Department recognizes that certain incidents should be brought to the attention of supervisors or other specified personnel of this department to facilitate the coordination of activities and ensure that inquiries from the media and the public may be properly addressed.

327.3 MINIMUM CRITERIA FOR NOTIFICATION

Most situations where the media show a strong interest are also of interest to the Chief of Police, City Manager and the affected Bureau Commander. The following list of incident types is provided as a guide for notification and is not intended to be all inclusive:

- Homicides
- Traffic accidents with fatalities
- Officer-involved shooting
- Significant injury or death to employee - on or off duty
- Death of a prominent Torrance official
- Arrest of a City employee or prominent official
- Aircraft crash with major damage and/or injury or death
- In-custody deaths
- Use of the Precision Intervention Technique causing injury to an officer or citizen
- Unusual deployment (i.e. SWAT, South Bay Platoon, etc.)
- Arrest or significant detention of elects or appointed government officials or persons renowned by virtue of their standing in the community

327.4 WATCH COMMANDER RESPONSIBILITY

The Watch Commander is responsible for making the appropriate notifications. The Watch Commander shall make reasonable attempts to obtain as much information on the incident as possible before notification. The Watch Commander shall attempt to make the notifications as soon as practicable.

327.4.1 STAFF NOTIFICATION

In the event an incident occurs as described in the Major Incident Notification Policy and requires notification of the City Manager, the Watch Commander will notify the concerned Bureau

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Commander. It is the responsibility of the Bureau Commander to notify the Deputy Chief of Police and/or the Chief of Police. The Chief of Police or designee will notify the City Manager.

327.4.2 DETECTIVE NOTIFICATION

If the incident requires that a detective respond from home, the Detective Division Commander shall be contacted who will then contact the supervisor of the appropriate detail.

327.4.3 TRAFFIC BUREAU NOTIFICATION

In the event of a traffic fatality or major injury, the Traffic Sergeant shall be notified who will then contact the appropriate accident investigator. The Traffic Sergeant will notify the Traffic Division Commander.

327.4.4 PUBLIC INFORMATION OFFICER (PIO)

The Public Information Officer or designee shall be notified when it appears the media may have a significant interest in the incident.

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Death Investigation

328.1 PURPOSE AND SCOPE

The investigations of cases involving death include those ranging from natural cause to homicide. Some causes of death may not be readily apparent and some cases differ substantially from what they appeared to be initially. The thoroughness of death investigations cannot be emphasized enough.

328.2 INVESTIGATION CONSIDERATIONS

Death investigation cases require certain actions be taken. Paramedics shall be called in all suspected death cases unless the death is obvious (e.g., decapitated, decomposed). A supervisor shall be notified in all death investigations.

328.2.1 CORONER REQUEST

Government Code § 27491 and Health & Safety Code § 102850 direct the Coroner to inquire into and determine the circumstances, manner and cause of certain deaths. The Coroner shall be called in any of the following cases:

(a) Unattended deaths (No physician in attendance or during the continued absence of the attending physician. Also, includes all deaths outside hospitals and nursing care facilities).

(b) Deaths where the deceased has not been attended by either a physician or a registered nurse, who is a member of a hospice care interdisciplinary team, as defined by Health and Safety Code § 1746 in the 20 days prior to death.

(c) Physician unable to state the cause of death. Unwillingness does not apply. Includes all sudden, unexpected and unusual deaths and fetal deaths when the underlying cause is unknown.

(d) Known or suspected homicide.

(e) Known or suspected suicide.

(f) Involving any criminal action or suspicion of a criminal act. Includes child and dependent adult negligence and abuse.

(g) Related to or following known or suspected self-induced or criminal abortion.

(h) Associated with a known or alleged rape or crime against nature.

(i) Following an accident or injury (primary or contributory). Deaths known or suspected as resulting (in whole or in part) from or related to accident or injury, either old or recent.

(j) Drowning, fire, hanging, gunshot, stabbing, cutting, starvation, exposure, alcoholism, drug addiction, strangulation or aspiration.

(k) Accidental poisoning (food, chemical, drug, therapeutic agents).

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(l) Occupational diseases or occupational hazards.

(m) Known or suspected contagious disease and constituting a public hazard.

(n) All deaths in operating rooms and all deaths where a patient has not fully recovered from an anesthetic, whether in surgery, recovery room or elsewhere.

(o) In prison or while under sentence. Includes all in-custody and police involved deaths.

(p) All deaths of unidentified persons.

(q) All deaths of state hospital patients.

(r) Suspected Sudden Infant Death Syndrome (SIDS) deaths.

(s) All deaths where the patient is comatose throughout the period of the physician's attendance. Includes patients admitted to hospitals unresponsive and expire without regaining consciousness.

The body shall not be disturbed or moved from the position or place of death without permission of the coroner.

328.2.2 SEARCHING DEAD BODIES

The Coroner or Deputy Coroner is generally the only person permitted to search a body known to be dead from any of the circumstances set forth in Government Code § 27491. The only exception is that an officer is permitted to search the body of a person killed in a traffic collision for the limited purpose of locating an anatomical donor card (Government Code § 27491.3). If such a donor card is located, the Coroner or a designee shall be promptly notified. Should exigent circumstances indicate to an officer that any search of a known dead body is warranted prior to the arrival of the Coroner or a designee; the investigating officer shall first obtain verbal consent from the Coroner or a designee (Government Code § 27491.2).

Whenever possible, a witness, preferably a relative to the deceased or a member of the household, should be requested to remain at the scene with the officer pending the arrival of the Coroner or a designee. The name and address of this person shall be included in the narrative of the death report. Whenever personal effects are removed from the body of the deceased by the Coroner or a designee, a receipt shall be obtained. This receipt shall be attached to the death report.

328.2.3 UNIDENTIFIED DEAD BODIES

If the identity of a dead body cannot be established after the Coroner arrives, the Coroner's office will issue a "John Doe" or "Jane Doe" number for the report.

328.2.4 DEATH INVESTIGATION REPORTING

All incidents involving a death shall be documented on the Dead Body Report form.

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328.2.5 SUSPECTED HOMICIDE
If the initially assigned officer suspects that the death involves a homicide or other suspicious circumstances, the Detective Division shall be notified to determine the possible need for a detective to respond to the scene for further immediate investigation.

328.2.6 EMPLOYMENT RELATED DEATHS OR INJURIES
Any member of this agency who responds to and determines that a death, serious illness, or serious injury has occurred as a result of an accident at or in connection with the victim's employment shall ensure that the nearest office of Cal-OSHA is notified by telephone immediately or as soon as practicable with all pertinent information (8 CCR 342(b)). Cal-OSHA can be reached at (310) 516-3734.

Notification should also be made to the Los Angeles District Attorney Command Center, which is staffed 24 hours a day, seven days a week at (213) 974-3607. The incident will be evaluated to determine if representatives from the District Attorney's Office will respond to the scene.

328.3 DEATH NOTIFICATION

328.3.1 NOTICE TO NEXT OF KIN (CORONER CASE)
It is the Medical Examiner-Coroner's responsibility to notify the decedent's next of kin of the death (Government Code 27471). Department personnel are not expected to make notification to the next of kin unless directed by a supervisor, or at the officer's own request to facilitate his/her investigation. If department personnel are going to make the notification, personnel shall adhere to the following:

(a) Coordinate the notification effort with the Coroner's Office prior to making the notification attempt.

(b) If the notification effort was successful, personnel shall provide the Coroner's Office with the date and time of the notification, the name of the person notified, the contact information for the person notified, and the relationship of the person notified to the decedent.

(c) If the notification effort was unsuccessful, personnel shall notify the Coroner's Office of the failed attempt.

328.3.2 NOTICE TO NEXT OF KIN (NON-CORONER CASE)
Depending upon where the next of kin is located, the Watch Commander shall provide for notification in the following manner:

(a) INSIDE TORRANCE. When practicable, detail an officer to make notification in person.

(b) OUTSIDE TORRANCE, INSIDE LA COUNTY. At the direction of the on-duty Watch Commander, request a police unit of that jurisdiction make personal notification or authorize Department personnel to travel to make the notification.

(c) OUTSIDE LA COUNTY. It is the Watch Commander's discretion. He/she can either request a police unit of the local jurisdiction make personal notification, or send Department personnel to make personal notification.

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(d) OUTSIDE STATE, OR NOT KNOWN. Notify the Public Administrator's Office in Los Angeles.

(e) ARMED FORCES. Notify the appropriate branch giving all pertinent information from the officer’s report.

328.3.3 ARMED FORCES PERSONNEL

Deaths of members of the armed forces shall be reported to the Watch Commander by telephone, and the following information shall be included in the officer’s report in the RMS:

(a) Name, Rank and serial number of the deceased.

(b) Branch of Service.

(c) Name and location of the deceased's organization.

(d) Location, date, and time of death.

(e) Whether in uniform or civilian clothes.

(f) Location to which deceased has been removed.

(g) Any Coroner's instructions.

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Communications with Persons with Disabilities

329.1 PURPOSE AND SCOPE

This policy provides guidance to members when communicating with individuals with disabilities, including those who are deaf or hard of hearing, have impaired speech or vision, or are blind.

329.1.1 DEFINITIONS

Definitions related to this policy include:

Auxiliary aids - Tools used to communicate with people who have a disability or impairment. They include, but are not limited to, the use of gestures or visual aids to supplement oral communication; a notepad and pen or pencil to exchange written notes; a computer or typewriter; an assistive listening system or device to amplify sound; a teletypewriter (TTY) or videophones (video relay service or VRS); taped text; qualified readers; or a qualified interpreter.

Disability or impairment - A physical or mental impairment that substantially limits a major life activity, including hearing or seeing, regardless of whether the disabled person uses assistive or adaptive devices or auxiliary aids. Individuals who wear ordinary eyeglasses or contact lenses are not considered to have a disability (42 USC § 12102).

Qualified interpreter - A person who is able to interpret effectively, accurately and impartially, both receptively and expressively, using any necessary specialized vocabulary. Qualified interpreters include oral interpreters, translators, sign language interpreters and intermediary interpreters.

329.2 POLICY

It is the policy of the Torrance Police Department to reasonably ensure that people with disabilities, including victims, witnesses, suspects and arrestees have equal access to law enforcement services, programs and activities. Members must make efforts to communicate effectively with individuals with disabilities.

The Department will not discriminate against or deny any individual access to services, rights or programs based upon disabilities.

329.3 AMERICANS WITH DISABILITIES (ADA) COORDINATOR

The Chief of Police shall delegate certain responsibilities to an ADA Coordinator (28 CFR 35.107). The ADA Coordinator shall be appointed by, and directly responsible, to the Patrol Division Commander or the authorized designee.

The responsibilities of the ADA Coordinator shall include, but not be limited to:

(a) Working with the City ADA coordinator (Risk Manager) regarding the Torrance Police Department's efforts to ensure equal access to services, programs and activities.

(b) Developing reports, new procedures, or recommending modifications to this policy.

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(c) Acting as a liaison with local disability advocacy groups or other disability groups regarding access to department services, programs and activities.

(d) Developing procedures that will enable members to access auxiliary aids or services, including qualified interpreters, and ensure the procedures are available to all members.

(e) Ensuring signage is posted in appropriate areas, indicating that auxiliary aids or communication services are available free of charge to people with disabilities.

(f) Ensuring appropriate processes are in place to provide for the prompt and equitable resolution of complaints and inquiries regarding discrimination in access to department services, programs and activities.

329.4 FACTORS TO CONSIDER

Because the nature of any law enforcement contact may vary substantially from one situation to the next, members of this department should consider all information reasonably available to them when determining how to communicate with an individual with a disability. Members should carefully balance all known factors in an effort to reasonably ensure people who are disabled have equal access to services, programs and activities. These factors may include, but are not limited to:

(a) Members should not always assume that effective communication is being achieved. The fact that an individual appears to be nodding in agreement does not always mean he/she completely understands the message. When there is any doubt, members should ask the individual to communicate back or otherwise demonstrate their understanding.

(b) The nature of the disability (e.g., deafness or blindness vs. hard of hearing or low vision).

(c) The nature of the law enforcement contact (e.g., emergency vs. non-emergency, custodial vs. consensual contact).

(d) The availability of auxiliary aids. The fact that a particular aid is not available does not eliminate the obligation to reasonably ensure access. However, in an emergency, availability may factor into the type of aid used.

329.5 INITIAL AND IMMEDIATE CONSIDERATIONS

Recognizing that various law enforcement encounters may be potentially volatile and/or emotionally charged, members should remain alert to the possibility of communication problems.

Members should exercise special care in the use of all gestures, and verbal and written communication to minimize initial confusion and misunderstanding when dealing with any individual with known or suspected disabilities.

In a non-emergency situation, when a member knows or suspects an individual requires assistance to effectively communicate, the member shall identify the individual's choice of auxiliary aid or service.

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The individual's preferred communication method must be honored unless another effective method of communication exists under the circumstances (28 CFR 35.160).

Factors to consider when determining whether an alternative method is effective include:

(a) The methods of communication usually used by the individual.

(b) The nature, length and complexity of the communication involved.

(c) The context of the communication.

In emergency situations involving an imminent threat to the safety or welfare of any person, members may use whatever auxiliary aids and services that reasonably appear effective under the circumstances. This may include, for example, exchanging written notes or using the services of a person who knows sign language but is not a qualified interpreter, even if the person who is deaf or hard of hearing would prefer a qualified sign language interpreter or another appropriate auxiliary aid or service. Once the emergency has ended, the continued method of communication should be reconsidered. The member should inquire as to the individual's preference and give primary consideration to that preference.

If an individual who is deaf, hard of hearing or has impaired speech must be handcuffed while in the custody of the Torrance Police Department, consideration should be given, safety permitting, to placing the handcuffs in the front of the body to facilitate communication using sign language or writing.

329.6 TYPES OF ASSISTANCE AVAILABLE

Torrance Police Department members shall never refuse to assist an individual with disabilities who is requesting assistance. The Department will not charge anyone to receive auxiliary aids, nor shall they require anyone to furnish their own auxiliary aid or service as a condition for receiving assistance. The Department will make every reasonable effort to provide equal access and timely assistance to individuals who are disabled through a variety of services.

A person who is disabled may choose to accept department-provided auxiliary aids or services or they may choose to provide their own.

Department-provided auxiliary aids or services may include, but are not limited to, the assistance methods described in this policy.

329.7 AUDIO RECORDINGS AND ENLARGED PRINT

The Department may develop audio recordings to assist people who are blind or have a visual impairment with accessing important information. If such a recording is not available, members may read aloud from the appropriate form, for example a personnel complaint form, or provide forms with enlarged print.

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329.8 QUALIFIED INTERPRETERS

A qualified interpreter may be needed in lengthy or complex transactions (e.g., interviewing a victim, witness, suspect or arrestee), if the individual to be interviewed normally relies on sign language or speechreading (lip-reading) to understand what others are saying. The qualified interpreter should not be a person with an interest in the case or investigation involving the disabled individual. A person providing interpretation services may be required to establish the accuracy and trustworthiness of the interpretation in a court proceeding.

Qualified interpreters should be:

(a) Available within a reasonable amount of time but in no event longer than one hour if requested.

(b) Experienced in providing interpretation services related to law enforcement matters.

(c) Familiar with the use of VRS and/or video remote interpreting services.

(d) Certified in either American Sign Language (ASL) or Signed English (SE).

(e) Able to understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.

(f) Knowledgeable of the ethical issues involved when providing interpreter services.

Members should use department-approved procedures to request a qualified interpreter at the earliest reasonable opportunity, and generally not more than 15 minutes after a request for an interpreter has been made or it is reasonably apparent that an interpreter is needed. No individual who is disabled shall be required to provide his/her own interpreter (28 CFR 35.160).

329.9 TTY AND RELAY SERVICES

In situations where an individual without a disability would have access to a telephone (e.g., booking or attorney contacts), members must also provide those who are deaf, hard of hearing or have impaired speech the opportunity to place calls using an available TTY (also known as a telecommunications device for deaf people, or TDD). Members shall provide additional time, as needed, for effective communication due to the slower nature of TTY and TDD communications.

The Department will accept all TTY or TDD calls placed by those who are deaf or hard of hearing and received via a telecommunications relay service (28 CFR 35.162).

Note that relay services translate verbatim, so the conversation must be conducted as if speaking directly to the caller.

329.10 COMMUNITY VOLUNTEERS

Interpreter services may be available from community volunteers who have demonstrated competence in communication services, such as ASL or SE, and have been approved by the Department to provide interpreter services.

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Where qualified interpreters are unavailable to assist, approved community volunteers who have demonstrated competence may be called upon when appropriate. However, department members must carefully consider the nature of the contact and the relationship between the individual with the disability and the volunteer to ensure that the volunteer can provide neutral and unbiased assistance.

329.11 FAMILY AND FRIENDS

While family or friends may offer to assist with interpretation, members should carefully consider the circumstances before relying on such individuals. The nature of the contact and relationship between the individual with the disability and the person offering services must be carefully considered (e.g., victim/suspect).

Children shall not be relied upon except in emergency or critical situations when there is no qualified interpreter reasonably available.

Adults may be relied upon when (28 CFR 35.160):

(a) There is an emergency or critical situation and there is no qualified interpreter reasonably available.

(b) The person with the disability requests that the adult interpret or facilitate communication and the adult agrees to provide such assistance, and reliance on that adult for such assistance is reasonable under the circumstances.

329.12 REPORTING

Whenever any member of this department is required to complete a report or other documentation, and communication assistance has been provided, such services should be noted in the related report. Members should document the type of communication services utilized and whether the individual elected to use services provided by the Department or some other identified source. If the individual's express preference is not honored, the member must document why another method of communication was used.

All written communications exchanged in a criminal case shall be attached to the report or placed into evidence.

329.13 FIELD ENFORCEMENT

Field enforcement will generally include such contacts as traffic stops, pedestrian stops, serving warrants and restraining orders, crowd/traffic control and other routine field contacts that may involve individuals with disabilities. The scope and nature of these activities and contacts will inevitably vary.

The Department recognizes that it would be virtually impossible to provide immediate access to complete communication services to every member of this department. Members and/or supervisors must assess each situation and consider the length, complexity and importance of the

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communication, as well as the individual's preferred method of communication, when determining the type of resources to use and whether a qualified interpreter is needed.

Although not every situation can be addressed in this policy, it is important that members are able to effectively communicate the reason for a contact, the need for information and the meaning or consequences of any enforcement action. For example, it would be meaningless to verbally request consent to search if the officer is unable to effectively communicate with an individual who is deaf or hard of hearing and requires communications assistance.

If available, officers should obtain the assistance of a qualified interpreter before placing an individual with a disability under arrest. Individuals who are arrested and are assisted by service animals should be permitted to make arrangements for the care of such animals prior to transport.

329.13.1 FIELD RESOURCES

Examples of methods that may be sufficient for transactions, such as checking a license or giving directions to a location or for urgent situations such as responding to a violent crime in progress, may, depending on the circumstances, include such simple things as:

(a) Hand gestures or visual aids with an individual who is deaf, hard of hearing or has impaired speech.

(b) Exchange of written notes or communications.

(c) Verbal communication with an individual who can speechread by facing the individual and speaking slowly and clearly.

(d) Use of computer, word processing, personal communication device or similar device to exchange texts or notes.

(e) Slowly and clearly speaking or reading simple terms to individuals who have a visual or mental impairment.

Members should be aware that these techniques may not provide effective communication as required by law and this policy depending on the circumstances.

329.14 CUSTODIAL INTERROGATIONS

In an effort to ensure that the rights of individuals who are deaf, hard of hearing or have speech impairment are protected during a custodial interrogation, this department will provide interpreter services before beginning an interrogation, unless exigent circumstances exist or the individual has made a clear indication that he/she understands the process and desires to proceed without an interpreter. The use of a video remote interpreting service should be considered, where appropriate, if a live interpreter is not available. *Miranda* warnings shall be provided to suspects who are deaf or hard of hearing by a qualified interpreter or by providing a written *Miranda* warning card.

In order to ensure that communications during custodial investigations are accurately documented and are admissible as evidence, interrogations should be recorded whenever reasonably possible. See guidance on recording custodial interrogations in the Investigation and Prosecution Policy.

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329.15 ARREST AND BOOKINGS

If an individual with speech or hearing disabilities is arrested, the arresting officer shall use department-approved procedures to provide a qualified interpreter at the place of arrest or booking as soon as reasonably practicable, unless the individual indicates that he/she prefers a different auxiliary aid or service or the officer reasonably determines another effective method of communication exists under the circumstances.

When gathering information during the booking process, members should remain alert to the impediments that often exist when communicating with those who are deaf, hard of hearing, who have impaired speech or vision, are blind, or have other disabilities. In the interest of the arrestee's health and welfare, the safety and security of the facility and to protect individual rights, it is important that accurate medical screening and booking information be obtained. If necessary, members should seek the assistance of a qualified interpreter whenever there is concern that accurate information cannot be obtained or that booking instructions may not be properly understood by the individual.

Individuals who require and possess personally owned communication aids (e.g., hearing aids, cochlear processors) should be permitted to retain them while in custody.

329.16 COMPLAINTS

The Department shall ensure that individuals with disabilities who wish to file a complaint regarding members of this department are able to do so. The Department may provide a qualified interpreter or forms in enlarged print, as appropriate. Complaints will be referred to the department ADA Coordinator.

Investigations into such complaints shall be handled in accordance with the Personnel Complaints Policy. Qualified interpreters used during the investigation of a complaint should not be members of this Department.

329.17 TRAINING

To ensure that all members who may have contact with individuals who are disabled are properly trained, the Department will provide periodic training that should include:

(a) Awareness and understanding of this policy and related procedures, related forms and available resources.

(b) Procedures for accessing qualified interpreters and other available resources.

(c) Working with in-person and telephone interpreters and related equipment.

329.17.1 CALL-TAKER TRAINING

Emergency call-takers shall be trained in the use of TTY equipment protocols for communicating with individuals who are deaf, hard of hearing or who have speech impairments. Such training and information should include:

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(a) The requirements of the ADA and Section 504 of the Rehabilitation Act for telephone emergency service providers.

(b) ASL syntax and accepted abbreviations.

(c) Practical instruction on identifying and processing TTY or TDD calls, including the importance of recognizing silent TTY or TDD calls, using proper syntax, abbreviations and protocol when responding to TTY or TDD calls.

(d) Hands-on experience in TTY and TDD communications, including identification of TTY or TDD tones.

Training should be mandatory for all Communications members who may have contact with individuals from the public who are deaf, hard of hearing or have impaired speech. Refresher training should occur every six months.

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Private Persons Arrests

330.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance for the handling of private person's arrests made pursuant to Penal Code § 837.

330.2 ADVISING PRIVATE PERSONS OF THE ARREST PROCESS

Penal Code § 836(b) expressly mandates that all officers shall advise victims of domestic violence of the right to make a private person's arrest, including advice on how to safely execute such an arrest. In all other situations, officers should use sound discretion in determining whether or not to advise an individual of the arrest process.

(a) When advising any individual regarding the right to make a private person's arrest, officers should refrain from encouraging or dissuading any individual from making such an arrest and should instead limit advice to the legal requirements for such an arrest as listed below.

(b) Private individuals should be discouraged from using force to effect a private person's arrest, and absent immediate threat to their own safety or the safety of others, private individuals should be encouraged to refer matters to law enforcement officials for further investigation or arrest.

330.3 ARRESTS BY PRIVATE PERSONS

Penal Code § 837 provides that a private person may arrest another:

(a) For a public offense committed or attempted in his or her presence;

(b) When the person arrested has committed a felony, although not in his or her presence;

(c) When a felony has been in fact committed, and he or she has reasonable cause for believing the person arrested has committed it.

Unlike peace officers, private persons may <u>not</u> make an arrest on suspicion that a felony has been committed - the felony must in fact have taken place.

330.4 OFFICER RESPONSIBILITIES

Any officer presented with a private person wishing to make an arrest must determine whether or not there is reasonable cause to believe that such an arrest would be lawful (Penal Code § 847).

(a) Should any officer determine that there is no reasonable cause to believe that a private person's arrest is lawful, the officer should take no action to further detain or restrain the individual beyond that which reasonably appears necessary to investigate the matter, determine the lawfulness of the arrest and protect the public safety.

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1. Any officer who determines that a private person's arrest appears to be unlawful should promptly release the arrested individual pursuant to Penal Code § 849(b)(1). The officer must include the basis of such a determination in a related report.
2. Absent reasonable cause to support a private person’s arrest or other lawful grounds to support an independent arrest by the officer, the officer should advise the parties that no arrest will be made.

(b) Whenever an officer determines that there is reasonable cause to believe that a private person’s arrest is lawful, the officer may exercise any of the following options:

1. Take the individual into physical custody for booking;
2. Release the individual pursuant to a Notice to Appear;
3. Release the individual pursuant to Penal Code § 849.

330.5 REPORTING REQUIREMENTS

In all circumstances in which a private person is claiming to have made an arrest, the individual must complete and sign a misdemeanor complaint form for the Private Person's Arrest.

In addition to the misdemeanor complaint form (and any other related documents such as citations, booking forms, etc.), officers shall complete a narrative report regarding the circumstances and disposition of the incident.

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Anti-Reproductive Rights Crimes Reporting

331.1 PURPOSE AND SCOPE

This policy shall establish a procedure for the mandated reporting of Anti-Reproductive Rights Crimes (ARRC) to the Attorney General pursuant to the Reproductive Rights Law Enforcement Act (Penal Code § 13775 et seq.).

331.2 DEFINITIONS

Penal Code § 423.2 provides that the following acts shall be considered Anti-Reproductive Rights Crimes (ARRC) when committed by any person, except a parent or guardian acting towards his or her minor child or ward:

(a) By force, threat of force, or physical obstruction that is a crime of violence, intentionally injures, intimidates, interferes with, or attempts to injure, intimidate, or interfere with any person or entity because that person or entity is a reproductive health services client, provider, or assistant, or in order to intimidate any person or entity, or any class of persons or entities, from becoming or remaining a reproductive health services client, provider, or assistant.

(b) By non-violent physical obstruction, intentionally injures, intimidates, or interferes with, or attempts to injure, intimidate, or interfere with, any person or entity because that person or entity is a reproductive health services client, provider, or assistant, or in order to intimidate any person or entity, or any class of persons or entities, from becoming or remaining a reproductive health services client, provider or assistant.

(c) Intentionally damages or destroys the property of a person, entity, or facility, or attempts to do so, because the person, entity, or facility is a reproductive health services client, provider, assistant, or facility.

331.3 REPORTING REQUIREMENTS TO THE ATTORNEY GENERAL

(a) Upon the receipt of the report of an ARRC, it shall be the responsibility of the employee taking such a report to also complete an ARRC Data Collection Worksheet (BCIA 8371) in accordance with the instructions contained on such forms.

(b) The ARRC Data Collection Worksheet shall be processed with all related reports and forwarded to the Investigation Division Commander.

(c) By the tenth day of each month, it shall be the responsibility of the Records Administrator or designee to ensure that a Summary Worksheet (BCIA 8370) is submitted to the Department of Justice Criminal Justice Statistics Center.

1. In the event that no ARRC(s) were reported during the previous month, a Summary Worksheet shall be submitted to Department of Justice with an indication that no such crimes were reported.

2. Any ARRC(s) reported in the Summary Worksheet shall be accompanied by a copy of the related Data Collection Worksheet(s).

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Limited English Proficiency Services

332.1 PURPOSE AND SCOPE

This policy provides guidance to members when communicating with individuals with limited English proficiency (LEP) (42 USC § 2000d).

332.1.1 DEFINITIONS

Definitions related to this policy include:

Authorized interpreter - A person who has been screened and authorized by the Department to act as an interpreter and/or translator for others.

Interpret or interpretation - The act of listening to a communication in one language (source language) and orally converting it to another language (target language), while retaining the same meaning.

Limited English proficient (LEP) - Any individual whose primary language is not English and who has a limited ability to read, write, speak or understand English. These individuals may be competent in certain types of communication (e.g., speaking or understanding) but still be LEP for other purposes (e.g., reading or writing). Similarly, LEP designations are context-specific; an individual may possess sufficient English language skills to function in one setting but these skills may be insufficient in other situations.

Qualified bilingual member - A member of the Torrance Police Department, designated by the Department, who has the ability to communicate fluently, directly and accurately in both English and another language. Bilingual members may be fluent enough to communicate in a non-English language but may not be sufficiently fluent to interpret or translate from one language into another.

Translate or translation - The replacement of written text from one language (source language) into an equivalent written text (target language).

332.2 POLICY

It is the policy of the Torrance Police Department to reasonably ensure that LEP individuals have meaningful access to law enforcement services, programs and activities, while not imposing undue burdens on its members.

The Department will not discriminate against or deny any individual access to services, rights or programs based upon national origin or any other protected interest or right.

332.3 FOUR-FACTOR ANALYSIS

Since there are many different languages that members could encounter, the Department will utilize the four-factor analysis outlined in the U.S. Department of Justice (DOJ) Guidance to Federal Financial Assistance Recipients, available at the DOJ website, to determine which measures will provide meaningful access to its services and programs. It is recognized that law

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enforcement contacts and circumstances will vary considerably. This analysis, therefore, must remain flexible and will require an ongoing balance of four factors, which are:

(a) The number or proportion of LEP individuals eligible to be served or likely to be encountered by department members, or who may benefit from programs or services within the jurisdiction of the Department or a particular geographic area.

(b) The frequency with which LEP individuals are likely to come in contact with department members, programs or services.

(c) The nature and importance of the contact, program, information or service provided.

(d) The cost of providing LEP assistance and the resources available.

332.4 TYPES OF LEP ASSISTANCE AVAILABLE

Torrance Police Department members should never refuse service to an LEP individual who is requesting assistance, nor should they require an LEP individual to furnish an interpreter as a condition for receiving assistance. The Department will make every reasonable effort to provide meaningful and timely assistance to LEP individuals through a variety of services.

The Department will utilize all reasonably available tools, such as language identification cards, when attempting to determine an LEP individual's primary language.

LEP individuals may choose to accept department-provided LEP services at no cost or they may choose to provide their own.

Department-provided LEP services may include, but are not limited to, the assistance methods described in this policy.

332.5 WRITTEN FORMS AND GUIDELINES

Vital documents or those that are frequently used should be translated into languages most likely to be encountered. The Research and Training Division will arrange to make these translated documents available to members and other appropriate individuals, as necessary.

332.6 AUDIO RECORDINGS

The Department may develop audio recordings of important or frequently requested information in a language most likely to be understood by those LEP individuals who are representative of the community being served.

332.7 QUALIFIED BILINGUAL MEMBERS

Bilingual members may be qualified to provide LEP services when they have demonstrated through established department procedures a sufficient level of skill and competence to fluently communicate in both English and a non-English language. Members utilized for LEP services must demonstrate knowledge of the functions of an interpreter/translator and the ethical issues involved when acting as a language conduit. Additionally, bilingual members must be able to

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communicate technical and law enforcement terminology, and be sufficiently proficient in the non-English language to perform complicated tasks, such as conducting interrogations, taking statements, collecting evidence or conveying rights or responsibilities.

When a qualified bilingual member from this department is not available, personnel from other City departments, who have been identified by the Department as having the requisite skills and competence, may be requested. Sworn Personnel who have completed probation and who speak any of the following languages are eligible to receive bilingual pay for participation in the bilingual program:

(a) Arabic

(b) Chinese; Cantonese/Mandarin

(c) Farsi

(d) Filipino; Tagalog

(e) Japanese

(f) Korean

(g) Spanish

(h) Urdu

(i) Vietnamese

Sworn employees desiring participation in the program shall submit a TPD 41 through their chain of command to the Personnel Division.

Compensation – Personnel qualifying for the program shall be compensated at a rate specified in the Torrance Police Officers' Association (TPOA) Memorandum of Understanding (MOU).

Qualified personnel will retain the compensation unless they request to terminate their participation in the program, or are removed from the program for cause.

The bilingual program does not preclude Department employees who are not participating in the program from being called upon to use their language skills in an emergency or in situations that involve the safety of members of the public or Department employees.

332.8 AUTHORIZED INTERPRETERS

Any person designated by the Department to act as an authorized interpreter and/or translator must have demonstrated competence in both English and the involved non-English language, must have an understanding of the functions of an interpreter that allows for correct and effective translation, and should not be a person with an interest in the department case or investigation involving the LEP individual. A person providing interpretation or translation services may be required to establish the accuracy and trustworthiness of the interpretation or translation in a court proceeding.

Authorized interpreters must pass a screening process established by the Personnel Division which demonstrates that their skills and abilities include:

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(a) The competence and ability to communicate information accurately in both English and in the target language.

(b) Knowledge, in both languages, of any specialized terms or concepts specific to this department and of any particularized vocabulary or phraseology used by the LEP individual.

(c) The ability to understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.

(d) Knowledge of the ethical issues involved when acting as a language conduit.

332.8.1 SOURCES OF AUTHORIZED INTERPRETERS

The Department may contract with authorized interpreters who are available over the telephone. Members may use these services with the approval of a supervisor and in compliance with established procedures.

Other sources may include:

- Qualified bilingual members of this department or personnel from other City departments.
- Individuals employed exclusively to perform interpretation services.
- Contracted in-person interpreters, such as state or federal court interpreters, among others.
- Interpreters from other agencies who have been qualified as interpreters by this department, and with whom the Department has a resource-sharing or other arrangement that they will interpret according to department guidelines.

332.8.2 COMMUNITY VOLUNTEERS AND OTHER SOURCES OF LANGUAGE ASSISTANCE

Language assistance may be available from community volunteers who have demonstrated competence in either monolingual (direct) communication and/or in interpretation or translation (as noted in above), and have been approved by the Department to communicate with LEP individuals.

Where qualified bilingual members or other authorized interpreters are unavailable to assist, approved community volunteers who have demonstrated competence may be called upon when appropriate. However, department members must carefully consider the nature of the contact and the relationship between the LEP individual and the volunteer to ensure that the volunteer can provide neutral and unbiased assistance.

While family or friends of an LEP individual may offer to assist with communication or interpretation, members should carefully consider the circumstances before relying on such individuals. For example, children should not be relied upon except in exigent or very informal and non-confrontational situations.

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332.9 CONTACT AND REPORTING

While all law enforcement contacts, services and individual rights are important, this department will utilize the four-factor analysis to prioritize service to LEP individuals so that such services may be targeted where they are most needed, according to the nature and importance of the particular law enforcement activity involved.

Whenever any member of this department is required to complete a report or other documentation, and interpretation services are provided to any involved LEP individual, such services should be noted in the related report. Members should document the type of interpretation services utilized and whether the individual elected to use services provided by the Department or some other identified source.

332.10 RECEIVING AND RESPONDING TO REQUESTS FOR ASSISTANCE

The Torrance Police Department will take reasonable steps and will work with the Department of Human Resources to develop in-house language capacity by hiring or appointing qualified members proficient in languages representative of the community being served.

332.10.1 EMERGENCY CALLS TO 9-1-1

Department members will make every reasonable effort to promptly accommodate LEP individuals utilizing 9-1-1 lines. When a 9-1-1 call-taker receives a call and determines that the caller is an LEP individual, the call-taker shall quickly determine whether sufficient information can be obtained to initiate an appropriate emergency response. If language assistance is still needed, the language is known and a qualified bilingual member is available in Communications, the call shall immediately be handled by the qualified bilingual member.

If a qualified bilingual member is not available or the call-taker is unable to identify the caller's language, the call-taker will contact the contracted telephone interpretation service and establish a three-way call between the call-taker, the LEP individual and the interpreter.

Dispatchers will make every reasonable effort to dispatch a qualified bilingual member to the assignment, if available and appropriate.

While 9-1-1 calls shall receive top priority, reasonable efforts should also be made to accommodate LEP individuals seeking routine access to services and information by utilizing the resources listed in this policy.

332.11 FIELD ENFORCEMENT

Field enforcement will generally include such contacts as traffic stops, pedestrian stops, serving warrants and restraining orders, crowd/traffic control and other routine field contacts that may involve LEP individuals. The scope and nature of these activities and contacts will inevitably vary. Members and/or supervisors must assess each situation to determine the need and availability of language assistance to all involved LEP individuals and utilize the methods outlined in this policy to provide such assistance.

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Although not every situation can be addressed in this policy, it is important that members are able to effectively communicate the reason for a contact, the need for information and the meaning or consequences of any enforcement action. For example, it would be meaningless to request consent to search if the officer is unable to effectively communicate with an LEP individual.

If available, officers should obtain the assistance of a qualified bilingual member or an authorized interpreter before placing an LEP individual under arrest.

332.12 INVESTIGATIVE FIELD INTERVIEWS

In any situation where an interview may reveal information that could be used as the basis for arrest or prosecution of an LEP individual and a qualified bilingual member is unavailable or lacks the skills to directly communicate with the LEP individual, an authorized interpreter should be used. This includes interviews conducted during an investigation with victims, witnesses and suspects. In such situations, audio recordings of the interviews should be made when reasonably possible. Identification and contact information for the interpreter (e.g., name, address) should be documented so that the person can be subpoenaed for trial if necessary.

If an authorized interpreter is needed, officers should consider calling for an authorized interpreter in the following order:

- An authorized department member or allied agency interpreter
- An authorized telephone interpreter
- Any other authorized interpreter

Any *Miranda* warnings shall be provided to suspects in their primary language by an authorized interpreter or, if the suspect is literate, by providing a translated *Miranda* warning card. (The Property Room has *Miranda* cards translated in English, Spanish, Japanese and Korean).

The use of an LEP individual's bilingual friends, family members, children, neighbors or bystanders may be used only when a qualified bilingual member or authorized interpreter is unavailable and there is an immediate need to interview an LEP individual.

332.13 CUSTODIAL INTERROGATIONS

Miscommunication during custodial interrogations may have a substantial impact on the evidence presented in a criminal prosecution. Only qualified bilingual members or, if none is available or appropriate, authorized interpreters shall be used during custodial interrogations. *Miranda* warnings shall be provided to suspects in their primary language by the qualified bilingual member or an authorized interpreter.

In order to ensure that translations during custodial interrogations are accurately documented and are admissible as evidence, interrogations should be recorded whenever reasonably possible. See guidance on recording custodial interrogations in the Investigation and Prosecution Policy.

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332.14 BOOKINGS

When gathering information during the booking process, members should remain alert to the impediments that language barriers can create. In the interest of the arrestee's health and welfare, the safety and security of the facility, and to protect individual rights, it is important that accurate medical screening and booking information be obtained. Members should seek the assistance of a qualified bilingual member whenever there is concern that accurate information cannot be obtained or that booking instructions may not be properly understood by an LEP individual.

332.15 COMPLAINTS

The Department shall ensure that LEP individuals who wish to file a complaint regarding members of this department are able to do so. The Department may provide an authorized interpreter or translated forms, as appropriate. Complaints will be referred to the Personnel Division.

Investigations into such complaints shall be handled in accordance with the Personnel Complaints Policy. Authorized interpreters used for any interview with an LEP individual during an investigation should not be members of this department.

Any notice required to be sent to an LEP individual as a complaining party pursuant to the Personnel Complaints Policy should be translated or otherwise communicated in a language-accessible manner.

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Mandatory Employer Notification

333.1 PURPOSE AND SCOPE

The purpose of this policy is to describe the requirements and procedures to follow when a public or private school employee (teacher and non-teacher) has been arrested under certain circumstances.

333.2 POLICY

The Torrance Police Department will meet the reporting requirements of California law to minimize the risks to children and others.

333.3 MANDATORY SCHOOL EMPLOYEE ARREST REPORTING

In the event a school employee is arrested for any offense enumerated below, the Youth Services Sergeant or his/her designee is required to report the arrest as follows:

The Watch Commander shall make the notation “School Employee” in red above the incident number on the booking and ensure that the Youth Services Sergeant is notified.

333.3.1 ARREST OF PUBLIC SCHOOL TEACHER

In the event a public school teacher is arrested for any controlled substance offense enumerated in Health and Safety Code § 11591 or Health and Safety Code § 11364, in so far as that section relates to Health and Safety Code § 11054(d)(12), or for any of the offenses enumerated in Penal Code § 290, Penal Code § 261(a), or Education Code § 44010, the Chief of Police or his/her designee (Youth Services Sergeant) is mandated to immediately notify by telephone the superintendent of the school district employing the teacher and to immediately give written notice of the arrest to the Commission on Teacher Credentialing and to the superintendent of schools in the county where the person is employed (Health and Safety Code § 11591; Penal Code § 291).

333.3.2 ARREST OF PUBLIC SCHOOL NON-TEACHER EMPLOYEE

In the event a public school non-teacher employee is arrested for any controlled substance offense enumerated in Health and Safety Code § 11591 or Health and Safety Code § 11364, in so far as that section relates to Health and Safety Code § 11054(d)(12), or for any of the offenses enumerated in Penal Code § 290, Penal Code § 261(a), or Education Code § 44010, the Chief of Police or his/her designee (Youth Services Sergeant) is mandated to immediately notify by telephone the superintendent of the school district employing the non-teacher and to immediately give written notice of the arrest to the governing board of the school district employing the person (Health and Safety Code § 11591; Penal Code § 291).

333.3.3 ARREST OF PRIVATE SCHOOL TEACHER

In the event a private school teacher is arrested for any controlled substance offense enumerated in Health and Safety Code § 11591 or Health and Safety Code § 11364, in so far as that section relates to Health and Safety Code § 11054(d)(12), or for any of the offenses enumerated in Penal Code § 290 or Education Code § 44010, the Chief of Police or his/her designee is

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mandated to immediately notify by telephone the private school authority employing the teacher and to immediately give written notice of the arrest to the private school authority employing the teacher (Health and Safety Code § 11591; Penal Code § 291.1).

333.3.4 ARREST OF COMMUNITY COLLEGE INSTRUCTOR

In the event a teacher or instructor employed in a community college district school is arrested for any controlled substance offense enumerated in Health and Safety Code § 11591.5 or Health and Safety § 11364, in so far as that section relates to Health and Safety Code § 11054(d)(9), or for any of the offenses enumerated in Penal Code § 290 or in Penal Code § 261(a)(1), the Chief of Police or the authorized designee (Youth Services Sergeant) is mandated to immediately notify by telephone the superintendent of the community college district employing the person, and shall immediately give written notice of the arrest to the California Community Colleges Chancellor's Office (Health and Safety Code § 11591.5; Penal Code § 291.5).

333.4 ARREST OF PERSONS EMPLOYED IN COMMUNITY CARE FACILITIES

In the event an employee of a community treatment facility, a day treatment facility, a group home, a short-term residential therapeutic program or a foster family agency is arrested for child abuse (as defined in Penal Code § 11165.6) and the employee is free to return to work where children are present, the investigating member shall notify the licensee of the charge of abuse (Health and Safety Code § 1522.2).

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Biological Samples

334.1 PURPOSE AND SCOPE

This policy provides guidelines for the collection of biological samples from those individuals required to provide samples upon conviction or arrest for certain offenses. This policy does not apply to biological samples collected at a crime scene or taken from a person in conjunction with a criminal investigation. Nor does it apply to biological samples from those required to register, for example, sex offenders.

334.2 POLICY

The Torrance Police Department will assist in the expeditious collection of required biological samples from offenders in accordance with the laws of this state and with as little reliance on force as practicable.

334.3 PERSONS SUBJECT TO DNA COLLECTION

Those who must submit a biological sample include (Penal Code § 296):

(a) A person, including a juvenile, upon conviction or other adjudication of any felony offense.

(b) A person, including a juvenile, upon conviction or other adjudication of any offense if the person has a prior felony on record.

(c) An adult arrested or charged with any felony.

334.4 PROCEDURE

When an individual is required to provide a biological sample, a trained employee shall obtain the sample in accordance with this policy.

334.4.1 COLLECTION

The following steps should be taken to collect a sample:

(a) Verify that the individual is required to provide a sample pursuant to Penal Code § 296; Penal Code § 296.1.

(b) Verify that a biological sample has not been previously collected from the offender by querying the individual's criminal history record for a DNA collection flag or, during regular business hours, calling the California Department of Justice (DOJ) designated DNA laboratory. There is no need to obtain a biological sample if one has been previously obtained.

(c) Use a DNA buccal swab collection kit provided by the California DOJ to perform the collection and take steps to avoid cross contamination.

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334.5 USE OF FORCE TO OBTAIN SAMPLES

If a person refuses to cooperate with the sample collection process, officers should attempt to identify the reason for refusal and seek voluntary compliance without resorting to using force. Force will not be used in the collection of samples except as authorized by court order and only with the approval of a supervisor. Methods to consider when seeking voluntary compliance include contacting:

(a) The person's parole or probation officer when applicable.

(b) The prosecuting attorney to seek additional charges against the person for failure to comply or to otherwise bring the refusal before a judge.

(c) The judge at the person's next court appearance.

(d) The person's attorney.

(e) A chaplain.

(f) Another custody facility with additional resources, where an arrestee can be transferred to better facilitate sample collection.

(g) A supervisor who may be able to authorize custodial disciplinary actions to compel compliance, if any are available.

The supervisor shall review and approve any plan to use force and be present to document the process.

334.5.1 VIDEO RECORDING

A video recording should be made anytime force is used to obtain a biological sample. The recording should document all staff participating in the process, in addition to the methods and all force used during the collection. The recording should be part of the investigation file, if any, or otherwise retained in accordance with the department's records retention schedule (15 CCR 1059).

334.5.2 CELL EXTRACTIONS

If the use of force includes a cell extraction, the extraction shall be video recorded, including audio. Video shall be directed at the cell extraction event. The video recording shall be retained by the Department for the length of time required by statute. Notwithstanding the use of the video as evidence in a criminal proceeding, the tape shall be retained administratively (15 CCR 1059).

A designated officer shall complete the Cell Extraction Notification Check List (TPD 475). See attachment: Cell Extraction Notification Check List.pdf

334.6 LEGAL MANDATES AND RELEVANT LAWS

California law provides for the following:

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334.6.1 DOCUMENTATION RELATED TO FORCE

The Watch Commander shall prepare prior written authorization for the use of any force (15 CCR 1059). The written authorization shall include information that the subject was asked to provide the requisite specimen, sample or impression and refused, as well as the related court order authorizing the force.

334.6.2 BLOOD SAMPLES

A blood sample should only be obtained under this policy when:

(a) The California DOJ requests a blood sample and the subject consents, or

(b) A court orders a blood sample following a refusal.

The withdrawal of blood may only be performed in a medically approved manner by health care providers trained and qualified to draw blood. A California DOJ collection kit shall be used for this purpose (Penal Code § 298(a); Penal Code § 298(b)(2)).

334.6.3 LITIGATION

The Chief of Police or authorized designee should notify the California DOJ's DNA Legal Unit in the event this department is named in a lawsuit involving the DNA Data Bank sample collection, sample use or any aspect of the state's DNA Data Bank Program.

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Chaplains

335.1 PURPOSE AND SCOPE

This policy establishes the guidelines for Torrance Police Department chaplains to provide counseling or emotional support to members of the Department, their families and members of the public.

335.2 POLICY

The Torrance Police Department shall ensure that department chaplains are properly appointed, trained and supervised to carry out their responsibilities without financial compensation.

335.3 RECRUITMENT, SELECTION AND APPOINTMENT

The Torrance Police Department shall endeavor to recruit and appoint only those applicants who meet the high ethical, moral and professional standards set forth by this department.

All applicants shall be required to meet and pass the same pre-employment procedures as department personnel before appointment.

335.3.1 SELECTION AND APPOINTMENT

Chaplain candidates shall successfully complete the following process prior to appointment as a chaplain:

(a) Submit the appropriate written application.

(b) Include a recommendation from employers or volunteer programs.

(c) Interview with the Trauma Support Commander and Lead Department Chaplain.

(d) Successfully complete an appropriate-level background investigation.

(e) Complete an appropriate probationary period as designated by the Trauma Support Commander.

Chaplains are volunteers and serve at the discretion of the Trauma Support Commander. Chaplains shall have no property interest in continued appointment. However, if a chaplain is removed for alleged misconduct, the chaplain will be afforded an opportunity solely to clear his/her name through a liberty interest hearing, which shall be limited to a single appearance before the Chief of Police or the authorized designee.

335.4 IDENTIFICATION AND UNIFORMS

As representatives of the Department, chaplains are responsible for presenting a professional image to the community. Chaplains shall dress appropriately for the conditions and performance of their duties. Uniforms and necessary safety equipment will be provided for each chaplain. Shoes will not be provided. Identification symbols worn by chaplains on their respective uniform and badge shall be different and distinct from those worn by officers. The inclusion of "Chaplain" under the shoulder patches will be worn and no religious affiliation shall be worn when in uniform.

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Chaplains will be issued Torrance Police Department identification cards, which must be carried at all times while on-duty. The identification cards will be the standard Torrance Police Department identification cards, with the exception that “Chaplain” will be indicated on the cards. Chaplains shall be required to return any issued uniforms or department property at the termination of service.

Chaplains shall conform to all uniform regulations and appearance standards of this department.

335.5 TRAUMA SUPPORT COMMANDER AND LEAD CHAPLAIN

The Trauma Support Commander holds the responsibility as chaplain coordinator. The Trauma Support Commander shall delegate certain responsibilities to the Lead Chaplain. The Lead Chaplain shall be appointed by the Trauma Support Commander with input from the Chief of Police and is directly responsible to the Trauma Support Commander or the authorized designee.

The Lead Chaplain shall serve as the liaison between the chaplains and the Trauma Support Commander. The function of the Lead Chaplain is to provide a central coordinating point for effective chaplain management within the Department, and to direct and assist efforts to jointly provide more productive chaplain services. Under the general direction of the Trauma Support Commander or the authorized designee, chaplains shall report to the Lead Chaplain, and/or Watch Commander.

The responsibilities of the Lead Chaplain or the authorized designee include, but are not limited to:

(a) Recruiting, selecting and training qualified chaplains.

(b) Conducting chaplain meetings.

(c) Establishing and maintaining a chaplain call-out roster.

(d) Maintaining records for each chaplain.

(e) Tracking and evaluating the contribution of chaplains.

(f) Maintaining a record of chaplain schedules and work hours.

(g) Completing and disseminating, as appropriate, all necessary paperwork and information.

(h) Planning periodic recognition events.

(i) Maintaining liaison with other agency chaplain coordinators or Lead Chaplains.

An evaluation of the overall use of chaplains will be conducted on an annual basis by the coordinator.

335.6 DUTIES AND RESPONSIBILITIES

Chaplains assist the Department, its members and the community, as needed. Assignments of chaplains will usually be to augment the Patrol Division . Chaplains may be assigned to other areas within the Department as needed. Chaplains should be placed only in assignments or programs that are consistent with their knowledge, skills, abilities and the needs of the Department.

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All chaplains will be assigned to duties by the Trauma Support Commander, Lead Chaplain or Watch Commander.

Chaplains may not proselytize or attempt to recruit members of the Department or the public into a religious affiliation while representing themselves as chaplains with this department. If there is any question as to the receiving person's intent, chaplains should verify that the person is desirous of spiritual counseling or guidance before engaging in such discussion.

Chaplains may not accept gratuities for any service or any subsequent actions or follow-up contacts that were provided while functioning as a chaplain for the Torrance Police Department.

335.6.1 COMPLIANCE

Chaplains are volunteer members of this department, and except as otherwise specified within this policy, are required to comply with the Volunteer Program Policy and other applicable policies.

335.6.2 OPERATIONAL GUIDELINES

(a) Chaplains will not be scheduled as on-call, but will be contacted as needed based on who is available.

(b) In responding to incidents, a chaplain should not function as an officer.

(c) When responding to in-progress calls for service, chaplains may be required to stand-by in a secure area until the situation has been deemed safe.

(d) Chaplains shall serve only within the jurisdiction of the Torrance Police Department unless otherwise authorized by the Trauma Support Commander.

335.6.3 ASSISTING DEPARTMENT MEMBERS

The responsibilities of a chaplain related to department members include, but are not limited to:

(a) Assisting in making notification to families of members who have been seriously injured or killed and, after notification, responding to the hospital or home of the member.

(b) Visiting sick or injured members in the hospital or at home.

(c) Attending and participating, when requested, in funerals of active or retired members.

(d) Serving as a resource for members when dealing with the public in incidents, such as accidental deaths, suicides, suicidal subjects, serious accidents, drug and alcohol abuse and other such situations that may arise.

(e) Providing counseling and support for members and their families.

(f) Being alert to the needs of members and their families.

335.6.4 ASSISTING THE DEPARTMENT

The responsibilities of a chaplain related to this department include, but are not limited to:

(a) Assisting members in the diffusion of a conflict or incident, when requested.

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(b) Responding to natural and accidental deaths, suicides and attempted suicides, family disturbances and any other incident that in the judgment of the Watch Commander or supervisor aids in accomplishing the mission of the Department.

(c) Responding to all major disasters, such as natural disasters, bombings and similar critical incidents.

(d) Responding to major demonstrations or any public function that requires the presence of a large number of department members.

(e) Attending department and academy graduations, ceremonies and social events and offering invocations and benedictions, as requested.

(f) Participating in in-service training classes and attending quarterly Trauma Support training days.

(g) Willingness to train others to enhance the effectiveness of the Department.

335.6.5 ASSISTING THE COMMUNITY

The duties of a chaplain related to the community include, but are not limited to:

(a) Fostering familiarity with the role of law enforcement in the community.

(b) Providing an additional link between the community, other chaplain coordinators and the Department.

(c) Providing liaison with various civic, business and religious organizations.

(d) Promptly facilitating requests for representatives or leaders of various denominations.

(e) Assisting the community in any other function as needed or requested.

(f) Making referrals in cases where specialized attention is needed or in cases that are beyond the chaplain's ability to assist.

335.7 PRIVILEGED COMMUNICATIONS

No person who provides chaplain services to members of the Department may work or volunteer for the City of Torrance in any capacity other than that of chaplain, without prior approval from the Chief of Police or their designee.

Department chaplains shall be familiar with state evidentiary laws and rules pertaining to the limits of the clergy-penitent, psychotherapist-patient and other potentially applicable privileges and shall inform members when it appears reasonably likely that the member is discussing matters that are not subject to privileged communications. In such cases, the chaplain should consider referring the member to a non-department counseling resource.

No chaplain shall provide counsel to or receive confidential communications from any Torrance Police Department member concerning an incident personally witnessed by the chaplain or concerning an incident involving the chaplain.

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335.8 TRAINING

The Department will establish a minimum number of training hours and standards for department chaplains. The training, as approved by the Research and Training Division Commander, may include:

- Trauma Support
- Stress management
- Death notifications
- Symptoms of post-traumatic stress
- Burnout for members of law enforcement and chaplains
- Legal liability and confidentiality
- Ethics
- Responding to crisis situations
- The law enforcement family
- Substance abuse
- Suicide
- Officer injury or death
- Sensitivity and diversity

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Child and Dependent Adult Safety

336.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that children and dependent adults are not left without appropriate care in the event their caregiver or guardian is arrested or otherwise prevented from providing care due to actions taken by members of this department (Penal Code § 833.2(a)).

This policy does not address the actions to be taken during the course of a child abuse or dependent adult investigation. These are covered in the Child Abuse and Adult Abuse policies.

336.2 POLICY

It is the policy of this department to mitigate, to the extent reasonably possible, the stressful experience individuals may have when their parent or caregiver is arrested. The Torrance Police Department will endeavor to create a strong, cooperative relationship with local, state and community-based social services to ensure an effective, collaborative response that addresses the needs of those affected, including call-out availability and follow-up responsibilities.

336.3 PROCEDURES DURING AN ARREST

When encountering an arrest or prolonged detention situation, officers should make reasonable attempts to determine if the arrestee is responsible for children or dependent adults. In some cases this may be obvious, such as when children or dependent adults are present. However, officers should inquire if the arrestee has caregiver responsibilities for any children or dependent adults who are without appropriate supervision. The following steps should be taken (Penal Code § 13517.7(b)(1)):

(a) Inquire about and confirm the location of any children or dependent adults.

(b) Look for evidence of children and dependent adults. Officers should be mindful that some arrestees may conceal the fact that they have a dependent for fear the individual may be taken from them.

(c) Consider inquiring of witnesses, neighbors, friends and relatives of the arrestee as to whether the person is responsible for a child or dependent adult.

Whenever reasonably possible, officers should take reasonable steps to accomplish the arrest of a parent, guardian or caregiver out of the presence of his/her child or dependent adult. Removing children or dependent adults from the scene in advance of the arrest will generally ensure the best outcome for the individual.

Whenever it is safe to do so, officers should allow the parent or caregiver to assure children or dependent adults that they will be provided care. If this is not safe or if the demeanor of the parent or caregiver suggests this conversation would be non-productive, the officer at the scene should explain the reason for the arrest in age-appropriate language and offer reassurance to the child or dependent adult that he/she will receive appropriate care.

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336.3.1 AFTER AN ARREST

Whenever an arrest is made, the officer should take all reasonable steps to ensure the safety of the arrestee's disclosed or discovered children or dependent adults.

Officers should allow the arrestee reasonable time to arrange for care of children and dependent adults. Temporary placement with family or friends may be appropriate. However, any decision should give priority to a care solution that is in the best interest of the child or dependent adult. In such cases the following guidelines should be followed:

(a) Allow the person reasonable time to arrange for the care of children and dependent adults with a responsible party, as appropriate.

  1. Officers should consider allowing the person to use his/her cell phone to facilitate arrangements through access to contact phone numbers, and to lessen the likelihood of call screening by the recipients due to calls from unknown sources.

(b) Unless there is evidence to the contrary (e.g., signs of abuse, drug use, unsafe environment), officers should respect the parent or caregiver's judgment regarding arrangements for care. It is generally best if the child or dependent adult remains with relatives or family friends that he/she knows and trusts because familiarity with surroundings and consideration for comfort, emotional state and safety are important.

  1. Except when a court order exists limiting contact, the officer should attempt to locate and place children or dependent adults with the non-arrested parent, guardian or caregiver.

(c) Provide for the immediate supervision of children or dependent adults until an appropriate caregiver arrives.

(d) Notify Child Protective Services or the Division of Aging and Adult Services, if appropriate.

(e) Notify the field supervisor or Watch Commander of the disposition of children or dependent adults.

If children or dependent adults are at school or another known location outside the household at the time of arrest, the arresting officer should attempt to contact the school or other known location and inform the principal or appropriate responsible adult of the caregiver's arrest and of the arrangements being made for the care of the arrestee's dependent. The result of such actions should be documented in the associated report.

336.3.2 DURING THE BOOKING PROCESS

During the booking process the arrestee shall be allowed to make additional telephone calls to relatives or other responsible individuals as is reasonably necessary to arrange for the care of any child or dependent adult. These telephone calls should be given as soon as practicable and are in addition to any other telephone calls allowed by law (Penal Code § 851.5(c)).

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If an arrestee is unable to resolve the care of any child or dependent adult through this process, a supervisor should be contacted to determine the appropriate steps to arrange for care. These steps may include additional telephone calls or contacting a local, county or state services agency.

336.3.3 REPORTING

(a) For all arrests where children are present or living in the household, the reporting member will document the following information:

1. Name
2. Sex
3. Age
4. Special needs (e.g., medical, mental health)
5. How, where and with whom or which agency the child was placed
6. Identities and contact information for other potential caregivers
7. Notifications made to other adults (e.g., schools, relatives)

(b) For all arrests where dependent adults are present or living in the household, the reporting member will document the following information:

1. Name
2. Sex
3. Age
4. Whether he/she reasonably appears able to care for him/herself
5. Disposition or placement information if he/she is unable to care for him/herself

336.3.4 SUPPORT AND COUNSELING REFERRAL

If, in the judgment of the handling officers, the child or dependent adult would benefit from additional assistance, such as counseling services, contact with a victim advocate or a crisis telephone number, the appropriate referral information may be provided.

336.4 DEPENDENT WELFARE SERVICES

Whenever an arrestee is unwilling or incapable of arranging for the appropriate care of any child or dependent adult, the handling officer should contact the appropriate welfare service or other department-approved social service to determine whether protective custody is appropriate (Welfare and Institutions Code § 305).

Only when other reasonable options are exhausted should a child or dependent adult be transported to the police facility, transported in a marked patrol car, or taken into formal protective custody.

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Under no circumstances should a child or dependent adult be left unattended or without appropriate care.

336.5 TRAINING

The Research and Training Division Commander is responsible to ensure that all personnel of this department who may be involved in arrests affecting children or dependent adults receive approved POST-approved training on effective safety measures when a parent, guardian or caregiver is arrested (Penal Code § 13517.7).

POST Child Abuse Manual: See attachment: POST Child Safety Manual.pdf

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Service Animals

337.1 PURPOSE AND SCOPE

The purpose of this policy is to provide the guidelines necessary to ensure the rights of individuals who use service animals to assist with disabilities are protected in accordance with Title II of the Americans with Disabilities Act of 1990 (ADA).

337.1.1 DEFINITIONS

Definitions related to this policy include:

Service animal - A dog that is trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. The work or tasks performed by a service animal must be directly related to the individual's disability (28 CFR 35.104; Health and Safety Code § 113903).

Service animal also includes a miniature horse if the horse is trained to do work or perform tasks for people with disabilities, provided the horse is housebroken, is under the handler's control, the facility can accommodate the horse's type, size and weight, and the horse's presence will not compromise legitimate safety requirements necessary for safe operation of the facility (28 CFR 35.136(i)).

337.2 POLICY

It is the policy of the Torrance Police Department to provide services and access to persons with service animals in the same manner as those without service animals. Department members shall protect the rights of persons assisted by service animals in accordance with state and federal law.

337.3 IDENTIFICATION AND USE OF SERVICE ANIMALS

Some service animals may be readily identifiable. However, many do not have a distinctive symbol, harness or collar.

Service animals may be used in a number of ways to provide assistance, including:

- Guiding people who are blind or have low vision.
- Alerting people who are deaf or hard of hearing.
- Retrieving or picking up items, opening doors or flipping switches for people who have limited use of their hands, arms or legs.
- Pulling wheelchairs.
- Providing physical support and assisting with stability and balance.
- Doing work or performing tasks for persons with traumatic brain injury, intellectual disabilities or psychiatric disabilities, such as reminding a person with depression to take medication.
- Alerting a person with anxiety to the onset of panic attacks, providing tactile stimulation to calm a person with post-traumatic stress disorder, assisting people with

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schizophrenia to distinguish between hallucinations and reality, and helping people with traumatic brain injury to locate misplaced items or follow daily routines.

337.4 MEMBER RESPONSIBILITIES

Service animals that are assisting individuals with disabilities are permitted in all public facilities and areas where the general public is allowed. Department members are expected to treat individuals with service animals with the same courtesy and respect that the Torrance Police Department affords to all members of the public (28 CFR 35.136).

337.4.1 INQUIRY

If it is apparent or if a member is aware that an animal is a service animal, the individual generally should not be asked any questions as to the status of the animal. If it is unclear whether an animal meets the definition of a service animal, the member should ask the individual only the following questions (28 CFR 35.136(f)):

- Is the animal required because of a disability?
- What task or service has the service animal been trained to perform?

If the individual explains that the animal is required because of a disability and has been trained to work or perform at least one task, the animal meets the definition of a service animal and no further questions as to the animal's status should be asked. The individual should not be questioned about his/her disability nor should the person be asked to provide any license, certification or identification card for the service animal.

337.4.2 CONTACT

Service animals are not pets. Department members should not interfere with the important work performed by a service animal by talking to, petting or otherwise initiating contact with a service animal.

337.4.3 REMOVAL

If a service animal is not housebroken or exhibits vicious behavior, poses a direct threat to the health of others, or unreasonably disrupts or interferes with normal business operations, an officer may direct the handler to remove the animal from the premises. Barking alone is not a threat nor does a direct threat exist if the person takes prompt, effective action to control the service animal (28 CFR 35.136(b)).

Each incident must be considered individually and past incidents alone are not cause for excluding a service animal. Removal of a service animal may not be used as a reason to refuse service to an individual with disabilities. Members of this department are expected to provide all services as are reasonably available to an individual with a disability, with or without a service animal.

337.4.4 COMPLAINTS

When handling calls of a complaint regarding a service animal, members of this department should remain neutral and should be prepared to explain the ADA requirements concerning service

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animals to the concerned parties. Businesses are required to allow service animals to accompany their handlers into the same areas that other customers or members of the public are allowed (28 CFR 36.302).

Absent a violation of law independent of the ADA, officers should take no enforcement action beyond keeping the peace. Individuals who believe they have been discriminated against as a result of a disability should be referred to the Civil Rights Division of the U.S. Department of Justice (DOJ).

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Volunteer Program

338.1 PURPOSE AND SCOPE

It is the policy of this department to use qualified volunteers for specified tasks and duties in order to create efficiencies for the Department and improve services to the community. Volunteers are intended to supplement and support, rather than supplant, sworn officers and civilian personnel. Volunteers can be an important part of any organization and are proven to be a valuable asset to law enforcement agencies. Volunteers help to increase department responsiveness, delivery of services and information input, and provide new program opportunities. In addition, volunteers bring new skills and expertise to the Department and prompt new enthusiasm.

338.1.1 DEFINITION OF VOLUNTEER

An individual who performs a service for the Department without promise, expectation or receipt of compensation for services rendered. This may include unpaid chaplains, unpaid reserve officers, interns, persons providing administrative support and youth involved in a law enforcement Explorer Post, among others.

338.2 VOLUNTEER MANAGEMENT

338.2.1 VOLUNTEER PROGRAM SUPERVISOR

The Volunteer Program Supervisor shall be appointed by the Community Affairs Division Commander. The function of the Volunteer Program Supervisor is to provide a central coordinating point for effective volunteer management within the Department, and to direct and assist staff and volunteer efforts to jointly provide more productive services. The Volunteer Program Supervisor should work with other Department staff on an ongoing basis to assist in the development and implementation of volunteer-staffed positions.

The Volunteer Program Supervisor, or his/her designee, shall be responsible for the following:

(a) Recruiting, selecting and training qualified volunteers for various positions.

(b) Facilitating the implementation of new volunteer activities and assignments.

(c) Maintaining Personnel records and the Volunteer Program Database for each volunteer. Once a volunteer is no longer employed by the Department, the Personnel File shall be forwarded to the Personnel Division to be maintained.

(d) Tracking and evaluating the contribution of volunteers.

(e) Maintaining the volunteer handbook and outlining expectations, policies and responsibilities for all volunteers.

(f) Maintaining a record of volunteer schedules and work hours.

(g) Completion and dissemination as appropriate of all necessary paperwork and information.

(h) Planning periodic recognition events.

(i) Administering discipline when warranted.

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(j) Maintaining liaison with other volunteer-utilizing programs in the community and assisting in community-wide efforts to recognize and promote volunteering.

338.2.2 RECRUITMENT

Volunteers should be recruited on a continuous and ongoing basis consistent with department policy on equal opportunity nondiscriminatory employment. A primary qualification for participation in the application process should be an interest in, and an ability to assist the Department in serving the public.

Requests for volunteers should be submitted in writing by interested staff to the Volunteer Program Supervisor through the requester's immediate supervisor. A complete position description and a requested time-frame should be included in the request. All parties should understand that the recruitment of volunteers is enhanced by creative and interesting assignments. The Volunteer Program Supervisor may withhold assignment of any volunteer until such time as the requesting unit is prepared to make effective use of volunteer resources.

338.2.3 SCREENING

All prospective volunteers should complete the volunteer application form. The Volunteer Program Supervisor or designee should conduct a face-to-face interview with an applicant under consideration.

A documented background investigation shall be completed on each volunteer applicant and shall include, but not necessarily be limited to, the following:

(a) Traffic and criminal background check. Fingerprints shall be obtained from all applicants and processed through the California Criminal Information Index.

(b) Employment

(c) References

(d) Credit check

A polygraph exam may be required of each applicant depending on the type of assignment.

338.2.4 SELECTION AND PLACEMENT

Service as a volunteer with the Department shall begin with an official notice of acceptance or appointment to a volunteer position. Notice may only be given by an authorized representative of the Department who will normally be the Volunteer Program Supervisor. No volunteer should begin any assignment until they have been officially accepted for that position and completed all required training, screening and paperwork. At the time of final acceptance, each volunteer should complete all required enrollment paperwork and will receive a copy of their position description and agreement of service with the Department. All volunteers shall receive a copy of the volunteer handbook and shall be required to sign a volunteer agreement.

Volunteers should be placed only in assignments or programs that are consistent with their knowledge, skills, abilities and the needs of the Department.

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338.2.5 APPOINTMENT

Upon appointment, the volunteer should be given an Orientation to include a station tour and a meet and greet with the Chief of Police, if time allows. The volunteer shall receive:

(a) Volunteer Manual

(b) Volunteer Identification Card

(c) Certificate of Understanding (Signed original to be kept in Personnel File)

(d) Misuse of Confidential Information (Signed original to be kept in Personnel File)

(e) E-Mail Policy (Signed original to be kept in Personnel File)

(f) Anti-Harassment Policy

(g) Safety Bulletin

338.2.6 TRAINING

Volunteers will be provided with an orientation program to acquaint them with the Department, personnel, policies and procedures that have a direct impact on their work assignment.

Volunteers should receive position-specific training to ensure they have adequate knowledge and skills to complete tasks required by the position and should receive periodic ongoing training as deemed appropriate by their supervisor or the Volunteer Program Supervisor.

Training should reinforce to volunteers that they may not intentionally represent themselves as, or by omission infer that they are sworn officers or other full-time members of the Department. They shall always represent themselves as volunteers.

All volunteers shall comply with the rules of conduct and with all orders and directives, either oral or written, issued by the Department.

338.2.7 FITNESS FOR DUTY

No volunteer shall report to work or be on-duty when his/her judgment or physical condition has been impaired by alcohol, medication, other substances, illness or injury.

Volunteers shall report to their supervisor any changes in status that may affect their ability to fulfill their duties. This includes, but is not limited to, the following:

(a) Driver license

(b) Medical condition

(c) Arrests

(d) Criminal investigations

All volunteers shall adhere to the guidelines set forth by this department regarding drug and alcohol use.

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338.2.8 DRESS CODE

As representatives of the Department, volunteers are responsible for presenting a professional image to the community. Volunteers shall dress appropriately for the conditions and performance of their duties.

Volunteers shall conform to department-approved dress consistent with their duty assignment. Uniforms authorized for volunteers should be readily distinguishable from those worn by sworn officers. The uniform or identifiable parts of the uniform shall not be worn while off-duty except volunteers may choose to wear the uniform while in transit to or from official department assignments or functions provided an outer garment is worn over the uniform shirt so as not to bring attention to the volunteer while he/she is off duty.

Volunteers shall be required to return any issued uniform or department property at the termination of service.

UNIFORMS: Each volunteer is afforded a white polo uniform shirt. It shall have a City of Torrance logo embroidered on the left chest area, the volunteer's first initial and last name embroidered on the right chest area, and the word "VOLUNTEER" across the back of the polo.

(a) Volunteers who are in positions highly visible to the public eye and whose duties could heighten a public safety concern if the volunteer were not clearly identifiable (e.g.Vacation Security Checks, Posting Neighborhood Watch Signs, etc.), shall wear the white polo uniform shirt.

(b) An exception to (a) above is the Annual Armed Forces Day Parade, wherein the AFD Parade T-shirt is acceptable attire.

338.3 SUPERVISION OF VOLUNTEERS

Each volunteer who is accepted to a position with the Department must have a clearly identified supervisor who is responsible for direct management of that volunteer. This supervisor will be responsible for day-to-day management and guidance of the work of the volunteer and should be available to the volunteer for consultation and assistance.

A volunteer may be assigned as and act as a supervisor of other volunteers provided that the supervising volunteer is under the direct supervision of a paid staff member.

Functional supervision of volunteers is the responsibility of the supervisor in charge of the unit where the volunteer is assigned. Following are some considerations to keep in mind while supervising volunteers:

(a) Take the time to introduce volunteers to employees on all levels.

(b) Ensure volunteers have work space and necessary office supplies.

(c) Make sure the work is challenging. Do not hesitate to give them an assignment or task that will tap these valuable resources.

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338.4 CONFIDENTIALITY

With appropriate security clearance, volunteers may have access to confidential information such as criminal histories or investigative files. Unless otherwise directed by a supervisor or department policy, all information shall be considered confidential. Only that information specifically identified and approved by authorized personnel shall be released. Confidential information shall be given only to persons who have a need and a right to know as determined by department policy and supervisory personnel.

Each volunteer will be required to sign a nondisclosure agreement before being given an assignment with the Department. Subsequent unauthorized disclosure of any confidential information, verbally, in writing or by any other means, by the volunteer is grounds for immediate dismissal and possible criminal prosecution.

Volunteers shall not address public gatherings, appear on radio or television, prepare any article for publication, act as correspondents to a newspaper or other periodical, release or divulge any information concerning the activities of the Department, or maintain that they represent the Department in such matters without permission from the proper department personnel.

338.5 PROPERTY AND EQUIPMENT

Volunteers will be issued an identification card that must be worn at all times while on-duty. Any fixed and portable equipment issued by the Department shall be for official and authorized use only. Any property or equipment issued to a volunteer shall remain the property of the Department and shall be returned at the termination of service.

338.5.1 VEHICLE USE

Volunteers assigned to duties such as vacation house checks or other assignments that require the use of a vehicle must first complete the following:

(a) A driving safety briefing and department approved driver safety course.

(b) Verification that the volunteer possesses a valid California Driver License.

(c) Verification that the volunteer carries current vehicle insurance.

The Volunteer Program Supervisor should ensure that all volunteers receive safety briefing updates and license and insurance verification at least once a year.

When operating a Department vehicle, volunteers shall obey all rules of the road, including seat belt requirements. Smoking is prohibited in all Department vehicles.

Volunteers shall not operate a marked patrol car.

338.5.2 RADIO AND MDC USAGE

Volunteers shall successfully complete CLETS and radio procedures training prior to using the police radio or MDC and comply with all related provisions. The Volunteer Program Supervisor should ensure that radio and CLETS training is provided for volunteers whenever necessary.

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338.6 DISCIPLINARY PROCEDURES/TERMINATION

A volunteer may be removed from the volunteer program at the discretion of the Chief of Police or the Volunteer Coordinator. Volunteers shall have no property interests in their continued appointment. However, if a volunteer is removed for alleged misconduct, the volunteer will be afforded an opportunity solely to clear his/her name through a liberty interest hearing which shall be limited to a single appearance before the Chief of Police or authorized designee.

Volunteers may resign from volunteer service with the Department at any time. It is requested that volunteers who intend to resign provide advance notice of their departure and a reason for their decision.

338.6.1 EXIT INTERVIEWS

Exit interviews, where possible, should be conducted with volunteers who are leaving their positions. The interview should ascertain why the volunteer is leaving the position and solicit the volunteer's suggestions on improving the position. When appropriate, the interview should also include a discussion on the possibility of involvement in some other capacity with the Department.

338.7 EVALUATION

An evaluation of the overall volunteer program should be conducted on a continual basis by the Volunteer Program Supervisor to ensure the best use of human resources available, to ensure personnel problems can be identified and dealt with promptly and fairly, and to ensure optimum satisfaction on the part of volunteers.

Division Commanders are responsible for the daily supervision of their volunteers. Records of attendance, job performance, and interpersonal relations should be considered, but not mandatory. Any written evaluation records (ECC, TPD 5, Commendation, etc.) shall be forwarded to Community Affairs Section for review and to be placed into the volunteer's personnel file.

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Off-Duty Law Enforcement Actions

339.1 PURPOSE AND SCOPE

The decision to become involved in a law enforcement action when off-duty can place an officer as well as others at great risk and must be done with careful consideration. This policy is intended to provide guidelines for officers of the Torrance Police Department with respect to taking law enforcement action while off-duty.

339.2 POLICY

Initiating law enforcement action while off-duty is generally discouraged. Officers should not attempt to initiate enforcement action when witnessing minor crimes, such as suspected intoxicated drivers, reckless driving or minor property crimes. Such incidents should be promptly reported to the appropriate law enforcement agency.

Officers are not expected to place themselves in unreasonable peril. However, any sworn member of this department who becomes aware of an incident or circumstance that he/she reasonably believes poses an imminent threat of serious bodily injury or death, or significant property damage may take reasonable action to minimize the threat.

When public safety or the prevention of major property damage requires immediate action, officers should first consider reporting and monitoring the activity and only take direct action as a last resort.

339.3 FIREARMS

Officers of this department may carry firearms while off-duty in accordance with federal regulations and department policy. All firearms and ammunition must meet guidelines as described in the department Firearms Policy. When carrying firearms while off-duty officers shall also carry their department-issued badge or identification.

Officers should refrain from carrying firearms when the consumption of alcohol is likely or when the need to carry a firearm is outweighed by safety considerations. Firearms shall not be carried by any officer who has consumed an amount of an alcoholic beverage or taken any drugs or medications or any combination thereof that would tend to adversely affect the officer's senses or judgment.

339.4 DECISION TO INTERVENE

There is no legal requirement for off-duty officers to take law enforcement action. However, should officers decide to intervene, they must evaluate whether the action is necessary or desirable, and should take into consideration the following:

(a) The tactical disadvantage of being alone and the fact there may be multiple or hidden suspects.

(b) The inability to communicate with responding units.

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(c) The lack of equipment, such as handcuffs, OC or baton.

(d) The lack of cover.

(e) The potential for increased risk to bystanders if the off-duty officer were to intervene.

(f) Unfamiliarity with the surroundings.

(g) The potential for the off-duty officer to be misidentified by other peace officers or members of the public.

Officers should consider waiting for on-duty uniformed officers to arrive, and gather as much accurate intelligence as possible instead of immediately intervening.

339.4.1 INTERVENTION PROCEDURE

If involvement is reasonably necessary the officer should attempt to call or have someone else call 9-1-1 to request immediate assistance. The dispatcher should be informed that an off-duty officer is on-scene and should be provided a description of the officer if possible.

Whenever practicable, the officer should loudly and repeatedly identify him/herself as a Torrance Police Department officer until acknowledged. Official identification should also be displayed.

339.4.2 INCIDENTS OF PERSONAL INTEREST

Officers should refrain from handling incidents of personal interest, (e.g., family or neighbor disputes) and should remain neutral. In such circumstances officers should call the responsible agency to handle the matter.

339.4.3 CIVILIAN RESPONSIBILITIES

Civilian personnel should not become involved in any law enforcement actions while off-duty except to notify the local law enforcement authority and remain at the scene, if safe and practicable.

339.4.4 OTHER CONSIDERATIONS

When encountering a non-uniformed officer in public, uniformed officers should wait for acknowledgement by the non-uniformed officer in case he/she needs to maintain an undercover capability.

339.5 REPORTING

Any off-duty officer who engages in any law enforcement activity, regardless of jurisdiction, shall notify the Watch Commander as soon as practicable. The Watch Commander shall determine whether a report should be filed by the employee.

Officers should cooperate fully with the agency having jurisdiction in providing statements or reports as requested or as appropriate.

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Gun Violence Restraining Orders

340.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for petitioning and serving gun violence restraining orders and accounting for the firearms obtained pursuant to those orders (Penal Code § 18108).

340.1.1 DEFINITIONS

Definitions related to this policy include:

Gun violence restraining order - Civil restraining order prohibiting a named person from controlling, owning, purchasing, possessing, receiving, or otherwise having custody of any firearms or ammunition, including an ammunition magazine (Penal Code § 18100).

340.2 POLICY

It is the policy of the Torrance Police Department to petition and serve gun violence restraining orders in compliance with state law and to properly account for firearms and ammunition obtained by the Department pursuant to such orders.

340.3 GUN VIOLENCE RESTRAINING ORDERS

An officer who reasonably believes a person is a present danger to him/herself or another person by controlling, owning, purchasing, possessing, receiving, or otherwise having custody of a firearm may request permission from his/her supervisor to petition the court for a gun violence restraining order.

Officers petitioning the court should use the forms established by the Judicial Council (Penal Code § 18105). The petition should describe the number, types, and locations of any firearms and ammunition that the officer believes to be possessed or controlled by the person (Penal Code § 18107). The petition should also describe why less-restrictive alternatives are ineffective or inadequate for the circumstances (Penal Code § 18125; Penal Code § 18150; Penal Code § 18175).

If it is not practical under the circumstances to submit a written petition, an officer may orally request a temporary order (Penal Code § 18140).

340.3.1 ADDITIONAL CONSIDERATIONS

Officers should also consider requesting permission to petition the court for a gun violence restraining order (Penal Code § 18108):

(a) When responding to a domestic disturbance where the residence is associated with a firearm registration or record.

(b) When responding to any call or incident when a firearm is present or when one of the involved parties owns or possesses a firearm.

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(c) During a contact with a person exhibiting mental health issues, including suicidal thoughts, statements, or actions if that person owns or possesses a firearm.

Officers should consider obtaining a mental health evaluation if the encounter involves a situation where there is a reasonable cause to believe that the person poses an immediate and present danger of causing personal injury to themselves or another person by having custody or control of a firearm (see the Mental Illness Commitments Policy) (Penal Code § 18108).

340.4 SERVICE OF GUN VIOLENCE RESTRAINING ORDERS

An officer serving any gun violence restraining order shall:

(a) Verbally ask the subject of the order if he/she has any firearm, ammunition, or magazine in his/her possession or under his/her custody or control (Penal Code § 18160).

(b) Request that any firearms or ammunition be immediately surrendered and issue a receipt for the surrendered items (Penal Code § 18120).

(c) Take into temporary custody any firearm or other deadly weapon discovered in plain view or pursuant to consent or other lawful search (Penal Code § 18250).

(d) Inform the restrained person of any scheduled hearing regarding the order (Penal Code § 18160).

(e) Transmit the original proof of service form to the issuing court as soon as practicable but within one business day (Penal Code § 18115).

(f) As soon as practicable, but by the end of his/her shift, submit proof of service to the Records Administrator for prompt entry into the California Restraining and Protective Order System (Penal Code § 18115).

The officer should also inform the restrained person that he/she is required, within 24 hours, to surrender to a law enforcement agency any other firearms and ammunition he/she owns or that are in his/her custody or control or sell them to a firearms dealer. This notification should be documented.

All firearms and ammunition collected shall be handled and booked in accordance with the Property and Evidence Policy.

340.4.1 TEMPORARY EMERGENCY GUN VIOLENCE RESTRAINING ORDERS

An officer requesting a temporary emergency gun violence restraining order shall (Penal Code § 18140):

(a) For oral requests, sign a declaration under penalty of perjury reciting the oral statements provided to the judicial officer and memorialize the order of the court on the form approved by the Judicial Council.

(b) Serve the order on the restrained person if the person can be reasonably located.

(c) Forward a copy of the order to the Records Administrator for filing with the court and appropriate databases without hesitation.

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340.5 SEARCH WARRANTS

If a person who has been served with a gun violence restraining order refuses to surrender any firearm or ammunition, the officer should consider whether to seek a search warrant. If a search warrant is to be obtained, the preparation and service of the search warrant shall be done in accordance with the Warrant Service Policy. Additionally, (Penal Code § 1542.5):

(a) The officer serving the warrant shall take custody of any firearm or ammunition that is controlled, possessed or owned by the person who is the subject of the gun violence restraining order, including any discovered pursuant to the warrant, a consensual search or other lawful search.

(b) If the location being searched is jointly occupied and the firearm or ammunition is owned by a person other than the restrained person, the firearm or ammunition should not be seized if the following conditions are met:

1. The firearm or ammunition can be stored in a manner that does not allow the restrained person to have control or access.
2. There is no evidence that the owner unlawfully possesses the firearm or ammunition.

(c) If a locked gun safe belonging to someone other than the subject of a gun violence restraining order is discovered, the officer shall not search the contents of the safe unless the owner consents or there is a valid search warrant for the safe. Any search of the safe must be done in the owner's presence.

340.6 RECORDS ADMINISTRATOR RESPONSIBILITIES

The Records Administrator is responsible for ensuring:

(a) Proof of service of any gun violence restraining order served by an officer or received from the clerk of the court is entered in the computer database system for protective and restraining orders maintained by the Department of Justice within one business day of service if served by an officer, or within one business day of receipt of proof of service if served by a person other than a law enforcement officer (Penal Code § 18115).

(b) Temporary orders are entered into the California Restraining and Protective Order System (Penal Code § 18140).

(c) Copies of temporary orders are filed with the court as soon as practicable, but no later than three court days, after issuance (Penal Code § 18140).

(d) Copies of receipts of surrendered firearms or ammunition issued by other agencies for gun violence restraining orders issued by the Department are properly maintained (Penal Code § 18120).

(e) Any relinquishment of firearm rights form received from the court is entered into the California Restraining and Protective Order System within one business day of receipt (Penal Code § 18115).

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340.7 COURT-ORDERED FIREARMS AND AMMUNITION SURRENDERS

Authorized members shall accept firearms and ammunition from any individual who is the subject of a gun violence restraining order. The member receiving any firearm or ammunition shall:

(a) Record the individual's name, address and telephone number.

(b) Record the serial number of the firearm.

(c) Prepare an incident report and property report.

(d) Provide a property receipt to the individual who surrendered the firearms and ammunition.

(e) Package and submit the firearms and ammunition in accordance with the Property and Evidence Policy.

340.8 RELEASE OF FIREARMS AND AMMUNITION

Firearms and ammunition that were taken into temporary custody or surrendered pursuant to a gun violence restraining order shall be returned to the restrained person upon the expiration of the order and in accordance with Penal Code § 18120 and the Property and Evidence Policy.

340.9 RENEWAL OF GUN VIOLENCE RESTRAINING ORDERS

The Detective Division supervisor is responsible for the review of a gun violence restraining order obtained by the Department to determine if renewal should be requested within the time prescribed by law (Penal Code § 18190).

340.10 POLICY AVAILABILITY

The Chief of Police or the authorized designee shall be responsible for making this policy available to the public upon request (Penal Code § 18108).

340.11 TRAINING

The Research and Training Division Commander should ensure that members receive periodic training on the requirements of this policy (Penal Code § 18108).

340.12 GUN VIOLENCE RESTRAINING ORDER COORDINATOR

The Chief of Police will appoint a gun violence restraining order coordinator. The responsibilities of the coordinator include:

(a) Developing and maintaining procedures for the filing of a petition for an order or a renewal of an order by department members, also including procedures for requesting and serving (Penal Code § 18108):

1. A temporary emergency gun violence restraining order.
2. An ex parte gun violence restraining order.
3. A gun violence restraining order issued after notice and hearing.

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(b) Developing and maintaining factors to consider when assessing the need to seek an order, including:

1. Whether threats have been made, and if so, whether the threats are credible and specific.
2. Whether the potential victim is within close proximity.
3. Whether the person has expressed suicidal tendencies.
4. Whether the person has access to firearms.
5. The criminal history of the person, in particular any history of criminal violence, including whether the person is currently on parole, probation, or monitored release.
6. The mental health history of the person, in particular whether the person has any history of mental illness or has ever been detained for being a danger to themselves or others.
7. Any upcoming holidays, anniversaries, or other dates of significance that may serve as a trigger for the person, such as the death of a family member.
8. Whether the person has any history of drug or alcohol abuse.

(c) Developing and maintaining procedures for the receipt and service of orders consistent with the requirements of Penal Code § 18115; Penal Code § 18120; Penal Code § 18135; Penal Code § 18140; and Penal Code § 18160. Procedures should include:

1. Evaluation of an order to determine appropriate service and necessary precautions (see the Warrant Service Policy and the Operations Planning and Deconfliction Policy).
2. Forwarding orders to the Records Administrator for recording in appropriate databases and required notice to the court, as applicable.
3. Preparing or obtaining a search warrant prior to attempting service of an order, when appropriate (Penal Code § 18108).
4. Seizure procedures of firearms and ammunition at the time of issuance of a temporary emergency gun violence restraining order.
5. Verification procedures for the removal of firearms and ammunition from the subject of a gun violence restraining order.

(d) Coordinating with the Research and Training Division Commander to provide officers who may be involved in petitioning for or serving orders with training on such orders. Training should include determining when a petition is appropriate, the process for seeking an order, and the service of such orders.

(e) Reviewing each petition and any associated court documents for an order prepared by members, for compliance with this policy, department procedures, and state law.

(f) Developing and maintaining procedures for members to accept voluntarily surrendered prohibited items at times other than when an order is being served by the Department.

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1. Procedures should include preparing and providing a receipt identifying all prohibited items to the person surrendering the items.

(g) Coordinating review of notices of court hearings and providing notice to the appropriate officer of the hearing date and the responsibility to appear (Penal Code § 18108).

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Native American Graves Protection and Repatriation

341.1 PURPOSE AND SCOPE

This policy is intended to ensure the protection and security of ancient or historic grave sites, including notification of personnel responsible for cultural items, in compliance with the Native American Graves Protection and Repatriation Act (NAGPRA) (25 USC § 3001 et seq.).

341.1.1 DEFINITIONS

Definitions related to this policy include (43 CFR 10.2):

Funerary objects and associated funerary objects - Objects that, as part of the death rite or ceremony of a culture, are reasonably believed to have been placed intentionally at the time of death or later with or near individual human remains, or that were made exclusively for burial purposes or to contain human remains.

Native American human remains - The physical remains of the body of a person of Native American ancestry.

Objects of cultural patrimony - Objects having ongoing historical, traditional or cultural importance that is central to the Native American group or culture itself and therefore cannot be appropriated or conveyed by any individual, including members of the Native American group or Native Hawaiian organization. Such objects must have been considered inalienable by the Native American group at the time the object was separated from the group.

Sacred objects - Specific ceremonial objects needed by traditional Native American religious leaders for the practice of traditional Native American religions.

341.2 POLICY

It is the policy of the Torrance Police Department that the protection of Native American human remains, funerary objects, associated funerary objects, sacred objects or objects of cultural patrimony is the responsibility of all members. Such protection includes minimizing destruction, contamination, inadvertent disruption or complicated custody transfer processes.

341.3 COMPLIANCE WITH THE NATIVE AMERICAN GRAVES PROTECTION AND REPATRIATION ACT

Upon discovery or arrival upon a scene where it reasonably appears that a Native American grave, human remains, funerary objects, associated funerary objects, sacred objects or objects of cultural patrimony are exposed or otherwise unsecured, members shall secure the site in the same manner as a crime scene. All activity at the scene other than scene preservation activity must cease (43 CFR 10.4).

No photography or video recording may be permitted by the media or any group or individual who may wish to exhibit the remains.

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Without delay, the appropriate agency or group shall be notified to respond and take control of the scene. These include the following (43 CFR 10.4):

- Federal land - Appropriate agency at the U.S. Department of the Interior or U.S. Department of Agriculture
- State land/Private land - Coroner, when appropriate (Health and Safety Code § 7050.5)
- Tribal land - Responsible Indian tribal official

341.4 EVIDENCE AND PROPERTY

If the location has been investigated as a possible homicide scene prior to identification as a NAGPRA site, investigators shall work with other appropriate agencies and individuals to ensure the proper transfer and repatriation of any material collected. Members shall ensure that any remains or artifacts located at the site are expediently processed (43 CFR 10.6).

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Community Relations

342.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for community relationship-building.

Additional guidance on community relations and outreach is provided in other policies, including the:

- Hate Crimes Policy.
- Limited English Proficiency Services Policy.
- Communications with Persons with Disabilities Policy.
- Chaplains Policy.
- Patrol Function Policy.
- Suspicious Activity Reporting Policy.
- Bias-Based Policing.
- Department Use of Social Media.

342.2 POLICY

It is the policy of the Torrance Police Department to promote positive relationships between members of the department and the community by treating community members with dignity and respect and engaging them in public safety strategy development and relationship-building activities, and by making relevant policy and operations information available to the community in a transparent manner.

342.3 MEMBER RESPONSIBILITIES

Officers should, as time and circumstances reasonably permit:

(a) Make casual and consensual contacts with community members to promote positive community relationships (see the Detentions and Photographing Detainees Policy).

(b) Become reasonably familiar with the schools, businesses and community groups in their assigned jurisdictional areas.

(c) Work with community members and the Community Affairs Division to identify issues and solve problems related to community relations and public safety.

(d) Conduct periodic foot patrols of their assigned areas to facilitate interaction with community members. Officers carrying out foot patrols should notify Communications of their status (i.e., on foot patrol) and location before beginning and upon completion of the foot patrol. They should also periodically inform Communications of their location and status during the foot patrol.

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342.4 COMMUNITY AFFAIRS DIVISION COMMANDER

The Chief of Police or the authorized designee should designate the Community Affairs Division Commander. The Community Affairs Divison Commander should report directly to the Patrol Bureau Commander and is responsible for:

(a) Obtaining department-approved training related to his/her responsibilities.

(b) Responding to requests from department members and the community for assistance in identifying issues and solving problems related to community relations and public safety.

(c) Organizing surveys to measure the condition of the department's relationship with the community.

(d) Working with community groups, department members and other community resources to:

1. Identify and solve public safety problems within the community.
2. Organize programs and activities that help build positive relationships between department members and the community and provide community members with an improved understanding of department operations.

(e) Working with Patrol Division Commanders to develop patrol deployment plans that allow officers the time to participate in community engagement and problem-solving activities.

(f) Recognizing department and community members for exceptional work or performance in community relations efforts.

(g) Assisting with the department's response to events that may affect community relations, such as an incident where the conduct of a department member is called into public question.

(h) Informing the Chief of Police and others of developments and needs related to the furtherance of the department's community relations goals, as appropriate.

342.5 COMMUNITY AND YOUTH ACTIVITIES AND PROGRAMS

The Community Affairs Division should organize or assist with programs and activities that create opportunities for department members and community members, including youth, to interact in a positive setting. Examples of such programs and events include:

(a) Police-community get-togethers (e.g., Coffee with a Cop, cookouts, meals, charity events).

(b) Youth leadership, life skills mentoring and school resource programs.

(c) Neighborhood Watch and crime prevention programs.

342.6 INFORMATION SHARING

The Community Affairs Division should work with the Public Information Officer to develop methods and procedures for the convenient sharing of information (e.g., major incident

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notifications, press releases, significant changes in department operations, comments, feedback, positive events) between the Department and community members. Examples of information-sharing methods include:

(a) Community meetings.

(b) Social media (see the Department Use of Social Media Policy).

(c) Department website postings.

Information should be regularly refreshed, to inform and engage community members continuously.

342.7 LAW ENFORCEMENT OPERATIONS EDUCATION

The Community Affairs Division should develop methods to educate community members on general law enforcement operations so they may understand the work that officers do to keep the community safe. Examples of educational methods include:

(a) Development and distribution of informational cards/flyers.

(b) Department website postings.

(c) Instruction in schools.

(d) Scenario/Simulation exercises with community member participation.

(e) Youth internships at the Department.

(f) Citizen academies.

Instructional information should include direction on how community members should interact with the police during enforcement or investigative contacts and how community members can make a complaint to the department regarding alleged misconduct or inappropriate job performance by department members.

342.8 SAFETY AND OTHER CONSIDERATIONS

Department members responsible for community relations activities should consider the safety of the community participants and, as much as reasonably practicable, not allow them to be present in any location or situation that would jeopardize their safety.

Department members in charge of community relations events should ensure that participating community members have completed waiver forms before participation, if appropriate. A parent or guardian must complete the waiver form if the participating community member has not reached 18 years of age.

Community members are subject to a criminal history check before approval for participation in certain activities, such as citizen academies.

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342.9 TRAINING

Subject to available resources, members should receive training related to this policy, including training on topics such as:

(a) Effective social interaction and communication skills.

(b) Cultural, racial and ethnic diversity and relations.

(c) Building community partnerships.

(d) Community policing and problem-solving principles.

Where practicable and appropriate, community members, especially those with relevant expertise, should be involved in the training to provide input from a community perspective.

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Chapter 4 - Patrol Operations

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Patrol Function

400.1 PURPOSE AND SCOPE

The purpose of this policy is to define the patrol function and address intraorganizational cooperation and information sharing.

400.2 POLICY

The Torrance Police Department provides patrol services 24 hours a day, seven days a week and will prioritize responses to requests for emergency services using available resources to enhance the safety of the public and department members.

400.3 FUNCTION

Patrol will generally be conducted by uniformed officers in clearly marked law enforcement vehicles in assigned jurisdictional areas of Torrance. The function of patrol is to respond to calls for assistance and reports of criminal activity, act as a deterrent to crime, enforce state and local laws, identify community needs, provide support and assistance to the community and respond to emergencies.

Patrol services include, but are not limited to:

(a) Responding to emergency calls for service.

(b) Apprehending criminal offenders.

(c) Providing mutual aid and assistance to other agencies for emergency and law enforcement-related activities.

(d) Preventing criminal acts, traffic violations and collisions, maintaining public order and discovering hazardous situations or conditions.

(e) Responding to reports of criminal and non-criminal acts.

(f) Responding to routine calls for service, such as public assistance or public safety.

(g) Carrying out crime prevention activities such as residential inspections, business inspections and community presentations.

(h) Carrying out community oriented policing and problem-solving activities including the application of resources to improve or resolve specific problems or situations and contacting or assisting members of the public in a positive way.

(i) Directing and controlling traffic.

400.4 INFORMATION SHARING

To the extent feasible, all information relevant to the mission of the Department should be shared among all divisions and specialized units on a timely basis. Members should be provided with opportunities on a regular basis to share information during the daily briefings and to attend briefings of other divisions or specialized units.

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Additionally, information should be shared with outside agencies and the public in conformance with department policies and applicable laws. Members are encouraged to share information with other units and divisions.

400.5 CROWDS, EVENTS AND GATHERINGS

Officers may encounter gatherings of people, including but not limited to, civil demonstrations, civic, social and business events, public displays, parades and sporting events. Officers should monitor such events as time permits in an effort to keep the peace and protect the safety and rights of those present. A patrol supervisor should be notified when it becomes reasonably foreseeable that such an event may require increased monitoring, contact or intervention.

Officers responding to an event or gathering that warrants law enforcement involvement should carefully balance the speech and association rights of those present with applicable public safety concerns before taking enforcement action.

Generally, officers should consider seeking compliance through advisements and warnings for minor violations and should reserve greater enforcement options for more serious violations or when voluntary compliance with the law is not achieved.

Officers are encouraged to contact organizers or responsible persons to seek voluntary compliance that may address relevant public safety/order concerns.

Officers should consider enforcement of applicable state and local laws, such as Penal Code 602.1 (obstructing or intimidating business operators), when the activity blocks the entrance or egress of a facility or location and when voluntary compliance with the law is not achieved.

This section shall not apply to any of the following persons:

(a) Any person engaged in lawful labor union activities that are permitted to be carried out on the property by state or federal law.

(b) Any person on the premises who is engaging in activities protected by the California Constitution or the United States Constitution.

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Bias-Based Policing

401.1 PURPOSE AND SCOPE

This policy provides guidance to department members that affirms the Torrance Police Department's commitment to policing that is fair and objective.

Nothing in this policy prohibits the use of specified characteristics in law enforcement activities designed to strengthen the department's relationship with its diverse communities (e.g., cultural and ethnicity awareness training, youth programs, community group outreach, partnerships).

401.1.1 DEFINITIONS

Definitions related to this policy include:

Bias-based policing - An inappropriate reliance on actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, disability, or affiliation with any non-criminal group (protected characteristics) as the basis for providing differing law enforcement service or enforcement (Penal Code § 13519.4).

401.2 POLICY

The Torrance Police Department is committed to providing law enforcement services to the community with due regard for the racial, cultural or other differences of those served. It is the policy of this department to provide law enforcement services and to enforce the law equally, fairly, objectively and without discrimination toward any individual or group.

401.3 BIAS-BASED POLICING PROHIBITED

Bias-based policing is strictly prohibited.

However, nothing in this policy is intended to prohibit an officer from considering protected characteristics in combination with credible, timely and distinct information connecting a person or people of a specific characteristic to a specific unlawful incident, or to specific unlawful incidents, specific criminal patterns or specific schemes.

401.3.1 CALIFORNIA RELIGIOUS FREEDOM ACT

Members shall not collect information from a person based on religious belief, practice, affiliation, national origin or ethnicity unless permitted under state or federal law (Government Code § 8310.3).

Members shall not assist federal government authorities (Government Code § 8310.3):

(a) In compiling personal information about a person’s religious belief, practice, affiliation, national origin or ethnicity.

(b) By investigating, enforcing or assisting with the investigation or enforcement of any requirement that a person register with the federal government based on religious belief, practice, or affiliation, or national origin or ethnicity.

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401.4 MEMBER RESPONSIBILITIES

Every member of this department shall perform his/her duties in a fair and objective manner and is responsible for promptly reporting any suspected or known instances of bias-based policing to a supervisor. Members should, when reasonable to do so, intervene to prevent any biased-based actions by another member.

401.4.1 REASON FOR CONTACT

Officers contacting a person shall be prepared to articulate sufficient reason for the contact, independent of the protected characteristics of the individual.

To the extent that written documentation would otherwise be completed (e.g., arrest report, field interview (FI) card), the involved officer should include those facts giving rise to the contact, as applicable.

Except for required data-collection forms or methods, nothing in this policy shall require any officer to document a contact that would not otherwise require reporting.

401.4.2 REPORTING OF STOPS

Commencing April 1, 2023, unless an exception applies under 11 CCR 999.227, an officer conducting a stop of a person shall collect the data elements required by 11 CCR 999.226 for every person stopped and prepare a stop data report. When multiple officers conduct a stop, the officer with the highest level of engagement with the person shall collect the data elements and prepare the report (11 CCR 999.227).

If multiple agencies are involved in a stop and the Torrance Police Department is the primary agency, the Torrance Police Department officer shall collect the data elements and prepare the stop data report (11 CCR 999.227).

The stop data report should be completed by the end of the officer's shift or as soon as practicable (11 CCR 999.227).

401.5 SUPERVISOR RESPONSIBILITIES

Supervisors should monitor those individuals under their command for compliance with this policy and shall handle any alleged or observed violations in accordance with the Personnel Complaints Policy.

(a) Supervisors should discuss any issues with the involved officer and his/her supervisor in a timely manner.

(b) Supervisors shall initiate investigations of any actual or alleged violations of this policy.

(c) Supervisors should take prompt and reasonable steps to address any retaliatory action taken against any member of this department who discloses information concerning bias-based policing.

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401.6 REPORTING TO CALIFORNIA DEPARTMENT OF JUSTICE

The Personnel Division Commander shall ensure that all data required by the California Department of Justice (DOJ) regarding complaints of racial bias against officers is collected and provided to the Records Administrator for required reporting to the DOJ (Penal Code § 13012; Penal Code § 13020). See the Records Division Policy.

Supervisors should ensure that data stop reports are provided to the Records Administrator for required annual reporting to the DOJ (Government Code § 12525.5) (See Records Bureau Policy).

Government Code 12525.5 requires this collection of data for agencies with sworn officers between 1-333 beginning in January of 2022. The first report shall be issued by April 1, 2023.

401.7 TRAINING

Training on fair and objective policing and review of this policy should be conducted as directed by the Research and Training Division.

(a) All sworn members of this department will be scheduled to attend Peace Officer Standards and Training (POST) approved training on the subject of racial profiling.

(b) Pending participation in such POST approved training and at all times, all members of this department are encouraged to familiarize themselves with and consider racial and cultural differences among members of this community.

(c) Each sworn member of this department who received initial racial profiling training will thereafter be required to complete an approved refresher course every five years, or sooner if deemed necessary, in order to keep current with changing racial, identity and cultural trends (Penal Code § 13519.4(i)).

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Briefing Training

402.1 PURPOSE AND SCOPE

Briefing training is generally conducted at the beginning of the officer's assigned shift. Briefing provides an opportunity for important exchange between employees and supervisors. A supervisor generally will conduct briefing; however officers may conduct briefing for training purposes with supervisor approval.

Briefing should accomplish, at a minimum, the following basic tasks:

(a) Reports of daily assignment, regarding daily deployment of personnel and units, are completed and distributed by supervisors

(b) Notifying officers of changes in schedules and assignments

(c) Notifying officers of new Department Notices

(d) Briefing officers with information regarding daily patrol activity, with particular attention given to unusual situations and changes in the status of wanted persons, stolen vehicles, and major investigations

(e) Reviewing recent incidents for training purposes

(f) Providing training on a variety of subjects

402.2 PREPARATION OF MATERIALS

The supervisor conducting briefing is responsible for preparation of the materials necessary for a constructive briefing. Supervisors may delegate this responsibility to a subordinate officer in his or her absence or for training purposes.

402.3 RETENTION OF BRIEFING TRAINING RECORDS

Briefing training materials and a curriculum or summary shall be uploaded and entered into Managing Employee Training Records (METR) by the supervisor for inclusion in training records, as appropriate.

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Crime and Disaster Scene Integrity

403.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance in handling a major crime or disaster.

403.2 POLICY

It is the policy of the Torrance Police Department to secure crime or disaster scenes so that evidence is preserved, and to identify and mitigate the dangers associated with a major crime or disaster scene for the safety of the community and those required to enter or work near the scene.

403.3 SCENE RESPONSIBILITY

The first officer at the scene of a crime or major incident is generally responsible for the immediate safety of the public and preservation of the scene. Officers shall also consider officer safety and the safety of those persons entering or exiting the area, including those rendering medical aid to any injured parties. Once an officer has assumed or been assigned to maintain the integrity and security of the crime or disaster scene, the officer shall maintain the crime or disaster scene until he/she is properly relieved by a supervisor or other designated person.

403.4 FIRST RESPONDER CONSIDERATIONS

The following list generally describes the first responder's function at a crime or disaster scene. This list is not intended to be all-inclusive, is not necessarily in order and may be altered according to the demands of each situation:

(a) Broadcast emergency information, including requests for additional assistance and resources.

(b) Provide for the general safety of those within the immediate area by mitigating, reducing or eliminating threats or dangers.

(c) Locate or identify suspects and determine whether dangerous suspects are still within the area.

(d) Provide first aid to injured parties if it can be done safely.

(e) Evacuate the location safely as required or appropriate.

(f) Secure the inner perimeter.

(g) Protect items of apparent evidentiary value.

(h) Secure an outer perimeter.

(i) Identify potential witnesses.

(j) Start a chronological log noting critical times and personnel allowed access.

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403.5 SEARCHES

Officers arriving at crime or disaster scenes are often faced with the immediate need to search for and render aid to victims, and to determine if suspects are present and continue to pose a threat. Once officers are satisfied that no additional suspects are present and/or there are no injured persons to be treated, those exigent circumstances will likely no longer exist. Officers should thereafter secure the scene and conduct no further search until additional or alternate authority for the search is obtained, such as consent or a search warrant.

403.5.1 CONSENT

When possible, officers should seek written consent to search from authorized individuals. However, in the case of serious crimes or major investigations, it may be prudent to also obtain a search warrant. Consent as an additional authorization may be sought, even in cases where a search warrant has been granted.

403.6 EXECUTION OF HEALTH ORDERS

Any sworn member of this department is authorized to enforce all orders of the local health officer that have been issued for the purpose of preventing the spread of any contagious, infectious or communicable disease (Health and Safety Code § 120155).

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Special Weapons and Tactics Team (SWAT) and the Crisis Negotiation Team (CNT)

404.1 PURPOSE AND SCOPE

The Special Weapons and Tactics Team (SWAT) and the Crisis Negotiation Team (CNT) have been established to provide specialized support in handling critical field operations where intense negotiations and/or special tactical deployment methods beyond the capacity of field officers appear to be necessary. This policy is written to comply with the guidelines established in the Attorney General's Commission on Special Weapons and Tactics Report (September 2002) and the POST 2005 SWAT Operational Guidelines and Standardized Training Recommendations (Penal Code § 13514.1).

404.1.1 OPERATIONAL AND ADMINISTRATIVE POLICY

The Policy Manual sections pertaining to the SWAT and CNT are divided into Administrative and Operational Policy and Procedures. Since situations that necessitate the need for such a police response vary greatly from incident to incident and such events often demand on-the-scene evaluation, the Operational Policy outlined in this manual section serves as a guideline to department personnel allowing for appropriate on scene decision making as required. The Administrative Procedures, however, are more restrictive and few exceptions should be taken.

404.1.2 SWAT/CNT TEAMS DEFINED

The SWAT and CNT teams are a designated teams of law enforcement officers that are specifically trained and equipped to work as a coordinated team to resolve critical incidents that are so hazardous, complex, or unusual that they may exceed the capabilities of first responders or investigative units including, but not limited to, hostage taking, barricaded suspects, snipers, terrorist acts and other high-risk incidents. As a matter of department policy, these teams may also be used to serve high-risk warrants, both search and arrest, where public and officer safety issues warrant the use of such a unit.

404.2 SWAT POLICY

It shall be the policy of this department to maintain a SWAT Team and to provide the equipment, manpower, and training necessary to maintain a SWAT Team. The SWAT Team should develop sufficient resources to perform five basic operational functions based on the National Tactical Officers Association (NTOA) standards:

(a) Tactical Command

(b) Containment

(c) Emergency Action

(d) Deliberate Action

(e) Precision Long Rifle

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It is understood it is difficult to categorize specific capabilities for critical incidents. Training needs may vary based on the experience level of the team personnel, team administrators and potential incident commanders. Nothing in this policy shall prohibit individual teams from responding to a situation that exceeds their training levels due to the exigency of the circumstances. The preservation of innocent human life is paramount.

404.3 CNT POLICY

It shall be the policy of this department to maintain a Crisis Negotiation Team and to provide the equipment, manpower, and training necessary to maintain a Crisis Negotiation Team. The Crisis Negotiation Team should develop sufficient resources to perform basic operational functions based on the California Association of Hostage Negotiators and California POST standards including:

(a) Provide CNT negotiation and communication expertise and intelligence gathering support to all SWAT operations including, but not limited to, barricaded suspects, hostage situations, high risk warrant service/surround and call out operations.

(b) Assist patrol during normal field operations with specialized communication skills during calls for service that would benefit from these skills, but do not rise to the level of a SWAT/CNT call out.

404.4 UNIFORMS, EQUIPMENT, AND FIREARMS

404.4.1 UNIFORMS

The SWAT/CNT teams from this agency should wear uniforms that clearly identify team members as law enforcement officers. It is recognized that certain tactical conditions may require covert movement. Attire may be selected appropriate to the specific mission.

404.4.2 FIREARMS

Weapons and equipment used by SWAT should be agency-issued or approved, including any modifications, additions, or attachments.

404.5 CRISIS NEGOTIATION TEAM ADMINISTRATIVE PROCEDURES

The Crisis Negotiation Team has been established to provide skilled verbal communicators who may be utilized to attempt to de-escalate and affect surrender in critical situations where suspects have taken hostages, barricaded themselves, or have suicidal tendencies.

The following procedures serve as directives for the administrative operation of the Crisis Negotiation Team.

404.5.1 SELECTION OF PERSONNEL

Interested sworn personnel, who are off probation, shall submit a change of assignment request to their appropriate Division Commander. A copy will be forwarded to the CNT Commander and the CNT supervisor. Qualified applicants will then be invited to an oral interview. Interested personnel shall be evaluated by the following criteria:

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(a) Recognized competence and ability as evidenced by performance.

(b) Demonstrated good judgment and understanding of critical role of negotiator and negotiation process.

(c) Effective communication skills to ensure success as a negotiator.

(d) Special skills, training, or appropriate education as it pertains to the assignment.

(e) Commitment to the unit, realizing that the assignment may necessitate unusual working hours, conditions, and training obligations.

The oral board shall submit a list of successful applicants to staff for final selection.

404.5.2 TRAINING OF NEGOTIATORS

Those officers selected as members of the Negotiation Team should attend the Basic Negotiators Course as approved by the Commission on Peace Officer Standards and Training (POST) prior to primary use in an actual crisis situation. Untrained officers may be used in a support or training capacity. Additional training will be coordinated by the team supervisor.

A minimum of one training day per quarter will be required to provide the opportunity for role playing and situational training necessary to maintain proper skills. This will be coordinated by the team supervisor. All members of CNT shall maintain membership in the professional organization known as the California Association of Hostage Negotiators (CAHN).

Continual evaluation of a team member's performance and efficiency as it relates to the positive operation of the unit shall be conducted by the team supervisor. Performance and efficiency levels, established by the team supervisor, will be met and maintained by all team members. Any member of the Negotiation Team who performs or functions at a level less than satisfactory shall be subject to dismissal from the unit.

404.6 SWAT ACTIVATION PROCESS

SWAT/CNT Team activations take precedence over all other assignments within the Torrance Police Department. Assigned SWAT/CNT Team members become subordinate to the SWAT and CNT Team Commander until the SWAT/CNT Team Commanders determines the activation is over.

The Watch Commander has the authority to immediately activate the SWAT/CNT Teams for any critical incident; however, notification to the Chief via the chain of command shall be done. The activation will commence when the responsible Watch Commander contacts the SWAT Team Commander or the next in the chain-of-command if the Commander is unavailable, and briefs them on the incident. The Commander, or Acting Commander, shall then take responsibility for the conduct of the activation.

The Torrance Police Department SWAT/CNT Teams are available, with the approval of the Chief or designee, to any requesting law enforcement agency. When a request for the team is received, it shall be immediately forwarded to the SWAT/CNT Team Commanders who will determine if, in fact, the situation warrants the activation of the teams.

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Any Bureau or unit within the Torrance Police Department may request the assistance of the SWAT/CNT Teams in planning or conducting appropriate operations. All requests for SWAT/CNT assistance should include the completion of an approved Operations Plan. The Bureau or Unit Commander or his/her representative will contact the Captain with SWAT/CNT oversight with the request. The SWAT/CNT Team Commanders will then follow the above-described procedures for team activation if approved.

404.6.1 SWAT TEAM CALL-OUT PROCEDURES

The following procedures shall be followed when a SWAT/CNT call-out occurs:

(a) The on-duty Watch Commander shall be notified.

(b) The on-duty Watch Commander shall notify the SWAT/CNT Team Commander who will then evaluate the situation. The Watch Commander has the authority to immediately activate the team for any critical incident; however, notification to the Chief via the chain of command shall be done.

(c) After approval by the SWAT/CNT Commander, a call-out of SWAT/CNT Team members shall be initiated.

(d) Activation of the SWAT/CNT Teams by either the Watch Commander or SWAT/CNT Commanders shall result in the initiation of a SWAT/CNT Team assignment. The Team's operation will be the responsibility of the SWAT/CNT Team Commanders with the maxim being the tactical team is independently responsible for the tactics employed to accomplish the mission. Upon completion of the mission, the incident will revert back to the bureau that initiated the call-out for report and follow-up investigation.

(e) A call-out for the SWAT/CNT Team shall include all available team members. Only the SWAT/CNT Team Commanders can decide to activate a limited number of team members.

404.6.2 SWAT/CNT WARRANT SERVICE PROCEDURES

Prior to a request for SWAT/CNT, the investigators shall evaluate the task at hand and determine if the service meets one or more of the following criteria:

(a) Suspect(s) probably armed.

(b) Violent crime involved and/or the suspect(s) are a significant potential threat to the lives and safety of citizens and police.

(c) Weapons have been used in the past; high probability of use against police.

(d) Demonstrated acts of violence in the past.

(e) High degree of danger to police due to extenuating circumstances.

(f) The location is heavily-fortified requiring specialized equipment and tactics in order to accomplish the entry.

Please refer to Policy 608 Operations Planning and Deconfliction.

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404.7 FIELD UNIT RESPONSIBILITIES

While waiting for SWAT, field personnel should:

(a) Establish an inner and outer perimeter.

(b) Establish a command post outside of the inner perimeter.

(c) Establish an arrest/response team. The team actions may include:

1. Securing any subject or suspect who may surrender.
2. Taking action to mitigate a deadly threat or behavior.

(d) If safe, practical and sufficient resources exist, evacuate any injured persons or citizens in the zone of danger.

(e) If a CNT member is on duty and able to respond to the scene, they should make every attempt to establish communication with the suspect as soon as reasonably possible.

(f) Attempt to establish preliminary communication with the suspect. Once CNT has arrived, all negotiations should generally continue until relieved by a member of the Crisis Negotiation Team.

(g) Be prepared to brief the SWAT/CNT Commanders on the situation.

(h) Plan for, and stage, anticipated resources.

404.8 ON-SCENE COMMAND RESPONSIBILITIES

Upon arrival of SWAT/CNT at the scene, the Incident Commander shall brief the SWAT/CNT Commanders and team supervisors about the situation. The Incident Commander shall continue supervision of the command post operation, outer perimeter security, and support for SWAT/CNT. The Incident Commander and the SWAT/CNT Commanders (or his or her designee) shall maintain communications at all times.

404.9 COMMUNICATION WITH CNT PERSONNEL

All of those persons who are non-CNT personnel shall refrain from any non-emergency contact or interference with any member of CNT during active negotiations. Operations require the utmost in concentration by involved personnel and, as a result, no one should interrupt or communicate with CNT personnel directly. All non-emergency communications shall be channeled through the CNT Sergeant or his or her designee.

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Ride-Along Policy

405.1 PURPOSE AND SCOPE

The Ride-Along Program is designed to acquaint selected members of the community and the criminal justice system with Torrance Police Department field operations. This policy provides the requirements and approval process for the Ride-Along Program.

405.1.1 ELIGIBILITY

The Torrance Police Department Ride-Along Program is offered on a limited basis and at the discretion of the Watch Commander.

405.2 PROCEDURE TO REQUEST A RIDE-ALONG

Generally, ride-along requests will be scheduled by the Watch Commander. The participant will complete a ride-along waiver form and Ride-Along Application (TPD) 123(b). Information requested will include a valid ID or California driver's license, address, email and telephone number. If the participant is under 18 years of age, a parent/guardian must be present to complete the Ride-Along Form.

(405 - Ride Along Application PDF.pdf)

The Watch Commander will schedule a date, based on availability, at least one week after the date of application. If approved, a copy will be forwarded to the respective Watch Commander as soon as possible for his/her scheduling considerations.

If the ride-along is denied after the request has been made, a representative of the Department will contact the applicant and advise him/her of the denial.

405.2.1 SUITABLE ATTIRE

Any person approved to ride along is required to be suitably dressed. Sandals, T-shirts, tank tops, shorts and ripped or torn blue jeans are not permitted. The Watch Commander or field supervisor may refuse a ride along to anyone not properly dressed.

405.2.2 PEACE OFFICER RIDE-ALONGS

Off-duty members of this department or any other law enforcement agency will not be permitted to ride-along with on-duty officers without the expressed consent of the Watch Commander. In the event that such a ride-along is permitted, the off-duty employee shall not be considered on-duty and shall not represent themselves as a peace officer or participate in any law enforcement activity except as emergency circumstances may require.

405.2.3 RIDE-ALONG CRIMINAL HISTORY CHECK

All ride-along applicants are subject to a criminal history check. The criminal history check may include a local records check and a Department of Justice Automated Criminal History System check through CLETS prior to their approval as a ride-along with a law enforcement officer (provided that the ride-along is not an employee of the Torrance Police Department) (CLETS Policies, Practices and Procedures Manual § 1.6.1.F.2.).

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405.3 OFFICER'S RESPONSIBILITY

The officer shall advise the dispatcher that a ride-along is present in the vehicle before going into service. Officers shall consider the safety of the ride-along at all times. Officers should use sound discretion when encountering a potentially dangerous situation, and if feasible, let the participant out of the vehicle in a well-lighted place of safety. The dispatcher will be advised of the situation and as soon as practical have another police unit respond to pick up the participant at that location. The ride-along may be continued or terminated at this time.

The Watch Commander is responsible for maintaining and scheduling ride-alongs. Upon completion of the ride-along, the Ride-Along Application and Waiver form shall be returned to the Watch Commander with any comments which may be offered by the officer. The Watch Commander will ensure the electronic form is completed, signed by the participant and saved/ scanned in the appropriate network file. (Q:\Patrol\Ride-Along Applications)

405.4 CONTROL OF RIDE-ALONG

The assigned employee shall maintain control over the ride-along at all times and instruct him/her in the conditions that necessarily limit their participation. These instructions should include:

(a) The ride-along will follow the directions of the officer.

(b) The ride-along will not become involved in any investigation, handling of evidence, discussions with victims or suspects, or handling any police equipment.

(c) The ride-along may terminate the ride at any time and the officer may return the observer to their home or to the station if the ride-along interferes with the performance of the officer's duties.

(d) Ride-alongs may be allowed to continue riding during the transportation and booking process provided this does not jeopardize their safety.

(e) Officers will not allow any ride-alongs to be present in any residences or situations that would jeopardize their safety or cause undue stress or embarrassment to a victim or any other citizen.

(f) Under no circumstance shall a civilian ride along be permitted to enter a private residence with an officer without the expressed consent of the resident or other authorized person.

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Hazardous Material Response

406.1 PURPOSE AND SCOPE

Hazardous materials present a potential harm to employees resulting from their exposure. To comply with 8 CCR § 5194, the following is to be the policy of this department.

406.1.1 HAZARDOUS MATERIAL DEFINED

A hazardous material is a substance which by its nature, containment and reactivity, has the capability of inflicting harm during exposure; characterized as being toxic, corrosive, flammable, reactive, an irritant or strong sensitizer and thereby posing a threat to health when improperly managed.

406.2 HAZARDOUS MATERIAL RESPONSE

Employees may encounter situations involving suspected hazardous materials, such as at the scene of a traffic accident, chemical spill or fire. When employees come into contact with a suspected hazardous material, certain steps should be taken to protect themselves and citizens.

The following steps should be considered at any scene involving suspected hazardous materials:

(a) Attempt to identify the type of hazardous substance. (Identification can be determined by placard, driver's manifest or statements from the person transporting).

(b) Notify the Fire Department.

(c) Provide first aid for injured parties if it can be done safely and without contamination.

(d) Begin evacuation of the immediate area and surrounding areas, depending on the substance. Voluntary evacuation should be considered; however, depending on the substance, mandatory evacuation may be necessary.

(e) Notify the local health authority. Such notification is mandatory when a spilled or released item is a pesticide (Health and Safety Code § 105215).

(f) Notify the Department of Toxic Substances Control. This is mandatory when an officer comes in contact with, or is aware of, the presence of a suspected hazardous substance at a site where an illegal controlled substance is or was manufactured (Health and Safety Code § 25354.5).

406.2.1 RADIOACTIVE MATERIAL

Officers investigating an incident which requires the handling of radioactive materials shall:

(a) Keep all persons and conveyances at a safe distance from radioactive materials or liquid runoff.

(b) Notify the Watch Commander of any barricades or other special traffic control devices needed.

(c) Immediately notify, or cause to be notified, the Patrol Bureau Commander. Notification shall include the name of the owner of the material (if known), location, type and quantity of material involved.

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Fire Department personnel are responsible for determining the extent of danger, handling the hazardous substances, notifying state and/or federal/military authorities, and caring for any person exposed to the hazardous material. Police personnel are responsible for protecting the scene, rendering first aid as directed, and controlling traffic. No one is to be allowed into the affected area without specific need, and then only with the specific permission of the person in charge of handling the incident.

406.3 REPORTING EXPOSURE(S)

Department personnel who believe that they have been exposed to a hazardous material shall immediately report the exposure to a supervisor. Each exposure shall be documented by the employee in an Employee's Report of Industrial Injury or Illness form that shall be forwarded via chain of command to the Commanding Officer. Should the affected employee be unable to document the exposure for any reason, it shall be the responsibility of the notified supervisor to complete the Employee's Report of Industrial Injury or Illness form.

Injury or illness caused or believed to be caused from exposure to hazardous materials shall be reported the same as any other on-duty injury or illness in addition to a crime report or incident report.

406.3.1 SUPERVISOR RESPONSIBILITY

When a supervisor has been informed that an employee has been exposed to a hazardous material, he/she shall ensure that immediate medical treatment is obtained and appropriate action is taken to lessen the exposure.

To ensure the safety of employees, safety equipment is available through supervisory personnel. Safety items not maintained by the Department will be obtained through the Fire Department.

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Hostage and Barricade Incidents

407.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for situations where officers have legal cause to contact, detain or arrest a person, and the person refuses to submit to the lawful requests of the officers by remaining in a structure or vehicle and/or by taking a hostage.

The scope of this policy is not intended to address all variables that officers encounter during their initial response or when a hostage or barricade situation has developed. This policy does not require or purport to recommend specific strategies or tactics for resolution as each incident is a dynamic and rapidly evolving event.

407.1.1 DEFINITIONS

Definitions related to this policy include:

Barricade situation - An incident where a person maintains a position of cover or concealment and ignores or resists law enforcement personnel, and it is reasonable to believe the subject is armed with a dangerous or deadly weapon.

Hostage situation - An incident where it is reasonable to believe a person is:

(a) Unlawfully held by a hostage-taker as security so that specified terms or conditions will be met.

(b) Unlawfully held against his/her will under threat or actual use of force.

407.2 POLICY

It is the policy of the Torrance Police Department to address hostage and barricade situations with due regard for the preservation of life and balancing the risk of injury, while obtaining the safe release of hostages, apprehending offenders and securing available evidence.

407.3 COMMUNICATION

When circumstances permit, initial responding officers should try to establish and maintain lines of communication with a barricaded person or hostage-taker. Officers should attempt to identify any additional subjects, inquire about victims and injuries, seek the release of hostages, gather intelligence information, identify time-sensitive demands or conditions and obtain the suspect's surrender.

When available, department-authorized negotiators should respond to the scene as soon as practicable and assume communication responsibilities. Negotiators are permitted to exercise flexibility in each situation based upon their training, the circumstances presented, suspect actions or demands and the available resources.

407.3.1 EMERGENCY COMMUNICATIONS

Only an officer who has been designated by the District Attorney or Attorney General may use or authorize the use of an electronic amplifying or recording device to eavesdrop on or record,

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or both, oral communication in response to an emergency situation involving a hostage or the barricading of a location, and only when (Penal Code § 633.8(b)):

(a) The officer reasonably determines an emergency situation exists that involves the immediate danger of death or serious physical injury to any person within the meaning of 18 USC § 2518(7)(a)(i),

(b) The officer reasonably determines that the emergency situation requires that eavesdropping on oral communication occur immediately, and

(c) There are grounds upon which an order could be obtained pursuant to 18 USC § 2516(2).

(d) An application for an order approving the eavesdropping and complying with the requirements of Penal Code § 629.50 is made within 48 hours of the beginning of the eavesdropping.

(e) The contents of any oral communications overheard are recorded on tape or other comparable device.

407.4 FIRST RESPONDER CONSIDERATIONS

First responding officers should promptly and carefully evaluate all available information to determine whether an incident involves, or may later develop into, a hostage or barricade situation.

The first responding officer should immediately request a supervisor's response as soon as it is determined that a hostage or barricade situation exists. The first responding officer shall assume the duties of the supervisor until relieved by a supervisor or a more qualified responder. The officer shall continually evaluate the situation, including the level of risk to officers, to the persons involved and to bystanders, and the resources currently available.

The handling officer should brief the arriving supervisor of the incident, including information about suspects and victims, the extent of any injuries, additional resources or equipment that may be needed, and current perimeters and evacuation areas.

407.4.1 BARRICADE SITUATION

Unless circumstances require otherwise, officers handling a barricade situation should attempt to avoid a forceful confrontation in favor of stabilizing the incident by establishing and maintaining lines of communication while awaiting the arrival of specialized personnel and trained negotiators. In the interim the following options, while not all-inclusive or in any particular order, should be considered:

(a) Ensure injured persons are evacuated from the immediate threat area if it is reasonably safe to do so. Request medical assistance.

(b) Assign personnel to a contact team to control the subject should he/she attempt to exit the building, structure or vehicle, and attack, use deadly force, attempt to escape or surrender prior to additional resources arriving.

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(c) Request additional personnel, resources and equipment as needed (e.g., canine team, air support).

(d) Provide responding emergency personnel with a safe arrival route to the location.

(e) Evacuate uninjured persons in the immediate threat area if it is reasonably safe to do so.

(f) Attempt or obtain a line of communication and gather as much information on the subject as possible, including weapons, other involved parties, additional hazards or injuries.

(g) Establish an inner and outer perimeter as circumstances require and resources permit to prevent unauthorized access.

(h) Evacuate bystanders, residents and businesses within the inner and then outer perimeter as appropriate. Check for injuries, the presence of other involved subjects, witnesses, evidence or additional information.

(i) Determine the need for and notify the appropriate persons within and outside the Department, such as command officers and the Public Information Officer (PIO).

(j) If necessary and available, establish a tactical or exclusive radio frequency for the incident.

(k) Establish a command post.

407.4.2 HOSTAGE SITUATION

Officers presented with a hostage situation should attempt to avoid a forceful confrontation in favor of controlling the incident in anticipation of the arrival of specialized personnel and trained hostage negotiators. However, it is understood that hostage situations are dynamic and can require that officers react quickly to developing or changing threats. The following options, while not all-inclusive or in any particular order, should be considered:

(a) Ensure injured persons are evacuated from the immediate threat area if it is reasonably safe to do so. Request medical assistance.

(b) Assign personnel to a contact team to control the subject should he/she attempt to exit the building, structure or vehicle, and attack, use deadly force, attempt to escape or surrender prior to additional resources arriving.

(c) Establish a rapid response team in the event it becomes necessary to rapidly enter a building, structure or vehicle, such as when the suspect is using deadly force against any hostages (see the Rapid Response and Deployment Policy).

(d) Assist hostages or potential hostages to escape if it is reasonably safe to do so. Hostages should be kept separated if practicable pending further interview.

(e) Request additional personnel, resources and equipment as needed (e.g., canine team, air support).

(f) Provide responding emergency personnel with a safe arrival route to the location.

(g) Evacuate uninjured persons in the immediate threat area if it is reasonably safe to do so.

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(h) Coordinate pursuit or surveillance vehicles and control of travel routes.

(i) Attempt to obtain a line of communication and gather as much information about the suspect as possible, including any weapons, victims and their injuries, additional hazards, other involved parties and any other relevant intelligence information.

(j) Establish an inner and outer perimeter as resources and circumstances permit to prevent unauthorized access.

(k) Evacuate bystanders, residents and businesses within the inner and then outer perimeter as appropriate. Check for injuries, the presence of other involved subjects, witnesses, evidence or additional information.

(l) Determine the need for and notify the appropriate persons within and outside the Department, such as command officers and the PIO.

(m) If necessary and available, establish a tactical or exclusive radio frequency for the incident.

407.5 SUPERVISOR RESPONSIBILITIES

Upon being notified that a hostage or barricade situation exists, the supervisor should immediately respond to the scene, assess the risk level of the situation, establish a proper chain of command and assume the role of Incident Commander until properly relieved. This includes requesting the Special Weapons and Tactics Team (SWAT) and the Crisis Negotiations Team (CNT) response if appropriate and apprising the SWAT and CNT Commanders of the circumstances. In addition, the following options should be considered:

(a) Ensure injured persons are evacuated and treated by medical personnel.

(b) Ensure the completion of necessary first responder responsibilities or assignments.

(c) Request crisis negotiators, specialized units, additional personnel, resources or equipment as appropriate.

(d) Establish a command post location as resources and circumstances permit.

(e) Designate assistants who can help with intelligence information and documentation of the incident.

(f) If it is practicable to do so, arrange for video documentation of the operation.

(g) The CNT Commander, in consultation with SWAT may consider contacting utility and communication providers to restrict services (e.g., electric power, gas, telephone service).

    (a) When considering restricting communication services, a supervisor should make the determination that there is reason to believe an emergency situation exists involving immediate danger of death or great bodily harm and that an interruption to communication services is necessary to protect public safety (Penal Code § 11471). The supervisor must ensure the Department obtains a court order, in accordance with Penal Code § 11472, prior to requesting the interruption. In the case of an extreme emergency when there is insufficient time to obtain an order prior to the request, application for the order must be submitted within six hours after initiating the interruption. If six hours is not possible, then the application

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for the court order shall be made at the first reasonably available opportunity, but no later than 24 hours in accordance with Penal Code § 11475.

(h) Ensure adequate law enforcement coverage for the remainder of the City during the incident. The supervisor should direct non-essential personnel away from the scene unless they have been summoned by the supervisor or Communications.

(i) Identify a media staging area outside the outer perimeter and have the department Public Information Officer or a designated temporary media representative provide media access in accordance with the Media Relations Policy.

(j) Identify the need for mutual aid and the transition or relief of personnel for incidents of extended duration.

(k) Debrief personnel and review documentation as appropriate.

407.6 INCIDENT COMMAND RESPONSIBILITIES

The SWAT Commander and the CNT Commander, or their designee, will deploy during a hostage or barricade situation. The SWAT Commander or their authorized designee will be responsible for the tactical portion of the operation. The Incident Commander shall continue supervision of the command post operation, outer perimeter security, evacuation, media access, and support for the SWAT and CNT. The Incident Commander, the SWAT Commander and the CNT Commander or their authorized designee shall maintain communications at all times.

407.7 REPORTING

Unless otherwise relieved by a supervisor or Incident Commander, the handling officer at the scene is responsible for completion and/or coordination of incident reports.

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Response to Bomb Calls

408.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines to assist members of the Torrance Police Department in their initial response to incidents involving explosives, explosive devices, explosion/bombing incidents or threats of such incidents. Under no circumstances should these guidelines be interpreted as compromising the safety of first responders or the public. When confronted with an incident involving explosives, safety should always be the primary consideration.

408.2 POLICY

It is the policy of the Torrance Police Department to place a higher priority on the safety of persons and the public over damage or destruction to public or private property.

408.3 RECEIPT OF BOMB THREAT

Department members receiving a bomb threat should obtain as much information from the individual as reasonably possible, including the type, placement and alleged detonation time of the device.

If the bomb threat is received on a recorded line, reasonable steps should be taken to ensure that the recording is preserved in accordance with established department evidence procedures.

The member receiving the bomb threat should ensure that the Watch Commander is immediately advised and informed of the details. This will enable the Watch Commander to ensure that the appropriate personnel are dispatched, and, as appropriate, the threatened location is given an advance warning.

408.4 GOVERNMENT FACILITY OR PROPERTY

A bomb threat targeting a government facility may require a different response based on the government agency.

408.4.1 TORRANCE POLICE DEPARTMENT FACILITY

If the bomb threat is against the Torrance Police Department facility, the Watch Commander will direct and assign officers as required for coordinating a general building search or evacuation of the police department, as he/she deems appropriate.

408.4.2 OTHER COUNTY OR MUNICIPAL FACILITY OR PROPERTY

If the bomb threat is against a county or municipal facility within the jurisdiction of the Torrance Police Department that is not the property of this department, the appropriate agency will be promptly informed of the threat. Assistance to the other entity may be provided as the Watch Commander deems appropriate.

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408.4.3 FEDERAL BUILDING OR PROPERTY

If the bomb threat is against a federal building or property, the Federal Protective Service should be immediately notified. The Federal Protective Service provides a uniformed law enforcement response for most facilities, which may include use of its Explosive Detector Dog teams.

If the bomb threat is against a federal government property where the Federal Protective Service is unable to provide a timely response, the appropriate facility's security or command staff should be notified.

Bomb threats against a military installation should be reported to the military police or other military security responsible for the installation.

408.5 PRIVATE FACILITY OR PROPERTY

When a member of this department receives notification of a bomb threat at a location in the City of Torrance, the member receiving the notification should obtain as much information as reasonably possible from the notifying individual, including:

(a) The location of the facility.

(b) The nature of the threat.

(c) Whether the type and detonation time of the device is known.

(d) Whether the facility is occupied and, if so, the number of occupants currently on-scene.

(e) Whether the individual is requesting police assistance at the facility.

(f) Whether there are any internal facility procedures regarding bomb threats in place, such as:

1. No evacuation of personnel and no search for a device.
2. Search for a device without evacuation of personnel.
3. Evacuation of personnel without a search for a device.
4. Evacuation of personnel and a search for a device.

The member receiving the bomb threat information should ensure that the Watch Commander is immediately notified so that he/she can communicate with the person in charge of the threatened facility.

408.5.1 ASSISTANCE

The Watch Commander should be notified when police assistance is requested. The Watch Commander will make the decision whether the Department will render assistance and at what level. Information and circumstances that indicate a reasonably apparent, imminent threat to the safety of either the facility or the public may require a more active approach, including police control over the facility.

Should the Watch Commander determine that the Department will assist or control such an incident, he/she will determine:

(a) The appropriate level of assistance.

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(b) The plan for assistance.

(c) Whether to evacuate and/or search the facility.

(d) Whether to involve facility staff in the search or evacuation of the building.

1. The person in charge of the facility should be made aware of the possibility of damage to the facility as a result of a search.

2. The safety of all participants is the paramount concern.

(e) The need for additional resources, including:

1. Notification and response, or standby notice, for fire and emergency medical services.

Even though a facility does not request police assistance to clear the interior of a building, based upon the circumstances and known threat, officers may be sent to the scene to evacuate other areas that could be affected by the type of threat, or for traffic and pedestrian control.

408.6 FOUND DEVICE

When handling an incident involving a suspected explosive device, the following guidelines, while not all inclusive, should be followed:

(a) No known or suspected explosive item should be considered safe regardless of its size or apparent packaging.

(b) The device should not be touched or moved except by the bomb squad or military explosive ordnance disposal team.

(c) Personnel should not transmit on any equipment that is capable of producing radio frequency energy within the evacuation area around the suspected device. This includes the following:

1. Two-way radios

2. Cell phones

3. Other personal communication devices

(d) The appropriate bomb squad or military explosive ordnance disposal team should be summoned for assistance.

(e) The largest perimeter reasonably possible should initially be established around the device based upon available personnel and the anticipated danger zone. See attachment: 408 Bomb Threat Stand Off Distances.pdf

(f) A safe access route should be provided for support personnel and equipment.

(g) Search the area for secondary devices as appropriate and based upon available resources.

(h) Consider evacuation of buildings and personnel near the device or inside the danger zone and the safest exit route.

(i) Promptly relay available information to the Watch Commander including:

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2. The exact location of the device.
3. A full description of the device (e.g., size, shape, markings, construction).
4. The anticipated danger zone and perimeter.
5. The areas to be evacuated or cleared.

408.7 EXPLOSION/BOMBING INCIDENTS

When an explosion has occurred, there are multitudes of considerations which may confront the responding officers. As in other catastrophic events, a rapid response may help to minimize injury to victims, minimize contamination of the scene by gathering crowds, or minimize any additional damage from fires or unstable structures.

408.7.1 CONSIDERATIONS

Officers responding to explosions, whether accidental or a criminal act, should consider the following actions:

(a) Assess the scope of the incident, including the number of victims and extent of injuries.

(b) Request additional personnel and resources, as appropriate.

(c) Assist with first aid.

(d) Identify and take appropriate precautions to mitigate scene hazards, such as collapsed structures, bloodborne pathogens and hazardous materials.

(e) Assist with the safe evacuation of victims, if possible.

(f) Establish an inner perimeter to include entry points and evacuation routes. Search for additional or secondary devices.

(g) Preserve evidence.

(h) Establish an outer perimeter and evacuate if necessary.

(i) Identify witnesses.

408.7.2 NOTIFICATIONS

When an explosion has occurred, the following people should be notified as appropriate:

- Fire department
- Bomb squad
- Additional department personnel, such as investigators and forensic services
- Field supervisor
- Watch Commander
- Other law enforcement agencies, including local, state or federal agencies, such as the FBI and the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF)
- Other government agencies, as appropriate

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408.7.3 CROWD CONTROL

Only authorized members with a legitimate need should be permitted access to the scene. Spectators and other unauthorized individuals should be restricted to a safe distance as is reasonably practicable given the available resources and personnel.

408.7.4 PRESERVATION OF EVIDENCE

As in any other crime scene, steps should immediately be taken to preserve the scene. The Watch Commander should assign officers to protect the crime scene area, which could extend over a long distance. Consideration should be given to the fact that evidence may be imbedded in nearby structures or hanging in trees and bushes.

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Mental Illness Commitments

409.1 PURPOSE AND SCOPE

This policy provides guidelines for when officers may take a person into custody for psychiatric evaluation and treatment (5150 commitment) (Welfare and Institutions Code § 5150).

409.2 POLICY

It is the policy of the Torrance Police Department to protect the public and individuals through legal and appropriate use of the 72-hour treatment and evaluation commitment (5150 commitment) process.

409.3 AUTHORITY

An officer having probable cause may take a person into custody and place the person in an approved mental health facility for 72-hour treatment and evaluation when the officer believes that, as a result of a mental disorder, the person is a danger to him/herself or others or the person is gravely disabled (Welfare and Institutions Code § 5150; Welfare and Institutions Code § 5585.50).

When determining whether to take a person into custody, officers are not limited to determining the person is an imminent danger and shall consider reasonably available information about the historical course of the person's mental disorder, which may include evidence presented from any of the following (Welfare and Institutions Code § 5150; Welfare and Institutions Code § 5150.05):

(a) An individual who is providing or has provided mental health treatment or related support services to the person

(b) A family member

(c) The person subject to the determination or anyone designated by the person

409.4 CONSIDERATIONS AND RESPONSIBILITIES

Any officer handling a call involving an individual who may qualify for a 5150 commitment should consider, as time and circumstances reasonably permit:

(a) Available information that might assist in determining the cause and nature of the person's action or stated intentions.

(b) Community or neighborhood mediation services.

(c) Conflict resolution and de-escalation techniques.

(d) Community or other resources available to assist in dealing with mental health issues.

While these steps are encouraged, nothing in this section is intended to dissuade officers from taking reasonable action to ensure the safety of the officers and others.

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Officers should consider a 5150 commitment over arrest when mental health issues appear to be a mitigating factor for people who are suspected of committing minor crimes or creating other public safety issues.

409.4.1 SECURING OF PROPERTY

When a person is taken into custody for evaluation, or within a reasonable time thereafter, and unless a responsible relative, guardian or conservator is in possession of the person's personal property, the officer shall take reasonable precautions to safeguard the individual's personal property in his/her possession or on the premises occupied by the person (Welfare and Institutions Code § 5150).

The officer taking the person into custody shall provide a report to the court that describes the person's property and its disposition in the format provided in Welfare and Institutions Code § 5211, unless a responsible person took possession of the property, in which case the officer shall only include the name of the responsible person and the location of the property (Welfare and Institutions Code § 5150).

409.5 TRANSPORTATION

Officers may transport individuals in a patrol unit and shall secure them in accordance with the Handcuffing and Restraints Policy. Communications shall be notified should the detainee require transport in a medical transport vehicle and the safety of any person, including the detainee, requires the presence of an officer during the transport.

409.6 TRANSFER TO APPROPRIATE FACILITY

Upon arrival at the facility, the officer will escort the individual into a treatment area designated by a facility staff member. The officer should provide the staff member with the written application for 5150 commitment and remain present to provide clarification of the grounds for detention, upon request.

Absent exigent circumstances, the transporting officer should not assist facility staff with the admission process, including restraint of the individual. However, if the individual is transported and delivered while restrained, the officer may assist with transferring the individual to facility restraints. Under normal circumstances, officers will not apply facility-ordered restraints.

409.7 DOCUMENTATION

The officer shall complete an application for a 72-hour detention for evaluation and treatment, provide it to the facility staff member assigned to that patient and retain a copy of the application for inclusion in the case report. The hard copy of the 5150 hold shall be scanned and attached to the incident number in Spillman. The hard copy shall be turned into Records after scanning.

The application shall include the circumstances for officer involvement; the probable cause to believe the person is, as a result of a mental health disorder, a danger to others or him/herself or gravely disabled; and all information used for the determination of probable cause (Welfare and Institutions Code § 5150; Welfare and Institutions Code § 5150.05).

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The officer should also provide a verbal summary to any evaluating staff member regarding the circumstances leading to the involuntary detention.

409.7.1 ADVISEMENT

The officer taking a person into custody for evaluation shall advise the person of:

(a) The officer's name and agency.

(b) The fact that the person is not under criminal arrest but is being taken for examination by mental health professionals and the mental health staff will advise him/her of their rights.

(c) The name of the facility to which the person is being taken.

(d) If the person is being taken into custody at his/her residence, he/she should also be advised that he/she may take a few personal items, which must be approved by the officer, and may make a telephone call or leave a note indicating where he/she is being taken. The officer should also ask if the person needs assistance turning off any appliance or water.

The advisement shall be given in a language the person understands. If the person cannot understand an oral advisement, the information shall be provided in writing (Welfare and Institutions Code § 5150).

409.8 CRIMINAL OFFENSES

Officers investigating an individual who is suspected of committing a minor criminal offense and who is being taken on a 5150 commitment should resolve the criminal matter by way of complaint.

When an individual who may qualify for a 5150 commitment has committed a serious criminal offense that would normally result in an arrest and transfer to a jail facility, the officer should:

(a) Arrest the individual when there is probable cause to do so.

(b) Notify the appropriate supervisor of the facts supporting the arrest and the facts that would support the 5150 commitment.

(c) Facilitate the individual's transfer to jail, if appropriate, or place the individual on a 5150 WIC hold and transport to any LPS (i.e., H.G.H., Del Amo Hospital, and Exodus) designated psychiatric facility for treatment and stabilization. In a situation where the individual is placed on the 5150 WIC hold and there are criminal charges pending, the officer shall check the box at the bottom of the Los Angeles County Department of Mental Health-MH 302 NCR requesting "notification of person's release" be made to Torrance Police Department. Upon receipt of notification of the person's release the Watch Commander shall facilitate the pick-up and transportation of the person to TPD jail for booking.

(d) Thoroughly document in the related reports the circumstances that indicate the individual may qualify for a 5150 commitment.

In the supervisor's judgment, the individual may instead be arrested or booked and transported to the appropriate mental health facility. The supervisor should consider the seriousness of the offense, the treatment options available, the ability of this department to regain custody of the

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individual, department resources (e.g., posting a guard) and other relevant factors in making this decision.

409.9 FIREARMS AND OTHER WEAPONS

Whenever a person is taken into custody for a 5150 commitment, the handling officers should seek to determine if the person owns or has access to any firearm or other deadly weapon defined in Welfare and Institutions Code § 8100. Whenever a person, who has been detained or apprehended for examination of his or her mental condition or who is a person described in Section 8100 or 8103, is found to own, have in his or her possession or under his or her control, any firearm whatsoever, or any other deadly weapon, the firearm or other deadly weapon shall be confiscated by any peace officer, who shall retain custody of the firearm or other deadly weapon.

Officers are cautioned that a search warrant may be needed before entering a residence or other place to search, unless lawful, warrantless entry has already been made (e.g., exigent circumstances, consent, etc.). A search warrant may also be needed before searching for or seizing weapons.

The handling officers shall issue a receipt describing the deadly weapon or any firearm seized, and list any serial number or other identification that is on the firearm. Officers shall advise the person of the procedure for the return of any firearm or other weapon that has been taken into custody (Welfare and Institutions Code § 8102 (b)) (see Property and Evidence Policy).

409.9.1 PETITION FOR RETURN OF FIREARMS AND OTHER WEAPONS

Whenever the handling officer confiscated firearms related to a subject of a 5150 WIC hold, the officer shall detail those facts and circumstances in a report. The report shall be forwarded to the Torrance Mental Evaluation Team (TMET), who will be responsible for coordinating with the City Attorney's Office, which shall be responsible for initiating a petition to the Superior Court for a hearing in accordance with Welfare and Institutions Code § 8102(c), to determine whether the weapon will be returned.

The petition to the Superior Court shall be initiated within 30 days of the release of the individual from whom such weapon has been confiscated, unless the Department makes an ex parte application to the court to extend the time to file such a petition, up to a maximum of 60 days. At the time any such petition is initiated, the Department shall send written notice to the individual informing him/her of the right to a hearing on the issue, that he/she has 30 days to confirm with the court clerk any desire for a hearing and that the failure to do so will result in the forfeiture of any confiscated weapon.

409.10 TRAINING

This department will endeavor to provide Peace Officer Standards and Training (POST)-approved advanced officer training on interaction with persons with mental disabilities, 5150 commitments and crisis intervention.

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Cite and Release Policy

410.1 PURPOSE AND SCOPE

This policy provides guidance on when to release adults who are arrested for a criminal misdemeanor offense on a written notice to appear (citation) and when to hold for court or bail.

410.2 POLICY

It is the policy of the Torrance Police Department to release all persons arrested on misdemeanor or other qualifying charges on a citation with certain exceptions (Penal Code § 853.6).

If there is a reason for non-release, the Department's mission to protect the community will be the primary consideration when determining whether to release any individual in lieu of holding for court or bail.

410.3 RELEASE BY CITATION

Except in cases where a reason for non-release as described below exists, adults arrested for a misdemeanor offense, including a private persons arrest, shall be released from custody on a citation (Penal Code § 853.6).

The citing officer shall, at the time the defendant signs the notice to appear, call attention to the time and place for appearance and take any other steps he/she deems necessary to ensure that the defendant understands his/her written promise to appear.

410.3.1 FIELD CITATIONS

An adult arrested for a misdemeanor offense may be released in the field on a citation in lieu of physical arrest when booking and fingerprinting is not practicable or immediately required provided the individual can be satisfactorily identified, there is no outstanding arrest warrant for the individual and none of the below described disqualifying circumstances are present (Penal Code § 853.6; Penal Code § 1270.1). In such cases the arresting officer should seek supervisor approval and check the "booking required" box on the citation form to indicate that the person will be photographed and fingerprinted at a later time when ordered by the court.

410.3.2 RELEASE AFTER BOOKING

In most cases, the person should be released on Own Recognizance Release Agreement (TPD 128 Form) after booking instead of on a field citation, particularly when a booking photo or fingerprints are needed for the furtherance of any investigation. All bookings shall be approved by the Watch Commander or the authorized designee.

410.4 NON-RELEASE

410.4.1 DISQUALIFYING OFFENSES

An adult arrested on any of the following disqualifying charges shall not be released on citation and shall be transported to the appropriate detention facility or held for court or bail after booking (Penal Code § 1270.1):

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(a) Misdemeanor domestic battery (Penal Code § 243(e)(1))

(b) Felony domestic battery (Penal Code § 273.5)

(c) Serious or violent felonies (Penal Code § 1270.1(a)(1))

(d) Felony intimidation of witnesses and victims (Penal Code § 136.1)

(e) Rape of a spouse (Penal Code § 262)

(f) Violation of a protective order and the arrested person has made threats, used violence, or has gone to the protected person's workplace or residence (Penal Code § 273.6)

(g) Stalking (Penal Code § 646.9)

(h) Misdemeanor violations of a protective order relating to domestic violence if there is a reasonable likelihood the offense will continue or the safety of the individuals or property would be endangered (Penal Code § 853.6)

410.4.2 REASONS FOR NON-RELEASE

A person arrested for a misdemeanor shall be released on a citation unless there is a reason for non-release. The Watch Commander may authorize a release on citation regardless of whether a reason for non-release exists when it is determined to be in the best interest of the Department and does not present an unreasonable risk to the community (e.g., release of an intoxicated or ill person to a responsible adult).

Reasons for non-release include (Penal Code § 853.6(i)):

(a) The person arrested is so intoxicated that he/she could be a danger to him/herself or to others. Release may occur as soon as this condition no longer exists.

(b) The person arrested requires medical examination or medical care or is otherwise unable to care for his/her own safety

1. The Torrance Police Department shall not release an arrestee from custody for the purpose of allowing that person to seek medical care at a hospital, and then immediately re-arrest the same individual upon discharge from the hospital, unless the hospital determines this action will enable it to bill and collect from a third-party payment source (Penal Code § 4011.10).

(c) The person is arrested for one or more of the offenses listed in Vehicle Code § 40302, Vehicle Code § 40303, and Vehicle Code § 40305.

(d) The person has been cited, arrested, or convicted for theft from a store or vehicle in the previous six months, or there is probable cause to believe the person is guilty of committing organized retail theft, as defined in Penal Code § 490.4(a).

(e) There are one or more outstanding arrest warrants for the person or failures to appear in court on previous misdemeanor citations that have not been resolved (see Misdemeanor Warrants elsewhere in this policy).

(f) The person could not provide satisfactory evidence of personal identification.

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1. If a person released on citation does not have satisfactory identification in his/her possession, a right thumbprint or fingerprint should be obtained on the citation form.

(g) The prosecution of the offense or offenses for which the person was arrested or the prosecution of any other offense or offenses would be jeopardized by the immediate release of the person arrested.

(h) There is a reasonable likelihood that the offense or offenses would continue or resume, or that the safety of persons or property would be imminently endangered by the release of the person arrested.

(i) The person arrested demands to be taken before a magistrate or has refused to sign the notice to appear.

(j) There is reason to believe that the person would not appear at the time and place specified in the notice to appear. The basis for this determination shall be specifically documented. An arrest warrant or failure to appear that is currently pending shall constitute reason to believe that the person will not appear. Other reasons may include:

(a) Previous failure to appear is on record

(b) The person lacks ties to the area, such as a residence, job, or family

(c) Unusual circumstances lead the officer responsible for the release of prisoners to conclude that the suspect should be held for further investigation

When a person is arrested on a misdemeanor offense and is not released by criminal citation, the reason for non-release shall be noted on the booking form. This form shall be submitted to the Watch Commander for approval and included with the case file in the Records Division.

410.5 MISDEMEANOR WARRANTS

An adult arrested on a misdemeanor warrant may be released, subject to Watch Commander approval, unless any of the following conditions exist:

(a) The misdemeanor cited in the warrant involves violence.

(b) The misdemeanor cited in the warrant involves a firearm.

(c) The misdemeanor cited in the warrant involves resisting arrest.

(d) The misdemeanor cited in the warrant involves giving false information to a peace officer.

(e) The person arrested is a danger to him/herself or others due to intoxication or being under the influence of drugs or narcotics.

(f) The person requires medical examination or medical care or was otherwise unable to care for his/her own safety.

(g) The person has other ineligible charges pending against him/her.

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(h) There is reasonable likelihood that the offense or offenses would continue or resume, or that the safety of persons or property would be immediately endangered by the release of the person.

(i) The person refuses to sign the notice to appear.

(j) The person cannot provide satisfactory evidence of personal identification.

(k) The warrant of arrest indicates that the person is not eligible to be released on a notice to appear.

Release under this section shall be done in accordance with the provisions of this policy.

410.6 JUVENILE CITATIONS

Completion of criminal citations for juveniles is generally not appropriate with the following exceptions:

- Misdemeanor traffic violations of the Vehicle Code
- Violations of the Torrance Municipal Code
- The Welfare and Institutions Code (WIC) permits the use of a regular traffic citation for all persons under 18 years of age to the County Probation Department for the applicable violations listed in Training Bulletin TB18-03. See attachment: TB18-03 Juvenile Citations.pdf

All other misdemeanor violations for juveniles shall be documented with a case number and the case should be referred to the Detective Division for further action including diversion.

410.7 REQUESTING CASE NUMBERS

Arresting officers, whether the arrestee is released after booking or released in the field, shall request a case number for all misdemeanors and complete an arrest report in order to properly document the details of the incident.

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Foreign Diplomatic and Consular Representatives

411.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that members of the Torrance Police Department extend appropriate privileges and immunities to foreign diplomatic and consular representatives in accordance with international law.

411.2 POLICY

The Torrance Police Department respects international laws related to the special privileges and immunities afforded foreign diplomatic and consular representatives assigned to the United States.

All foreign diplomatic and consular representatives shall be treated with respect and courtesy, regardless of any privileges or immunities afforded them.

Binders containing the U.S. Department of State guidelines shall be kept in the Jail Sergeant's and the Watch Commander's offices. The binders will contain the following:

(a) Instructions for notifying foreign consulates of the arrest or detention of foreign nationals

(b) Consulate locations with telephone and fax numbers

(c) Mandatory notification countries and their jurisdictions (with detail not included here)

(d) Answers to frequently asked questions

(e) Advisements to foreign nationals in English and other languages

411.3 CLAIMS OF IMMUNITY

If an employee comes into contact with a person where law enforcement action may be warranted and the person claims diplomatic or consular privileges and immunities, the employee should, without delay:

(a) Notify a supervisor.

(b) Advise the person that his/her claim will be investigated and he/she may be released in accordance with the law upon confirmation of the person's status.

(c) Request the person's identification card, either issued by the U.S. Department of State (DOS), Office of the Chief of Protocol, or in the case of persons accredited to the United Nations, by the U.S. Mission to the United Nations. These are the only reliable documents for purposes of determining privileges and immunities.

(d) Contact the DOS Diplomatic Security Command Center at 571-345-3146 or toll free at 866-217-2089, or at another current telephone number and inform the center of the circumstances.

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(e) Verify the immunity status with DOS and follow any instructions regarding further detention, arrest, prosecution and/or release, as indicated by the DOS representative. This may require immediate release, even if a crime has been committed.

Identity or immunity status should not be presumed from the type of license plates displayed on a vehicle. If there is a question as to the status or the legitimate possession of a Diplomat or Consul license plate, a query should be run via the National Law Enforcement Telecommunications System (NLETS), designating “US” as the state.

411.4 ENFORCEMENT

If the DOS is not immediately available for consultation regarding law enforcement action, employees shall be aware of the following:

(a) Generally, all persons with diplomatic and consular privileges and immunities may be issued a citation or notice to appear. However, the person may not be compelled to sign the citation.

(b) All persons, even those with a valid privilege or immunity, may be reasonably restrained in exigent circumstances for purposes of self-defense, public safety or the prevention of serious criminal acts.

(c) An impaired foreign diplomatic or consular representative may be prevented from driving a vehicle, even if the person may not be arrested due to privileges and immunities.

1. Investigations, including the request for field sobriety tests, chemical tests and any other tests regarding impaired driving may proceed but they shall not be compelled.

(d) The following persons may not be detained or arrested, and any property or vehicle owned by these persons may not be searched or seized:

1. Diplomatic-level staff of missions to international organizations and recognized family members.
2. Diplomatic agents and recognized family members.
3. Members of administrative and technical staff of a diplomatic mission and recognized family members.
4. Career consular officers, unless the person is the subject of a felony warrant.

(e) The following persons may generally be detained and arrested:

1. International organization staff; however, some senior officers are entitled to the same treatment as diplomatic agents.
2. Support staff of missions to international organizations.
3. Diplomatic service staff and consular employees; however, special bilateral agreements may exclude employees of certain foreign countries.
4. Honorary consular officers.

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411.4.1 DETENTION OR ARREST OF FOREIGN NATIONAL

ADVISEMENT: Whenever an officer arrests and incarcerates, or detains for investigation for over two hours, a person with diplomatic and consular privileges and immunities, the officer shall promptly advise the person that he/she is entitled to have his/her government notified of the arrest or detention (Penal Code § 834c). If the individual wants his/her government notified, the officer shall begin the notification process.

COUNTRY OF ORIGIN: The booking officer shall attempt to identify the country of origin and note it on the Booking Data Report. The officer shall also note whether the subject chooses or declines to contact their consulate.

MANDATORY NOTICE TO CONSULATE: For some countries, the arrestee's consulate must be contacted regardless of the person's wishes. It is not sufficient simply to let the person have access to a telephone. A list of countries whose consulates must be contacted is kept in the Jail Sergeant's and Watch Commander's offices.

RESPONSIBILITY FOR NOTICE: The Jail Sergeant is responsible for notifying the arrestee's consulate by telephone or fax, and recording the contact in the Comments section of the Booking Data Report.The Jail Sergeant shall ensure that the arrestee is allowed to communicate with, correspond with, and be visited by a consular officer of his/her country. In the absence of a Jail Sergeant, the Watch Commander is responsible for consular notification.

COPY TO INCIDENT FILE: Any written communication between the Department and a consulate, including faxes and written responses, shall be forwarded to Records Division for inclusion in the incident file.

411.5 DOCUMENTATION

All contacts with persons who have claimed privileges and immunities afforded foreign diplomatic and consular representatives should be thoroughly documented and the related reports forwarded to DOS.

411.6 DIPLOMATIC IMMUNITY TABLE

Reference table on diplomatic immunity:

Category	Arrested or Detained	Enter Residence Subject to Ordinary Procedures	Issued Traffic Citation	Subpoenaed as Witness	Prosecuted	Recognized Family Members
Diplomatic Agent	No (note (b))	No	Yes	No	No	Same as sponsor (full immunity & inviolability)

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Member of Admin and Tech Staff	No (note (b))	No	Yes	No	No	Same as sponsor (full immunity & inviolability)
Service Staff	Yes (note (a))	Yes	Yes	Yes	No for official acts. Yes otherwise (note (a))	No immunity or inviolability (note (a))
Career Consul Officer	Yes if for a felony and pursuant to a warrant (note (a))	Yes (note (d))	Yes	No for official acts Testimony may not be compelled in any case	No for official acts. Yes otherwise (note (a))	No immunity or inviolability
Honorable Consul Officer	Yes	Yes	Yes	No for official acts Yes otherwise.	No for official acts Yes otherwise	No immunity or inviolability
Consulate Employees	Yes (note (a))	Yes	Yes	No for official acts Yes otherwise.	No for official acts. Yes otherwise (note (a))	No immunity or inviolability (note (a))
Int'l Org Staff (note (b))	Yes (note (c))	Yes (note (c))	Yes	Yes (note (c))	No for official acts. Yes otherwise (note (c))	No immunity or inviolability
Diplomatic-Level Staff of Missions to Int'l Org	No (note (b))	No	Yes	No	No	Same as sponsor (full immunity & inviolability)
Support Staff of Missions to Int'l Orgs	Yes	Yes	Yes	Yes	No for official acts Yes otherwise	No immunity or inviolability

Notes for diplomatic immunity table:

(a) This table presents general rules. The employees of certain foreign countries may enjoy higher levels of privileges and immunities on the basis of special bilateral agreements.

(b) Reasonable constraints, however, may be applied in emergency circumstances involving self-defense, public safety, or in the prevention of serious criminal acts.

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(c) A small number of senior officers are entitled to be treated identically to diplomatic agents.

(d) Note that consul residences are sometimes located within the official consular premises. In such cases, only the official office space is protected from police entry.

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Rapid Response and Deployment

412.1 PURPOSE AND SCOPE

Violence that is committed in schools, workplaces and other locations by individuals or a group of individuals who are determined to target and kill persons and to create mass casualties presents a difficult situation for law enforcement. The purpose of this policy is to identify guidelines and factors that will assist responding officers in situations that call for rapid response and deployment.

412.2 POLICY

The Torrance Police Department will endeavor to plan for rapid response to crisis situations, and to coordinate response planning with other emergency services as well as with those that are responsible for operating sites that may be the target of a critical incident.

Nothing in this policy shall preclude the use of reasonable force, deadly or otherwise, by members of the Department in protecting themselves or others from death or serious injury.

412.3 CONSIDERATIONS

When dealing with a crisis situation members should:

(a) Assess the immediate situation and take reasonable steps to maintain operative control of the incident.

(b) Obtain, explore and analyze sources of intelligence and known information regarding the circumstances, location and suspect involved in the incident.

(c) Attempt to attain a tactical advantage over the suspect by reducing, preventing or eliminating any known or perceived threat.

(d) Attempt, if feasible and based upon the suspect's actions and danger to others, a negotiated surrender of the suspect and release of the hostages.

412.4 FIRST RESPONSE

If there is a reasonable belief that acts or threats by a suspect are placing lives in imminent danger, first responding officers should consider reasonable options to reduce, prevent or eliminate the threat. Officers must decide, often under a multitude of difficult and rapidly evolving circumstances, whether to advance on the suspect, take other actions to deal with the threat or wait for additional resources.

If a suspect is actively engaged in the infliction of serious bodily harm or other life-threatening activity toward others, officers should take immediate action, if reasonably practicable, while requesting additional assistance.

Officers should remain aware of the possibility that an incident may be part of a coordinated multi-location attack that may require some capacity to respond to other incidents at other locations.

When deciding on a course of action officers should consider:

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(a) Whether to advance on or engage a suspect who is still a possible or perceived threat to others. Any advance or engagement should be based on information known or received at the time.

(b) Whether to wait for additional resources or personnel. This does not preclude an individual officer from taking immediate action.

(c) Whether individuals who are under imminent threat can be moved or evacuated with reasonable safety.

(d) Whether the suspect can be contained or denied access to victims.

(e) Whether the officers have the ability to effectively communicate with other personnel or resources.

(f) Whether planned tactics can be effectively deployed.

(g) The availability of rifles, shields, breaching tools, control devices and any other appropriate tools, and whether the deployment of these tools will provide a tactical advantage.

In a case of a barricaded suspect with no hostages and no immediate threat to others, officers should consider summoning and waiting for additional assistance (SWAT and/or CNT response).

412.5 PLANNING

All Division Commanders should coordinate critical incident planning. Planning efforts should consider:

(a) Identification of likely critical incident target sites, such as schools, shopping centers, entertainment and sporting event venues.

(b) Availability of building plans and venue schematics of likely critical incident target sites.

(c) Communications interoperability with other law enforcement and emergency service agencies.

(d) Training opportunities in critical incident target sites, including joint training with site occupants.

(e) Evacuation routes in critical incident target sites.

(f) Patrol first-response training.

(g) Response coordination and resources of emergency medical and fire services.

(h) Equipment needs.

(i) Mutual aid agreements with other agencies.

(j) Coordination with private security providers in critical incident target sites.

412.6 TRAINING

The Research and Training Division Commander should include rapid response (i.e., Active Shooter and Field Tactics) to critical incidents in the training plan. This training should address:

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(a) Orientation to likely critical incident target sites, such as schools, shopping centers, entertainment and sporting event venues.

(b) Communications interoperability with other law enforcement and emergency service agencies.

(c) Patrol first-response training, including patrol rifle, 40 mm, breaching tool and control device training.

1. This should include the POST terrorism incident training required for officers assigned to field duties (Penal Code § 13519.12).

(d) First aid, including gunshot trauma.

(e) Reality-based scenario training (e.g., active shooter, disgruntled violent worker).

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Immigration Violations

413.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines to members of the Torrance Police Department relating to immigration and interacting with federal immigration officials.

413.1.1 DEFINITIONS

The following definitions apply to this policy (Government Code § 7284.4):

Criminal immigration violation - Any federal criminal immigration violation that penalizes a person's presence in, entry, or reentry to, or employment in, the United States. This does not include any offense where a judicial warrant already has been issued.

Immigration enforcement - Any and all efforts to investigate, enforce, or assist in the investigation or enforcement of any federal civil immigration law, including any and all efforts to investigate, enforce, or assist in the investigation or enforcement of any federal criminal immigration law that penalizes a person's presence in, entry or reentry to, or employment in the United States.

Judicial warrant - An arrest warrant for a violation of federal criminal immigration law and issued by a federal judge or a federal magistrate judge.

413.2 POLICY

It is the policy of the Torrance Police Department that all members make personal and professional commitments to equal enforcement of the law and equal service to the public. Confidence in this commitment will increase the effectiveness of this department in protecting and serving the entire community and recognizing the dignity of all persons, regardless of their national origin or immigration status.

413.3 VICTIMS AND WITNESSES

To encourage crime reporting and cooperation in the investigation of criminal activity, all individuals, regardless of their immigration status, must feel secure that contacting or being addressed by members of law enforcement will not automatically lead to immigration inquiry and/or deportation. While it may be necessary to determine the identity of a victim or witness, members shall treat all individuals equally and not in any way that would violate the United States or California constitutions.

413.4 IMMIGRATION INQUIRIES PROHIBITED

Officers shall not inquire into an individual's immigration status for immigration enforcement purposes (Government Code § 7284.6).

413.4.1 CALIFORNIA LAW ENFORCEMENT TELECOMMUNICATIONS SYSTEM (CLETS)

Members shall not use information transmitted through CLETS for immigration enforcement purposes except for criminal history information and only when consistent with the California Values Act (Government Code § 15160).

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Members shall not use the system to investigate immigration violations of 8 USC § 1325 (improper entry) if that violation is the only criminal history in an individual's record (Government Code § 15160).

413.5 DETENTIONS AND ARRESTS

An officer shall not detain any individual, for any length of time, for a civil violation of federal immigration laws or a related civil warrant (Government Code § 7284.6).

An officer who has a reasonable suspicion that an individual already lawfully contacted or detained has committed a criminal violation of 8 USC § 1326(a) (unlawful reentry) that may be subject to an enhancement due to a previous conviction of an aggravated felony under 8 USC § 1326(b)(2), may detain the person for a reasonable period of time to contact federal immigration officials to verify whether the United States Attorney General has granted the individual permission for reentry and whether the violation is subject to enhancement (Government Code § 7284.6). No individual who is otherwise ready to be released should continue to be detained only because questions about the individual's status are unresolved.

If the officer has facts that establish probable cause to believe that a person already lawfully detained has violated 8 USC § 1326(a) and the penalty may be subject to enhancement due to prior conviction for specified aggravated felonies, he/she may arrest the individual for that offense (Government Code § 7284.6).

An officer shall not detain any individual, for any length of time, for any other criminal immigration violation of federal immigration laws (Government Code § 7284.6).

An officer should notify a supervisor as soon as practicable whenever an individual is arrested for violation of 8 USC § 1326(a).

413.5.1 SUPERVISOR RESPONSIBILITIES

When notified that an officer has arrested an individual for violation of 8 USC § 1326(a) or under the authority of a **judicial warrant**, the supervisor should determine whether it is appropriate to:

(a) Transfer the person to federal authorities.

(b) Transfer the person to jail.

413.6 FEDERAL REQUESTS FOR ASSISTANCE

Absent an urgent issue of officer safety or other emergency circumstances, requests by federal immigration officials for assistance from this department should be directed to a supervisor. The supervisor is responsible for determining whether the requested assistance would be permitted under the California Values Act (Government Code § 7284.2 et seq.).

413.7 INFORMATION SHARING

No member of this department will prohibit, or in any way restrict, any other member from doing any of the following regarding the citizenship or immigration status, lawful or unlawful, of any individual (8 USC § 1373; Government Code § 7284.6):

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(a) Sending information to, or requesting or receiving such information from federal immigration officials

(b) Maintaining such information in department records

(c) Exchanging such information with any other federal, state, or local government entity

Nothing in this policy restricts sharing information that is permissible under the California Values Act.

413.7.1 IMMIGRATION DETAINERS

No individual should be held based solely on a federal immigration detainer under 8 CFR 287.7 (Government Code § 7284.6).

Notification to a federal authority may be made prior to release of an individual who is the subject of a notification request only if the individual meets one of the following conditions (Government Code § 7282.5; Government Code § 7284.6):

(a) The individual has been arrested and had a judicial probable cause determination for a serious or violent felony identified in Penal Code § 667.5(c) or Penal Code § 1192.7(c).

(b) The individual has been arrested and had a judicial probable cause determination for a felony punishable by time in a state prison.

(c) The individual has been convicted of an offense as identified in Government Code § 7282.5(a).

(d) The individual is a current registrant on the California Sex and Arson Registry.

(e) The individual is identified by the U.S. Department of Homeland Security's Immigration and Customs Enforcement as the subject of an outstanding federal felony arrest warrant.

413.7.2 NOTICE TO INDIVIDUALS

Individuals in custody shall be given a copy of documentation received from U.S. Immigration and Customs Enforcement (ICE) regarding a hold, notification, or transfer request along with information as to whether the Torrance Police Department intends to comply with the request (Government Code § 7283.1).

If the Torrance Police Department provides ICE with notification that an individual is being, or will be, released on a certain date, the same notification shall be provided in writing to the individual and to his/her attorney or to one additional person who the individual may designate (Government Code § 7283.1).

413.7.3 ICE INTERVIEWS

Before any interview regarding civil immigration violations takes place between ICE personnel and an individual in custody, the Torrance Police Department shall provide the individual with a written consent form that explains the purpose of the interview, that the interview is voluntary, and that he/she may decline to be interviewed or may choose to be interviewed only with his/her

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attorney present. The consent form must be available in the languages specified in Government Code § 7283.1.

Two forms shall be completed. Both forms are available in English, Spanish, Vietnamese, Chinese, Korean, and Tagalog.

See attachment: Immigration and Customs Enforcement Pre-Interview Authorization_English (002).pdf

See attachment: TRUTH Act form TPD 402 English.pdf

413.7.4 TRANSFERS TO IMMIGRATION AUTHORITIES

Members shall not transfer an individual to immigration authorities unless one of the following circumstances exist (Government Code § 7282.5; Government Code § 7284.6):

(a) Transfer is authorized by a **judicial warrant** or **judicial probable cause determination** .

(b) The individual has been convicted of an offense as identified in Government Code § 7282.5(a).

(c) The individual is a current registrant on the California Sex and Arson Registry.

(d) The individual is identified by the U.S. Department of Homeland Security's Immigration and Customs Enforcement as the subject of an outstanding federal felony arrest warrant.

413.7.5 REPORTING TO CALIFORNIA DEPARTMENT OF JUSTICE

The Detective Division supervisor shall ensure that data regarding the number of transfers of an individual to immigration authorities, as permitted by Government Code § 7284.6(a)(4), and the offense that allowed for the transfer is collected and provided to the Records Administrator for required reporting to the DOJ (Government Code § 7284.6(c)(2)(see the Records Division Policy).

413.8 U VISA AND T VISA NONIMMIGRANT STATUS

Under certain circumstances, federal law allows temporary immigration benefits, known as a U visa, to victims and witnesses of certain qualifying crimes (8 USC § 1101(a)(15)(U)).

Similar immigration protection, known as a T visa, is available for certain qualifying victims of human trafficking (8 USC § 1101(a)(15)(T)).

Any request for assistance in applying for U visa or T visa status should be forwarded in a timely manner to the Records Division. The Detective Division will determine if there has been a qualifying crime and the legitimacy of the request. Qualifying crimes are listed on the I-918 supplemental form. If no qualifying crime has been submitted on the supplemental form, Records shall document the receipt of the form into Spillman and note the request was denied. If the request is denied, the Detective Division should notify the individual of the denial via the U-Visa or T-Visa denial notification form.

The Detective Division supervisor should:

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(a) Consult with the assigned investigator to determine the current status of any related case and whether further documentation is warranted.

(b) Contact the appropriate prosecutor assigned to the case, if applicable, to ensure the certification or declaration has not already been completed and whether a certification or declaration is warranted.

(c) Address the request and complete the certification or declaration, if appropriate, in a timely manner.

1. The instructions for completing certification and declaration forms can be found on the U.S. Department of Homeland Security (DHS) website.

2. Form I-918 Supplement B certification shall be completed if the victim qualifies under Penal Code § 679.10 (multiple serious offenses). Form I-914 Supplement B certification shall be completed if the victim qualifies under Penal Code § 236.5 or Penal Code § 679.11 (human trafficking).

(d) Ensure that any decision to complete, or not complete, a certification or declaration form is documented in the case file and forwarded to the appropriate prosecutor. Include a copy of any completed form in the case file.

(e) Inform the victim liaison of any requests and their status.

413.8.1 TIME FRAMES FOR COMPLETION

Officers and their supervisors who are assigned to investigate a case of human trafficking as defined by Penal Code § 236.1 shall complete the above process and the documents needed for indicating the individual is a victim for the T visa application within 15 business days of the first encounter with the victim, regardless of whether it is requested by the victim (Penal Code § 236.5).

Officers and their supervisors shall complete the above process and the documents needed certifying victim cooperation for a U visa or T visa application pursuant to Penal Code § 679.10 and Penal Code § 679.11 within 30 days of a request from the victim, victim's family, or authorized representative (as defined in Penal Code § 679.10 and Penal Code § 679.11) related to one of their assigned cases. If the victim is in removal proceedings, the certification shall be processed within seven days of the first business day following the day the request was received.

413.8.2 REPORTING TO LEGISLATURE

The Detective Division supervisor or the authorized designee should ensure that certification requests are reported to the Legislature in January of each year and include the number of certifications signed and the number denied. The report shall comply with Government Code § 9795 (Penal Code § 679.10; Penal Code § 679.11).

413.8.3 POLICE REPORTS

Upon request, an officer or supervisor should provide a victim or authorized representative with a copy of the report filed by the victim within seven days of the request (Penal Code § 679.10).

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413.9 TRAINING

The Research and Training Division Commander should ensure that all appropriate members receive training on immigration issues.

Training should include:

(a) Identifying civil versus criminal immigration violations.

(b) Factors that may be considered in determining whether a criminal immigration violation has been committed.

(c) Prohibitions contained in the California Values Act (Government Code § 7284 et seq.).

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Emergency Utility Service

414.1 PURPOSE AND SCOPE

The City Public Works Department has personnel available to handle emergency calls 24 hours per day. Calls for service during non-business hours are frequently directed to the Police Department. Requests for such service received by this department should be handled in the following manner.

414.1.1 BROKEN WATER LINES

The City's responsibility ends at the water meter; any break or malfunction in the water system from the water meter to the citizen's residence or business is the customer's responsibility. Public Works can only turn off the valve at the meter. Public Works should be called to turn off the valve, however residents can also turn off the valve at the meter.

If a break occurs on the City side of the meter, emergency personnel should be called as soon as practical by Communications.

414.1.2 ELECTRICAL LINES

City Public Works does not maintain electrical lines to street light poles. When a power line poses a hazard, an officer should be dispatched to protect against personal injury or property damage that might be caused by power lines. Southern California Edison and Public Works should be promptly notified.

414.1.3 RESERVOIRS, PUMPS, WELLS, ETC.

Public Works maintains the reservoirs and public water equipment, as well as several underpass and other street drainage pumps. In the event of flooding or equipment malfunctions, emergency personnel should be contacted as soon as possible.

414.1.4 EMERGENCY NUMBERS

A current list of emergency personnel who are to be called for municipal utility emergencies is maintained by Communications.

414.2 TRAFFIC SIGNAL MAINTENANCE

Public Works maintains all traffic signals within the City, other than those maintained by the State of California.

414.2.1 OFFICER'S RESPONSIBILITY

Upon observing a damaged or malfunctioning signal, the officer shall:

(a) Immediately notify the Communications Operator, who will notify Public Works.

(b) When conflicting directions are displayed by the traffic signals, adjust the lights to appear flashing red, or take other action to eliminate the hazard.

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(c) When a hazard cannot be corrected, or a possibility of conflict is present, manually direct traffic or secure uniformed personnel to direct traffic.

An officer opening a traffic signal box shall handle only those switched which either turn the signal on or off or permit its manual operation.

414.3 ISOLATION OF HAZARD SCENE

If a hazardous condition is observed which endangers life or property, or which might create a civil liability to the City, the scene shall be isolated.

414.4 EMERGENCY STREET REPAIR

Requests for emergency street service and/or barricades shall be made for the following hazards:

(a) Damaged streets or sidewalks.

(b) Broken guard rails.

(c) Oil spills, glass, and other debris constituting a hazard in the street.

(d) Landslides on the street.

(e) Fallen trees on the street.

(f) Any other hazard on the street which might create a civil liability to the city.

(g) Requests for emergency service on any hazard shall be made by radio to the Communications Operator, and such request shall state:

1. The type of hazard.
2. The specific location of the hazard, including the side of the street.

414.5 DEBRIS REMOVAL

Debris in the street which constitutes a hazard shall be removed by:

(a) The person responsible.

(b) Requesting the services of Public Works.

(c) Requesting the services of the Fire Department for removal of hazardous materials.

(d) The officer.

414.6 ILLEGAL DUMPING

Officers investigating complaints of illegal dumping shall refer the complaint to the Community Development Department if the situation does not require immediate police action. The officers should obtain the following information and a make CAD comments:

(a) License number and description of any vehicles involved.

(b) Name, address and description of the violator.

(c) Date, time and location of the violation.

(d) Name and address of other witnesses.

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Officers observing a dumping violation shall obtain the necessary information and either cite the violator or file by way of complaint with the City Prosecutor's Office.

The Community Development Department can be reached during business hours at (310) 618-2707 or emailed after hours at CDDinfo@torranceca.gov.

414.7 SEWER AND STORM DRAIN

Requests for emergency service shall be made when:

(a) Gas is escaping from the manhole or drain outlet.

(b) The manhole cover is missing.

(c) An explosion occurs in a sewer manhole or storm drain.

414.8 TREE OBSTRUCTING MOTORIST VIEW

A complaint or observation that a tree or shrub in a parkway obstructs a motorist's view of an intersection or of a traffic control device shall be reported on a Department of Public Works, Repairs Needed or Other Corrective Action Required (form PW 8).

414.9 EXCAVATION ON PRIVATE PROPERTY

When a dangerous and unprotected excavation on private property is observed, the condition shall be reported by radio to the Communications Operator.

414.10 ABANDONED APPLIANCE

Officers learning of a discarded or abandoned appliance falling within the provisions of the Penal Code shall:

(a) Inform the owner, or person responsible for the hazard, of the violation and request him to take prompt action to correct it.

(b) When unable to contact the owner or person responsible, take appropriate action to correct any obvious hazard to children.

(c) When an arrest appears necessary, proceed by application for complaint with the City Attorney.

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Aircraft Accidents

415.1 PURPOSE AND SCOPE

The purpose of this policy is to provide department members with guidelines for handling aircraft accidents.

This policy does not supersede, and is supplementary to, applicable portions of the Crime and Disaster Scene Integrity, Emergency Management Plan and Hazardous Material Response policies.

415.1.1 DEFINITIONS

Definitions related to this policy include:

Aircraft - Any fixed wing aircraft, rotorcraft, balloon, blimp/dirigible or glider that is capable of carrying a person or any unmanned aerial vehicle other than those intended for non-commercial recreational use.

415.2 POLICY

It is the policy of the Torrance Police Department to provide an appropriate emergency response to aircraft accidents. This includes emergency medical care and scene management.

415.3 ARRIVAL AT SCENE

Officers or other authorized members tasked with initial scene management should establish an inner and outer perimeter to:

(a) Protect persons and property.

(b) Prevent any disturbance or further damage to the wreckage or debris, except to preserve life or rescue the injured.

(c) Preserve ground scars and marks made by the aircraft.

(d) Manage the admission and access of public safety and medical personnel to the extent necessary to preserve life or to stabilize hazardous materials.

(e) Maintain a record of persons who enter the accident site.

(f) Consider implementation of an Incident Command System (ICS).

Officers detailed to an aircraft collision shall avoid the airport runways unless the FAA Tower controller grants specific permission. A request to go onto the runways and ramp areas can be made through the Airport Manager's Office, the Airport Operations Officer, or by contacting the FAA Tower directly.

Airport Managers Office (310) 784-7900

Airport Operations (310) 784-7914

Torrance Tower (310) 325-0978 (0600-2000 hours)

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415.4 INJURIES AND CASUALTIES

Members should address emergency medical issues and provide care as a first priority.

Those tasked with the supervision of the scene should coordinate with the National Transportation Safety Board (NTSB) before the removal of bodies. If that is not possible, the scene supervisor should ensure documentation of what was disturbed, including switch/control positions and instrument/gauge readings.

415.5 NOTIFICATIONS

When an aircraft accident is reported to this department, the responding supervisor shall ensure notification is or has been made to NTSB, the Federal Aviation Administration (FAA), and when applicable, the appropriate branch of the military.

Supervisors shall ensure other notifications are made once an aircraft accident has been reported. The notifications will vary depending on the type of accident, extent of injuries or damage, and the type of aircraft involved. When an aircraft accident has occurred, it is generally necessary to notify the following:

(a) Fire department

(b) Appropriate airport tower

(c) Emergency medical services (EMS)

415.6 CONTROLLING ACCESS AND SCENE AUTHORITY

Prior to NTSB arrival, scene access should be limited to authorized personnel from the:

(a) FAA.

(b) Fire department, EMS or other assisting law enforcement agencies.

(c) Coroner.

(d) Air Carrier/Operators investigative teams with NTSB approval.

(e) Appropriate branch of the military, when applicable.

(f) Other emergency services agencies (e.g., hazardous materials teams, biohazard decontamination teams, fuel recovery specialists, explosive ordnance disposal specialists).

The NTSB has primary responsibility for investigating accidents involving civil aircraft. In the case of a military aircraft accident, the appropriate branch of the military will have primary investigation responsibility.

After the NTSB or military representative arrives on-scene, the efforts of this department will shift to a support role for those agencies.

If NTSB or a military representative determines that an aircraft or accident does not qualify under its jurisdiction, the on-scene department supervisor should ensure the accident is still appropriately investigated and documented.

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415.6.1 PILOT SUSPECTED OF INTOXICATION

If during the investigation of an aircraft crash, the officer suspects that the pilot may be under the influence of an intoxicant, the same procedure shall be followed as for a suspected 23152 CVC violator, except that the Watch Commander shall notify the Federal Aviation Agency (FAA) Duty Officer of the charge without delay.

The FAA Duty Officer can be reached at (425) 227-1389.

415.7 DANGEROUS MATERIALS

Members should be aware of potentially dangerous materials that might be present. These may include, but are not limited to:

(a) Fuel, chemicals, explosives, biological or radioactive materials and bombs or other ordnance.

(b) Pressure vessels, compressed gas bottles, accumulators and tires.

(c) Fluids, batteries, flares and igniters.

(d) Evacuation chutes, ballistic parachute systems and composite materials.

415.8 DOCUMENTATION

All aircraft accidents occurring within the City of Torrance shall be documented. At a minimum the documentation should include the date, time and location of the incident; any witness statements, if taken; the names of TPD members deployed to assist; other City resources that were utilized; and cross reference information to other investigating agencies. Suspected criminal activity should be documented on the appropriate crime report.

415.8.1 WRECKAGE

When reasonably safe, members should:

(a) Obtain the aircraft registration number (N number) and note the type of aircraft.

(b) Attempt to ascertain the number of casualties.

(c) Obtain photographs or video of the overall wreckage, including the cockpit and damage, starting at the initial point of impact, if possible, and any ground scars or marks made by the aircraft.

1. Military aircraft may contain classified equipment and therefore shall not be photographed unless authorized by a military commanding officer (18 USC § 795).

(d) Secure, if requested by the lead authority, any electronic data or video recorders from the aircraft that became dislodged or cell phones or other recording devices that are part of the wreckage.

(e) Acquire copies of any recordings from security cameras that may have captured the incident.

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415.8.2 WITNESSES

Members tasked with contacting witnesses should obtain:

(a) The location of the witness at the time of his/her observation relative to the accident site.

(b) A detailed description of what was observed or heard.

(c) Any photographs or recordings of the accident witnesses may be willing to voluntarily surrender.

(d) The names of all persons reporting the accident, even if not yet interviewed.

(e) Any audio recordings of reports to 9-1-1 regarding the accident and dispatch records.

415.8.3 REPORTING TO THE LOS ANGELES COUNTY SHERIFF'S AERO BUREAU

If a violation of aircraft laws occurs within the County, but outside the City and if information is received, via mail, concerning violations of aircraft laws, the Los Angeles County Sheriff's Aero Bureau shall be contacted.

The Los Angeles County Sheriff's Aero Bureau can be reached at (562) 421-2701.

415.9 MEDIA RELATIONS

The Public Information Officer (PIO) should coordinate a response to the media, including access issues, road closures, detours and any safety information that is pertinent to the surrounding community. Any release of information regarding details of the accident itself should be coordinated with the NTSB or other authority who may have assumed responsibility for the investigation.

Depending on the type of aircraft, the airline or the military may be responsible for family notifications and the release of victims' names. The PIO should coordinate with other involved entities before the release of information.

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Field Training Officer Program

416.1 PURPOSE AND SCOPE

The Field Training Officer Program is intended to provide a standardized program to facilitate the officer's transition from the academic setting to the actual performance of general law enforcement duties of the Torrance Police Department.

It is the policy of this department to assign all new police officers to a structured Field Training Officer Program that is designed to prepare the new officer to perform in a patrol assignment, and possessing all skills needed to operate in a safe, productive, and professional manner.

416.2 FIELD TRAINING OFFICER - SELECTION AND TRAINING

The Field Training Officer (FTO) is capable of supervising, training, and evaluating entry level and lateral police officers in the application of their previously acquired knowledge and skills.

416.2.1 SELECTION PROCESS

FTOs will be selected based on the following requirements:

(a) Desire to be an FTO

(b) Minimum of three years of patrol experience, two of which shall be with this department

(c) Demonstrated ability as a positive role model

(d) Participate and pass an internal oral interview selection process

(e) Evaluation by supervisors and current FTOs

(f) Possess a POST Basic certificate

416.2.2 TRAINING

An officer selected as a Field Training Officer shall successfully complete a POST certified (40-hour) Field Training Officer's Course prior to being assigned as an FTO.

All FTOs must complete a 24-hour Field Training Officer update course every three years while assigned to the position of FTO (11 CCR 1004).

All FTOs must meet any training mandate regarding crisis intervention behavioral health training pursuant to Penal Code § 13515.28.

416.3 FIELD TRAINING OFFICER PROGRAM SUPERVISOR

The FTO Program supervisor should be selected from the rank of sergeant by the Patrol FTO Commander or a designee.

The responsibilities of the FTO Program supervisors include the following:

(a) Assignment of trainees to FTOs

(b) Conduct FTO meetings

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(c) Maintain and ensure FTO/trainee performance evaluations are completed

(d) Maintain and update the Field Training Manual to each trainee

(e) Monitor individual FTO performance

(f) Monitor overall FTO Program

(g) Maintain liaison with FTO coordinators of other agencies, as needed

(h) Develop ongoing training for FTOs

(i) Maintain and update the Law Enforcement Field Training Application System (LEFTA)

The FTO Program supervisor will be required to successfully complete a POST approved Field Training Administrator's Course within one year of appointment to this position (11 CCR 1004(c)).

416.4 TRAINEE DEFINED

Any entry level or lateral police officer newly appointed to the Torrance Police Department who has successfully completed a POST approved Basic Academy.

416.5 REQUIRED TRAINING

Entry level officers shall be required to successfully complete the Field Training Program, consisting of a minimum of 10 weeks (11 CCR 1004; 11 CCR 1005).

The training period for a lateral officer may be modified depending on the trainee's demonstrated performance and level of experience. A lateral officer may be exempt from the Field Training Program requirement if the officer qualifies for an exemption as provided in 11 CCR 1005(a)(B).

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

416.5.1 FIELD TRAINING MANUAL

Each new officer will be directed to the on-line (LEFTA) System Field Training Manual at the beginning of his/her Primary Training Phase. This manual is an outline of the subject matter and/or skills necessary to properly function as an officer with the Torrance Police Department. The officer shall become knowledgeable of the subject matter as outlined. He/she shall also become proficient with those skills as set forth in the manual.

The Field Training Manual will specifically cover those policies, procedures, rules and regulations adopted by the Torrance Police Department.

416.6 EVALUATIONS

Evaluations are an important component of the training process and shall be completed as outlined below.

416.6.1 FIELD TRAINING OFFICER

The FTO will be responsible for the following:

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(a) Complete and submit a documented evaluation on the performance of his/her assigned trainee to the FTO supervisor at the completion of each shift (unless directed to complete weekly evaluations).

(b) Review the Daily Trainee Performance Evaluations with the trainee each day.

(c) Complete a detailed monthly performance evaluation on his/her assigned trainee at the end of each phase of training.

(d) Sign off all completed topics contained in the Field Training Manual, noting the method(s) of learning and evaluating the performance of his/her assigned trainee.

416.6.2 IMMEDIATE SUPERVISOR
The immediate supervisor will review and approve the Daily Trainee Performance Evaluations.

416.6.3 FIELD TRAINING OFFICER COMMANDER
The Field Training Commander will review and approve the monthly Trainee Performance Evaluations submitted by the FTO through his/her immediate supervisor, and maintain the LEFTA System.

416.6.4 TRAINEE
At the completion of the Field Training Program, the trainee shall submit a confidential performance evaluation on each of their FTOs and on the Field Training Program.

416.7 DOCUMENTATION
All documentation of the Field Training Program will be retained in the LEFTA System and will consist of the following:

(a) Daily Trainee Performance Evaluations (weekly evaluations if applicable)

(b) Monthly evaluations

(c) Training Checklist

(d) Trainee training manual

(e) Cycle tests

(f) At the conclusion of the trainee's field training program, each completed monthly evaluation shall be printed and submitted to personnel for record retention.

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Obtaining Air Support

417.1 PURPOSE AND SCOPE

The use of a police helicopter can be invaluable in certain situations. This policy specifies potential situations where the use of a helicopter may be requested and the responsibilities for making a request.

417.2 REQUEST FOR HELICOPTER ASSISTANCE

If a supervisor or officer in charge of an incident determines that the use of a helicopter would be beneficial, a request to obtain helicopter assistance may be made.

417.2.1 REQUEST FOR ASSISTANCE FROM ANOTHER AGENCY

After consideration and approval of the request for a helicopter by the Watch Commander or their designee, the Communications Officer In Charge (OIC) will call a local agency having helicopter support available. The OIC will apprise that agency of the specific details of the incident prompting the request.

417.2.2 CIRCUMSTANCES UNDER WHICH AID MAY BE REQUESTED

Police helicopters may be requested under any of the following conditions:

(a) When the helicopter is activated under existing mutual aid agreements

(b) Whenever the safety of law enforcement personnel is in jeopardy and the presence of the helicopter may reduce such hazard

(c) When the use of the helicopter will aid in the capture of a suspected fleeing felon whose continued freedom represents an ongoing threat to the community

(d) When a helicopter is needed to locate a person who has strayed or is lost and whose continued absence constitutes a serious health or safety hazard

(e) Vehicle pursuits

While it is recognized that the availability of helicopter support will generally provide valuable assistance to ground personnel, the presence of a helicopter will rarely replace the need for officers on the ground.

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Contacts and Temporary Detentions

418.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for temporarily detaining but not arresting persons in the field, conducting field interviews (FI) and pat-down searches, and the taking and disposition of photographs.

418.1.1 DEFINITIONS

Definitions related to this policy include:

Consensual encounter - When an officer contacts an individual but does not create a detention through words, actions, or other means. In other words, a reasonable individual would believe that his/her contact with the officer is voluntary.

Field Interview - The brief detainment of an individual, whether on foot or in a vehicle, based on reasonable suspicion for the purpose of determining the individual's identity and resolving the officer's suspicions.

Field Photographs - Posed photographs taken of a person during a contact, temporary detention, or arrest in the field. Undercover surveillance photographs of an individual and recordings captured by the normal operation of a body-worn camera or in-car camera system when persons are not posed for the purpose of photographing, are not considered field photographs.

Pat-down search - A type of search used by officers in the field to check an individual for dangerous weapons. It involves a thorough patting-down of clothing to locate any weapons or dangerous items that could pose a danger to the officer, the detainee, or others.

Reasonable suspicion - When, under the totality of the circumstances, an officer has articulable facts that criminal activity may be afoot and a particular person is connected with that possible criminal activity.

Temporary detention - When an officer intentionally, through words, actions, or physical force, causes an individual to reasonably believe he/she is required to restrict his/her movement without an actual arrest. Temporary detentions also occur when an officer actually restrains a person's freedom of movement.

418.2 POLICY

The Torrance Police Department respects the right of the public to be free from unreasonable searches or seizures. Due to an unlimited variety of situations confronting the officer, the decision to temporarily detain a person and complete a field interview (FI), pat-down search, or field photograph shall be left to the officer based on the totality of the circumstances, officer safety considerations, and constitutional safeguards.

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418.3 FIELD INTERVIEWS

Based on observance of suspicious circumstances or upon information from investigation, an officer may initiate the stop of a person, and conduct an FI, when there is articulable, reasonable suspicion to do so. A person, however, shall not be detained longer than is reasonably necessary to resolve the officer's suspicion.

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

418.3.1 INITIATING A FIELD INTERVIEW

When initiating the stop, the officer should be able to point to specific facts which, when considered with the totality of the circumstances, reasonably warrant the stop. Such facts include but are not limited to an individual's:

(a) Appearance or demeanor suggesting that he/she is part of a criminal enterprise or is engaged in a criminal act

(b) Actions suggesting that he/she is engaged in a criminal activity

(c) Presence in an area at an inappropriate hour of the day or night

(d) Presence in a particular area is suspicious

(e) Carrying of suspicious objects or items

(f) Excessive clothes for the climate or clothes bulging in a manner that suggest he/she is carrying a dangerous weapon

(g) Location in proximate time and place to an alleged crime

(h) Physical description or clothing worn that matches a suspect in a recent crime

(i) Prior criminal record or involvement in criminal activity as known by the officer

418.3.2 FIELD INTERVIEW CARDS

All field interviews shall be documented on a Field Interview (FI) Card TPD 110. FI cards shall be turned into the Intelligence Analyst via the box located outside the Field Sergeant's Office, located to the right of the door,as soon as practicable.

418.4 PAT-DOWN SEARCHES

Once a valid stop has been made, and consistent with the officer's training and experience, an officer may pat a suspect's outer clothing for weapons if the officer has a reasonable, articulable suspicion the suspect may pose a safety risk. The purpose of this limited search is not to discover evidence of a crime, but to allow the officer to pursue the investigation without fear of violence. Circumstances that may establish justification for performing a pat-down search include but are not limited to:

(a) The type of crime suspected, particularly in crimes of violence where the use or threat of deadly weapons is involved.

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(b) Where more than one suspect must be handled by a single officer.

(c) The hour of the day and the location or neighborhood where the stop takes place.

(d) Prior knowledge of the suspect's use of force and/or propensity to carry weapons.

(e) The actions and demeanor of the suspect.

(f) Visual indications which suggest that the suspect is carrying a firearm or other weapon.

Whenever practicable, a pat-down search should not be conducted by a lone officer. A cover officer should be positioned to ensure safety and should not be involved in the search.

418.5 FIELD PHOTOGRAPHS

All available databases should be searched before photographing any field detainee. If a photograph is not located, or if an existing photograph no longer resembles the detainee, the officer shall carefully consider, among other things, the factors listed below.

- When practicable, officers should use Department issued equipment (i.e., Body worn camera, supervisors cell phone, patrol camera, etc.) for field photographs.
- When practicable, officers should consider a solid white background for field photographs.

418.5.1 FIELD PHOTOGRAPHS TAKEN WITH CONSENT

Field photographs may be taken when the subject of the photograph knowingly and voluntarily gives consent. When taking a consensual photograph, the officer should either audio or video record the consent.

418.5.2 FIELD PHOTOGRAPHS TAKEN WITHOUT CONSENT

Field photographs may be taken without consent only if they are taken during a detention that is based upon reasonable suspicion of criminal activity, and the photograph serves a legitimate law enforcement purpose related to the detention. Mere knowledge or suspicion of gang membership or affiliation is not a sufficient justification for taking a photograph without consent, absent detention, probation, parole, or PRCS. The officer must be able to articulate facts that reasonably indicate that the subject was involved in or was about to become involved in criminal conduct. The subject should not be ordered to remove or lift any clothing for the purpose of taking a photograph.

If, prior to taking a photograph, the officer’s reasonable suspicion of criminal activity has been dispelled, the detention must cease and the photograph should not be taken.

All field photographs shall include a Field Interview card. All field photos shall be uploaded to Spillman under the incident number.

418.5.3 SUPERVISOR RESPONSIBILITIES

While it is recognized that field photographs often become valuable investigative tools, supervisors should monitor such practices in view of the above listed considerations. This is not to imply that supervisor approval is required before each photograph is taken.

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Access to, and use of, field photographs shall be strictly limited to law enforcement purposes.

418.6 WITNESS IDENTIFICATION AND INTERVIEWS

Because potential witnesses to an incident may become unavailable or the integrity of their statements compromised with the passage of time, officers should, when warranted by the seriousness of the case, take reasonable steps to promptly coordinate with an on-scene supervisor and/or criminal investigator to utilize available members for the following:

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

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

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

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

418.7 DISPOSITION OF PHOTOGRAPHS

All detainee photographs must be attached to Spillman and submitted through Spillman workflow with either an associated FI card or other memorandum explaining the nature of the contact.

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Criminal Organizations

419.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that the Torrance Police Department appropriately utilizes criminal intelligence systems and temporary information files to support investigations of criminal organizations and enterprises.

419.1.1 DEFINITIONS

Definitions related to this policy include:

Criminal intelligence system - Any record system that receives, stores, exchanges or disseminates information that has been evaluated and determined to be relevant to the identification of a criminal organization or enterprise, its members or affiliates. This does not include temporary information files.

419.2 POLICY

The Torrance Police Department recognizes that certain criminal activities, including but not limited to gang crimes and drug trafficking, often involve some degree of regular coordination and may involve a large number of participants over a broad geographical area.

It is the policy of this department to collect and share relevant information while respecting the privacy and legal rights of the public.

419.3 CRIMINAL INTELLIGENCE SYSTEMS

No department member may create, submit to or obtain information from a criminal intelligence system unless the Chief of Police has approved the system for department use.

Any criminal intelligence system approved for department use should meet or exceed the standards of 28 CFR 23.20.

A designated supervisor will be responsible for maintaining each criminal intelligence system that has been approved for department use. The supervisor or the authorized designee should ensure the following:

(a) Members using any such system are appropriately selected and trained.

(b) Use of every criminal intelligence system is appropriately reviewed and audited.

(c) Any system security issues are reasonably addressed.

419.3.1 SYSTEM ENTRIES

It is the designated supervisor's responsibility to approve the entry of any information from a report, field interview (FI), photo or other relevant document into an authorized criminal intelligence system. If entries are made based upon information that is not on file with this department, such as open or public source documents or documents that are on file at another agency, the designated supervisor should ensure copies of those documents are retained by the Records Division. Any

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supporting documentation for an entry shall be retained by the Records Division in accordance with the established records retention schedule and for at least as long as the entry is maintained in the system.

The designated supervisor should ensure that any documents retained by the Records Division are appropriately marked as intelligence information. The Records Administrator may not purge such documents without the approval of the designated supervisor.

419.3.2 GANG DATABASES

The Chief of Police may approve participation by the gang unit in a shared criminal gang intelligence database. Members must obtain the requisite training before accessing any such database (11CCR 751.6).

It is the gang unit supervisor's responsibility to determine whether any report or FI contains information that would qualify for entry into the database. Prior to designating any person as a suspected gang member, associate or affiliate in a shared gang database; or submitting a document to the Attorney General's office for the purpose of designating a person in a shared gang database; or otherwise identifying the person in a shared gang database, the gang unit supervisor shall provide written notice to the person and, if the person is under the age of 18, to his/her parent or guardian of the designation and the basis for the designation, unless providing that notification would compromise an active criminal investigation or compromise the health or safety of a minor. Notice shall also describe the process to contest the designation (Penal Code § 186.34).

The person, an attorney working on his/her behalf or his/her parent or guardian (if the person is under 18 years of age) may request, in writing, information as to whether the person is designated as a suspected gang member, associate or affiliate in a shared gang database accessible by the department, the basis for that designation and the name of the agency that made the designation. The department shall respond to a valid request in writing within 30 days, and shall provide the information requested unless doing so would compromise an active investigation or compromise the health and safety of the person if he/she is under 18 years of age (Penal Code § 186.34).

The person, or his/her parent or guardian if the person is under 18 years of age, may contest the designation by submitting written documentation which shall be reviewed by the gang unit supervisor. If it is determined that the person is not a suspected gang member, associate or affiliate, the person shall be removed from the database. The person and the parent or guardian shall be provided written verification of the department's decision within 30 days of receipt of the written documentation contesting the designation and shall include the reason for a denial when applicable (Penal Code § 186.34).

Records contained in a shared gang database shall not be disclosed for employment or military screening purposes, and shall not be disclosed for the purpose of enforcing federal immigration law unless required by state or federal statute or regulation (Penal Code § 186.36).

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419.4 TEMPORARY INFORMATION FILE

No member may create or keep files on individuals that are separate from the approved criminal intelligence system. However, members may maintain temporary information that is necessary to actively investigate whether a person or group qualifies for entry into the department-approved criminal intelligence system only as provided in this section. Once information qualifies for inclusion, it should be submitted to the supervisor responsible for consideration of criminal intelligence system entries.

419.4.1 FILE CONTENTS

A temporary information file may only contain information and documents that, within one year, will have a reasonable likelihood to meet the criteria for entry into an authorized criminal intelligence system.

Information and documents contained in a temporary information file:

(a) Should not be originals that would ordinarily be retained by the Records Division or Property Room, but should be copies of, or references to, retained documents such as copies of reports, FI forms, Communications records or booking forms.

(b) Shall not include opinions. No person, organization or enterprise shall be labeled as being involved in crime beyond what is already in the document or information.

(c) May include information collected from publicly available sources or references to documents on file with another government agency. Attribution identifying the source should be retained with the information.

419.4.2 FILE REVIEW AND PURGING

The contents of a temporary information file shall not be retained longer than one year. At the end of one year, the contents must be purged.

The designated supervisor shall periodically review the temporary information files to verify that the contents meet the criteria for retention. Validation and purging of files is the responsibility of the supervisor.

419.5 INFORMATION RECOGNITION

Department members should document facts that suggest an individual, organization or enterprise is involved in criminal activity and should forward that information appropriately. Examples include, but are not limited to:

(a) Gang indicia associated with a person or residence.

(b) Information related to a drug-trafficking operation.

(c) Vandalism indicating an animus for a particular group.

(d) Information related to an illegal gambling operation.

Department supervisors who utilize an authorized criminal intelligence system should work with the Research and Training Division Commander to train members to identify information that may be particularly relevant for inclusion.

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419.6 RELEASE OF INFORMATION

Department members shall comply with the rules of an authorized criminal intelligence system regarding inquiries and release of information.

Information from a temporary information file may only be furnished to department members and other law enforcement agencies on a need-to-know basis and consistent with the Records Maintenance and Release Policy.

When an inquiry is made by the parent or guardian of a juvenile as to whether that juvenile's name is in a temporary information file, such information should be provided by the supervisor responsible for the temporary information file, unless there is good cause to believe that the release of such information might jeopardize an ongoing criminal investigation.

419.7 CRIMINAL STREET GANGS

The Special Investigations Division Commander should ensure that there are an appropriate number of department members who can:

(a) Testify as experts on matters related to criminal street gangs, and maintain an above average familiarity with:

1. Any organization, associate or group of three or more persons that meets the definition of a criminal street gang under Penal Code § 186.22(f).
2. Identification of a person as a criminal street gang member and criminal street gang-related crimes.
3. The California Street Terrorism Enforcement and Prevention Act (Penal Code § 186.21 et seq.), associated crimes and what defines a criminal street gang (Penal Code § 186.22).

(b) Coordinate with other agencies in the region regarding criminal street gang-related crimes and information.

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

419.8 TRAINING

The Research and Training Division Commander should provide training on best practices in the use of each authorized criminal intelligence system to those tasked with investigating criminal organizations and enterprises. Training should include:

(a) The protection of civil liberties.

(b) Participation in a multiagency criminal intelligence system.

(c) Submission of information into a multiagency criminal intelligence system or the receipt of information from such a system, including any governing federal and state rules and statutes.

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(d) The type of information appropriate for entry into a criminal intelligence system or temporary information file.

(e) The review and purging of temporary information files.

419.8.1 SHARED GANG DATABASE TRAINING

The SID Division Commander should ensure that members who are authorized users of a shared gang database receive the required training from the California Department of Justice (DOJ) or an instructor certified by the DOJ that includes comprehensive and standardized training on the use of shared gang databases, and any other associated training required by the Department (Penal Code § 186.36; 11 CCR 751.6).

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Mobile Digital Computer Use

420.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the proper access, use and application of the Mobile Digital Computer (MDC) system in order to ensure appropriate access to confidential records from local, state and national law enforcement databases, and to ensure effective electronic communications between department members and Communications.

420.2 POLICY

Torrance Police Department members using the MDC shall comply with all appropriate federal and state rules and regulations and shall use the MDC in a professional manner, in accordance with this policy.

420.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to messages accessed, transmitted, received or reviewed on any department technology system (see the Information Technology Use Policy for additional guidance).

420.4 RESTRICTED ACCESS AND USE

MDC use is subject to the Information Technology Use and Protected Information policies.

Members shall not access the MDC system if they have not received prior authorization and the required training. Members shall immediately report unauthorized access or use of the MDC by another member to their supervisors or Watch Commanders.

Use of the MDC system to access law enforcement databases or transmit messages is restricted to official activities, business-related tasks and communications that are directly related to the business, administration or practices of the Department. In the event that a member has questions about sending a particular message or accessing a particular database, the member should seek prior approval from his/her supervisor or the Records Division Manager.

Sending derogatory, defamatory, obscene, disrespectful, sexually suggestive, harassing or any other inappropriate messages on the MDC system is prohibited and may result in discipline.

It is a violation of this policy to transmit a message or access a law enforcement database under another member's name or to use the password of another member to log in to the MDC system unless directed to do so by a supervisor. Members are required to log off the MDC or secure the MDC when it is unattended. This added security measure will minimize the potential for unauthorized access or misuse.

420.4.1 USE WHILE DRIVING

Use of the MDC by the vehicle operator should be limited to times when the vehicle is stopped. Information that is required for immediate enforcement, investigative, tactical or safety needs should be transmitted over the radio.

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420.5 DOCUMENTATION OF ACTIVITY

Except as otherwise directed by the Watch Commander or other department-established protocol, all calls for service assigned by a public safety dispatcher should be communicated by voice over the police radio and electronically via the MDC unless security or confidentiality prevents such broadcasting.

MDC and voice transmissions are used to document the member's daily activity. To ensure accuracy:

(a) All contacts or activity shall be documented at the time of the contact or as soon as practicable.

(b) Whenever the activity or contact is initiated by voice, it should be documented by a public safety dispatcher.

420.5.1 STATUS CHANGES

All changes in status (e.g., arrival at scene, meal periods, in service) will be transmitted over the police radio.

420.5.2 EMERGENCY ACTIVATION

If there is an emergency activation and the member does not respond to a request for confirmation of the need for emergency assistance or confirms the need, available resources will be sent to assist in locating the member. If the location is known, the nearest available officer should respond in accordance with the Code Three Responses Policy.

Members should ensure a field supervisor and the Watch Commander are notified of the incident without delay.

Officers not responding to the emergency shall refrain from transmitting on the police radio until a no-further-assistance broadcast is made or if they are also handling an emergency.

420.6 EQUIPMENT CONSIDERATIONS

420.6.1 MALFUNCTIONING MDC

Whenever possible, members will not use vehicles with malfunctioning MDCs. Whenever members must drive a vehicle in which the MDC is not working, they shall notify Communications. It shall be the responsibility of the public safety dispatcher to document all information that will then be transmitted verbally over the police radio.

420.6.2 BOMB CALLS

When investigating reports of possible bombs, members should not communicate on their MDCs when in the evacuation area of a suspected explosive device. Radio frequency emitted by the MDC could cause some devices to detonate.

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Public Recording of Law Enforcement Activity

421.1 PURPOSE AND SCOPE

This policy provides guidelines for handling situations in which members of the public photograph or audio/video record law enforcement actions and other public activities that involve members of this department. In addition, this policy provides guidelines for situations where the recordings may be evidence.

421.2 POLICY

The Torrance Police Department recognizes the right of persons to lawfully record members of this department who are performing their official duties. Members of this department will not prohibit or intentionally interfere with such lawful recordings. Any recordings that are deemed to be evidence of a crime or relevant to an investigation will only be collected or seized lawfully.

Officers should exercise restraint and should not resort to highly discretionary arrests for offenses such as interference, failure to comply or disorderly conduct as a means of preventing someone from exercising the right to record members performing their official duties.

421.3 RECORDING LAW ENFORCEMENT ACTIVITY

Members of the public who wish to record law enforcement activities are limited only in certain aspects.

(a) Recordings may be made from any public place or any private property where the individual has the legal right to be present (Penal Code § 69; Penal Code § 148).

(b) Beyond the act of photographing or recording, individuals may not interfere with the law enforcement activity. Examples of interference include, but are not limited to:

1. Tampering with a witness or suspect.
2. Inciting others to violate the law.
3. Being so close to the activity as to present a clear safety hazard to the officers.
4. Being so close to the activity as to interfere with an officer's effective communication with a suspect or witness.

(c) The individual may not present an undue safety risk to the officers, him/herself or others.

421.4 OFFICER RESPONSE

Officers should promptly request that a supervisor respond to the scene whenever it appears that anyone recording activities may be interfering with an investigation or it is believed that the recording may be evidence. If practicable, officers should wait for the supervisor to arrive before taking enforcement action or seizing any cameras or recording media.

Whenever practicable, officers or supervisors should give clear and concise warnings to individuals who are conducting themselves in a manner that would cause their recording or

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behavior to be unlawful. Accompanying the warnings should be clear directions on what an individual can do to be compliant; directions should be specific enough to allow compliance. For example, rather than directing an individual to clear the area, an officer could advise the person that he/she may continue observing and recording from the sidewalk across the street.

If an arrest or other significant enforcement activity is taken as the result of a recording that interferes with law enforcement activity, officers shall document in a report the nature and extent of the interference or other unlawful behavior and the warnings that were issued.

421.5 SUPERVISOR RESPONSIBILITIES

A supervisor should respond to the scene when requested or any time the circumstances indicate a likelihood of interference or other unlawful behavior.

The supervisor should review the situation with the officer and:

(a) Request any additional assistance as needed to ensure a safe environment.

(b) Take a lead role in communicating with individuals who are observing or recording regarding any appropriate limitations on their location or behavior. When practical, the encounter should be recorded.

(c) When practicable, allow adequate time for individuals to respond to requests for a change of location or behavior.

(d) Ensure that any enforcement, seizure or other actions are consistent with this policy and constitutional and state law.

(e) Explain alternatives for individuals who wish to express concern about the conduct of Department members, such as how and where to file a complaint.

421.6 SEIZING RECORDINGS AS EVIDENCE

Officers should not seize recording devices or media unless (42 USC § 2000aa):

(a) There is probable cause to believe the person recording has committed or is committing a crime to which the recording relates, and the recording is reasonably necessary for prosecution of the person.

1. Absent exigency or consent, a warrant should be sought before seizing or viewing such recordings. Reasonable steps may be taken to prevent erasure of the recording.

(b) There is reason to believe that the immediate seizure of such recordings is necessary to prevent serious bodily injury or death of any person.

(c) The person consents.

1. To ensure that the consent is voluntary, the request should not be made in a threatening or coercive manner.

2. If the original recording is provided, a copy of the recording should be provided to the recording party, if practicable. The recording party should be permitted to be present while the copy is being made, if feasible. Another way to obtain the

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evidence is to transmit a copy of the recording from a device to a department-owned device.

Recording devices and media that are seized will be submitted within the guidelines of the Property and Evidence Policy.

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Medical Cannabis

422.1 PURPOSE AND SCOPE

The purpose of this policy is to provide members of this department with guidelines for investigating the acquisition, possession, transportation, delivery, production or use of marijuana under California's medical marijuana laws.

422.1.1 DEFINITIONS

Definitions related to this policy include:

Cardholder - A person issued a current identification card.

Compassionate Use Act (CUA) (Health and Safety Code § 11362.5) - California law intended to provide protection from prosecution to those who are seriously ill and whose health would benefit from the use of marijuana in the treatment of illness for which marijuana provides relief. The CUA does not grant immunity from arrest but rather provides an affirmative defense from prosecution for possession of medical marijuana.

Identification card - A valid document issued by the California Department of Public Health to both persons authorized to engage in the medical use of marijuana and also to designated primary caregivers.

Medical marijuana - Marijuana possessed by a patient or primary caregiver for legitimate medical purposes.

Medical Marijuana Program (MMP) (Health and Safety Code § 11362.7 et seq.) - California laws passed following the CUA to facilitate the prompt identification of patients and their designated primary caregivers in order to avoid unnecessary arrests and provide needed guidance to law enforcement officers. MMP prohibits arrest for possession of medical marijuana in certain circumstances and provides a defense in others.

Patient - A person who is entitled to the protections of the CUA because he/she has received a written or oral recommendation or approval from a physician to use marijuana for medical purposes or any person issued a valid identification card.

Primary caregiver - A person designated by the patient, who has consistently assumed responsibility for the patient's housing, health or safety, who may assist the patient with the medical use of marijuana under the CUA or the MMP (Health and Safety Code § 11362.5; Health and Safety Code § 11362.7).

Statutory amount - No more than 8 ounces of dried, mature, processed female marijuana flowers ("bud") or the plant conversion (e.g., kief, hash, hash oil), and no more than six mature or 12 immature marijuana plants (roots, stems and stem fibers should not be considered) (Health and Safety Code § 11362.77).

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422.2 POLICY

It is the policy of the Torrance Police Department to prioritize resources to forgo making arrests related to marijuana that the arresting officer reasonably believes would not be prosecuted by state or federal authorities.

California's medical marijuana laws are intended to provide protection to those who are seriously ill and whose health would benefit from the use of medical marijuana.

However, California medical marijuana laws do not affect federal laws and there is no medical exception under federal law for the possession or distribution of marijuana. The Torrance Police Department will exercise discretion to ensure laws are appropriately enforced without unreasonably burdening both those individuals protected under California law and public resources.

422.3 INVESTIGATION

Investigations involving the possession, delivery, production or use of marijuana generally fall into one of several categories:

(a) Investigations when no person makes a medicinal claim.

(b) Investigations when a medicinal claim is made by a cardholder.

(c) Investigations when a medicinal claim is made by a non-cardholder.

422.3.1 INVESTIGATIONS WITH NO MEDICINAL CLAIM

In any investigation involving the possession, delivery, production or use of marijuana or drug paraphernalia where no person claims that the marijuana is used for medicinal purposes, the officer should proceed with a criminal investigation if the amount is greater than permitted for personal use under the Control, Regulate and Tax Adult Use of Marijuana Act (Health and Safety Code § 11362.1; Health and Safety Code § 11362.2). A medicinal defense may be raised at any time, so officers should document any statements and observations that may be relevant to whether the marijuana was possessed or produced for medicinal purposes.

422.3.2 INVESTIGATIONS INVOLVING A MEDICINAL CLAIM MADE BY A CARDHOLDER

A cardholder or designated primary caregiver in possession of an identification card shall not be arrested for possession, transportation, delivery or cultivation of medical marijuana at or below the statutory amount unless there is probable cause to believe that (Health and Safety Code § 11362.71; Health and Safety Code § 11362.78):

(a) The information contained in the card is false or falsified.

(b) The card has been obtained or used by means of fraud.

(c) The person is otherwise in violation of the provisions of the MMP.

(d) The person possesses marijuana but not for personal medical purposes.

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Officers who reasonably believe that a person who does not have an identification card in his/her possession has been issued an identification card may treat the investigation as if the person had the card in his/her possession.

Cardholders may possess, transport, deliver or cultivate medical marijuana in amounts above the statutory amount if their doctor has concluded that the statutory amount does not meet the patient's medical needs (Health and Safety Code § 11362.71; Health and Safety Code § 11362.77). Investigations involving cardholders with more than the statutory amount of marijuana should be addressed as provided in this policy for a case involving a medicinal claim made by a non-cardholder.

422.3.3 INVESTIGATIONS INVOLVING A MEDICINAL CLAIM MADE BY A NON-CARDHOLDER

No patient or primary caregiver should be arrested for possession or cultivation of an amount of medical marijuana if the officer reasonably believes that marijuana is in a form and amount reasonably related to the qualified patient's current medical needs (Health and Safety Code § 11362.5). This arrest guidance also applies to sales, transportation or delivery of medical marijuana, or maintaining/renting a drug house or building that may be a nuisance if otherwise in compliance with MMP (Health and Safety Code § 11362.765).

Officers are not obligated to accept a person's claim of having a physician's recommendation when the claim cannot be readily verified with the physician but are expected to use their judgment to assess the validity of the person's medical-use claim.

Officers should review any available written documentation for validity and whether it contains the recommending physician's name, telephone number, address and medical license number for verification.

Officers should generally accept verified recommendations by a physician that statutory amounts do not meet the patient's needs (Health and Safety Code § 11362.77).

422.3.4 INVESTIGATIONS INVOLVING A STATE LICENSEE

No person issued a state license under the Business and Professions Code shall be arrested or cited for cultivation, possession, manufacture, processing, storing, laboratory testing, labeling, transporting, distribution or sale of medical cannabis or a medical cannabis product related to qualifying patients and primary caregivers when conducted lawfully. Whether conduct is lawful may involve questions of license classifications, local ordinances, specific requirements of the Business and Professions Code and adopted regulations. Officers should consider conferring with a supervisor, the applicable state agency or other member with special knowledge in this area and/or appropriate legal counsel before taking enforcement action against a licensee or an employee or agent (Business and Professions Code § 26032).

422.3.5 ADDITIONAL CONSIDERATIONS

Officers should consider the following when investigating an incident involving marijuana possession, delivery, production, or use:

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(a) Because enforcement of medical marijuana laws can be complex, time consuming, and call for resources unavailable at the time of initial investigation, officers may consider submitting a report to the prosecutor for review, in lieu of making an arrest. This can be particularly appropriate when:

1. The suspect has been identified and can be easily located at a later time.
2. The case would benefit from review by a person with expertise in medical marijuana investigations.
3. Sufficient evidence, such as photographs or samples, has been lawfully obtained.
4. Other relevant factors, such as available department resources and time constraints prohibit making an immediate arrest.

(b) Whenever the initial investigation reveals an amount of marijuana greater than the statutory amount, officers should consider the following when determining whether the form and amount is reasonably related to the patient's needs:

1. The amount of marijuana recommended by a medical professional to be ingested.
2. The quality of the marijuana.
3. The method of ingestion (e.g., smoking, eating, nebulizer).
4. The timing of the possession in relation to a harvest (patient may be storing marijuana).
5. Whether the marijuana is being cultivated indoors or outdoors.

(c) Before proceeding with enforcement related to collective gardens or dispensaries, officers should consider conferring with a supervisor, an applicable state regulatory agency or other member with special knowledge in this area, and/or appropriate legal counsel (Business and Professions Code § 26010; Business and Professions Code § 26060). Licensing, zoning, and other related issues can be complex. Patients, primary caregivers, and cardholders who collectively or cooperatively cultivate marijuana for medical purposes may be licensed or may have a defense in certain circumstances (Business and Professions Code § 26032; Business and Professions Code § 26033).

(d) Investigating members should not order a patient to destroy marijuana plants under threat of arrest.

422.3.6 EXCEPTIONS

This policy does not apply to, and officers should consider taking enforcement action for the following:

(a) Persons who engage in illegal conduct that endangers others, such as driving under the influence of marijuana in violation of the Vehicle Code (Health and Safety Code § 11362.5).

(b) Marijuana possession in jails or other correctional facilities that prohibit such possession (Health and Safety Code § 11362.785).

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(c) Smoking marijuana (Health and Safety Code § 11362.79):

1. In any place where smoking is prohibited by law.
2. In or within 1,000 feet of the grounds of a school, recreation center or youth center, unless the medical use occurs within a residence.
3. On a school bus.
4. While in a motor vehicle that is being operated.
5. While operating a boat.

(d) Use of marijuana by a person on probation or parole, or on bail and use is prohibited by the terms of release (Health and Safety Code § 11362.795).

422.4 FEDERAL LAW ENFORCEMENT

Officers should provide information regarding a marijuana investigation to federal law enforcement authorities when it is requested by federal law enforcement authorities or whenever the officer believes those authorities would have a particular interest in the information.

422.5 PROPERTY ROOM SUPERVISOR RESPONSIBILITIES

The Property Room supervisor should ensure that marijuana, drug paraphernalia or other related property seized from a person engaged or assisting in the use of medical marijuana is not destroyed pending any charges and without a court order. The Property Room supervisor is not responsible for caring for live marijuana plants.

Upon the prosecutor's decision to forgo prosecution, or the dismissal of charges or an acquittal, the Property Room supervisor should, as soon as practicable, return to the person from whom it was seized any useable medical marijuana, plants, drug paraphernalia or other related property.

The Property Room supervisor may release marijuana to federal law enforcement authorities upon presentation of a valid court order or by a written order of the Detective Division supervisor.

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Bicycle Detail

423.1 PURPOSE AND SCOPE

The Torrance Police Department has established the Bicycle Detail for the purpose of enhancing patrol efforts in the community. Bicycle patrol has been shown to be an effective way to increase officer visibility in congested areas and their quiet operation can provide a tactical approach to crimes in progress. The purpose of this policy is to provide guidelines for the safe and effective operation of the patrol bicycle.

423.2 POLICY

Patrol bicycles may be used for regular patrol duty, traffic enforcement, parking control, or special events. The use of the patrol bicycle will emphasize their mobility and visibility to the community.

Bicycles may be deployed to any area at all hours of the day or night, according to Department needs and as staffing levels allow.

Requests for specific deployment of bicycle patrol officers shall be coordinated through the Bicycle Detail supervisors.

423.3 SELECTION OF PERSONNEL

Interested sworn personnel, who are off probation, shall submit a TPD 183 to their appropriate supervisor. A copy will be forwarded to the Bicycle Detail Lieutenant and Sergeants. Qualified applicants will then be invited to an oral interview. The oral board will consist of the Bicycle Detail Lieutenant and Sergeants. Interested personnel shall be evaluated by the following criteria:

(a) Recognized competence and ability as evidenced by performance.

(b) Special skills or training as it pertains to the assignment.

(c) Good physical condition.

(d) Willingness to perform duties using the bicycle as a mode of transportation.

423.3.1 BICYCLE DETAIL SUPERVISOR

The Bicycle Detail supervisors will be selected from the rank of sergeant by the Patrol Division Commander or his/her designee.

The Bicycle Detail supervisors shall have responsibility for the following:

(a) Organizing bicycle patrol training.

(b) Inspecting and maintaining inventory of patrol bicycles and program equipment.

(c) Scheduling maintenance and repairs.

(d) Evaluating performance of bicycle officers.

(e) Coordinating activities with the Patrol Division.

(f) Other activities as required to maintain the efficient operation of the Bicycle Detail.

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423.4 TRAINING

Participants in the program must complete an initial Department approved bicycle-training course after acceptance into the program consisting of:

- Bicycle patrol strategies.
- Bicycle safety and accident prevention.
- Operational tactics using bicycles.

The Bicycle Detail will be required to qualify with their duty firearm while wearing bicycle safety equipment including the helmet and riding gloves.

423.5 UNIFORMS AND EQUIPMENT

Officers shall wear the department-approved uniform and safety equipment while operating the department bicycle. Safety equipment includes department-approved helmet, riding gloves, protective eyewear and approved footwear.

The Bicycle Detail uniform consists of the standard short-sleeve uniform shirt or other department-approved shirt with department badge and patches, and department-approved bicycle patrol pants or shorts.

Optional equipment includes a radio head set and microphone, and jackets in colder weather.

Bicycle patrol officers shall carry the same equipment on the bicycle patrol duty belt as they would on a regular patrol assignment.

Officers will be responsible for obtaining the necessary forms, citation books and other department equipment needed while on bicycle patrol.

423.6 CARE AND USE OF PATROL BICYCLES

Officers will be assigned a specially marked and equipped patrol bicycle and attached gear bag.

Bicycles utilized for uniformed bicycle patrol shall be primarily black or white in color with a “POLICE” decal affixed to each side of the crossbar or the bike’s saddlebag. Every such bicycle shall be equipped with front and rear reflectors, front lights and a siren/horn satisfying the requirements of Vehicle Code § 2800.1(b).

Bicycles utilized for uniformed bicycle patrol shall be equipped with a rear rack and/or saddle bag(s) sufficient to carry all necessary equipment to handle routine patrol calls including report writing, vehicle storage and citations.

Each bicycle gear bag shall include a repair tool, tire tube and security lock. These items are to remain with/on the bicycle at all times.

Each bicycle shall be equipped with a steady or flashing blue warning light that is visible from the front, sides, or rear of the bicycle. (Vehicle Code § 21201.3)

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Bicycle officers shall conduct an inspection of the bicycle and equipment prior to use to ensure proper working order of the equipment. Officers are responsible for the routine care and maintenance of their assigned equipment (e.g., tire pressure, chain lubrication, overall cleaning).

If a needed repair is beyond the ability of the bicycle officer, a TPD 41 will be completed and forwarded to the Bicycle Detail Lieutenant for repair by an approved technician.

At the end of a bicycle assignment, the bicycle shall be returned clean and ready for the next tour of duty.

Officers shall not modify the patrol bicycle, remove, modify or add components except with the expressed approval of the bicycle supervisor, or in the event of an emergency.

Bicycles shall be properly secured when not in the officer's immediate presence.

423.7 OFFICER RESPONSIBILITY

Officers must operate the bicycle in compliance with the vehicle code under normal operation. Officers may operate the bicycle without lighting equipment during hours of darkness when such operation reasonably appears necessary for officer safety and tactical considerations. Officers must use caution and care when operating the bicycle without lighting equipment.

Officers are exempt from the rules of the road under the following conditions (Vehicle Code § 21200(b)(1)):

(a) In response to an emergency call.

(b) While engaged in rescue operations.

(c) In the immediate pursuit of an actual or suspected violator of the law.

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Automated License Plate Readers (ALPRs)

424.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance for the capture, storage and use of digital data obtained through the use of Automated License Plate Reader (ALPR) technology.

424.2 POLICY

The policy of the Torrance Police Department is to utilize ALPR technology to capture and store digital license plate data and images while recognizing the established privacy rights of the public.

All data and images gathered by the ALPR are for the official use of this department. Because such data may contain confidential information, it is not open to public review.

424.3 ADMINISTRATION

The ALPR technology, also known as License Plate Recognition (LPR), allows for the automated detection of license plates. It is used by the Torrance Police Department to convert data associated with vehicle license plates for official law enforcement purposes, including identifying stolen or wanted vehicles, stolen license plates and missing persons. It may also be used to gather information related to active warrants, homeland security, electronic surveillance, suspect interdiction and stolen property recovery.

All installation and maintenance of ALPR equipment, as well as ALPR data retention and access, shall be managed by the Communications Division Commander. The Communications Division Commander will assign members under his/her command to administer the day-to-day operation of the ALPR equipment and data.

424.3.1 ALPR ADMINISTRATOR

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

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

(b) Training requirements for authorized users.

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

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

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

(f) Working with the Custodian of Records on the retention and destruction of ALPR data.

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(g) Ensuring this policy and related procedures are conspicuously posted on the department's website.

424.4 OPERATIONS

Use of an ALPR is restricted to the purposes outlined below. Department members shall not use, or allow others to use the equipment or database records for any unauthorized purpose (Civil Code § 1798.90.51; Civil Code § 1798.90.53).

(a) An ALPR shall only be used for official law enforcement business.

(b) An ALPR may be used in conjunction with any routine patrol operation or criminal investigation. Reasonable suspicion or probable cause is not required before using an ALPR.

(c) While an ALPR may be used to canvass license plates around any crime scene, particular consideration should be given to using ALPR equipped cars to canvass areas around homicides, shootings and other major incidents. Partial license plates reported during major crimes should be entered into the ALPR system in an attempt to identify suspect vehicles.

(d) No member of this department shall operate ALPR equipment or access ALPR data without first completing department-approved training.

(e) No ALPR operator may access department, state or federal data unless otherwise authorized to do so.

(f) If practicable, the officer should verify an ALPR response through the California Law Enforcement Telecommunications System (CLETS) before taking enforcement action that is based solely on an ALPR alert. For report writing purposes, officers shall indicate the fact that their attention was originally drawn to the vehicle via the use of ALPR.

424.5 DATA COLLECTION AND RETENTION

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

All ALPR data downloaded to the server should be stored for a minimum of one year (Government Code § 34090.6) and in accordance with the established records retention schedule. Thereafter, ALPR data shall be purged within five years from the date of capture unless it has become, or it is reasonable to believe it will become, evidence in a criminal or civil action or is subject to a discovery request or other lawful action to produce records. In those circumstances the applicable data should be downloaded into Spillman.

424.6 ACCOUNTABILITY

All data will be closely safeguarded and protected by both procedural and technological means. The Torrance Police Department will observe the following safeguards regarding access to and use of stored data (Civil Code § 1798.90.51; Civil Code § 1798.90.53):

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(a) All ALPR data downloaded to the mobile workstation and in storage shall be accessible only through a login/password-protected system capable of documenting all access of information by name, date and time (Civil Code § 1798.90.52).

(b) Members approved to access ALPR data under these guidelines are permitted to access the data for legitimate law enforcement purposes only, such as when the data relate to a specific criminal investigation or department-related civil or administrative action.

(c) ALPR system audits should be conducted on a regular basis.

For security or data breaches, see the Records Release and Maintenance Policy.

424.7 RELEASING ALPR DATA

The ALPR data may be shared only with other law enforcement or prosecutorial agencies for official law enforcement purposes or as otherwise permitted by law.

Requests for ALPR data by non-law enforcement or non-prosecutorial agencies will be processed as provided in the Records Maintenance and Release Policy (Civil Code § 1798.90.55).

424.8 TRAINING

The Research and Training Division Commander should ensure that members receive department approved training for those authorized to use or access the ALPR system (Civil Code § 1798.90.51; Civil Code § 1798.90.53).

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Homeless Persons

425.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that personnel understand the needs and rights of the homeless and to establish procedures to guide officers during all contacts with the homeless, whether consensual or for enforcement purposes. The Torrance Police Department recognizes that members of the homeless community are often in need of special protection and services. The Torrance Police Department will address these needs in balance with the overall mission of this department. Therefore, officers will consider the following when serving the homeless community.

425.1.1 POLICY

It is the policy of the Torrance Police Department to provide law enforcement services to all members of the community, while protecting the rights, dignity and private property of the homeless. Homelessness is not a crime and members of this department will not use homelessness solely as a basis for detention or law enforcement action.

425.2 HOMELESS COMMUNITY LIAISON

The Community Lead Officer Detail shall act as the liaison for the homeless community. The responsibilities will include the following:

(a) Maintain and make available to all department employees a list of assistance programs and other resources that are available to the homeless.

(b) Meet with social services and representatives of other organizations that render assistance to the homeless.

(c) Maintain a list of the areas within and near this jurisdiction that are used as frequent homeless encampments.

(d) Remain abreast of laws dealing with the removal and/or destruction of the personal property of the homeless. This will include:

1. Proper posting of notices of trespass and clean-up operations.
2. Proper retention of property after clean-up, to include procedures for owners to reclaim their property in accordance with the Property and Evidence Policy and other established procedures.

(e) When deemed necessary, be present during any clean-up operation conducted by this department involving the removal of personal property of the homeless to ensure that the rights of the homeless are not violated.

(f) Develop training to assist officers in understanding current legal and social issues relating to the homeless.

425.3 FIELD CONTACTS

Officers are encouraged to contact the homeless for purposes of rendering aid, support and for community-oriented policing purposes. Nothing in this policy is meant to dissuade an officer

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from taking reasonable enforcement action when facts support a reasonable suspicion of criminal activity. Officers are encouraged to consider long-term solutions to problems that may relate to the homeless, such as shelter referrals and counseling.

Officers should provide homeless persons with resource and assistance information whenever it is reasonably apparent that such services may be appropriate.

425.3.1 OTHER CONSIDERATIONS

Homeless members of the community will receive the same level and quality of service provided to other members of the community. The fact that a victim or witness is homeless can, however, require special considerations for a successful investigation and prosecution. Officers should consider the following when handling investigations involving homeless victims, witnesses or suspects:

(a) Document alternate contact information. This may include obtaining addresses and phone numbers of relatives and friends.

(b) Document places the homeless person may frequent.

(c) Provide homeless victims with victim/witness resources when appropriate.

(d) Obtain statements from all available witnesses in the event that a homeless victim is unavailable for a court appearance.

(e) Consider whether the person may be a dependent adult or elder, and if so, proceed in accordance with the Adult Abuse Policy.

(f) Consider whether a crime should be reported and submitted for prosecution, even when a homeless victim indicates that he/she does not desire prosecution.

425.4 PERSONAL PROPERTY

The personal property of homeless persons must not be treated differently than the property of other members of the public. Officers should use reasonable care when handling, collecting and retaining the personal property of homeless persons and should not destroy or discard the personal property of a homeless person.

When a homeless person is arrested or otherwise removed from a public place, officers should make reasonable accommodations to permit the person to lawfully secure his/her personal property. Otherwise, the personal property should be collected for safekeeping. If the arrestee has more personal property than can reasonably be collected and transported by the officer, a supervisor should be consulted. The property should be photographed and measures should be taken to remove or secure the property. It will be the supervisor’s responsibility to coordinate the removal and safekeeping of the property.

Officers should not conduct or assist in clean-up operations of belongings that reasonably appear to be the property of homeless persons without the prior authorization of a supervisor or the Community Lead Officer Detail. When practicable, requests by the public for clean-up of a homeless encampment should be referred to the Community Lead Officer Detail.

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Officers who encounter unattended encampments, bedding, or other personal property in public areas that reasonably appears to belong to a homeless person should not remove or destroy such property, unless it poses an immediate threat to the health or the safety of the public (such as those involving food, human waste, rodents/insect infested items, blocking public right-of-ways, interference with ADA compliance, etc.) or if leaving the property as is would pose a liability to the City. In such cases, officers should book the personal property as safekeeping and properly discard items that pose a health risk. Officers shall document and photograph discarded items. When such property does not pose an immediate threat to the health or safety of the public, officers should inform the Community Lead Officer Detail if such property appears to involve a trespass, blight to the community or is the subject of a complaint. It will be the responsibility of the Community Lead Officer Detail to address the matter accordingly.

425.5 MENTAL ILLNESS AND MENTAL IMPAIRMENT

Some homeless persons may suffer from a mental illness or a mental impairment. Officers shall not detain a homeless person under a mental illness commitment unless facts and circumstances warrant such a detention.

When a mental illness hold is not warranted, the contacting officer should provide the homeless person with contact information for mental health assistance as appropriate. In these circumstances, officers may provide transportation to a mental health specialist if requested by the person and approved by a supervisor.

425.6 ECOLOGICAL ISSUES

Sometimes homeless encampments can impact the ecology and natural resources of the community and may involve criminal offenses beyond mere littering. Officers are encouraged to notify other appropriate agencies or departments when a significant impact to the environment has or is likely to occur. Significant impacts to the environment may warrant a crime report, investigation, supporting photographs and supervisor notification.

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First Amendment Assemblies

426.1 PURPOSE AND SCOPE

This policy provides guidance for responding to public assemblies or demonstrations.

426.2 POLICY

The Torrance Police Department respects the rights of people to peaceably assemble. It is the policy of this department not to unreasonably interfere with, harass, intimidate or discriminate against persons engaged in the lawful exercise of their rights, while also preserving the peace, protecting life and preventing the destruction of property.

426.3 GENERAL CONSIDERATIONS

Individuals or groups present on the public way, such as public facilities, streets or walkways, generally have the right to assemble, rally, demonstrate, protest or otherwise express their views and opinions through varying forms of communication, including the distribution of printed matter. These rights may be limited by laws or ordinances regulating such matters as the obstruction of individual or vehicle access or egress, trespass, noise, picketing, distribution of handbills and leafleting, and loitering. However, officers shall not take action or fail to take action based on the opinions being expressed.

Participant behavior during a demonstration or other public assembly can vary. This may include, but is not limited to:

- Lawful, constitutionally protected actions and speech.
- Civil disobedience (typically involving minor criminal acts).
- Rioting.

All of these behaviors may be present during the same event. Therefore, it is imperative that law enforcement actions are measured and appropriate for the behaviors officers may encounter. This is particularly critical if force is being used. Adaptable strategies and tactics are essential. The purpose of a law enforcement presence at the scene of public assemblies and demonstrations should be to preserve the peace, to protect life and prevent the destruction of property.

Officers should not:

(a) Engage in assembly or demonstration-related discussion with participants.

(b) Harass, confront or intimidate participants.

(c) Seize the cameras, cell phones or materials of participants or observers unless an officer is placing a person under lawful arrest.

Supervisors should continually observe department members under their commands to ensure that members' interaction with participants and their response to crowd dynamics is appropriate.

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426.3.1 PHOTOGRAPHS AND VIDEO RECORDINGS

Photographs and video recording, when appropriate, can serve a number of purposes, including support of criminal prosecutions by documenting criminal acts; assistance in evaluating department performance; serving as training material; recording the use of dispersal orders; and facilitating a response to allegations of improper law enforcement conduct.

Photographs and videos will not be used or retained for the sole purpose of collecting or maintaining information about the political, religious or social views of associations, or the activities of any individual, group, association, organization, corporation, business or partnership, unless such information directly relates to an investigation of criminal activities and there is reasonable suspicion that the subject of the information is involved in criminal conduct.

426.4 UNPLANNED EVENTS

When responding to an unplanned or spontaneous public gathering, the first responding officer should conduct an assessment of conditions, including, but not limited to, the following:

- Location
- Number of participants
- Apparent purpose of the event
- Leadership (whether it is apparent and/or whether it is effective)
- Any initial indicators of unlawful or disruptive activity
- Indicators that lawful use of public facilities, streets or walkways will be impacted
- Ability and/or need to continue monitoring the incident

Initial assessment information should be promptly communicated to Communications, and the assignment of a supervisor should be requested. Additional resources should be requested as appropriate. The responding supervisor shall assume command of the incident until command is expressly assumed by another, and the assumption of command is communicated to the involved members. A clearly defined command structure that is consistent with the Incident Command System (ICS) should be established as resources are deployed.

426.5 PLANNED EVENT PREPARATION

For planned events, comprehensive, incident-specific operational plans should be developed. The ICS should be considered for such events.

426.5.1 INFORMATION GATHERING AND ASSESSMENT

In order to properly assess the potential impact of a public assembly or demonstration on public safety and order, relevant information should be collected and vetted. This may include:

- Information obtained from outreach to group organizers or leaders.
- Information about past and potential unlawful conduct associated with the event or similar events.

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- The potential time, duration, scope, and type of planned activities.
- Any other information related to the goal of providing a balanced response to criminal activity and the protection of public safety interests.

Information should be obtained in a transparent manner, and the sources documented. Relevant information should be communicated to the appropriate parties in a timely manner.

Information will be obtained in a lawful manner and will not be based solely on the purpose or content of the assembly or demonstration, or actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability of the participants (or any other characteristic that is unrelated to criminal conduct or the identification of a criminal subject).

426.5.2 OPERATIONAL PLANS

An operational planning team with responsibility for event planning and management should be established. The planning team should develop an operational plan for the event.

The operational plan will minimally provide for:

(a) Command assignments, chain of command structure, roles and responsibilities.

(b) Staffing and resource allocation.

(c) Management of criminal investigations.

(d) Designation of uniform of the day and related safety equipment (e.g., helmets, shields).

(e) Deployment of specialized resources.

(f) Event communications and interoperability in a multijurisdictional event.

(g) Liaison with demonstration leaders and external agencies.

(h) Liaison with City government and legal staff.

(i) Media relations.

(j) Logistics: food, fuel, replacement equipment, duty hours, relief and transportation.

(k) Traffic management plans.

(l) First aid and emergency medical service provider availability.

(m) Prisoner transport and detention.

(n) Review of policies regarding public assemblies and use of force in crowd control.

(o) Parameters for declaring an unlawful assembly.

(p) Arrest protocol, including management of mass arrests.

(q) Protocol for recording information flow and decisions.

(r) Rules of engagement, including rules of conduct, protocols for field force extraction and arrests, and any authorization required for the use of force.

(s) Protocol for handling complaints during the event.

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(t) Parameters for the use of body-worn cameras and other portable recording devices.

426.5.3 MUTUAL AID AND EXTERNAL RESOURCES
The magnitude and anticipated duration of an event may necessitate interagency cooperation and coordination. The assigned Incident Commander should ensure that any required memorandums of understanding or other agreements are properly executed, and that any anticipated mutual aid is requested and facilitated (see the Mutual Aid and Outside Agency Assistance Policy).

426.6 UNLAWFUL ASSEMBLY DISPERSAL ORDERS

If a public gathering or demonstration remains peaceful and nonviolent, and there is no reasonably imminent threat to persons or property, the Incident Commander should generally authorize continued monitoring of the event.

Should the Incident Commander make a determination that public safety is presently or is about to be jeopardized, he/she or the authorized designee should attempt to verbally persuade event organizers or participants to disperse of their own accord. Warnings and advisements may be communicated through established communications links with leaders and/or participants or to the group.

When initial attempts at verbal persuasion are unsuccessful, the Incident Commander or the authorized designee should make a clear standardized announcement to the gathering that the event is an unlawful assembly, and should order the dispersal of the participants (Penal Code § 409: Penal Code § 416). The announcement should be communicated by whatever methods are reasonably available to ensure that the content of the message is clear and that it has been heard by the participants. The announcement should be amplified, made in different languages as appropriate, made from multiple locations in the affected area and documented by audio and video. The announcement should provide information about what law enforcement actions will take place if illegal behavior continues and should identify routes for egress. A reasonable time to disperse should be allowed following a dispersal order.

426.7 USE OF FORCE

Use of force is governed by current department policy and applicable law (see the Use of Force, Handcuffing and Restraints, Control Devices and Techniques, and Conducted Energy Device policies).

Individuals refusing to comply with lawful orders (e.g., nonviolent refusal to disperse) should be given a clear verbal warning and a reasonable opportunity to comply. If an individual refuses to comply with lawful orders, the Incident Commander shall evaluate the type of resistance and adopt a reasonable response in order to accomplish the law enforcement mission (such as dispersal or arrest of those acting in violation of the law). Control devices and TASER® devices should be considered only when the participants' conduct reasonably appears to present the potential to harm officers, themselves or others, or will result in substantial property loss or damage (see the Control Devices and Techniques and the Conducted Energy Device policies).

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Force or control devices, including oleoresin capsaicin (OC), should be directed toward individuals and not toward groups or crowds, unless specific individuals cannot reasonably be targeted due to extreme circumstances, such as a riotous crowd.

Any use of force by a member of this department shall be documented promptly, completely and accurately in an appropriate report. The type of report required may depend on the nature of the incident.

426.8 ARRESTS

The Torrance Police Department should respond to unlawful behavior in a manner that is consistent with the operational plan and State and Federal law. If practicable, warnings or advisements should be communicated prior to arrest.

Mass arrests should be employed only when alternate tactics and strategies have been, or reasonably appear likely to be, unsuccessful. Mass arrests shall only be undertaken upon the order of the Incident Commander or the authorized designee. There must be probable cause for each arrest.

If employed, mass arrest protocols should fully integrate:

(a) Reasonable measures to address the safety of officers and arrestees.

(b) Dedicated arrest, booking and report writing teams.

(c) Timely access to medical care.

(d) Timely access to legal resources.

(e) Timely processing of arrestees.

(f) Full accountability for arrestees and evidence.

(g) Coordination and cooperation with the prosecuting authority, jail and courts (see the Cite and Release Policy).

426.9 MEDIA RELATIONS

The Public Information Officer should use all available avenues of communication, including press releases, briefings, press conferences, and social media to maintain open channels of communication with media representatives and the public about the status and progress of the event, taking all opportunities to reassure the public about the professional management of the event (see the Media Relations Policy).

426.10 DEMOBILIZATION

When appropriate, the Incident Commander or the authorized designee should implement a phased and orderly withdrawal of law enforcement resources. All relieved personnel should promptly complete any required reports, including use of force reports, and account for all issued equipment and vehicles to their supervisors prior to returning to normal operational duties.

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426.11 POST EVENT

The Incident Commander should designate a member to assemble full documentation of the event, to include the following:

(a) Operational plan

(b) Any incident logs

(c) Any assignment logs

(d) Vehicle, fuel, equipment and supply records

(e) Incident, arrest, use of force, injury and property damage reports

(f) Photographs, audio/video recordings, Communications records/tapes

(g) Media accounts (print and broadcast media)

426.11.1 AFTER-ACTION REPORTING

The Incident Commander should work with City legal counsel, as appropriate, to prepare a comprehensive after-action report of the event, explaining all incidents where force was used including the following:

(a) Date, time and description of the event

(b) Actions taken and outcomes (e.g., injuries, property damage, arrests)

(c) Problems identified

(d) Significant events

(e) Recommendations for improvement; opportunities for training should be documented in a generic manner, without identifying individuals or specific incidents, facts or circumstances.

426.12 TRAINING

Department members should receive periodic training regarding this policy, as well as the dynamics of crowd control and incident management (Penal Code § 13514.5). The Department should, when practicable, train with its external and mutual aid partners.

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Civil Disputes

427.1 PURPOSE AND SCOPE

This policy provides members of the Torrance Police Department with guidance for addressing conflicts between persons when no criminal investigation or enforcement action is warranted (e.g., civil matters), with the goal of minimizing any potential for violence or criminal acts.

The Domestic Violence Policy will address specific legal mandates related to domestic violence court orders. References in this policy to “court orders” apply to any order of a court that does not require arrest or enforcement by the terms of the order or by California law.

427.2 POLICY

The Torrance Police Department recognizes that a law enforcement presence at a civil dispute can play an important role in the peace and safety of the community. Subject to available resources, members of this department will assist at the scene of civil disputes with the primary goal of safeguarding persons and property, preventing criminal activity and maintaining the peace. When handling civil disputes, members will remain impartial, maintain a calm presence, give consideration to all sides and refrain from giving legal or inappropriate advice.

427.3 GENERAL CONSIDERATIONS

When appropriate, members handling a civil dispute should encourage the involved parties to seek the assistance of resolution services or take the matter to the civil courts. Members must not become personally involved in disputes and shall at all times remain impartial.

While not intended to be an exhaustive list, members should give considerations to the following when handling civil disputes:

(a) Civil disputes tend to be confrontational and members should be alert that they can escalate to violence very quickly. De-escalation techniques should be used when appropriate.

(b) Members should not dismiss alleged or observed criminal violations as a civil matter and should initiate the appropriate investigation and report when criminal activity is apparent.

(c) Members shall not provide legal advice, however, when appropriate, members should inform the parties when they are at risk of violating criminal laws.

(d) Members are reminded that they shall not enter a residence or other non-public location without legal authority including valid consent.

(e) Members should not take an unreasonable amount of time assisting in these matters and generally should contact a supervisor if it appears that peacekeeping efforts longer than 30 minutes are warranted.

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427.4 COURT ORDERS

Disputes involving court orders can be complex. Where no mandate exists for an officer to make an arrest for a violation of a court order, the matter should be addressed by documenting any apparent court order violation in a report. If there appears to be a more immediate need for enforcement action, the investigating officer should consult a supervisor prior to making any arrest.

If a person appears to be violating the terms of a court order but is disputing the validity of the order or its applicability, the investigating officer should document the following:

(a) The person's knowledge of the court order or whether proof of service exists.

(b) Any specific reason or rationale the involved person offers for not complying with the terms of the order.

A copy of the court order should be attached to the report when available. The report should be forwarded to the appropriate prosecutor. The report should also be forwarded to the court issuing the order with a notice that the report was also forwarded to the prosecutor for review.

427.4.1 STANDBY REQUESTS

Officer responding to a call for standby assistance to retrieve property should meet the person requesting assistance at a neutral location to discuss the process. The person should be advised that items that are disputed will not be allowed to be removed. The member may advise the person to seek private legal advice as to the distribution of disputed property.

Members should accompany the person to the location of the property. Members should ask if the other party will allow removal of the property or whether the other party would remove the property.

If the other party is uncooperative, the person requesting standby assistance should be instructed to seek private legal advice and obtain a court order to obtain the items. Officers should not order the other party to allow entry or the removal of any items. If there is a restraining or similar order against the person requesting standby assistance, that person should be asked to leave the scene or they may be subject to arrest for violation of the order.

If the other party is not present at the location, the member will not allow entry into the location or the removal of property from the location.

427.5 VEHICLES AND PERSONAL PROPERTY

Officers may be faced with disputes regarding possession or ownership of vehicles or other personal property. Officers may review documents provided by parties or available databases (e.g., vehicle registration), but should be aware that legal possession of vehicles or personal property can be complex. Generally, officers should not take any enforcement action unless a crime is apparent. The people and the vehicle or personal property involved should be identified and the incident documented.

427.6 REAL PROPERTY

Disputes over possession or occupancy of real property (e.g., land, homes, apartments) should generally be handled through a person seeking a court order.

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427.7 RESOURCE

Officers are reminded of the available resource, South Bay Center Dispute Resolution. (See attachment: DISPUTE RESOLUTION.pdf)

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Medical Aid and Response

428.1 PURPOSE AND SCOPE

This policy recognizes that members often encounter persons in need of medical aid and establishes a law enforcement response to such situations.

428.2 POLICY

It is the policy of the Torrance Police Department that all officers and other designated members be trained to provide emergency medical aid and to facilitate an emergency medical response.

428.3 FIRST RESPONDING MEMBER RESPONSIBILITIES

Whenever practicable, members should take appropriate steps to provide initial medical aid (e.g., first aid, CPR, use of an automated external defibrillator (AED)) in accordance with their training and current certification levels. This should be done for those in need of immediate care and only when the member can safely do so.

Prior to initiating medical aid, the member should contact Communications and request response by Emergency Medical Services (EMS) as the member deems appropriate.

Members should follow universal precautions when providing medical aid, such as wearing gloves and avoiding contact with bodily fluids, consistent with the Communicable Diseases Policy. Members should use a barrier or bag device to perform rescue breathing.

When requesting EMS, the member should provide Communications with information for relay to EMS personnel in order to enable an appropriate response, including:

(a) The location where EMS is needed.

(b) The nature of the incident.

(c) Any known scene hazards.

(d) Information on the person in need of EMS, such as:

1. Signs and symptoms as observed by the member.
2. Changes in apparent condition.
3. Number of patients, sex, and age, if known.
4. Whether the person is conscious, breathing, and alert, or is believed to have consumed drugs or alcohol.
5. Whether the person is showing signs or symptoms of excited delirium or other agitated chaotic behavior.

Members should stabilize the scene whenever practicable while awaiting the arrival of EMS.

Members should not direct EMS personnel whether to transport the person for treatment.

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428.4 TRANSPORTING ILL AND INJURED PERSONS

Except in extraordinary cases where alternatives are not reasonably available, members should not transport persons who are unconscious, who have serious injuries or who may be seriously ill. EMS personnel should be called to handle patient transportation. In the event an officer decides to transport a seriously injured person, the officer shall notify Communications of the intention and obtain permission from a Field Supervisor when possible.

Officers should search any person who is in custody before releasing that person to EMS for transport.

An officer should accompany any person in custody during transport in an ambulance when requested by EMS personnel, when it reasonably appears necessary to provide security, when it is necessary for investigative purposes or when so directed by a supervisor.

Members should not provide emergency escort for medical transport or civilian vehicles.

428.5 PERSONS REFUSING EMS CARE

If a person who is not in custody refuses EMS care or refuses to be transported to a medical facility, an officer shall not force that person to receive care or be transported. However, members may assist EMS personnel when EMS personnel determine the person lacks mental capacity to understand the consequences of refusing medical care or to make an informed decision and the lack of immediate medical attention may result in serious bodily injury or the death of the person.

In cases where mental illness may be a factor, the officer should consider proceeding with a 72-hour treatment and evaluation commitment (5150 commitment) process in accordance with the Mental Illness Commitments Policy.

If an officer believes that a person who is in custody requires EMS care and the person refuses, he/she should encourage the person to receive medical treatment. The officer may also consider contacting a family member to help persuade the person to agree to treatment or who may be able to authorize treatment for the person.

If the person who is in custody still refuses, the officer will require the person to be transported to the nearest medical facility. In such cases, the officer should consult with a supervisor prior to the transport.

Members shall not sign refusal-for-treatment forms or forms accepting financial responsibility for treatment.

428.6 SICK OR INJURED ARRESTEE

If an arrestee appears ill or injured, or claims illness or injury, he/she should be medically cleared prior to booking. If the officer has reason to believe the arrestee is feigning injury or illness, the officer should contact a supervisor, who will determine whether medical clearance will be obtained prior to booking.

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If the jail or detention facility refuses to accept custody of an arrestee based on medical screening, the officer should note the name of the facility person refusing to accept custody and the reason for refusal, and should notify a supervisor to determine the appropriate action.

Arrestees who appear to have a serious medical issue should be transported by ambulance. Officers shall not transport an arrestee to a hospital without a supervisor's approval.

Nothing in this section should delay an officer from requesting EMS when an arrestee reasonably appears to be exhibiting symptoms that appear to be life threatening, including breathing problems or an altered level of consciousness, or is claiming an illness or injury that reasonably warrants an EMS response in accordance with the officer's training.

428.7 MEDICAL ATTENTION RELATED TO USE OF FORCE

Specific guidelines for medical attention for injuries sustained from a use of force may be found in the Use of Force, Handcuffing and Restraints, Control Devices and Techniques, and Conducted Energy Device policies.

428.8 AUTOMATED EXTERNAL DEFIBRILLATOR (AED) USE

A member may use an AED only after receiving appropriate training from an approved public safety first aid and CPR course (22 CCR 100014; 22 CCR 100017; 22 CCR 100018).

428.8.1 AED USER RESPONSIBILITY

Members who are issued AEDs for use in department vehicles should check the AED at the beginning of the shift to ensure it is properly charged and functioning. Any AED that is not functioning properly will be taken out of service and given to the Research and Training Division Commander who is responsible for ensuring appropriate maintenance.

Following use of an AED, the device shall be cleaned and/or decontaminated as required. The electrodes and/or pads will be replaced as recommended by the AED manufacturer.

Any member who uses an AED should contact Communications as soon as possible and request response by EMS.

428.8.2 AED REPORTING

Any member using an AED will complete an incident report detailing its use.

428.8.3 AED TRAINING AND MAINTENANCE

The Research and Training Division Commander should ensure appropriate training and refresher training is provided to members authorized to use an AED. A list of authorized members and training records shall be made available for inspection by the local EMS agency (LEMSA) or EMS authority upon request (22 CCR 100021; 22 CCR 100022; 22 CCR 100029).

The Research and Training Division Commander is responsible for ensuring AED devices are appropriately maintained and will retain records of all maintenance in accordance with the established records retention schedule (22 CCR 100021).

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See attachment: AED Use Report.pdf

428.9 ADMINISTRATION OF OPIOID OVERDOSE MEDICATION

Trained members may administer opioid overdose medication (Civil Code § 1714.22; Business and Professions Code § 4119.9).

The purpose of this policy is to establish uniform procedures for the administering of Naloxone Hydrochloride, the generic name for "Narcan". Due to the anticipated deployment of the Narcan Nasal Spray product, this plan only applies to that product. The purpose of this deployment is to equip Department personnel with the ability to assist with the medical emergency of an opioid (i.e., Heroin, Fentynal, Hydrocodine, Oxycodine, etc.) overdose.

The County's Emergency Medical Services (EMS) Agency oversees emergency medical treatment by personnel throughout the County. Department personnel are required to be properly trained in the use of Narcan Nasal Spray prior to administering it in the course and scope of their duties. Training on the administration of the nasal spray shall be conducted by a current certified first aid instructor trained in teaching administration of Narcan Nasal Spray.

428.9.1 OPIOID OVERDOSE MEDICATION USER RESPONSIBILITIES

Members who are qualified to administer opioid overdose medication, such as naloxone, should handle, store and administer the medication consistent with their training. Members should check the medication and associated administration equipment at the beginning of their shift to ensure they are serviceable and not expired. Any expired medication or unserviceable administration equipment should be removed from service and given to the Research and Training Division Commander.

Any member who administers an opioid overdose medication should contact Communications as soon as possible and request response by EMS.

428.9.2 OPIOID OVERDOSE MEDICATION REPORTING

Any member administering opioid overdose medication should detail its use in an appropriate report.

The Research and Training Division Commander will ensure that the Records Administrator is provided enough information to meet applicable state reporting requirements.

After Narcan Nasal Spray has been administered to a patient, whether successful or not, Department personnel shall:

(a) Verbally advise fire/paramedic personnel what time Narcan Nasal Spray was administered and any change in the patient's condition;

(b) Report the circumstances to the First Aid/CPR Sergeant and complete the Torrance Police Department Narcan Use Report form (TPD 215).

(c) If necessary, such as in cases of death, attempted suicide, suspect in a crime, reportable force used, etc., complete the appropriate report.

(d) Submit all paperwork to the sergeant for review/approval.

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See attachment: Narcan Use Report.pdf

428.9.3 OPIOID OVERDOSE MEDICATION TRAINING
The Research and Training Division Commander should ensure initial and refresher training is provided to members authorized to administer opioid overdose medication. Training should be coordinated with the local health department and comply with the requirements in 22 CCR 100019 and any applicable POST standards (Civil Code § 1714.22).

428.9.4 DESTRUCTION OF OPIOID OVERDOSE MEDICATION
The Research and Training Division Commander shall ensure the destruction of any expired opioid overdose medication (Business and Professions Code § 4119.9).

428.9.5 OPIOID OVERDOSE MEDICATION RECORD MANAGEMENT
Records regarding acquisition and disposition of opioid overdose medications shall be maintained and retained in accordance with the established records retention schedule and at a minimum of three years from the date the record was created (Business and Professions Code § 4119.9).

428.9.6 PROCEDURES
Narcan Nasal Spray can be obtained from the Department's First Aid Supervisor. The first aid cadre shall develop a process for ensuring personnel from their Department obtain training and are issued the nasal spray. Each Department member shall regularly check to ensure their issued Narcan Nasal Spray has not expired. An expired nasal spray shall be turned in to the First Aid Supervisor and replaced. All expired Narcan Nasal Spray will be booked into Property for destruction. It is recommended Department members keep their issued Narcan Nasal Spray stored in their Department Naloxone pouch. Care should be taken to ensure the applicators are not exposed to excessive heat or light to protect the potency of the nasal spray. Narcan Nasal Spray has a shelf life of approximately two years.

428.9.7 ADMINISTRATION OF NARCAN NASAL SPRAY
Prior to deploying Narcan Nasal Spray, field personnel must first ensure the scene is secure and free of hazards for themselves, other first responders, and for bystanders in the immediate area. Scene assessment should include, but is not limited to:

(a) Presence or potential of any outstanding suspects in the area;

(b) Weapons or dangerous object;

(c) Containment of a crime scene as necessary;

(d) Traffic hazards;

(e) Fire, chemical, or electrical hazards; and

(f) Environmental hazards.

Once the scene is determined safe, personnel shall ensure fire/paramedic personnel have been requested. While fire/paramedic personnel are responding to the scene, the handling officer shall do a first assessment of the patient by:

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(a) Observing if the patient is unconscious and/or unresponsive;

(b) If unconscious, check the patient's airway, breathing, and pulse';

(c) Ask bystanders or persons who may know the patient if it is known that opioid ingestion is a factor; and

(d) Check for signs of opioid overdose.

The signs of an overdose may include, but are not limited to:

(a) Loss of consciousness;

(b) Constricted (pinpoint) pupils;

(c) Unresponsive to outside verbal or physical stimulus;

(d) Awake, but unable to speak;

(e) Breathing is very slow and shallow, irregular, or has stopped;

(f) Choking sounds, or a snore-like gurgling noise;

(g) Vomiting;

(h) Body is very limp;

(i) Face is very pale or clammy;

(j) Fingernails and lips turn blue or purplish black; and/or

(k) Pulse (heartbeat) is slow, irregular, or not present.

If the patient is not breathing and is unresponsive, begin CPR then administer Narcan Nasal Spray when possible. If available, personal protective equipment (CPR mask, gloves, face shield, etc.) should be utilized when administering CPR.

If you suspect the patient is unconscious due to an opioid overdose, administer Narcan Nasal Spray by doing the following:

(a) Gently tilt the person's head back and make sure the nasal cavity is clear;

(b) Hold the Narcan spray by placing your thumb on the bottom of the plunger and your first and middle fingers on either side of the nozzle;

(c) Insert the device nozzle into one nostril until your fingers on either side of the nozzle are against the bottom of the patient's nose;

(d) Press the plunger firmly to administer the full dose of Narcan into the nostril;

(e) Remove the device from the person's nostril after administering the dose;

(f) Initiate rescue breathing as needed until the person can adequately breathe on their own;

(g) Once the patient is adequately breathing, you may need to move the patient on their side to prevent aspiration; and

(h) Continue constant observation until fire/paramedic personnel arrive.

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The Narcan Nasal Spray may take a few minutes for the patient's body to absorb and react to the medication. If the person does not respond to the nasal spray within two to three minutes, a secondary dose of nasal spray may be required. Prior to administering a second dose of Narcan Nasal Spray, Department personnel shall ensure fire/paramedic personnel are responding to the scene. Each nasal spray applicator contains one full dose.

Administering of Narcan Nasal Spray may result in an immediate withdrawal in patients who are opioid dependent. Symptoms of withdrawal may include nausea/vomiting, cardiac arrest, nose bleed or, in rare cases, aggressive behavior.

Narcan Nasal Spray shall only be administered on adults and children, and shall not be administered on infants (under one year of age). The nasal spray will only work on persons who have overdosed on opioid-related drugs. The nasal spray does not have any significant effects if the cause of unconsciousness is not opioid-related. Department personnel shall defer the authority for medical treatment and transportation to paramedic and ambulance personnel once they arrive on-scene. State law exempts properly trained Department personnel from liability when administering Narcan Nasal Spray during the course and scope of their duties.

Department personnel should ensure the used Narcan Nasal Spray device is properly disposed of by surrendering it to on-scene fire/paramedic/ambulance personnel, or by placing it in the station's public contraband mailbox or other suitable secure disposal container.

428.9.8 ADDITIONAL INFORMATION

Narcan Nasal Spray can be purchased from a pharmacy without a prescription by family, friends, or anyone in a position to assist a person suffering from an opioid overdose.

In addition, Narcan Nasal Spray can be used on Department personnel who come in contact with an opioid-related drug in the course and scope of their duties and suffer the effects of an overdose while awaiting paramedics/fire to respond.

See attachment: NARCAN-Quick-Start-Guide.pdf

NARCAN WEBSITE (www.narcan.com)

428.10 ADMINISTRATION OF AUTO-INJECTORS

Trained members who possess valid certification may administer an epinephrine auto-injector for suspected anaphylaxis (Health and Safety Code § 1797.197a(b); 22 CCR 100019).

428.10.1 USER RESPONSIBILITIES

Any member who administers an auto-injector medication should contact Communications as soon as possible and request response by EMS (Health and Safety Code § 1797.197a(b)).

428.10.2 AUTO-INJECTOR REPORTING

Epinephrine: Any member who administers an epinephrine auto-injector should detail its use in an appropriate report.

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The Research & Training Division Commander should ensure that the Records Administrator is provided enough information for required reporting to the EMS Authority within 30 days after each use (Health and Safety Code § 1797.197a(f)).

DuoDote: Any member who administers a DuoDote auto-injector should detail its use in an appropriate report.

428.10.3 EPINEPHRINE AUTO-INJECTOR TRAINING

The Research and Training Division Commander should ensure that members authorized to administer epinephrine auto-injectors are provided with initial and refresher training that meets the requirements of Health and Safety Code § 1797.197a(c) and 22 CCR 100019.

428.11 FIRST AID TRAINING

The Research and Training Division Commander should ensure officers receive initial first aid training within one year of employment and refresher training every two years thereafter (22 CCR 100016; 22 CCR 100022).

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Audio/Video Recording Devices

429.1 PURPOSE AND SCOPE

Any and all audio / video recording devices provide additional documentation of police/public encounters and may be an important tool for collecting evidence, employee training and maintaining public trust. The Torrance Police Department has equipped police vehicles and employees with various audio / video recording devices to provide records of events and assist employees in the performance of their duties, including enhanced officer safety. This policy provides guidance on the use of these recording devices.

429.1.1 DEFINITIONS

(a) **Body Worn Camera (BWC)** – Audio and Video recording device in or on an officer's uniform issued by the Department.

(b) **In Car Camera (ICC)** – Any system that captures audio and video signals, that is capable of installation in a vehicle (or motorcycle).

(c) **Activate** – Any process that causes the BWC or ICC system to transmit or store audio/ video or data in an active mode.

(d) **Recorded Media** – Audio/Video signals recorded or digitally stored on a storage device or portable media.

(e) **Upload** – Manually transferring recorded media from a device to a storage location.

(f) **Offload** – Automatically (wirelessly) transferring recorded media from a device to a storage location.

(g) **Officers** - Refers to all sworn employees who are issued a BWC.

It is the intent of this policy to encompass any and all audio and/or video type recording devices regardless of make, model, type of deployment, etc. Examples include Body Worn Cameras (BWCs), In Car Cameras (ICCs), audio only recorders, drone video recording, cellular (Smart) telephones, motor officer helmet cameras, etc. Simply, any device that can capture and/or record any type of media (digital or analog) is to be considered an audio / video recording device for the purpose of this policy regardless of personally or department owned.

429.2 POLICY

The Torrance Police Department may provide members with access to portable recorders, either audio or video or both, for use during the performance of their duties. The use of recorders is intended to enhance the mission of the Department by accurately capturing contacts between members of the Department and the public.

429.3 OFFICER RESPONSIBILITIES

Prior to going into service, all uniformed officers assigned to field duty (i.e., Patrol, Traffic, SRO) shall properly equip him/herself to record audio/video in the field (this includes a charged BWC battery). At the start of each shift, officers should test their BWC and ensure the vehicle assigned

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to him/her (if applicable) has a working ICC system. Prior to going into service, officers shall log on to the ICC systems (if applicable) via the Mobile Data Computer (MDC) or the tablet. If the ICC system is malfunctioning, the officer shall take the vehicle out of service unless a supervisor requests that the vehicle stay in service.

429.4 USE OF AUDIO/VIDEO RECORDING DEVICES

All personnel shall adhere to the following when utilizing an audio / video recording device:

(a) All officers shall record all traffic stops via the ICC system (if applicable). The activation of the ICC system shall be prior to the stop and continue until the stop is concluded (including prisoner transportation if applicable).

(b) Uniformed officers assigned to field duty (i.e., Patrol, Traffic, SRO) shall wear their assigned recording device (BWC), in the "ON DUTY" mode at all times while on duty and in the field.

(c) Uniformed officers assigned to field duty (i.e., Patrol, Traffic, SRO) shall activate their BWC to record any field contact involving City, Department, or individual liability, criminal evidence collection (i.e., suspect/victim/witness statements), or which is reasonably expected to be or is actually a threshold incident. The activation should be prior to the contact, or as soon as safely possible to do so, and continue until the contact or event is concluded. Threshold incidents include, but are not limited to:

1. Prolonged detentions or curbing.
2. Verbally or physically resistant subjects to include challenging an officer to fight.
3. Allegations of racial or sexual bias or other misconduct.
4. Any incident where litigation or a personnel complaint is mentioned, or where a supervisor is requested.
5. Any incident wherein during the contact the subject infers the officer is lying.
6. Any incident where a use of force is reasonably expected, or a use of force occurs, and during any use of force follow-up activity.
7. All "knock and talk" investigations.
8. All requests to search property.
9. All Miranda rights advisements and interviews.

(d) Non-uniformed officers (i.e., Detectives, SID) are not required to wear their assigned BWC while in a non-uniform capacity except during specified enforcement-related activity (see subsection below).

(e) Non-uniformed officers shall wear and activate their BWC to record specified enforcement-related activity such as the execution of a search warrant, an arrest warrant, a Fourth Amendment waiver search, or a consent search in which the officer is looking for evidence or contraband.

(f) Officers assigned to Special Weapons and Tactics (SWAT) are not required to wear their assigned BWC, nor activate their BWC, while conducting SWAT operations (i.e.,

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execution of a search warrant, arrest warrant, barricade, etc.), unless directed to do so by the SWAT Commander. SWAT Team Leaders (supervisors), however, are required to activate their audio recorders during such SWAT operations.

(g) Officers are not required to wear their BWC during special occasions such as promotional ceremonies, academy graduations, award ceremonies, the Police Memorial, and funerals.

(h) Officer safety and the safety of the public should be the primary considerations when contacting citizens, not the ability to record an event.

(i) Officers should avoid recording other agency personnel, whenever possible.

(j) All requests for a copy of a recording should go through the Department's Records Division, the Internal Affairs Section or the City Attorney's Office.

(k) Officers' recordings shall be reviewed by a supervisor following a complaint, for discovery requests, training purposes, traffic collision / use of force reviews, as evidence associated with a criminal investigation, or department or personal civil liability, and may be reviewed by a supervisor to evaluate policy compliance.

(l) When appropriate, officers may inform individuals they are being recorded as part of the contact. Officers are not required to obtain consent prior to activating their recording device when the officer is lawfully in the location where the recording takes place. In locations where individuals have a reasonable expectation of privacy such as a residence, they may decline to be recorded unless the recording is of an arrest, search, or other enforcement action.

(m) Officers may choose not to record an encounter with a witness, informant, or victim who refuses to provide a statement if recorded and the encounter is non-confrontational.

(n) Officers may choose not to record an encounter while in a health care facility for the sole purpose of waiting for an arrestee to be medically cleared.

(o) Officers may choose not to record if, in the officer's judgment, the recording would interfere with the ability to conduct a thorough investigation, or may be inappropriate because of the victim's physical condition, emotional state, age or other sensitive circumstances (rape, or other form of sexual assault).

(p) Officers have the discretion to mute the audio when they deem appropriate, for private conversations.

(q) Strip searches shall not be video recorded unless the circumstance escalates into a threshold incident.

(r) Audio/video recorders shall not be used to record off-duty or non-work related activity.

429.4.1 EXPLOSIVE DEVICE

Many portable recorders, including body-worn cameras and audio/video transmitters, emit radio waves that could trigger an explosive device. Therefore, recording devices should not be used where an explosive device may be present.

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429.4.2 APPROVAL OF DEVICES NOT ISSUED BY THE DEPARTMENT
Motor officers, desirous of deploying a personal video recording device (i.e., helmet camera), not issued by the Department, must have the device approved by the Communications Division Commander. The quality of the video recording device needs to be reviewed as well as police department computer system compatibility for uploading the video files to the CAD/RMS system.

429.5 AUTOMATIC ACTIVATION OF THE IN CAR CAMERA (ICC)

The In Car Camera (ICC) recording device will be automatically activated once the emergency lights are activated on an emergency vehicle. It should be noted that after an automatic activation, it is the employee's responsibility to manually stop the recording when deemed appropriate.

429.6 UPLOAD/OFFLOADING OF RECORDINGS

All BWC and ICC audio/video recordings will automatically be offloaded to Avail Web ("the cloud") once within range of the Torrance Police Department or a public/private WiFi network.

All audio/video recordings from devices other than BWCs and/or ICCs that contain information of evidentiary value in a criminal case and/or actual or potential City, Department, or individual liability shall be noted via the assigned incident number and transferred to the Police Department's network for storage.

Any recording that requires an upload / offload per this policy, shall be uploaded / offloaded by the end of his/her shift. If the end of shift occurs outside of the City of Torrance jurisdiction, the employee shall return to the station to upload / offload the recording(s) prior to truly ending his/her shift, unless the upload / offload can be completed via a public/private WiFi network.

The storage of BWC audio/video in Spillman is discouraged as it is already stored in Avail Web; however, BWC photographs (i.e., FI photos, evidentiary photos and/or investigative photos) should be uploaded to Spillman.

429.7 AUDIO/VIDEO RECORDING RETENTION

All recordings that are on the Police Department's network shall be retained in accordance with the Department's records retention schedule. All recordings that have a "legal hold" will be retained indefinitely until cleared by the City Attorney's Office.

429.8 REPORT WRITING/DOCUMENTATION

Employees who upload / offload any audio / video recording should note the existence of the media in the official report (if a report is taken).

429.9 EMPLOYEE REVIEWING OF AUDIO/VIDEO RECORDINGS

Employees are permitted to review their recording(s) at any time, particularly prior to preparing any written reports or making any statements about any incident. This includes any administrative investigation(s). Employees shall document in the report the fact that the recording was viewed.

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Employees may access only his/her own recordings. Employees are not permitted to access recordings belonging to any other employees (this excludes supervisors and investigators assigned to the case), without the employees consent.

At no time shall any recording be used or shown for the purpose of ridiculing or embarrassing anyone.

429.10 ADMINISTRATIVE OR SUPERVISORY REVIEW OF RECORDINGS

For the purposes of ensuring incidents are being recorded per this policy, a supervisor may review employees' recordings to evaluate policy compliance and performance. Supervisors/ managers shall not review recordings for the sole purpose of searching for violations of Department policy not related to a specific complaint or incident not associated with the assessment of employee performance as indicated elsewhere in this policy. However, a supervisor may review recordings under the following, or similar type circumstances:

(a) Following a complaint

(b) Discovery requests

(c) Training purposes

(d) Traffic collisions

(e) Use of Force reviews

(f) Evidence associated with criminal investigation

(g) Department or civil liability

Viewing the device history is prohibited unless in conjunction with an investigation and approved by a supervisor.

429.11 SURREPTITIOUS RECORDINGS

Except for authorized investigations, no employee shall surreptitiously audio or video record any conversation with any City employee.

429.12 CARE AND MAINTENANCE

Employees are responsible for the proper daily care, maintenance, charging and / or batteries of any Police Department issued audio / video equipment. Employees shall be responsible for making sure their audio / video recording devices are in good working condition prior to each shift or deployment. Broken or malfunctioning equipment are to be reported to the employee's immediate supervisor for repair or replacement. The supervisor will determine if any documentation (i.e., TPD 41, etc.) is required for the repair or replacement. Employees shall not tamper with or dismantle any hardware or software component of any recording device.

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429.13 COORDINATOR

The Chief of Police or designee shall appoint a member(s) of the Department to coordinate the use, maintenance, and training of audio / video recording devices and the storage of recordings, including:

(a) Establishing a system for downloading, storing, and security of recordings.

(b) Designating persons responsible for downloading recorded data (other than the employee him/herself).

(c) Establishing a maintenance system to ensure availability of operable devices.

(d) Establishing a system for tagging and categorizing data according to the type of incident captured.

(e) Establishing a system to prevent tampering, deleting, and copying recordings and ensure chain of custody integrity.

(f) Working with the City Attorney's Office to ensure an appropriate retention schedule for recordings and associated documentation.

(g) Isolating accidental recordings upon request of the applicable Division Commander.

(h) Maintaining logs of access and isolations of recordings (Penal Code 832.18).

There may be multiple Coordinators (i.e., a Coordinator for Body Worn cameras, a Coordinator for audio only recording devices, etc.).

429.14 PROHIBITION AGAINST MODIFICATION OF RECORDINGS

Employees shall not copy, edit, alter, erase, or otherwise modify in any manner any audio / video recording except as authorized by the Chief of Police or by law.

429.15 LEGAL

Any and all audio and / or video recordings captured in the scope of the employee's duties shall be the property of the Torrance Police Department. Employees shall have no expectation of privacy or ownership interest in the content of these recordings.

Employees are strictly prohibited from distributing any audio / video recordings outside of the Police Department, City Attorney's Office or the District Attorney's Office without expressed permission from a supervisor.

Employees shall cease recording whenever necessary to ensure conversations are not recorded between a person in custody and the person's attorney, religious advisor or physician, unless there is explicit consent from all parties to the conversation (California Penal Code 636).

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Chapter 5 - Traffic Operations

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Traffic Function and Responsibility

500.1 PURPOSE AND SCOPE

The ultimate goal of traffic enforcement is to reduce traffic collisions. This may be achieved through the application of such techniques as geographic/temporal assignment of personnel and equipment and the establishment of preventive patrols to deal with specific categories of unlawful driving behavior. Traffic enforcement techniques are based on accident data, enforcement activity records, traffic volume, and traffic conditions. This department provides enforcement efforts toward violations, not only in proportion to the frequency of their occurrence in accident situations, but also in terms of traffic-related needs.

500.2 TRAFFIC OFFICER DEPLOYMENT

Several factors are considered in the development of deployment schedules for officers of the Torrance Police Department. Information provided by the California Statewide Integrated Traffic Reporting System (SWITRS) is a valuable resource for traffic accident occurrences and therefore officer deployment. Some of the factors for analysis include:

- Location
- Time
- Day
- Violation factors

All officers assigned to patrol or traffic enforcement functions will emphasize enforcement of accident causing violations during high accident hours and at locations of occurrence. All officers will take directed enforcement action on request, and random enforcement action when appropriate against violators as a matter of routine. All officers shall maintain high visibility while working general enforcement, especially at high accident locations.

Other factors to be considered for deployment are requests from the public, construction zones or special events.

500.3 ENFORCEMENT

Enforcement actions are commensurate with applicable laws and take into account the degree and severity of the violation committed. This department does not establish ticket quotas and the number of arrests or citations issued by any employee shall not be used as the sole criterion for evaluating overall performance (Vehicle Code § 41603). The visibility and quality of an officer's work effort will be commensurate with the philosophy of this policy. Several methods are effective in the reduction of collisions:

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500.3.1 WARNINGS
Warnings or other non-punitive enforcement actions should be considered in each situation and substituted for arrests or citations when circumstances warrant, especially in the case of inadvertent violations.

500.3.2 CITATIONS
Citations may be issued when an officer believes it is appropriate. It is essential that officers fully explain the rights and requirements imposed on motorists upon issuance of a citation for a traffic violation. Officers should provide the following information at a minimum:

(a) Explanation of the violation or charge

(b) Court appearance procedure including the optional or mandatory appearance by the motorist

(c) Notice of whether the motorist can enter a plea and pay the fine by mail or at the court

500.3.3 PHYSICAL ARREST
Physical arrest can be made on a number of criminal traffic offenses outlined in the Vehicle Code or Penal Code. These physical arrest cases usually deal with, but are not limited to:

(a) Vehicular manslaughter

(b) Felony and misdemeanor driving under the influence of alcohol/drugs

(c) Felony or misdemeanor hit-and-run

(d) Refusal to sign notice to appear

(e) Any other misdemeanor at the discretion of the officer, such as reckless driving with extenuating circumstances

500.4 SUSPENDED OR REVOKED DRIVERS LICENSES
If an officer contacts a traffic violator for driving on a suspended or revoked license, the officer may issue a traffic citation pursuant to Vehicle Code § 14601.

If a computer check of a traffic violator's license status reveals a suspended or revoked drivers license and the traffic violator still has his or her license in possession, the license shall be seized by the officer. The officer shall verbally advise the traffic violator of the suspension or revocation and issue the citation. The officer will be responsible for filling out the Verbal Notice form (DMV form DL-310) and causing that form and license to be forwarded to the Department of Motor Vehicles.

500.5 HIGH-VISIBILITY VESTS
The Department has provided American National Standards Institute (ANSI) Class II high-visibility vests to increase the visibility of department members who may be exposed to hazards presented by passing traffic, maneuvering or operating vehicles, machinery and equipment (23 CFR 655.601; 8 CCR 1598).

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Although intended primarily for use while performing traffic related assignments, high-visibility vests should be worn at any time increased visibility would improve the safety or efficiency of the member.

500.5.1 REQUIRED USE

Except when working in a potentially adversarial or confrontational role, such as during vehicle stops, high-visibility vests should be worn at any time it is anticipated that an employee will be exposed to the hazards of approaching traffic or construction and recovery equipment. Examples of when high-visibility vests should be worn include traffic control duties, accident investigations, lane closures and while at disaster scenes, or anytime high visibility is desirable. When emergency conditions preclude the immediate donning of the vest, officers should retrieve and wear the vest as soon as conditions reasonably permit. Use of the vests shall also be mandatory when directed by a supervisor.

500.5.2 CARE AND STORAGE OF HIGH-VISIBILITY VESTS

High-visibility vests shall be maintained in the trunk of each patrol and investigation unit, in the saddlebag of each police motorcycle and in the gear bag of each police bicycle.

A supply of high-visibility vests will be maintained in the Research and Training Division for replacement of damaged or unserviceable vests. The Research and Training Division Commander should be promptly notified whenever the supply of vests in the equipment room needs replenishing.

500.6 MOTORIZED POLICE ESCORT

All requests for Department personnel and equipment for escort service shall be referred to the Special Operations Bureau Commander.

Motortized police escorts may be granted under the following circumstances:

(a) For the personal safety of individuals or groups, such as the President, Vice President, or Cabinet Members of the United States, or Ambassadors of foreign nations, when requested by an official government agency.

(b) For the personal safety of individuals or groups against whom threats of violence or disorder have been made.

(c) For a private or public event, such as an officially approved street parade, when a serious disruption of normal traffic flow exists.

(d) At the discretion of the Special Operations Bureau Commander, when the safety of the public, an individual, or a group is of concern to the Department.

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Traffic Collision Reporting

501.1 PURPOSE AND SCOPE

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

501.1.1 DEFINITIONS

COLLISION - For purposes of Department policy, a collision is an unintended event that produces damage or injury and occurs on a highway, or which occurs on any property which is publicly maintained and open for use by the public for vehicular travel.

501.2 RESPONSIBILITY

The Traffic Division Commander will be responsible for distribution of the Collision Investigation Manual. The Traffic Division Commander will receive all changes in the state manual and ensure conformity with this policy.

See attachment: Collision Investigation Manual.pdf

501.3 TRAFFIC COLLISION REPORTING

All traffic collision reports taken by members of this department shall be forwarded to the Traffic Division Commander for approval. The Traffic Division Commander will be responsible for monthly and annual reports on traffic collision statistics to be forwarded to the Special Operations Bureau Commander, or other persons as required.

501.4 REPORTING SITUATIONS

501.4.1 TRAFFIC COLLISIONS INVOLVING CITY-OWNED AND POLICE DEPARTMENT VEHICLES

Traffic collision investigation reports shall be taken when any City-owned vehicle is involved in a traffic collision upon a roadway or highway wherein any damage or injury results. For Police Department vehicles only, an Administrative Review form (TPD 705) report may be taken in lieu of a traffic collision report (CHP 555 form) at the direction of a supervisor when the collision occurs on private property or does not involve another vehicle. Whenever there is damage to a Police Department vehicle, a TPD 705 shall be completed and forwarded to the appropriate Division Commander.

Photographs of the collision scene and vehicle damage shall be taken at the discretion of the traffic investigator or any supervisor.

See attachment: TPD 705 Administrative Review Form.pdf

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501.4.2 TRAFFIC COLLISIONS WITH POLICE DEPARTMENT EMPLOYEES
When an employee of this department, either on-duty or off-duty, is involved in a traffic collision within the jurisdiction of the Torrance Police Department resulting in a serious injury or fatality, the Traffic Division Commander or the Watch Commander, shall request the California Highway Patrol for assistance in completing the traffic collision investigation.

The term serious injury is defined as any injury that may result in a fatality.

501.4.3 TRAFFIC COLLISIONS WITH OTHER CITY EMPLOYEES OR OFFICIALS
The Traffic Division Commander or on-duty Watch Commander may request assistance from the California Highway Patrol for the investigation of any traffic collision involving any City official or employee where a serious injury or fatality has occurred.

501.4.4 TRAFFIC COLLISIONS ON PRIVATE PROPERTY
In compliance with the Collision Investigation Manual, traffic collision reports should not be taken for traffic collisions occurring on private property unless there is a death or injury to any person involved, a hit-and-run violation, or Vehicle Code violation. An Incident Report may be taken at the discretion of any supervisor.

501.4.5 TRAFFIC COLLISIONS ON ROADWAYS OR HIGHWAYS
Traffic collision reports shall be taken when they occur on a roadway or highway within the jurisdiction of this department under any of the following circumstances:

(a) When there is a death or injury to any persons involved in the collision

(b) When a report is requested by any involved driver

501.4.6 ARMED FORCES PERSONNEL IN TRAFFIC COLLISION
ARMED FORCES PERSONNEL - When Armed Forces personnel are killed or hospitalized as a result of a traffic collision, the Investigating officer shall notify the military police or shore patrol as soon as possible. For the purpose of this section, Armed Forces Personnel includes:

(a) Any regular or reserve member of the Army, Navy, Air Force, Marine Corps, or Coast Guard on active duty.

(b) Civilian employees of the Armed Forces, while acting within the scope of their employment.

501.5 NOTIFICATION OF TRAFFIC BUREAU SUPERVISION
In the event of a serious injury or death related traffic collision, the Watch Commander shall notify the Traffic Division Commander to relate the circumstances of the traffic collision and seek assistance from the Traffic Division.

501.6 PHOTOGRAPHS
Photographs of traffic collision scenes and vehicles will be of evidentiary value and shall be taken when:

(a) There is a serious injury or death

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(b) Major property damage

(c) Potential City liability

(d) There has been a felony violation

501.7 RE-EXAMINATION OF DRIVER

REQUEST FOR RE-EXAMINATION - When an officer has reason to believe that a person whom he/she has observed operating a motor vehicle, or who has been involved in a traffic collision, is not a competent driver, he/she shall prepare a Request for Re-examination of Driver (DMV DS 427) and forward it to the Records Division.

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Vehicle Towing and Release

502.1 PURPOSE AND SCOPE

This policy provides the procedures for towing a vehicle by or at the direction of the Torrance Police Department. Nothing in this policy shall require the Department to tow a vehicle.

502.2 STORAGE AND IMPOUNDS

If a vehicle presents a hazard, such as being abandoned on the roadway, it may be towed immediately.

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

502.2.1 VEHICLE STORAGE REPORT

Department members requesting towing, storage or impound of a vehicle shall complete CHP Form 180 and accurately record the mileage and a description of property within the vehicle (Vehicle Code § 22850). A copy of the storage report should to be given to the tow truck operator and the original shall be submitted to the Records Division as soon as practicable after the vehicle is stored.

502.2.2 REMOVAL FROM TRAFFIC COLLISION SCENES

When a vehicle has been involved in a traffic collision and must be removed from the scene, the officer should have the driver select a towing company, if possible, and shall relay the request for the specified towing company to the dispatcher. When there is no preferred company requested by the driver, Communications will select the official towing company for the City of Torrance.

If the owner is incapacitated, or for any reason it is necessary for the Department to assume responsibility for a vehicle involved in a collision, the officer shall request the dispatcher to call the official towing company for the City of Torrance. The officer will then store the vehicle using a CHP Form 180.

502.2.3 STORAGE AT ARREST SCENES

Whenever a person in charge or in control of a vehicle is arrested, it is the policy of this department to provide reasonable safekeeping by storing the arrestee's vehicle subject to the exceptions described below. The vehicle, however, shall be stored whenever it is needed for the furtherance of the investigation or prosecution of the case, or when the community caretaker doctrine would reasonably suggest that the vehicle should be stored (e.g., traffic hazard, high-crime area).

The following are examples of situations where consideration should be given to leaving a vehicle at the scene in lieu of storing, provided the vehicle can be lawfully parked and left in a reasonably secured and safe condition:

- Traffic-related warrant arrest.
- Situations where the vehicle was not used to further the offense for which the driver was arrested.

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- Whenever the licensed owner of the vehicle is present, willing, and able to take control of any vehicle not involved in criminal activity.
- Whenever the vehicle otherwise does not need to be stored and the owner requests that it be left at the scene. In such cases, the owner shall be informed that the Department will not be responsible for theft or damages.

502.2.4 IMPOUNDMENT AT SOBRIETY CHECKPOINTS

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

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

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

502.2.5 COMMUNICATIONS RESPONSIBILITIES

Upon receiving a request for towing, Communications personnel shall promptly telephone the official towing company for the City of Torrance. The officer shall be advised when the request has been made.

502.2.6 RECORDS DIVISION RESPONSIBILITY

Records personnel shall promptly enter pertinent data from the completed storage form (CHP Form 180) into the Stolen Vehicle System and return the form to the Watch Commander for approval (Vehicle Code § 22651.5(b); Vehicle Code § 22851.3(b); Vehicle Code § 22854.5).

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

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

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

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

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

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

502.3 VEHICLE INVENTORY

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

502.4 SECURITY OF VEHICLES AND PROPERTY

Unless it would cause an unreasonable delay in the completion of a vehicle impound/storage or create an issue of officer safety, officers should make reasonable accommodations to permit a driver/owner to retrieve small items of value or personal need (e.g., cash, jewelry, cell phone, prescriptions) that are not considered evidence or contraband.

If a search of a vehicle leaves the vehicle or any property contained therein vulnerable to unauthorized entry, theft, or damage, personnel conducting the search shall take such steps as are reasonably necessary to secure and/or preserve the vehicle or property from such hazards.

502.5 RELEASE OF VEHICLE

The Department will maintain a listed, 24-hour telephone number to provide information regarding impoundment of vehicles and the right of the registered owner to request a storage hearing. Releases for towed vehicles will be made available during regular, non-emergency business hours (Vehicle Code § 14602.6).

(a) Vehicles removed pursuant to Vehicle Code § 22850 shall be released after proof of current registration is provided by the owner or the person in control of the vehicle and after all applicable fees are paid (Vehicle Code § 22850.3; Vehicle Code § 22850.5).

(b) Vehicles removed that require payment of parking fines or proof of valid driver’s license shall only be released upon presentation of proof of compliance, proof of payment, completion of affidavit, and payment of applicable fees related to the removal (Vehicle Code § 22651 et seq., Vehicle Code § 22652 et seq., Vehicle Code § 22850.3; Vehicle Code § 22850.5).

(c) A vehicle removed pursuant to Vehicle Code § 14602.6(a) shall be released to the registered owner or his/her agent with proof of current registration, proof of a valid driver’s license, and applicable fees paid prior to the end of the 30-day impoundment period under any of the following circumstances:

1. The vehicle was stolen.

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2. If the driver reinstates his/her driver's license or acquires a license and provides proof of proper insurance.
3. Any other circumstance as set forth in Vehicle Code § 14602.6.
4. When there is no remaining community caretaking need to continue impound of the vehicle or the continued impound would not otherwise comply with the Fourth Amendment.

(d) An autonomous vehicle removed under authority of Vehicle Code § 22651(o)(1)(D) shall be released to the registered owner or person in control of the autonomous vehicle if the requirements of Vehicle Code § 22651(o)(3)(B) are met.

Personnel whose duties include releasing towed vehicles should consult the Vehicle Code under which the vehicle was towed or impounded for any specific requirements prior to release.

Employees who suspect that a vehicle was impounded in error should promptly advise a supervisor. Supervisors should approve, when appropriate, the release of the vehicle without requiring the registered owner or his/her agent to request a hearing, as described in the Vehicle Impound Hearings Policy.

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Vehicle Impound Hearings

503.1 PURPOSE AND SCOPE

This policy establishes a procedure for the requirement to provide vehicle storage or impound hearings pursuant to Vehicle Code § 22852.

503.2 STORED OR IMPOUND HEARING

When a vehicle is stored or impounded by any member of the Torrance Police Department, a hearing will be conducted upon the request of the registered or legal owner of the vehicle or his/her agent (Vehicle Code § 22650(a); Vehicle Code § 22852(a)).

The hearing shall be conducted within 48 hours of the request, excluding weekends and holidays. The hearing officer must be a person other than the person who directed the storage or impound of the vehicle (Vehicle Code § 22852(c)).

503.2.1 HEARING PROCEDURES

The vehicle storage hearing is an informal process to evaluate the validity of an order to store or impound a vehicle. The employee who caused the storage or removal of the vehicle does not need to be present for this hearing.

All requests for a hearing on a stored or impounded vehicle shall be submitted in person, in writing or by telephone within 10 days of the date appearing on the notice (Vehicle Code § 22852(b)). A Traffic Division Supervisor or designee will generally serve as the hearing officer. The person requesting the hearing may record the hearing at his/her own expense.

The failure of either the registered or legal owner or interested person or his/her agent to request a hearing in a timely manner or to attend a scheduled hearing shall be considered a waiver of and satisfaction of the post-storage hearing requirement (Vehicle Code § 22851.3(e)(2); Vehicle Code § 22852(d)).

Any relevant evidence may be submitted and reviewed by the hearing officer to determine if reasonable grounds have been established for the storage or impound of the vehicle. The initial burden of proof established by a preponderance of the evidence that the storage/impound was based on probable cause rests with the Department.

After consideration of all information, the hearing officer shall determine the validity of the storage or impound of the vehicle in question and then render a decision. The hearing officer shall also consider any mitigating circumstances attendant to the storage that reasonably would warrant the release of the vehicle or a modification or reduction of the period the vehicle is impounded (Vehicle Code §14602.6(b); Vehicle Code § 14602.8(b)).

Aside from those mitigating circumstances enumerated in the Vehicle Code, the registered owner's lack of actual knowledge that the driver to whom the vehicle was loaned was not validly licensed may constitute a mitigating circumstance under Vehicle Code § 14602.6(b) or 14602.8(b), warranting release of the vehicle. This mitigating circumstance exception is not limited to situations

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where the owner made a reasonable inquiry as to the licensed status of the driver before lending the vehicle.

The legislative intent and this department's policy is to prevent unlicensed driving pursuant to Vehicle Code §14602.6. If this purpose is not furthered by the continued impoundment of a vehicle, release is most often appropriate.

(a) If a decision is made that reasonable grounds for storage or impound have been established, the hearing officer shall advise the inquiring party of the decision and that the inquiring party may pursue further civil remedies if desired.

1. If mitigating circumstances are found to be relevant, the hearing officer shall make reasonable adjustments to the impound period, storage or assessment of fees as warranted.

(b) If a decision is made that reasonable grounds for storage or impound have not been established or sufficient mitigating circumstances exist, the vehicle in storage shall be released immediately. Towing and storage fees will be paid at the Department's expense (Vehicle Code § 22852(e)).

(c) If a decision is made that reasonable grounds for storage have not been established or sufficient mitigating circumstances exist, and the vehicle has been released with fees having been paid, the receipt for such fees will be forwarded with a letter to the appropriate Division Commander. The hearing officer will recommend to the appropriate Division Commander that the fees paid by the registered or legal owner of the vehicle in question or their agent be reimbursed by the Department.

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Impaired Driving

504.1 PURPOSE AND SCOPE

This policy provides guidance to those department members who play a role in the detection and investigation of driving under the influence (DUI).

504.2 POLICY

The Torrance Police Department is committed to the safety of the roadways and the community and will pursue fair but aggressive enforcement of California's impaired driving laws.

504.3 INVESTIGATIONS

Officers should not enforce DUI laws to the exclusion of their other duties unless specifically assigned to DUI enforcement. All officers are expected to enforce these laws with due diligence.

The Traffic Division Commander will develop and maintain, in consultation with the prosecuting attorney, report forms with appropriate checklists to assist investigating officers in documenting relevant information and maximizing efficiency. Any DUI investigation will be documented using these forms. Information documented elsewhere on the form does not need to be duplicated in the report narrative. Information that should be documented includes, at a minimum:

(a) The field sobriety tests (FSTs) administered and the results.

(b) The officer's observations that indicate impairment on the part of the individual, and the officer's health-related inquiries that may help to identify any serious health concerns (e.g., diabetic shock).

(c) Sources of additional information (e.g., reporting party, witnesses) and their observations.

(d) Information about any audio and/or video recording of the individual's driving or subsequent actions.

(e) The location and time frame of the individual's vehicle operation and how this was determined.

(f) Any prior related convictions in California.

504.4 FIELD TESTS

The Traffic Division Commander or designee should identify standardized FSTs and any approved alternate tests for officers to use when investigating violations of DUI laws.

504.5 CHEMICAL TESTS

A person implies consent to a chemical test or tests, and to providing the associated chemical sample, under any of the following (Vehicle Code § 23612):

(a) The person is arrested for driving a vehicle while under the influence, pursuant to Vehicle Code § 23152.

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(b) The person is under 21 years of age and is arrested by an officer having reasonable cause to believe that the person's blood alcohol content is 0.05 or more (Vehicle Code § 23140).

(c) The person is under 21 years of age and detained by an officer having reasonable cause to believe that the person was driving a vehicle while having a blood alcohol content of 0.01 or more (Vehicle Code § 23136).

(d) The person was operating a vehicle while under the influence and proximately caused bodily injury to another person (Vehicle Code § 23153).

If a person withdraws this implied consent, or is unable to withdraw consent (e.g., the person is unconscious), the officer should consider implied consent revoked and proceed as though the person has refused to provide a chemical sample.

504.5.1 STATUTORY NOTIFICATIONS

Officers requesting that a person submit to chemical testing shall provide the person with the mandatory warning pursuant to Vehicle Code § 23612(a)(1)(D) and Vehicle Code § 23612(a)(4).

504.5.2 PRELIMINARY ALCOHOL SCREENING

Officers may use a preliminary alcohol screening (PAS) test to assist in establishing reasonable cause to believe a person is DUI. The officer shall advise the person that the PAS test is being requested to assist in determining whether the person is under the influence of alcohol or drugs, or a combination of the two. Unless the person is under the age of 21, he/she shall be advised that the PAS test is voluntary. The officer shall also advise the person that submitting to a PAS test does not satisfy his/her obligation to submit to a chemical test as otherwise required by law (Vehicle Code § 23612).

504.5.3 PRELIMINARY ALCOHOL SCREENING FOR A PERSON UNDER AGE 21

If an officer lawfully detains a person under 21 years of age who is driving a motor vehicle and the officer has reasonable cause to believe that the person has a blood alcohol content of 0.01 or more, the officer shall request that the person take a PAS test to determine the presence of alcohol in the person, if a PAS test device is immediately available. If a PAS test device is not immediately available, the officer may request the person to submit to chemical testing of his/her blood, breath or urine, conducted pursuant to Vehicle Code § 23612 (Vehicle Code § 13388).

If the person refuses to take or fails to complete the PAS test or other chemical test, or if the result of either test reveals a blood alcohol content of 0.01 or more, the officer shall proceed to serve the person with a notice of order of suspension pursuant to this policy (Vehicle Code § 13388).

504.5.4 CHOICE OF TESTS

Officers shall respect a viable choice of chemical test made by an arrestee, as provided for by law (e.g., breath will not be acceptable for suspected narcotics influence).

A person arrested for DUI has the choice of whether the test is of his/her blood or breath, and the officer shall advise the person that he/she has that choice. If the person arrested either is

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incapable, or states that he/she is incapable, of completing the chosen test, the person shall submit to the remaining test.

If the person chooses to submit to a breath test and there is reasonable cause to believe that the person is under the influence of a drug or the combined influence of alcohol and any drug, the officer may also request that the person submit to a blood test. If the person is incapable of completing a blood test, the person shall submit to and complete a urine test (Vehicle Code § 23612(a)(2)(C)).

504.5.5 BREATH SAMPLES

The Traffic Division Commander should ensure that all devices used for the collection and analysis of breath samples are properly serviced and tested, and that a record of such service and testing is properly maintained.

Officersthat are certified to obtain a breath sample should monitor the device for any sign of malfunction. Any anomalies or equipment failures should be noted in the appropriate report and promptly reported to the Traffic Division Commander.

When the arrested person chooses a breath test, the handling officer shall advise the person that the breath-testing equipment does not retain a sample, and the person may, if desired, provide a blood or urine specimen, which will be retained to facilitate subsequent verification testing (Vehicle Code § 23614).

The officer should also require the person to submit to a blood test if the officer has a clear indication that a blood test will reveal evidence of any drug or the combined influence of an alcoholic beverage and any drug. Evidence of the officer's belief shall be included in the officer's report (Vehicle Code § 23612(a)(2)(C)).

504.5.6 BLOOD SAMPLES

Only persons authorized by law to draw blood shall collect blood samples (Vehicle Code § 23158). The blood draw should be witnessed by the assigned officer. No officer, even if properly certified, should perform this task.

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

The blood sample shall be packaged, marked, handled, stored and transported as required by the testing facility.

If an arrestee cannot submit to a blood draw because he/she has a bleeding disorder or has taken medication that inhibits coagulation, he/she shall not be required to take a blood test. Such inability to take a blood test should not be considered a refusal. However, that arrestee may be required to complete another available and viable test.

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504.5.7 URINE SAMPLES

If a urine test will be performed, the arrestee should be promptly transported to the appropriate testing site. The officer shall follow any directions accompanying the urine evidence collection kit.

Urine samples shall be collected and witnessed by an officer or jail staff member of the same sex as the individual giving the sample. The arrestee should be allowed sufficient privacy to maintain his/her dignity, to the extent possible, while still ensuring the accuracy of the sample (Vehicle Code § 23158(i)).

The sample shall be packaged, marked, handled, stored and transported as required by the testing facility.

504.6 REFUSALS

When an arrestee refuses to provide a viable chemical sample, officers should:

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

(b) Audio- and/or video-record the admonishment when it is practicable.

(c) Document the refusal in the appropriate report.

504.6.1 STATUTORY NOTIFICATIONS UPON REFUSAL

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

504.6.2 BLOOD SAMPLE WITHOUT CONSENT

A blood sample may be obtained from a person who refuses a chemical test when any of the following conditions exist:

(a) A search warrant has been obtained (Penal Code § 1524).

(b) The officer can articulate that exigent circumstances exist. Exigency does not exist solely because of the short time period associated with the natural dissipation of alcohol or controlled or prohibited substances in the person's bloodstream. Exigency can be established by the existence of special facts such as a lengthy time delay in obtaining a blood sample due to an accident investigation or medical treatment of the person.

504.6.3 FORCED BLOOD SAMPLE

If an arrestee indicates by word or action that he/she will physically resist a blood draw, the officer should request a supervisor to respond.

The responding supervisor should:

(a) Evaluate whether using force to obtain a blood sample is appropriate under the circumstances.

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(b) Ensure that all attempts to obtain a blood sample through force cease if the person agrees to, and completes a viable form of testing in a timely manner.

(c) Advise the person of his/her duty to provide a sample (even if this advisement was previously done by another officer) and attempt to persuade the individual to submit to such a sample without physical resistance.

1. This dialogue should be recorded on audio and/or video if practicable.

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

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

(f) Monitor and ensure that the type and level of force applied appears reasonable under the circumstances:

1. Unless otherwise provided in a warrant, force should generally be limited to handcuffing or similar restraint methods.

2. In misdemeanor cases, if the arrestee becomes violent or more resistant, no additional force will be used and a refusal should be noted in the report.

3. In felony cases, force which reasonably appears necessary to overcome the resistance to the blood draw may be permitted.

(g) Ensure the use of force and methods used to accomplish the collection of the blood sample are documented in the related report.

If a supervisor is unavailable, officers are expected to use sound judgment and perform as a responding supervisor, as set forth above.

504.7 ARREST AND INVESTIGATION

504.7.1 WARRANTLESS ARREST

In addition to the arrest authority granted to officers pursuant to Penal Code § 836, an officer may make a warrantless arrest of a person that the officer has reasonable cause to believe has been driving under the influence of an alcoholic beverage or any drug, or under the combined influence of the same when (Vehicle Code § 40300.5):

(a) The person is involved in a traffic accident.

(b) The person is observed in or about a vehicle that is obstructing the roadway.

(c) The person will not be apprehended unless immediately arrested.

(d) The person may cause injury to him/herself or damage property unless immediately arrested.

(e) The person may destroy or conceal evidence of a crime unless immediately arrested.

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504.7.2 OFFICER RESPONSIBILITIES

The officer serving the arrested person with a notice of an order of suspension shall immediately (Vehicle Code § 23612):

(a) Forward a copy of the completed notice of suspension or revocation form and any confiscated driver's license to the Records Division.

(b) Forward a sworn report to the Records Division that contains the required information in Vehicle Code § 13380.

(c) Book the sample into Property.

504.8 RECORDS DIVISION RESPONSIBILITIES

The Records Administrator will ensure that all case-related records are transmitted according to current records procedures and as required by the prosecuting attorney's office. The Records Administrator will also ensure the completed notice of suspension or revocation form, any confiscated drivers license, and the sworn report are forwarded tot he Department of Motor Vehicles (DMV).

504.8 ADMINISTRATIVE HEARINGS

The Records Administrator will ensure that all appropriate reports and documents related to administrative license suspensions are reviewed and forwarded to DMV.

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

An officer called to testify at an administrative hearing should document the hearing date and DMV file number in a supplemental report. Specific details of the hearing generally should not be included in the report unless errors, additional evidence or witnesses are identified.

504.9 TRAINING

The Research and Training Division Commander should ensure that officers participating in the enforcement of DUI laws receive regular training. Training should include, at minimum, current laws on impaired driving, investigative techniques and rules of evidence pertaining to DUI investigations. The Research and Training Division Commander should confer with the prosecuting attorney's office and update training topics as needed.

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Traffic Citations

505.1 PURPOSE AND SCOPE

This policy outlines the responsibility for traffic citations, the procedure for dismissal, correction, and voiding of traffic citations.

505.2 RESPONSIBILITIES

The Traffic Division Commander shall be responsible for the development and design of all Department traffic citations in compliance with state law and the Judicial Council.

The Records Division shall be responsible for the supply and accounting of all traffic citations issued to employees of this department.

505.2.1 SUPERVISORY REVIEW

Supervisors shall routinely review citations issued by their subordinates, with special attention given to completeness, legibility and accuracy.

(a) ERRORS: Inasmuch as an error or omission in certain items may invalidate the citation, a positive check shall be made on the:

1. Date of the offense.
2. Correct section cited.
3. Cited speed and speed zone in speed violations.
4. Signature of the violator.
5. Valid court appearance date.
6. Confirm that the violator is cited into proper court by checking listed date of birth.

505.3 CITATION BOOK

(a) Upon receiving a citation book, the officer should write, in ink, his/her name, serial number, division, and date of receipt on the front cover of the book. No notation of any kind shall be made on any citation prior to issuance.

(b) LOST - When a citation book is lost, an Intra-Department correspondence shall be submitted to the employee's supervisor for routing and then be forwarded to Records.

505.4 DISMISSAL OF TRAFFIC CITATIONS

Employees of this department do not have the authority to dismiss a citation once it has been issued. Only the court has the authority to dismiss a citation that has been issued (Vehicle Code § 40500(d)). Any request from a recipient to dismiss a citation shall be referred to the Traffic Division Commander or in the absence of, the Patrol Watch Commander. Upon a review of the circumstances involving the issuance of the traffic citation, the Traffic Division Commander may request the Patrol Division Commander to recommend dismissal of the traffic citation. If approved, the citation will be forwarded to the appropriate court with a request for dismissal. All recipients

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of traffic citations whose request for the dismissal of a traffic citation has been denied shall be referred to the appropriate court.

Should an officer determine during a court proceeding that a traffic citation should be dismissed in the interest of justice or where prosecution is deemed inappropriate the officer may request the court to dismiss the citation. Upon dismissal of the traffic citation by the court, the officer shall notify his/her immediate supervisor of the circumstances surrounding the dismissal and shall complete any paperwork as directed or required. The citation dismissal shall then be forwarded to the employees Division Commander for review.

505.5 VOIDING TRAFFIC CITATIONS

Voiding a traffic citation may occur when a traffic citation has not been completed or where it is completed, but not issued. All copies of the citation shall be presented to a supervisor to approve the voiding of the citation. The citation and copies shall then be forwarded to the Traffic Division or Records Division.

505.6 CORRECTION OF TRAFFIC CITATIONS

When a traffic citation is issued and in need of correction, the officer issuing the citation shall submit the citation and a letter requesting a specific correction to his/her immediate supervisor. The citation and letter shall then be forwarded to the Traffic Division. The Traffic Division shall prepare a letter of correction to the court having jurisdiction and to the recipient of the citation.

505.7 DISPOSITION OF TRAFFIC CITATIONS

The court and file copies of all traffic citations issued by members of this department shall be forwarded to the employee’s immediate supervisor for review. The citation copies shall then be filed with the Records Division.

Upon separation from employment with this department, all employees' issued traffic citation books shall return any unused citations to the Records Division.

505.7.1 LOST CITATIONS

When a completed citation has been lost, the citing officer shall:

(a) Submit an Intra-Department Correspondence to the immediate supervisor for review and forwarding to the Traffic and Special Events Division Commander, stating that the citation was lost.

(b) Include information as it appeared on the citation. If all copies of the citation are lost, the same procedure shall be followed.

505.8 NOTICE OF PARKING VIOLATION APPEAL PROCEDURE

Disposition of notice of parking violation appeals is conducted pursuant to Vehicle Code § 40215.

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505.8.1 APPEAL STAGES

Appeals may be pursued sequentially at three different levels (Vehicle Code § 40215; Vehicle Code § 40230):

(a) Administrative reviews are conducted by the Traffic Division who will review written/documentary data. Requests for administrative reviews are available at the front desk or Traffic Division of the Torrance Police Department. All reviews have to be submitted to a 3rd party vendor-Data Ticket citation processing center. An appeal can be made online, by mail or by phone. Copies of documentation relating to the notice of parking violation and the request for dismissal must be mailed to the current mailing address of the processing agency.

(b) If the appellant wishes to pursue the matter beyond administrative review, an administrative hearing may be conducted in person or by written application, at the election of the appellant. Independent referees review the existent administrative file, amendments, and/or testimonial material provided by the appellant and may conduct further investigation or follow-up on their own.

(c) If the appellant wishes to pursue the matter beyond an administrative hearing, a Superior Court review may be presented in person by the appellant after an application for review and designated filing fees have been paid to the Superior Court of California.

505.8.2 TIME REQUIREMENTS

Administrative review or appearance before a hearing examiner will not be provided if the mandated time limits are not adhered to by the violator.

(a) Requests for an administrative review must be postmarked within 21 calendar days of issuance of the notice of parking violation, or within 14 calendar days of the mailing of the Notice of Delinquent Parking Violation (Vehicle Code § 40215(a)).

(b) Requests for administrative hearings must be made no later than 21 calendar days following the notification mailing of the results of the administrative review (Vehicle Code § 40215(b)).

(c) An administrative hearing shall be held within 90 calendar days following the receipt of a request for an administrative hearing, excluding time tolled pursuant to Vehicle Code § 40200 - 40225. The person requesting the hearing may request one continuance, not to exceed 21 calendar days (Vehicle Code § 40215).

(d) Registered owners of vehicles may transfer responsibility for the violation via timely affidavit of non-liability when the vehicle has been transferred, rented or under certain other circumstances (Vehicle Code § 40209; Vehicle Code § 40210).

505.8.3 COSTS

(a) There is no cost for an administrative review.

(b) Appellants must deposit the full amount due for the citation before receiving an administrative hearing, unless the person is indigent, as defined in Vehicle Code § 40220, and provides satisfactory proof of inability to pay (Vehicle Code § 40215).

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(c) An appeal through Superior Court requires prior payment of filing costs, including applicable court charges and fees. These costs will be reimbursed to the appellant in addition to any previously paid fines if appellant's liability is overruled by the Superior Court.

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Disabled Vehicles

506.1 PURPOSE AND SCOPE

Vehicle Code § 20018 provides that all law enforcement agencies having responsibility for traffic enforcement may develop and adopt a written policy to provide assistance to motorists in disabled vehicles within their primary jurisdiction.

506.2 OFFICER RESPONSIBILITY

When an on-duty officer observes a disabled vehicle on the roadway, the officer should make a reasonable effort to provide assistance. If that officer is assigned to a call of higher priority, the dispatcher should be advised of the location of the disabled vehicle and the need for assistance. The dispatcher should then assign another available officer to respond for assistance as soon as practical.

506.3 EXTENT OF ASSISTANCE

In most cases, a disabled motorist will require assistance. After arrangements for assistance are made, continued involvement by department personnel will be contingent on the time of day, the location, the availability of department resources, and the vulnerability of the disabled motorist.

506.3.1 MECHANICAL REPAIRS

Department personnel shall not make mechanical repairs to a disabled vehicle. The use of push bumpers to relocate vehicles to a position of safety is not considered a mechanical repair.

506.3.2 RELOCATION OF DISABLED VEHICLES

The relocation of disabled vehicles by members of this department by pushing or pulling a vehicle should only occur when the conditions reasonably indicate that immediate movement is necessary to reduce a hazard presented by the disabled vehicle.

506.3.3 RELOCATION OF DISABLED MOTORIST

The relocation of a disabled motorist should only occur with the person’s consent and should be suggested when conditions reasonably indicate that immediate movement is necessary to mitigate a potential hazard. The department member shall either stay with the disabled motorist or transport him/her to a safe area to await pickup.

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72-Hour Parking Violations

507.1 PURPOSE AND SCOPE

This policy provides procedures for the marking, recording, and storage of vehicles parked in violation of the Torrance City Ordinance regulating 72-hour parking violations and abandoned vehicles under the authority of Vehicle Code § 22669.

507.2 MARKING VEHICLES

Vehicles suspected of being in violation of the City of Torrance 72-Hour Parking Ordinance should be marked and noted on a TPD 135A. No case number is required at this time.

A visible chalk mark should be placed on the left rear tire wall with additional corresponding markings on the street unless missing tires or other vehicle conditions prevent marking. Any deviation in markings shall be noted on the TPD 135A.

All TPD 135As shall be submitted to the Traffic Division for computer data entry.

If a marked vehicle has been moved or the markings have been removed during a 72-hour investigation period, the vehicle shall be marked again for the 72-hour parking violation and a TPD 135A shall be completed and forwarded to the Traffic Division.

Parking citations for the 72-hour parking ordinance shall not be issued when the vehicle is stored for the 72-hour parking violation.

507.2.1 MARKED VEHICLE FILE

The Traffic Division shall be responsible for maintaining a file for all TPD 135As.

Parking enforcement officers assigned to the Traffic Division shall be responsible for the follow up investigation of all 72-hour parking violations noted on the division logs and documented in Spillman.

507.2.2 VEHICLE STORAGE

Any vehicle in violation shall be stored by Van Lingen Tow and a CHP 180 shall be completed by the officer authorizing the storage of the vehicle.

The CHP 180 shall be submitted to the Records Division immediately following the storage of the vehicle. It shall be the responsibility of the Records Division to immediately notify the Stolen Vehicle System (SVS) of the Department of Justice in Sacramento (Vehicle Code § 22851.3(b)). Notification may also be made to the National Law Enforcement Telecommunications System (NLETS)(Vehicle Code § 22854.5).

Within 48 hours of the storage of any such vehicle, excluding weekends and holidays, it shall be the responsibility of the Records Division to determine the names and addresses of any individuals having an interest in the vehicle through DMV or CLETS computers. Notice to all such individuals shall be sent first-class or certified mail pursuant to Vehicle Code § 22851.3(d).

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Chapter 6 - Investigation Operations

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Investigation and Prosecution

600.1 PURPOSE AND SCOPE

The purpose of this policy is to set guidelines and requirements pertaining to the handling and disposition of criminal investigations.

600.2 POLICY

It is the policy of the Torrance Police Department to investigate crimes thoroughly and with due diligence, and to evaluate and prepare criminal cases for appropriate clearance or submission to a prosecutor.

600.3 INITIAL INVESTIGATION

600.3.1 OFFICER RESPONSIBILITIES

An officer responsible for an initial investigation shall complete no less than the following:

(a) Make a preliminary determination of whether a crime has been committed by completing, at a minimum:

1. An initial statement from any witnesses or complainants.
2. A cursory examination for evidence.

(b) If information indicates a crime has occurred, the officer shall:

1. Preserve the scene and any evidence as required to complete the initial and follow-up investigation.
2. Determine if additional investigative resources (e.g., investigators or Forensic I.D. Specialists (F.I.S.) are necessary and request assistance as required.
3. If assistance is warranted, or if the incident is not routine, notify a supervisor or the Watch Commander.
4. Make reasonable attempts to locate, identify and interview all available victims, complainants, witnesses and suspects.
5. Collect any evidence or ensure F.I.S. will be collecting the evidence.
6. Take any appropriate law enforcement action.
7. Complete and submit the appropriate reports and documentation.
8. Photograph the evidence or the scene as necessary.

(c) If the preliminary determination is that no crime occurred, determine what other action may be necessary, what other resources may be available, and advise the informant or complainant of this information.

600.3.2 REQUESTING F.I.S.

A radio request shall be made by supplying the following information, when applicable.

(a) Unit making the request

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(b) Type of crime or incident to be investigated.

(c) Type of assistance requested (lifting fingerprints, photographs, etc.)

(d) Location where services is requested.

(e) Any other pertinent information

Officers requesting the assistance of FIS are responsible for the protection of evidence until relieved by the FIS technician.

600.3.3 INVESTIGATIVE CALL OUT

(a) Call-out considerations - Special Operations Bureau personnel are subject to call-out. Call-outs shall be made in a timely fashion. Notification shall be made by the Watch Commander to the appropriate supervisor.

1. Detective Division

(a) All officer-involved shooting incidents on or off duty (including "no-hits") where the weapon was intentionally fired at another person, and all such shooting incidents (including accidental discharges) where injury or death occurs.

(b) Any use of force resulting in serious injury or death.

(c) All in-custody deaths, or deaths resulting from or directly related to police action.

(d) All homicides or other deaths where there is possible criminality.

(e) Crimes where property or suspects may be lost if immediate follow-up investigation is not pursued.

(f) Incidents where specific expertise is required for the investigative follow-up (e.g.,high tech crimes; crimes involving very young children; stranger rapes; Part I crimes committed by juveniles under circumstances where there is a possibility they may be tried as adults).

(g) Any criminal case in which large property losses are sustained, there are major life threatening injuries, people of notoriety are involved, high public interest is anticipated, or the Watch Commander deems a call-out necessary.

2. Special Investigations Division

(a) Narcotics Officers.

(b) Any commercial level activity. Prior consultation with a Narcotic Sergeant or Special Investigations Division Commander should occur whenever possible.

(c) Cases involving clandestine drug labs.

(d) Full team call-out requires notification to the Division Commander in order that Division priorities may be adjusted as necessary.

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(e) Vice Officers. Any sensitive, vice-related incident, particularly where there is a suspicion of organized activity.

(f) Intelligence Officers. For consultation and for any necessary networking requirements.

(g) Crime Impact Team. Any case requiring an immediate covert response, subject to approval by any Special Operations Bureau supervisor.

(h) Any time the Watch Commander deems a call-out necessary.

3. Traffic Division

(a) A follow-up investigator may be called out to assist with a major or unusual traffic collision. The decision to a make a call out will be made by a field supervisor or the Watch Commander. The follow-up investigator, under the supervision of a traffic supervisor, will be responsible for the overall investigation and will assist the officers in report preparation. The assistance will include interviewing involved parties and witnesses; identification and collection of physical evidence; and measuring and recording the collision scene. The purpose of the follow-up investigator at the scene is to assist the field officer and to ensure that a thorough field investigation has been conducted.

600.3.4 CIVILIAN MEMBER RESPONSIBILITIES

A civilian member assigned to any preliminary investigation is responsible for all investigative steps, except making any attempt to locate, contact or interview a suspect face-to-face or take any enforcement action. Should an initial investigation indicate that those steps are required, the assistance of an officer shall be requested.

600.4 CUSTODIAL INTERROGATION REQUIREMENTS

Suspects who are in custody and subjected to an interrogation shall be given the *Miranda* warning, unless an exception applies. Interview or interrogation of a juvenile shall be in accordance with the Temporary Custody of Juveniles Policy.

600.4.1 MIRANDA WARNING

(a) Following the lawful arrest and Mirandizing of any individual, once the individual has invoked their rights, officers shall cease all questioning.

(b) Written Confessions - A written confession shall only be accepted from an arrestee following advisement of the arrestee's Miranda rights.

600.4.2 MANDATORY RECORDING OF ADULTS

Any custodial interrogation of an adult who is suspected of having committed any murder shall be recorded in its entirety. The recording should be video with audio if reasonably feasible (Penal Code § 859.5).

This recording is not mandatory when (Penal Code § 859.5):

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(a) Recording is not feasible because of exigent circumstances that are later documented in a report.

(b) The suspect refuses to have the interrogation recorded, including a refusal any time during the interrogation, and the refusal is documented in a report. If feasible, the refusal shall be electronically recorded.

(c) The custodial interrogation occurred in another state by law enforcement officers of that state, unless the interrogation was conducted with the intent to avoid the requirements of Penal Code § 859.5.

(d) The interrogation occurs when no member conducting the interrogation has a reason to believe that the individual may have committed murder. Continued custodial interrogation concerning that offense shall be electronically recorded if the interrogating member develops a reason to believe the individual committed murder.

(e) The interrogation would disclose the identity of a confidential informant or would jeopardize the safety of an officer, the individual being interrogated or another individual. Such circumstances shall be documented in a report.

(f) A recording device fails despite reasonable maintenance and the timely repair or replacement is not feasible.

(g) The questions are part of a routine processing or booking, and are not an interrogation.

(h) The suspect is in custody for murder and the interrogation is unrelated to a murder. However, if any information concerning a murder is mentioned during the interrogation, the remainder of the interrogation shall be recorded.

600.5 DISCONTINUATION OF INVESTIGATIONS

The investigation of a criminal case or efforts to seek prosecution should only be discontinued if one of the following applies:

(a) All reasonable investigative efforts have been exhausted, no reasonable belief that the person who committed the crime can be identified, and the incident has been documented appropriately.

(b) The case has been submitted to the appropriate prosecutor but no charges have been filed. Further investigation is not reasonable nor has the prosecutor requested further investigation.

(c) The case has been submitted to the appropriate prosecutor, charges have been filed, and further investigation is not reasonable, warranted or requested, and there is no need to take the suspect into custody.

(d) Suspects have been arrested, there are no other suspects, and further investigation is either not warranted or requested.

(e) Investigation has proven that a crime was not committed (see the Sexual Assault Investigations Policy for special considerations in these cases).

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The Domestic Violence, Child Abuse Sexual Assault Investigations and Adult Abuse policies may also require an arrest or submittal of a case to a prosecutor.

600.6 COMPUTERS AND DIGITAL EVIDENCE

The collection, preservation, transportation and storage of computers, cell phones and other digital devices may require specialized handling to preserve the value of the related evidence. If it is anticipated that computers or similar equipment will be seized, officers should request that computer forensic examiners assist with seizing computers and related evidence. If a forensic examiner is unavailable, officers should take reasonable steps to prepare for such seizure and use the resources that are available.

600.7 INVESTIGATIVE USE OF SOCIAL MEDIA AND INTERNET SOURCES

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

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

600.7.1 ACCESS RESTRICTIONS

Information that can be accessed from any department computer, without the need of an account, password, email address, alias or other identifier (unrestricted websites), may be accessed and used for legitimate investigative purposes without supervisory approval.

Accessing information from any Internet source that requires the use or creation of an account, password, email address, alias or other identifier, or the use of nongovernment IP addresses, requires supervisor approval prior to access. The supervisor will review the justification for accessing the information and consult with legal counsel as necessary to identify any policy or legal restrictions.

Accessing information that requires the use of a third party’s account or online identifier requires supervisor approval and the consent of the third party. The consent must be voluntary and shall be documented in the related investigative report.

Information gathered from any Internet source should be evaluated for its validity, authenticity, accuracy and reliability. Corroborative evidence should be sought and documented in the related investigative report.

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Any information collected in furtherance of an investigation through an Internet source should be documented in the related report. Documentation should include the source of information and the dates and times that the information was gathered.

600.7.2 INTERCEPTING ELECTRONIC COMMUNICATION
Intercepting social media communications in real time may be subject to federal and state wiretap laws. Officers should seek legal counsel before any such interception.

600.8 CELLULAR COMMUNICATIONS INTERCEPTION TECHNOLOGY

The Detectives Division Commander is responsible for ensuring the following for cellular communications interception technology operations (Government Code § 53166):

(a) Security procedures are developed to protect information gathered through the use of the technology.

(b) A usage and privacy policy is developed that includes:

1. The purposes for which using cellular communications interception technology and collecting information is authorized.
2. Identification by job title or other designation of employees who are authorized to use or access information collected through the use of cellular communications interception technology.
3. Training requirements necessary for those authorized employees.
4. A description of how the Department will monitor the use of its cellular communications interception technology to ensure the accuracy of the information collected and compliance with all applicable laws.
5. Process and time period system audits.
6. Identification of the existence of any memorandum of understanding or other agreement with any other local agency or other party for the shared use of cellular communications interception technology or the sharing of information collected through its use, including the identity of signatory parties.
7. The purpose of, process for and restrictions on the sharing of information gathered through the use of cellular communications interception technology with other local agencies and persons.
8. The length of time information gathered through the use of cellular communications interception technology will be retained, and the process the local agency will utilize to determine if and when to destroy retained information.

Members shall only use approved devices and usage shall be in compliance with department security procedures, the department's usage and privacy procedures and all applicable laws.

600.9 DETECTIVE DIVISION RESPONSIBILITY

The Detective Division shall conduct a follow-up investigation including the following:

(a) Felony cases shall be filed with the District Attorney.

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(b) Misdemeanor cases shall be filed with the City Prosecutor or appropriate jurisdiction.

(c) When appropriate, victims shall be referred to the Police Department's Victim Support Program.

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Sexual Assault Investigations

601.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the investigation of sexual assaults. These guidelines will address some of the unique aspects of such cases and the effects that these crimes have on the victims.

Mandatory notifications requirements are addressed in the Child Abuse and Adult Abuse policies.

601.1.1 DEFINITIONS

Definitions related to this policy include:

Sexual assault - Any crime or attempted crime of a sexual nature, to include but not limited to offenses defined in Penal Code § 243.4, Penal Code § 261 et seq., and Penal Code § 285 et seq.

Sexual Assault Response Team (SART) - A multidisciplinary team generally comprised of advocates; law enforcement officers; forensic medical examiners, including sexual assault forensic examiners (SAFEs) or sexual assault nurse examiners (SANEs) if possible; forensic laboratory personnel; and prosecutors. The team is designed to coordinate a broad response to sexual assault victims.

601.2 POLICY

It is the policy of the Torrance Police Department that its members, when responding to reports of sexual assaults, will strive to minimize the trauma experienced by the victims, and will aggressively investigate sexual assaults, pursue expeditious apprehension and conviction of perpetrators, and protect the safety of the victims and the community.

601.3 QUALIFIED INVESTIGATORS

Qualified investigators should be available for assignment of sexual assault investigations. These investigators should:

(a) Have specialized training in, and be familiar with, interview techniques and the medical and legal issues that are specific to sexual assault investigations.

(b) Conduct follow-up interviews and investigation.

(c) Present appropriate cases of alleged sexual assault to the prosecutor for review.

(d) Coordinate with other enforcement agencies, social service agencies and medical personnel as needed.

(e) Provide referrals to therapy services, victim advocates and support for the victim.

(f) Participate in or coordinate with SART.

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601.4 REPORTING

In all reported or suspected cases of sexual assault, a report should be written and assigned for follow-up investigation. This includes incidents in which the allegations appear unfounded or unsubstantiated.

601.5 VICTIM INTERVIEWS

The primary considerations in sexual assault investigations should be the health and safety of the victim, the preservation of evidence, and preliminary interviews to determine if a crime has been committed and to attempt to identify the suspect.

An in-depth follow-up interview should not be conducted until after the medical and forensic examinations are completed and the personal needs of the victim have been met (e.g., change of clothes, bathing). The follow-up interview may be delayed to the following day based upon the circumstances. Whenever practicable, the follow-up interview should be conducted by a qualified investigator.

No opinion of whether the case is unfounded shall be included in the report.

Victims shall not be asked or required to take a polygraph examination (34 USC § 10451; Penal Code § 637.4).

Victims should be apprised of applicable victim's rights provisions, as outlined in the Victim and Witness Assistance Policy. Pursuant to Penal Code 680.2, officers shall provide victims of sexual assault with the Sexual Assault Victims Rights pamphlet.

(See attachment: Sexual_Assault_Brochure.pdf)

601.5.1 VICTIM RIGHTS

Whenever there is an alleged sexual assault, the assigned officer shall accomplish the following:

(a) Advise the victim in writing of the right to have a victim advocate and a support person of the victim's choosing present at any interview or contact by law enforcement, any other rights of a sexual assault victim pursuant to Penal Code § 680.2, and the right to have a person of the same or opposite gender present in the room during any interview with a law enforcement official unless no such person is reasonably available (Penal Code § 679.04).

(b) If the victim is transported to a hospital for any medical evidentiary or physical examination, the officer shall immediately cause the local rape victim counseling center to be notified (Penal Code § 264.2).

1. The officer shall not discourage a victim from receiving a medical evidentiary or physical examination (Penal Code § 679.04).

2. A support person may be excluded from the examination by the officer or the medical provider if his/her presence would be detrimental to the purpose of the examination (Penal Code § 264.2).

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601.5.2 VICTIM CONFIDENTIALITY

Officers investigating or receiving a report of an alleged sex offense shall inform the victim, or the victim's parent or guardian if the victim is a minor, that his/her name will become a matter of public record unless the victim requests that his/her name not be made public. The reporting officer shall document in his/her report that the victim was properly informed and shall include any related response made by the victim, or if a minor, any response made by the victim's parent or guardian (Penal Code § 293).

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

601.6 COLLECTION AND TESTING OF BIOLOGICAL EVIDENCE

Whenever possible, a SART member should be involved in the collection of forensic evidence from the victim.

When the facts of the case indicate that collection of biological evidence is warranted, it should be collected regardless of how much time has elapsed since the reported assault.

If a drug-facilitated sexual assault is suspected, urine and blood samples should be collected from the victim as soon as practicable.

Subject to requirements set forth in this policy, biological evidence from all sexual assault cases, including cases where the suspect is known by the victim, should be submitted for testing.

Victims who choose not to assist with an investigation, do not desire that the matter be investigated, or wish to remain anonymous may still consent to the collection of evidence under their control. In these circumstances, the evidence should be collected and stored appropriately.

601.6.1 COLLECTION AND TESTING REQUIREMENTS

Members investigating a sexual assault offense should take every reasonable step to ensure that DNA testing of such evidence is performed in a timely manner and within the time periods prescribed by Penal Code § 803(g). SAFE kits should be submitted to the crime lab within 20 days after being booked into evidence (Penal Code § 680).

In order to maximize the effectiveness of such testing and identify the perpetrator of any sexual assault, the assigned officer shall ensure that an information profile for the SAFE kit evidence has been created in the California Department of Justice (DOJ) SAFE-T database within 120 days of collection and should further ensure that the results of any such test have been timely entered into and checked against both the DOJ Cal-DNA database and the Combined DNA Index System (CODIS) (Penal Code § 680.3).

If the assigned officer determines that a SAFE kit submitted to a private laboratory for analysis has not been tested within 120 days after submission, the officer shall update the SAFE-T database to reflect the reason for the delay in testing. The assigned officer shall continue to update the status every 120 days thereafter until the evidence has been analyzed or the statute of limitations has run (Penal Code § 680.3).

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If, for any reason, DNA evidence in a sexual assault case in which the identity of the perpetrator is in issue and is not going to be analyzed within 18 months of the crime, the assigned officer shall notify the victim of such fact in writing no less than 60 days prior to the expiration of the 18-month period (Penal Code § 680).

Additional guidance regarding evidence retention and destruction is found in the Property and Evidence Policy.

601.6.2 DNA TEST RESULTS

A SART member should be consulted regarding the best way to deliver biological testing results to a victim so as to minimize victim trauma, especially in cases where there has been a significant delay in getting biological testing results (e.g., delays in testing the evidence or delayed DNA databank hits). Members should make reasonable efforts to assist the victim by providing available information on local assistance programs and organizations as provided in the Victim and Witness Assistance Policy.

(a) Upon receipt of a written request from a sexual assault victim or the victim's authorized designee, members investigating sexual assault cases shall inform the victim of the status of the DNA testing of any evidence from the victim's case (Penal Code § 680).

    1. Although such information may be communicated orally, the assigned officer should thereafter follow-up with and retain a copy of confirmation by either written or electronic mail.

    2. Absent a written request, no member of this department is required to, but may, communicate with the victim or the victim's authorized designee regarding the status of any DNA testing.

(b) Subject to the commitment of sufficient resources to respond to requests for information, sexual assault victims shall further have the following rights (Penal Code § 680):

    1. To be informed if a DNA profile of the assailant was obtained from the testing of the SAFE kit or other crime scene evidence from their case.

    2. To be informed if there is a match between the DNA profile of the assailant developed from the evidence and a DNA profile contained in the DOJ Convicted Offender DNA Database, providing that disclosure would not impede or compromise an ongoing investigation.

    3. To be informed if the DNA profile of the assailant developed from the evidence has been entered into the DOJ Databank of case evidence.

(c) Provided that the sexual assault victim or the victim's authorized designee has kept the assigned officer informed with regard to current address, telephone number, and email address (if available), any victim or the victim's authorized designee shall, upon request, be advised of any known significant changes regarding the victim's case (Penal Code § 680).

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1. Although such information may be communicated orally, the assigned officer should thereafter follow-up with and retain a copy of confirmation by either written or electronic mail.
2. No officer shall be required or expected to release any information which might impede or compromise any ongoing investigation.

601.6.3 STANDARDIZED SEXUAL ASSAULT FORENSIC MEDICAL EVIDENCE KIT
The Property Room supervisor should make California standardized sexual assault forensic medical evidence (SAFE) kits available to members who may investigate sexual assault cases. Members investigating a sexual assault should use these SAFE kits when appropriate and follow related usage guidelines issued by the California Clinical Forensic Medical Training Center (Penal Code § 13823.14).

601.7 DISPOSITION OF CASES

If the assigned investigator has reason to believe the case is without merit, the case may be classified as unfounded only upon review and approval of the Detective Division supervisor.

Classification of a sexual assault case as unfounded requires the Detective Division supervisor to determine that the facts have significant irregularities with reported information and that the incident could not have happened as it was reported. When a victim has recanted his/her original statement, there must be corroborating evidence that the allegations were false or baseless (i.e., no crime occurred) before the case should be determined as unfounded.

601.8 RELEASING INFORMATION TO THE PUBLIC

In cases where the perpetrator is not known to the victim, and especially if there are multiple crimes where more than one appear to be related, consideration should be given to releasing information to the public whenever there is a reasonable likelihood that doing so may result in developing helpful investigative leads. The Detective Division supervisor should weigh the risk of alerting the suspect to the investigation with the need to protect the victim and the public, and to prevent more crimes.

601.9 TRAINING

Subject to available resources, periodic training should be provided to:

(a) Members who are first responders. Training should include:
   1. Initial response to sexual assaults.
   2. Legal issues.
   3. Victim advocacy.
   4. Victim’s response to trauma.
   5. Proper use and handling of the California standardized SAFE kit (Penal Code § 13823.14).

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(b) Qualified investigators, who should receive advanced training on additional topics. Advanced training should include:

1. Interviewing sexual assault victims.
2. SART.
3. Medical and legal aspects of sexual assault investigations.
4. Serial crimes investigations.
5. Use of community and other federal and state investigative resources, such as the Violent Criminal Apprehension Program (ViCAP).
6. Techniques for communicating with victims to minimize trauma.

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Asset Forfeiture

602.1 PURPOSE AND SCOPE

This policy describes the authority and procedure for the seizure, forfeiture and liquidation of property associated with designated offenses.

602.1.1 DEFINITIONS

Definitions related to this policy include:

Fiscal agent - The person designated by the Chief of Police to be responsible for securing and maintaining seized assets and distributing any proceeds realized from any forfeiture proceedings. This includes any time the Torrance Police Department seizes property for forfeiture or when the Torrance Police Department is acting as the fiscal agent pursuant to a multi-agency agreement.

Forfeiture - The process by which legal ownership of an asset is transferred to a government or other authority.

Forfeiture reviewer - The department member assigned by the Chief of Police who is responsible for reviewing all forfeiture cases and for acting as the liaison between the Department and the assigned attorney.

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

(a) Property related to a narcotics offense, which includes (Heath and Safety Code § 11470; Health and Safety Code § 11470.1):

1. Property (not including real property or vehicles) used, or intended for use, as a container for controlled substances, materials to manufacture controlled substances, etc.
2. Interest in a vehicle (car, boat, airplane, other vehicle) used to facilitate the manufacture, possession for sale or sale of specified quantities of controlled substances.
3. Money, negotiable instruments, securities or other things of value furnished or intended to be furnished by any person in exchange for a controlled substance, proceeds traceable to an exchange, etc.
4. Real property when the owner is convicted of violating Health and Safety Code § 11366, Health and Safety Code § 11366.5 or Health and Safety Code § 11366.6 (drug houses) when the property was not used as a family residence or for other lawful purposes, or property owned by two or more persons, one of whom had no knowledge of its unlawful use.
5. The expenses of seizing, eradicating, destroying or taking remedial action with respect to any controlled substance or its precursors upon conviction for the unlawful manufacture or cultivation of any controlled substance or its precursors.

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(b) Property related to criminal profiteering (may include gang crimes), to include (Penal Code § 186.2; Penal Code § 186.3):

1. Any property interest, whether tangible or intangible, acquired through a pattern of criminal profiteering activity.

2. All proceeds acquired through a pattern of criminal profiteering activity, including all things of value that may have been received in exchange for the proceeds immediately derived from the pattern of criminal profiteering activity.

Seizure - The act of law enforcement officials taking property, cash or assets that have been used in connection with or acquired by specified illegal activities.

602.2 POLICY

The Torrance Police Department recognizes that appropriately applied forfeiture laws are helpful to enforce the law, deter crime and reduce the economic incentive of crime. However, the potential for revenue should never compromise the effective investigation of criminal offenses, officer safety or any person's due process rights.

It is the policy of the Torrance Police Department that all members, including those assigned to internal or external law enforcement task force operations, shall comply with all state and federal laws pertaining to forfeiture.

602.3 ASSET SEIZURE

Property may be seized for forfeiture as provided in this policy.

602.3.1 PROPERTY SUBJECT TO SEIZURE

The following may be seized upon review and approval of a supervisor and in coordination with the forfeiture reviewer:

(a) Property subject to forfeiture authorized for seizure under the authority of a search warrant or court order.

(b) Property subject to forfeiture not authorized for seizure under the authority of a search warrant or court order when any of the following apply (Health and Safety Code § 11471; Health and Safety Code § 11488):

1. The property subject to forfeiture is legally seized incident to an arrest.

2. There is probable cause to believe that the property was used or is intended to be used in a violation of the Uniform Controlled Substances Act and the seizing officer can articulate a nexus between the property and the controlled substance offense that would lead to the item being property subject for forfeiture.

Officers aware of assets that may be forfeitable as a result of criminal profiteering or human trafficking should consider contacting the district attorney regarding a court order to protect the assets (Penal Code § 186.6; Penal Code § 236.6).

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Whenever practicable, a search warrant or court order for seizure prior to making a seizure is the preferred method.

A large amount of money standing alone is insufficient to establish the probable cause required to make a seizure.

602.3.2 PROPERTY NOT SUBJECT TO SEIZURE
The following property should not be seized for forfeiture:

(a) Cash and property that does not meet the forfeiture counsel's current minimum forfeiture thresholds should not be seized.

(b) Real property is not subject to seizure, absent exigent circumstances, without a court order (Health and Safety Code § 11471).

(c) A vehicle which may be lawfully driven on the highway if there is a community property interest in the vehicle by a person other than the suspect and the vehicle is the sole vehicle available to the suspect's immediate family (Health and Safety Code § 11470).

(d) Vehicles, boats or airplanes owned by an "innocent owner," such as a common carrier with no knowledge of the suspected offense (Health and Safety Code § 11490).

(e) Any property when the associated activity involves the possession of marijuana or related paraphernalia that is permissible under the Control, Regulate and Tax Adult Use of Marijuana Act (Health and Safety Code § 11362.1).

602.4 PROCESSING SEIZED PROPERTY FOR FORFEITURE PROCEEDINGS

When property or cash subject to this policy is seized, the officer making the seizure should ensure compliance with the following:

(a) Complete applicable seizure forms and present the appropriate copy to the person from whom the property is seized. If cash or property is seized from more than one person, a separate copy must be provided to each person, specifying the items seized. When property is seized and no one claims an interest in the property, the officer must leave the copy in the place where the property was found, if it is reasonable to do so.

(b) Complete and submit a report and original seizure forms within 24 hours of the seizure, if practicable.

(c) Forward the original seizure forms and related reports to the forfeiture reviewer within two days of seizure.

The officer will book seized property as evidence with the notation in the comment section of the property form, "Seized Subject to Forfeiture." Property seized subject to forfeiture should be booked on a separate property form. No other evidence from the case should be booked on this form.

Photographs should be taken of items seized, particularly cash, jewelry and other valuable items.

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Officers who suspect property may be subject to seizure but are not able to seize the property (e.g., the property is located elsewhere, the whereabouts of the property is unknown, it is real estate, bank accounts, non-tangible assets) should document and forward the information in the appropriate report to the forfeiture reviewer.

602.5 MAINTAINING SEIZED PROPERTY

The Property Room Supervisor is responsible for ensuring compliance with the following:

(a) All property received for forfeiture is reasonably secured and properly stored to prevent waste and preserve its condition.

(b) All property received for forfeiture is checked to determine if the property has been stolen.

(c) All property received for forfeiture is retained in the same manner as evidence until forfeiture is finalized or the property is returned to the claimant or the person with an ownership interest.

(d) Property received for forfeiture is not used unless the forfeiture action has been completed.

602.6 FORFEITURE REVIEWER

The Chief of Police will appoint an employee as the forfeiture reviewer. Prior to assuming duties, or as soon as practicable thereafter, the forfeiture reviewer should attend a department-approved course on asset forfeiture.

The responsibilities of the forfeiture reviewer include:

(a) Remaining familiar with forfeiture laws, particularly Health and Safety Code § 11469 et seq. and Penal Code § 186.2 et seq. and the forfeiture policies of the forfeiture counsel.

(b) Serving as the liaison between the Department and the forfeiture counsel and ensuring prompt legal review of all seizures.

(c) Making reasonable efforts to obtain annual training that includes best practices in pursuing, seizing and tracking forfeitures.

(d) Ensuring that property seized under state law is not referred or otherwise transferred to a federal agency seeking the property for federal forfeiture as prohibited by Health and Safety Code § 11471.2.

(e) Ensuring that responsibilities, including the designation of a fiscal agent, are clearly established whenever multiple agencies are cooperating in a forfeiture case.

(f) Ensuring that seizure forms are available and appropriate for department use. These should include notice forms, a receipt form and a checklist that provides relevant guidance to officers. The forms should be available in languages appropriate for the region and should contain spaces for:

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1. Names and contact information for all relevant persons and law enforcement officers involved.
2. Information as to how ownership or other property interests may have been determined (e.g., verbal claims of ownership, titles, public records).
3. A space for the signature of the person from whom cash or property is being seized.
4. A tear-off portion or copy, which should be given to the person from whom cash or property is being seized, that includes the legal authority for the seizure, information regarding the process to contest the seizure and a detailed description of the items seized.

(g) Ensuring that officers who may be involved in asset forfeiture receive training in the proper use of the seizure forms and the forfeiture process. The training should be developed in consultation with the appropriate legal counsel and may be accomplished through traditional classroom education, electronic media, Daily Training Bulletins (DTBs) or Department Notices. The training should cover this policy and address any relevant statutory changes and court decisions.

(h) Reviewing each asset forfeiture case to ensure that:

1. Written documentation of the seizure and the items seized is in the case file.
2. Independent legal review of the circumstances and propriety of the seizure is made in a timely manner.
3. Notice of seizure has been given in a timely manner to those who hold an interest in the seized property (Health and Safety Code § 11488.4).
4. Property is promptly released to those entitled to its return (Health and Safety Code § 11488.2).
5. All changes to forfeiture status are forwarded to any supervisor who initiates a forfeiture case.
6. Any cash received is deposited with the fiscal agent.
7. Assistance with the resolution of ownership claims and the release of property to those entitled is provided.
8. Current minimum forfeiture thresholds are communicated appropriately to officers.
9. This policy and any related policies are periodically reviewed and updated to reflect current federal and state statutes and case law.

(i) Ensuring that a written plan that enables the Chief of Police to address any extended absence of the forfeiture reviewer, thereby ensuring that contact information for other law enforcement officers and attorneys who may assist in these matters is available.

(j) Ensuring that the process of selling or adding forfeited property to the department's regular inventory is in accordance with all applicable laws and consistent with the department's use and disposition of similar property.

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(k) Keeping a manual that details the statutory grounds for forfeitures and department procedures related to asset forfeiture, including procedures for prompt notice to interest holders, the expeditious release of seized property, where appropriate, and the prompt resolution of claims of innocent ownership (Heath and Safety Code § 11469).

(l) Providing copies of seized business records to the person or business from whom such records were seized, when requested (Heath and Safety Code §11471).

(m) Notifying the California Franchise Tax Board when there is reasonable cause to believe that the value of seized property exceeds $5,000.00 (Health and Safety Code § 11471.5).

Forfeiture proceeds should be maintained in a separate fund or account subject to appropriate accounting control, with regular reviews or audits of all deposits and expenditures.

Forfeiture reporting and expenditures should be completed in the manner prescribed by the law and City financial directives (Health and Safety Code § 11495).

602.7 DISPOSITION OF FORFEITED PROPERTY

Forfeited funds distributed under Health and Safety Code § 11489 et seq. shall only be used for purposes allowed by law, but in no case shall a peace officer's employment or salary depend upon the level of seizures or forfeitures he/she achieves (Heath and Safety Code § 11469).

The Department may request a court order so that certain uncontaminated science equipment is relinquished to a school or school district for science classroom education in lieu of destruction (Health and Safety Code § 11473; Health and Safety Code § 11473.5).

602.7.1 RECEIVING EQUITABLE SHARES

When participating in a joint investigation with a federal agency, the Torrance Police Department shall not receive an equitable share from the federal agency of all or a portion of the forfeiture proceeds absent either a required conviction under Health and Safety Code § 11471.2 or the flight, death or willful failure to appear of the defendant. This does not apply to forfeited cash or negotiable instruments of $40,000 or more.

602.8 CLAIM INVESTIGATIONS

An investigation shall be made as to any claimant of a vehicle, boat or airplane whose right, title, interest or lien is on the record in the Department of Motor Vehicles or in an appropriate federal agency. If investigation reveals that any person, other than the registered owner, is the legal owner, and that ownership did not arise subsequent to the date and time of arrest or notification of the forfeiture proceedings or seizure of the vehicle, boat or airplane, notice shall be made to the legal owner at his/her address appearing on the records of the Department of Motor Vehicles or the appropriate federal agency (Health and Safety Code § 11488.4).

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Informants

603.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the use of informants.

603.1.1 DEFINITIONS

Definitions related to this policy include:

Informant - A person who covertly interacts with other individuals or suspects at the direction of, request of, or by agreement with, the Torrance Police Department for law enforcement purposes. This also includes a person agreeing to supply information to the Torrance Police Department for a benefit (e.g., a quid pro quo in the form of a reduced criminal penalty, money).

603.2 POLICY

The Torrance Police Department recognizes the value of informants to law enforcement efforts and will strive to protect the integrity of the informant process. It is the policy of this department that all funds related to informant payments will be routinely audited and that payments to informants will be made according to the criteria outlined in this policy.

603.3 USE OF INFORMANTS

603.3.1 INITIAL APPROVAL

Before using an individual as an informant, an officer must receive approval from his/her supervisor. The officer shall compile sufficient information through a background investigation and experience with the informant in order to determine the suitability of the individual, including age, maturity and risk of physical harm, as well as any indicators of his/her reliability and credibility.

Members of this department should not guarantee absolute safety or confidentiality to an informant.

NO EXCLUSIVE INFORMANTS. All informants used by Department personnel are considered Department informants. They are to be used to maximize effectiveness of the Department. No employee shall consider any informant his/her exclusive resource. Employees shall make no effort to secure the exclusive use of any informant.

603.3.2 JUVENILE INFORMANTS

The use of informants under the age of 13 is prohibited.

Except for the enforcement of laws related to the commercial sale of alcohol, marijuana or tobacco products, a juvenile 13 years of age or older may only be used as an informant with the written consent of each of the following:

(a) The juvenile’s parents or legal guardians

(b) The juvenile’s attorney, if any

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(c) The court in which the juvenile's case is being handled, if applicable (Penal Code § 701.5)

(d) The Chief of Police or the authorized designee

603.3.3 INFORMANT AGREEMENTS

All informants are required to sign and abide by the provisions of the designated department informant agreement. The officer using the informant shall discuss each of the provisions of the agreement with the informant.

603.4 INFORMANT INTEGRITY

To maintain the integrity of the informant process, the following must be adhered to:

(a) The identity of an informant acting in a confidential capacity shall not be withheld from the Chief of Police, Division Commander, Intelligence Supervisor or their authorized designees.

1. Identities of informants acting in a confidential capacity shall otherwise be kept confidential.

(b) Criminal activity by informants shall not be condoned.

(c) Informants shall be told they are not acting as police officers, employees or agents of the Torrance Police Department, and that they shall not represent themselves as such.

(d) The relationship between department members and informants shall always be ethical and professional.

(a) Members shall not become intimately involved with an informant.

(b) Social contact shall be avoided unless it is necessary to conduct an official investigation, and only with prior approval of a supervisor.

(c) Members shall neither solicit nor accept gratuities or engage in any private business transaction with an informant.

(e) Officers shall not meet with informants in a private place unless accompanied by at least one additional officer or with prior approval of a supervisor.

(a) Officers may meet informants alone in an occupied public place, such as a restaurant.

(f) When contacting informants for the purpose of making payments, officers shall arrange for the presence of another officer.

(g) In all instances when department funds are paid to informants, a voucher shall be completed in advance, itemizing the expenses.

(h) Since the decision rests with the appropriate prosecutor, officers shall not promise that the informant will receive any form of leniency or immunity from criminal prosecution.

603.4.1 UNSUITABLE INFORMANTS

The suitability of any informant should be considered before engaging him/her in any way in a covert or other investigative process. Members who become aware that an informant may be

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unsuitable will notify the Intelligence Supervisor, who will initiate a review to determine suitability. Until a determination has been made by the Intelligence Supervisor, the informant should not be used by any member. The Intelligence Supervisor shall determine whether the informant should be used by the Department and, if so, what conditions will be placed on his/her participation or any information the informant provides. The Intelligence Supervisor shall document the decision and conditions in file notes and mark the file “unsuitable” when appropriate and make proper notifications.

Considerations for determining whether an informant is unsuitable include, but are not limited to, the following:

(a) The informant has provided untruthful or unreliable information in the past.

(b) The informant behaves in a way that may endanger the safety of an officer.

(c) The informant reveals to suspects the identity of an officer or the existence of an investigation.

(d) The informant appears to be using his/her affiliation with this department to further criminal objectives.

(e) The informant creates officer-safety issues by providing information to multiple law enforcement agencies simultaneously, without prior notification and approval of each agency.

(f) The informant engages in any other behavior that could jeopardize the safety of officers or the integrity of a criminal investigation.

(g) The informant commits criminal acts subsequent to entering into an informant agreement.

All potential informants shall be run through the appropriate database by the handling detective to determine if the informant has been deemed “unreliable”; and if the informant is being used or investigated by another agency. If appropriate, the informant shall also be run through the FBI database.

603.5 INFORMANT FILES

Informant files shall be utilized as a source of background information about the informant, to enable review and evaluation of information provided by the informant, and to minimize incidents that could be used to question the integrity of department members or the reliability of the informant.

Informant files shall be maintained in a secure area within the Special Investigations Division. The Intelligence Supervisor or the authorized designee shall be responsible for maintaining informant files. Access to the informant files shall be restricted to the Chief of Police, Division Commander, Intelligence Supervisor or their authorized designees.

The Special Investigations Division Commander should arrange for an audit using a representative sample of randomly selected informant files on a periodic basis, but no less than one time per year. If the Intelligence Supervisor is replaced, the files will be audited before the new supervisor

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takes over management of the files. The purpose of the audit is to ensure compliance with file content and updating provisions of this policy. The audit should be conducted by a supervisor who does not have normal access to the informant files.

603.5.1 FILE SYSTEM PROCEDURE

A separate file shall be maintained on each informant and shall be coded with an assigned informant control number. An informant history that includes the following information shall be prepared for each file:

(a) Name and aliases

(b) Date of birth

(c) Physical description: sex, race, height, weight, hair color, eye color, scars, tattoos or other distinguishing features

(d) Photograph

(e) Current home address and telephone numbers

(f) Current employers, positions, addresses and telephone numbers

(g) Vehicles owned and registration information

(h) Places frequented

(i) Briefs of information provided by the informant and his/her subsequent reliability

    (a) If an informant is determined to be unsuitable, the informant's file is to be marked "unsuitable" and notations included detailing the issues that caused this classification.

(j) Name of the officer initiating use of the informant

(k) Signed informant agreement

(l) Update on active or inactive status of informant

603.6 INFORMANT PAYMENTS

Refer to the Special Investigations Division Manual.

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Eyewitness Identification

604.1 PURPOSE AND SCOPE

This policy sets forth guidelines to be used when members of this department employ eyewitness identification techniques (Penal Code § 859.7).

604.1.1 DEFINITIONS

Definitions related to the policy include:

Eyewitness identification process - Any field identification, live lineup or photographic identification.

Field identification - A live presentation of a single individual to a witness following the commission of a criminal offense for the purpose of identifying or eliminating the person as the suspect.

Live lineup - A live presentation of individuals to a witness for the purpose of identifying or eliminating an individual as the suspect.

Photographic lineup - Presentation of photographs to a witness for the purpose of identifying or eliminating an individual as the suspect.

604.2 POLICY

The Torrance Police Department will strive to use eyewitness identification techniques, when appropriate, to enhance the investigative process and will emphasize identifying persons responsible for a crime and exonerating the innocent.

604.3 INTERPRETIVE SERVICES

Members should make a reasonable effort to arrange for an interpreter before proceeding with eyewitness identification if communication with a witness is impeded due to language or hearing barriers.

Before the interpreter is permitted to discuss any matter with the witness, the investigating member should explain the identification process to the interpreter. Once it is determined that the interpreter comprehends the process and can explain it to the witness, the eyewitness identification may proceed as provided for within this policy.

604.4 EYEWITNESS IDENTIFICATION PROCESS AND FORM

The Detective Division supervisor shall be responsible for the development and maintenance of an eyewitness identification process for use by members when they are conducting eyewitness identifications.

The process should include appropriate forms or reports that provide (Penal Code § 859.7):

(a) The date, time and location of the eyewitness identification procedure.

(b) The name and identifying information of the witness.

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(c) The name of the person administering the identification procedure.

(d) If applicable, the names of all of the individuals present during the identification procedure.

(e) An instruction to the witness that it is as important to exclude innocent persons as it is to identify a perpetrator.

(f) An instruction to the witness that the perpetrator may or may not be among those presented and that the witness is not obligated to make an identification.

(g) If the identification process is a photographic or live lineup, an instruction to the witness that the perpetrator may not appear exactly as he/she did on the date of the incident.

(h) An instruction to the witness that the investigation will continue regardless of whether an identification is made by the witness.

(i) A signature line where the witness acknowledges that he/she understands the identification procedures and instructions.

(j) A statement from the witness in the witness's own words describing how certain he/she is of the identification or non-identification. This statement should be taken at the time of the identification procedure.

(k) Any other direction to meet the requirements of Penal Code § 859.7, including direction regarding blind or blinded administrations and filler selection.

The process and related forms should be reviewed at least annually and modified when necessary.

See attachment: Photo ID_Admonition Form.pdf

604.5 EYEWITNESS IDENTIFICATION

Members are cautioned not to, in any way, influence a witness as to whether any subject or photo presented in a lineup is in any way connected to the case.

Members should avoid mentioning that:

- The individual was apprehended near the crime scene.
- The evidence points to the individual as the suspect.
- Other witnesses have identified or failed to identify the individual as the suspect.

In order to avoid undue influence, witnesses should view suspects or a lineup individually and outside the presence of other witnesses. Witnesses should be instructed to avoid discussing details of the incident or of the identification process with other witnesses.

Whenever feasible, the eyewitness identification procedure should be audio and video recorded and the recording should be retained according to current evidence procedures (Penal Code § 859.7).

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604.6 PHOTOGRAPHIC LINEUP AND LIVE LINEUP CONSIDERATIONS

When practicable, the member presenting the lineup should not be involved in the investigation of the case or know the identity of the suspect. In no case should the member presenting a lineup to a witness know which photograph or person in the lineup is being viewed by the witness (Penal Code § 859.7). Techniques to achieve this include randomly numbering photographs, shuffling folders, or using a computer program to order the persons in the lineup.

Individuals in the lineup should reasonably match the description of the perpetrator provided by the witness and should bear similar characteristics to avoid causing any person to unreasonably stand out. In cases involving multiple suspects, a separate lineup should be conducted for each suspect. The suspects should be placed in a different order within each lineup (Penal Code § 859.7).

The member presenting the lineup should do so sequentially (i.e., show the witness one person at a time) and not simultaneously. The witness should view all persons in the lineup.

A live lineup should only be used before criminal proceedings have been initiated against the suspect. If there is any question as to whether any criminal proceedings have begun, the investigating member should contact the appropriate prosecuting attorney before proceeding.

604.6.1 OTHER SAFEGUARDS

Witnesses should be asked for suspect descriptions as close in time to the incident as possible and before conducting an eyewitness identification. No information concerning a suspect should be given prior to obtaining a statement from the witness describing how certain he/she is of the identification or non-identification. Members should not say anything to a witness that that may validate or invalidate an eyewitness' identification. In photographic lineups, writings or information concerning any previous arrest of a suspect shall not be visible to the witness (Penal Code § 859.7).

604.7 FIELD IDENTIFICATION CONSIDERATIONS

Field identifications, also known as field elimination show-ups or one-on-one identifications, may be helpful in certain cases.

When initiating a field identification, the member should observe the following guidelines:

(a) Obtain a complete description of the suspect from the witness.

(b) Assess whether a witness should be included in a field identification process by considering:

  (a) The length of time the witness observed the suspect.

  (b) The distance between the witness and the suspect.

  (c) Whether the witness could view the suspect's face.

  (d) The quality of the lighting when the suspect was observed by the witness.

  (e) Whether there were distracting noises or activity during the observation.

  (f) Any other circumstances affecting the witness's opportunity to observe the suspect.

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(g) The length of time that has elapsed since the witness observed the suspect.

(c) If safe and practicable, the person who is the subject of the show-up should not be handcuffed or in a patrol vehicle.

(d) When feasible, members should bring the witness to the location of the subject of the show-up, rather than bring the subject of the show-up to the witness.

(e) The person who is the subject of the show-up should not be shown to the same witness more than once.

(f) In cases involving multiple suspects, witnesses should only be permitted to view the subjects of the show-up one at a time.

(g) The person who is the subject of the show-up should not be required to put on clothing worn by the suspect, to speak words uttered by the suspect or to perform other actions mimicking those of the suspect.

604.8 DOCUMENTATION

A thorough description of the eyewitness process and the result of any eyewitness identification should be documented in the case report.

If a photographic lineup is utilized, a copy of the photographic lineup presented to the witness should be included in the case report. In addition, the order in which the photographs were presented to the witness should be documented in the case report.

604.8.1 DOCUMENTATION RELATED TO RECORDINGS

The handling member shall document the reason that a video recording or any other recording of an identification was not obtained (Penal Code § 859.7).

604.8.2 DOCUMENTATION RELATED TO BLIND ADMINISTRATION

If a presentation of a lineup is not conducted using blind administration, the handling member shall document the reason (Penal Code § 859.7).

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Brady Material Disclosure

605.1 PURPOSE AND SCOPE

This policy establishes guidelines for identifying and releasing potentially exculpatory or impeachment information (so-called "*Brady* information") to a prosecuting attorney.

605.1.1 DEFINITIONS

Definitions related to this policy include:

***Brady* information** -Information known or possessed by the Torrance Police Department that is both favorable and material to the current prosecution or defense of a criminal defendant.

605.2 POLICY

The Torrance Police Department will conduct fair and impartial criminal investigations and will provide the prosecution with both incriminating and exculpatory evidence, as well as information that may adversely affect the credibility of a witness. In addition to reporting all evidence of guilt, the Torrance Police Department will assist the prosecution by complying with its obligation to disclose information that is both favorable and material to the defense. The Department will identify and disclose to the prosecution potentially exculpatory information, as provided in this policy.

605.3 DISCLOSURE OF INVESTIGATIVE INFORMATION

Officers must include in their investigative reports adequate investigative information and reference to all material evidence and facts that are reasonably believed to be either incriminating or exculpatory to any individual in the case. If an officer learns of potentially incriminating or exculpatory information any time after submission of a case, the officer or the handling investigator must prepare and submit a supplemental report documenting such information as soon as practicable. Supplemental reports shall be promptly processed and transmitted to the prosecutor's office.

If information is believed to be privileged or confidential (e.g., confidential informant or attorney-client information, attorney work product), the officer should discuss the matter with a supervisor and/or prosecutor to determine the appropriate manner in which to proceed.

Evidence or facts are considered material if there is a reasonable probability that they would affect the outcome of a criminal proceeding or trial. Determining whether evidence or facts are material often requires legal or even judicial review. If an officer is unsure whether evidence or facts are material, the officer should address the issue with a supervisor.

Supervisors who are uncertain about whether evidence or facts are material should address the issue in a written memo to an appropriate prosecutor. A copy of the memo should be retained in the Department case file.

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605.4 DISCLOSURE OF PERSONNEL INFORMATION

Whenever it is determined that *Brady* information is located in the personnel file of a member of this department who is a material witness in a criminal case, the following procedure shall apply:

(a) In the event that a *Pitchess* motion has not already been filed by the criminal defendant or other party pursuant to Evidence Code § 1043, the prosecuting attorney shall be notified of the potential presence of *Brady* information in the officer's personnel file.

(b) The prosecuting attorney should then be requested to file a *Pitchess* motion in order to initiate an in-camera review by the court.

(c) Any member who is the subject of such a motion shall be notified in writing that a motion has been filed.

(d) The Custodian of Records shall accompany all relevant files during any in-camera inspection and address any issues or questions raised by the court in determining whether any information contained in the files is both material and favorable to the criminal defendant.

(e) If the court determines that there is relevant *Brady* information contained in the files, only that information ordered released will be copied and released to the parties filing the motion.

    1. Prior to the release of any information pursuant to this process, the Custodian of Records should request a protective order from the court limiting the use of such information to the involved case and requiring the return of all copies upon completion of the case.

605.5 INVESTIGATING BRADY ISSUES

If the Department receives information from any source that a member may have issues of credibility, dishonesty or has been engaged in an act of moral turpitude or criminal conduct, the information shall be investigated and processed in accordance with the Personnel Complaints Policy.

605.6 TRAINING

Department members should receive periodic training on the requirements of this policy.

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Warrant Service

606.1 PURPOSE AND SCOPE

This policy establishes guidelines for the planning and serving of arrest and search warrants by members of this department. It is understood that this policy cannot address every variable or circumstance that can arise in the service of a search or arrest warrant, as these tasks can involve rapidly evolving and unique circumstances.

This policy is intended to be used in conjunction with the Operations Planning and Deconfliction Policy, which has additional guidance on planning and serving high-risk warrants.

This policy is not intended to address the service of search warrants on locations or property already secured or routine field warrant arrests by patrol officers.

606.2 POLICY

It is the policy of the Torrance Police Department to balance the safety needs of the public, the safety of department members, privacy interests and other relevant factors when making decisions related to the service of search and arrest warrants.

606.3 SWAT COMMANDER

The SWAT Commander (see the Operations Planning and Deconfliction Policy) shall review all risk assessment forms with the involved supervisor to determine the risk level of the warrant service.

The SWAT Commander will also have the responsibility to coordinate service of those warrants that are categorized as high risk. Deconfliction, risk assessment, operational planning, briefing and debriefing should follow guidelines in the Operations Planning and Deconfliction Policy.

606.4 SEARCH WARRANTS

Officers should receive authorization from a supervisor before preparing a search warrant application. Once authorization is received, the officer will prepare the affidavit and search warrant, consulting with the applicable prosecuting attorney as needed. He/she will also complete the risk assessment form and submit it, along with the warrant affidavit, to the appropriate supervisor, and if the criteria is met per the Torrance Police Department risk analysis checklist, the SWAT Commander, for review and classification of risk (see the Operations Planning and Deconfliction Policy).

606.5 ARREST WARRANTS

If an officer reasonably believes that serving an arrest warrant may pose a higher risk than commonly faced on a daily basis, the officer should complete the risk assessment form and submit it to the appropriate supervisor and the SWAT Commander for review and classification of risk (see the Operations Planning and Deconfliction Policy).

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If the warrant is classified as high risk, service will be coordinated by the SWAT Commander. If the warrant is not classified as high risk, the supervisor should weigh the risk of entry into a location to make an arrest against other alternatives, such as arresting the person outside the location where circumstances may pose a lower risk.

606.6 WARRANT PREPARATION

An officer who prepares a warrant should ensure the documentation in support of the warrant contains as applicable:

(a) Probable cause to support the search or arrest, including relevant dates and times to demonstrate timeliness and facts to support any request for nighttime warrant service.

(b) A clear explanation of the affiant's training, experience and relevant education.

(c) Adequately supported opinions, when relevant, that are not left to unsubstantiated conclusions.

(d) A nexus between the place to be searched and the persons or items central to the investigation. The facts supporting this nexus should be clear and current. For example, the affidavit shall explain why there is probable cause to believe that a particular person is currently residing at a particular location or that the items sought are present at a particular location.

(e) Full disclosure of known or suspected residents at the involved location and any indication of separate living spaces at the involved location. For example, it should be disclosed that several people may be renting bedrooms at a single location, even if the exact location of the rooms is not known.

(f) A specific description of the location to be searched, including photographs of the location, if reasonably available.

(g) A sufficient description of the items to be seized.

(h) Full disclosure of any known exculpatory information relevant to the warrant application (refer to the Brady Material Disclosure Policy).

606.7 HIGH-RISK WARRANT SERVICE

The SWAT Commander or the authorized designee shall coordinate the service of warrants that are categorized as high risk and shall have sole authority in determining the manner in which the warrant will be served, including the number of officers deployed.

The member responsible for directing the service should ensure the following as applicable:

(a) The condition of the property is documented with video or photographs prior to the service of a search warrant. The images should include the surrounding area and any persons present.

(b) The warrant service is audio- and video-recorded when practicable and reasonable to do so except for SWAT operations (Refer to 429 – Audio/Video Recording Devices).

(c) Evidence is handled and collected only by those members who are designated to do so. All other members involved in the service of the warrant should alert one of the

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designated members to the presence of potential evidence and not touch or disturb the items.

(d) Reasonable efforts are made during the search to maintain or restore the condition of the location.

(e) Persons who are detained as part of the warrant service are handled appropriately under the circumstances.

(f) Reasonable care provisions are made for children and dependent adults (see the Child and Dependent Adult Safety Policy).

(g) A list is made of all items seized and a copy provided to the person in charge of the premises if present or otherwise left in a conspicuous place.

(h) A copy of the search warrant is left at the location.

(i) The condition of the property is documented with video or photographs after the search.

606.8 DETENTIONS DURING WARRANT SERVICE

Officers must be sensitive to the safety risks of all persons involved with the service of a warrant. Depending on circumstances and facts present, it may be appropriate to control movements of any or all persons present at a warrant service, including those who may not be the subject of a warrant or suspected in the case. However, officers must be mindful that only reasonable force may be used and weapons should be displayed no longer than the officer reasonably believes is necessary (see the Use of Force Policy).

As soon as it can be determined that an individual is not subject to the scope of a warrant and that no further reasonable suspicion or safety concerns exist to justify further detention, the person should be promptly released.

Officers should, when and to the extent reasonable, accommodate the privacy and personal needs of people who have been detained.

606.9 ACTIONS AFTER WARRANT SERVICE

The supervisor shall ensure that all affidavits, warrants, receipts and returns, regardless of any associated cases, are filed with the issuing judge or magistrate as soon as reasonably possible, but in any event no later than the date specified on the warrant.

606.10 OUTSIDE AGENCIES AND CROSS-JURISDICTIONAL WARRANTS

The SWAT Commander will ensure that cooperative efforts with other agencies in the service of warrants conform to existing mutual aid agreements or other memorandums of understanding and will work cooperatively to mitigate risks including, but not limited to, the following:

- Identity of team members
- Roles and responsibilities
- Familiarity with equipment

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- Rules of engagement
- Asset forfeiture procedures

Any outside agency requesting assistance in the service of a warrant within this jurisdiction should be referred to the SWAT Commander. The SWAT Commander should review and confirm the warrant, including the warrant location, and should discuss the service with the appropriate supervisor from the other agency. The SWAT Commander should ensure that members of the Torrance Police Department are utilized appropriately. Any concerns regarding the requested use of Torrance Police Department members should be brought to the attention of the Chief of Police or the authorized designee. The actual service of the warrant will remain the responsibility of the agency requesting assistance.

If the SWAT Commander is unavailable, a designated SWAT Team Leader should assume this role.

If officers intend to serve a warrant outside the City of Torrance, the SWAT Commander or designee should provide reasonable advance notice to the applicable agency, request assistance as needed and work cooperatively on operational planning and the mitigation of risks detailed in this policy.

Officers will remain subject to the policies of the Torrance Police Department when assisting outside agencies or serving a warrant outside Torrance Police Department jurisdiction.

606.11 MEDIA ACCESS

No advance information regarding warrant service operations shall be released without the approval of the Chief of Police. Any media inquiries or press release after the fact shall be handled in accordance with the News Media Relations Policy.

606.12 TRAINING

The Research and Training Division Commander should ensure officers receive periodic training on this policy and associated topics, such as legal issues, warrant preparation, warrant service and reporting requirements.

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Operations Planning and Deconfliction

607.1 PURPOSE AND SCOPE

This policy provides guidelines for planning, deconfliction and execution of high-risk operations.

Additional guidance on planning and serving high-risk warrants is provided in the Warrant Service Policy.

607.1.1 DEFINITIONS

Definitions related to this policy include:

High-risk operations - Operations, including service of search and arrest warrants and sting operations, that are likely to present higher risks than are commonly faced by officers on a daily basis, including suspected fortified locations, reasonable risk of violence or confrontation with multiple persons, or reason to suspect that persons anticipate the operation.

Warrant Service – The service of search or arrest warrants, which meets one or more of the following criteria:

(a) Suspects probably armed.

(b) Violent crime involved and/or the suspect(s) are significant potential threat to the lives and safety of citizens and police.

(c) Weapons have been used in the past; high probability of use against police.

(d) Demonstrated acts of violence.

(e) High degree of danger to police due to extenuating circumstances.

(f) The location is heavily-fortified requiring specialized equipment and tactics in order to accomplish the entry.

607.2 POLICY

It is the policy of the Torrance Police Department to properly plan and carry out high-risk operations, including participation in a regional deconfliction system, in order to provide coordination, enhance the safety of members and the public, decrease the risk of compromising investigations and prevent duplicating efforts.

607.3 SWAT COMMANDER

The SWAT Commander will develop and maintain a Risk Analysis Checklist to assess, plan and coordinate operations. This form should provide a process to identify high-risk operations.

The SWAT Commander will review the Risk Analysis Checklist with involved supervisors to determine whether a particular incident qualifies as a high-risk operation. The SWAT Commander will also have the responsibility for coordinating operations that are categorized as high risk.

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607.4 RISK ASSESSMENT

607.4.1 RISK ASSESSMENT ANALYSIS PREPARATION

Officers assigned as operational leads for any operation that may qualify as a high-risk operation shall complete the Risk Analysis Checklist, which is part of the Torrance Police Department's Operations Plan.

When preparing the form, the officer should query all relevant and reasonably available intelligence resources for information about the subject of investigation, others who may be present and the involved location. These sources may include regional intelligence and criminal justice databases, target deconfliction systems, firearm records, commercial databases and property records. Where appropriate, the officer should also submit information to these resources.

The officer should gather available information that includes, but is not limited to:

(a) Photographs, including aerial photographs, if available, of the involved location, neighboring yards and obstacles.

(b) Maps of the location.

(c) Diagrams of any property and the interior of any buildings that are involved.

(d) Historical information about the subject of investigation (e.g., history of weapon possession or use, known mental illness, known drug use, threats against police, gang affiliation, criminal history).

(e) Historical information about others who may be present at the location (e.g., other criminals, innocent third parties, dependent adults, children, animals).

(f) Obstacles associated with the location (e.g., fortification, booby traps, reinforced doors/windows, surveillance measures, number and type of buildings, geographic and perimeter barriers, the number and types of weapons likely to be present, information that suggests the presence of explosives, chemicals or other hazardous materials, the potential for multiple dwellings or living spaces, availability of keys/door combinations).

(g) Other environmental factors (e.g., nearby venues such as schools and day care centers, proximity of adjacent homes or other occupied buildings, anticipated pedestrian and vehicle traffic at the time of service).

(h) Other available options that may minimize the risk to officers and others (e.g., making an off-site arrest or detention of the subject of investigation).

607.4.2 RISK ANALYSIS REVIEW

Officers will present the Risk Analysis Checklist and other relevant documents (such as copies of search warrants and affidavits and arrest warrants) to their supervisor and the SWAT Commander.

The supervisor and SWAT Commander shall confer and determine the level of risk. Supervisors should take reasonable actions if there is a change in circumstances that elevates the risks associated with the operation.

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607.4.3 HIGH-RISK OPERATIONS

If the SWAT Commander, after consultation with the involved supervisor, determines that the operation is high risk, the SWAT Commander should:

(a) Determine what resources will be needed at the location, and contact and/or place on standby any of the following appropriate and available resources:
    (a) (SWAT)
    (b) Additional personnel
    (c) Outside agency assistance
    (d) Special equipment
    (e) Medical personnel (TEMS/Rescue Ambulance)
    (f) Persons trained in negotiation (Crisis Negotiation Team)
    (g) Additional surveillance
    (h) Canines
    (i) Forensic specialists
    (j) Specialized mapping for larger or complex locations
(b) Contact the appropriate department members or other agencies as warranted to begin preparation.
(c) Ensure that all legal documents such as search warrants are complete and have any modifications reasonably necessary to support the operation.
(d) Coordinate the actual operation.

607.5 DECONFLICTION

Deconfliction systems are designed to identify persons and locations associated with investigations or law enforcement operations and alert participating agencies when others are planning or conducting operations in close proximity or time or are investigating the same individuals, groups or locations.

The Lead Scout shall ensure the subject of investigation and operations information have been entered in an applicable deconfliction system to determine if there is reported conflicting activity. This should occur as early in the process as practicable, but no later than two hours prior to the commencement of the operation. The officer should also enter relevant updated information when it is received.

If any conflict is discovered, the supervisor will contact the involved jurisdiction and resolve the potential conflict before proceeding.

607.6 OPERATIONS PLAN

The SWAT Commander should ensure that a written operations plan is developed by the Lead Scout for all high-risk operations, excluding emergency callouts. Plans should also be considered for other operations that would benefit from having a formal plan.

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The plan should address such issues as:

(a) Operation goals, objectives and strategies.

(b) Operation location and people:

1. The subject of investigation (e.g., history of weapon possession/use, known mental illness issues, known drug use, threats against police, gang affiliation, criminal history)

2. The location (e.g., fortification, booby traps, reinforced doors/windows, surveillance cameras and/or lookouts, number/type of buildings, geographic and perimeter barriers, the number and types of weapons likely to be present, information that suggests the presence of explosives, chemicals or other hazardous materials, the potential for multiple dwellings or living spaces, availability of keys/door combinations), including aerial photos, if available, and maps of neighboring yards and obstacles, diagrams and other visual aids

3. Other environmental factors (e.g., nearby venues such as schools and day care centers, proximity of adjacent homes or other occupied buildings, anticipated pedestrian and vehicle traffic at the time of service)

4. Identification of other people who may be present in or around the operation, such as other criminal suspects, innocent third parties and children

(c) Information from the Risk Analysis Checklist form by attaching a completed copy in the operational plan.

1. The volume or complexity of the information may indicate that the plan includes a synopsis of the information contained on the risk assessment form to ensure clarity and highlighting of critical information.

(d) Personnel and Assignments.

1. An adequate number of uniformed officers should be included in the operation team to provide reasonable notice of a legitimate law enforcement operation.

2. How all participants will be identified as law enforcement.

(e) Whether deconfliction submissions are current and all involved individuals, groups and locations have been deconflicted to the extent reasonably practicable.

(f) Identification of all communications channels and call-signs.

(g) Use of force issues.

(h) Contingencies for handling medical emergencies (e.g., services available at the location, closest hospital, closest trauma center).

(i) Plans for detaining people who are not under arrest.

(j) Contingencies for handling children, dependent adults, animals and other people who might be at the location in accordance with the Child Abuse, Adult Abuse, Child and Dependent Adult Safety and Animal Control policies.

(k) Communications plan.

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(l) Responsibilities for writing, collecting, reviewing and approving reports.

607.6.1 OPERATIONAL PLANNING FORMS

If the Risk Analysis Checklist does not meet the criteria for utilization of SWAT, department personnel may utilize the Non-SWAT Operations Plan. Supervisors shall determine if the required criteria is met for the utilization of SWAT.

(a) TPD Operations Plan: See attachment: Operation Plan.pdf

(b) TPD Non-SWAT Operations Plan: See attachment: Non SWAT Ops Plan.pdf

607.6.2 OPERATIONS PLAN RETENTION

Since the operations plan contains intelligence information and descriptions of law enforcement tactics, it shall not be filed with the report. The operations plan shall be stored separately and retained in accordance with the established records retention schedule.

607.7 OPERATIONS BRIEFING

A pre-briefing should be held the day before the operation between the Lead Scout and SWAT supervision to finalize the plan of execution. A formal briefing shall follow with all involved personnel prior to the commencement of any high-risk operation to allow all participants to understand the operation, see and identify each other, identify roles and responsibilities and ask questions or seek clarification as needed. Anyone who is not present at the briefing should not respond to the operation location without specific supervisory approval.

(a) The briefing should include a verbal review of plan elements, using visual aids, to enhance the participants' understanding of the operations plan.

(b) All personnel should have access to a read-only document to get familiar with their roles. Participating personnel should be directed to read the search warrant and initial a copy that is retained with the operation plan. This will be the responsibility of the personnel assisting the case agency once the location is rendered safe.

(c) The SWAT Commander shall ensure that all participants are visually identifiable as law enforcement officers.

1. Exceptions may be made by the operations director for officers who are conducting surveillance or working under cover. However, those members exempt from visual identification should be able to transition to a visible law enforcement indicator at the time of enforcement actions, such as entries or arrests, if necessary.

(d) The briefing should include details of the communications plan.

(a) It is the responsibility of the SWAT Commander, or designee, to ensure that Communications is notified of the time and location of the operation, and to provide a copy of the operation plan prior to officers arriving at the location.

(b) Communications will assign a tactical dispatcher for all pre-planned SWAT operations and the Lead Scout will ensure that Communications receives a copy of the operation plan.

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(c) The Lead Scout and assisting scouts will perform a radio communications check between the target location and designated command post to ensure personnel will have reliable communications at the time of the operation.Once personnel arrive at the command post, they should conduct a radio check to ensure that all participants are able to communicate with all participating personnel.

607.8 SWAT PARTICIPATION

The SWAT Commander shall assume operational control until all persons at the scene are appropriately detained and it is safe to begin a search. When this occurs, the SWAT Commander, or designee, shall transfer control of the scene to the handling supervisor. This transfer should be communicated to the officers present.

Once the location is rendered safe, the case agent should meet with the operations Team Leader to conduct a walk-through to brief them of any relevant information during the execution of the search warrant.

Security Detail: If the surrounding area of the target location is considered hostile/unfriendly towards law enforcement, the case agent may request a security detail while they conduct their investigation. In the event that request is made, the SWAT Team Leader will assign a contingent of SWAT operators to provide exterior security.

607.9 MEDIA ACCESS

No advance information regarding planned operations shall be released without the approval of the Chief of Police. Any media inquiries or press release after the fact shall be handled in accordance with the News Media Relations Policy.

607.10 OPERATIONS DEBRIEFING

High-risk operations should be debriefed as soon as reasonably practicable. The debriefing should include as many participants as possible. This debrief may be separate from any SWAT debriefing.

607.11 TRAINING

The Research and Training Division Commander should ensure officers and SWAT team members who participate in operations subject to this policy should receive periodic training including, but not limited to, topics such as legal issues, deconfliction practices, operations planning concepts and reporting requirements.

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Unmanned Aerial Systems (UAS) Operations

608.1 PURPOSE AND SCOPE

The Torrance Police Department will utilize Unmanned Aircraft Systems (UAS) to enhance both public safety and officer safety by providing aerial support during a variety of operations. UAS may be equipped with high-definition cameras, thermal imaging cameras, or a combination thereof to provide mission critical information. The ability to gain an aerial view over dangerous situations reduces the risk to officers and aids in the safe apprehension of criminals. This policy is not intended to be all-inclusive, but rather it is designed to aid in defining department procedure and deployment, while adhering to current FAA regulations governing the usage of UAS and the instructions found in the manufacturer's flight manual.

608.1.1 DEFINITIONS

Person Manipulating the Controls (PMC): The person who is piloting / physically controlling the flight of the UAS through the remote controller. If this person is not the RPIC, then the PMC shall be under the direct supervision of the RPIC.

Remote Pilot in Command (RPIC): The person who is ultimately responsible for the overall operation. The RPIC shall ensure the flight is conducted safely, lawfully, and all necessary notifications have been made. The RPIC may or may not be the person actually flying the UAS.

Visual Observer: Personnel involved in the UAS operation who are assigned to keep a constant visual on the UAS during flight. Visual observers scan the area using the FAA's "see and avoid" technique to ensure the UAS remains clear of any possible hazards such as approaching aircraft, obstacles, etc. The Visual Observer shall have uninterrupted communication with the RPIC / PMC either in person, cell phone, radio, etc.

First Person View (FPV): Viewing the live video being received by the UAS camera on a tablet, cell phone, monitor, or similar device. FPV is required in order to fly the UAS beyond the visual line-of-sight of the PMC or the visual observer's view.

FEDERAL AVIATION ADMINISTRATION (FAA): The national aviation authority of the United States, with powers to regulate all the aspects of American aviation.

UNMANNED AIRCRAFT SYSTEM (UAS): Aircraft, including, but not limited to, an aircraft commonly known as a drone, that is operated without the possibility of direct human intervention from within or on the aircraft.

608.2 MISSIONS

Request to deploy the UAS shall be approved by the on duty Watch Commander, supervisor on the scene, or UAS supervisor prior to performing the flight/mission. The following is a list of possible missions that a UAS could be utilized for:

(a) Searches (i.e., for an outstanding suspect, article search, public safety hazard)

(b) Video / photographs for investigative support

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(c) HAZMAT response

(d) Search and rescue

(e) Missing persons

(f) Barricade persons

(g) Traffic collision investigations

(h) Over watch for officers and SWAT operations

(i) Disaster response

(j) Special Events

608.3 DUTIES

REMOTE PILOT IN COMMAND (RPIC) DUTIES

The RPIC's primary duty is the safe and effective operation of Torrance Police Department's UAS. The RPIC shall receive training on the operation and basic maintenance / upkeep of all components used during the operation of the UAS. In addition to the rules and requirements specified by the FAA, the RPIC shall perform training flights as often as possible that will include takeoffs, landings and operating the video system and equipment.

Only in rare occasions, when officer safety is a concern for the personnel involved in the operation, the PMC may solely utilize the FPV in order to fly the UAS.

VISUAL OBSERVER DUTIES

The Visual Observer shall maintain constant communication with the PMC. In rare occasions a daisy chain can be made with multiple observers in order to maintain line of sight with the UAS. A Visual Observer may maintain contact with the RPIC by being in close proximity and utilizing clear communication, utilizing a police radio, or cell phone.

608.4 OPERATIONAL CONSIDERATIONS

PROTECTION OF THE NON-PARTICIPATING PUBLIC- All operations should occur within a secured perimeter, with controlled access into and out of the area, when feasible. Every attempt shall be made to offset operations from the nearest person.

SEARCH WARRANTS- Search warrants shall be obtained when required by law.

608.5 PRE-FLIGHT AND FLIGHT PREPARATIONS

PRE-FLIGHT PROCEDURE

Pre-Flight procedures will be conducted prior to each flight and will be done in accordance with the checklist prepared by the Torrance Police Department UAS Unit and in accordance with the manufacturer's recommendations. Any issues found during the pre-flight procedures will be noted and it will be the decision of the RPIC to determine if the issue will alter the safe flight and operation of the aircraft.

PRE-FLIGHT PUBLIC NOTIFICATION

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Except in instances where officer safety could be jeopardized or time is of the essence, officers should utilize the PA system, or Torrance Alerts, to make a public announcement to alert people in the area of the UAS operation. To aid in public safety, alerts should notify the public that a UAS will be used and they should stay inside of their residence or parked vehicle.

LAUNCH PROCEDURES

Prior to the launch of the UAS, the RPIC is responsible for ensuring the checklist has been conducted and the aircraft / ground station is safe to operate. The RPIC will communicate with the Visual Observer to confirm that the area is visibly clear of any low flying air traffic, hazardous obstacles, or safety hazards prior to lift off.

The RPIC is responsible for ensuring all notifications to the appropriate air traffic control facility and local authorities have been made in accordance with the rules and guidelines set forth by the FAA.

608.6 POST LAUNCH AND LANDING PROCEDURES

POST LAUNCH

Although the UAS can be flown autonomously, the RPIC will monitor the aircraft, base station, and payload systems to ensure the aircraft is flying as designed and maintains the proper altitude.

After liftoff, crew members shall perform tasks according to their job assignment, while communicating clearly and effectively to monitor the UAS as it climbs to the desired mission altitude.

LANDING PROCEDURES

It will be the responsibility of the RPIC to confirm the mission objective has been met or the mission is too unsafe to continue prior to landing the aircraft.

The RPIC will communicate with the Visual Observer to confirm no obstacles are in the flight path of the aircraft and the “Return to Home” location prior to giving the command for the UAS to return home.

The Visual Observer will monitor the aircraft as it is landing to ensure a proper landing. If the aircraft is not landing as desired or commanded, the Visual Observer will notify the RPIC who will determine if the landing will be aborted.

It will be the responsibility of the RPIC to ensure contact is made with the proper tower in accordance with FAA guidelines to advise completion of the mission.

COLLISIONS

If a collision occurs during the operation of the UAS and results in serious injury to any person, any loss of consciousness, or if it causes damage to any property (other than the UAS) in excess of $500 to repair or replace the property, notification shall be made to the FAA Flight Standards District within ten days per FAA guidelines.

Flight Standards District for the South Bay: www.faa.gov/about/office_org/field_offices/fsdo/?state=CA

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Los Angeles Flight Standards District Office (310) 725-6600 - 15000 Aviation Boulevard, Lawndale, CA 90261

Long Beach Flight Standards District Office (562) 420-1755 – 5001 Airport Plaza Drive, Long Beach, CA 90815

While at the scene the RPIC shall notify a supervisor, whom shall respond to photograph the collision and any injuries and/or property damage that has occurred. The RPIC shall be responsible for completing a TPD 41 to the UAS supervisor describing the incident and damage. If the collision results in less than $500 in damage, or the only damage is to the UAS, a TPD 41 shall be completed by the RPIC and notification to the UAS supervisor shall be made. In either case, the UAS supervisor shall conduct a review of the collision and determine if the collision could have been prevented through maintenance, training, etc., and ensure all necessary paperwork has been submitted.

608.7 SYSTEM REQUIREMENTS AND MAINTENANCE

SYSTEM REQUIREMENTS

Only UAS approved by the UAS supervisor or UAS Commander should be deployed during department UAS missions.

MAINTENANCE

The UAS shall be inspected on a regular basis and maintained regularly per the user manual. Only properly trained officers shall complete any repairs or perform maintenance on the UAS.

608.8 TRAINING

All members within the unit that will act as a PMC or RPIC, shall be trained and maintain proficiency in their operator / observer abilities. Each RPIC shall be certified as an operator in accordance with current FAA requirements and standards. The RPIC will stay proficient in the job function by participating in monthly scheduled department training sessions. During these training sessions the RPIC will be required to fly a qualification course with a passing score. This qualification course will include skills, obstacles, and utilizing the UAS in a manner consistent with law enforcement deployments. A RPIC who does not have any documented training or flight time within a span of 90 days (due to vacation, court appearance, etc) will have to show proficiency prior to any deployment and the supervisor may suspend his / her duties as flight crew / RPIC until the officer has had updated training and completed a qualification course. The RPIC can also utilize a simulator program (if available and with approval) to stay proficient if there are scheduling issues or a lack of fight training due to weather.

608.9 IMAGE RETENTION

With the exception of training and demonstration purposes, officers should record UAS missions using the on-board UAS camera(s) involving threshold incidents and / or incidents where the images may contain evidentiary value. The recording shall be downloaded under the related DR number in Spillman and retained in accordance with the Records Retention Schedule.

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608.10 DOCUMENTATION

All flights involving police activity (excluding demonstrations, training, and inspections) shall be documented by the RPIC, or an involved officer, on a UAS Utilization Report in Spillman. The documentation shall, at minimum, include:

(a) Reason for the flight

(b) Name of approving supervisor

(c) Any additional relevant information to the mission

608.11 STATISTICS

Monthly statistics will be submitted by the UAS Sergeant to the UAS Commander for review each month. These reports should include:

(a) Number of flights

(b) Personnel involved

(c) The number of deployments with a description of significant deployments

(d) Total number of hours flown

(e) Total number of SGI requests utilized

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Chapter 7 - Equipment

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Department Owned and Personal Property

700.1 PURPOSE AND SCOPE

Department employees are expected to properly care for department property assigned or entrusted to them. Employees may also suffer occasional loss or damage to personal or department property while performing their assigned duty. Certain procedures are required depending on the loss and ownership of the item.

700.2 CARE OF DEPARTMENT PROPERTY

Employees shall be responsible for the safekeeping, serviceable condition, proper care, use and replacement of department property assigned or entrusted to them. An employee's intentional or negligent abuse or misuse of department property may lead to discipline including, but not limited to the cost of repair or replacement.

(a) Employees shall promptly report through their chain of command, any loss, damage to, or unserviceable condition of any department issued property or equipment assigned for their use.

(b) The use of damaged or unserviceable department property should be discontinued as soon as practical and replaced with comparable Department property as soon as available and following notice to a supervisor.

(c) Except when otherwise directed by competent authority or required by exigent circumstances, department property shall only be used by those to whom it was assigned. Use should be limited to official purposes and in the capacity for which it was designed.

(d) Department property shall not be thrown away, sold, traded, donated, destroyed, or otherwise disposed of without proper authority.

(e) In the event that any Department property becomes damaged or unserviceable, no employee shall attempt to repair the property without prior approval of a supervisor.

700.3 FILING CLAIMS FOR PERSONAL PROPERTY

Claims for reimbursement for damage or loss of personal property must be made on the Special Demand for Reimbursement of Damaged Uniform and/or Equipment form (TPD 39). This form is submitted to the employee's immediate supervisor. The supervisor may require a separate written report of the loss or damage.

The supervisor shall direct the TPD 39 to the appropriate Division Commander, which shall include the results of his/her investigation and whether the employee followed proper procedures. The supervisor's report shall address whether reasonable care was taken to prevent the loss or damage.

Upon review by staff and a finding that no misconduct or negligence was involved, repair or replacement may be recommended by the Chief of Police who will then forward the claim to the Finance Department.

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The Department will not replace or repair luxurious or overly expensive items (jewelry, exotic equipment, etc.) that are not reasonably required as a part of work.

(See attachment: 700- Attachment - Damaged Uniform or Equipment Request Instructions 121317.pdf)

(See attachment: Special Demand for Reimbursement of Damaged Uniform Equipment.pdf)

700.3.1 REPORTING REQUIREMENT
A verbal report shall be made to the employee's immediate supervisor as soon as circumstances permit.

A written report shall be submitted before the employee goes off duty or within the time frame directed by the supervisor to whom the verbal report is made.

700.4 LOSS OR DAMAGE OF PROPERTY OF ANOTHER
Officers and other employees intentionally or unintentionally may cause damage to the real or personal property of another while performing their duties. Any employee who damages or causes to be damaged any real or personal property of another while performing any law enforcement functions, regardless of jurisdiction, shall report it as provided below.

(a) A verbal report shall be made to the employee's immediate supervisor as soon as circumstances permit.

(b) A written report (arrest report, incident report or TPD 41) shall be submitted before the employee goes off duty or within the time frame directed by the supervisor to whom the verbal report is made.

(c) Photographs of the damage shall be uploaded to Spillman.

(d) If possible, an incident number and the Claim for Damages form should be left with the property owner.

(See attachment: COT_Claim_for_Damages_Form_Fillable.pdf)

700.4.1 DAMAGE BY PERSON OF ANOTHER AGENCY
If employees of another jurisdiction cause damage to real or personal property belonging to the City, it shall be the responsibility of the employee present or the employee responsible for the property to make a verbal report to his/her immediate supervisor as soon as circumstances permit. The employee shall submit a written report before going off duty or as otherwise directed by the supervisor.

These written reports, accompanied by the supervisor's written report, shall promptly be forwarded to the appropriate Division Commander.

700.5 EQUIPMENT BUY BACK
At time of separation, employees may buy back certain pieces of equipment from the Department. If the employee wishes to buy back a piece of equipment, he/she shall indicate that desire to the person receiving the equipment and that desire shall be recorded on the Personal Equipment

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Receipt (TPD 29). The Personnel Division shall compute the proper price for each item of equipment and complete the transaction.

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Personal Communication Devices

701.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the use of mobile telephones and communication devices, whether issued or funded by the Department or personally owned, while on-duty or when used for authorized work-related purposes.

This policy generically refers to all such devices as Personal Communication Devices (PCDs) but is intended to include all mobile telephones, personal digital assistants (PDAs), wireless capable tablets and similar wireless two-way communications and/or portable Internet access devices. PCD use includes, but is not limited to, placing and receiving calls, text messaging, blogging and microblogging, emailing, using video or camera features, playing games and accessing sites or services on the Internet.

701.2 POLICY

The Torrance Police Department allows members to utilize department-issued or funded PCDs and to possess personally owned PCDs in the workplace, subject to certain limitations. Any PCD used while on-duty, or used off-duty in any manner reasonably related to the business of the Department, will be subject to monitoring and inspection consistent with the standards set forth in this policy.

The inappropriate use of a PCD while on-duty may impair officer safety. Additionally, members are advised and cautioned that the use of a personally owned PCD either on-duty or after duty hours for business-related purposes may subject the member and the member's PCD records to civil or criminal discovery or disclosure under applicable public records laws.

Members who have questions regarding the application of this policy or the guidelines contained herein are encouraged to seek clarification from supervisory personnel.

701.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to any communication accessed, transmitted, received or reviewed on any PCD issued or funded by the Department and shall have no expectation of privacy in their location should the device be equipped with location detection capabilities (see the Information Technology Use Policy for additional guidance).

701.3.1 CALIFORNIA ELECTRONIC COMMUNICATIONS PRIVACY ACT (CALECPA)

No member is authorized to be the sole possessor of a department-issued PCD. Department-issued PCDs can be retrieved, reassigned, accessed or used by any member as directed by a supervisor without notice. Member use of a department-issued PCD and use of a personal PCD for work-related business constitutes specific consent for access for department purposes. Prior to conducting an administrative search of a PCD, supervisors should consult legal counsel to ensure access is consistent with CalECPA (Penal Code § 1546; Penal Code § 1546.1).

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701.4 DEPARTMENT-ISSUED PCD

Depending on a member's assignment and the needs of the position, the Department may, at its discretion, issue or fund a PCD. Department-issued or funded PCDs are provided as a convenience to facilitate on-duty performance only. Such devices and the associated telephone number shall remain the sole property of the Department and shall be subject to inspection or monitoring (including all related records and content) at any time without notice and without cause.

701.5 PERSONALLY OWNED PCD

Members may carry a personally owned PCD while on-duty, subject to the following conditions and limitations:

(a) Permission to carry a personally owned PCD may be revoked if it is used contrary to provisions of this policy.

(b) The Department accepts no responsibility for loss of or damage to a personally owned PCD.

(c) The PCD and any associated services shall be purchased, used and maintained solely at the member's expense.

(d) The device should not be used for work-related purposes except in exigent circumstances (e.g., unavailability of radio communications). Members will have a reduced expectation of privacy when using a personally owned PCD in the workplace and have no expectation of privacy with regard to any department business-related communication.

(e) The device shall not be utilized to record or disclose any business-related information, including photographs, video or the recording or transmittal of any information or material obtained or made accessible as a result of employment with the Department, without the express authorization of the Chief of Police or the authorized designee.

(f) Use of a personally owned PCD while at work or for work-related business constitutes consent for the Department to access the PCD to inspect and copy data to meet the needs of the Department, which may include litigation, public records retention and release obligations and internal investigations. If the PCD is carried on-duty, members will provide the Department with the telephone number of the device.

(g) All work-related documents, emails, photographs, recordings or other public records created or received on a member's personally owned PCD should be downloaded to Spillman and deleted from the member's PCD as soon as reasonably practicable but no later than the end of the member's shift.

Except with prior express authorization from their supervisor, members are not obligated or required to carry, access, monitor or respond to electronic communications using a personally owned PCD while off-duty. If a member is in an authorized status that allows for appropriate compensation consistent with policy or existing memorandum of understanding or collective bargaining agreements, or if the member has prior express authorization from his/her supervisor, the member may engage in business-related communications. Should members engage in such approved off-duty communications or work, members entitled to compensation shall promptly

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document the time worked and communicate the information to their supervisors to ensure appropriate compensation. Members who independently document off-duty department-related business activities in any manner shall promptly provide the Department with a copy of such records to ensure accurate record keeping.

701.6 USE OF PCD

The following protocols shall apply to all PCDs that are carried while on-duty or used to conduct department business:

(a) A PCD shall not be carried in a manner that allows it to be visible while in uniform.

(b) All PCDs in the workplace shall be set to silent or vibrate mode.

(c) A PCD may not be used to conduct personal business while on-duty, except for brief personal communications (e.g., informing family of extended hours). Members shall endeavor to limit their use of PCDs to authorized break times, unless an emergency exists.

(d) Members may use a PCD to communicate with other personnel in situations where the use of radio communications is either impracticable or not feasible. PCDs should not be used as a substitute for, as a way to avoid, or in lieu of regular radio communications.

(e) Members are prohibited from taking pictures, audio or video recordings or making copies of any such picture or recording media unless it is directly related to official department business. Disclosure of any such information to any third party through any means, without the express authorization of the Chief of Police or the authorized designee, may result in discipline.

(f) Using PCDs to harass, threaten, coerce or otherwise engage in inappropriate conduct with any third party is prohibited. Any member having knowledge of such conduct shall promptly notify a supervisor.

701.7 SUPERVISOR RESPONSIBILITIES

The responsibilities of supervisors include, but are not limited to:

(a) Ensuring that members under their command are provided appropriate training on the use of PCDs consistent with this policy.

(b) Monitoring, to the extent practicable, PCD use in the workplace and taking prompt corrective action if a member is observed or reported to be improperly using a PCD.

1. An investigation into improper conduct should be promptly initiated when circumstances warrant.

701.8 OFFICIAL USE

Members are reminded that PCDs are not secure devices and conversations may be intercepted or overheard. Caution should be exercised while utilizing PCDs to ensure that sensitive information is not inadvertently transmitted. As soon as reasonably possible, members shall conduct sensitive or private communications on a land-based or other department communications network.

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701.9 USE WHILE DRIVING

The use of a PCD while driving can adversely affect safety, cause unnecessary distractions and present a negative image to the public. Officers operating emergency vehicles should restrict the use of these devices to matters of an urgent nature and should, where practicable, stop the vehicle at an appropriate location to use the PCD.

Members who are operating department vehicles that are not authorized emergency vehicles shall not use a PCD while driving unless the device is specifically designed and configured to allow hands-free use. In an emergency, a wireless phone may be used to place an emergency call to the Department or other emergency services agency (Vehicle Code § 23123; Vehicle Code § 23123.5). Hands-free use should be restricted to business-related calls or calls of an urgent nature.

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Vehicle Maintenance

702.1 PURPOSE AND SCOPE

Employees are responsible for assisting in maintaining Department vehicles so that they are properly equipped, properly maintained, properly refueled and present a clean appearance.

702.2 DEFECTIVE VEHICLES

When a department vehicle becomes inoperative or in need of repair that affects the safety of the vehicle, that vehicle shall be removed from service for repair. Proper documentation shall be promptly completed by the employee who first becomes aware of the defective condition, describing the correction needed. The "Work Request" form shall be promptly forwarded to the Services Division for repair.

702.2.1 DAMAGE OR POOR PERFORMANCE

Vehicles that may have been damaged, or perform poorly shall be removed from service for inspections and repairs as soon as practicable. A TPD 41 shall be completed by the employee and forwarded to their supervisor. The supervisor will forward the TPD 41 to the Motor Transport Service Officer. Division Commanders shall cause all vehicles in their divisions to be maintained in accordance with the established vehicle maintenance schedule.

702.2.2 SEVERE USE

Vehicles operated under severe-use conditions, which include operations for which the vehicle is not designed, should be removed from service as soon as practicable. Such conditions may include rough roadway or off-road driving, hard or extended braking, pursuits or prolonged high-speed operation.

702.2.3 REMOVAL OF WEAPONS

All firearms, weapons and control devices shall be removed from a vehicle and properly secured in the department armory prior to the vehicle being released for maintenance, service or repair.

702.3 VEHICLE EQUIPMENT

Certain items shall be maintained in all department vehicles for emergency purposes and to perform routine duties.

702.3.1 PATROL VEHICLES

Officers shall inspect the patrol vehicle at the beginning of the shift and ensure that the following equipment, at a minimum, is present in the vehicle:

- AEDs as assigned
- Emergency road flares
- Disposable hand wipes

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- 1 Roll Crime Scene Barricade Tape
- Fire Extinguisher NOTE: If the fire extinguisher is missing or needs to be recharged, the Motor Transport Service Officer shall be notified.
- 1 Blanket

702.4 VEHICLE REFUELING

Absent emergency conditions or supervisor approval, officers driving patrol vehicles should not place a vehicle in service that has less than one-quarter tank of fuel. Vehicles should only be refueled at the authorized location with the appropriate authorized fuel code.

702.5 WASHING OF VEHICLES

All units shall be kept clean at all times and weather conditions permitting, shall be washed as necessary to enhance their appearance.

Officers in patrol shall obtain clearance from the dispatcher before responding to the car wash. Only one marked unit should be at the car wash at the same time unless otherwise approved by a supervisor.

Employees using a vehicle shall remove any trash or debris at the end of their shift. Confidential material should be placed in a designated receptacle provided for the shredding of this matter.

702.6 CIVILIAN EMPLOYEE USE

Civilian employees using marked vehicles shall ensure all weapons are removed from vehicles before going into service. Civilian employees shall also prominently display the “out of service” placards at all times. Civilian employees shall not operate the emergency lights or siren of any vehicle unless expressly authorized by a supervisor.

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Vehicle Use

703.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a system of accountability to ensure department vehicles are used appropriately. This policy provides guidelines for on and off-duty use of department vehicles and shall not be construed to create or imply any contractual obligation by the City of Torrance to provide assigned take-home vehicles.

703.2 POLICY

The Torrance Police Department provides vehicles for department-related business and may assign patrol and unmarked vehicles based on a determination of operational efficiency, economic impact to the Department, requirements for tactical deployments and other considerations.

703.3 USE OF VEHICLES

703.3.1 SHIFT ASSIGNED VEHICLES

The Watch Commander shall ensure a copy of the shift assignment roster indicating member assignments and vehicle numbers is completed for each shift and retained in accordance with the established records retention schedule. If a member exchanges vehicles during his/her shift, the new vehicle number shall be documented on the roster.

703.3.2 OTHER USE OF VEHICLES

Members utilizing a vehicle for any purpose other than their normally assigned duties or normal vehicle assignment (e.g., transportation to training, community event) shall first notify the Watch Commander. A notation will be made on the shift assignment roster indicating the member's name and vehicle number.

This subsection does not apply to those who are assigned to vehicle transportation duties to and from the maintenance yard or carwash.

703.3.3 INSPECTIONS

Members shall be responsible for inspecting the interior and exterior of any assigned vehicle before taking the vehicle into service and at the conclusion of their shifts.

Any previously unreported damage, mechanical problems, unauthorized contents or other problems with the vehicle shall be promptly reported to a supervisor and documented as appropriate.

The interior of any vehicle that has been used to transport any person other than a member of this department should be inspected prior to placing another person in the vehicle and again after the person is removed. This is to ensure that unauthorized or personal items have not been left in the vehicle.

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When transporting any suspect, prisoner or arrestee, the transporting member shall search all areas of the vehicle that are accessible by the person before and after that person is transported.

All vehicles are subject to inspection and/or search at any time by a supervisor without notice and without cause. No member assigned to or operating such vehicle shall be entitled to any expectation of privacy with respect to the vehicle or its contents.

703.3.4 SECURITY AND UNATTENDED VEHICLES

Unattended vehicles should be locked and secured at all times. No key should be left in the vehicle except when it is necessary that the vehicle be left running (e.g., continued activation of emergency lights, canine safety, equipment charging). Officers who exit a vehicle rapidly in an emergency situation or to engage in a foot pursuit must carefully balance the need to exit the vehicle quickly with the need to secure the vehicle.

Members shall ensure all weapons are secured while the vehicle is unattended.

703.3.5 MDC

Members assigned to vehicles equipped with a Mobile Digital Computer (MDC) shall log onto the MDC with the required information when going on-duty. If the vehicle is not equipped with a working MDC, the member shall notify Communications. Use of the MDC is governed by the Mobile Digital Computer Use Policy.

703.3.6 AUTOMATED VEHICLE LOCATION SYSTEM (AVL)

Patrol and other vehicles, at the discretion of the Chief of Police, may be equipped with a system designed to track the vehicle’s location. While the system may provide vehicle location and other information, members are not relieved of their responsibility to use required communication practices to report their location and status.

Members shall not make any unauthorized modifications to the system. At the start of each shift, members shall verify that the system is on and report any malfunctions to their supervisor. If the member finds that the system is not functioning properly at any time during the shift, he/she should exchange the vehicle for one with a working system, if available.

Access to historical data may be reviewed by a supervisor following a complaint, for discovery requests, as evidence for a criminal investigation or in administrative investigations.

703.3.7 KEYS

Members approved to operate marked patrol vehicles should be issued a copy of the key as part of their initial equipment distribution. Members who are assigned a specific vehicle should be issued keys for that vehicle.

Members shall not duplicate keys. The loss of a key shall be promptly reported in writing through the member’s chain of command.

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703.3.8 AUTHORIZED PASSENGERS

Members operating department vehicles shall not permit persons other than City personnel or persons required to be conveyed in the performance of duty, or as otherwise authorized, to ride as passengers in the vehicle, except as stated in the Ride-Along Policy.

When private persons who are not in custody are transported in a marked police vehicle, the officer shall notify Communications Section of the:

(a) Sex and status (adult or juvenile) of each person being transported.

(b) Reason the person is being transported.

(c) Location of the pickup and destination points.

(d) Odometer reading at the pickup and destination points.

703.3.9 ALCOHOL

Members who have consumed alcohol are prohibited from operating any department vehicle unless it is required by the duty assignment (e.g., task force, undercover work). Regardless of assignment, members may not violate state law regarding vehicle operation while intoxicated.

703.3.10 PARKING

Except when responding to an emergency or when urgent department-related business requires otherwise, members operating department vehicles should obey all parking regulations at all times.

Department vehicles should be parked in assigned stalls. Members shall not park privately owned vehicles in stalls assigned to department vehicles or in other areas of the parking lot that are not so designated unless authorized by a supervisor. Privately owned motorcycles shall be parked in designated areas.

703.3.11 ACCESSORIES AND/OR MODIFICATIONS

There shall be no modifications, additions or removal of any equipment or accessories without written permission from the assigned vehicle program manager.

703.3.12 CIVILIAN MEMBER USE

Civilian members using marked emergency vehicles shall ensure that all weapons have been removed before going into service. Civilian members shall prominently display the "out of service" placards. Civilian members shall not operate the emergency lights or siren of any vehicle unless expressly authorized by a supervisor.

703.4 INDIVIDUAL MEMBER ASSIGNMENT TO VEHICLES

Department vehicles may be assigned to individual members at the discretion of the Chief of Police. Vehicles may be assigned for on-duty and/or take-home use. Assigned vehicles may be changed at any time. Permission to take home a vehicle may be withdrawn at any time.

The assignment of vehicles may be suspended when the member is unable to perform his/her regular assignment.

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703.4.1 ON-DUTY USE

Vehicle assignments shall be based on the nature of the member's duties, job description and essential functions, and employment or appointment status. Vehicles may be reassigned or utilized by other department members at the discretion of the Chief of Police or the authorized designee.

703.4.2 UNSCHEDULED TAKE-HOME USE

Circumstances may arise where department vehicles must be used by members to commute to and from a work assignment. Members may take home department vehicles only with prior approval of a supervisor and shall meet the following criteria:

(a) The circumstances are unplanned and were created by the needs of the department.

(b) Other reasonable transportation options are not available.

(c) Off-street parking will be available at the member's residence.

(d) Vehicles will be locked when not attended.

(e) All firearms, weapons and control devices will be removed from the interior of the vehicle and properly secured in the residence when the vehicle is not attended, unless the vehicle is parked in a locked garage.

703.4.3 TAKE HOME VEHICLES

Assignment of take-home vehicles shall be based on the location of the member's residence, the nature of the member's duties, job description and essential functions, and employment or appointment status. The following take-home vehicle mileage limits are in effect for those authorized to drive Department vehicles to their residences. The mileage is from the City boundary to the front door of the employee's residence.

(a) 30 miles: Motor Officers and Motor Sergeants.

(b) 50 miles: Detective Division Commander, Special Investigations Division Commander, Crimes Persons Sergeant, Call-out Investigators, Special Investigations Detectives, and K-9 Officers.

Members who reside outside the City of Torrance may be required to secure the vehicle at a designated location or the Department at the discretion of the Chief of Police.

Members are cautioned that under federal and local tax rules, personal use of a City vehicle may create an income tax liability for the member. Questions regarding tax rules should be directed to the member's tax adviser.

Criteria for use of take-home vehicles include the following:

(a) Vehicles shall only be used for work-related purposes and shall not be used for personal errands or transports, unless special circumstances exist and the Chief of Police or a Division Commander gives authorization.

(b) Vehicles may be used to transport the member to and from the member's residence for work-related purposes.

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(c) Vehicles will not be used when off-duty except:

1. In circumstances when a member has been placed on call by the Chief of Police or Division Commanders and there is a high probability that the member will be called back to duty.
2. When the member is performing a work-related function during what normally would be an off-duty period, including vehicle maintenance or traveling to or from a work-related activity or function.
3. When the member has received permission from the Chief of Police or Division Commanders.
4. When the vehicle is being used by on-call investigators.

(d) While operating the vehicle, authorized members will carry and have accessible their duty firearms and be prepared to perform any function they would be expected to perform while on-duty.

(e) The two-way communications radio, MDC and global positioning satellite device, if equipped, must be on and set to an audible volume when the vehicle is in operation.

(f) Unattended vehicles are to be locked and secured at all times.

1. No key should be left in the vehicle except when it is necessary that the vehicle be left running (e.g., continued activation of emergency lights, canine safety, equipment charging).
2. All weapons shall be secured while the vehicle is unattended.
3. All department identification, portable radios and equipment should be secured.

(g) Vehicles are to be parked off-street at the member's residence unless prior arrangements have been made with the Chief of Police or the authorized designee. If the vehicle is not secured inside a locked garage, all firearms and kinetic impact weapons shall be removed and properly secured in the residence (see the Firearms Policy regarding safe storage of firearms at home).

(h) Vehicles are to be secured at the member's residence or the appropriate department facility, at the discretion of the Department when a member will be away (e.g., on vacation) for periods exceeding one week.

1. If the vehicle remains at the residence of the member, the Department shall have access to the vehicle.
2. If the member is unable to provide access to the vehicle, it shall be parked at the Department.

(i) The member is responsible for the care and maintenance of the vehicle.

703.4.4 ENFORCEMENT ACTIONS

When driving a take-home vehicle to and from work outside of the jurisdiction of the Torrance Police Department or while off-duty, an officer shall not initiate enforcement actions except in those circumstances where a potential threat to life or serious property damage exists (see the Off-Duty Law Enforcement Actions and Law Enforcement Authority policies).

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Officers may render public assistance when it is deemed prudent (e.g., to a stranded motorist).

Officers driving take-home vehicles shall be armed, appropriately attired and carry their department-issued identification. Officers should also ensure that department radio communication capabilities are maintained to the extent feasible.

703.4.5 MAINTENANCE

Members are responsible for the cleanliness (exterior and interior) and overall maintenance of their assigned vehicles. Failure to adhere to these requirements may result in discipline and loss of vehicle assignment. The following should be performed as outlined below:

(a) Members shall make daily inspections of their assigned vehicles for service/ maintenance requirements and damage.

(b) It is the member's responsibility to ensure that his/her assigned vehicle is maintained according to the established service and maintenance schedule.

(c) All scheduled vehicle maintenance and car washes shall be performed as necessary at a facility approved by the department supervisor in charge of vehicle maintenance.

(d) The Department shall be notified of problems with the vehicle and approve any major repairs before they are performed.

(e) When leaving the vehicle at the maintenance facility, the member will complete a vehicle repair card explaining the service or repair, and leave it on the seat or dash.

(f) All weapons shall be removed from any vehicle left for maintenance.

(g) Supervisors should make, at a minimum, monthly inspections of vehicles assigned to members under their command to ensure the vehicles are being maintained in accordance with this policy.

703.5 UNMARKED VEHICLES

Vehicles are assigned to various divisions and their use is restricted to the respective division and the assigned member, unless otherwise approved by a division supervisor.

703.6 DAMAGE, ABUSE AND MISUSE

When any department vehicle is involved in a traffic collision or otherwise incurs damage, the involved member shall promptly notify a supervisor. Any traffic collision report shall be filed with the agency having jurisdiction (see the Traffic Collision Reporting Policy).

Damage to any department vehicle that was not caused by a traffic collision shall be immediately reported during the shift in which the damage was discovered, documented in a TPD41 and forwarded to his/her immediate supervisor. When appropriate, an administrative investigation should be initiated to determine if there has been any vehicle abuse or misuse.

703.7 TOLL ROAD USAGE

Law enforcement vehicles are not routinely exempted from incurring toll road charges.

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To avoid unnecessary toll road charges, all members operating department vehicles on a toll road shall adhere to the following:

(a) Members operating department vehicles for any reason other than in response to an emergency shall pay the appropriate toll charge or utilize the appropriate toll way transponder. Members may submit a request for reimbursement from the City for any toll fees incurred in the course of official business.

(b) Members passing through a toll plaza or booth during a response to an emergency shall notify, in writing, the appropriate Division Commander within five working days explaining the circumstances.

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Cash Handling, Security and Management

704.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure department members handle cash appropriately in the performance of their duties.

This policy does not address cash-handling issues specific to the Property and Evidence and Informants policies.

704.2 POLICY

It is the policy of the Torrance Police Department to properly handle and document cash transactions and to maintain accurate records of cash transactions in order to protect the integrity of department operations and ensure the public trust.

704.3 PETTY CASH FUNDS

The Chief of Police shall designate a person as the department custodian responsible for maintaining and managing the petty cash fund.

Each petty cash fund requires the creation and maintenance of an accurate and current transaction ledger and the filing of invoices, receipts, cash transfer forms and expense reports by the fund manager.

For additional information, please refer to the City of Torrance: Chapter 22 Policy – Petty Cash and Chapter 122 Procedure – Petty Cash.

704.4 PETTY CASH TRANSACTIONS

The fund manager shall document all transactions on the ledger and any other appropriate forms. Each person participating in the transaction shall sign or otherwise validate the ledger, attesting to the accuracy of the entry. Transactions should include the filing of an appropriate receipt, invoice or cash transfer form. Transactions that are not documented by a receipt, invoice or cash transfer form require an expense report.

704.5 ROUTINE CASH HANDLING

Those who handle cash as part of their supervisory duties in the Property or Special Investigations Divisions shall discharge those duties in accordance with the Property and Evidence and Informants policies.

Members who routinely accept payment for department services shall discharge those duties in accordance with the procedures established for those tasks.

704.6 OTHER CASH HANDLING

Members of the Department who, within the course of their duties, are in possession of cash that is not their property or that is outside their defined cash-handling responsibilities shall, as soon as

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practicable, verify the amount, summon another member to verify their accounting, and process the cash for safekeeping or as evidence or found property, in accordance with the Property and Evidence Policy.

Cash in excess of $1,000 requires immediate notification of a supervisor, special handling, verification and accounting by the supervisor. Each member involved in this process shall complete an appropriate report or record entry.

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Personal Protective Equipment

705.1 PURPOSE AND SCOPE

This policy identifies the different types of personal protective equipment (PPE) provided by the Department as well the requirements and guidelines for the use of PPE.

This policy does not address ballistic vests or protection from communicable disease, as those issues are addressed in the Body Armor and Communicable Diseases policies.

705.1.1 DEFINITIONS

Definitions related to this policy include:

Personal protective equipment (PPE) - Equipment that protects a person from serious workplace injuries or illnesses resulting from contact with chemical, radiological, physical, electrical, mechanical or other workplace hazards.

Respiratory PPE - Any device that is worn by the user to protect from exposure to atmospheres where there is smoke, low levels of oxygen, high levels of carbon monoxide, or the presence of toxic gases or other respiratory hazards. For purposes of this policy, respiratory PPE does not include particulate-filtering masks such as N95 or N100 masks.

705.2 POLICY

The Torrance Police Department endeavors to protect members by supplying certain PPE to members as provided in this policy.

705.3 OFFICER RESPONSIBILITIES

Members are required to use PPE as provided in this policy and pursuant to their training.

Members are responsible for proper maintenance and storage of issued PPE. PPE should be stored in an appropriate location so that it is available when needed.

Any member who identifies hazards in the workplace is encouraged to utilize the procedures in the Illness and Injury Prevention Policy to recommend new or improved PPE or additional needs for PPE.

705.4 HEARING PROTECTION

Approved hearing protection shall be used by members during firearms training.

Hearing protection shall meet or exceed the requirements provided in 8 CCR 5098.

705.5 EYE PROTECTION

Approved eye protection shall be used by members during firearms training.

The Rangemaster shall ensure eye protection meets or exceeds the requirements provided in 8 CCR 3382.

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705.6 HEAD PROTECTION

Members who make arrests or control crowds should be provided ballistic head protection with an attachable face shield.

705.7 RESPIRATORY PROTECTION

The Research & Training Division is responsible for ensuring a respiratory protection plan is developed and maintained by a trained and qualified member. The plan shall include procedures for (8 CCR 5144):

(a) Selecting appropriate respiratory PPE based on hazards and risks associated with functions or positions.

(b) Fit testing, including identification of members or contractors qualified to conduct fit testing.

(c) Medical evaluations (Personnel Division Commander).

(d) PPE inventory control.

(e) PPE issuance and replacement.

(f) Cleaning, disinfecting, storing, inspecting, repairing, discarding and otherwise maintaining respiratory PPE, including schedules for these activities.

(g) Regularly reviewing the PPE plan.

(h) Remaining current with applicable National Institute for Occupational Safety and Health (NIOSH), American National Standards Institute (ANSI), Occupational Safety and Health Administration (OSHA), Environmental Protective Agency (EPA) and state PPE standards and guidelines.

705.7.1 RESPIRATORY PROTECTION USE

Designated members may be issued respiratory PPE based on the member's assignment (e.g., a narcotics investigator who is involved in clandestine lab investigations).

Respiratory PPE may be worn when authorized by a scene commander who will determine the type and level of protection appropriate at a scene based upon an evaluation of the hazards present.

Scene supervisors are responsible for monitoring members using respiratory PPE and their degree of exposure or stress. When there is a change in work area conditions or when a member's degree of exposure or stress may affect respirator effectiveness, the scene commander shall reevaluate the continued effectiveness of the respirator and direct the member to leave the respirator use area when the scene commander reasonably believes (8 CCR 5144):

(a) It is necessary for the member to wash his/her face and the respirator facepiece to prevent eye or skin irritation associated with respirator use.

(b) The member detects vapor or gas breakthrough, or there is a change in breathing resistance or leakage of the facepiece.

(c) The member needs to replace the respirator, filter, cartridge or canister.

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705.7.2 MEMBER RESPONSIBILITIES FOR RESPIRATORY PROTECTION

Members shall not use full-face respirators or cartridge respirators unless they have completed training requirements for the equipment.

Members exposed to environments that are reasonably known to be harmful due to gases, smoke or vapors shall use respiratory PPE.

Members using respiratory PPE shall (8 CCR 5144):

(a) Ensure that they have no facial hair between the sealing surface of the facepiece and the face that could interfere with the seal or the valve function. Members also shall ensure that they have no other condition that will interfere with the face-to-facepiece seal or the valve function.

(b) Not wear corrective glasses, goggles or other PPE that interferes with the seal of the facepiece to the face, or that has not been previously tested for use with that respiratory equipment.

(c) Perform a user seal check per department-approved procedures recommended by the respirator manufacturer each time they put on a tight-fitting respirator.

(d) Leave a respiratory use area whenever they detect vapor or gas breakthrough, changes in breathing resistance or leakage of their facepiece and ensure that the respirator is replaced or repaired before returning to the affected area.

705.7.3 GAS MASK

Full-face air-purifying respirators, commonly referred to as gas masks, may be fitted with mechanical pre-filters or combination cartridge/filter assemblies for use in areas where gases, vapors, dusts, fumes or mists are present. Members must identify and use the correct cartridge based on the circumstances (8 CCR 5144).

A scene commander may order the use of gas masks in situations. These incidents may include areas where tear gas has or will be used or where a vegetation fire is burning. Gas masks shall not be used if there is a potential for an oxygen-deficient atmosphere.

Members shall ensure their gas mask filters are replaced whenever:

(a) They smell, taste or are irritated by a contaminant.

(b) They experience difficulty breathing due to filter loading.

(c) The cartridges or filters become wet.

(d) The expiration date on the cartridges or canisters has been reached.

705.7.4 RESPIRATOR FIT TESTING

No member shall be issued respiratory PPE until a proper fit testing has been completed by a designated member or contractor (8 CCR 5144).

After initial testing, fit testing for respiratory PPE shall be repeated (8 CCR 5144):

(a) At least once every 12 months.

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(b) Whenever there are changes in the type of facepiece used.

(c) Whenever there are significant physical changes in the user (e.g., obvious change in body weight, scarring of the face seal area, dental changes, cosmetic surgery or any other condition that may affect the fit of the facepiece seal).

All respirator fit testing shall be conducted in negative-pressure mode.

705.7.5 RESPIRATORY MEDICAL EVALUATION QUESTIONNAIRE
No member shall be issued respiratory protection that forms a complete seal around the face until (8 CCR 5144):

(a) The member has completed a medical evaluation that includes a medical evaluation questionnaire.

(b) A physician or other licensed health care professional has reviewed the questionnaire.

(c) The member has completed any physical examination recommended by the reviewing physician or health care professional.

705.8 RECORDS

The Research and Training Division Commander is responsible for maintaining records of all:

(a) PPE training.

(b) Initial fit testing for respiratory protection equipment (Human Resources).

(c) Annual fit testing (Human Resources).

(d) Respirator medical evaluation questionnaires and any subsequent physical examination results (Human Resources).

1. These records shall be maintained in a separate confidential medical file.

The records shall be maintained in accordance with the department records retention schedule and 8 CCR 5144.

705.9 TRAINING

Members should be trained in the respiratory and other hazards to which they may be potentially exposed during routine and emergency situations.

All members shall be trained in the proper use and maintenance of PPE issued to them, including when the use is appropriate; how to put on, remove and adjust PPE; how to care for the PPE; and the limitations (8 CCR 3380).

Members issued respiratory PPE shall attend annual training on the proper use of respiratory protection devices (8 CCR 5144).

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Chapter 8 - Support Services

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Communications

800.1 PURPOSE AND SCOPE

This policy establishes guidelines for the basic functions of Communications. It addresses the immediate information needs of the Department in the course of its normal daily activities and during emergencies.

800.2 POLICY

It is the policy of the Torrance Police Department to provide 24-hour telephone service to the public for information and for routine or emergency assistance. The Department provides two-way radio capability providing continuous communication between Communications and department members in the field.

800.3 COMMUNICATIONS SECURITY

The communications function is vital and central to all emergency service operations. The safety and security of Communications, its members and its equipment must be a high priority. Special security procedures should be established in a separate operations manual for Communications.

Access to Communications shall be limited to Communications members, the Watch Commander, command staff and department members with a specific business-related purpose.

800.4 RESPONSIBILITIES

800.4.1 COMMUNICATIONS DIVISION COMMANDER

The Communications Division Commander directly reports to the Support Services Bureau Commander or the authorized designee.

The responsibilities of the Communications Division Commander include, but are not limited to:

(a) Overseeing the efficient and effective operation of Communications in coordination with other supervisors.

(b) Scheduling and maintaining dispatcher time records.

(c) Supervising, training and evaluating dispatchers.

(d) Ensuring the radio and telephone recording system is operational.

1. Recordings shall be maintained in accordance with the established records retention schedule and as required by law.

(e) Processing requests for copies of Communications information for release.

(f) Maintaining Communications database systems.

(g) Maintaining and updating Communications procedures manual.

1. Procedures for specific types of crime reports may be necessary. For example, specific questions and instructions may be necessary when talking with a victim

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of a sexual assault to ensure that his/her health and safety needs are met, as well as steps that he/she may take to preserve evidence.

2. Ensuring dispatcher compliance with established policies and procedures.

(h) Handling internal and external inquiries regarding services provided and refering personnel complaints to the appropriate Division Commander, in accordance with the Personnel Complaints Policy.

(i) Maintaining a current contact list of City personnel to be notified in the event of a utility service emergency.

800.4.2 ADDITIONAL PROCEDURES

The Communications Division Commander should establish procedures for:

(a) Recording all telephone and radio communications and playback issues.

(b) Storage and retention of recordings.

(c) Security of audio recordings (e.g., passwords, limited access, authorized reviewers, preservation of recordings past normal retention standards).

(d) Availability of current information for dispatchers (e.g., Watch Commander contact, rosters, member tracking methods, member contact, maps, emergency providers, tactical dispatch plans).

(e) Assignment of field members and safety check intervals.

(f) Emergency Medical Dispatch (EMD) instructions.

(g) Field coordination of external services (e.g., fire suppression, ambulances, aircraft, tow trucks, taxis).

(h) Protection of essential equipment (e.g., surge protectors, gaseous fire suppression systems, uninterruptible power systems, generators).

(i) Protection of radio transmission lines, antennas and power sources for Communications (e.g., security cameras, fences).

(j) Handling misdirected, silent and hang-up calls.

(k) Handling private security alarms, if applicable.

(l) Radio interoperability issues.

800.4.3 PUBLIC SAFETY DISPATCHERS

Public Safety Dispatchers report to the Public Safety Dispatcher Supervisor. Police officers working in the Communications Division report to the Communications Sergeant.

The responsibilities of the public safety dispatchers and police officers include, but are not limited to:

(a) Receiving and handling all incoming and transmitted communications, including:

1. Emergency 9-1-1 lines.

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2. Business telephone lines.
3. Telecommunications Device for the Deaf (TDD)/Text Telephone (TTY) equipment.
4. Radio communications with department members in the field and support resources (e.g., fire department, emergency medical services (EMS), allied agency law enforcement units).
5. Other electronic sources of information (e.g., text messages, digital photographs, video).

(b) Documenting the field activities of department members and support resources (e.g., fire department, EMS, allied agency law enforcement units).

(c) Inquiry and entry of information through Communications, department and other law enforcement database systems (CLETS, DMV, NCIC).

(d) Maintaining the current status of members in the field, their locations and the nature of calls for service.

(e) Notifying the Officer in Charge (OIC), Watch Commander or field supervisor of emergency activity, including, but not limited to:

1. Vehicle pursuits.
2. Foot pursuits.
3. Assignment of emergency response.

800.5 CALL HANDLING

This Department provides members of the public with access to the 9-1-1 system for a single emergency telephone number.

When a call for services is received, the dispatcher and/or police officer will reasonably and quickly attempt to determine whether the call is an emergency or non-emergency, and shall quickly ascertain the call type, location and priority by asking four key questions:

- Where?
- What?
- When?
- Who?

If the dispatcher and/or police officer determines that the caller has a hearing and/or speech impairment or disability, he/she shall immediately initiate a connection with the individual via available TDD/TTY equipment or Telephone Relay Service (TRS), as mandated by the Americans with Disabilities Act (ADA).

If the dispatcher and/or police officer determines that the caller is a limited English proficiency (LEP) individual, the dispatcher and/or police officer should quickly determine whether sufficient information can be obtained to initiate an appropriate response. If language assistance is still

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needed, the language is known and a language-appropriate authorized interpreter is available in Communications, the dispatcher and/or police officer should immediately connect the LEP caller to the authorized interpreter.

If no authorized interpreter is available or the dispatcher and/or police officer is unable to identify the caller's language, the dispatcher and/or police officer will contact the contracted telephonic interpretation service and establish a three-party call connecting the dispatcher, the LEP individual and the interpreter.

Dispatchers and/or police officers should be courteous, patient and respectful when dealing with the public.

800.5.1 EMERGENCY CALLS

A call is considered an emergency when there is an immediate or potential threat to life or serious property damage, and the timely arrival of public safety assistance is of the utmost importance. A person reporting an emergency should not be placed on hold until the dispatcher and/or police officer has obtained all necessary information to ensure the safety of the responding department members and affected individuals.

Emergency calls should be dispatched immediately. The OIC shall be notified of pending emergency calls for service when department members are unavailable for dispatch.

a. ANSWERING 911 LINES. 911 lines shall be answered simply by stating "9-1-1 Emergency" followed by the title (i.e., Officer, Sergeant, Lieutenant) and name of the employee answering the phone. Complaint desk lines shall be answered simply by stating "Torrance Police" followed by the title (i.e., Officer, Sergeant, Lieutenant) and name of the employee answering the phone.

800.5.2 NON-EMERGENCY CALLS

A call is considered a non-emergency call when there is no immediate or potential threat to life or property. A person reporting a non-emergency may be placed on hold, if necessary, to allow the dispatcher and/or police officer to handle a higher priority or emergency call.

The reporting person should be advised if there will be a delay in the dispatcher and/or police officer returning to the telephone line or when there will be a delay in the response for service.

a. ANSWERING TELEPHONES, GENERALLY. Employees shall display courtesy, helpfulness, and professionalism when answering Department telephones and stating their title (i.e., Officer, Sergeant, Lieutenant) and name.

(See attachment: 801 - Attachment - Dispatch Procedure Manual.pdf)

800.6 RADIO COMMUNICATIONS

The police radio system is for official use only, to be used by dispatchers and/or police officers to communicate with department members in the field. All transmissions shall be professional and made in a calm, businesslike manner, using proper language and correct procedures. Such transmissions shall include, but are not limited to:

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(a) Members acknowledging the dispatcher with their radio identification call signs and current location.

(b) Dispatchers acknowledging and responding promptly to all radio transmissions.

(c) Members keeping the dispatcher and/or police officer advised of their status and location.

(d) Member and dispatcher acknowledgements shall be concise and without further comment unless additional information is needed.

The Communications Supervisor shall be notified of radio procedure violations or other causes for complaint. All complaints and violations will be investigated and reported to the complainant's supervisor and processed through the chain of command.

800.6.1 RADIO TERMINOLOGY AND CODES

a. CALL LETTERS. The following call letters shall be used by the Department's base radio station: WIK 591 PD 1 - PD 5.

b. PHONETIC ALPHABET. The following code words are used in local radio transmissions:

A Adam

B Boy

C Charles

D David

E Edward

F Frank

G George

H Henry

I Ida

J John

K King

L Lincoln

M Mary

N Nora

O Ocean

P Paul

Q Queen

R Robert

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S Sam

T Tom

U Union

V Victor

W William

X X-Ray

Y Young

Z Zebra

c. TEN-CODES AND PHRASES. The standard 900 and TEN-CODES and phrases are used in radio transmissions.

800.6.2 FEDERAL COMMUNICATIONS COMMISSION COMPLIANCE
Torrance Police Department radio operations shall be conducted in accordance with Federal Communications Commission (FCC) procedures and requirements.

800.6.3 RADIO IDENTIFICATION
Radio call signs are assigned to department members based on factors such as duty assignment, uniformed assignment and/or unit identification number. Dispatchers shall identify themselves on the radio with the appropriate station name or number, and identify the department member by his/her call sign. Members should use their call signs when initiating communication with the dispatcher. The use of the call sign allows for a brief pause so that the dispatcher can acknowledge the appropriate department member. Members initiating communication with other law enforcement or support agencies shall use their entire radio call sign, which includes the department station name or number.

800.6.4 RADIO TRANSMISSION

a. UNIT IDENTIFICATION. Unit designations shall be stated at the beginning of each transmission.

b. REPORTING ON DUTY. When reporting on duty, personnel shall report their unit number and "TEN-8."

c. REPORTING OUT OF SERVICE. When it is necessary for a unit to go out of service, for any reason except in response to an assignment given to them by Communications, the reason and the location shall be transmitted.

d. REPORTING OFF DUTY. When a unit goes off duty, the officer shall notify Communications on the air.

e. CLEAR FREQUENCY. Before transmitting a lengthy message, such as a report of a major crime, a unit shall contact Communications, request a clear frequency, and state the reason for the request. The Communications Operator shall advise all other units on the frequency

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to "Stand-By." Units advised to "Stand-By" shall not transmit unless their message is of equal or higher priority than the message being transmitted.

f. COMMUNICATION BETWEEN UNITS. All units, when talking with other units in the field, SHALL FIRST REQUEST AND BE GRANTED PERMISSION to do so from Communications. Exceptions to this procedure shall be in the following cases only:

1. Emergency situations.
2. Supervisory officers issuing directives or orders to field units.
3. Brief messages.

g. LEAVING ASSIGNED BEAT. Units shall inform Communications whenever it is necessary to leave their assigned beat or area.

h. CALL ACKNOWLEDGMENT. Units receiving a radio call shall acknowledge the call and give their location.

i. SPECIAL ASSIGNMENT. Officers requesting permission to be unavailable or leave their assigned area for a special assignment shall identify the supervisor who made the assignment, and the general location.

j. CALL NOTIFICATION TO FIELD SUPERVISOR. On all calls of a serious nature, the field supervisor shall advise the Communications Operator that he has copied the call. If he does not so advise, the Operator shall contact him and advise him of the situation and the location.

(See attachment: 801 - Attachment - Radio Codes.pdf)

800.6.5 CALL DESIGNATION
The Communications Division is responsible for coordinating any changes to call signs and notifying the Personnel Division and the Research and Training Division of changes.

(See attachment: 801 - Attachment - Call Sign Designation.pdf)

800.7 DOCUMENTATION
It shall be the responsibility of Communications to document all relevant information on calls for service or self-initiated activity. Dispatchers shall attempt to elicit, document and relay as much information as possible to enhance the safety of the member and assist in anticipating conditions that may be encountered at the scene. Desirable information would include, at a minimum:

- Incident number.
- Date and time of request.
- Name and address of the reporting person, if possible.
- Type of incident reported.
- Involvement of weapons, drugs and/or alcohol.
- Location of incident reported.

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- Identification of members assigned as primary and backup.
- Time of dispatch.
- Time of the responding member's arrival.
- Time of member's return to service.
- Disposition or status of reported incident.

800.8 CONFIDENTIALITY

Information that becomes available through Communications may be confidential or sensitive in nature. All members of Communications shall treat information that becomes known to them as confidential and release that information in accordance with the Protected Information Policy.

Automated data, such as Department of Motor Vehicle records, warrants, criminal history information, records of internal police files or medical information, shall only be made available to authorized law enforcement personnel. Prior to transmitting confidential information via the radio, an admonishment shall be made that confidential information is about to be broadcast.

800.9 TRAINING AND CERTIFICATION

Dispatchers shall receive training consistent with minimum standards established by POST (Penal Code § 13510).

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Property and Evidence

801.1 PURPOSE AND SCOPE

This policy provides for the proper collection, storage, and security of evidence and other property. Additionally, this policy provides for the protection of the chain of evidence and identifies those persons authorized to remove and/or destroy property.

801.2 DEFINITIONS

Property - Includes all items of evidence, items taken for safekeeping and found property.

Evidence - Includes items taken or recovered in the course of an investigation that may be used in the prosecution of a case. This includes photographs and latent fingerprints.

Safekeeping - Includes the following types of property:

- Property obtained by the Department for safekeeping such as a firearm
- Personal property of an arrestee not taken as evidence
- Property taken for safekeeping under authority of a law (e.g., Welfare and Institutions Code § 5150 (mentally ill persons))

Found property - Includes property found by an employee or citizen that has no apparent evidentiary value and where the owner cannot be readily identified or contacted.

801.3 PROPERTY HANDLING

Any employee who first comes into possession of any property shall retain such property in his/her possession until it is properly labeled and placed in the designated property bin or storage room along with the property form. Care shall be taken to maintain the chain of custody for all evidence. Property of evidentiary value shall be protected from contamination, alteration, destruction, damage, theft and loss. Officers taking custody of items of evidence that they do not know how to preserve shall request assistance from the Property Section, or from the Watch Commander.

Where ownership can be established as to found property with no apparent evidentiary value, such property may be released to the owner without the need for booking.

The Spillman Property Table must be completed to document the release of property not booked and the owner shall sign the form acknowledging receipt of the items.

801.3.1 PROPERTY BOOKING PROCEDURE

All property must be booked prior to the employee going off-duty unless otherwise approved by a supervisor. Employees booking property shall observe the following guidelines:

(a) Complete the Spillman Property Table describing each item of property separately, listing all serial numbers, owner’s name, finder's name, and other identifying information or markings.

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(b) Complete an evidence/property label and attach it to each package or envelope in which the property is stored.

(c) Spillman workflow shall be submitted with the case report. A copy shall be placed with the property in the temporary property bin or with the property if property is stored somewhere other than a property bin.

(d) When the property is too large to be placed in a bin, the item may be retained in the property room. If after hours, there must be a Property Room Call Out for property storage.

(e) An affidavit is to be completed and signed by any private person turning in found or saved items with a value of one hundred dollars or more.

(f) Re-booking: When property originally booked as Found Property or Safekeeping, is later connected with an arrest or crime report, the investigating officer shall reclassify the property in Spillman, and notify Property Room personnel to re-label the evidence.

(g) Upon completion and approval, the report shall be forwarded to the Records Division through Spillman workflow.

(h) The Property Room personnel have the right to refuse any property that is not properly booked, by notifying the employee booking the property and that person's supervisor. It is the responsibility of the employee's supervisor to ensure that the property is booked appropriately.

(See attachment: PROPERTY ATTACHMENT.pdf)

801.3.2 NARCOTICS AND DANGEROUS DRUGS - BOOKING

All narcotics and dangerous drugs shall be booked separately using a separate property record. Paraphernalia as defined by Health and Safety Code § 11364 shall also be booked separately.

The officer seizing the narcotics and dangerous drugs shall place them in the designated bin.

801.3.3 NARCOTICS AND DANGEROUS DRUGS - PACKAGING

Narcotics or narcotic paraphernalia shall be booked only in the green Narcotic Evidence Envelope with a Property Label attached. The Narcotic Envelope, with the form completed and the evidence inside, shall be placed in the evidence bin after a Property Report has been completed. When size will not permit evidence to be placed in this envelope, the evidence shall be wrapped, if possible, and the completed envelope shall be attached to the package. The booking officer shall initial the sealed envelope. Narcotics shall be identified and packaged as follows:

(a) Debris, such as loose bits of suspected evidence from a suspect's pockets, shall be placed in a bindle, a coin envelope or zip-lock pouch. The item shall be properly marked by the officer booking it and placed in the Narcotics Evidence Envelope.

(b) Marijuana cigarettes shall be numbered if more than one is booked. They shall be placed in a green Narcotics Evidence Envelope.

(c) Hypodermic needles and syringes shall be packaged in the department provided syringe container (clear plastic tube). When a hypodermic needle or syringe contains suspected narcotics, it shall be noted on the Property Report and the suspected

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narcotics shall be removed by the booking officer in accordance with Training Bulletin 18-10. See attachment: TB18-10 Loaded Syringes Training Bulletin.pdf

(d) The package in which the narcotic is enclosed shall be sealed with evidence tape. No other evidence shall be included in the sealed package of narcotics.

(e) Bulk Narcotics: Large seizures of narcotics create liability and storage issues that need immediate attention. In those cases, the investigating officer shall seek the prosecutor's approval and a court order permitting adequate sampling, photographing, weighing, and destruction of any material not necessary for legal proceedings.

(f) Immediate Destruction: Unless a valid court order dictates otherwise, narcotics shall not be held for reverses or other undercover investigations, and shall be destroyed at the earliest opportunity.

(g) PCP: Liquid PCP shall not be brought into the police facility. It shall be packaged and stored as follows:

1. Quantities of one quart or less shall be heat sealed into an appropriately sized clear Kapak bag. Kapak bags and heat sealers will be located in each of the Sergeant vehicles inside a hard case. All liquid PCP shall be packaged in the field prior to being moved to the Hazmat shed.The approved Hazmat shed is located on the loading dock outside of the Property Room. The Hazmat shed is marked with a yellow sign, "Flammable Liquid Storage Cabinet" and is secured with a pad lock. Quantities over one quart shall be handled by the Torrance Fire Department's Hazardous Materials Unit unless prior approval is granted from TPD Property personnel.

2. When quantities larger than one quart are located, prior to the disposition by the Torrance Fire Department's Hazardous Materials Unit, the investigating officer shall ensure that an LASD Criminalist is notified. The LASD Criminalist shall measure the amount seized, draw a sample sufficient enough to satisfy testing and evidence requirements as specified in H&S §11479.1 at the earliest possible time. Samples drawn from evidence shall be packaged in accordance with procedures; the field supervisor shall contact the L.A. County Fire Department's Hazardous Materials Unit, who shall properly dispose of the remainder. Officers at the scene shall obtain a receipt for all substances given to L.A. Fire Department custody.

3. Liquid PCP shall be stored only in the Hazmat shed described above. Access to the dangerous chemicals locker is limited to Property Room personnel and the Watch Commander.

(h) Fentanyl: Packaging and storage procedures mirror that of PCP. Refer to PCP procedures above.

801.3.4 FIREARMS AND AMMUNITION - BOOKING

All firearms, regardless of the circumstances under which they come into the Department's custody, shall be booked as evidence.

Firearms shall be packaged separately from all other property (including magazines, bullets, gun cases, etc.) and recorded in Spillman.

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(a) Mandatory fields listed on the report must be completed. Those fields include the item number, make, model, caliber, type, category, and document code.

(b) Booking officers shall run the serial numbers of all firearms and document their findings on the Property Report.

(c) When the firearm requires further evidence processing (e.g. latent prints, ballistics etc.) or when it is possibly contaminated with biological fluids, FIS shall be called out to take cusody of the firearm, whenever possible.

(d) Unloading: All firearms shall be unloaded as soon as reasonably possible and before being booked into property. When FIS Personnel or officers take an unfamiliar weapon into custody, they shall not attempt to unload it, but shall have it unloaded by Range Personnel as soon as possible.

(e) Discharged Bullets and Cartridges: All discharged bullets and cartridge cases booked into the custody of the Department shall be marked, properly wrapped, and properly booked into the Property Section, Services Division.

801.3.5 FIREARMS AND AMMUNITION - PACKAGING

When practicable, all firearms shall be rendered safe and unloaded with the chamber or cylinder empty and secured using a string or plastic pull tie. Firearms that may require additional forensic analysis shall be packaged in a box separately from other evidence and sealed with evidence tape prior to booking. A completed property label shall be attached to the outside of the evidence box to ensure safe handling and storage of the firearm. Upon receipt, property room personnel shall examine ALL firearms prior to storage and reseal the package with evidence tape.

(a) All forensic evidence should be preserved whenever practical and firearms should be processed by FIS personnel for evidence collection, whether DNA-related, fingerprint-related, or other form of evidentiary collection. The firearm box shall indicate clearly, “Hold for DNA” or “Hold for Prints.” A plastic pull tie shall be used to secure the firearm. Each discharged bullet, discharged cartridge case, or misfired cartridge which is submitted to the Crime Lab and/or subject to FIS evidence collection, shall be individually packaged in an evidence envelope and sealed with evidence tape.

(b) If ammunition is NOT to be submitted to the Crime Lab, it may be placed in a plain envelope.

801.3.6 SEIZURE OF FIREARMS

Officers shall also take custody of any firearms surrendered pursuant to the terms of a protective order. Firearms shall be booked as evidence in accordance with department policy.

801.3.7 EXPLOSIVES - BOOKING

All fixed ammunition and "blank" or saluting cartridges, up to but not including.50 caliber size, shall be booked as other property, except that the packaging will clearly identify the contents. Officers who encounter a suspected explosive device shall promptly notify their immediate supervisor or the Watch Commander. The bomb squad will be called to handle explosive-related incidents and will be responsible for the handling, storage, sampling and disposal of all suspected explosives.

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Explosives will not be retained in the police facility. Only fireworks that are considered stable and safe and road flares or similar signaling devices may be booked into property. All such items shall be stored in proper containers and in an area designated for the storage of flammable materials. If fireworks are confiscated in association with a crime, the officer shall also photograph and download the image into Spillman as an attachment. The Services Officer is responsible for coordinating with the Los Angeles Sherriff's Department for any fireworks or signaling devices that are not retained as evidence.

Note: The Torrance Fire Department no longer accepts or collects illegal fireworks.

801.3.8 MONEY - BOOKING

Except in bulk money cases, it shall be the responsibility of the officer first observing the money to count and record the amount. When practical, this will be done in the presence of the person from whom the money is taken. In all cases the counting will be completed in the presence of another officer.

The total amount taken into evidence shall be recorded on a Currency Account Slip (TPD 282) and a Property Report. A Currency Control Document (TPD 284) shall be filled out in cases where money is valued at $1,000 or more, and the count shall be verified in the presence of the supervisor signing the Currency Control Document. Additionally, when booking currency between $1,000 and $10,000 outside of regular Property Room hours, the currency shall be booked into the Jail Safe pending retrieval by the Property Room Supervisor the next business day.

Investigative Responsibility: Money requires special handling by Property Room personnel. Usually it is sent to the City Treasurer’s Office after a short period of time. The investigating officer shall, as soon as practical, place a hold on money when it is necessary for it to be preserved as evidence.

801.3.9 MONEY - PACKAGING

Money shall be packaged separately from other evidence. Clear plastic property bags shall be used to store money booked into property. The money shall be placed into the bag along with the completed Currency Account Slip (TPD 282), the face of which shall be visible from the outside of the bag. The bag shall be properly sealed with heat. The total amount of money received into evidence shall be documented in the Spillman Property Table.

Money shall be removed from containers and counted prior to placing into property bags. However, if destruction of the container would result, permission should be obtained from the owner, when practicable, prior to the removal of the money. Officers are encouraged to digitally record the owner’s verbal response, or obtain written permission prior to opening the container

801.3.10 BULK MONEY

Bulk money is defined as coins or other money that at the time of seizure or booking are impractical to count.

Officers who encounter bulk money shall immediately call a supervisor to the scene.

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(a) The supervisor shall respond and ensure that money is processed in the appropriate manner.

(b) When narcotics are present or suspected a call out shall be made to personnel from the Special Investigations Division.

(c) The money shall be photographed in its original state.

(d) Bulk money shall be secured for transportation in an approved lockable container with the supervisor maintaining the key and officer(s) maintaining custody of the money. The money and key shall be transported separately. When practical, the money should be put into the container and locked in the presence of the person from whom it was seized.

(e) The supervisor shall ensure that there is adequate security for transportation to the station.

801.3.11 BULK MONEY - BOOKING

(a) The supervisor shall notify the Watch Commander that bulk money is being booked.

(b) In cases where the value of money is estimated at less than $10,000.00 the supervisor may determine that a call out is not necessary. In such cases the money may be temporarily stored in the Jail safe, or the Special Investigations Division safe, at the discretion of the supervisor.

(c) If the Property Room is closed and the value of the money is estimated in excess of $10,000.00, a call out of Property Room personnel shall be made in order to secure the money in the Property Room Vault.

(d) Bulk money shall be secured in the Property Room Vault using the same locked container in which it was transported.

(e) The Supervisor shall ensure that a Currency Control document (TPD 284) is completed, tracking the chain of custody.

(f) The key to the money container shall be stored in the locked box in the Watch Commander’s office.

(g) The Watch Commander’s daily log shall indicate that bulk money has been booked.

(h) Bulk money shall be described on the Property Report as bulk money with a general description, (e.g., Sparklett's bottle 3/4 full of uncounted change, briefcase full of miscellaneous money, plastic bag containing uncounted money, etc.).

(i) All cases involving bulk money shall be assigned to an investigator for proper disposition.

801.3.12 BULK MONEY COUNTING PROCEDURES

In all cases, the investigating officer shall determine, as soon as practical, the disposition of the money. Bulk money will be processed in one of three ways: evidence, deposit with the City Treasurer’s Office, or asset forfeiture.

(a) Evidence: In cases where bulk money is held as evidence, the money should be counted using the Department money counter, by at least two sworn employees, one

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being a supervisor. After the count, the money shall be secured in a lockable container and returned to the Property Room Vault for storage.

(b) In rare cases it may be necessary to keep the evidence in its original state (rolls of coins, bundles of money, etc.), making an official count impossible. In those cases officers shall ensure that the evidence is preserved and protected by booking it in locked containers. The keys to the locked containers shall be maintained and secured by the investigating officer's supervisor in the appropriate Investigative Division.

(c) Bank Counts: Bulk money counted at a bank shall be handled in the following manner:

1. An official count shall be made as soon as practical. The money shall be transported in the locked container to the bank by at least two officers. The key to the container shall be held and transported by the supervisor.
2. An official count shall be made by bank officials in the presence of two sworn employees, one being a supervisor.
3. A Currency Account Slip or a Supplemental Report documenting the total amount of the official count shall be completed at the direction of a supervisor.
4. The Currency Account Slip or Supplemental Report and the Currency Control Document shall be turned into Records to be included as part of the incident package. Copies shall be forwarded to Property for their files.
5. When practical, the supervisor shall ensure that a copy of the TPD Currency Control document or Supplemental Report is made available to the party from whom the money was seized.

(d) Treasurer's Office: In cases where it is determined that the money is to be deposited with the City Treasurer's Office, the investigating officer shall coordinate the deposit with the Treasurer's Office and the Property Room Supervisor. The investigating officer and a supervisor shall provide adequate security for transportation to the bank designated by the Treasurer's Office for the count and deposit. Deposit receipts shall be received and forwarded to Records to be included with the incident package. A copy of the receipts shall be forwarded to the Property Room for their files.

801.3.13 MONEY EVIDENCE

Money booked as evidence shall be released by the Property Section in the following manner:

(a) Money booked as evidence shall not be released when the package appears to have been tampered with or the seal altered. When this type of money package is encountered, the Services Officer shall do the following:

1. The Services Officer shall immediately notify the Services Division supervisor.
2. The Services Officer will open the package in the presence of a Services Division supervisor and verify its contents against the enclosed receipt.
3. Upon verification that the amount is correct the Services Officer and the Services Division Supervisor will sign the enclosed receipt. The package will then be re-sealed with evidence tape by the Services Officer while witnessed by the Services Division supervisor.

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4. The Services Officer will prepare a form (TPD 41) indicating the date and time the package was opened and for what reason. A copy of the TPD 41 will then be attached to the Property report held by the Property Section and the original sent to the Services Division Commander.

(b) Officers requesting the release of money shall adhere to the following:

1. Officers shall not take custody of packages they believe have been tampered with or altered. Property Section shall verify the contents in accordance with department procedure.

2. Officers accepting custody of money from the Property Section for investigative reasons (other then for Court) shall open the package in the presence of a supervisor and/or another officer. The contents shall be verified against the enclosed receipt. Both the officer and the witnessing person shall sign the receipt acknowledging the amount counted.

801.3.14 EXCEPTIONAL HANDLING

Certain property items require a separate process. The following items shall be processed in the described manner:

(a) Bodily fluids such as blood or semen stains shall be air dried prior to booking in the Property Room and documented in Spillman. Forensic ID Specialists (FIS) shall be notified in any of these cases in order to assure proper packaging.

(b) Any spatter stains or scrapings of an evidentiary nature shall be removed from an object either by or under the direction of FIS or the criminalist.

(c) License plates found not to be stolen or connected with a known crime, should be released directly to the Services Officer, or placed in the designated property bin for return to the Department of Motor Vehicles. No formal property booking process is required.

(d) In an officer can readily determine the ownership of a found or recovered bicycle, it may be returned to the rightful owner. If unknown, all bicycles and bicycle frames require a property record. Property labels will be securely attached to each bicycle or bicycle frame. The property may be released directly to the Services Officer, or placed in a bicycle storage area until the Service Officer can log the property.

City property, unless connected to a known criminal case, should be released directly to the appropriate City department. No formal booking is required. In cases where no responsible person can be located, the property should be booked for safekeeping in the normal manner.

801.3.15 PROPERTY RETAINED BY FINDER

When a private person reports Found Property with a value under $100, and the owner is not known and cannot be readily identified, the finder is not required to relinquish custody to the Department (Civil Code §2080.1). If this should occur, the interviewing officer shall complete a Property Report and note that the property is in the possession of the finder.

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801.3.16 RELINQUISHED FIREARMS

Individuals who relinquish firearms pursuant to the provisions of Penal Code § 29850 shall be issued a receipt that describes the firearm, the serial number or other identification of the firearm at the time of relinquishment (Penal Code § 29810).

Relinquished firearms shall be retained for 30 days, after which time they may be destroyed, retained, sold or otherwise transferred, unless (Penal Code § 29810):

(a) A certificate is issued by a judge of a court of record or the District Attorney stating the firearms shall be retained; or

(b) The convicted person provides written notice of an intent to appeal the conviction that necessitated the relinquishment; or

(c) The Automated Firearms System indicates that the firearm was reported lost or stolen.

1. In such event, the firearm shall be restored to the lawful owner as soon as it is no longer needed as evidence, the lawful owner has identified the weapon and provided proof of ownership, and the Department has complied with the requirements of Penal Code § 33850 et seq.

The Services Officer shall ensure the Records Administrator is notified of the relinquished firearm for purposes of updating the Automated Firearms System and the disposition of the firearm for purposes of notifying the California Department of Justice (DOJ) (See the Records Division Policy).

801.4 PACKAGING OF PROPERTY

Certain items require special consideration and shall be booked separately as follows:

(a) Narcotics and dangerous drugs

(b) Firearms (ensure they are unloaded and booked separately from ammunition)

(c) Property with more than one known owner

(d) Paraphernalia as described in Health and Safety Code § 11364

(e) Fireworks

(f) Contraband

801.4.1 PACKAGING CONTAINER

Employees shall package all property, except narcotics and dangerous drugs in a suitable container available for its size. Knife boxes should be used to package knives, and syringe tubes shall be used to package syringes and needles.

A property label shall be securely attached to the outside of all items or group of items packaged together.

801.5 RECORDING OF PROPERTY

The Services Officer receiving custody of evidence or property shall record his/her signature, the date and time the property was received and where the property will be stored in the Spillman Evidence Table.

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Any changes in the location of property held by the Torrance Police Department shall be noted in the Spillman Evidence Table.

801.6 PROPERTY CONTROL

Each time the Services Officer receives property or releases property to another person, he/she shall enter this information on the Spillman Evidence Table. When possible, Officers desiring property for court shall contact the Services Officer at least one day prior to the court day.

801.6.1 RESPONSIBILITY OF OTHER PERSONNEL

Every time property is released or received, it shall be noted in the Spillman Evidence Table. No property or evidence is to be released without first receiving authorization from a supervisor or detective.

Request for analysis for items other than narcotics or drugs shall be completed on the appropriate forms and submitted to the Services Officer. This request may be filled out any time after booking of the property or evidence.

801.6.2 TRANSFER OF EVIDENCE TO CRIME LABORATORY

The transporting employee will check the evidence out of property, indicating the date and time in the Spillman Evidence Table and the request for laboratory analysis.

When the property requires immediate attention by the Crime Laboratory, the property may be booked directly to the Crime Laboratory. Notification of such bookings shall be made to the concerned investigative division and to the Property Section.

The Services Officer releasing the evidence must complete the required information in the Spillman Evidence Table. The lab forms will be transported with the property to the examining laboratory. Upon delivering the item involved, the officer will record the delivery time on both copies, and indicate the bin in which the item was placed or the employee to whom it was delivered. The original copy of the lab form will remain with the evidence and the copy will be returned to the Records Division for filing with the case.

801.6.3 STATUS OF PROPERTY

Each person receiving property will make the appropriate entry to document the chain of evidence. Temporary release of property to officers for investigative purposes, or for court, shall be noted in the Spillman Evidence Table stating the date, time and to whom released.

The Services Officer shall obtain the signature of the person to whom property is released, and the reason for release. Any employee receiving property shall be responsible for such property until it is properly returned to property or properly released to another authorized person or entity.

The return of the property should be recorded in the Spillman Evidence Table, indicating date, time, and the person who returned the property. If the Property Section is closed, evidence shall be verified by the transporting officer and left in a property bin.

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When property taken to court by an officer is held as evidence, the clerk of the court shall be requested to sign the Property Release Form, which shall be returned to the Property Section personnel from whom the evidence was obtained.

801.6.4 AUTHORITY TO RELEASE PROPERTY

The Detective Division shall authorize the disposition or release of all evidence and property coming into the care and custody of the Property Division. If no detective has been assigned, the originating officer may determine disposition of evidence and/or property.

801.6.5 RELEASE OF PROPERTY

All reasonable attempts shall be made to identify the rightful owner of found property or evidence not needed for an investigation.

Release of property shall be made upon receipt of an authorized release through the Spillman Evidence Table, listing the name and address of the person to whom the property is to be released. The release authorization shall be signed through Spillman workflow by the authorizing supervisor or detective and must conform to the items listed in the Spillman Evidence Table and must specify the specific item(s) to be released. Release of all property shall be documented in the Spillman Evidence Table.

With the exception of firearms and other property specifically regulated by statute, found property and property held for safekeeping shall be held for a minimum of 60 days and found property shall be held for a minimum of 90 days. During such period, the Detective Division shall attempt to contact the rightful owner by telephone and/or mail when sufficient identifying information is available. Property not held for any other purpose and not claimed within the given time restraints after notification (or receipt, if notification is not feasible) may be auctioned to the highest bidder at a properly published public auction. If such property is not sold at auction or otherwise lawfully claimed, it may thereafter be destroyed (Civil Code § 2080.6). The final disposition of all such property shall be fully documented in related reports.

A Services Officer shall release the property upon proper identification being presented by the owner for which an authorized release has been received. A signature of the person receiving the property shall be recorded in Spillman. After release of all property is entered, it shall be forwarded through Spillman workflow to the Records Division for filing with the case. Upon release, the proper entry shall be documented in Spillman.

Under no circumstances shall any firearm, magazine, or ammunition be returned to any individual unless and until such person presents valid identification and written notification from the California Department of Justice that conforms to the provisions of Penal Code § 33865.

The Detective Division should also make reasonable efforts to determine whether the person is the subject of any court order preventing the person from possessing a firearm and if so, the firearm should not be released to the person while the order is in effect.

The Department is not required to retain any firearm, magazine, or ammunition longer than 180 days after notice has been provided to the owner that such items are available for return. At the

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expiration of such period, the firearm, magazine, or ammunition may be processed for disposal in accordance with applicable law (Penal Code § 33875).

801.6.6 DISPUTED CLAIMS TO PROPERTY

Occasionally more than one party may claim an interest in property being held by the Department, and the legal rights of the parties cannot be clearly established. Such property shall not be released until one party has obtained a valid court order or other undisputed right to the involved property.

All parties should be advised that their claims are civil and in extreme situations, legal counsel for the Department may wish to file an interpleader to resolve the disputed claim (Code of Civil Procedure § 386(b)).

801.6.7 CONTROL OF NARCOTICS AND DANGEROUS DRUGS

The Property Section will be responsible for the storage, control and destruction of all narcotics and dangerous drugs coming into the custody of this department, including paraphernalia as described in Health and Safety Code § 11364.

801.6.8 RELEASE OF FIREARM IN DOMESTIC VIOLENCE MATTERS

Within five days of the expiration of a restraining order issued in a domestic violence matter that required the relinquishment of a firearm, the Services Officer shall return the weapon to the owner if the requirements of Penal Code § 33850 and Penal Code § 33855 are met unless the firearm is determined to be stolen, evidence in a criminal investigation or the individual is otherwise prohibited from possessing a firearm (Family Code § 6389(g); Penal Code § 33855).

801.6.9 RELEASE OF FIREARMS IN GUN VIOLENCE RESTRAINING ORDER MATTERS

Firearms and ammunition that were taken into temporary custody or surrendered pursuant to a gun violence restraining order shall be returned to the restrained person upon the expiration of the order and in accordance with the requirements of Penal Code § 33850 et seq. (Penal Code § 18120).

If the restrained person who owns the firearms or ammunition does not wish to have the firearm or ammunition returned, he/she is entitled to sell or transfer title to a licensed dealer, provided that the firearms or ammunition are legal to own or possess and the restrained person has right to title of the firearms or ammunition (Penal Code § 18120).

If a person other than the restrained person claims title to the firearms or ammunition surrendered pursuant to Penal Code § 18120 and the Torrance Police Department determines him/her to be the lawful owner, the firearms or ammunition shall be returned in accordance with the requirements of Penal Code § 33850 et seq. (Penal Code § 18120).

Firearms and ammunition that are not claimed are subject to the requirements of Penal Code § 34000.

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801.6.10 RELEASE OF FIREARMS AND WEAPONS IN MENTAL ILLNESS MATTERS
Firearms and other deadly weapons confiscated from an individual detained for an evaluation by a mental health professional or subject to the provisions of Welfare and Institutions Code § 8100 or Welfare and Institutions Code § 8103 shall be released or disposed of as follows:

(a) If a petition for a hearing regarding the return of a firearm or a weapon has been initiated pursuant to Welfare and Institutions Code § 8102(c), the firearm or weapon shall be released or disposed of as provided by an order of the court. If the court orders a firearm returned, the firearm shall not be returned unless and until the person presents valid identification and written notification from the California Department of Justice (DOJ) that conforms to the provisions of Penal Code § 33865.

(b) If no petition has been initiated pursuant to Welfare and Institutions Code § 8102(c) and the firearm or weapon is not retained as evidence, the Department shall make the firearm or weapon available for return. No firearm will be returned unless and until the person presents valid identification and written notification from the California DOJ that conforms to the provisions of Penal Code § 33865.

(c) Unless the person contacts the Department to facilitate the sale or transfer of the firearm to a licensed dealer pursuant to Penal Code § 33870, firearms not returned should be sold, transferred, destroyed, or retained as provided in Welfare and Institutions Code § 8102.

801.6.11 RELEASE OF FIREARMS, MAGAZINES, AND AMMUNITION
The Department shall not return any firearm, magazine, or ammunition taken into custody to any individual unless all requirements of Penal Code § 33855 are met.

801.7 DISPOSITION OF PROPERTY

All property not held for evidence in a pending criminal investigation or proceeding, and held for six months or longer where the owner has not been located or fails to claim the property, may be disposed of in compliance with existing laws upon receipt of proper authorization for disposal. The Services Officer shall request a disposition or status on all property which has been held in excess of 120 days, and for which no disposition has been received from a supervisor or detective.

801.7.1 EXCEPTIONAL DISPOSITIONS
The following types of property shall be destroyed or disposed of in the manner, and at the time prescribed by law, unless a different disposition is ordered by a court of competent jurisdiction:

- Weapons declared by law to be nuisances (Penal Code § 29300; Penal Code § 18010; Penal Code § 32750)
- Animals, birds, and related equipment that have been ordered forfeited by the court (Penal Code § 599a)
- Counterfeiting equipment (Penal Code § 480)
- Gaming devices (Penal Code § 335a)
- Obscene matter ordered to be destroyed by the court (Penal Code § 312)

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- Altered vehicles or component parts (Vehicle Code § 10751)
- Narcotics (Health and Safety Code § 11474 et seq.)
- Unclaimed, stolen, or embezzled property (Penal Code § 1411)
- Destructive devices (Penal Code § 19000)
- Sexual assault evidence (Penal Code § 680)

801.7.2 UNCLAIMED MONEY

If found or seized money is no longer required as evidence and remains unclaimed after three years, the Department shall cause a notice to be published each week for a period of two consecutive weeks in a local newspaper of general circulation (Government Code § 50050). Such notice shall state the amount of money, the fund in which it is held and that the money will become the property of the agency on a designated date not less than 45 days and not more than 60 days after the first publication (Government Code § 50051).

Any individual item with a value of less than $15.00, or any amount if the depositor/owner's name is unknown, which remains unclaimed for a year or by order of the court, may be transferred to the general fund without the necessity of public notice (Government Code § 50055).

If the money remains unclaimed as of the date designated in the published notice, the money will become the property of this department to fund official law enforcement operations. Money representing restitution collected on behalf of victims shall either be deposited into the Restitution Fund or used for purposes of victim services.

801.7.3 RETENTION OF BIOLOGICAL EVIDENCE

The Detective Division shall ensure that no biological evidence held by the Department is destroyed without adequate notification to the following persons, when applicable:

(a) The defendant

(b) The defendant’s attorney

(c) The appropriate prosecutor and Attorney General

(d) Any sexual assault victim

Biological evidence shall be retained for either a minimum period that has been established by law (Penal Code § 1417.9) or that has been established by the Department, or until the expiration of any imposed sentence that is related to the evidence, whichever time period is greater. Following the retention period, notifications should be made by certified mail and should inform the recipient that the evidence will be destroyed after a date specified in the notice unless a motion seeking an order to retain the sample is filed and served on the Department within 180 days of the date of the notification. A record of all certified mail receipts shall be retained in the appropriate file. Any objection to, or motion regarding, the destruction of the biological evidence should be retained in the appropriate file within the Records Division and a copy forwarded to the Detectives Division supervisor.

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Biological evidence related to a homicide shall be retained indefinitely and may only be destroyed with the written approval of the Special Investigations Bureau Commander and the head of the applicable prosecutor's office.

Biological evidence or other crime scene evidence from an unsolved sexual assault should not be disposed of prior to expiration of the statute of limitations and shall be retained as required in Penal Code § 680. Even after expiration of an applicable statute of limitations, the Detectives Division supervisor should be consulted and the sexual assault victim shall be notified at least 60 days prior to the disposal (Penal Code § 680). Reasons for not analyzing biological evidence shall be documented in writing (Penal Code § 680.3).

801.7.4 GUN DISPOSITION

The Gun Disposition (TPD 222) shall be used to track firearms in Department Custody and to notify the Records Division of any changes in the status such as firearms. Records Division shall use the information contained in the Gun Disposition Notification to notify the Department of Justice of any change in status of a firearm.

The Gun Disposition shall be completed by Property Room personnel whenever a firearm is:

- Released to owner.
- Released to another police agency.
- Released for Department use.
- Destroyed.

A separate Gun Disposition shall be used for each firearm booked into the Property Room.
The original Gun Disposition shall be released and forwarded to the Records Division for Department of Justice entry and filed with the incident package. The Property Room shall keep a copy with the Property Room report package.

801.8 INSPECTIONS OF THE EVIDENCE ROOM

(a) Prior to destruction of narcotics, the Special Investigations Division Commander and Narcotics Sergeant in conjunction with the Property Room Supervisor shall conduct a Narcotics Audit.

(b) Prior to destruction of firearms, the Detective Division Commander and Crimes Persons Sergeant in conjunction with the Property Room Supervisor shall conduct a Firearms Audit.

(c) An annual audit of evidence held by the Department shall be conducted by the Property Room Supervisor.

(d) Whenever there is a reassignment of the Services Bureau Commander, Services Division Commander or the Property Room Supervisor, an inventory of all firearms, money and narcotics evidence shall be conducted.

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Records Division

802.1 PURPOSE AND SCOPE

This policy establishes the guidelines for the operational functions of the Torrance Police Department Records Division. The policy addresses department file access and internal requests for case reports.

802.2 POLICY

It is the policy of the Torrance Police Department to maintain department records securely, professionally, and efficiently.

802.3 RESPONSIBILITIES

802.3.1 RECORDS ADMINISTRATOR

The Chief of Police shall appoint and delegate certain responsibilities to a Records Administrator. The Records Administrator shall be directly responsible to the Support Services Bureau Commander or the authorized designee.

The responsibilities of the Records Administrator include, but are not limited to:

(a) Overseeing the efficient and effective operation of the Records Division.

(b) Scheduling and maintaining Records Division time records.

(c) Supervising, training and evaluating Records Division staff.

(d) Maintaining and updating a Records Division procedure manual.

(e) Ensuring compliance with established policies and procedures.

(f) Supervising the access, use and release of protected information (see the Protected Information Policy).

(g) Establishing security and access protocols for case reports designated as sensitive, where additional restrictions to access have been implemented. Sensitive reports may include, but are not limited to:

1. Homicides.
2. Cases involving department members or public officials.
3. Any case where restricted access is prudent.

802.3.2 RECORDS DIVISION

The responsibilities of the Records Division include but are not limited to:

(a) Maintaining a records management system for case reports.

1. The records management system should include a process for numbering, identifying, tracking, and retrieving case reports.

(b) Entering case report information into the records management system.

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1. Modification of case reports shall only be made when authorized by a supervisor.

(c) Providing members of the Department with access to case reports when needed for investigation or court proceedings.

(d) Maintaining compliance with federal, state, and local regulations regarding reporting requirements of crime statistics. This includes reporting statistical data to the California Department of Justice (DOJ) for:

1. All officer-involved shootings and incidents involving use of force resulting in serious bodily injury (Government Code § 12525.2).
2. Suspected hate crimes (Penal Code § 13023).
3. Stop data required by Government Code § 12525.5 and 11 CCR 999.226.
   (a) The reported information must not contain personally identifiable information of the person stopped or other information exempt from disclosure pursuant to Government Code § 12525.5 (11 CCR 999.228).

(e) Maintaining compliance with federal, state, and local regulations regarding criminal history reports and auditing.

(f) Identifying missing case reports and notifying the responsible member's supervisor.

(g) Updating the Automated Firearms System to reflect any firearms relinquished to the Department and the subsequent disposition to the DOJ pursuant to Penal Code § 34010 (Penal Code § 29810).

(h) Entering into the Automated Firearms System information about each firearm that has been reported stolen, lost, found, recovered, held for safekeeping, or under observation within seven calendar days of the precipitating event (Penal Code § 11108.2).

(i) Maintaining compliance with the state and DOJ reporting requirements regarding the number of transfers of individuals to immigration authorities and offenses that allowed for the transfers (Government Code § 7284.6(c)(2)).

802.3.3 RECORDS DIVISION PROCEDURE MANUAL
The Records Administrator should establish procedures that address:

(a) Identifying, by name, persons in reports.

(b) Classifying reports by type of incident or crime.

(c) Tracking reports through the approval process.

(d) Assigning numerical records to all arrest records.

(e) Managing a warrant and wanted persons file.

802.4 FILE ACCESS AND SECURITY

The security of files in the Records Division is a high priority and shall be maintained as mandated by state or federal law. All case reports including, but not limited to, initial, supplemental, follow-up, evidence and any other reports related to a police department case, criminal history records

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and publicly accessible logs, shall be maintained in a secure area within the Records Division, accessible only by authorized members of the Records Division.

The Records Division will also maintain a secure file for case reports deemed by the Chief of Police as sensitive or otherwise requiring extraordinary access restrictions.

802.5 CONFIDENTIALITY

Records Division staff has access to information that may be confidential or sensitive in nature. Records Division staff shall not access, view, or distribute, or allow anyone else to access, view, or distribute any record, file, or report, whether in hard copy or electronic file format, or any other confidential, protected, or sensitive information except in accordance with the Records Maintenance and Release and Protected Information policies and the Records Division procedure manual.

802.6 SEALING AND DESTRUCTION OF ARREST RECORDS

Upon determination that a finding of factual innocence is appropriate, the Records Supervisor shall ensure that the arrest record and petition are sealed for later destruction and the required notifications are made to the California DOJ and other law enforcement agencies (Penal Code § 851.8).

802.7 ARREST WITHOUT FILING OF ACCUSATORY PLEADING

The Records Administrator should ensure a process is in place for when an individual is arrested and released and no accusatory pleading is filed so that Records can ensure the following occurs (Penal Code § 849.5; Penal Code § 851.6):

(a) The individual is issued a certificate describing the action as a detention.

(b) All references to an arrest are deleted from the arrest records of the Department and the record reflects only a detention. Records is required to modify the involvement code of the subject in Spillman.

(c) The California DOJ is notified.

See attachment: TPD400 - Detention Certificate.pdf

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Restoration of Firearm Serial Numbers

803.1 PURPOSE AND SCOPE

The primary purpose for restoring firearm serial numbers is to determine the prior owners or origin of the item from which the number has been recovered. Thus, property can be returned to rightful owners or investigations can be initiated to curb illegal trade of contraband firearms. The purpose of this plan is to develop standards, methodologies, and safety protocols for the recovery of obliterated serial numbers from firearms and other objects using procedures that are accepted as industry standards in the forensic community. All personnel who are involved in the restoration of serial numbers will observe the following guidelines. This policy complies with Penal Code § 11108.9.

803.2 PROCEDURE

Any firearm coming into the possession of the Torrance Police Department as evidence, found property, etc., where the serial numbers have been removed or obliterated will be processed in the following manner:

803.2.1 PRELIMINARY FIREARM EXAMINATION

(a) Always keep the muzzle pointed in a safe direction. Be sure the firearm is in an unloaded condition. This includes removal of the ammunition source (e.g., the detachable magazine, contents of the tubular magazine) as well as the chamber contents.

(b) If the firearm is corroded shut or in a condition that would preclude inspection of the chamber contents, treat the firearm as if it is loaded. Make immediate arrangements for a firearms examiner or other qualified examiner to render the firearm safe.

(c) Accurately record/document the condition of the gun when received. Note the positions of the various components such as the safeties, cylinder, magazine, slide, hammer, etc. Accurately record/document cylinder chamber and magazine contents. Package the ammunition separately.

(d) If the firearm is to be processed for fingerprints or trace evidence, process before the serial number restoration is attempted. First record/document important aspects such as halos on the revolver cylinder face or other relevant evidence that might be obscured by the fingerprinting chemicals.

803.2.2 PROPERTY BOOKING PROCEDURE

Any employee taking possession of a firearm with removed/obliterated serial numbers shall book the firearm into property following standard procedures. The employee booking the firearm shall indicate on the property report in Spillman that serial numbers have been removed or obliterated.

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803.2.3 OFFICER RESPONSIBILITY
The Services Officer receiving a firearm when the serial numbers have been removed or obliterated shall arrange for the firearm to be transported to the crime lab for restoration and maintain the chain of evidence, after receiving the request from the appropriate investigator through Spillman workflow within the evidence module.

803.2.4 DOCUMENTATION
Case reports are prepared in order to document the chain of custody and the initial examination and handling of evidence from the time it is received/collected until it is released.

This report must include a record of the manner in which and/or from whom the firearm was received. This may appear on the request form or property form depending on the type of evidence.

803.2.5 FIREARM TRACE
After the serial number has been restored (or partially restored) by the criminalistics laboratory, the Services Officer will complete a Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) National Tracing Center (NTC) Obliterated Serial Number Trace Request Form (ATF 3312.1-OBL) and forward the form to the NTC in Falling Waters, West Virginia or enter the data into the ATF eTrace system.

803.3 BULLET AND CASING IDENTIFICATION
Exemplar bullets and cartridge cases from the firearm, depending upon acceptance criteria and protocol, may be submitted to the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) National Integrated Ballistic Information Network (NIBIN) which uses the Integrated Ballistic Identification System (IBIS) technology to search the national database and compare with ballistic evidence recovered from other crime scenes.

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Records Maintenance and Release

804.1 PURPOSE AND SCOPE

This policy provides guidance on the maintenance and release of department records. Protected information is separately covered in the Protected Information Policy.

804.2 POLICY

The Torrance Police Department is committed to providing public access to records in a manner that is consistent with the California Public Records Act (Government Code § 6250 et seq.).

804.3 CUSTODIAN OF RECORDS RESPONSIBILITIES

The Chief of Police shall designate a Custodian of Records. The responsibilities of the Custodian of Records include but are not limited to:

(a) Managing the records management system for the Department, including the retention, archiving, release, and destruction of department public records.

(b) Maintaining and updating the department records retention schedule including:

1. Identifying the minimum length of time the Department must keep records.
2. Identifying the department division responsible for the original record.

(c) Establishing rules regarding the inspection and copying of department public records as reasonably necessary for the protection of such records (Government Code § 6253).

(d) Identifying records or portions of records that are confidential under state or federal law and not open for inspection or copying.

(e) Establishing rules regarding the processing of subpoenas for the production of records.

(f) Ensuring a current schedule of fees for public records as allowed by law is available (Government Code § 6253).

(g) Determining how the department's website may be used to post public records in accordance with Government Code § 6253.

(h) Ensuring that all department current standards, policies, practices, operating procedures, and education and training materials are posted on the department website in accordance with Penal Code § 13650.

(i) Ensuring that public records posted on the Department website meet the requirements of Government Code § 6253.10 including but not limited to posting in an open format where a record may be retrieved, downloaded, indexed, and searched by a commonly used internet search application.

(j) Ensuring that a list and description, when applicable, of enterprise systems (as defined by Government Code § 6270.5) is publicly available upon request and posted in a prominent location on the Department’s website.

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804.4 PROCESSING REQUESTS FOR PUBLIC RECORDS

Any department member who receives a request for any record shall route the request to the Custodian of Records or the authorized designee.

804.4.1 REQUESTS FOR RECORDS

Any member of the public, including the media and elected officials, may access unrestricted records of this department, during regular business hours by submitting a written and signed request that reasonably describes each record sought and paying any associated fees (Government Code § 6253).

The processing of requests for any record is subject to the following (Government Code § 6253):

(a) The Department is not required to create records that do not exist.

(b) Victims of an incident or their authorized representative shall not be required to show proof of legal presence in the United States to obtain department records or information. If identification is required, a current driver's license or identification card issued by any state in the United States, a current passport issued by the United States or a foreign government with which the United States has a diplomatic relationship or current Matricula Consular card is acceptable (Government Code § 6254.30).

(c) Either the requested record or the reason for non-disclosure will be provided promptly, but no later than 10 days from the date of request, unless unusual circumstances preclude doing so. If more time is needed, an extension of up to 14 additional days may be authorized by the Custodian of Records or the authorized designee. If an extension is authorized, the Department shall provide the requester written notice that includes the reason for the extension and the anticipated date of the response.

1. When the request does not reasonably describe the records sought, the Custodian of Records shall assist the requester in making the request focused and effective in a way to identify the records or information that would be responsive to the request including providing assistance for overcoming any practical basis for denying access to the records or information. The Custodian of Records shall also assist in describing the information technology and physical location in which the record exists (Government Code § 6253.1).

2. If the record requested is available on the department website, the requester may be directed to the location on the website where the record is posted. If the requester is unable to access or reproduce the record, a copy of the record shall be promptly provided.

(d) Upon request, a record shall be provided in an electronic format utilized by the Department. Records shall not be provided only in electronic format unless specifically requested (Government Code § 6253.9).

(e) When a record contains material with release restrictions and material that is not subject to release restrictions, the restricted material shall be redacted and the unrestricted material released.

1. A copy of the redacted release should be maintained in the case file for proof of what was actually released and as a place to document the reasons for

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the redactions. If the record is audio or video, a copy of the redacted audio/video release should be maintained in the department-approved media storage system and a notation should be made in the case file to document the release and the reasons for the redacted portions.

(f) If a record request is denied in whole or part, the requester shall be provided a written response that includes the statutory exemption for withholding the record or facts that the public interest served by nondisclosure outweighs the interest served by disclosure (Government Code § 6255). The written response shall also include the names, titles or positions of each person responsible for the denial.

804.5 RELEASE RESTRICTIONS

Examples of release restrictions include:

(a) Personal identifying information, including an individual's photograph; Social Security and driver identification numbers; name, address, and telephone number; and medical or disability information that is contained in any driver license record, motor vehicle record, or any department record including traffic collision reports, are restricted except as authorized by the Department, and only when such use or disclosure is permitted or required by law to carry out a legitimate law enforcement purpose (18 USC § 2721; 18 USC § 2722).

(b) Social Security numbers (Government Code § 6254.29).

(c) Personnel records, medical records, and similar records which would involve an unwarranted invasion of personal privacy except as allowed by law (Government Code § 6254; Penal Code § 832.7; Penal Code § 832.8; Evidence Code § 1043 et seq.).

1. Peace officer personnel records that are deemed confidential shall not be made public or otherwise released to unauthorized individuals or entities absent a valid court order.

2. The identity of any officer subject to any criminal or administrative investigation shall not be released without the consent of the involved officer, prior approval of the Chief of Police, or as required by law.

(d) Victim information that may be protected by statutes, including victims of certain crimes who have requested that their identifying information be kept confidential, victims who are minors, and victims of certain offenses (e.g., sex crimes or human trafficking, Penal Code § 293). Addresses and telephone numbers of a victim or a witness to any arrested person or to any person who may be a defendant in a criminal action shall not be disclosed, unless it is required by law (Government Code § 6254; Penal Code § 841.5).

1. Victims of certain offenses (e.g., domestic violence, sexual assault, stalking, human trafficking, adult abuse) or their representatives shall be provided, upon request and without charge, one copy of all incident report face sheets, one copy of all incident reports, or both, pursuant to the requirements and time frames of Family Code § 6228.

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2. Victims of sexual assault, upon written request, shall be provided a free copy of the initial crime report regardless of whether the report has been closed. Personal identifying information may be redacted (Penal Code § 680.2(b)).

(e) Video or audio recordings created during the commission or investigation of the crime of rape, incest, sexual assault, domestic violence, or child abuse that depicts the face, intimate body part, or voice of a victim of the incident except as provided by Government Code § 6254.4.5.

(f) Information involving confidential informants, intelligence information, information that would endanger the safety of any person involved, or information that would endanger the successful completion of the investigation or a related investigation. This includes analysis and conclusions of investigating officers (Evidence Code § 1041; Government Code § 6254).

1. Absent a statutory exemption to the contrary or other lawful reason to deem information from reports confidential, information from unrestricted agency reports shall be made public as outlined in Government Code § 6254(f).

(g) Local criminal history information including but not limited to arrest history and disposition, and fingerprints shall only be subject to release to those agencies and individuals set forth in Penal Code § 13300.

1. All requests from criminal defendants and their authorized representatives (including attorneys) shall be referred to the District Attorney, City Attorney, or the courts pursuant to Penal Code § 1054.5.

(h) Certain types of reports involving but not limited to child abuse and molestation (Penal Code § 11167.5), elder and dependent abuse (Welfare and Institutions Code § 15633), and juveniles (Welfare and Institutions Code § 827).

(i) Sealed autopsy and private medical information concerning a murdered child with the exceptions that allow dissemination of those reports to law enforcement agents, prosecutors, defendants, or civil litigants under state and federal discovery laws (Code of Civil Procedure §130).

(j) Information contained in applications for licenses to carry firearms or other files that indicates when or where the applicant is vulnerable or which contains medical or psychological information (Government Code § 6254).

(k) Traffic collision reports (and related supplemental reports) shall be considered confidential and subject to release only to the California Highway Patrol, Department of Motor Vehicles (DMV), other law enforcement agencies, and those individuals and their authorized representatives set forth in Vehicle Code § 20012.

(l) Any record created exclusively in anticipation of potential litigation involving this department (Government Code § 6254).

(m) Any memorandum from legal counsel until the pending litigation has been adjudicated or otherwise settled (Government Code § 6254.25).

(n) Records relating to the security of the department's electronic technology systems (Government Code § 6254.19).

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(o) A record of a civilian complaint, or the investigations, findings, or dispositions of that complaint if the complaint is frivolous, as defined by Code of Civil Procedure § 128.5, or if the complaint is unfounded (Penal Code § 832.7 (b)(8)).

(p) Any other record not addressed in this policy shall not be subject to release where such record is exempt or prohibited from disclosure pursuant to state or federal law, including but not limited to provisions of the Evidence Code relating to privilege (Government Code § 6254).

(q) Information connected with juvenile court proceedings or the detention or custody of a juvenile. Federal officials may be required to obtain a court order to obtain certain juvenile information (Welfare and Institutions Code § 827.9; Welfare and Institutions Code § 827.95; Welfare and Institutions Code § 831).

804.6 SUBPOENAS AND DISCOVERY REQUESTS

Any member who receives a subpoena duces tecum or discovery request for records should promptly contact a supervisor and the Custodian of Records for review and processing. While a subpoena duces tecum may ultimately be subject to compliance, it is not an order from the court that will automatically require the release of the requested information.

Generally, discovery requests and subpoenas from criminal defendants and their authorized representatives (including attorneys) should be referred to the District Attorney, City Attorney or the courts.

All questions regarding compliance with any subpoena duces tecum or discovery request should be promptly referred to legal counsel for the Department so that a timely response can be prepared.

804.7 RELEASED RECORDS TO BE MARKED

The first page of any written record released pursuant to this policy should be stamped in a colored ink or otherwise marked to indicate the department name and to whom the record was released.

Each audio/video recording released should include the department name and to whom the record was released.

804.8 SEALED RECORD ORDERS

Sealed record orders received by the Department shall be reviewed for appropriate action by the Custodian of Records. The Custodian of Records shall seal such records as ordered by the court. Records may include but are not limited to a record of arrest, investigation, detention, or conviction. Once the record is sealed, members shall respond to any inquiry as though the record did not exist (Penal Code § 851.8; Welfare and Institutions Code § 781).

When an arrest record is sealed pursuant to Penal Code § 851.87, Penal Code § 851.90, Penal Code § 851.91, Penal Code § 1000.4, or Penal Code § 1001.9, the Records Administrator shall ensure that the required notations on local summary criminal history information and police

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investigative reports are made. Sealed records may be disclosed or used as authorized by Penal Code § 851.92.

804.8.1 SEALED JUVENILE ARREST RECORDS
Upon receiving notice from a probation department to seal juvenile arrest records pursuant to Welfare and Institutions Code § 786.5, the Records Administrator should ensure that the records are sealed within 60 days of that notice and that the probation department is notified once the records have been sealed (Welfare and Institutions Code § 786.5).

804.9 SECURITY BREACHES

The Records Administrator shall ensure notice is given anytime there is a reasonable belief an unauthorized person has acquired either unencrypted personal identifying information or encrypted personal information along with the encryption key or security credential stored in any Department information system (Civil Code § 1798.29).

Notice shall be given as soon as reasonably practicable to all individuals whose information may have been acquired. The notification may be delayed if the Department determines that notification will impede a criminal investigation or any measures necessary to determine the scope of the breach and restore the reasonable integrity of the data system.

For the purposes of this requirement, personal identifying information includes an individual's first name or first initial and last name in combination with any one or more of the following:

- Social Security number
- Driver license number, California identification card number, tax identification number, passport number, military identification number, or other unique identification number issued on a government document commonly used to verify the identity of a specific individual
- Account number or credit or debit card number, in combination with any required security code, access code or password that would permit access to an individual's financial account
- Medical information
- Health insurance information
- A username or email address, in combination with a password or security question and answer that permits access to an online account
- Information or data collected by Automated License Plate Reader (ALPR) technology
- Unique biometric data

804.9.1 FORM OF NOTICE

(a) The notice shall be written in plain language, be consistent with the format provided in Civil Code § 1798.29 and include, to the extent possible, the following:

1. The date of the notice.

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2. Name and contact information for the Torrance Police Department.
3. A list of the types of personal information that were or are reasonably believed to have been acquired.
4. The estimated date or date range within which the security breach occurred.
5. Whether the notification was delayed as a result of a law enforcement investigation.
6. A general description of the security breach.
7. The toll-free telephone numbers and addresses of the major credit reporting agencies, if the breach exposed a Social Security number or a driver license or California identification card number.

(b) The notice may also include information about what the Torrance Police Department has done to protect individuals whose information has been breached and may include information on steps that the person whose information has been breached may take to protect him/herself (Civil Code § 1798.29).

(c) When a breach involves an online account, and only a username or email address in combination with either a password or security question and answer that would permit access to an online account, and no other personal information has been breached (Civil Code § 1798.29):

1. Notification may be provided electronically or in another form directing the person to promptly change either his/her password or security question and answer, as applicable, or to take other appropriate steps to protect the online account with the Department in addition to any other online accounts for which the person uses the same username or email address and password or security question and answer.
2. When the breach involves an email address that was furnished by the Torrance Police Department, notification of the breach should not be sent to that email address but should instead be made by another appropriate medium as prescribed by Civil Code § 1798.29.

804.9.2 MANNER OF NOTICE

(a) Notice may be provided by one of the following methods (Civil Code § 1798.29):

1. Written notice.
2. Electronic notice if the notice provided is consistent with the provisions regarding electronic records and signatures set forth in 15 USC § 7001.
3. Substitute notice if the cost of providing notice would exceed $250,000, the number of individuals exceeds 500,000 or the Department does not have sufficient contact information. Substitute notice shall consist of all of the following:

(a) Email notice when the Department has an email address for the subject person.

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(b) Conspicuous posting of the notice on the department's webpage for a minimum of 30 days.

4. Notification to major statewide media and the California Information Security Office within the California Department of Technology.

(b) If a single breach requires the Department to notify more than 500 California residents, the Department shall electronically submit a sample copy of the notification, excluding any personally identifiable information, to the Attorney General.

804.10 RELEASE OF AUDIO OR VIDEO RECORDINGS RELATED TO CRITICAL INCIDENTS

Video and audio recordings related to critical incidents shall be released upon a proper public record request and subject to delayed release, redaction, and other release restrictions as provided by law (Government Code § 6254(f)(4)).

For purposes of this section, a video or audio recording relates to a critical incident if it depicts an incident involving the discharge of a firearm at a person by an officer, or depicts an incident in which the use of force by an officer against a person resulted in death or in great bodily injury (as defined by Penal Code § 243(f)(4)) (Government Code § 6254(f)(4)).

The Custodian of Records should work as appropriate with the City Attorney or the Internal Affairs Unit supervisor in determining what recordings may qualify for disclosure when a request for a recording is received and if the requested recording is subject to delay from disclosure, redaction, or other release restrictions.

804.10.1 DELAY OF RELEASE

Disclosure of critical incident recordings during active criminal or administrative investigations may be delayed as follows if disclosure would substantially interfere with the investigation, such as by endangering the safety of a witness or a confidential source:

(a) Disclosure may be delayed up to 45 days from the date the Department knew or reasonably should have known about the incident.

(b) Delay of disclosure may continue after the initial 45 days and up to one year if the Department demonstrates that disclosure would substantially interfere with the investigation.

(c) Any delay of disclosure longer than one year must be supported by clear and convincing evidence that disclosure would substantially interfere with the investigation (Government Code § 6254(f)(4)).

804.10.2 NOTICE OF DELAY OF RELEASE

When there is justification to delay disclosure of a recording, the Custodian of Records shall provide written notice to the requester as follows (Government Code § 6254(f)(4)):

(a) During the initial 45 days, the Custodian of Records shall provide the requester with written notice of the specific basis for the determination that disclosure would

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substantially interfere with the investigation. The notice shall also include the estimated date for the disclosure.

(b) When delay is continued after the initial 45 days, the Custodian of Records shall promptly provide the requester with written notice of the specific basis for the determination that the interest in preventing interference with an active investigation outweighs the public interest in the disclosure, and the estimated date for the disclosure. The Custodian of Records should work with the City Attorney in reassessing the decision to continue withholding a recording and notify the requester every 30 days.

Recordings withheld shall be disclosed promptly when the specific basis for withholding the recording is resolved.

804.10.3 REDACTION

If the Custodian of Records, in consultation with the City Attorney determines that specific portions of the recording may violate the reasonable expectation of privacy of a person depicted in the recording, the Department should use redaction technology to redact portions of recordings made available for release. The redaction should not interfere with the viewer's ability to fully, completely, and accurately comprehend the events captured in the recording, and the recording should not otherwise be edited or altered (Government Code § 6254(f)(4)).

If any portions of a recording are withheld to protect the reasonable expectation of privacy of a person depicted in the recording, the Custodian of Records shall provide in writing to the requester the specific basis for the expectation of privacy and the public interest served (Government Code § 6254(f)(4)).

804.10.4 RECORDINGS WITHHELD FROM PUBLIC DISCLOSURE

If the reasonable expectation of privacy of a person depicted in the recording cannot adequately be protected through redaction, and that interest outweighs the public interest in disclosure, the Department may withhold the recording from the public, except that the recording, either redacted or unredacted, shall be disclosed promptly, upon request, to any of the following (Government Code § 6254(f)(4)):

(a) The person in the recording whose privacy is to be protected, or his/her authorized representative.

(b) If the person is a minor, the parent or legal guardian of the person whose privacy is to be protected.

(c) If the person whose privacy is to be protected is deceased, an heir, beneficiary, designated immediate family member, or authorized legal representative of the deceased person whose privacy is to be protected.

If the Department determines that this disclosure would substantially interfere with an active criminal or administrative investigation, the Custodian of Records shall provide the requester with written notice of the specific basis for the determination and the estimated date of disclosure (Government Code § 6254(f)(4)).

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The Department may continue to delay release of the recording from the public for 45 days with extensions as provided in this policy (Government Code § 6254(f)(4)(A)).

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Protected Information

805.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the access, transmission, release and security of protected information by members of the Torrance Police Department. This policy addresses the protected information that is used in the day-to-day operation of the Department and not the public records information covered in the Records Maintenance and Release Policy.

805.1.1 DEFINITIONS

Definitions related to this policy include:

Protected information - Any information or data that is collected, stored or accessed by members of the Torrance Police Department and is subject to any access or release restrictions imposed by law, regulation, order or use agreement. This includes all information contained in federal, state or local law enforcement databases that is not accessible to the public.

805.2 POLICY

Members of the Torrance Police Department will adhere to all applicable laws, orders, regulations, use agreements and training related to the access, use, dissemination and release of protected information.

805.3 RESPONSIBILITIES

The Chief of Police shall select a member of the Department to coordinate the use of protected information.

The responsibilities of this position include, but are not limited to:

(a) Ensuring member compliance with this policy and with requirements applicable to protected information, including requirements for the National Crime Information Center (NCIC) system, National Law Enforcement Telecommunications System (NLETS), Department of Motor Vehicle (DMV) records and California Law Enforcement Telecommunications System (CLETS).

(b) Developing, disseminating and maintaining procedures that adopt or comply with the U.S. Department of Justice's current Criminal Justice Information Services (CJIS) Security Policy.

(c) Developing, disseminating and maintaining any other procedures necessary to comply with any other requirements for the access, use, dissemination, release and security of protected information.

(d) Developing procedures to ensure training and certification requirements are met.

(e) Resolving specific questions that arise regarding authorized recipients of protected information.

(f) Ensuring security practices and procedures are in place to comply with requirements applicable to protected information.

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805.4 ACCESS TO PROTECTED INFORMATION

Protected information shall not be accessed in violation of any law, order, regulation, user agreement, Torrance Police Department policy or training. Only those members who have completed applicable training and met any applicable requirements, such as a background check, may access protected information, and only when the member has a legitimate work-related reason for such access.

Unauthorized access, including access for other than a legitimate work-related purpose, is prohibited and may subject a member to administrative action pursuant to the Personnel Complaints Policy and/or criminal prosecution.

805.4.1 PENALTIES FOR MISUSE OF RECORDS

It is a misdemeanor to furnish, buy, receive or possess Department of Justice criminal history information without authorization by law (Penal Code § 11143).

Authorized persons or agencies violating state regulations regarding the security of Criminal Offender Record Information (CORI) maintained by the California Department of Justice may lose direct access to CORI (11 CCR 702).

805.5 RELEASE OR DISSEMINATION OF PROTECTED INFORMATION

Protected information may be released only to authorized recipients who have both a right to know and a need to know.

A member who is asked to release protected information that should not be released should refer the requesting person to a supervisor or to the Records Administrator for information regarding a formal request.

Unless otherwise ordered or when an investigation would be jeopardized, protected information maintained by the Department may generally be shared with authorized persons from other law enforcement agencies who are assisting in the investigation or conducting a related investigation. Any such information should be released through the Records Division to ensure proper documentation of the release (see the Records Maintenance and Release Policy).

805.5.1 REVIEW OF CRIMINAL OFFENDER RECORD

Individuals requesting to review their own California criminal history information shall be referred to the Department of Justice (Penal Code § 11121).

Individuals shall be allowed to review their arrest or conviction record on file with the Department after complying with all legal requirements regarding authority and procedures in Penal Code § 11120 through Penal Code § 11127 (Penal Code § 13321).

805.5.2 TRANSMISSION GUIDELINES

Protected information, such as restricted Criminal Justice Information (CJI), which includes Criminal History Record Information (CHRI), should not be transmitted via unencrypted radio. When circumstances reasonably indicate that the immediate safety of officers, other department members, or the public is at risk, only summary information may be transmitted.

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In cases where the transmission of protected information, such as Personally Identifiable Information, is necessary to accomplish a legitimate law enforcement purpose, and utilization of an encrypted radio channel is infeasible, a MDC or department-issued cellular telephone should be utilized when practicable. If neither are available, unencrypted radio transmissions shall be subject to the following:

- Elements of protected information should be broken up into multiple transmissions, to minimally separate an individual's combined last name and any identifying number associated with the individual, from either first name or first initial.
- Additional information regarding the individual, including date of birth, home address, or physical descriptors, should be relayed in separate transmissions.

Nothing in this policy is intended to prohibit broadcasting warrant information.

805.6 SECURITY OF PROTECTED INFORMATION

The Chief of Police will select a member of the Department to oversee the security of protected information.

The responsibilities of this position include, but are not limited to:

(a) Developing and maintaining security practices, procedures and training.

(b) Ensuring federal and state compliance with the CJIS Security Policy and the requirements of any state or local criminal history records systems.

(c) Establishing procedures to provide for the preparation, prevention, detection, analysis and containment of security incidents including computer attacks.

(d) Tracking, documenting and reporting all breach of security incidents to the Chief of Police and appropriate authorities.

805.6.1 MEMBER RESPONSIBILITIES

Members accessing or receiving protected information shall ensure the information is not accessed or received by persons who are not authorized to access or receive it. This includes leaving protected information, such as documents or computer databases, accessible to others when it is reasonably foreseeable that unauthorized access may occur (e.g., on an unattended table or desk; in or on an unattended vehicle; in an unlocked desk drawer or file cabinet; on an unattended computer terminal).

805.7 TRAINING

All members authorized to access or release protected information shall complete a training program that complies with any protected information system requirements and identifies authorized access and use of protected information, as well as its proper handling and dissemination.

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805.8 CALIFORNIA RELIGIOUS FREEDOM ACT

Members shall not release personal information from any agency database for the purpose of investigation or enforcement of any program compiling data on individuals based on religious belief, practice, affiliation, national origin or ethnicity (Government Code § 8310.3).

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Computers and Digital Evidence

806.1 PURPOSE AND SCOPE

This policy establishes procedures for the seizure and storage of computers, personal communications devices (PCDs) digital cameras, digital recorders and other electronic devices that are capable of storing digital information; and for the preservation and storage of digital evidence. All evidence seized and/or processed pursuant to this policy shall be done so in compliance with clearly established Fourth Amendment and search and seizure provisions.

806.2 SEIZING COMPUTERS AND RELATED EVIDENCE

Computer equipment requires specialized training and handling to preserve its value as evidence. Officers should be aware of the potential to destroy information through careless or improper handling, and utilize the most knowledgeable available resources. When seizing a computer and accessories the following steps should be taken:

(a) Photograph each item, front and back, specifically including cable connections to other items. Look for a phone line or cable to a modem for Internet access.

(b) Do not overlook the possibility of the presence of physical evidence on and around the hardware relevant to the particular investigation such as fingerprints, biological or trace evidence, and/or documents.

(c) If the computer is off, do not turn it on.

(d) If the computer is on, do not shut it down normally and do not click on anything or examine any files.

1. Photograph the screen, if possible, and note any programs or windows that appear to be open and running.
2. Disconnect the power cable from the back of the computer box or if a portable notebook style, disconnect any power cable from the case and remove the battery).

(e) Label each item with case number, evidence sheet number, and item number.

(f) Handle and transport the computer and storage media (e.g., tape, discs, memory cards, flash memory, external drives) with care so that potential evidence is not lost.

(g) Log all items into Spillman. Do not store computers where normal room temperature and humidity is not maintained.

(h) At minimum, officers should document the following in related reports:

1. Where the computer was located and whether or not it was in operation.
2. Who was using it at the time.
3. Who claimed ownership.
4. If it can be determined, how it was being used.

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(i) In most cases when a computer is involved in criminal acts and is in the possession of the suspect, the computer itself and all storage devices (hard drives, tape drives, and disk drives) should be seized along with all media. Accessories (printers, monitors, mouse, scanner, keyboard, cables, software and manuals) should not be seized unless as a precursor to forfeiture.

806.2.1 BUSINESS OR NETWORKED COMPUTERS

If the computer belongs to a business or is part of a network, it may not be feasible to seize the entire computer. Cases involving networks require specialized handling. Officers should contact a Digital Forensic Examiner for instructions or a response to the scene. It may be possible to perform an on-site inspection, or to image the hard drive only of the involved computer. This should only be done by someone specifically trained in processing computers for evidence.

806.2.2 FORENSIC EXAMINATION OF COMPUTERS

If an examination of the contents of the computer's hard drive, or floppy disks, compact discs, or any other storage media is required, notify the Digital Forensic Examiner.

(a) Copy of a consent to search form signed by the computer owner or the person in possession of the computer, or a copy of a search warrant authorizing the search of the computer hard drive for evidence relating to investigation.

(b) A listing of the items to search for (e.g., photographs, financial records, e-mail, documents).

(c) An image of the hard drive or disk will be made using a forensic computer and a forensic software program by someone trained in the examination of computer storage devices for evidence.

806.3 SEIZING DIGITAL STORAGE MEDIA

Digital storage media including hard drives, floppy discs, CD's, DVD's, tapes, memory cards, or flash memory devices should be seized and stored in a manner that will protect them from damage.

(a) If the media has a write-protection tab or switch, it should be activated.

(b) Do not review, access or open digital files prior to submission. If the information is needed for immediate investigation, notify the Digital Forensic Examiner to copy the contents to an appropriate form of storage media.

(c) Many kinds of storage media can be erased or damaged by magnetic fields. Keep all media away from magnetic devices, electric motors, radio transmitters or other sources of magnetic fields.

(d) Do not leave storage media where they would be subject to excessive heat such as in a parked vehicle on a hot day.

(e) Use evidence envelopes to protect the media, or other protective packaging, to prevent damage.

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806.4 SEIZING PCDS

Personal communication devices such as cell phones, PDAs or other hand-held devices connected to any communication network must be handled with care to preserve evidence that may be on the device including messages, stored data and/or images.

(a) Officers should not attempt to access, review or search the contents of such devices prior to examination by a forensic expert. Unsent messages can be lost, data can be inadvertently deleted and incoming messages can override stored messages.

(b) Mobile devices are designed to communicate with cellular networks, but also may be capable of connecting wirelessly to other devices via Wi-Fi, Bluetooth, or infrared connections. Allowing a device to receive a signal from a network or wireless connection can result in a change in the data contained on the internal memory of the device. Remote wiping is also a concern.

(c) While powered on, cellular devices are always attempting to establish asynchronous communication with cell towers or other wireless channels to enable the devices to perform as designed. Therefore mobile devices should be powered OFF when submitted for examination. If, during processing and/or transportation, it is necessary to power on the mobile device, the device should not be allowed to connect to surrounding networks. The device should be placed into airplane mode if possible. Faraday enclosures are utilized to prevent external connectivity if airplane mode is not enabled.

(d) When seizing the devices, also seize the charging units and keep them plugged in to the chargers until they can be examined. If the batteries go dead all the data may be lost.

806.5 DIGITAL EVIDENCE RECORDED BY OFFICERS

Officers handling and submitting recorded and digitally stored evidence from digital cameras and audio or video recorders will comply with these procedures to ensure the integrity and admissibility of such evidence.

806.5.1 COLLECTION OF DIGITAL EVIDENCE

Once evidence is recorded it shall not be erased, deleted or altered in any way prior to submission. All photographs taken will be preserved regardless of quality, composition or relevance. Video and audio files will not be altered in any way.

806.5.2 SUBMISSION OF DIGITAL MEDIA

The following are required procedures for the submission of digital media used by cameras or other recorders:

(a) The recording media (smart card, compact flash card or any other media) shall be booked in as evidence as soon as possible and placed into an evidence bin.

1. EXCEPTION: All Department issued data cards (i.e. Unmanned Aircraft System (UAS), Forensic ID Specialist (FIS), etc) may not be booked as evidence due to limited supply. All (UAS, FIS, etc) recordings of evidentiary value shall be uploaded to Spillman.

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(b) As soon as possible following the collection of evidence, the camera operator is to upload photographs from their digital camera into Spillman.

(c) Officers requiring a copy of the digital files must request a copy from the Digital Forensic Examiner.

806.5.3 DOWNLOADING OF DIGITAL FILES

Digital information such as video or audio files recorded on devices using internal memory must be downloaded to Spillman.

806.5.4 PRESERVATION OF DIGITAL EVIDENCE

(a) Only Digital Forensic Examiners are authorized to copy original digital media that is held as evidence. The original digital media shall remain in evidence and shall remain unaltered.

(b) Digital images that are enhanced to provide a better quality photograph for identification and investigative purposes must only be made from a copy of the original media.

(c) If any enhancement is done to the copy of the original, it shall be noted in the corresponding incident report.

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Animal Control

807.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for interacting with animals and responding to calls for service that involve animals.

807.2 POLICY

It is the policy of the Torrance Police Department to be responsive to the needs of the community regarding animal-related issues. This includes enforcing local, state and federal laws relating to animals and appropriately resolving or referring animal-related problems, as outlined in this policy.

807.3 ANIMAL CONTROL RESPONSIBILITIES

Animal control services are generally the primary responsibility of Animal Control Section and include:

(a) Animal-related matters during periods when Animal Control Section is available.

(b) Ongoing or persistent animal nuisance complaints. Such complaints may be scheduled, if reasonable, for handling during periods that Animal Control Section is available for investigation and resolution.

(c) Follow-up on animal-related calls, such as locating owners of injured animals.

807.4 MEMBER RESPONSIBILITIES

Members who respond to or assist with animal-related calls for service should evaluate the situation to determine the appropriate actions to control the situation.

Due to the hazards of handling animals without proper training and equipment, responding members generally should not attempt to capture or pick up any animal, but should keep the animal under observation until the arrival of appropriate assistance.

Members may consider acting before the arrival of such assistance when:

(a) There is a threat to public safety.

(b) An animal has bitten someone. Members should take measures to confine the animal and prevent further injury.

(c) An animal is creating a traffic hazard.

(d) An animal is seriously injured.

(e) The owner/handler of an animal has been arrested or is incapacitated. In such circumstances, the member should find appropriate placement for the animal.

1. This is only necessary when the arrestee is expected to be in custody for a time period longer than would reasonably allow him/her to properly care for the animal.

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2. With the owner's consent, locating appropriate placement may require contacting relatives or neighbors to care for the animal.
3. If no person can be found or the owner does not or cannot give consent, the animal should be taken to a designated animal care facility.

807.5 ANIMAL CRUELTY COMPLAINTS

Laws relating to the cruelty to animals should be enforced, including but not limited to Penal Code § 597 et seq. (cruelty to animals, failure to care for animals).

(a) An investigation should be conducted on all reports of animal cruelty.

(b) Legal steps should be taken to protect an animal that is in need of immediate care or protection from acts of cruelty.

807.6 ANIMAL BITE REPORTS

Members investigating an animal bite should obtain as much information as possible for follow-up with the appropriate health or animal authorities. Efforts should be made to capture or otherwise have the animal placed under control. Members should attempt to identify and notify the owner of the final disposition of the animal.

807.7 STRAY DOGS

If a stray dog has a license or can otherwise be identified, the owner should be contacted, if possible. If the owner is contacted, the dog should be released to the owner and a citation may be issued, if appropriate. If a dog is taken into custody, it shall be transported to the appropriate animal care facility.

Members shall provide reasonable treatment to animals in their care (e.g., food, water, shelter).

807.8 DANGEROUS ANIMALS

In the event responding members cannot fulfill a request for service because an animal is difficult or dangerous to handle, the Watch Commander will be contacted to determine available resources, including requesting the assistance of animal control services from an allied agency.

807.9 PUBLIC NUISANCE CALLS RELATING TO ANIMALS

Members should diligently address calls related to nuisance animals (e.g., barking dogs), as such calls may involve significant quality-of-life issues.

807.10 DECEASED ANIMALS

When a member becomes aware of a deceased animal, all reasonable attempts should be made to preliminarily determine if the death of the animal is related to criminal activity.

Deceased animals on public property should be removed and properly disposed of by the responding member.

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Members should not climb onto or under any privately owned structure for the purpose of removing a deceased animal.

When handling deceased animals, members should attempt to identify and notify the owner of the final disposition of the animal.

807.11 INJURED ANIMALS

When a member becomes aware of an injured domesticated animal, all reasonable attempts should be made to contact an owner or responsible handler. If an owner or responsible handler cannot be located, the animal should be taken to a veterinarian and notice shall be given to the owner pursuant to the requirements of Penal Code § 597.1.

807.11.1 VETERINARY CARE

The injured animal should be taken to a veterinarian as follows:

The animal should be taken to the authorized veterinary care clinic located at:

Animal Emergency Medical Clinic

3511 PCH Suite A

Torrance CA, 90505

310-325-3000

An exception to the above exists when the animal is an immediate danger to the community or the owner of the animal is identified and takes responsibility for the injured animal.

If Animal Control is not available, the information will be forwarded for follow-up.

807.11.2 INJURED WILDLIFE

Injured wildlife should be referred to the Department of Fish and Wildlife or the Marine Mammal Center as applicable.

807.11.3 RESCUE OF ANIMALS IN VEHICLES

If an animal left unattended in a vehicle appears to be in distress, members may enter the vehicle for the purpose of rescuing the animal. Members should (Penal Code § 597.7(d)):

(a) Make a reasonable effort to locate the owner before entering the vehicle.

(b) Take steps to minimize damage to the vehicle.

(c) Refrain from searching the vehicle or seizing items except as otherwise permitted by law.

(d) Leave notice on or in the vehicle identifying the location where the animal has been taken and the name and Department of the member involved in the rescue.

(e) Make reasonable efforts to contact the owner or secure the vehicle before leaving the scene.

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(f) Take the animal to an animal care facility, a place of safekeeping or, if necessary, a veterinary hospital for treatment.

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Chapter 9 - Custody

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Temporary Custody of Adults

900.1 PURPOSE AND SCOPE

This policy provides guidelines to address the health and safety of adults taken into temporary custody by members of the Torrance Police Department for processing prior to being released or transferred to a housing or other type of facility.

Temporary custody of juveniles is addressed in the Temporary Custody of Juveniles Policy. Juveniles will not be permitted where adults in custody are being held.

Custodial searches are addressed in the Custodial Searches Policy.

900.1.1 DEFINITIONS

Definitions related to this policy include:

Holding cell/cell - Any locked enclosure for the custody of an adult or any other enclosure that prevents the occupants from being directly visually monitored at all times by a member of the Department.

Safety checks - Direct, visual observation by a member of this department performed at random intervals, within time frames prescribed in this policy, to provide for the health and welfare of adults in temporary custody.

Temporary custody - The time period an adult is in custody at the Torrance Police Department prior to being released or transported to a housing or other type of facility.

900.2 POLICY

The Torrance Police Department is committed to releasing adults from temporary custody as soon as reasonably practicable, and to keeping adults safe while in temporary custody at the Department. Adults should be in temporary custody only for as long as reasonably necessary for investigation, processing, transfer or release.

900.3 GENERAL CRITERIA AND SUPERVISION

900.3.1 INDIVIDUALS WHO SHOULD NOT BE IN TEMPORARY CUSTODY

Individuals who exhibit certain behaviors or conditions should not be in temporary custody at the Torrance Police Department, but should be transported to a jail facility, a medical facility, or another type of facility as appropriate. These include:

(a) Any individual who is unconscious or has been unconscious while being taken into custody or while being transported.

(b) Any individual who has a medical condition, including pregnancy, that may require medical attention, supervision, or medication while he/she is in temporary custody.

(c) Any individual who is seriously injured.

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(d) Individuals who are a suspected suicide risk (see the Mental Illness Commitments Policy).

1. If the officer taking custody of an individual believes that he/she may be a suicide risk, the officer shall ensure continuous direct supervision until evaluation, release, or a transfer to an appropriate facility is completed (15 CCR 1030).

(e) Individuals who are obviously in crisis, as defined in the Crisis Intervention Incidents Policy.

(f) Individuals who are under the influence of alcohol, a controlled substance, or any substance to the degree that may require medical attention, or who have ingested any substance that poses a significant risk to their health, whether or not they appear intoxicated.

(g) Any individual who has exhibited extremely violent or continuously violent behavior including behavior that results in the destruction of property or demonstrates an intent to cause physical harm to him/herself or others (15 CCR 1053; 15 CCR 1055).

(h) Any individual who claims to have, is known to be afflicted with, or displays symptoms of any communicable disease that poses an unreasonable exposure risk (15 CCR 1051).

(i) Any individual with a prosthetic or orthopedic device where removal of the device would be injurious to his/her health or safety.

(j) Any individual who is obviously developmentally disabled (15 CCR 1057).

(k) Any individual who appears to be a danger to him/herself or others due to a mental disorder, or who appears gravely disabled (15 CCR 1052).

(l) Any individual who needs restraint beyond the use of handcuffs or shackles for security reasons (15 CCR 1058).

(m) Any individual obviously suffering from drug or alcohol withdrawal (15 CCR 1213).

Officers taking custody of a person who exhibits any of the above conditions should notify a supervisor of the situation. These individuals should not be in temporary custody at the Department unless they have been evaluated by a qualified medical or mental health professional, as appropriate for the circumstances.

900.3.2 SUPERVISION IN TEMPORARY CUSTODY

An authorized department member capable of supervising shall be present at all times when an individual is held in temporary custody. The member responsible for supervising should not have other duties that could unreasonably conflict with his/her supervision. Any individual in custody must be able to summon the supervising member if needed. If the person in custody is deaf or hard of hearing or cannot speak, accommodations shall be made to provide this ability (15 CCR 1027).

At least one female officer shall be present when a female adult is in temporary custody. In the event that none is readily available, the female in custody should be transported to another facility or released pursuant to another lawful process (15 CCR 1027).

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Absent exigent circumstances, such as a medical emergency or a violent subject, members should not enter the cell of a person of the opposite sex unless a member of the same sex as the person in custody is present (Penal Code § 4021).

No individual in custody shall be permitted to supervise, control or exert any authority over other individuals in custody.

900.3.3 STAFFING PLAN

The Chief of Police or the authorized designee shall ensure a staffing plan is prepared and maintained, indicating assigned personnel and their duties. The plan should ensure that at least one member who meets the training standards established by the Corrections Standards Authority (CSA) for general fire- and life-safety and is trained in fire- and life-safety procedures relating specifically to the facility is on-duty at all times (15 CCR 1028).

The staffing plan shall be available for biennial review by CSA staff. The review and recommendations of the CSA biennial review shall be forwarded to the City, as required by 15 CCR 1027.

900.3.4 ENTRY RESTRICTIONS

Entry into any location where a person is held in custody should be restricted to:

(a) Authorized members entering for official business purposes.

(b) Emergency medical personnel when necessary.

(c) Any other person authorized by the Watch Commander.

When practicable, more than one authorized member should be present for entry into a location where a person is held in custody for security purposes and to witness interactions.

900.4 INITIATING TEMPORARY CUSTODY

The officer responsible for an individual in temporary custody should evaluate the person for any apparent chronic illness, disability, vermin infestation, possible communicable disease or any other potential risk to the health or safety of the individual or others. The officer should specifically ask if the individual is contemplating suicide and evaluate him/her for obvious signs or indications of suicidal intent.

The receiving officer should ask the arresting officer if there is any statement, indication or evidence surrounding the individual's arrest and transportation that would reasonably indicate the individual is at risk for suicide or critical medical care. If there is any suspicion that the individual may be suicidal, he/she shall be transported to the City jail or the appropriate mental health facility.

The officer should promptly notify the Watch Commander of any conditions that may warrant immediate medical attention or other appropriate action. The Watch Commander shall determine whether the individual will be placed in a cell, immediately released or transported to jail or other facility.

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900.4.1 WATCH COMMANDER RESPONSIBILITY

The following considerations shall be made regarding all adult arrestees:

(a) The Watch Commander shall review the circumstances of the arrest with the arresting officer, approve or disapprove the booking, set applicable bail or authorize O.R. release of arrestees, and forward the original Booking Data Report form to the jail.

(b) Any adult arrested for alcohol intoxication who has no additional charges or wants shall at the discretion of the Watch Commander, be released per 849(b)(2) PC after a minimum of six (6) hours or when sober.

(c) Review each PCD to ensure that evidence to support the arrestee's detention is clearly specified in the narrative.

900.4.2 RESPONSIBILITY FOR CUSTODY

Until the arrestee is delivered to the jailer and the Booking Report Data form, Probable Cause Declaration, and the Inmate Safety Questionnaire (TPD 450) has been completed, his/her care and custody shall be the responsibility of the arresting officer.

If the arresting officer does not deliver the arrestee to the jailer, the responsibility for the care and custody of the arrestee shall be that of the transporting officer.

After an arrestee is delivered to the jail, property removed, searched, and Booking Report Data form approved by the Watch Commander, the care and custody of the arrestee shall be the responsibility of the jailer, pending transfer of custody to another proper authority.

See attachment: Inmate Safety Questionnaire TPD 450.pdf

900.4.3 SCREENING AND PLACEMENT

The officer responsible for an individual in custody shall (15 CCR 1050):

(a) Advise the Watch Commander of any significant risks presented by the individual (e.g., suicide risk, health risk, violence).

(b) Evaluate the following issues against the stated risks in (a) to determine the need for placing the individual in a single cell:

1. Consider whether the individual may be at a high risk of being sexually abused based on all available known information (28 CFR 115.141), or whether the person is facing any other identified risk.

2. Provide any individual identified as being at a high risk for sexual or other victimization with heightened protection. This may include (28 CFR 115.113; 28 CFR 115.141):

   (a) Continuous, direct sight and sound supervision.

   (b) Single-cell placement in a cell that is actively monitored on video by a member who is available to immediately intervene.

3. Ensure individuals are separated according to severity of the crime (e.g., felony or misdemeanor).

4. Ensure males and females are separated by sight and sound when in cells.

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5. Ensure restrained individuals are not placed in cells with unrestrained individuals.

(c) Ensure that those confined under civil process or for civil causes are kept separate from those who are in temporary custody pending criminal charges.

(d) Ensure separation, as appropriate, based on other factors, such as age, criminal sophistication, assaultive/non-assaultive behavior, mental state, disabilities and sexual orientation.

900.4.4 CONSULAR NOTIFICATION

Consular notification may be mandatory when certain foreign nationals are arrested. The Patrol Coordinator will ensure that the U.S. Department of State's list of countries and jurisdictions that require mandatory notification is readily available to department members. There should also be a published list of foreign embassy and consulate telephone and fax numbers, as well as standardized notification forms that can be transmitted and then retained for documentation. Prominently displayed signs informing foreign nationals of their rights related to consular notification should also be posted in areas used for the temporary custody of adults.

Department members assigned to process a foreign national shall:

(a) Inform the individual, without delay, that he/she may have his/her consular officers notified of the arrest or detention and may communicate with them.

1. This notification should be documented.

(b) Determine whether the foreign national's country is on the U.S. Department of State's mandatory notification list.

1. If the country is on the mandatory notification list, then:

(a) Notify the country's nearest embassy or consulate of the arrest or detention by fax or telephone.

(b) Tell the individual that this notification has been made and inform him/her without delay that he/she may communicate with consular officers.

(c) Forward any communication from the individual to his/her consular officers without delay.

(d) Document all notifications to the embassy or consulate and retain the faxed notification and any fax confirmation for the individual's file.

2. If the country is not on the mandatory notification list and the individual requests that his/her consular officers be notified, then:

(a) Notify the country's nearest embassy or consulate of the arrest or detention by fax or telephone.

(b) Forward any communication from the individual to his/her consular officers without delay.

900.5 SAFETY, HEALTH AND OTHER PROVISIONS

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900.5.1 TEMPORARY CUSTODY LOGS

Any time an individual is in temporary custody at the Torrance Police Department, the custody shall be promptly and properly documented in a custody log, including:

(a) Identifying information about the individual, including his/her name.

(b) Date and time of booking at the Department.

(c) Any charges for which the individual is in temporary custody and any case number.

(d) Time of all safety checks (15 CCR 1027; 15 CCR 1027.5).

(e) Any medical and other screening requested and completed.

(f) Any emergency situations or unusual incidents.

(g) Any other information that may be required by other authorities, such as compliance inspectors.

(h) Date and time of release from the Torrance Police Department.

The Watch Commander should make periodic checks to the jail to ensure all log entries and safety and security measures are taking place.

900.5.2 TEMPORARY CUSTODY REQUIREMENTS

Members monitoring or processing anyone in temporary custody shall ensure:

(a) Safety checks and significant incidents/activities are noted on the log.

(b) Individuals in custody are informed that they will be monitored at all times, except when using the toilet.

  1. There shall be no viewing devices, such as peep holes or mirrors, of which the individual is not aware.

  2. This does not apply to surreptitious and legally obtained recorded interrogations.

(c) There is reasonable access to toilets and wash basins.

(d) There is reasonable access to a drinking fountain or water.

(e) There are reasonable opportunities to stand and stretch, particularly if handcuffed or otherwise restrained.

(f) There is privacy during attorney visits.

(g) Those in temporary custody are generally permitted to remain in their personal clothing unless it is taken as evidence or is otherwise unsuitable or inadequate for continued wear while in custody.

(h) Clean blankets are provided as reasonably necessary to ensure the comfort of an individual.

  1. The supervisor should ensure that there is an adequate supply of clean blankets.

(i) Adequate shelter, heat, light and ventilation are provided without compromising security or enabling escape.

(j) Adequate furnishings are available, including suitable chairs or benches.

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900.5.3 MEDICAL CARE

First-aid equipment and basic medical supplies should be available to department members (15 CCR 1220). At least one member who has current certification in basic first aid and CPR should be on-duty at all times.

Should a person in custody be injured or become ill, appropriate medical assistance should be sought. A supervisor should meet with those providing medical aid at the facility to allow access to the person. Members shall comply with the opinion of medical personnel as to whether an individual in temporary custody should be transported to the hospital. If the person is transported while still in custody, he/she will be accompanied by an officer.

Those who require medication while in temporary custody should not be at the Torrance Police Department. They should be released or transferred to another facility as appropriate.

900.5.4 ORTHOPEDIC OR PROSTHETIC APPLIANCE

Subject to safety and security concerns, individuals shall be permitted to retain an orthopedic or prosthetic appliance. However, if the member supervising the individual has probable cause to believe the possession of the appliance presents a risk of bodily harm to any person or is a risk to the security of the facility, the appliance may be removed from the individual unless its removal would be injurious to his/her health or safety.

Whenever a prosthetic or orthopedic appliance is removed, the Watch Commander shall be promptly apprised of the reason. It shall be promptly returned when it reasonably appears that any risk no longer exists (Penal Code § 2656; 15 CCR 1207).

900.5.5 TELEPHONE CALLS

Immediately upon being booked and, except where physically impossible, no later than three hours after arrest, an individual in custody has the right to make at least three completed calls to an attorney, bail bondsman, and a relative or other person (Penal Code § 851.5). Additional calls may be made as reasonable and necessary (15 CCR 1067). In providing further access to a telephone beyond that required by Penal Code § 851.5, legitimate law enforcement interests such as officer safety, effect on ongoing criminal investigations and logistics should be balanced against the individual’s desire for further telephone access.

(a) Telephone calls may be limited to local calls, except that long-distance calls may be made by the individual at his/her own expense.

    1. The Department should pay the cost of any long-distance calls related to arranging for the care of a child or dependent adult (see the Child and Dependent Adult Safety Policy).

    2. The provisions of Penal Code § 851.5 concerning this issue shall be posted in bold, block type in a conspicuous place within the facility.

(b) The individual should be given sufficient time to contact whomever he/she desires and to make any necessary arrangements, including child or dependent adult care, or transportation upon release.

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1. Telephone calls are not intended to be lengthy conversations. The member assigned to monitor or process the individual may use his/her judgment in determining the duration of the calls.
2. Within three hours of the arrest, the member supervising the individual should inquire whether the individual is a custodial parent with responsibility for a minor child, and notify the individual that he/she may make two additional telephone calls to a relative or other person for the purpose of arranging for the care of minor children (Penal Code § 851.5).

(c) Calls between an individual in temporary custody and his/her attorney shall be deemed confidential and shall not be monitored, eavesdropped upon or recorded (Penal Code § 851.5(b)(1); 15 CCR 1068).

900.5.6 RELIGIOUS ACCOMMODATION

Subject to available resources, safety and security, the religious beliefs and needs of all individuals in custody should be reasonably accommodated (15 CCR 1072). Requests for religious accommodation should generally be granted unless there is a compelling security or safety reason and denying the request is the least restrictive means available to ensure security or safety. The responsible supervisor should be advised any time a request for religious accommodation is denied.

Those who request to wear headscarves or simple head coverings for religious reasons should generally be accommodated absent unusual circumstances. Head coverings shall be searched before being worn.

Individuals wearing headscarves or other approved coverings shall not be required to remove them while in the presence of or while visible to the opposite sex if they so desire. Religious garments that substantially cover the individual's head and face may be temporarily removed during the taking of any photographs.

900.5.7 FIREARMS AND OTHER SECURITY MEASURES

Firearms and other weapons shall not be permitted in secure areas where individuals are in custody or are processed. They should be properly secured outside of the secure area. An exception may occur only during emergencies, upon approval of a supervisor.

All perimeter doors to secure areas shall be kept locked at all times, except during routine cleaning, when no individuals in custody are present or in the event of an emergency, such as an evacuation.

900.5.8 REPORTING PHYSICAL HARM OR SERIOUS THREAT OF PHYSICAL HARM

In addition to a custody log entry, any incident that results in physical harm or serious threat of physical harm to a member, person in custody or any other person shall be documented as stated in the Use of Force or On-Duty Injuries policies, or other applicable reporting process. A copy of all reports generated regarding the above circumstances shall be submitted as soon as reasonably practicable. The Watch Commander will retain a record of these reports for inspection purposes (15 CCR 1044).

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900.5.9 ATTORNEYS AND BAIL BONDSMEN

(a) An attorney may visit at the request of the individual in custody or a relative (Penal Code § 825).

(b) Attorneys and bail bondsmen who need to interview an individual in custody should do so inside a secure interview room.

(c) The individual in custody as well as the attorney or bail bondsman should be searched for weapons prior to being admitted to the interview room and at the conclusion of the interview.

(d) Attorneys must produce a current California Bar card as well as other matching appropriate identification.

(e) Interviews between attorneys and their clients shall not be monitored or recorded (15 CCR 1068).

900.5.10 DISCIPLINE

Discipline will not be administered to any individual in custody at this facility. Any individual in custody who repeatedly fails to follow directions or facility rules should be transported to the appropriate jail, mental health facility or hospital as soon as practicable. Such conduct should be documented and reported to the receiving facility (15 CCR 1081).

900.6 USE OF RESTRAINT DEVICES

Individuals in custody may be handcuffed in accordance with the Handcuffing and Restraints Policy. Unless an individual presents a heightened risk, handcuffs should generally be removed when the person is in a cell.

The use of restraints, other than handcuffs or leg irons, generally should not be used for individuals in temporary custody at the Torrance Police Department unless the person presents a heightened risk, and only in compliance with the Handcuffing and Restraints Policy.

Individuals in restraints shall be kept away from other unrestrained individuals in custody and monitored to protect them from abuse.

900.6.1 PREGNANT ADULTS

Women who are known to be pregnant should be restrained in accordance with the Handcuffing and Restraints Policy.

900.7 PERSONAL PROPERTY

The personal property of an individual in temporary custody should be removed, inventoried and processed as provided in the Custodial Searches Policy, unless the individual requests a different disposition. For example, an individual may request property (i.e., cash, car or house keys, medications) be released to another person. A request for the release of property to another person must be made in writing. Release of the property requires the recipient's signature on the appropriate form.

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Upon release of an individual from temporary custody, his/her items of personal property shall be compared with the inventory, and he/she shall sign a receipt for the property's return. If the individual is transferred to another facility or court, the member transporting the individual is required to obtain the receiving person's signature as notice of receipt. The Department shall maintain a copy of the property receipt.

The Watch Commander shall be notified whenever an individual alleges that there is a shortage or discrepancy regarding his/her property. The Watch Commander shall attempt to prove or disprove the claim.

900.8 HOLDING CELLS

A thorough inspection of a cell shall be conducted before placing an individual into the cell to ensure there are no weapons or contraband and that the cell is clean and sanitary. An inspection also should be conducted when he/she is released. Any damage noted to the cell should be photographed and documented.

The following requirements shall apply:

(a) The individual shall be searched (see the Custodial Searches Policy), and anything that could create a security or suicide risk, such as contraband, hazardous items, belts, shoes or shoelaces and jackets, shall be removed.

(b) The individual shall constantly be monitored by an audio/video system during the entire custody.

(c) The individual shall have constant auditory access to department members.

(d) The individual's initial placement into and removal from a locked enclosure shall be logged.

(e) Safety checks by department members shall occur no less than every 15 minutes (15 CCR 1027.5).

1. Safety checks should be at varying times.
2. All safety checks shall be logged.
3. The safety check should involve questioning the individual as to his/her well-being.
4. Individuals who are sleeping or apparently sleeping should be awakened.
5. Requests or concerns of the individual should be logged.

900.8.1 USE OF SOBERING CELL

Inmates who are to be held in the temporary holding facility and who present a threat to their own safety or the safety of others due to their state of intoxication should be placed in a sobering cell until their condition allows for continued processing.

The following guidelines apply when placing any inmate in a sobering cell (15 CCR 1056):

(a) Placement of an inmate into the cell requires approval of the Watch Commander.

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(b) A cell log shall be initiated every time an inmate is placed in the cell. The log shall be maintained for the entire time the inmate is housed in the cell.

(c) A safety check consisting of direct visual observation sufficient to assess the inmate's well-being and behavior shall occur at least once every 30 minutes. Each safety check shall be documented in the cell log.

(d) Under no circumstances shall an inmate be held in a sobering cell for more than six hours without being evaluated by qualified medical personnel to ensure that the inmate does not have an urgent medical issue.

(e) Inmates will be removed from the cell when they no longer pose a threat to their own safety and the safety of others, and are able to continue processing.

900.9 SUICIDE ATTEMPT, DEATH OR SERIOUS INJURY

The Services Division Commander will ensure procedures are in place to address any suicide attempt, death or serious injury of any individual in temporary custody at the Torrance Police Department. The procedures should include the following:

(a) Immediate request for emergency medical assistance if appropriate.

(b) Immediate notification of the Watch Commander, Chief of Police and Detectives Division Commander.

(c) Notification of the spouse, next of kin or other appropriate person.

(d) Notification of the appropriate prosecutor.

(e) Notification of the City Attorney.

(f) Notification of the Coroner.

(g) Evidence preservation.

(h) In-custody death reviews (15 CCR 1046).

(i) Notification to the Attorney General within 10 days of any death in custody including any reasonably known facts concerning the death (Government Code § 12525).

900.10 RELEASE AND/OR TRANSFER

When an individual is released or transferred from custody, the member releasing the individual should ensure the following:

(a) All proper reports, forms and logs have been completed prior to release.

(b) A check has been made to ensure that the individual is not reported as missing and does not have outstanding warrants.

(c) It has been confirmed that the correct individual is being released or transported.

(d) All property, stored in the jail as safekeeping, has been returned to, or sent with, the individual.

(e) All pertinent documentation accompanies the individual being transported to another facility (e.g., copies of booking forms, medical records, an itemized list of his/her property, warrant copies).

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(f) The individual is not permitted in any nonpublic areas of the Torrance Police Department unless escorted by a member of the Department.

(g) Any known threat or danger the individual may pose (e.g., escape risk, suicide potential, medical condition) is documented, and the documentation transported with the individual if he/she is being sent to another facility.

1. The department member transporting the individual shall ensure such risks are communicated to intake personnel at the other facility.

(h) Generally, persons of the opposite sex, or adults and juveniles, should not be transported in the same vehicle unless they are physically separated by a solid barrier. If segregating individuals is not practicable, officers should be alert to inappropriate physical or verbal contact and take appropriate action as necessary.

(i) Transfers between facilities or other entities, such as a hospital, should be accomplished with a custodial escort of the same sex as the person being transferred to assist with his/her personal needs as reasonable.

900.10.1 FORM REQUEST FOR PETITION TO SEAL RECORDS

Upon request, a detained arrestee released from custody shall be provided with the appropriate Judicial Council forms to petition the court to have the arrest and related records sealed (Penal Code § 851.910).

The Department shall display the required signage that complies with Penal Code § 851.91 advising an arrestee of the right to obtain the Judicial Council forms.

900.11 ASSIGNED ADMINISTRATOR

The Services Division Commander will ensure any reasonably necessary supplemental procedures are in place to address the following issues (15 CCR 1029):

(a) General security

(b) Key control

(c) Sanitation and maintenance

(d) Emergency medical treatment (15 CCR 1200)

(e) Escapes

(f) Evacuation plans

(g) Fire- and life-safety, including a fire suppression pre-plan as required by 15 CCR 1032

(h) Disaster plans

(i) Building and safety code compliance

(j) Civil and other disturbances including hostage situations

(k) Periodic testing of emergency equipment

(l) Emergency suspension of Title 15 regulations and notice to the Board of State and Community Corrections as required in 15 CCR 1012

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(m) Inspections and operations reviews

Annual review and evaluation of security measures including internal and external security measures, sanitation, safety and maintenance (15 CCR 1280).

These supplemental procedures shall be reviewed and updated no less than every two years and shall be available to all members (15 CCR 1029).

900.12 TRAINING

Department members should be trained and familiar with this policy and any supplemental procedures.

Department members responsible for supervising adults in temporary custody shall complete the Corrections Officer Core Course or eight hours of specialized training within six months of assignment. Such training shall include but not be limited to the following (15 CCR 1024):

(a) Applicable minimum jail standards

(b) Jail operations liability

(c) Inmate segregation

(d) Emergency procedures and planning, fire safety, and life safety.

(e) Suicide prevention

Eight hours of refresher training shall be completed once every two years (15 CCR 1024).

The Research and Training Division Commander shall maintain records of all such training in the member's training file.

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Custodial Searches

901.1 PURPOSE AND SCOPE

This policy provides guidance regarding searches of individuals in custody. Such searches are necessary to eliminate the introduction of contraband, intoxicants or weapons into the Torrance Police Department facility. Such items can pose a serious risk to the safety and security of department members, individuals in custody, contractors and the public.

Nothing in this policy is intended to prohibit the otherwise lawful collection of evidence from an individual in custody.

901.1.1 DEFINITIONS

Definitions related to this policy include:

Custody search - An in-custody search of an individual and of his/her property, shoes and clothing, including pockets, cuffs and folds on the clothing, to remove all weapons, dangerous items and contraband.

Physical body cavity search - A search that includes a visual inspection and may include a physical intrusion into a body cavity. Body cavity means the stomach or rectal cavity of an individual, and the vagina of a female person.

Strip search - A search that requires an individual to remove or rearrange some or all of his/her clothing to permit a visual inspection of the underclothing, breasts, buttocks, anus or outer genitalia. This includes monitoring an individual as they are changing clothes, where his/her underclothing, buttocks, genitalia or female breasts are visible.

901.2 POLICY

All searches shall be conducted with concern for safety, dignity, courtesy, respect for privacy and hygiene, and in compliance with policy and law to protect the rights of those who are subject to any search.

Searches shall not be used for intimidation, harassment, punishment or retaliation.

901.3 FIELD AND TRANSPORTATION SEARCHES

An officer should conduct a custody search of an individual immediately after his/her arrest, when receiving an individual from the custody of another, and before transporting a person who is in custody in any department vehicle.

Whenever practicable, a custody search should be conducted by an officer of the same sex as the person being searched. If an officer of the same sex is not reasonably available, a witnessing officer should be present during the search.

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901.4 SEARCHES AT POLICE FACILITIES

Custody searches shall be conducted on all individuals in custody, upon entry to the Torrance Police Department facilities. Except in exigent circumstances, the search should be conducted by a member of the same sex as the individual being searched. If a member of the same sex is not available, a witnessing member must be present during the search.

Custody searches should also be conducted any time an individual in custody enters or re-enters a secure area, or any time it is reasonably believed that a search is necessary to maintain the safety and security of the facility.

901.4.1 PROPERTY

Members shall take reasonable care in handling the property of an individual in custody to avoid discrepancies or losses. Property retained for safekeeping shall be kept in a secure location until the individual is released or transferred.

Some property may not be accepted by a facility or agency that is taking custody of an individual from this department, such as weapons or large items. These items should be retained for safekeeping in accordance with the Property and Evidence Policy.

All property shall be inventoried by objective description (this does not include an estimated value). The individual from whom it was taken shall be required to sign the completed inventory. If the individual's signature cannot be obtained, the inventory shall be witnessed by another department member. The inventory should include the case number, date, time, member's Torrance Police Department identification number and information regarding how and when the property may be released.

901.4.2 VERIFICATION OF MONEY

All money should be counted in front of the individual from whom it was received. When possible, the individual shall sign, verifying the dollar amount on the Currency Account Slip (TPD282), however, two officers signature verification is required on all Currency Account Slips. Additionally, all money should be placed in a separate envelope and sealed. Negotiable checks or other instruments and foreign currency should also be sealed in an envelope with the amount indicated but not added to the cash total. All envelopes should clearly indicate the contents on the front. Should any money be withdrawn or added, the member making such change shall enter the amount below the original entry and initial it. The amount of money in the envelope should always be totaled and written on the outside of the envelope.

901.5 STRIP SEARCHES

No individual in temporary custody at any Torrance Police Department facility shall be subjected to a strip search unless there is reasonable suspicion based upon specific and articulable facts to believe the individual has a health condition requiring immediate medical attention or is concealing a weapon or contraband. Factors to be considered in determining reasonable suspicion include, but are not limited to:

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(a) The detection of an object during a custody search that may be a weapon or contraband and cannot be safely retrieved without a strip search.

(b) Circumstances of a current arrest that specifically indicate the individual may be concealing a weapon or contraband.

1. A felony arrest charge or being under the influence of a controlled substance should not suffice as reasonable suspicion absent other facts.

(c) Custody history (e.g., past possession of contraband while in custody, assaults on department members, escape attempts).

(d) The individual's actions or demeanor.

(e) Criminal history (i.e., level of experience in a custody setting).

No transgender or intersex individual shall be searched or examined for the sole purpose of determining the individual's genital status. If the individual's genital status is unknown, it may be determined during conversations with the person, by reviewing medical records, or as a result of a broader medical examination conducted in private by a medical practitioner (28 CFR 115.115).

901.5.1 STRIP SEARCH PROCEDURES

Strip searches at Torrance Police Department facilities shall be conducted as follows (28 CFR 115.115; Penal Code § 4030):

(a) Written authorization from the Watch Commander shall be obtained prior to the strip search.

(b) All members involved with the strip search shall be of the same sex as the individual being searched, unless the search is conducted by a medical practitioner.

(c) All strip searches shall be conducted in a professional manner under sanitary conditions and in a secure area of privacy so that it cannot be observed by those not participating in the search. The search shall not be reproduced through a visual or sound recording, except in accordance with Department policy in anticipation of a threshold incident.

(d) Whenever possible, a second member of the same sex should also be present during the search, for security and as a witness to the finding of evidence.

(e) Members conducting a strip search shall not touch the breasts, buttocks or genitalia of the individual being searched.

(f) The primary member conducting the search shall prepare a written report to include:

1. The facts that led to the decision to perform a strip search.

2. The reasons less intrusive methods of searching were not used or were insufficient.

3. The written authorization for the search, obtained from the Watch Commander.

4. The name of the individual who was searched.

5. The name and sex of the members who conducted the search.

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6. The name, sex and role of any person present during the search.
7. The time and date of the search.
8. The place at which the search was conducted.
9. A list of the items, if any, that were recovered.
10. The facts upon which the member based his/her belief that the individual was concealing a weapon or contraband.

(g) No member should view an individual's private underclothing, buttocks, genitalia or female breasts while that individual is showering, performing bodily functions or changing clothes, unless he/she otherwise qualifies for a strip search. However, if serious hygiene or health issues make it reasonably necessary to assist the individual with a shower or a change of clothes, a supervisor should be contacted to ensure reasonable steps are taken to obtain the individual's consent and/or otherwise protect his/her privacy and dignity.

(h) If the individual has been arrested for a misdemeanor or infraction offense, the written authorization from the Watch Commander shall include specific and articulable facts and circumstances upon which the reasonable suspicion determination for the search was made.

(i) A copy of the written authorization shall be retained and made available upon request to the individual or the individual's authorized representative. A record of the time, date, place of the search, the name and sex of the person conducting the search, and a statement of the results of the search shall also be retained and made available upon request to the individual or the individual’s authorized representative.

901.5.2 SPECIAL CIRCUMSTANCE FIELD STRIP SEARCHES

A strip search may be conducted in the field only with Watch Commander authorization and only in exceptional circumstances, such as when:

(a) There is probable cause to believe that the individual is concealing a weapon or other dangerous item that cannot be recovered by a more limited search.

(b) There is probable cause to believe that the individual is concealing controlled substances or evidence that cannot be recovered by a more limited search, and there is no reasonable alternative to ensure the individual cannot destroy or ingest the substance during transportation.

These special-circumstance field strip searches shall only be authorized and conducted under the same restrictions as the strip search procedures in this policy, except that the Watch Commander authorization does not need to be in writing.

901.6 PHYSICAL BODY CAVITY SEARCH

Physical body cavity searches shall be subject to the following (Penal Code § 4030):

(a) No individual shall be subjected to a physical body cavity search without written approval of the Watch Commander and only upon a search warrant. A copy of any

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search warrant and the results of the physical body cavity search shall be included with the related reports and made available, upon request, to the individual or authorized representative (except for those portions of the warrant ordered sealed by a court).

(b) Only a physician, nurse practitioner, registered nurse, licensed vocational nurse or Emergency Medical Technician Level II licensed to practice in California may conduct a physical body cavity search.

(c) Except for the physician or licensed medical personnel conducting the search, persons present must be of the same sex as the individual being searched. Only the necessary department members needed to maintain the safety and security of the medical personnel shall be present.

(d) Privacy requirements, including restricted touching of body parts and sanitary condition requirements, are the same as required for a strip search.

(e) All such searches shall be documented, including:

1. The facts that led to the decision to perform a physical body cavity search of the individual.
2. The reasons less intrusive methods of searching were not used or were insufficient.
3. The Watch Commander's approval.
4. A copy of the search warrant.
5. The time, date and location of the search.
6. The medical personnel present.
7. The names, sex and roles of any department members present.
8. Any contraband or weapons discovered by the search.

(f) Copies of the written authorization and search warrant shall be retained and shall be provided to the individual who was searched or other authorized representative upon request. A record of the time, date, place of the search, the name and sex of the person conducting the search and a statement of the results of the search shall also be retained and made available upon request to the individual or the individual's authorized representative.

901.7 BODY SCANNER SEARCH

If a body scanner is available, a body scan search should be performed on all inmates/arrestees upon entering the secure booking area of the facility. Members (Penal Code § 4030):

(a) Within sight of the visual display of a body scanner that is depicting the body during a scan shall be of the same sex as the person being scanned, except for physicians or licensed medical personnel.

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(b) Should ask female inmates if they are pregnant prior to a body scan and should not knowingly use a body scanner on a woman who is pregnant.

901.8 TRAINING

The Research and Training Division Commander shall ensure members have training that includes (28 CFR 115.115):

(a) Conducting searches of cross-gender individuals.

(b) Conducting searches of transgender and intersex individuals.

(c) Conducting searches in a professional and respectful manner, and in the least intrusive manner possible, consistent with security needs.

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Chapter 10 - Personnel

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Evaluation of Employees

1000.1 PURPOSE AND SCOPE

The Department's employee performance evaluation system is designed to record work performance for both the Department and the employee, providing recognition for good work and developing a guide for improvement.

1000.2 POLICY

The Torrance Police Department utilizes a performance evaluation report to measure performance and to use as a factor in making personnel decisions that relate to merit increases, promotion, reassignment, discipline, demotion, and termination. The evaluation report is intended to serve as a guide for work planning and review by the supervisor and employee. It gives supervisors a way to create an objective history of work performance based on job standards.

The Department evaluates employees in a non-discriminatory manner based upon job-related factors specific to the employee's position, without regard to actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law.

1000.3 EVALUATION PROCESS

Evaluation reports will cover a specific period of time and should be based on documented performance during that period. Evaluation reports will be completed by each employee's immediate supervisor. Other supervisors directly familiar with the employee's performance during the rating period should be consulted by the immediate supervisor for their input.

All sworn and civilian supervisory personnel shall attend an approved supervisory course that includes training on the completion of performance evaluations within one year of the supervisory appointment.

Each supervisor should discuss the tasks of the position, standards of performance expected and the evaluation criteria with each employee at the beginning of the rating period. Supervisors should document this discussion in the prescribed manner.

Assessment of an employee's job performance is an ongoing process. Continued coaching and feedback provides supervisors and employees with opportunities to correct performance issues as they arise.

Non-probationary employees demonstrating substandard performance shall be notified in writing of such performance as soon as possible in order to have an opportunity to remediate the issues. Such notification should occur at the earliest opportunity, with the goal being a minimum of 90 days written notice prior to the end of the evaluation period.

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Employees who disagree with their evaluation and who desire to provide a formal response or a rebuttal may do so in writing in the prescribed format and time period.

1000.4 FULL TIME PROBATIONARY PERSONNEL

Civilian personnel are on probation for 12 months before being eligible for certification as permanent employees. A Monthly Probationary Performance Review is completed monthly for all full-time civilian personnel during the probationary period.

Sworn personnel are on probation for 12 months before being eligible for certification as permanent employees. Probationary officers are evaluated daily, weekly and monthly during the probationary period.

1000.4.1 PROBATIONER ATHLETIC RESTRICTIONS

As a condition of employment, probationary Police Officers shall not engage in athletic activity linked to the Police Department unless receiving prior written approval from the Chief of Police or his/her designee. All written requests shall initially be directed to the Chief of Police.

1000.5 FULL-TIME PERMANENT STATUS PERSONNEL

An Employee Performance Evaluation shall be completed once each year by the employee's immediate supervisor on the anniversary of the employee’s date of hire except for employees who have been promoted in which case an Employee Performance Evaluation shall be completed on the anniversary of the employee’s date of last promotion.

NOTE: If an employee is transferred from one assignment to another in the middle of an evaluation period and less than six months have transpired since the transfer, then an evaluation shall be completed by the current supervisor with input from the previous supervisor.

1000.5.1 RATINGS

When completing the Employee Performance Evaluation, the rater will place a check mark in the column that best describes the employee's performance. The definition of each rating category is as follows:

Outstanding - Is actual performance well beyond that required for the position. It is exceptional performance, definitely superior or extraordinary.

Above Standards - Represents performance that is better than expected of a fully competent employee. It is superior to what is expected, but is not of such rare nature to warrant outstanding.

Standard - Is the performance of a fully competent employee. It means satisfactory performance that meets the standards required of the position.

Below Standards - Is a level of performance less than that expected of a fully competent employee and less than standards required of the position. A needs improvement rating must be thoroughly discussed with the employee.

Unsatisfactory - Performance is inferior to the standards required of the position. It is very inadequate or undesirable performance that cannot be tolerated.

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Space for written comments is provided at the end of the evaluation in the rater comments section. This section allows the rater to document the employee's strengths, weaknesses, and suggestions for improvement. Any rating under any job dimension marked unsatisfactory or outstanding shall be substantiated in the rater comments section.

1000.6 PERFORMANCE IMPROVEMENT PLAN

(a) The Performance Improvement Plan is designed to ensure that employees are made aware of performance issues. The plan ensures that supervisors take the appropriate time to counsel employees on specific improvement needs, present and future expectations, and the time frames to reach those performance goals. The standard format for a Performance Improvement Plan is available from the Personnel Division.

(b) Performance Improvement Plans are required for all employees evaluated as “Below Standard” or “Needs Improvement.”

(c) DOCUMENT CONTENT:

1. Documentation of specific poor performance leading to the "Needs Improvement," "Below Standard," or "Unsatisfactory" evaluation, or when a significant performance problem is discovered; and
2. A discussion of what the employee must do to bring performance to acceptable standards; and
3. A discussion of any Department assistance which will be provided to the employee to raise performance to acceptable standards.

1000.6.1 PROCEDURE:

(a) The Personnel Division is responsible for notifying the Human Resources Department of all performance improvement plans prior to implementation.

(b) The employee is to be informed that performance must be raised to acceptable standards within six months, or until the next performance evaluation is received after being placed on a "Performance Improvement Plan," whichever is longest.

(c) Failure of the employee to bring performance to acceptable standards within the allotted time can result in discipline up to and including termination.

(d) The Performance Improvement Plan shall be signed by the employee and the supervisor to ensure that the employee reviewed the documents and that they were discussed. Should the employee refuse to sign, the supervisor presenting the document shall have the employee's refusal witnessed by another supervisor and have the witnessing supervisor sign the document. An employee who indicates disagreement with the provisions of the Performance Improvement Plan may appeal to the Chief of Police.

(e) A copy of the Performance Improvement Plan shall be given to the employee and the original shall be placed in the employee's personnel file.

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1000.7 PROMOTIONAL PROBATIONARY PERIOD

Sworn and civilian personnel who are promoted are on probation for six months. A Monthly Probationary Performance Review is completed monthly for all personnel during the probationary period. The Final Probationary Performance Review shall be used at the completion of the six month probation period.

If, after a promotion, a probationer is rejected, they shall be reinstated to the position from which they were promoted, unless the probationer has been discharged by the City.

1000.8 EVALUATION INTERVIEW

When the supervisor has completed the preliminary evaluation, arrangements shall be made for a private discussion of the evaluation with the employee. The supervisor should discuss the results of the just completed rating period and clarify any questions the employee may have. If the employee has valid and reasonable protests of any of the ratings, the supervisor may make appropriate changes to the evaluation. Areas needing improvement and goals for reaching the expected level of performance should be identified and discussed. The supervisor should also provide relevant counseling regarding advancement, specialty positions and training opportunities. The supervisor and employee will sign and date the evaluation. Permanent employees may also write comments in the Employee Comments section of the performance evaluation report.

1000.8.1 APPEAL

If an employee disagrees with an evaluation report, the employee has ten days to submit a written appeal to the Chief of Police. If, after the Chief’s review and modification (if any), the employee is still unsatisfied and the performance rating is below standard, the employee may appeal to the Civil Service Commission.

1000.8.2 EVALUATION AMENDMENT

(a) COMPLETION. Whenever an evaluation is to be amended under the conditions listed below, the initiating supervisor shall complete an Evaluation Amendment to be routed and processed through the chain of command in the same manner as an evaluation.

1. DISCIPLINARY. When an employee is disciplined in an evaluation period after the violation occurred, the employee's evaluation for the period in which the violation occurred shall be amended.
2. COMMENDATION. When an employee is commended in an evaluation period after the commendable action occurred, the evaluation for the period in which the commendable action occurred shall be amended.
3. APPEAL. When an evaluation rating is changed pursuant to an appeal, the original evaluation shall be amended.

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1000.9 EVALUATION REVIEW

After the supervisor finishes the performance evaluation, it shall be forwarded to the rater's supervisor (Division Commander). The Division Commander shall review the evaluation for fairness, impartiality, uniformity, and consistency.

1000.10 EVALUATION DISTRIBUTION

The original performance evaluation shall be forwarded to Human Resources and a copy will be maintained in the employee's personnel file in the Personnel Division for the tenure of the employee's employment. A copy will be maintained in the Divisional File and a copy will be given to the employee.

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Reporting of Employee Convictions

1001.1 PURPOSE AND SCOPE

Convictions of certain offenses may restrict or prohibit an employee's ability to properly perform official duties. Therefore, all employees shall be required to promptly notify the Department of any past and current criminal convictions.

1001.2 DOMESTIC VIOLENCE CONVICTIONS, OUTSTANDING WARRANTS AND RESTRAINING ORDERS

California and federal law prohibit individuals convicted of, or having an outstanding warrant for, certain offenses and individuals subject to certain court orders from lawfully possessing a firearm. Such convictions and court orders often involve allegations of the use or attempted use of force or threatened use of a weapon on any individual in a domestic relationship (e.g., spouse, cohabitant, parent, child) (18 USC § 922; Penal Code § 29805).

All members are responsible for ensuring that they have not been disqualified from possessing a firearm by any such conviction or court order and shall promptly report any such conviction or court order to a supervisor, as provided in this policy.

1001.3 OTHER CRIMINAL CONVICTIONS AND COURT ORDERS

Government Code § 1029 prohibits any person convicted of a felony from being a peace officer in the State of California. This prohibition applies regardless of whether the guilt was established by way of a verdict, guilty or nolo contendre plea.

Convictions of certain violations of the Vehicle Code and other provisions of law may also place restrictions on an employee's ability to fully perform the duties of the job.

Outstanding warrants as provided in Penal Code § 29805 also place restrictions on a member's ability to possess a firearm.

Moreover, while legal restrictions may or may not be imposed by statute or by the courts upon conviction of any criminal offense, criminal conduct by members of this department may be inherently in conflict with law enforcement duties and the public trust.

1001.4 REPORTING PROCEDURE

All members of this department and all retired officers with an identification card issued by the Department shall promptly notify their immediate supervisor (or the Chief of Police in the case of retired officers) in writing of any past or current criminal arrest, outstanding warrant or conviction regardless of whether or not the matter is currently on appeal and regardless of the penalty or sentence, if any.

All members and all retired officers with an identification card issued by the Department shall further promptly notify their immediate supervisor (or the Chief of Police in the case of retired

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officers) in writing if the member or retiree becomes the subject of a domestic violence restraining order or similar court order or becomes the subject of an outstanding warrant.

Any member whose criminal conviction unduly restricts or prohibits that member from fully and properly performing his/her duties may be disciplined including, but not limited to, being placed on administrative leave, reassignment and/or termination. Any effort to remove such disqualification or restriction shall remain entirely the responsibility of the member on his/her own time and expense.

Any member failing to provide prompt written notice pursuant to this policy shall be subject to discipline.

1001.5 PROCEDURE FOR RELIEF

Pursuant to Penal Code § 29855, a peace officer may petition the court for permission to carry a firearm following a conviction under state law. Federal law, however, does not provide for any such similar judicial relief and the granting of a state court petition under Penal Code § 29855 will not relieve one of the restrictions imposed by federal law. Therefore, relief for any employee falling under the restrictions imposed by federal law may only be obtained by expungement of the conviction. Each employee shall seek relief from firearm restrictions on their own time and through their own resources.

Pursuant to Family Code § 6389(h), an individual may petition the court for an exemption to any restraining order, which would thereafter permit the individual to carry a firearm as a part of their employment. Relief from any domestic violence or other restriction shall also be pursued through the employee's own resources and on the employee's own time.

Pending satisfactory proof of relief from any legal restriction imposed on an employee's duties, the employee may be placed on administrative leave, reassigned or disciplined. The Department may, but is not required to return an employee to any assignment, reinstate any employee or reverse any pending or imposed discipline upon presentation of satisfactory proof of relief from any legal restriction set forth in this policy.

1001.5.1 NOTIFICATION REQUIREMENTS

The Personnel Supervisor shall submit within 30 days of final disposition a notice to the Commission on Peace Officer Standards and Training (POST) of a felony conviction or Government Code § 1029 reason that disqualifies any current peace officer employed by this department or any former peace officer if this department was responsible for the investigation (11 CCR 1003).

The Personnel Supervisor shall submit within 30 days a notice to POST of any appointment, termination, reinstatement, name change, or status change regarding any peace officer, reserve peace officer, public safety dispatcher, and records supervisor employed by this department (11 CCR 1003).

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Drug- and Alcohol-Free Workplace

1002.1 PURPOSE AND SCOPE

The purpose of this policy is to establish clear and uniform guidelines regarding drugs and alcohol in the workplace.

1002.2 POLICY

It is the policy of this department to provide a drug- and alcohol-free workplace for all members. The City of Torrance has a policy that provides guidelines for all City employees for detection, deterrence and rehabilitation regarding drug and alcohol use/abuse. (See Chapter 17 - Policy - Fitness for Duty/Drug and Alcohol) (See Chapter 117 - Procedure - Fitness for Duty/Drugs and Alcohol)

1002.3 GENERAL GUIDELINES

Alcohol and drug use in the workplace or on department time can endanger the health and safety of department members and the public. Such use shall not be tolerated (41 USC § 8103).

Members who have consumed an amount of an alcoholic beverage or taken any medication, or combination thereof, that would tend to adversely affect their mental or physical abilities shall not report for duty. Affected members shall notify the Watch Commander or appropriate supervisor as soon as the member is aware that he/she will not be able to report to work. If the member is unable to make the notification, every effort should be made to have a representative contact the supervisor in a timely manner. If the member is adversely affected while on-duty, he/she shall be immediately removed and released from work (see Work Restrictions in this policy).

1002.3.1 USE OF MEDICATIONS

Members should avoid taking any medications that will impair their ability to safely and completely perform their duties. Any member who is medically required or has a need to take any such medication shall report that need to his/her immediate supervisor prior to commencing any on-duty status.

No member shall be permitted to work or drive a vehicle owned or leased by the Department while taking any medication that has the potential to impair his/her abilities, without a written release from his/her physician.

1002.3.2 USE OF MARIJUANA

Possession of marijuana, including medical marijuana, or being under the influence of marijuana on- or off-duty is prohibited and may lead to disciplinary action.

1002.4 MEMBER RESPONSIBILITIES

Members are prohibited from purchasing, manufacturing, distributing, dispensing, possessing or using controlled substances or alcohol on department premises or on department time (41 USC

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§ 8103). The lawful possession or use of prescribed medications or over-the-counter remedies is excluded from this prohibition.

Members who are authorized to consume alcohol as part of a special assignment shall not do so to the extent of impairing on-duty performance.

Members shall notify a supervisor immediately if they observe behavior or other evidence that they believe demonstrates that a fellow member poses a risk to the health and safety of the member or others due to drug or alcohol use.

Members are required to notify their immediate supervisors of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction (41 USC § 8103).

1002.5 EMPLOYEE ASSISTANCE PROGRAM

The City of Torrance has a voluntary employee assistance program to assist those who wish to seek help for alcohol and drug problems (41 USC § 8103). For further information, refer to the Torrance Employee Network (T.E.N. Page). Insurance coverage that provides treatment for drug and alcohol abuse also may be available. Employees should contact the Department of Human Resources, their insurance providers or the employee assistance program for additional information. It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to performance problems.

1002.6 WORK RESTRICTIONS

If a member informs a supervisor that he/she has consumed any alcohol, drug or medication that could interfere with a safe and efficient job performance, the member may be required to obtain clearance from his/her physician before continuing to work.

If the supervisor reasonably believes, based on objective facts, that a member is impaired by the consumption of alcohol or other drugs, the supervisor shall prevent the member from continuing work and shall ensure that he/she is safely transported away from the Department.

1002.7 COMPLIANCE WITH THE DRUG-FREE WORKPLACE ACT

No later than 30 days following notice of any drug statute conviction for a violation occurring in the workplace involving a member, the Department will take appropriate disciplinary action, up to and including dismissal, and/or requiring the member to satisfactorily participate in a drug abuse assistance or rehabilitation program (41 USC § 8104).

1002.8 CONFIDENTIALITY

The Department recognizes the confidentiality and privacy due to its members. Disclosure of any information relating to substance abuse treatment, except on a need-to-know basis, shall only be with the express written consent of the member involved or pursuant to lawful process.

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The written results of any screening tests and all documents generated by the employee assistance program are considered confidential medical records and shall be maintained separately from the employee's other personnel files.

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Sick Leave

1003.1 PURPOSE AND SCOPE

This policy provides general guidance regarding the use and processing of sick leave. The accrual and terms of use of sick leave for eligible employees are detailed in the City personnel manual or applicable collective bargaining agreement.

This policy is not intended to cover all types of sick or other leaves. For example, employees may be entitled to additional paid or unpaid leave for certain family and medical reasons as provided for in the Family and Medical Leave Act (FMLA) (29 USC § 2601 et seq.), the California Family Rights Act, leave for victims of crime or abuse, or for organ or bone marrow donor procedures (29 CFR 825; Government Code § 12945.2; Labor Code § 230.1; Labor Code § 1510).

1003.2 POLICY

It is the policy of the Torrance Police Department to provide eligible employees with a sick leave benefit.

1003.3 USE OF SICK LEAVE

Sick leave is intended to be used for qualified absences. Sick leave is not considered vacation. Abuse of sick leave may result in discipline, denial of sick leave requests, or both.

Employees on sick leave shall not engage in other employment or self-employment or participate in any sport, hobby, recreational activity or other activity that may impede recovery from the injury or illness (see Outside Employment Policy).

1003.3.1 NOTIFICATION

Employees who are unable to report to work as scheduled shall contact their supervisor for completion of an absence slip (TPD 114). If the immediate supervisor is not available, the employee shall contact their Division Commander or the Watch Commander. Notice shall be given at least two (2) hours prior to the start of their shift or as soon as practical. If, due to an emergency, a member is unable to contact the supervisor, every effort should be made to have a representative for the member contact the supervisor (Labor Code § 246).

When the necessity to be absent from work is foreseeable, such as planned medical appointments or treatments, the member shall, whenever possible and practicable, provide the Department with no less than 30 days' notice of the impending absence (Labor Code § 246).

1003.4 EXTENDED ABSENCE

Members absent from duty for more than three consecutive days may be required to furnish a statement from a health care provider supporting the need to be absent and/or the ability to return to work. Members on an extended absence shall, if possible, contact their supervisor at specified intervals to provide an update on their absence and expected date of return.

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Nothing in this section precludes a supervisor from requiring, with cause, a health care provider's statement for an absence of three or fewer days after the first three days of paid sick leave are used in a 12-month period.

1003.5 SUPERVISOR RESPONSIBILITIES

The responsibilities of supervisors include, but are not limited to:

(a) Monitoring and regularly reviewing the attendance of those under their command to ensure that the use of sick leave and absences is consistent with this policy.

(b) After the absence of four or more days, the direct supervisor should advise the employee that the absence may qualify as family medical leave and consulting with legal counsel or the Department of Human Resources as appropriate.

(c) Addressing absences and sick leave use in the member's performance evaluation when excessive or unusual use has:

  (a) Negatively affected the member's performance or ability to complete assigned duties.

  (b) Negatively affected department operations.

(d) When appropriate, counseling members regarding excessive absences and/or inappropriate use of sick leave.

(e) Referring eligible members to an available employee assistance program when appropriate.

1003.6 REQUIRED NOTICES

The Personnel Division Commander shall ensure:

(a) Written notice of the amount of paid sick leave available is provided to employees, which is provided in the employee's bi-weekly earnings statement, as provided in Labor Code § 246.

(b) A poster is displayed in a conspicuous place for employees to review that contains information on paid sick leave as provided in Labor Code § 247.

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Personal Leave

1004.1 PERSONAL LEAVE

TPOA Members may use up to four days per calendar year of personal leave (PL) for any reason, with the time being deducted from accrued personal leave. Only one PL day per officer may be used per Deployment Period, and PL days cannot be used on consecutive days, ie; the last day of one DP and the first day of the next DP. Only one PL day causing overtime may be granted per shift, on a first-come, first-served basis. Personal leave will not be granted: from December 20 through January 5; during special deployments for normal events such as the Armed Forces Parade and July 4th; or during an unusual situation such as civil disorder. Employees may request a PL day up to 48 hours prior to the affected shift, and must obtain approval from their Watch or Division Commander.

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Communicable Diseases

1005.1 PURPOSE AND SCOPE

This policy provides general guidelines to assist in minimizing the risk of department members contracting and/or spreading communicable diseases.

1005.1.1 DEFINITIONS

Definitions related to this policy include:

Communicable disease - A human disease caused by microorganisms that are present in and transmissible through human blood, bodily fluid, tissue, or by breathing or coughing. These diseases commonly include, but are not limited to, hepatitis B virus (HBV), HIV and tuberculosis.

Exposure - When an eye, mouth, mucous membrane or non-intact skin comes into contact with blood or other potentially infectious materials, or when these substances are injected or infused under the skin; when an individual is exposed to a person who has a disease that can be passed through the air by talking, sneezing or coughing (e.g., tuberculosis), or the individual is in an area that was occupied by such a person. Exposure only includes those instances that occur due to a member's position at the Torrance Police Department. (See the exposure control plan for further details to assist in identifying whether an exposure has occurred.)

1005.2 POLICY

The Torrance Police Department is committed to providing a safe work environment for its members. Members should be aware that they are ultimately responsible for their own health and safety.

1005.3 EXPOSURE CONTROL OFFICER

The Chief of Police has assigned the Research & Training Division Commander, or designee, as the Exposure Control Officer (ECO). The ECO shall develop an exposure control plan that includes:

(a) Exposure-prevention and decontamination procedures.

(b) Procedures for when and how to obtain medical attention in the event of an exposure or suspected exposure.

(c) The provision that department members will have no-cost access to the appropriate personal protective equipment (PPE) (e.g., gloves, face masks, eye protection, pocket masks) for each member's position and risk of exposure.

(d) Evaluation of persons in custody for any exposure risk and measures to separate them (15 CCR 1051; 15 CCR 1207).

(e) Compliance with all relevant laws or regulations related to communicable diseases, including:

1. Responding to requests and notifications regarding exposures covered under the Ryan White law (42 USC § 300ff-133; 42 USC § 300ff-136).

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2. Bloodborne pathogen mandates including (8 CCR 5193):
   (a) Sharps injury log.
   (b) Needleless systems and sharps injury protection.
3. Airborne transmissible disease mandates including (8 CCR 5199):
   (a) Engineering and work practice controls related to airborne transmissible diseases.
   (b) Distribution of appropriate personal protective equipment to minimize exposure to airborne disease.
4. Promptly notifying the county health officer regarding member exposures (Penal Code § 7510).
5. Establishing procedures to ensure that members request exposure notification from health facilities when transporting a person that may have a communicable disease and that the member is notified of any exposure as required by Health and Safety Code § 1797.188.
6. Informing members of the provisions of Health and Safety Code § 1797.188 (exposure to communicable diseases and notification).

(f) Provisions for acting as the designated officer liaison with health care facilities regarding communicable disease or condition exposure notification. The designated officer should coordinate with other department members to fulfill the role when not available. The designated officer shall ensure that the name, title and telephone number of the designated officer is posted on the Department website (Health and Safety Code § 1797.188).

The ECO should also act as the liaison with the Division of Occupational Safety and Health (Cal/OSHA) and may request voluntary compliance inspections. The ECO shall annually review and update the exposure control plan and review implementation of the plan (8 CCR 5193).

1005.4 EXPOSURE PREVENTION AND MITIGATION

1005.4.1 GENERAL PRECAUTIONS

All members are expected to use good judgment and follow training and procedures related to mitigating the risks associated with communicable disease. This includes, but is not limited to (8 CCR 5193):

(a) Stocking disposable gloves, antiseptic hand cleanser, CPR masks or other specialized equipment in the work area or department vehicles, as applicable.

(b) Wearing department-approved disposable gloves when contact with blood, other potentially infectious materials, mucous membranes and non-intact skin can be reasonably anticipated.

(c) Washing hands immediately or as soon as feasible after removal of gloves or other PPE.

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(d) Treating all human blood and bodily fluids/tissue as if it is known to be infectious for a communicable disease.

(e) Using an appropriate barrier device when providing CPR.

(f) Using a face mask or shield if it is reasonable to anticipate an exposure to an airborne transmissible disease.

(g) Decontaminating non-disposable equipment (e.g., flashlight, control devices, clothing and portable radio) as soon as possible if the equipment is a potential source of exposure.

1. Clothing that has been contaminated by blood or other potentially infectious materials shall be removed immediately or as soon as feasible and stored/ decontaminated appropriately.

(h) Handling all sharps and items that cut or puncture (e.g., needles, broken glass, razors, knives) cautiously and using puncture-resistant containers for their storage and/or transportation.

(i) Avoiding eating, drinking, smoking, applying cosmetics or lip balm, or handling contact lenses where there is a reasonable likelihood of exposure.

(j) Disposing of biohazardous waste appropriately or labeling biohazardous material properly when it is stored.

1005.4.2 IMMUNIZATIONS

Members who could be exposed to HBV due to their positions may receive the HBV vaccine and any routine booster at no cost (8 CCR 5193).

1005.5 POST EXPOSURE

1005.5.1 INITIAL POST-EXPOSURE STEPS

Members who experience an exposure or suspected exposure shall:

(a) Begin decontamination procedures immediately (e.g., wash hands and any other skin with soap and water, flush mucous membranes with water).

(b) Obtain medical attention as appropriate.

(c) Notify a supervisor as soon as practicable.

1005.5.2 REPORTING REQUIREMENTS

The supervisor on-duty shall investigate every exposure or suspected exposure that occurs as soon as possible following the incident. The supervisor shall ensure the following information is documented (8 CCR 5193) via the Supervisor's Investigative Report of Employee Injury or Illness and the Employee's Industrial Injury or Illness Report:

(a) Name and Social Security number of the member exposed

(b) Date and time of the incident

(c) Location of the incident

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(d) Potentially infectious materials involved and the source of exposure (e.g., identification of the person who may have been the source)

(e) Work being done during exposure

(f) How the incident occurred or was caused

(g) PPE in use at the time of the incident

(h) Actions taken post-event (e.g., clean-up, notifications)

The supervisor shall advise the member that disclosing the identity and/or infectious status of a source to the public or to anyone who is not involved in the follow-up process is prohibited. The supervisor should complete the incident documentation in conjunction with other reporting requirements that may apply (see the Occupational Disease and Work-Related Injury Reporting Policy).

1005.5.3 MEDICAL CONSULTATION, EVALUATION AND TREATMENT

Department members shall have the opportunity to have a confidential medical evaluation immediately after an exposure and follow-up evaluations as necessary (8 CCR 5193).

The ECO should request a written opinion/evaluation from the treating medical professional that contains only the following information:

(a) Whether the member has been informed of the results of the evaluation.

(b) Whether the member has been notified of any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

No other information should be requested or accepted by the ECO.

1005.5.4 COUNSELING

The Department shall provide the member, and his/her family if necessary, the opportunity for counseling and consultation regarding the exposure (8 CCR 5193).

1005.5.5 SOURCE TESTING

Testing a person for communicable diseases when that person was the source of an exposure should be done when it is desired by the exposed member or when it is otherwise appropriate (8 CCR 5193). Source testing is the responsibility of the ECO. If the ECO is unavailable to seek timely testing of the source, it is the responsibility of the exposed member's supervisor to ensure testing is sought.

Source testing may be achieved by:

(a) Obtaining consent from the individual. Complete the Authority to Release Medical Information form (TPD 725). See attachment: TPD 725 Authority to Release Medical Information.docx.pdf Also, refer to the Exposure Checklist form (TPD 750). See attachment: TPD 750 Exposure Checklist.pdf

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(b) Complying with the statutory scheme of Health and Safety Code § 121060. This includes seeking consent from the person who was the source of the exposure and seeking a court order if consent is not given.

(c) Testing the exposed member for evidence of a communicable disease and seeking consent from the source individual to either access existing blood samples for testing or for the source to submit to testing (Health and Safety Code § 120262).

(d) Taking reasonable steps to immediately contact the County Health Officer and provide preliminary information regarding the circumstances of the exposure and the status of the involved individuals to determine whether the County Health Officer will order testing (Penal Code § 7510).

(e) Under certain circumstances, a court may issue a search warrant for the purpose of HIV testing a person when the exposed member qualifies as a crime victim (Penal Code § 1524.1).

See attachment: Forced Blood Sample Warrant.pdf

Since there is the potential for overlap between the different manners in which source testing may occur, the ECO is responsible for coordinating the testing to prevent unnecessary or duplicate testing.

The ECO should seek the consent of the individual for testing and consult the City Attorney to discuss other options when no statute exists for compelling the source of an exposure to undergo testing if he/she refuses.

1005.6 CONFIDENTIALITY OF REPORTS

Medical information shall remain in confidential files and shall not be disclosed to anyone without the member's written consent (except as required by law). Test results from persons who may have been the source of an exposure are to be kept confidential as well.

1005.7 TRAINING

All members shall participate in training regarding communicable diseases commensurate with the requirements of their position. The training (8 CCR 5193):

(a) Shall be provided at the time of initial assignment to tasks where an occupational exposure may take place and at least annually after the initial training.

(b) Shall be provided whenever the member is assigned new tasks or procedures affecting his/her potential exposure to communicable disease.

(c) Should provide guidance on what constitutes an exposure, what steps can be taken to avoid an exposure and what steps should be taken if a suspected exposure occurs.

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Personnel Complaints/Discipline

1006.1 PURPOSE AND SCOPE

This policy provides guidelines for the reporting, investigation and disposition of complaints regarding the conduct of members of the Torrance Police Department. This policy shall not apply to any questioning, counseling, instruction, informal verbal admonishment or other routine or unplanned contact of a member in the normal course of duty, by a supervisor or any other member, nor shall this policy apply to a criminal investigation.

1006.2 POLICY

The Torrance Police Department takes seriously all complaints regarding the service provided by the Department and the conduct of its members.

The Department will accept and address all complaints of misconduct in accordance with this policy and applicable federal, state and local law, municipal and county rules and the requirements of any collective bargaining agreements.

It is also the policy of this department to ensure that the community can report misconduct without concern for reprisal or retaliation.

1006.3 PERSONNEL COMPLAINTS

Personnel complaints include any allegation of misconduct or improper job performance that, if true, would constitute a violation of department policy or of federal, state or local law, policy or rule. Personnel complaints may be generated internally or by the public.

Inquiries about conduct or performance that, if true, would not violate department policy or federal, state or local law, policy or rule may be handled informally by a supervisor and shall not be considered a personnel complaint. Such inquiries generally include clarification regarding policy, procedures or the response to specific incidents by the Department.

For the purpose of initiating a personnel investigation, a personnel complaint may be initiated in person or by other form of communication, and shall be documented on a Personnel Complaint form (TPD 16) when the alleged misconduct is of a nature which, if true, would normally result in disciplinary action.

1006.3.1 SOURCES OF COMPLAINTS

The following applies to the source of complaints:

(a) Individuals from the public may make complaints in any form, including in writing, by email, in person or by telephone.

(b) Any department member becoming aware of alleged misconduct shall immediately notify a supervisor.

(c) Supervisors shall initiate a complaint based upon observed misconduct or receipt from any source alleging misconduct that, if true, could result in disciplinary action.

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(d) Anonymous and third-party complaints should be accepted and investigated to the extent that sufficient information is provided.

(e) Tort claims and lawsuits may generate a personnel complaint.

1006.4 AVAILABILITY AND ACCEPTANCE OF COMPLAINTS

1006.4.1 COMPLAINT FORMS

Personnel complaint forms will be maintained in a clearly visible location in the public area of the police facility. Forms may also be available at other City facilities.

Personnel complaint forms in languages other than English may also be provided, as determined necessary or practicable.

1006.4.2 ACCEPTANCE

All complaints will be courteously accepted by any department member and promptly given to the appropriate supervisor. Although written complaints are preferred, a complaint may also be filed orally, either in person or by telephone. Such complaints will be directed to a supervisor. If a supervisor is not immediately available to take an oral complaint, the receiving member shall obtain contact information sufficient for the supervisor to contact the complainant. The supervisor, upon contact with the complainant, shall complete and submit a complaint form as appropriate.

Although not required, complainants should be encouraged to file complaints in person so that proper identification, signatures, photographs or physical evidence may be obtained as necessary.

A complainant shall be provided with a copy of his/her statement at the time it is filed with the Department (Penal Code § 832.7).

When contacted by any individual wishing to file a complaint about an employee, the Front Desk Officer shall:

(a) Give the person a brochure on “How to File A Complaint.”

(b) Give the person a blank Personnel Complaint form.

(c) Advise the person that they can fill the form out and leave it, or they can take the form with them to complete and mail to the Personnel Division.

(d) Advise the person that if they want to discuss the situation with anyone, the Watch Commander is available.

(e) Advise the person that during business hours, a representative from the Personnel Division will discuss the event if they prefer.

When a Personnel Complaint form is received, the person receiving the complaint shall:

(a) Ensure the complaint form is complete.

(b) Timestamp the form via Records Division or Chief’s Office.

(c) Provide a copy of the form to the person who submitted it.

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1006.4.3 CONFIDENTIALITY
All personnel complaints shall be handled in a confidential manner, as follows:

(a) In no case shall an incident number be assigned to a Personnel Complaint form (TPD 16).

(b) The original personnel complaint and any additional reports, written statements, etc., that pertain to the complaint shall be forwarded to the Personnel Division Commander in a sealed envelope marked “Confidential.” The personnel complaint shall be scanned and electronically mailed to the Chief of Police, Deputy Chief, Administrative Bureau Commander, and the employee’s Bureau Commander.

1006.4.4 AVAILABILITY OF WRITTEN PROCEDURES
The Department shall make available to the public a written description of the investigation procedures for complaints (Penal Code § 832.5).

1006.4.5 INTOXICATED COMPLAINANTS
When a personnel complaint is received from a person appearing to be intoxicated at the time of the complaint, the supervisor reporting the information shall make note of this fact in the report.

1006.4.6 COMPLAINTS RECEIVED BY NON-SUPERVISORY EMPLOYEES
When a non-supervisory employee is contacted by a person who wishes to file a personnel complaint, the employee shall immediately contact a supervisor. The supervisor is responsible to notify the employee’s Division Commander or, if unavailable, the Watch Commander.

1006.5 REPORTING REQUIREMENTS
Maintaining compliance with federal, state and local regulations regarding reporting requirements of crime statistics. This includes reporting statistical data to the California Department of Justice (DOJ) for:

(a) Complaints of racial bias against officers (Penal Code § 13012; Penal Code § 13020).

(b) Civilian complaints made against officers (Penal Code § 832.5; Penal Code § 13012).

1006.6 DOCUMENTATION
Supervisors shall ensure that all complaints are documented on a complaint form. The supervisor shall ensure that the nature of the complaint is defined as clearly as possible.

All complaints should also be documented in a log that records and tracks complaints. The log shall include the nature of the complaint and the actions taken to address the complaint. On an annual basis, the Department should audit the log and send an audit report to the Chief of Police or the authorized designee.

1006.7 ADMINISTRATIVE INVESTIGATIONS
Allegations of misconduct will be administratively investigated as follows.

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1006.7.1 ADMINISTRATIVE INVESTIGATION PROCEDURES

When conducting an administrative investigation, the following applies to members covered by the Public Safety Officers Procedural Bill of Rights Act (POBR) (Government Code § 3303):

(a) Interviews of an accused member shall be conducted during reasonable hours and preferably when the member is on-duty. If the member is off-duty, he/she shall be compensated.

(b) Unless waived by the member, interviews of an accused member shall be at the Torrance Police Department or other reasonable and appropriate place.

(c) No more than two interviewers should ask questions of an accused member.

(d) Prior to any interview, a member shall be informed of the nature of the investigation, the name, rank and command of the officer in charge of the investigation, the interviewing officers and all other persons to be present during the interview.

(e) All interviews shall be for a reasonable period and the member's personal needs should be accommodated.

(f) No member should be subjected to offensive or threatening language, nor shall any promises, rewards or other inducements be used to obtain answers.

(g) Any member refusing to answer questions directly related to the investigation may be ordered to answer questions administratively and may be subject to discipline for failing to do so.

    (a) A member should be given an order to answer questions in an administrative investigation that might incriminate the member in a criminal matter only after the member has been given a *Lybarger* advisement. Administrative investigators should consider the impact that compelling a statement from the member may have on any related criminal investigation and should take reasonable steps to avoid creating any foreseeable conflicts between the two related investigations. This may include conferring with the person in charge of the criminal investigation (e.g., discussion of processes, timing, implications).

    (b) No information or evidence administratively coerced from a member may be provided to anyone involved in conducting the criminal investigation or to any prosecutor.

(h) The interviewer should record all interviews of members and witnesses. The member may also record the interview. If the member has been previously interviewed, a copy of that recorded interview shall be provided to the member prior to any subsequent interview.

(i) All members subjected to interviews that could result in discipline have the right to have an uninvolved representative present during the interview.

(j) All members shall provide complete and truthful responses to questions posed during interviews.

(k) No member may be requested or compelled to submit to a polygraph examination, nor shall any refusal to submit to such examination be mentioned in any investigation (Government Code § 3307).

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No investigation shall be undertaken against any officer solely because the officer has been placed on a prosecutor's *Brady* list or the name of the officer may otherwise be subject to disclosure pursuant to *Brady v. Maryland*. However, an investigation may be based on the underlying acts or omissions for which the officer has been placed on a *Brady* list or may otherwise be subject to disclosure pursuant to *Brady v. Maryland* (Government Code § 3305.5).

Exercise of Rights: Department employees shall not be subjected to punitive action, or denied promotion, or be threatened with any such treatment because of their lawful exercise of the rights granted to them under Government Code §3300, or the exercise of any rights under any existing administrative grievance procedure. Nothing in this section shall preclude the Chief of Police from ordering a Department employee to cooperate with other agencies involved in criminal investigations. If the employee fails to comply with such an order, the Department may officially charge the employee with insubordination.

1006.7.2 DISPOSITIONS

Each personnel complaint shall be classified with one of the following dispositions:

Unfounded - When the investigation clearly established that the allegation is not true or did not involve department members. Complaints that are determined to be frivolous will fall within the classification of unfounded (Penal Code § 832.8).

Exonerated - When the investigation clearly established that the alleged acts are not violations of law or department policy.

Not sustained - When the investigation failed to disclose sufficient evidence to clearly prove or disprove the allegation in the complaint.

Sustained -When the investigation clearly established that the allegation is true.

If an investigation discloses misconduct or improper job performance that was not alleged in the original complaint, the investigator shall take appropriate action with regard to any additional allegations.

1006.7.3 COMPLETION OF INVESTIGATIONS

Every investigator assigned to investigate a personnel complaint or other alleged misconduct shall proceed with due diligence in an effort to complete the investigation within one year from the date of discovery by an individual authorized to initiate an investigation (Government Code § 3304).

In the event that an investigation cannot be completed within one year of discovery, the assigned investigator shall ensure that an extension or delay is warranted within the exceptions set forth in Government Code § 3304(d) or Government Code § 3508.1.

1006.8 ADMINISTRATIVE SEARCHES

Assigned lockers, storage spaces and other areas, including desks, offices and vehicles, may be searched as part of an administrative investigation upon a reasonable suspicion of misconduct.

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Such areas may also be searched any time by a supervisor for non-investigative purposes, such as obtaining a needed report, radio or other document or equipment.

Lockers and storage spaces may only be administratively searched in the member's presence, with the member's consent, with a valid search warrant or where the member has been given reasonable notice that the search will take place (Government Code § 3309).

1006.8.1 DISCLOSURE OF FINANCIAL INFORMATION
An employee may be compelled to disclose personal financial information under the following circumstances (Government Code § 3308):

(a) Pursuant to a state law or proper legal process

(b) Information exists that tends to indicate a conflict of interest with official duties

(c) If the employee is assigned to or being considered for a special assignment with a potential for bribes or other improper inducements

1006.9 ADMINISTRATIVE LEAVE

When a complaint of misconduct is of a serious nature, or when circumstances indicate that allowing the accused to continue to work would adversely affect the mission of the Department, the Chief of Police or the authorized designee may temporarily assign an accused employee to administrative leave. Any employee placed on administrative leave:

(a) May be required to relinquish any department badge, identification, assigned weapons and any other department equipment.

(b) Shall be required to continue to comply with all policies and lawful orders of a supervisor.

(c) May be temporarily reassigned to a different shift, generally a normal business-hours shift, during the investigation. The employee may be required to remain available for contact at all times during such shift, and will report as ordered.

1006.10 CRIMINAL INVESTIGATION

Where a member is accused of potential criminal conduct, a separate supervisor or investigator shall be assigned to investigate the criminal allegations apart from any administrative investigation. Any separate administrative investigation may parallel a criminal investigation.

The Chief of Police shall be notified as soon as practicable when a member is accused of criminal conduct. The Chief of Police may request a criminal investigation by an outside law enforcement agency.

A member accused of criminal conduct shall be advised of his/her constitutional rights (Government Code § 3303(h)). The member should not be administratively ordered to provide any information in the criminal investigation.

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The Torrance Police Department may release information concerning the arrest or detention of any member, including an officer, that has not led to a conviction. No disciplinary action should be taken until an independent administrative investigation is conducted.

1006.10.1 CUSTODY AND ARREST

The Chief of Police, or Deputy Chief, or Bureau Commander in the absence of the Chief of Police, should be notified prior to booking a Department employee. The Personnel Division Commander shall be notified as soon as possible.

(a) DEPARTMENT INVESTIGATION. When an employee becomes a suspect in a criminal investigation, the investigator shall immediately notify his/her immediate supervisor. The supervisor shall immediately notify the Division Commander or, in his/her absence, the Bureau Commander. The Division Commander shall immediately notify the employee's Bureau Commander and the Personnel Division Commander.

(b) INVESTIGATION BY OUTSIDE AGENCY. A Department supervisor, upon becoming aware that a Department employee is a suspect in a criminal investigation, or has been arrested by another law enforcement agency shall immediately notify the Personnel Division Commander. The Personnel Division Commander shall notify the employee's Bureau Commander or another Bureau Commander, who shall help determine what response is proper.

1006.11 POST-ADMINISTRATIVE INVESTIGATION PROCEDURES

Upon completion of a formal investigation, an investigation report should be forwarded to the Chief of Police through the chain of command. Each level of command should review the report and include his/her comments in writing before forwarding the report. The Chief of Police may accept or modify any classification or recommendation for disciplinary action.

1006.11.1 BUREAU COMMANDER RESPONSIBILITIES

Upon receipt of any completed personnel investigation, the Bureau Commander of the involved member shall review the entire investigative file, the member's personnel file and any other relevant materials.

The Bureau Commander may make recommendations regarding the disposition of any allegations and the amount of discipline, if any, to be imposed.

Prior to forwarding recommendations to the Chief of Police, the Bureau Commander may return the entire investigation to the assigned investigator or supervisor for further investigation or action.

When forwarding any written recommendation to the Chief of Police, the Bureau Commander shall include all relevant materials supporting the recommendation. Actual copies of a member's existing personnel file need not be provided and may be incorporated by reference.

1006.11.2 PERSONNEL DIVISION COMMANDER DUTY

The Personnel Division Commander is responsible for:

(a) Reviewing all personnel complaints and causing additional follow up when required.

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(b) Forwarding the completed personnel investigation to the Administrative Bureau Commander who may request further investigation or forward it to the Chief of Police.

1006.11.3 CHIEF OF POLICE RESPONSIBILITIES

Upon receipt of any written recommendation for disciplinary action, the Chief of Police shall review the recommendation and all accompanying materials. The Chief of Police may modify any recommendation and/or may return the file to the Bureau Commander for further investigation or action.

Once the Chief of Police is satisfied that no further investigation or action is required by staff, the Chief of Police shall determine the amount of discipline, if any, that should be imposed. In the event disciplinary action is proposed, the Chief of Police shall provide the member with a pre-disciplinary procedural due process hearing (*Skelly*) by providing written notice of the charges, proposed action and reasons for the proposed action. Written notice shall be provided within one year from the date of discovery of the misconduct (Government Code § 3304(d)). The Chief of Police shall also provide the member with:

(a) Access to all of the materials considered by the Chief of Police in recommending the proposed discipline.

(b) An opportunity to respond orally or in writing to the Chief of Police within five days of receiving the notice.

1. Upon a showing of good cause by the member, the Chief of Police may grant a reasonable extension of time for the member to respond.

2. If the member elects to respond orally, the presentation may be recorded by the Department. Upon request, the member shall be provided with a copy of the recording.

Once the member has completed his/her response or if the member has elected to waive any such response, the Chief of Police shall consider all information received in regard to the recommended discipline. The Chief of Police shall render a timely written decision to the member and specify the grounds and reasons for discipline and the effective date of the discipline. Once the Chief of Police has issued a written decision, the discipline shall become effective.

1006.11.4 NOTICE OF FINAL DISPOSITION TO THE COMPLAINANT

The Chief of Police or the authorized designee shall ensure that the complainant is notified of the disposition (i.e., sustained, not sustained, exonerated, unfounded) of the complaint (Penal Code § 832.7(f)).

1006.11.5 NOTICE REQUIREMENTS

The disposition of any civilian’s complaint shall be released to the complaining party within 30 days of the final disposition. This release shall not include what discipline, if any, was imposed (Penal Code § 832.7(f)).

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1006.12 PRE-DISCIPLINE EMPLOYEE RESPONSE

The pre-discipline process is intended to provide the accused employee with an opportunity to present a written or oral response to the Chief of Police after having had an opportunity to review the supporting materials and prior to imposition of any recommended discipline. The employee shall consider the following:

(a) The response is not intended to be an adversarial or formal hearing.

(b) Although the employee may be represented by an uninvolved representative or legal counsel, the response is not designed to accommodate the presentation of testimony or witnesses.

(c) The employee may suggest that further investigation could be conducted or the employee may offer any additional information or mitigating factors for the Chief of Police to consider.

(d) In the event that the Chief of Police elects to cause further investigation to be conducted, the employee shall be provided with the results prior to the imposition of any discipline.

(e) The employee may thereafter have the opportunity to further respond orally or in writing to the Chief of Police on the limited issues of information raised in any subsequent materials.

1006.13 RESIGNATIONS/RETIREMENTS PRIOR TO DISCIPLINE

In the event that a member tenders a written resignation or notice of retirement prior to the imposition of discipline, it shall be noted in the file. The tender of a resignation or retirement by itself shall not serve as grounds for the termination of any pending investigation or discipline.

1006.14 POST-DISCIPLINE APPEAL RIGHTS

Non-probationary employees have the right to appeal a suspension without pay, punitive transfer, demotion, reduction in pay or step, or termination from employment. The employee has the right to appeal using the procedures established by any collective bargaining agreement, Memorandum of Understanding and/or personnel rules.

In the event of punitive action against an employee covered by the POBR, the appeal process shall be in compliance with Government Code § 3304 and Government Code § 3304.5.

During any administrative appeal, evidence that an officer has been placed on a *Brady* list or is otherwise subject to *Brady* restrictions may not be introduced unless the underlying allegations of misconduct have been independently established. Thereafter, such *Brady* evidence shall be limited to determining the appropriateness of the penalty (Government Code § 3305.5).

1006.15 PROBATIONARY EMPLOYEES AND OTHER MEMBERS

At-will and probationary employees and those members other than non-probationary employees may be released from employment for non-disciplinary reasons (e.g., failure to meet standards) without adherence to the procedures set forth in this policy or any right to appeal. However, any

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probationary officer subjected to an investigation into allegations of misconduct shall be entitled to those procedural rights, as applicable, set forth in the POBR (Government Code § 3303; Government Code § 3304).

At-will, probationary employees and those other than non-probationary employees subjected to discipline or termination as a result of allegations of misconduct shall not be deemed to have acquired a property interest in their position, but shall be given the opportunity to appear before the Chief of Police or authorized designee for a non-evidentiary hearing for the sole purpose of attempting to clear their name or liberty interest. There shall be no further opportunity for appeal beyond the liberty interest hearing and the decision of the Chief of Police shall be final.

1006.16 RETENTION OF PERSONNEL INVESTIGATION FILES

All personnel complaints shall be maintained in accordance with the established records retention schedule and as described in the Personnel Records Policy.

1006.17 DISCIPLINE

1006.17.1 CENSURABLE CONDUCT

Any conduct on the part of an employee which falls within the following categories:

(a) Tardiness

(b) Uniform and/or appearance defects

(c) Minor mishandling of equipment

(d) Minor procedural violations

(e) Minor performance deficiencies

1006.17.2 CORRECTIVE ACTION

Any supervisory action directed toward an employee for censurable conduct. When in writing, corrective action shall be recorded on one of the following forms, incorporated into the employee’s next evaluation, and retained for a period of two years:

(a) Educational Reminder (TPD 229)

(b) Incident (TPD 5 or TPD 283)

1006.17.3 REPORTING SUPERVISOR DUTY

A Department supervisor, upon determining that censurable conduct has occurred, is responsible for initiating any corrective action to be taken. In those cases where censurable conduct is recorded on the report form (TPD 229 or TPD 5), the reporting supervisor is responsible for:

(a) Completing and signing the form; and

(b) Forwarding the original of the Incident Report to the concerned employee's immediate supervisor.

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1006.17.4 IMMEDIATE SUPERVISOR DUTY
The immediate supervisor of an employee concerning whom corrective action has been recorded on an Educational Reminder form (TPD 229) or an Incident Report (TPD 5), is responsible for:

(a) Reviewing and signing the completed report; and

(b) Forwarding the report to the concerned employee's Division Commander.

(c) Should the employee refuse to sign the report, the refusal shall be noted and signed on the form by the person requesting the employee to sign

(d) The report shall be inserted into the concerned employee's divisional file for reference during the employee's next evaluation report process.

1006.17.5 DIVISION COMMANDER DUTY
The Division Commander of an employee concerning whom corrective action has been recorded is responsible for:

(a) Reviewing and signing the completed report; and

(b) Forwarding the completed report to the concerned employee's bureau commander.

1006.17.6 BUREAU COMMANDER DUTY
The Bureau Commander of an employee concerning whom corrective action has been recorded is responsible for:

(a) Reviewing and affixing a signature.

(b) Returning it to the immediate supervisor for discussion with the employee and obtaining the employee's signature.

1006.18 DEFINITIONS
MISCONDUCT: Specific conduct on the part of an employee which falls within the following categories:

(a) Neglect of duty. Neglect of duty is the knowing and willful failure on the part of a Department employee to perform a required duty or assigned task

(b) Violation of Department policies, rules or regulations.

(c) Conduct which may be detrimental to the Department.

(d) Commission of a criminal offense.

(e) Cumulative censurable conduct.

DISCIPLINARY ACTION: Any action to which an employee may be subjected upon a sustained allegation of misconduct, including but not limited to the following:

(a) Written reprimand.

(b) Suspension.

(c) Demotion.

(d) Termination.

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PERSONNEL INVESTIGATION: The administrative follow-up investigation of a personnel complaint.

1006.19 RESPONSIBILITY TO REPORT MISCONDUCT

Any employee becoming aware of an allegation or evidence of misconduct on the part of another employee shall immediately notify a supervisor. If the supervisor is the subject of the allegation, the employee shall follow established chain of command. In the absence of their immediate supervisor, employees shall notify the Watch Commander.

1006.20 DISCIPLINARY ACTION

DISCIPLINARY AUTHORITY. The Chief of Police has disciplinary authority including written reprimands and suspensions of up to 15 days. The Chief of Police may delegate this authority to the Deputy Chief of Police. Recommendations for disciplinary action including suspension of more than 15 days, demotion, and termination shall be made to the City Manager by the Chief of Police.

1006.20.1 WRITTEN REPRIMAND

(a) PERSONNEL DIVISION DUTY. The Personnel Division is responsible for the administration of a written reprimand to a Department employee:

1. Coordinating the preparation of the Written Reprimand (TPD 69), and forwarding it for review and signature.
2. Forwarding the completed Written Reprimand Form to the concerned Bureau Commander.

(b) IMMEDIATE SUPERVISOR DUTY. The immediate supervisor of an employee for whom a Written Reprimand has been prepared is responsible for:

1. Allowing the concerned employee to review the Written Reprimand and discussing the matter with the employee.
2. Causing the employee to sign the form indicating awareness of the disciplinary action and the reasoning behind same. Should the employee refuse to sign the Written Reprimand, the refusal shall be noted and signed on the form by the person requesting the employee to sign.
3. Providing the concerned employee with a copy of the Written Reprimand.
4. Forwarding the original Written Reprimand to the Personnel Division.
5. The report shall be inserted into the concerned employee's divisional file for reference during the employee's next evaluation report process.

1006.20.2 SUSPENSION

Employees may be placed on suspension for disciplinary reasons as described below, or may be relieved of duty and/or suspended when indicted or charged with a felony.

(a) PERSONNEL DIVISION DUTY. The Personnel Division is responsible for the administration of a disciplinary suspension:

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1. Preparation of appropriate forms pertaining to the disciplinary action.
2. Causing the appropriate forms to be forwarded for review and signature.

(b) RELIEF FROM DUTY PENDING INVESTIGATION. The Chief of Police may relieve or reassign an employee, with pay, for a period of up to 90 days, or longer with the the approval of the City Manager, or his or her designee, pending completion of an Internal Affairs Investigation.

(c) FELONY CHARGE. Employees indicted or charged with a felony shall, per TMC §14.47.3, be suspended without pay pending disposition by the courts. The Chief of Police and the City Manager shall specify the factors leading to their decision in writing to the concerned employee. The employee has the right to appeal the decision to the Civil Service Commission within five days of the suspension.

(d) PERSONNEL DIVISION COMMANDER DUTY. The Personnel Division Commander or designee, upon receipt of an official directive calling for the suspension of a Department employee, is responsible for:

1. Advising the concerned employee of the order and discussing the matter with the employee, as appropriate.
2. Causing the concerned employee to sign the Disciplinary Suspension form, indicating an understanding of the matter. Should the employee refuse to sign the Disciplinary Suspension Form, the refusal shall be noted and signed on the form by the person requesting the employee to sign.
3. Causing the employee to surrender his/her badge, City employment identification, and weapon (if applicable) which are maintained by the Personnel Division during the suspension period.
4. Bi-weekly Administrative Leave update for the City Manager

(e) RETURN TO DUTY. An employee returning to duty upon completion of a suspension period shall be instructed to report to the Personnel Division between 0800 and 1700 hours, on the final day of the suspension, to obtain his/her identification, badge, etc., and pertinent information relating to the suspension.

1006.20.3 APPEAL OF DISCIPLINE

(a) RIGHT TO APPEAL. When a decision has been made to administer discipline, the concerned employee shall be informed of his/her right to appeal the decision. The concerned employee must initiate any appeal of disciplinary action within 10 days of being informed of the decision to administer discipline.

(b) DEPARTMENT RESPONSIBILITY. Upon notice of appeal, the Personnel Division is responsible for preparing and presenting the Department's position on the matter before the appellate entity. This responsibility includes coordinating with the City Human Resources Department and the Office of the City Manager.

(c) DEPARTMENTAL HEARING. Prior to the administration of a disciplinary suspension of 15 days or less, the concerned employee is entitled to a Departmental hearing on

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the matter, conducted in the Office of the Chief of Police. The Chief of Police acts as the hearing officer.

1. Reasonable written notice of the charges shall be given to the affected employee, including the recommended disciplinary action, and the time and the location of the scheduled Department pre-disciplinary hearing. Notice shall be delivered by hand or registered mail, and shall not be less than 72 hours prior to the hearing.
2. The affected employee has the right of representation.
3. The affected employee will be given the opportunity to respond at the hearing, although no such response is required by the employee. The employee shall be advised of the right of appeal to the Civil Service Commission.
4. The Chief of Police shall uphold or mitigate the recommended disciplinary action.
5. Personnel Division shall notify the affected employee of the decision, in writing, within 30 days of the hearing.

(d) CITY ADMINISTRATIVE HEARING. Prior to the administration of a disciplinary suspension of more than 15 days, a demotion, or discharge from City employment, the concerned employee is entitled to a City Administrative Hearing. The City Manager or designee acts as the hearing officer.

1. Reasonable notice shall be given to the concerned employee of the charges and the recommended disciplinary action, and the time and location of the scheduled administrative hearing.
2. The concerned employee has the right to representation.
3. The concerned employee shall be given the opportunity to respond at the hearing, although no such response is required.

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Seat Belts

1007.1 PURPOSE AND SCOPE

This policy establishes guidelines for the use of seat belts and child restraints. This policy will apply to all members operating or riding in department vehicles (Vehicle Code § 27315.5).

1007.1.1 DEFINITIONS

Definitions related to this policy include:

Child restraint system - An infant or child passenger restraint system that meets Federal Motor Vehicle Safety Standards (FMVSS) and Regulations set forth in 49 CFR 571.213.

1007.2 POLICY

It is the policy of the Torrance Police Department that members use safety and child restraint systems to reduce the possibility of death or injury in a motor vehicle collision.

1007.3 WEARING OF SAFETY RESTRAINTS

All members shall wear properly adjusted safety restraints when operating or riding in a seat equipped with restraints, in any vehicle owned, leased or rented by this department while on- or off-duty, or in any privately owned vehicle while on-duty. The member driving such a vehicle shall ensure that all other occupants, including non-members, are also properly restrained.

To prevent damage to City vehicles, officers placing an arrestee or potential arrestee in a unit while conducting an investigation shall secure the arrestee with the seat belt while seated in the unit.

Exceptions to the requirement to wear safety restraints may be made only in exceptional situations where, due to unusual circumstances, wearing a seat belt would endanger the member or the public. Members must be prepared to justify any deviation from this requirement.

1007.4 TRANSPORTING CHILDREN

Children under the age of 8 shall be transported in compliance with California's child restraint system requirements (Vehicle Code § 27360; Vehicle Code § 27363).

Rear seat passengers in a cage-equipped vehicle may have reduced clearance, which requires careful seating and positioning of seat belts. Due to this reduced clearance, and if permitted by law, children and any child restraint system may be secured in the front seat of such vehicles provided this positioning meets federal safety standards and the vehicle and child restraint system manufacturer's design and use recommendations. In the event that a child is transported in the front seat of a vehicle, the seat should be pushed back as far as possible and the passenger-side airbag should be deactivated. If this is not possible, members should arrange alternate transportation when feasible. A child shall not be transported in a rear-facing child restraint system in the front seat in a vehicle that is equipped with an active frontal passenger airbag (Vehicle Code § 27363).

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1007.5 TRANSPORTING SUSPECTS, PRISONERS OR ARRESTEES

Suspects, prisoners and arrestees should be in a seated position and secured in the rear seat of any department vehicle with a prisoner restraint system or, when a prisoner restraint system is not available, by seat belts provided by the vehicle manufacturer. The prisoner restraint system is not intended to be a substitute for handcuffs or other appendage restraints.

Prisoners in leg restraints shall be transported in accordance with the Handcuffing and Restraints Policy.

1007.6 INOPERABLE SEAT BELTS

Department vehicles shall not be operated when the seat belt in the driver's position is inoperable. Persons shall not be transported in a seat in which the seat belt is inoperable.

Department vehicle seat belts shall not be modified, removed, deactivated or altered in any way, except by the vehicle maintenance and repair staff, who shall do so only with the express authorization of the Chief of Police.

Members who discover an inoperable restraint system shall report the defect to the appropriate supervisor. Prompt action will be taken to replace or repair the system.

1007.7 VEHICLES MANUFACTURED WITHOUT SEAT BELTS

Vehicles manufactured and certified for use without seat belts or other restraint systems are subject to the manufacturer’s operator requirements for safe use.

1007.8 VEHICLE AIRBAGS

In all vehicles equipped with airbag restraint systems, the system will not be tampered with or deactivated, except when transporting children as written elsewhere in this policy. All equipment installed in vehicles equipped with airbags will be installed as per the vehicle manufacturer specifications to avoid the danger of interfering with the effective deployment of the airbag device.

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Body Armor

1008.1 PURPOSE AND SCOPE

The purpose of this policy is to provide law enforcement officers with guidelines for the proper use of body armor.

1008.2 POLICY

It is the policy of the Torrance Police Department to maximize officer safety through the use of body armor in combination with prescribed safety procedures. While body armor provides a significant level of protection, it is not a substitute for the observance of officer safety procedures.

1008.3 ISSUANCE OF BODY ARMOR

The Research and Training Division Commander shall ensure that body armor is issued to all officers when the officer begins service at the Torrance Police Department and that, when issued, the body armor meets or exceeds the standards of the National Institute of Justice.

(a) Prior to May 2018, the department issued vest shall be a level II ballistic vest, including the IMPACT S.T. trauma plate. Beginning May 2018, the department issued vest shall be a level IIIA ballistic vest which includes a hard speed plate. All bullet resistant vests and trauma plates purchased by the Torrance Police Department, partially or in full, shall remain property of the Torrance Police Department.

(b) The Research and Training Division Commander shall ensure that replacement body armor is issued pursuant to the manufactures' warranty or if the body armor becomes worn or damaged to the point that its effectiveness or functionality has been compromised.

1008.3.1 USE OF SOFT BODY ARMOR

Generally, the use of body armor is required subject to the following:

(a) All uniform personnel assigned to field duty shall wear their department issued body armor at all times while in the field.

(b) Officers shall wear body armor when taking part in Department range training.

(c) An officer may be excused from wearing body armor when he/she is involved in undercover or plainclothes work that his/her supervisor determines could be compromised by wearing body armor, or when a supervisor determines that other circumstances make it inappropriate to mandate wearing body armor.

(d) All personnel not in uniform shall conceal their weapons and badges from public view when not performing a job related function.

1008.3.2 EXTERNAL BALLISTIC VESTS

Patrol officers will be issued an external plate carrier and external ballistic plates to wear in the field for any high risk situations (i.e. active shooter, incidents that involve weapons, etc).

(a) External ballistic plates shall be domestically made and be, at minimum, level IV.

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(b) External ballistic plate carries shall:

1. Be worn over the standard police uniform.
2. Be black in color.
3. Bear a “POLICE” patch on the front. Lettering shall be white on a black background with a minimum of 2 inch by 5 inch block letters.
4. Bear a “POLICE” patch on the back. Lettering shall be white on a black background with a minimum of 3 inch by 8 inch block letters.
5. Display a cloth badge over the left chest.
6. Bear the first initial and last name of the officer on the front in white block lettering.
7. Be open shouldered.

(c) Optional items:

1. Side panels that are domestically made may be purchased to cover both sides of the abdomen.
2. A United States flag, black and gray in color, and a blood type patch, with white lettering, may be worn on the external vest at the option of the officer. Any additional patches or insignia shall be approved by the uniform committee.
3. Officers may purchase ancillary attachments for the carrier. Examples of ancillary attachments include, but are not limited to, trauma kits, magazine pouches, etc. All ancillary attachments to the carrier shall not obscure any of the required POLICE markings or the body camera attachment.

(d) No alterations shall be made to the plate carrier itself.

1008.3.3 CARE AND MAINTENANCE OF SOFT BODY ARMOR

Soft body armor should never be stored for any period of time in an area where environmental conditions (e.g., temperature, light, humidity) are not reasonably controlled (e.g., normal ambient room temperature/humidity conditions), such as in automobiles or automobile trunks.

Soft body armor should be cared for and cleaned pursuant to the manufacturer’s care instructions provided with the soft body armor. The instructions can be found on labels located on the external surface of each ballistic panel. The carrier should also have a label that contains care instructions. Failure to follow these instructions may damage the ballistic performance capabilities of the armor. If care instructions for the soft body armor cannot be located, contact the manufacturer to request care instructions.

Soft body armor should not be exposed to any cleaning agents or methods not specifically recommended by the manufacturer, as noted on the armor panel label.

Soft body armor should be replaced in accordance with the manufacturer’s recommended replacement schedule.

1008.4 RANGEMASTER RESPONSIBILITIES

The Rangemaster should:

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(a) Monitor technological advances in the body armor industry for any appropriate changes to Department approved body armor.

(b) Assess weapons and ammunition currently in use and the suitability of approved body armor to protect against those threats.

(c) Provide training that educates officers about the safety benefits of wearing body armor.

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Personnel Records

1009.1 PURPOSE AND SCOPE

This policy governs maintenance and access to personnel records. Personnel records include any file maintained under an individual member's name.

1009.2 POLICY

It is the policy of this department to maintain personnel records and preserve the confidentiality of personnel records pursuant to the Constitution and the laws of California (Penal Code § 832.7).

1009.3 DEPARTMENT FILE

The department file shall be maintained as a record of a person’s employment/appointment with this department. The department file should contain, at a minimum:

(a) Personal data, including photographs, marital status, names of family members, educational and employment history, or similar information. A photograph of the member should be permanently retained.

(b) Election of employee benefits.

(c) Personnel action reports reflecting assignments, promotions, and other changes in employment/appointment status. These should be permanently retained.

(d) Original performance evaluations. These should be permanently maintained.

(e) Discipline records, including copies of sustained personnel complaints.

1. Disciplinary action resulting from sustained internally initiated complaints or observation of misconduct shall be maintained pursuant to the established records retention schedule and at least two years (Government Code § 26202; Government Code § 34090).

2. Disciplinary action resulting from a sustained civilian's complaint shall be maintained pursuant to the established records retention schedule and at least five years (Penal Code § 832.5).

(f) Adverse comments such as supervisor notes or memos may be retained in the department file after the member has had the opportunity to read and initial the comment (Government Code § 3305).

1. Once a member has had an opportunity to read and initial any adverse comment, the member shall be given the opportunity to respond in writing to the adverse comment within 30 days (Government Code § 3306).

2. Any member response shall be attached to and retained with the original adverse comment (Government Code § 3306).

3. If a member refuses to initial or sign an adverse comment, at least one supervisor should note the date and time of such refusal on the original comment and the member should sign or initial the noted refusal. Such a refusal, however, shall

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not be deemed insubordination, nor shall it prohibit the entry of the adverse comment into the member's file (Government Code § 3305).

(g) Commendations and awards.

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

1009.3.1 CHANGES TO MEMBER'S PERSONAL INFORMATION

REQUIRED: Employees are required to provide certain personal information in the course of their employment, and to inform the Department of changes in personal information. Personal information is recorded on the Personal Information Change/Correction Form (HR 76-2) and forwarded to the Personnel Division.

PERSONAL TELEPHONE: In order for the Department to contact employees when needed, and due to the designation of all City employees as emergency workers, employees are required to maintain personal telephone service at all times and to provide current telephone numbers to the Department.

CHANGES: Employees shall use the Personal Information Change/Correction Form (HR 76-2) to report any of the following:

(a) Birth or adoption of a child.

(b) Death of a spouse or child.

(c) Marriage.

(d) Divorce.

(e) Change in military status.

(f) Change in educational status. (Requires change only when educational degrees, vocational degrees, or certificates of completion from vocational training are obtained.)

(g) Change in residence address.

(h) Change in personal phone number.

(i) Change of emergency contact information.

1009.4 DIVISION FILE

Division files may be separately maintained internally by a member's supervisor for the purpose of completing timely performance evaluations. The Division file may contain supervisor comments, notes, notices to correct and other materials that are intended to serve as a foundation for the completion of timely performance evaluations.

All materials intended for this interim file shall be provided to the employee prior to being placed in the file in accordance with Government Code § 3305 and Government Code § 3306.

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1009.5 TRAINING FILE

An individual training file shall be maintained by the Research and Training Division Commander for each member. Training files will contain records of all training; original or photocopies of available certificates, transcripts, diplomas and other documentation; and education and firearms qualifications. Training records may also be created and stored remotely, either manually or automatically (e.g., Daily Training Bulletin (DTB) records).

(a) The involved member is responsible for providing the Research and Training Division Commander or immediate supervisor with evidence of completed training/education in a timely manner.

(b) The Research and Training Division Commander or supervisor shall ensure that copies of such training records are placed in the member's training file.

1009.6 INTERNAL AFFAIRS FILE

Internal affairs files shall be maintained under the exclusive control of the Internal Affairs Unit in conjunction with the office of the Chief of Police. Access to these files may only be approved by the Chief of Police, Administrative Bureau Commander, Personnel Division Commander, and the Internal Affairs Sergeants.

These files shall contain the complete investigation of all formal complaints of member misconduct, regardless of disposition (Penal Code § 832.5). Investigations of complaints that result in the following findings shall not be placed in the member's file but will be maintained in the internal affairs file:

(a) Not sustained

(b) Unfounded

(c) Exonerated

Investigation files arising out of civilian's complaints shall be maintained pursuant to the established records retention schedule and for a period of at least five years. Investigations that resulted in other than a sustained finding may not be used by the Department to adversely affect an employee's career (Penal Code § 832.5).

Investigation files arising out of internally generated complaints shall be maintained pursuant to the established records retention schedule and for at least two years (Government Code § 26202; Government Code § 34090).

Each Internal Affairs case has an alphabetical indicator for each type of investigation received:

C = Claim for Damages
T = Traffic Collision Reviews
P = Citizen Complaints
PD = Department Generated Complaints
S = Special Investigations
PU = Pursuit Reviews
UOF = Use of Force Reviews

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LA = Lawsuits
IO = Pending / Information Only
OIS = Officer Involved Shooting

All Personnel Investigations will be assigned a Personnel Report Number from the Personnel Complaint database system. A Personnel Report Number involves an alphanumeric indicator. The letter(s) indicate the type of report followed by the year the report was generated, followed by a sequence number. For example: P2019-001 indicates that the report is a Citizen Complaint investigation, generated in the year of 2019, and it was the first one received.

1009.7 MEDICAL FILE

A medical file shall be maintained separately from all other personnel records and shall contain all documents relating to the member's medical condition and history, including but not limited to:

(a) Materials relating to a medical leave of absence, including leave under the Family and Medical Leave Act (FMLA).

(b) Documents relating to workers' compensation claims or the receipt of short- or long-term disability benefits.

(c) Fitness-for-duty examinations, psychological and physical examinations, follow-up inquiries and related documents.

(d) Medical release forms, doctor's slips and attendance records that reveal a member's medical condition.

(e) Any other documents or materials that reveal the member's medical history or medical condition, including past, present or future anticipated mental, psychological or physical limitations.

1009.8 SECURITY

Personnel records should be maintained in a secured location and locked either in a cabinet or access-controlled room. Personnel records maintained in an electronic format should have adequate password protection.

Personnel records are subject to disclosure only as provided in this policy, the Records Maintenance and Release Policy or according to applicable discovery procedures.

Nothing in this policy is intended to preclude review of personnel records by the City Manager, City Attorney or other attorneys or representatives of the City in connection with official business.

1009.8.1 REQUESTS FOR DISCLOSURE

Any member receiving a request for a personnel record shall promptly notify the Custodian of Records or other person charged with the maintenance of such records.

Upon receipt of any such request, the responsible person shall notify the affected member as soon as practicable that such a request has been made (Evidence Code § 1043).

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The responsible person shall further ensure that an appropriate response to the request is made in a timely manner, consistent with applicable law. In many cases, this may require assistance of available legal counsel.

All requests for disclosure that result in access to a member's personnel records shall be logged in the corresponding file.

1009.8.2 RELEASE OF PERSONNEL INFORMATION
Personnel records shall not be disclosed except as allowed by law (Penal Code § 832.7; Evidence Code § 1043) (See also Records Maintenance and Release Policy).

Any person who maliciously, and with the intent to obstruct justice or the due administration of the laws, publishes, disseminates, or otherwise discloses the residence address or telephone number of any member of this department may be guilty of a misdemeanor (Penal Code § 146e).

The Department may release any factual information concerning a disciplinary investigation if the member who is the subject of the investigation (or the member's representative) publicly makes a statement that is published in the media and that the member (or representative) knows to be false. The disclosure of such information, if any, shall be limited to facts that refute any such false statement (Penal Code § 832.7).

1009.9 MEMBER ACCESS TO HIS/HER OWN PERSONNEL RECORDS

Any member may request access to his/her own personnel records during the normal business hours of those responsible for maintaining such files. Any member seeking the removal of any item from his/her personnel records shall file a written request to the Chief of Police through the chain of command. The Department shall remove any such item if appropriate, or within 30 days provide the member with a written explanation of why the contested item will not be removed. If the contested item is not removed from the file, the member's request and the written response from the Department shall be retained with the contested item in the member's corresponding personnel record (Government Code § 3306.5).

Members may be restricted from accessing files containing any of the following information:

(a) An ongoing internal affairs investigation to the extent that it could jeopardize or compromise the investigation pending final disposition or notice to the member of the intent to discipline.

(b) Confidential portions of internal affairs files that have not been sustained against the member.

(c) Criminal investigations involving the member.

(d) Letters of reference concerning employment/appointment, licensing or issuance of permits regarding the member.

(e) Any portion of a test document, except the cumulative total test score for either a section of the test document or for the entire test document.

(f) Materials used by the Department for staff management planning, including judgments or recommendations concerning future salary increases and other wage treatments,

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management bonus plans, promotions and job assignments or other comments or ratings used for department planning purposes.

(g) Information of a personal nature about a person other than the member if disclosure of the information would constitute a clearly unwarranted invasion of the other person's privacy.

(h) Records relevant to any other pending claim between the Department and the member that may be discovered in a judicial proceeding.

1009.10 RETENTION AND PURGING

Unless provided otherwise in this policy, personnel records shall be maintained in accordance with the established records retention schedule, which is six years for the City of Torrance.

(a) During the preparation of each member’s performance evaluation, all personnel complaints and disciplinary actions should be reviewed to determine the relevancy, if any, to progressive discipline, training and career development. Each supervisor responsible for completing the member's performance evaluation should determine whether any prior sustained disciplinary file should be retained beyond the required period for reasons other than pending litigation or other ongoing legal proceedings.

(b) If a supervisor determines that records of prior discipline should be retained beyond the required period, approval for such retention should be obtained through the chain of command from the Chief of Police.

(c) If, in the opinion of the Chief of Police, a personnel complaint or disciplinary action maintained beyond the required retention period is no longer relevant, all records of such matter may be destroyed in accordance with the established records retention schedule.

1009.11 RELEASE OF PERSONNEL RECORDS AND RECORDS RELATED TO CERTAIN INCIDENTS, COMPLAINTS, AND INVESTIGATIONS OF OFFICERS

Personnel records and records related to certain incidents, complaints, and investigations of officers shall be released pursuant to a proper request under the Public Records Act and subject to redaction and delayed release as provided by law.

The Custodian of Records should work as appropriate with the Chief of Police or the Internal Affairs Unit supervisor in determining what records may qualify for disclosure when a request for records is received and if the requested record is subject to redaction or delay from disclosure.

For purposes of this section, a record includes (Penal Code § 832.7(b)(2)):

- All investigation reports.
- Photographic, audio, and video evidence.
- Transcripts or recordings of interviews.
- Autopsy reports.

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- All materials compiled and presented for review to the District Attorney or to any person or body charged with determining whether to file criminal charges against an officer in connection with an incident, or whether the officer's action was consistent with law and department policy for purposes of discipline or administrative action, or what discipline to impose or corrective action to take.
- Documents setting forth findings or recommending findings.
- Copies of disciplinary records relating to the incident, including any letters of intent to impose discipline, any documents reflecting modifications of discipline due to the *Skelly* or grievance process, and letters indicating final imposition of discipline or other documentation reflecting implementation of corrective action.

Unless a record or information is confidential or qualifies for delayed disclosure as provided by Penal Code § 832.7(b)(7) or other law, the following records shall be made available for public inspection upon request (Penal Code § 832.7):

(a) Records relating to the report, investigation, or findings of:

1. The discharge of a firearm at another person by an officer.
2. The use of force against a person resulting in death or in great bodily injury (as defined by Penal Code § 243(f)(4)) by an officer.

(b) Records relating to an incident where a sustained finding (see the Personnel Complaints Policy) was made by the department or oversight agency regarding:

1. An officer engaged in sexual assault of a member of the public (as defined by Penal Code § 832.7(b)).
2. Dishonesty of an officer relating to the reporting, investigation, or prosecution of a crime, or directly relating to the reporting of, or investigation of misconduct by, another officer, including but not limited to any sustained finding of perjury, false statements, filing false reports, destruction, falsifying, or concealing of evidence.

A record from a separate and prior investigation or assessment of a separate incident shall not be released unless it is independently subject to disclosure (Penal Code § 832.7(b)(3)).

When an investigation involves multiple officers, the Department shall not release information about allegations of misconduct or the analysis or disposition of an investigation of an officer unless it relates to a sustained finding of a qualified allegation as provided by Penal Code § 832.7(b)(4) against the officer. However, factual information about the action of the officer during an incident or the statements of an officer shall be released if the statements are relevant to a sustained finding of the qualified allegation against another officer that is subject to release (Penal Code § 832.7(b)(4)).

1009.11.1 REDACTION

The Custodian of Records, in consultation with the Chief of Police or authorized designee, shall redact the following portions of records made available for release (Penal Code § 832.7(b)(5)):

(a) Personal data or information (e.g., home address, telephone number, identities of family members) other than the names and work-related information of officers

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(b) Information that would compromise the anonymity of complainants and witnesses

(c) Confidential medical, financial, or other information where disclosure is prohibited by federal law or would cause an unwarranted invasion of personal privacy that clearly outweighs the strong public interest in records about misconduct and serious use of force

(d) Where there is a specific, articulable, and particularized reason to believe that disclosure of the record would pose a significant danger to the physical safety of the officer or another person

Additionally, a record may be redacted, including redacting personal identifying information, where, on the facts of the particular case, the public interest served by not disclosing the information clearly outweighs the public interest served by disclosing it (Penal Code § 832.7(b)(6)).

1009.11.2 DELAY OF RELEASE

Unless otherwise directed by the Chief of Police, the Custodian of Records should consult with a supervisor familiar with the underlying investigation to determine whether to delay disclosure of records relating to the discharge of a firearm or use of force resulting in death or in great bodily injury due to any of the following conditions (Penal Code § 832.7):

(a) Active criminal investigations

1. Disclosure may be delayed 60 days from the date the use of force occurred or until the District Attorney determines whether to file criminal charges, whichever occurs sooner.

2. After the initial 60 days, delay of disclosure may be continued if the disclosure could reasonably be expected to interfere with a criminal enforcement proceeding against an officer or against someone other than an officer who used the force.

(b) Filed criminal charges

1. When charges are filed related to an incident where force was used, disclosure may be delayed until a verdict on those charges is returned at trial or, if a plea of guilty or no contest is entered, the time to withdraw the plea has passed.

(c) Administrative investigations

1. Disclosure may be delayed until whichever occurs later:

(a) There is a determination from the investigation whether the use of force violated law or department policy, but no longer than 180 days after the date of the department's discovery of the use of force or allegation of use of force

(b) Thirty days after the close of any criminal investigation related to the officer's use of force

1009.11.3 NOTICE OF DELAY OF RECORDS

When there is justification for delay of disclosure of records relating to the discharge of a firearm or use of force resulting in death or in great bodily injury during an active criminal investigation,

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the Custodian of Records shall provide written notice of the reason for any delay to a requester as follows (Penal Code § 832.7):

(a) Provide the specific basis for the determination that the interest in delaying disclosure clearly outweighs the public interest in disclosure. The notice shall also include the estimated date for the disclosure of the withheld information.

(b) When delay is continued beyond the initial 60 days because of criminal enforcement proceedings against anyone, at 180-day intervals provide the specific basis that disclosure could reasonably be expected to interfere with a criminal enforcement proceeding and the estimated date for disclosure.

1. Information withheld shall be disclosed when the specific basis for withholding the information is resolved, the investigation or proceeding is no longer active, or no later than 18 months after the date of the incident, whichever occurs sooner, unless:

(a) When the criminal proceeding is against someone other than an officer and there are extraordinary circumstances to warrant a continued delay due to the ongoing criminal investigation or proceeding, then the Department must show by clear and convincing evidence that the interest in preventing prejudice to the active and ongoing criminal investigation or proceeding outweighs the public interest for prompt disclosure of records about use of serious force by officers.

In cases where an action to compel disclosure is brought pursuant to Government Code § 6258, the Department may justify delay by filing an application to seal the basis for withholding if disclosure of the written basis itself would impact a privilege or compromise a pending investigation (Penal Code § 832.7(b)(7)).

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Commendations and Awards

1010.1 PURPOSE AND SCOPE

This policy provides general guidelines for recognizing commendable or meritorious acts of members of the Torrance Police Department and individuals from the community.

1010.2 POLICY

It is the policy of the Torrance Police Department to recognize and acknowledge exceptional individual or group achievements, performance, proficiency, heroism and service of its members and individuals from the community through commendations and awards.

1010.3 COMMENDATIONS

Commendations for members of the Department or for individuals from the community may be initiated by any department member or by any person from the community.

1010.4 CRITERIA

A meritorious or commendable act may include, but is not limited to:

- Superior handling of a difficult situation.
- Conspicuous bravery or outstanding performance.
- Any action or performance that is above and beyond typical duties.

1010.4.1 DEPARTMENT MEMBER DOCUMENTATION

Members of the Department should document meritorious or commendable acts. The documentation should contain:

(a) Identifying information:

1. For members of the Department - name, division and assignment at the date and time of the meritorious or commendable act
2. For individuals from the community - name, address, telephone number

(b) A brief account of the meritorious or commendable act with report numbers, as appropriate.

(c) The signature of the member submitting the documentation.

1010.4.2 COMMUNITY MEMBER DOCUMENTATION

Documentation of a meritorious or commendable act submitted by a person from the community should be accepted in any form. However, written documentation is preferred. Department members accepting the documentation should attempt to obtain detailed information regarding the matter, including:

(a) Identifying information:

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1. For members of the Department - name, division and assignment at the date and time of the meritorious or commendable act
2. For individuals from the community - name, address, telephone number

(b) A brief account of the meritorious or commendable act with report numbers, as appropriate.

(c) The signature of the person submitting the documentation.

1010.4.3 PROCESSING DOCUMENTATION

Documentation regarding the meritorious or commendable act of a member of the Department should be forwarded to the appropriate Division Commander for his/her review. The Division Commander should sign and forward the documentation via the proper chain of command for review.

The Chief of Police or the authorized designee will present the commendation to the department member for his/her signature. The documentation will then be returned to the Personnel Administrative Assistant for entry into the member's personnel file.

Documentation regarding the meritorious or commendable act of an individual from the community should be forwarded to the Personnel Division Commander. The documentation will be signed by the Division Commander and forwarded via the proper chain of command for review. An appropriate venue or ceremony to acknowledge the individual's actions should be arranged. Documentation of the commendation shall be maintained in a file designated for such records.

See attachment: Commendations.pdf

1010.5 AWARDS

Awards may be bestowed upon members of the Department and individuals from the community. These awards include:

- Humanitarian Award
- Award of Merit
- Lifesaving Award
- Chief's Award
- Community Outreach Award
- Special Recognition Award
- Unit Citation Award
- Sworn Officer of the Year
- Civilian Employee of the Year
- Volunteer of the Year
- Cadet of the Year

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- Explorer of the Year
- Business Recognition Award
- Medal of Valor

1010.5.1 NOMINATION GUIDELINES

Any employee may nominate any individual or group for an award category that the nominee is eligible for. All award nominations shall be submitted to the Awards Committee via the proper chain of command during an announced nomination period each year. Nominations shall be submitted in writing using the approved Awards Nomination Form (TPD 333), and submitted to the Awards Committee as specified in the form's submission instructions. If the same individual is being nominated for more than one award in the same year, a separate nomination form shall be completed for each applicable award category.

See attachment: TPD 333 Recognition Awards Nomination Form.pdf

1010.5.2 AWARDS COMMITTEE

The Awards Committee is comprised of Department employees both sworn and civilian, who serve at various levels, positions and assignments. The committee is responsible for nomination reviews, award selection recommendations and continuous evaluation of the award program, nomination and selection process.

(a) NOMINATION REVIEW AND AWARD RECIPIENT SELECTION. All nomination forms shall be submitted through, and reviewed by, the nominee's chain of command prior to the nomination's formal review by the Awards Committee. The Awards Committee shall evaluate each award nomination using the criteria for the appropriate award category, and provide its recommendations to the Deputy Chief for review and approval prior to them being submitted to the Chief of Police for final approval.

(b) SWORN OFFICER OF THE YEAR NOMINATION REVIEW AND AWARD RECIPIENT SELECTION. All Officer of the Year Award nominations shall be completed using the approved Awards Nomination form (TPD 333) and submitted through the nominee's chain of command. All Sworn Officer of the Year Award nominations will be submitted to the Awards Committee for review prior to submittal to the Torrance Police Officer's Association (TPOA). TPOA shall review all Sworn Officer of the Year nominations using the award criteria and select the award recipient as appropriate.

Criteria for each award and the selection, presentation and display of any award are determined by the Chief of Police.

See attachment: Recognition Awards Program.pdf

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Fitness for Duty

1011.1 PURPOSE AND SCOPE

All officers are required to be free from any physical, emotional, or mental condition which might adversely affect the exercise of peace officer powers. The purpose of this policy is to ensure that all officers of this department remain fit for duty and able to perform their job functions (Government Code § 1031).

1011.2 EMPLOYEE RESPONSIBILITIES

(a) It shall be the responsibility of each member of this department to maintain good physical condition sufficient to safely and properly perform essential duties of their position.

(b) Each member of this department shall perform his/her respective duties without physical, emotional, and/or mental constraints.

(c) During working hours, all employees are required to be alert, attentive, and capable of performing his/her assigned responsibilities.

(d) Any employee who feels unable to perform his/her duties shall promptly notify a supervisor. In the event that an employee believes that another employee is unable to perform his/her duties, such observations and/or belief shall be promptly reported to a supervisor.

1011.3 SUPERVISOR RESPONSIBILITIES

(a) A supervisor observing an employee, or receiving a report of an employee who is perceived to be, unable to safely perform his/her duties due to a physical or mental condition shall take prompt and appropriate action in an effort to resolve the situation.

(b) Whenever feasible, the supervisor should attempt to ascertain the reason or source of the problem and in all cases a preliminary evaluation should be made in an effort to determine the level of inability of the employee to perform his/her duties.

(c) In the event the employee appears to be in need of immediate medical or psychiatric treatment, all reasonable efforts should be made to provide such care.

(d) In conjunction with the Watch Commander or employee's available Division Commander, a determination should be made whether or not the employee should be temporarily relieved from his/her duties.

(e) The Chief of Police shall be promptly notified in the event that any employee is relieved from duty.

1011.4 NON-WORK RELATED CONDITIONS

Any employee suffering from a non-work related condition which warrants a temporary relief from duty may be required to use sick leave or other paid time off (PTO) in order to obtain medical treatment or other reasonable rest period.

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1011.5 WORK RELATED CONDITIONS

Any employee suffering from a work related condition which warrants a temporary relief from duty shall be required to comply with personnel rules and guidelines for processing such claims.

Upon the recommendation of the Watch Commander or unit supervisor and concurrence of a Division Commander, any employee whose actions or use of force in an official capacity result in death or serious injury to another may be temporarily removed from regularly assigned duties and/or placed on paid administrative leave for the wellbeing of the employee and until such time as the following may be completed:

(a) A preliminary determination that the employee's conduct appears to be in compliance with policy.

(b) The employee has had the opportunity to receive necessary counseling and/or psychological clearance to return to full duty.

1011.6 PHYSICAL AND PSYCHOLOGICAL EXAMINATIONS

(a) Whenever circumstances reasonably indicate that an employee is unfit for duty, the Chief of Police may serve that employee with a written order to undergo a physical and/or psychological examination in cooperation with Department of Human Resources to determine the level of the employee’s fitness for duty. The order shall indicate the date, time and place for the examination.

(b) The examining physician or therapist will provide the Department with a report indicating that the employee is either fit for duty or, if not, listing any functional limitations which limit the employee's ability to perform job duties. If the employee places his/her condition at issue in any subsequent or related administrative action/grievance, the examining physician or therapist may be required to disclose any and all information which is relevant to such proceeding (Civil Code § 56.10(c)(8)).

(c) In order to facilitate the examination of any employee, the Department will provide all appropriate documents and available information to assist in the evaluation and/or treatment.

(d) All reports and evaluations submitted by the treating physician or therapist shall be part of the employee’s confidential personnel file.

(e) Any employee ordered to receive a fitness for duty examination shall comply with the terms of the order and cooperate fully with the examining physician or therapist regarding any clinical interview, tests administered or other procedures as directed. Any failure to comply with such an order and any failure to cooperate with the examining physician or therapist may be deemed insubordination and shall be subject to discipline up to and including termination.

(f) Once an employee has been deemed fit for duty by the examining physician or therapist, the employee will be notified to resume his/her duties.

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1011.7 APPEALS

An employee who is separated from paid employment or receives a reduction in salary resulting from a fitness for duty examination shall be entitled to an administrative appeal as outlined in the Personnel Complaints Policy.

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Lactation Break Policy

1012.1 PURPOSE AND SCOPE

The purpose of this policy is to provide reasonable accommodations to employees desiring to express breast milk for the employee's infant child (Labor Code § 1034).

1012.2 POLICY

It is the policy of this department to provide, in compliance with the Fair Labor Standards Act, reasonable break time and appropriate facilities to accommodate any employee desiring to express breast milk for her nursing infant child (29 USC § 207; Labor Code § 1030).

1012.3 LACTATION BREAK TIME

A rest period should be permitted each time the employee has the need to express breast milk (29 USC § 207; Labor Code § 1030). In general, lactation breaks that cumulatively total 30 minutes or less during any four-hour work period or major portion of a four-hour work period would be considered reasonable. However, individual circumstances may require more or less time. Such breaks, if feasible, should be taken at the same time as the employee's regularly scheduled rest or meal periods.

While a reasonable effort will be made to provide additional time beyond authorized breaks, any such time exceeding regularly scheduled and paid break time will be unpaid (Labor Code § 1030).

Employees desiring to take a lactation break shall notify Communications or a supervisor prior to taking such a break. Such breaks may be reasonably delayed if they would seriously disrupt department operations (Labor Code § 1032).

Once a lactation break has been approved, the break should not be interrupted except for emergency or exigent circumstances.

1012.4 PRIVATE LOCATION

The Department will make reasonable efforts to accommodate employees with the use of an appropriate room or other location to express milk in private. Such room or place should be in close proximity to the employee's work area and shall be other than a bathroom or toilet stall. The location must be shielded from view and free from intrusion from co-workers and the public (29 USC § 207; Labor Code § 1031).

Employees occupying such private areas shall either secure the door or otherwise make it clear to others that the area is occupied with a need for privacy. All other employees should avoid interrupting an employee during an authorized break, except to announce an emergency or other urgent circumstance.

Authorized lactation breaks for employees assigned to the field may be taken at the nearest appropriate private area.

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1012.4.1 DESIGNATED ROOMS

There are two designated rooms available to express milk in private. Both rooms are located on the second floor. The first room is the Communications Break Room, located in Community Affairs. The second room is the Research and Training Conference Room, located in the hallway next to Research and Training and across from the Seminar Room. The doors to both rooms have deadbolts to secure the door from inside. The deadbolts indicate the room is "occupied" when locked from the inside. Corkeys for both rooms can be obtained from the respective Division Commanders.

1012.5 STORAGE OF EXPRESSED MILK

Any employee storing expressed milk in any authorized refrigerated area within the Department shall clearly label it as such and shall remove it when the employee ends her shift.

1012.5.1 STATE REQUIREMENTS

Employees have the right to request lactation accommodations. If a break time or location accommodation cannot be provided, the supervisor shall provide the member with a written response regarding the reasons for the determination (Labor Code § 1034).

Lactation rooms or other locations should comply with the prescribed feature and access requirements of Labor Code § 1031.

Employees who believe that their rights have been violated under this policy or have been the subject of discrimination or retaliation for exercising or attempting to exercise their rights under this policy, are encouraged to follow the chain of command in reporting a violation, but may also file a complaint directly with the Labor Commissioner (Labor Code § 1033).

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Outside Employment

1013.1 PURPOSE AND SCOPE

In order to avoid actual or perceived conflicts of interest for department employees engaging in outside employment, all employees shall obtain written approval from the Chief of Police prior to engaging in any outside employment. Approval of outside employment shall be at the discretion of the Chief of Police in accordance with the provisions of this policy.

1013.1.1 DEFINITIONS

Outside Employment - Any member of this department who receives wages, compensation or other consideration of value from another employer, organization or individual not affiliated directly with this department for services, product(s) or benefits rendered. For purposes of this section, the definition of outside employment includes those employees who are self-employed and not affiliated directly with this department for services, product(s) or benefits rendered.

Outside Overtime - Any member of this department who performs duties or services on behalf of an outside organization, company, or individual within this jurisdiction. Such outside overtime shall be requested and scheduled directly through this department so that the Department may be reimbursed for the cost of wages and benefits.

1013.2 OBTAINING APPROVAL

No member of this department may engage in any outside employment without first obtaining prior written approval of the Chief of Police. Failure to obtain prior written approval for outside employment or engaging in outside employment prohibited by this policy may lead to disciplinary action.

In order to obtain approval for outside employment, the employee must complete an Outside Employment Application which shall be submitted to the employee's immediate supervisor. The application will then be forwarded through channels to the Chief of Police for consideration.

If approved, the employee will be provided with a copy of the approved permit. Unless otherwise indicated in writing on the approved permit, a permit will be valid through the end of the calendar year in which the permit is approved. Any employee seeking to renew a permit shall submit a new Outside Employment Application in a timely manner.

Any employee seeking approval of outside employment, whose request has been denied, shall be provided with a written reason for the denial of the application at the time of the denial (Penal Code § 70(e)(3)).

See attachment: TPD 145 Outside Employment Application.pdf

1013.2.1 APPEAL OF DENIAL OF OUTSIDE EMPLOYMENT

If an employee's Outside Employment Application is denied or withdrawn by the Department, the employee may file a written notice of appeal to the Chief of Police within ten days of the date of denial.

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If the employee's appeal is denied, the employee may file a grievance pursuant to the procedure set forth in the current Memorandum of Understanding (MOU).

1013.2.2 REVOCATION/SUSPENSION OF OUTSIDE EMPLOYMENT PERMITS
Any outside employment permit may be revoked or suspended under the following circumstances:

(a) Should an employee's performance at this department decline to a point where it is evaluated by a supervisor as needing improvement to reach an overall level of competency, the Chief of Police may, at his or her discretion, revoke any previously approved outside employment permit(s). That revocation will stand until the employee's performance has been reestablished at a satisfactory level and his/her supervisor recommends reinstatement of the outside employment permit

(b) Suspension or revocation of a previously approved outside employment permit may be included as a term or condition of sustained discipline

(c) If, at any time during the term of a valid outside employment permit, an employee's conduct or outside employment conflicts with the provisions of department policy, the permit may be suspended or revoked

(d) When an employee is unable to perform at a full duty capacity due to an injury or other condition, any previously approved outside employment permit may be subject to similar restrictions as those applicable to the employee's full time duties until the employee has returned to a full duty status

1013.3 PROHIBITED OUTSIDE EMPLOYMENT

Consistent with the provisions of Government Code § 1126, the Department expressly reserves the right to deny any Outside Employment Application submitted by an employee seeking to engage in any activity which:

(a) Involves the employee's use of department time, facilities, equipment or supplies, the use of the Department badge, uniform, prestige or influence for private gain or advantage.

(b) Involves the employee's receipt or acceptance of any money or other consideration from anyone other than this department for the performance of an act which the employee, if not performing such act, would be required or expected to render in the regular course or hours of employment or as a part of the employee's duties as a member of this department.

(c) Involves the performance of an act in other than the employee's capacity as a member of this department that may later be subject directly or indirectly to the control, inspection, review, audit or enforcement of any other employee of this department.

(d) Involves time demands that would render performance of the employee's duties for this department less efficient.

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1013.3.1 OUTSIDE SECURITY AND PEACE OFFICER EMPLOYMENT

Consistent with the provisions of Penal Code § 70, and because it would further create a potential conflict of interest, no member of this department may engage in any outside or secondary employment as a private security guard, private investigator or other similar private security position without the written authorization from the Chief of Police.

Any private organization, entity or individual seeking special services for security or traffic control from members of this department must submit a written request to the Chief of Police in advance of the desired service. Such outside extra duty overtime assignments will be assigned, monitored and paid through the Department.

(a) The member shall be required to comply with any restrictions outlined in the Outside Employment Application.

(b) The member shall be required to comply with the requirements of the California Bureau of Security and Investigative Services (BSIS), including, but limited to, obtaining a Guard Card.

(c) Should such a request be approved, any employee working outside overtime shall be subject to the following conditions:

1. The officer(s) shall not wear the department uniform/identification.
2. The officer(s) shall be subject to the rules and regulations of this department.
3. No officer may engage in such outside employment during or at the site of a strike, lockout, picket, or other physical demonstration of a labor dispute.
4. No officer may engage in outside employment as a peace officer for any other public agency without prior written authorization of the Chief of Police.

1013.3.2 OUTSIDE OVERTIME ARREST AND REPORTING PROCEDURE

Any employee making an arrest or taking other official police action while working in an approved outside overtime assignment shall be required to complete all related reports in a timely manner pursuant to department policy. Time spent on the completion of such reports shall be considered incidental to the outside overtime assignment.

1013.3.3 SPECIAL RESTRICTIONS

Except for emergency situations or with prior authorization from the Division Commander, undercover officers or officers assigned to covert operations shall not be eligible to work overtime or other assignments in a uniformed or other capacity which might reasonably disclose the officer's law enforcement status.

1013.4 DEPARTMENT RESOURCES

Employees are prohibited from using any department equipment or resources in the course of or for the benefit of any outside employment. This shall include the prohibition of access to official records or databases of this department or other agencies through the use of the employee's position with this department.

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1013.4.1 REVIEW OF FINANCIAL RECORDS

Employees approved for outside employment expressly agree that their personal financial records may be requested and reviewed/audited for potential conflict of interest (Government Code § 3308; Government Code § 1126). Prior to providing written approval for an outside employment position, the Department may request that an employee provide his/her personal financial records for review/audit in order to determine whether a conflict of interest exists. Failure of the employee to provide the requested personal financial records could result in denial of the off-duty work permit. If, after approving a request for an outside employment position, the Department becomes concerned that a conflict of interest exists based on a financial reason, the Department may request that the employee provide his/her personal financial records for review/audit. If the employee elects not to provide the requested records, his/her off-duty work permit may be revoked pursuant to the Revocation/Suspension of Outside Employment Permits section of this policy.

1013.5 CHANGES IN OUTSIDE EMPLOYMENT STATUS

If an employee terminates his or her outside employment during the period of a valid permit, the employee shall promptly submit written notification of such termination to the Chief of Police through channels. Any subsequent request for renewal or continued outside employment must thereafter be processed and approved through normal procedures set forth in this policy.

Employees shall also promptly submit in writing to the Chief of Police any material changes in outside employment including any change in the number of hours, type of duties, or demands of any approved outside employment. Employees who are uncertain whether a change in outside employment is material are advised to report the change.

1013.6 OUTSIDE EMPLOYMENT WHILE ON DISABILITY

Department members engaged in outside employment who are placed on disability leave or modified/light-duty shall inform their immediate supervisor in writing within five days whether or not they intend to continue to engage in such outside employment while on such leave or light-duty status. The immediate supervisor shall review the duties of the outside employment along with any related doctor’s orders, and make a recommendation to the Chief of Police whether such outside employment should continue.

In the event the Chief of Police determines that the outside employment should be discontinued or if the employee fails to promptly notify his/her supervisor of his/her intentions regarding their work permit, a notice of revocation of the member's permit will be forwarded to the involved employee, and a copy attached to the original work permit.

Criteria for revoking the outside employment permit include, but are not limited to, the following:

(a) The outside employment is medically detrimental to the total recovery of the disabled member, as indicated by the City's professional medical advisors.

(b) The outside employment performed requires the same or similar physical ability, as would be required of an on-duty member.

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(c) The employee's failure to make timely notice of their intentions to their supervisor.

When the disabled member returns to full duty with the Torrance Police Department, a request (in writing) may be made to the Chief of Police to restore the permit.

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Occupational Disease and Work-Related Injury Reporting

1014.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance regarding the timely reporting of occupational diseases, mental health issues, and work-related injuries.

1014.1.1 DEFINITIONS

Definitions related to this policy include:

Occupational disease or work-related injury - An injury, disease, or mental health issue arising out of employment (Labor Code § 3208; Labor Code § 3208.3; Labor Code § 3212 et seq.).

1014.2 POLICY

The Torrance Police Department will address occupational diseases and work-related injuries appropriately, and will comply with applicable state workers' compensation requirements (Labor Code § 3200 et seq.).

1014.3 RESPONSIBILITIES

1014.3.1 MEMBER RESPONSIBILITIES

Any member sustaining any occupational disease or work-related injury shall report such event as soon as practicable, but within 24 hours, to a supervisor, and shall seek medical care when appropriate (8 CCR 14300.35).

1014.3.2 SUPERVISOR RESPONSIBILITIES

A supervisor learning of any occupational disease or work-related injury should ensure the member receives medical care as appropriate, and direct the injured employee to the Personnel Division for referral to the City of Torrance Risk Management Division, Worker's Compensation Program, unless immediate medical treatment is required. Supervisors should notify the Personnel Division as soon as possible to allow for immediate notification of the Worker's Compensation Program. Should the injury occur outside of normal business hours of the Worker's Compensation Program, the Personnel Division will make the proper notification at the opening of the next business day. The employee's Division Commander (or Watch Commander if Division Commander is unavailable) should also be notified of the injury.

Supervisors shall complete a Supervisor's Investigative Report of Employee Injury/Illness and ensure that all required documents regarding workers' compensation are completed and forwarded promptly. Any related Citywide disease- or injury-reporting protocol shall also be followed.

Supervisors shall determine whether the Major Incident Notification and Illness and Injury Prevention policies apply and take additional action as required.

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1014.3.3 DIVISION COMMANDER RESPONSIBILITIES

The Division Commander who receives a report of an occupational disease or work-related injury should review the report for accuracy and determine what additional action should be taken. The report shall then be forwarded to the Chief of Police, the City's risk management entity, and the Personnel Division Commander to ensure any required Division of Occupational Health and Safety Administration (Cal/OSHA) reporting is made as required in the illness and injury prevention plan identified in the Illness and Injury Prevention Policy.

1014.3.4 PERSONNEL DIVISION RESPONSIBILITIES

The Personnel Division Commander shall act as a coordinator between the injured employee and Worker's Compensation Program to provide status reports to the employee's Bureau Commander, and to coordinate the return of an injured employee to a modified work status, if necessary.

The Personnel Division shall review and forward copies of the report to the Department of Worker's Compensation. Copies of the report and related documents retained by the Department shall be filed in the member's confidential medical file.

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Personal Appearance Standards

1015.1 PURPOSE AND SCOPE

In order to project uniformity and neutrality toward the public and other members of the department, employees shall maintain their personal hygiene and appearance to project a professional image appropriate for this department and for their assignment.

1015.2 GROOMING STANDARDS

Unless otherwise stated and because deviations from these standards could present officer safety issues, the following appearance standards shall apply to all employees, except those whose current assignment would deem them not appropriate, and where the Chief of Police has granted exception.

1015.2.1 HAIR

Hairstyles of all members shall be neat in appearance.

- For male sworn members, hair must not extend below the top edge of the uniform collar while assuming a normal stance.
- For female sworn members, hair must be cut or styled so as not to extend below the collar line when standing.

1015.2.2 MUSTACHES

A short and neatly trimmed mustache may be worn. Mustaches shall not extend below the corners of the mouth or beyond the natural hairline of the upper lip.

1015.2.3 SIDEBURNS

Sideburns shall be neatly trimmed, not extend below the ear and shall be straight on the forward and bottom edge without any curve or flaring.

1015.2.4 FACIAL HAIR

Facial hair other than sideburns, mustaches and eyebrows shall not be worn, unless authorized by the Chief of Police or his or her designee, with the exception of employees working in an undercover capacity.

1015.2.5 FINGERNAILS

Fingernails extending beyond the tip of the finger can pose a safety hazard to officers or others. For this reason, fingernails shall be trimmed so that no point of the nail extends beyond the tip of the finger.

1015.2.6 JEWELRY AND ACCESSORIES

Officers shall not wear any unauthorized ornamentation such as earrings, necklaces, bracelets, or large conspicuous rings, unless required by assignment. Except for authorized items, jewelry or personal ornaments shall not be affixed to any part of the uniform or equipment. Specific articles of clothing or jewelry may pose a safety hazard in performance of duties, such as loose or dangling

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items that may become caught in office machines. Employees shall not wear any articles that create potential safety hazards.

1015.3 TATTOOS

On duty employees, including those working voluntary employment, are prohibited from displaying any offensive tattoos, body art, branding, and/or unconventional body piercings, with the exception of employees working in an undercover capacity. Employees with offensive tattoos, body art, or branding shall cover said tattoos, body art, or branding with a Department-approved uniform or by wearing a skin patch (e.g. ace bandage or Band-Aid) or a sleeve that matches the uniform.

For the purpose of this policy, offensive includes tattoos and body art that are obscene, sexually explicit, racist, or regardless of content, cover a large portion of exposed skin. This determination will be made at the sole discretion of the Chief of Police or his or her management designee. If an employee disagrees with the initial management evaluation of a tattoo or body piercing, the employee may request the Chief of Police to make a final determination.

1015.4 BODY PIERCING OR ALTERATION

Body piercing or alteration to any area of the body visible in any authorized uniform or attire that is a deviation from normal anatomical features and which is not medically required is prohibited, with the exception of employees working in an undercover capacity. Such body alteration includes, but is not limited to:

(a) Tongue splitting or piercing.

(b) The complete or transdermal implantation of any material other than hair replacement.

(c) Abnormal shaping of the ears, eyes, nose or teeth.

(d) Branding or scarification.

(e) Any other body piercings of the tongue, nose, eyebrows, or lips.

1015.5 EXEMPTIONS

Members who seek cultural (e.g., culturally protected hairstyles) or other exemptions to this policy that are protected by law should generally be accommodated (Government Code § 12926). A member with an exemption may be ineligible for an assignment if the individual accommodation presents a security or safety risk. The Chief of Police should be advised any time a request for such an accommodation is denied or when a member with a cultural or other exemption is denied an assignment based on a safety or security risk.

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Uniform Regulations

1016.1 PURPOSE AND SCOPE

The uniform policy of the Torrance Police Department is established to ensure that uniformed officers will be readily identifiable to the public through the proper use and wearing of department uniforms. Employees should also refer to the following associated policies:

Department Owned and Personal Property

Body Armor

Personal Appearance Standards

The Uniform and Equipment Specifications attachments, found in section 1021.3.4, are maintained and periodically updated by the Research and Training Division Commander. The attachments should be referenced regarding authorized equipment and uniform specifications.

The Torrance Police Department will provide uniforms for all employees required to wear them in the manner, quantity and frequency agreed upon in the respective employee group's collective bargaining agreement.

1016.2 WEARING AND CONDITION OF UNIFORM AND EQUIPMENT

Police employees wear the uniform to be identified as the law enforcement authority in society. The uniform also serves an equally important purpose to identify the wearer as a source of assistance in an emergency, crisis or other time of need.

(a) Uniform and equipment shall be maintained in a serviceable condition and shall be ready at all times for immediate use. Uniforms shall be neat, clean, and appear professionally pressed.

(b) All peace officers of this department shall possess and maintain at all times, a serviceable uniform and the necessary equipment to perform uniformed field duty.

(c) Personnel shall wear only the uniform specified for their rank and assignment.

(d) The uniform is to be worn in compliance with the specifications set forth in the department's uniform specifications that are maintained separately from this policy.

(e) All supervisors will perform periodic inspections of their personnel to ensure conformance to these regulations.

(f) Uniforms are only to be worn while on duty, while in transit to or from work, for court, or at other official department functions or events, unless approved by a supervisor.

(g) If the uniform is worn while in transit, an outer garment shall be worn over the uniform shirt so as not to bring attention to the employee while he/she is off-duty.

(h) Employees are not to purchase or drink alcoholic beverages while wearing any part of the department uniform, including the uniform pants.

(i) Visible jewelry, other than those items listed below, shall not be worn with the uniform unless specifically authorized by the Chief of Police or the authorized designee.

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1. Wrist watch
2. Wedding ring(s), class ring, or other ring of tasteful design. A maximum of one ring/set may be worn on each hand.
3. Medical alert bracelet

(j) Class A uniform covers shall be kept ready for immediate use and may only be worn at funerals or at the direction of the Chief of Police.

(k) A baseball style soft hat is also approved for daily wear. The hat may be flexfit or the adjustable, snap back model. The hat must be maintained in clean and acceptable condition. While on duty, the bill on the hat shall be facing forward. The hat may be worn off duty, separate from the uniform. The baseball hat shall not be worn with the Class A uniform when a tie is worn. The hat must conform to the following specifications:

1. MATERIAL. Polyester/cotton blend.
2. COLOR. Black.
3. INSIGNIA. Embroidered version of the approved "Torrance Police" logo.

(l) When working in an enforcement capacity, all uniforms shall be equipped with a body worn camera. Please refer to policy 430 for more information on Audio/Video Recording Devices.

1016.2.1 DEPARTMENT ISSUED IDENTIFICATION

The Department issues each employee an official department identification card bearing the employee's name, identifying information and photo likeness. All employees shall be in possession of their department issued identification card at all times while on duty or when carrying a concealed weapon.

(a) Whenever on duty or acting in an official capacity representing the department, employees shall display their department issued identification in a courteous manner to any person upon request and as soon as practical.

(b) Officers working specialized assignments may be excused from the possession and display requirements when directed by their Division Commander.

1016.2.2 DEPARTMENT ISSUED EQUIPMENT

The Personal Equipment Receipt (TPD 29) is used by the Personnel Division to issue and record Department issued equipment lent to employees, and for ensuring the return of such equipment upon the transfer or termination of the employee.Records of issued equipment shall be kept in the employee's personnel file.

1016.3 UNIFORM COMMITTEE

The Deputy Chief of Police, or Chief of Police designee will chair the Department Uniform Committee, and is responsible for coordinating any changes in uniforms or personal equipment specifications.

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The Department Uniform Committee consists of the following persons:

(a) Deputy Chief of Police or Chief of Police designee (Chairman)

(b) Patrol Bureau Commander

(c) Traffic and Special Events Division Commander

(d) Research and Training Division Commander

(e) Detective Division Commander

(f) One Officer from the Patrol Bureau, below the rank of Sergeant

(g) Research Administrative Analyst or designee, as identified by the Administrative Bureau Commander

(h) One civilian employee

The Department Uniform Committee shall meet upon direction of the Chief, or as deemed necessary by the Committee Chairman, and shall be responsible for gathering and analyzing information on the following:

(a) Adoption or change of equipment and uniforms.

(b) Serviceability of materials.

(c) Adjudication of submitted special problems.

(d) Related policies concerning uniforms and equipment.

(e) Comfort of personnel wearing the uniform.

(f) Professional appearance of Department personnel.

Prior to meeting on any uniform recommendations, the Chairman shall notify the appropriate union to determine if a formal meet and confer session is needed. The Chairman shall submit the Committee's findings and recommendations concerning uniforms and personal equipment and related item regulations to the Chief of Police.

1016.4 UNIFORM CLASSES

1016.4.1 CLASS A UNIFORM

The Class A uniform is to be worn on special occasions such as funerals, graduations, ceremonies, or as directed. The Class A uniform is required for all sworn personnel. The Class A uniform includes the standard issue uniform with:

(a) Long sleeve shirt with tie

(b) Polished shoes or boots

1016.4.2 ALTERNATE UNIFORM

The alternate uniform will consist of a long sleeve or short sleeve polo shirt and the 5.11 tactical pants, or approved wash and wear uniform. Section 1021.3.4 Uniform and Equipment

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Specifications, list the details of the alternate uniform based on job classification, and will list employees authorized to wear the alternate uniform.

1016.4.3 SPECIALIZED UNIT UNIFORMS
The Chief of Police may authorize special uniforms to be worn by officers in specialized units such as Canine Team, SWAT, TMET, Bicycle Patrol, Motor Officers and other specialized assignments. Section 1021.3.4 Uniform and Equipment Specifications, lists the authorized uniform for each special detail.

1016.4.4 UNIFORM AND EQUIPMENT SPECIFICATIONS
See attachment: Attachment - General Uniform and Equipment Specifications.pdf

See attachment: Attachment - Field Equipment and Supplies.pdf

See attachment: Attachment - Crossing Guard Volunteer Uniform Specifications.pdf

See attachment: Attachment - Police Officer Belts and Accessories.pdf

See attachment: Attachment - Police Officer Cadet Explorer Uniform Specifications.pdf

See attachment: Attachment - Motor Uniform Specifications.pdf

See attachment: Attachment - Services Officer Police Operations Supervisor Animal Control and FIS Uniform Specifications.pdf

See attachment: Attachment - Special Detail Uniforms.pdf

1016.5 INSIGNIA AND PATCHES

(a) Shoulder Patches - The authorized shoulder patch supplied by the Department shall be machine stitched to the sleeves of all uniform shirts (except polo) and jackets (sworn), three-quarters of an inch below the shoulder seam of the shirt and be bisected by the crease in the sleeve.

(b) Service stripes - All sworn and civilian employees may wear one service stripe for each five years of service. Personnel with peace officer experience at other law enforcement agencies may include those years of service. The service stripe shall be worn on the left sleeve of the Class A or Class B uniform and may be worn on the jacket. Prior military service (military police, etc.) does not count toward service time.

1. TYPE. Service stripes shall be embroidered cloth-on-cloth style, white on a black background, cut and embroidered on a 45 degree angle. The white stripe shall be one-quarter inch wide and two inches long, with a black cloth background.

2. LOCATION WORN. The lower edge of the bottom stripe shall be located one inch above the top edge of the left sleeve of the shirt or coat cuff. The center of the stripe shall be in the center of the sleeve measured from edge to edge. All service stripes shall be sewn on with professional skill.

(c) The regulation nameplate, or an authorized sewn on cloth nameplate, shall be worn at all times while in uniform. The nameplate shall display the employee's first initial and last name. The nameplate shall be worn and placed above the right pocket located in

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the middle, bisected by the pressed shirt seam, with equal distance from both sides of the nameplate to the outer edge of the pocket.

1. SERIAL NUMBER ID PLATES: In times of civil unrest or other events deemed appropriate, the Chief of Police may authorize the donning of uniform identification plates reflecting employee serial numbers in lieu of first initial and last name. Authorized serial number identification plates will be acquired at the employee's expense.

(d) When a jacket is worn, the nameplate or an authorized sewn on cloth nameplate shall be affixed to the jacket in the same manner as the uniform.

(e) Badge - The department issued badge, or an authorized sewn on cloth replica, must be worn and visible at all times while in uniform.

1016.5.1 MOURNING BANDS

Uniformed employees are authorized to wear a solid black or black with thin blue line mourning band across the uniform badge whenever a California law enforcement officer is killed in the line of duty or at the direction of the Chief of Police or designee.

1016.5.2 MOURNING RIBBONS

Civilian employees are authorized to wear black and blue mourning ribbons on the left suit lapel, or the left side of the jacket, blouse, or shirt whenever a California law enforcement officer is killed in the line of duty, or when authorized by the Chief of Police or designee.

1016.6 BUSINESS ATTIRE

There are assignments within the Department that do not require the wearing of a uniform because recognition and authority are not essential to their function. There are also assignments in which the wearing of civilian attire is necessary.

(a) All employees shall wear clothing that fits properly, is clean and free of stains, and not damaged or excessively worn.

(b) All male administrative, investigative and support personnel who elect to wear civilian clothing to work shall wear button style shirts with a collar and tie, slacks or suits that are moderate in style.

(c) All female administrative, investigative, and support personnel who elect to wear civilian clothes to work shall wear dresses, slacks, shirts, blouses, or suits which are moderate in style.

(d) Variations from this order are allowed at the discretion of the Chief of Police or designee when the employee's assignment or current task is not conducive to the wearing of such clothing.

(e) No item of civilian attire may be worn on duty that would adversely affect the reputation of the Torrance Police Department or the morale of the employees.

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1016.7 CASUAL ATTIRE

Non-uniformed employees may dress in appropriate, casual attire on Friday through Sunday and on City-sanctioned holidays.

Non-uniformed male personnel who elect to wear casual attire to work may wear open-collared polo shirts, collared button-down shirts, khakis or nice jeans, and casual footwear. Athletic shoes and sandals, are not appropriate.

Non-uniformed female personnel who elect to wear casual attire to work may wear nice jeans or pants (excluding leggings), casual blouses or sweaters, dresses and casual footwear. Athletic shoes and flip-flops, are not appropriate.

T-shirts, sweatshirts, tank or halter tops, shorts, or any faded, or torn clothing are not within the concept of casual attire. Caps and hats are also not appropriate casual attire.

When attending a public event, a meeting with the public or other City officials, or appearing in court, business attire must be observed.

1016.8 POLITICAL ACTIVITIES, ENDORSEMENTS, AND ADVERTISEMENTS

Unless specifically authorized by the Chief of Police, Torrance Police Department employees may not wear any part of the uniform, be photographed wearing any part of the uniform, utilize a department badge, patch or other official insignia, or cause to be posted, published, or displayed, the image of another employee, or identify himself/herself as an employee of the Torrance Police Department to do any of the following (Government Code §§ 3206 and 3302):

(a) Endorse, support, oppose, or contradict any political campaign or initiative.

(b) Endorse, support, oppose, or contradict any social issue, cause, or religion.

(c) Endorse, support, or oppose, any product, service, company or other commercial entity.

(d) Appear in any commercial, social, or non-profit publication, or any motion picture, film, video, public broadcast, or any website.

1016.9 UNAUTHORIZED UNIFORMS, EQUIPMENT AND ACCESSORIES

Torrance Police Department employees may not wear any uniform item, accessory or attachment unless specifically authorized in the Uniform and Equipment Specifications or by the Chief of Police or designee.

Torrance Police Department employees may not use or carry any safety item, tool or other piece of equipment unless specifically authorized in the Uniform and Equipment Specifications or by the Chief of Police or designee.

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Police Cadets

1017.1 PURPOSE AND SCOPE

The Torrance Police Department's Cadet Program benefits the police cadet, the sworn officer, and the community, by:

(a) Preparing and developing qualified police cadets to enter the field of law enforcement with the Torrance Police Department.

(b) Providing additional resources to support operations. Proper deployment of police cadets frees sworn officers to perform more critical and emergent tasks.

1017.2 EMPLOYMENT TERMS

The position of police cadet is a temporary, part-time, hourly, at-will position. Appointment, tenure, or removal is exempt from Civil Service rules and regulations. Police cadets serve at the discretion of the Chief of Police and may be discharged without cause or right of appeal.

1017.2.1 EMPLOYMENT QUALIFICATIONS

Police cadet applicants must meet the following qualifications to be considered for employment:

(a) At least 18 years of age at the time of appointment.

(b) Current enrollment in a two-year college or four-year university, with a minimum of twelve (12) semester units (or quarter equivalent) and a GPA of 2.0 or better. Cadets who have completed 60 or more semester units, or have obtained an Associate Degree, would be required to complete a minimum of nine (9) units each semester (or quarter equivalent) with a 2.0 GPA or better to remain in the Police Cadet Program.

(c) Possess a valid California Driver License.

(d) Possess a High School diploma or GED.

(e) All Police Cadets must exude a strong work ethic, professionalism, discipline, and commitment; all of which are minimum requirements of the law enforcement profession.

1017.2.2 SELECTION PROCESS

(a) Oral Interview

(b) Background Investigation

(c) Psychological Examination

(d) Polygraph

(e) Medical Examination

1017.2.3 DURATION OF EMPLOYMENT

Police cadets may serve for a maximum of five years. Upon the completion of their fifth year of service from date of hire, their employment as a police cadet will end. An appeal for extension may be made by the police cadet, and granted by the Chief of Police on a case-by-case basis.

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Consideration for such appeals will be given based on compelling reasons such as the completion of an ongoing educational program. Police cadets shall direct such appeals to the Personnel Division Commander no less than six months prior to the anticipated end of their appointment.

1017.3 ONGOING REQUIREMENTS OF EMPLOYMENT

Cadets shall provide school transcripts or official grade reports to the Personnel Division Commander via the Cadet Program Coordinator within thirty (30) days of the close of each school semester or quarter. Cadets shall provide proof of registration for the following semester or quarter to the Personnel Division Commander within ten (10) days of the cadets' registration date. Any change in class scheduling during the term shall be reported to the Personnel Division Commander in writing within ten (10) days.

Any cadet who fails to meet the aforementioned Employment Qualifications shall be placed on probation for the upcoming school semester or quarter, and at the end of that time shall have an academic review by the Personnel Division Commander to ensure that the minimum requirements are met. An academic review by the Personnel Division Commander may require the cadet to attend a summer session in lieu of termination from the Police Cadet Program.

1017.3.1 DISQUALIFICATION OR CAUSE FOR TERMINATION

The following conditions disqualify a police cadet from employment and are cause for termination:

(a) Inability to perform at minimum standards of performance or conduct as determined by the Department’s performance standards.

(b) Inability to maintain the required number of college units with a minimum GPA of 2.0 for two successive semesters.

1017.4 PROGRAM OVERSIGHT

The Personnel Division is responsible for the administrative oversight of the Police Cadet Program, including recruitment, testing, selection, hiring, assignment, and administration.The Personnel Division Commander shall ensure that cadet assignments are based on Department needs, while considering training and development of the cadet. Program management is delegated to the Personnel Sergeant.

1017.4.1 PROGRAM ADVISORS

The Personnel Sergeant may select individual officers to serve as advisors for the Cadet Program. These officers will serve as mentors for each cadet. Cadets will bring special requests, concerns, and suggestions to their program advisor for advice or direction before contacting the Personnel Sergeant. One advisor may be designated as the Personnel Sergeant’s assistant to lead scheduled meetings and training sessions involving the cadets. Multiple cadets may be assigned to each program advisor. Program advisors are not intended to circumvent the established chain of command. Any issues that may be a concern of the individual's supervisor should be referred back to the Personnel Sergeant.

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1017.4.2 DIRECT SUPERVISION

Division Commanders shall be responsible for the day-to-day supervision, scheduling, and evaluation of cadets assigned to their respective divisions. Police cadets will adhere to the chain of command in the respective sections, divisions, and bureaus to which they are assigned. The applicable chain of command shall be explained to the police cadet by their direct functional supervisor (typically a sergeant or Police Operations Supervisor).

1017.5 ORIENTATION AND TRAINING

Newly hired cadets will receive an orientation of the organization and facilities before reporting to their first assignment. On-the-job training will be conducted in compliance with the Cadet Program Manual. Training sessions will be scheduled as needed to train cadets for as many assignments as possible. In addition to job-specific training, information will be offered to prepare cadets to compete successfully in the police officer selection process, as well as the academy training. All training will focus on improving job performance, as well as preparation to become police officers. These meetings will also offer an opportunity to receive continuous feedback regarding progress of the program.

1017.6 UNIFORMS AND EQUIPMENT

All police cadets shall possess and maintain at all times a clean serviceable uniform and the necessary equipment to perform their duties. All police cadets, whether on or off duty, are responsible for the control, care, maintenance, and handling of all Department property issued or assigned to them. Refer to department policy on Police Officer, Reserve, Chaplain, Recruit, Cadet and Explorer Uniforms for specifications on wear of the uniform.

A police cadet uniform shall be worn while on duty on all assignments and ride-alongs unless specifically directed otherwise by the police cadet's direct functional supervisor.

1017.7 ASSIGNMENTS

Police cadet assignments will be coordinated and administered by the Personnel Division Commander. Assignments will be rotated based on Department needs with the goal that each police cadet will gain a broad base of experience.

Police cadets will normally be assigned to a division for a minimum of eight deployment periods and a maximum of ten deployment periods.Police cadets may rotate back into a division after successfully completing an assignment in at least one other division.

All requests to have a cadet assigned to a division, including temporary assignments for specific events, shall be made to the Personnel Division Commander. When considering a police cadet reassignment, the Personnel Division Commander shall confer with Division Commanders. Staffing at the Traffic and Detective Counters should be of priority when considering assignments. Division Commanders are responsible for ensuring that any police cadet assigned to their division is exposed to various activities within the division.

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In general, tenured cadets will be assigned to positions requiring more technical skill or responsibility, as well as serving to train cadets for new assignments or those newly hired.

1017.8 SCHEDULING

The police cadet's direct functional supervisor is responsible for their scheduling. The police cadet's educational needs shall take priority when considering assignments and scheduling. Police cadet personnel may be required to work a variety of shifts, including weekends and holidays.

Police cadets should normally be scheduled to work a nineteen-hour workweek. Police cadets shall not be permitted to work more than 30 hours a week or more than 999 hours per fiscal year. The fiscal year begins July 1st and ends June 30th.

1017.9 RIDE-ALONG PROCEDURES

The purpose of the ride along is to expose the police cadet to field situations. This serves as a training aid to the police cadet and improves job knowledge and ability to perform assigned duties. It also serves to familiarize the police cadet with the realities of police work in preparation to make career decisions.

Police cadets shall participate in a minimum of one ride along every deployment period.

1017.9.1 REQUEST PROCEDURES

Police cadets shall request approval from their direct functional supervisor before the requested ride along date. Once approved, the police cadet should coordinate with the patrol officer they intend to do the ride along with. Once approval is given from the direct supervisor and patrol officer, the police cadet shall obtain approval from the corresponding patrol supervisor. The Personnel Sergeant shall be copied in all correspondence when scheduling a ride-along.

1017.9.2 RIDE-ALONG PERFORMANCE PROCEDURES

During ride-alongs, police cadets should aim to perform the following duties to the best of their ability, while under the direct supervision of police officer(s):

(a) Use of the police radio.

(b) Collecting information and writing reports.

(c) Interviewing victims, witnesses, or reporting parties.

(d) Navigating the officer to non-emergent radio calls.

(e) Assisting with investigations.

1017.9.3 DEBRIEF PROCEDURES

Upon completion of each ride along, the police cadet shall email a short debrief to the Personnel Sergeant and Cadet Program Advisors that includes, but is not limited to the following:

(a) Date, unit number, and officer name.

(b) Knowledge and experience gained.

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(c) Tasks completed and/or assisted with.

1017.10 PERFORMANCE EVALUATIONS

Evaluations shall be completed by the police cadet's direct functional supervisor. Police cadet evaluations will address two main objectives:

(a) Skills, knowledge, and attitude.

(b) Preparation and readiness for success in an academy environment.

Police cadets will be assessed at three months and six months. After the first six-month performance evaluation, the cadet will be evaluated every six months thereafter.

The resulting documentation provides the Department with a sound database for the selection process of police recruit.

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Nepotism and Conflicting Relationships

1018.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure equal opportunity and effective employment practices by avoiding actual or perceived favoritism, discrimination or actual or potential conflicts of interest by or between members of this department. These employment practices include: recruiting, testing, hiring, compensation, assignment, use of facilities, access to training opportunities, supervision, performance appraisal, discipline and workplace safety and security.

1018.1.1 DEFINITIONS

Business relationship - Serving as an employee, independent contractor, compensated consultant, owner, board member, shareholder, or investor in an outside business, company, partnership, corporation, venture or other transaction, where the Department employee's annual interest, compensation, investment or obligation is greater than $250.

Conflict of interest - Any actual, perceived or potential conflict of interest in which it reasonably appears that a department employee's action, inaction or decisions are or may be influenced by the employee's personal or business relationship.

Nepotism - The practice of showing favoritism to relatives over others in appointment, employment, promotion or advancement by any public official in a position to influence these personnel decisions.

Personal relationship - Includes marriage, cohabitation, dating or any other intimate relationship beyond mere friendship.

Proximity – Personnel working together in specific work units or teams, i.e. same shift or unit with the same supervisor.

Public official - A supervisor, officer or employee vested with authority by law, rule or regulation or to whom authority has been delegated.

Relative - An employee's parent, stepparent, spouse, domestic partner, significant other, child (natural, adopted or step), sibling or grandparent.

Subordinate - An employee who is subject to the temporary or ongoing direct or indirect authority of a supervisor.

Supervisor - An employee who has temporary or ongoing direct or indirect authority over the actions, decisions, evaluation and/or performance of a subordinate employee.

1018.2 RESTRICTED DUTIES AND ASSIGNMENTS

The Department will not prohibit all personal or business relationships between employees. However, in order to avoid nepotism or other inappropriate conflicts, the following reasonable restrictions shall apply (Government Code § 12940):

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(a) Employees are prohibited from directly supervising, occupying a position in the line of supervision or being directly supervised by any other employee who is a relative or with whom they are involved in a personal or business relationship.

1. If circumstances require that such a supervisor/subordinate relationship exist temporarily, the supervisor shall make every reasonable effort to defer matters pertaining to the involved employee to an uninvolved supervisor.

2. When personnel and circumstances permit, the Department will attempt to make every reasonable effort to avoid placing employees in such supervisor/ subordinate situations. The Department, however, reserves the right to transfer or reassign any employee to another position within the same classification in order to avoid conflicts with any provision of this policy.

(b) Employees are prohibited from participating in, contributing to or recommending promotions, assignments, performance evaluations, transfers or other personnel decisions affecting an employee who is a relative or with whom they are involved in a personal or business relationship.

(c) Whenever possible, FTOs and other trainers will not be assigned to train relatives. FTOs and other trainers are prohibited from entering into or maintaining personal or business relationships with any employee they are assigned to train until such time as the training has been successfully completed and the employee is off probation.

(d) To avoid actual or perceived conflicts of interest, members of this department shall refrain from developing or maintaining personal or financial relationships with victims, witnesses or other individuals during the course of or as a direct result of any official contact.

(e) Except as required in the performance of official duties or, in the case of immediate relatives, employees shall not develop or maintain personal or financial relationships with any individual they know or reasonably should know is under criminal investigation, is a convicted felon, parolee, fugitive or registered sex offender or who engages in serious violations of state or federal laws.

(f) Employees who are relatives or in a personal or business relationship with each other may not work together in specific work units or teams. Examples include partners on a patrol shift, personnel assigned to the same section/team/unit (where they share the same supervisor), or in other sworn positions that may pose a conflict of interest. Exceptions include when one of the officers is acting as back up officer, or when the officers are assigned to the same call.

1018.2.1 EMPLOYEE RESPONSIBILITY

Prior to entering into any personal or business relationship or other circumstance which the employee knows or reasonably should know could create a conflict of interest or other violation of this policy, the employee shall promptly notify his/her uninvolved, next highest level of supervisor.

Whenever any employee is placed in circumstances that would require the employee to take enforcement action or provide official information or services to any relative or individual with whom the employee is involved in a personal or business relationship, the employee shall promptly notify his/her uninvolved, immediate supervisor. In the event that no uninvolved supervisor is

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immediately available, the employee shall promptly notify dispatch to have another uninvolved employee either relieve the involved employee or minimally remain present to witness the action.

1018.2.2 SUPERVISOR'S RESPONSIBILITY

Upon being notified of, or otherwise becoming aware of any circumstance that could result in or constitute an actual or potential violation of this policy, a supervisor shall take all reasonable steps to promptly mitigate or avoid such violations whenever possible. Supervisors shall also promptly notify the Chief of Police of such actual or potential violations through the chain of command.

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Department Badges

1019.1 PURPOSE AND SCOPE

The Torrance Police Department badge and uniform patch as well as the likeness of these items and the name of the Torrance Police Department are property of the Department and their use shall be restricted as set forth in this policy.

1019.2 POLICY

The uniform badge shall be issued to department members as a symbol of authority and the use and display of department badges shall be in strict compliance with this policy. Only authorized badges issued by this department shall be displayed, carried or worn by members while on duty or otherwise acting in an official or authorized capacity.

a. CARRYING. Sworn Officers shall wear the Department badge affixed to the left breast of their uniform, or carry a badge and their official ID card when on duty in plain clothes, unless specifically exempted by their Division Commander. Civilian employees shall not carry a Department badge when off duty.

b. LOST OR STOLEN. The replacement cost of any lost or stolen Department badge may be charged to the employee to whom the badge was issued.

c. REPLACEMENT. Any Department badge found to be defaced, damaged, or not of current design shall be replaced.

1019.2.1 DUTY BADGE

A gold tone Department-issue oval shield. The top banner of the badge shall indicate rank; the seal of State of California shall be in the center; and the words “TORRANCE POLICE” shall be inscribed in the lower banner. The bottom panel of the officer’s or sergeant’s badge denotes the employee’s identification number. In lieu of the employee’s identification number, the bottom panel of a lieutenant’s badge has one star, a captain’s badge has two stars, the Deputy Chief’s badge has three stars, and the Chief’s badge has four stars. The badge shall be properly attached to the eyelets provided on the shirt.

1019.2.2 FLAT BADGE

The flat badge shall be issued to all sworn officers. The flat badge will become the property of the Department and shall be subject to recall at any time. The use of the flat badge is subject to all the same provisions of department policy as the uniform badge. Disclosing one's status as a member of the Torrance Police Department in any way that could reasonably be perceived as an attempt to gain influence or authority for non-department business or activity is prohibited.

(a) Should the flat badge become lost, damaged, or otherwise removed from the officer’s control, he/she shall make the proper notifications as outlined in the Department Owned and Personal Property Policy.

(b) An honorably retired officer may keep his/her flat badge upon retirement.

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(c) The purchase, carrying or display of a flat badge is not authorized for civilian personnel.

1019.2.3 CLOTH BADGE
The badge is similar in appearance to the duty badge except that it is cloth and has a gold colored background. The word “TORRANCE” shall be embroidered and arched in the top banner of the badge and “POLICE” shall be embroidered in the bottom banner, both in blue lettering. This badge shall be worn centered above the left breast pocket of the required uniform.

1019.2.4 EMBROIDERED BADGE
The badge is similar in appearance to the duty badge except that it is embroidered onto the material. The background is gold in color with blue lettering and has two American flags.

1019.2.5 K-9 BADGE
A reduced-size version of the duty badge shall be issued to each canine member of the K-9 detail. The badge shall be worn on a leather collar and will only be used during public relations events.

1019.2.6 SHOOTING BADGE
Uniformed officers may wear a Shooting Badge. Officers can only wear the Torrance Shooting Badge during the qualification period in which it was earned. Officers are only authorized to wear the Torrance Shooting Badge that was earned during that specific qualification period. To continue to wear the Torrance Shooting Badge, officers must requalify. Those officers who earned a shooting badge from the LASD Academy prior to March 1996 have the option of either wearing the LASD Shooting Badge or the approved Torrance Police Shooting Badge. All other officers must qualify for the Torrance Shooting Badge in order to wear a shooting badge. The Shooting Badge shall be worn on the inside corner flap of the right shirt pocket, shall consist of one of the following designs, and shall be the only shooting badge authorized to be worn on the uniform.

a. LASD SHOOTING BADGE. Official, authorized LASD Shooting Badge, designated as Sharpshooter, Expert, or Distinguished Expert.

b. TORRANCE SHOOTING BADGE

1. SHARPSHOOTER: Achieved by shooting a score of 255 (85%) during the designated qualification period. The badge shall be a circular pin, one inch in diameter reading “Torrance Police Department” along the bottom arc and “SHARPSHOOTER” along the top arc. The center will consist of two semi-auto handguns covering a blue and white target background.

2. EXPERT: Achieved by shooting a score of 270 (90%) or above during the designated qualification period. The badge shall be a circular pin, one inch in diameter reading “Torrance Police Department” along the bottom arc and “EXPERT” along the top arc. The center will consist of two semi-auto handguns covering a white and black target background.

3. DISTINGUISHED EXPERT (DX): Achieved by shooting a score of 285 (95%) or above during the designated qualification period. The badge shall be a circular pin, one inch in diameter surrounded by a “starburst” design. The total size of the badge shall not exceed one and one-half

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inch. The badge shall read “Torrance Police Department” along the bottom arc and “DX” along the top arc. The center shall consist of two semi-auto handguns covering a white and black target background.

c. PROTOCOL FOR QUALIFICATION

1. During the designated qualification period (direction of Range Staff), officers will notify the Range Staff they wish to complete the required qualification to earn the Torrance Shooting Badge. Officers will be given one opportunity to qualify for (earn) the Torrance Shooting Badge.

2. The Torrance Shooting Badge qualification will be given once a year during the months of July and August.

3. The qualification will consist of the FBI bulls-eye qualification.

4. Officers must earn the Torrance Shooting Badge on an annual basis.

1019.2.7 DETECTIVE BADGE

Non-uniformed criminal investigators and traffic accident investigators may wear a Detective Badge while assigned to the Special Operations Bureau. All detective badges shall be returned to the Department upon reassignment from the Detective or Traffic Divisions. All officers who complete four years of eligible, Detective and Traffic Division service shall be able to retain their badge upon retirement.

1019.2.8 HONOR GUARD BADGE

Members of the Honor Guard Cadre may wear an Honor Guard Badge while assigned to the Honor Guard. All honor guard badges shall be returned to the Department upon reassignment from the Honor Guard Cadre. All officers who complete four years of eligible, Honor Guard service shall be able to retain their badge upon retirement.

1019.3 CIVILIAN PERSONNEL

Badges and department identification cards issued to civilian personnel shall be clearly marked to reflect the position of the assigned employee (e.g. Parking Control, Dispatcher, etc).

(a) Civilian personnel shall not display any department badge except as a part of his/her uniform and while on duty, or otherwise acting in an official and authorized capacity.

(b) Civilian personnel shall not display any department badge or represent him/herself, on or off duty, in such a manner which would cause a reasonable person to believe that he/she is a sworn peace officer.

1019.4 RETIREE UNIFORM BADGE

Upon honorable retirement employees may retain his/her assigned duty badge for display purposes. It is intended that the duty badge be used only as private memorabilia as other uses of the badge may be unlawful or in violation of this policy.

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1019.5 UNAUTHORIZED USE

Except as required for on-duty use by current employees, no badge designed for carry or display in a wallet, badge case or similar holder shall be issued to anyone other than a current or honorably retired peace officer.

Department badges are issued to all sworn employees and civilian uniformed employees for official use only. The department badge, shoulder patch or the likeness thereof, or the department name shall not be used for personal or private reasons including, but not limited to, letters, memoranda, and electronic communications such as electronic mail or web sites and web pages, without the express written permission of the Chief of Police or their designee. The department badge, shoulder patch or the likeness thereof, or the department name shall not be used for any private commercial purpose.

The use of the badge, uniform patch and department name for all material (printed matter, products or other items) developed for department use shall be subject to approval by the Chief of Police.

Employees shall not loan his/her department badge or identification card to others and shall not permit the badge or identification card to be reproduced or duplicated.

1019.6 PERMITTED USE BY EMPLOYEE GROUPS

The likeness of the department badge shall not be used without the expressed authorization of the Chief of Police and shall be subject to the following:

(a) The employee associations may use the likeness of the department badge for merchandise and official association business provided they are used in a clear representation of the association and not the Torrance Police Department. The following modifications shall be included:

1. The text on the upper and lower ribbons is replaced with the name of the employee association.
2. The badge number portion displays the acronym of the employee association.

(b) The likeness of the department badge for endorsement of political candidates shall not be used without the expressed approval of the Chief of Police.

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Temporary Modified-Duty Assignments

1020.1 PURPOSE AND SCOPE

This policy establishes procedures for providing temporary modified-duty assignments. This policy is not intended to affect the rights or benefits of employees under federal or state law, City rules, current memorandums of understanding or collective bargaining agreements. For example, nothing in this policy affects the obligation of the Department to engage in a good faith, interactive process to consider reasonable accommodations for any employee with a temporary or permanent disability that is protected under federal or state law.

1020.2 POLICY

Subject to operational considerations, the Torrance Police Department may identify temporary modified-duty assignments for employees who have an injury or medical condition resulting in temporary work limitations or restrictions. A temporary assignment allows the employee to work, while providing the Department with a productive employee during the temporary period.

1020.3 GENERAL CONSIDERATIONS

Priority consideration for temporary modified-duty assignments will be given to employees with work-related injuries or illnesses that are temporary in nature. Employees having disabilities covered under the Americans with Disabilities Act (ADA) or the California Fair Employment and Housing Act (Government Code § 12940 et seq.) shall be treated equally, without regard to any preference for a work-related injury.

No position in the Torrance Police Department shall be created or maintained as a temporary modified-duty assignment.

Temporary modified-duty assignments are a management prerogative and not an employee right. The availability of temporary modified-duty assignments will be determined on a case-by-case basis, consistent with the operational needs of the Department. Temporary modified-duty assignments are subject to continuous reassessment, with consideration given to operational needs and the employee's ability to perform in a modified-duty assignment.

The Chief of Police or the authorized designee may restrict employees working in temporary modified-duty assignments from wearing a uniform, displaying a badge, carrying a firearm, operating an emergency vehicle, engaging in outside employment, or being otherwise limited in employing their peace officer powers.

Temporary modified-duty assignments shall generally not exceed a cumulative total of 1,040 hours in any one-year period.

1020.4 PROCEDURE

Employees who are injured on duty and the treating medical professional has indicated the employee will not return for an extended period of time shall have their:

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(a) Time posted by the Personnel Division.

(b) Vacated assignment filled either temporarily or permanently, depending upon the treating medical professional's prognosis, and the availability of personnel.

Employees may request a temporary modified-duty assignment for short-term injuries or illnesses.

Employees seeking a temporary modified-duty assignment should submit a written request to their Division Commanders or the authorized designees. The request should, as applicable, include a certification from the treating medical professional containing:

(a) An assessment of the nature and probable duration of the illness or injury.

(b) The prognosis for recovery.

(c) The nature and scope of limitations and/or work restrictions.

(d) A statement regarding any required workplace accommodations, mobility aids or medical devices.

(e) A statement that the employee can safely perform the duties of the temporary modified-duty assignment.

The Division Commander will make a recommendation through the chain of command to the Chief of Police regarding temporary modified-duty assignments that may be available based on the needs of the Department and the limitations of the employee. The Chief of Police or the authorized designee shall confer with the Department of Human Resources or the City Attorney as appropriate.

Requests for a temporary modified-duty assignment of 20 hours or less per week may be approved and facilitated by the Watch Commander or Division Commander, with notice to the Chief of Police.

1020.4.1 SPECIAL CONDITIONS

Employees approved for return to work in a modified-duty assignment shall be assigned such duties in increments of 90 days and shall be re-evaluated at the end of 90 days.

(a) If the employee wishes to continue in a modified-duty status beyond the 90-day period, they shall make formal application in writing (TPD 41) prior to the end of the original 90 day period.

(b) Application for extension of the 90-day period shall be accompanied by the same documentation from the employee’s original application. The application must also have the approval of the Deputy Chief of Police and the extension period shall not exceed 90 days.

(c) Subsequent applications for extension of modified-duty status shall follow the same procedure, but must be accompanied by a more detailed report from the employee’s doctor.

(d) Additional medical reports or examinations may be required of an employee by the Administrative Bureau Commander at any time during the period of the employee is on modified-duty status.

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1020.5 ACCOUNTABILITY

Written notification of assignments, work schedules and any restrictions should be provided to employees assigned to temporary modified-duty assignments and their supervisors. Those assignments and schedules may be adjusted to accommodate department operations and the employee's medical appointments, as mutually agreed upon with the Division Commander.

1020.5.1 EMPLOYEE RESPONSIBILITIES

The responsibilities of employees assigned to temporary modified-duty shall include, but not be limited to:

(a) Communicating and coordinating any required medical and physical therapy appointments in advance with their supervisors.

(b) Promptly notifying their supervisors of any change in restrictions or limitations after each appointment with their treating medical professionals.

(c) Communicating a status update to their supervisors no less than once every 30 days while assigned to temporary modified-duty.

(d) Submitting a written status report, from the treating medical provider, to the Division Commander that contains a status update and anticipated date of return to full-duty when a temporary modified-duty assignment extends beyond 60 days.

1020.5.2 SUPERVISOR RESPONSIBILITIES

The employee's immediate supervisor shall monitor and manage the work schedule of those assigned to temporary modified-duty.

The responsibilities of supervisors shall include, but not be limited to:

(a) Periodically apprising the Division Commander of the status and performance of employees assigned to temporary modified-duty.

(b) Notifying the Division Commander and ensuring that the required documentation facilitating a return to full-duty is received from the employee.

(c) Ensuring that employees returning to full duty have completed any required training and certification. Employees exempt from firearms qualifications are still required to complete qualification upon return to full-duty.

1020.6 MEDICAL EXAMINATIONS

Prior to returning to full-duty status, employees shall be required to provide certification from their treating medical professionals stating that they are medically cleared to perform the essential functions of their jobs without restrictions or limitations.

The Department may require a fitness-for-duty examination prior to returning an employee to full-duty status, in accordance with the Fitness for Duty Policy.

1020.7 PREGNANCY

If an employee is temporarily unable to perform regular duties due to a pregnancy, childbirth, or a related medical condition, the employee will be treated the same as any other temporarily disabled

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employee (42 USC § 2000e(k)). A pregnant employee shall not be involuntarily transferred to a temporary modified-duty assignment. Nothing in this policy limits a pregnant employee's right to a temporary modified-duty assignment if required under Government Code § 12945.

1020.7.1 NOTIFICATION

Pregnant employees should notify their immediate supervisors as soon as practicable and provide a statement from their medical providers identifying any pregnancy-related job restrictions or limitations. If at any point during the pregnancy it becomes necessary for the employee to take a leave of absence, such leave shall be granted in accordance with the City's personnel rules and regulations regarding family and medical care leave.

1020.8 PROBATIONARY EMPLOYEES

Probationary employees who are assigned to a temporary modified-duty assignment shall have their probation extended by a period of time equal to their assignment to temporary modified duty.

1020.9 LEAVE OF ABSENCE

A leave of absence may be granted by the Chief of Police in accordance with applicable law and the employee's MOU, and when such leave will not adversely affect the operation of the Department.

1020.9.1 MILITARY LEAVE

There are two types of military obligations which affect Department scheduling:

(a) Weekend Drills: Employees required to attend weekend military drills shall do so on their regular days off, whenever possible. Schedules shall be adjusted as needed to provide such time off.

1. Pending proper supervisory approval, the employee may use compensatory time, vacation, Police Leave or agree to trade work shifts with another employee to secure the days off needed. If electing to trade shifts, these trades will not be counted against the employee's deployment cycle allotment per the employee's MOU.

2. In lieu of shift trades, compensatory time, vacation or Police Leave, the employee may work two other weekdays within the Deployment Period (DP) to offset the weekend days off given. The weekdays to be worked shall be agreed upon by the employee and the appropriate supervisor(s). When an agreement cannot be reached, the Patrol Bureau Commander shall assign the employee the two weekdays to be worked during the DP.

(b) Temporary Active Duty: Paid Military Leave shall be granted when an employee is placed on temporary active military duty. Employees are granted up to 30 days of Paid Military Leave in each fiscal year beginning on 01 JUL and ending on 30 JUN of the following year.

(c) Procedure – Employees shall provide copies of military orders a minimum of five days in advance to their Division Commander and to the Research and Training Division. In the absence of written orders, a memorandum giving the beginning and ending dates of military duty is acceptable until a copy of the official orders is received.

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1. Timekeeping
   (a) The Research and Training Division shall update the timekeeping system, maintain a file of all military leaves, and send the original documentation to the Personnel Division for inclusion in the employee's personnel package.
   (b) Division Commanders shall mark two days in every seven as regular days off during the time an employee is absent on temporary military duty, irrespective of an employee's regular working hours.
2. Verification of Attendance: Employees shall present verification of temporary military duty attendance to the Research and Training Division. The Research and Training Division shall forward copies of the verification to the Personnel Division for inclusion in the employees personnel package, and to City Finance so that the employee's paycheck will be released.

1020.10 MAINTENANCE OF CERTIFICATION AND TRAINING

Employees assigned to temporary modified-duty shall maintain all certification, training and qualifications appropriate to both their regular and temporary duties, provided that the certification, training or qualifications are not in conflict with any medical limitations or restrictions. Employees who are assigned to temporary modified-duty shall inform their supervisors of any inability to maintain any certification, training or qualifications.

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Employee Speech, Expression and Social Networking

1021.1 PURPOSE AND SCOPE

This policy is intended to address issues associated with employee use of social networking sites and to provide guidelines for the regulation and balancing of employee speech and expression with the needs of the Department.

Nothing in this policy is intended to prohibit or infringe upon any communication, speech or expression that is protected or privileged under law. This includes speech and expression protected under state or federal constitutions as well as labor or other applicable laws. For example, this policy does not limit an employee from speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit or officer associations, about matters of public concern, such as misconduct or corruption.

Employees are encouraged to consult with their supervisor regarding any questions arising from the application or potential application of this policy.

1021.1.1 APPLICABILITY

This policy applies to all forms of communication including but not limited to film, video, print media, public or private speech, use of all internet services, including the World Wide Web, e-mail, file transfer, remote computer access, news services, social networking, social media, instant messaging, blogs, forums, video, and other file-sharing sites.

1021.2 POLICY

Public employees occupy a trusted position in the community, and thus, their statements have the potential to contravene the policies and performance of this department. Due to the nature of the work and influence associated with the law enforcement profession, it is necessary that employees of this department be subject to certain reasonable limitations on their speech and expression. To achieve its mission and efficiently provide service to the public, the Torrance Police Department will carefully balance the individual employee’s rights against the Department’s needs and interests when exercising a reasonable degree of control over its employees’ speech and expression.

1021.3 SAFETY

Employees should consider carefully the implications of their speech or any other form of expression when using the internet. Speech and expression that may negatively affect the safety of the Torrance Police Department employees, such as posting personal information in a public forum, can result in compromising an employee’s home address or family ties. Employees should therefore not disseminate or post any information on any forum or medium that could reasonably be anticipated to compromise the safety of any employee, an employee's family, or associates.

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Examples of the type of information that could reasonably be expected to compromise safety include:

- Disclosing a photograph and name or address of an officer who is working undercover.
- Disclosing the address of a fellow officer.
- Otherwise disclosing where another officer can be located off-duty.

1021.4 PROHIBITED SPEECH, EXPRESSION AND CONDUCT

To meet the department's safety, performance and public-trust needs, the following are prohibited unless the speech is otherwise protected (for example, an employee speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit or officer associations, on a matter of public concern):

(a) Speech or expression made pursuant to an official duty that tends to compromise or damage the mission, function, reputation or professionalism of the Torrance Police Department or its employees.

(b) Speech or expression that, while not made pursuant to an official duty, is significantly linked to, or related to, the Torrance Police Department and tends to compromise or damage the mission, function, reputation or professionalism of the Torrance Police Department or its employees. Examples may include:

1. Statements that indicate disregard for the law or the state or U.S. Constitution.
2. Expression that demonstrates support for criminal activity.
3. Participating in sexually explicit photographs or videos for compensation or distribution.

(c) Speech or expression that could reasonably be foreseen as having a negative impact on the credibility of the employee as a witness. For example, posting statements or expressions to a website that glorify or endorse dishonesty, unlawful discrimination or illegal behavior.

(d) Speech or expression of any form that could reasonably be foreseen as having a negative impact on the safety of the employees of the Department. For example, a statement on a blog that provides specific details as to how and when prisoner transportations are made could reasonably be foreseen as potentially jeopardizing employees by informing criminals of details that could facilitate an escape or attempted escape.

(e) Speech or expression that is contrary to the canons of the Law Enforcement Code of Ethics as adopted by the Torrance Police Department.

(f) Use or disclosure, through whatever means, of any information, photograph, video or other recording obtained or accessible as a result of employment with the Department for financial or personal gain, or any disclosure of such materials without the expressed authorization of the Chief of Police or the authorized designee.

(g) Posting, transmitting or disseminating any photographs, video or audio recordings, likenesses or images of department logos, emblems, uniforms, badges, patches,

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marked vehicles, equipment or other material that specifically identifies the Torrance Police Department on any personal or social networking or other website or web page, without the express authorization of the Chief of Police.

Employees must take reasonable and prompt action to remove any content, including content posted by others, that is in violation of this policy from any web page or website maintained by the employee (e.g., social or personal website).

1021.4.1 UNAUTHORIZED ENDORSEMENTS AND ADVERTISEMENTS

While employees are not restricted from engaging in the following activities as private citizens or as authorized members of a recognized bargaining unit or officer associations, employees may not represent the Torrance Police Department or identify themselves in any way that could be reasonably perceived as representing the Torrance Police Department in order to do any of the following, unless specifically authorized by the Chief of Police (Government Code § 3206; Government Code § 3302):

(a) Endorse, support, oppose or contradict any political campaign or initiative.

(b) Endorse, support, oppose or contradict any social issue, cause or religion.

(c) Endorse, support or oppose any product, service, company or other commercial entity.

(d) Appear in any commercial, social or nonprofit publication or any motion picture, film, video, public broadcast or on any website.

Additionally, when it can reasonably be construed that an employee, acting in his/her individual capacity or through an outside group or organization (e.g., bargaining group or officer associations), is affiliated with this department, the employee shall give a specific disclaiming statement that any such speech or expression is not representative of the Torrance Police Department.

Employees retain their right to vote as they choose, to support candidates of their choice and to express their opinions as private citizens, including as authorized members of a recognized bargaining unit or officer associations, on political subjects and candidates at all times while off-duty.

However, employees may not use their official authority or influence to interfere with or affect the result of an election or a nomination for office. Employees are also prohibited from directly or indirectly using their official authority to coerce, command or advise another employee to pay, lend or contribute anything of value to a party, committee, organization, agency or person for political purposes (5 USC § 1502).

1021.5 PRIVACY EXPECTATION

Employees forfeit any expectation of privacy with regard to e-mails, texts, or anything published or maintained through file-sharing software or any internet site (e.g., Facebook) that is accessed, transmitted, received, or reviewed on any department technology system (see the Information Technology Use Policy for additional guidance).

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The Department shall not require an employee to disclose a personal user name or password for accessing personal social media or to open a personal social website; however, the Department may request access when it is reasonably believed to be relevant to the investigation of allegations of work-related misconduct (Labor Code § 980).

1021.6 CONSIDERATIONS

In determining whether to grant authorization of any speech or conduct that is prohibited under this policy, the factors that the Chief of Police or authorized designee should consider include:

(a) Whether the speech or conduct would negatively affect the efficiency of delivering public services.

(b) Whether the speech or conduct would be contrary to the good order of the Department or the efficiency or morale of its members.

(c) Whether the speech or conduct would reflect unfavorably upon the Department.

(d) Whether the speech or conduct would negatively affect the member's appearance of impartiality in the performance of his/her duties.

(e) Whether similar speech or conduct has been previously authorized.

(f) Whether the speech or conduct may be protected and outweighs any interest of the Department.

1021.7 TRAINING

Subject to available resources, the Department should provide training regarding employee speech and the use of social networking to all members of the Department.

1021.8 EMPLOYEE ORGANIZATION

EMPLOYER-EMPLOYEE RELATIONS. Employees have the right to form, join, and participate in activities of employee organizations for the purpose of representation on all matters of employer-employee relations. No employee shall be interfered with, intimidated, restrained, coerced, or discriminated against because of his/her exercise of these rights.

MOU PROVISIONS. Wages, hours, and working conditions are governed by the existing Memorandum of Understanding provisions for each of the various employee organizations.

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Line-of-Duty Deaths

1023.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members of the Torrance Police Department in the event of the death of a member occurring in the line of duty and to direct the Department in providing proper support for the member's survivors.

The Chief of Police may also apply some or all of this policy in situations where members are injured in the line of duty and the injuries are life-threatening.

1023.1.1 DEFINITIONS

Definitions related to this policy include:

Line-of-duty death - The death of an employee during the course of performing their assigned duties.

Survivors - Immediate family members of the deceased member, which can include spouse, children, parents, other next of kin or significant others. The determination of who should be considered a survivor for purposes of this policy should be made on a case-by-case basis given the individual's relationship with the member and whether the individual was previously designated by the deceased member.

1023.2 POLICY

It is the policy of the Torrance Police Department to make appropriate notifications and to provide assistance and support to survivors and coworkers of a member who dies in the line of duty.

It is also the policy of this department to respect the requests of the survivors when they conflict with these guidelines, as appropriate.

1023.3 INITIAL ACTIONS BY COMMAND STAFF

(a) Upon learning of a line-of-duty death, the deceased member's supervisor should provide all reasonably available information to the Watch Commander and Communications.

  1. Communication of information concerning the member and the incident should be restricted to secure networks to avoid interception by the media or others.

(b) The Watch Commander should ensure that notifications are made in accordance with the Officer-Involved Shootings and Deaths and Major Incident Notification policies as applicable.

(c) If the member has been transported to the hospital, the Watch Commander or the designee should respond to the hospital to assume temporary responsibilities.

1023.4 NOTIFYING SURVIVORS

Survivors should be notified as soon as possible in order to avoid the survivors hearing about the incident in other ways.

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The Chief of Police or the authorized designee should review the deceased member's emergency contact information and make accommodations to respect the member's wishes and instructions specific to notifying survivors.

Notifying members should:

(a) Make notifications in a direct and compassionate manner, communicating as many facts of the incident as possible, including the current location of the member. Information that is not verified should not be provided until an investigation has been completed.

(b) Determine the method of notifying surviving children by consulting with other survivors and taking into account factors such as the child's age, maturity and current location (e.g., small children at home, children in school).

(c) Plan for concerns such as known health concerns of survivors or language barriers.

(d) Offer to transport survivors to the hospital, if appropriate. Survivors should be transported in department vehicles.

1023.4.1 OUT-OF-AREA NOTIFICATIONS

A Department representative should request assistance from law enforcement agencies in appropriate jurisdictions for in-person notification to survivors who are out of the area.

(a) A Department representative should contact the appropriate jurisdiction using a secure network and provide the assisting agency with the name and telephone number of the department member that the survivors can call for more information following the notification by the assisting agency.

(b) A Department representative may assist in making transportation arrangements for the member's survivors, but will not obligate the Department to pay travel expenses without the authorization of the Chief of Police.

1023.5 NOTIFYING DEPARTMENT MEMBERS

Supervisors or members designated by the Chief of Police are responsible for notifying department members of the line-of-duty death as soon as possible after the survivor notification is made. Notifications and related information should be communicated in person or using secure networks and should not be transmitted over the radio.

Notifications should be made in person and as promptly as possible to all members on-duty at the time of the incident. Members reporting for subsequent shifts within a short amount of time should be notified in person at the beginning of their shift. Members reporting for duty from their residence should be instructed to contact their supervisor as soon as practicable. Those members who are working later shifts or are on days off should be notified by phone as soon as practicable.

Members having a close bond with the deceased member should be notified of the incident in person. Supervisors should consider assistance (e.g., peer support group, modifying work schedules, approving sick leave) for members who are especially affected by the incident.

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Supervisors should direct members not to disclose any information outside the Department regarding the deceased member or the incident.

1023.6 LODD MANUAL AND PROTOCOL

See attachment: Office of the Chief of Police Line-of-Duty Death Protocol.pdf

1023.7 LINE-OF-DUTY DEATH OF A LAW ENFORCEMENT ANIMAL

The Chief of Police may authorize appropriate memorial and funeral services for law enforcement animals killed in the line of duty.

1023.8 NON-LINE-OF-DUTY DEATH

The Chief of Police may authorize certain support services for the death of a member not occurring in the line of duty.

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Trauma Support

1024.1 TRAUMA SUPPORT PROGRAM

The purpose of the Trauma Support Program is to provide support, understanding, and assistance to employees in times of crisis. Incidents that may result in a need for trauma support include officer involved shootings, serious injury accidents, and other traumatic incidents occurring on or off duty. Trauma Support Team members are not professional counselors and their function is not intended as a substitute for professional counseling.

1024.1.1 PROGRAM OBJECTIVES

(a) Maintain confidentiality among program participants.

(b) Make referrals to professional counselors and social service resources when appropriate.

(c) Provide emotional support and assistance to both sworn and civilian employees during times of crisis.

1024.1.2 PROGRAM COMPOSITION

The Trauma Support Program is a function of the Administrative Bureau, reporting directly to the Administrative Bureau Commander, and is comprised of the following:

(a) The Trauma Support Supervisory Team

1. The Trauma Support Supervisory Team is responsible for setting program objectives, recommending Team eligibility criteria, screening Support Team members, developing and conducting Support Team training, and assigning Support Team duties.

A. Trauma Support Program Coordinator; a Lieutenant, who shall serve as Chairperson of the Trauma Support Team and shall be responsible for the following tasks:

1. Serve as the liaison between the team and Command Staff.

2. Maintain a list of Trauma Support Team members and make the information available to all employees.

3. Maintain accountings of contacts made and resources used under this program, and provide this information to Command Staff upon request.

B. A minimum of two Sergeants who are responsible for supervision of the team members and coordination with the Lieutenant and with the Command Staff in the Lieutenant's absence.

C. Department Psychologist.

(b) The Trauma Support Team

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1. Trauma Support Team members shall provide support and assistance to employees and their families as needed in the immediate aftermath of a traumatic incident.
2. Support Team members may be sworn and/or civilian employees and shall meet the following criteria for appointment.
    A. Expressed desire to be a Trauma Support Program participant.
    B. Endorsement by the employee's Division Commander.
    C. Ability to fulfill the responsibilities of a Support Team member.
    D. Not be the subject of any Internal Affairs investigation at the time of request or appointment to the team.
3. Support Team selection process:
    A. The interested employee shall submit a written request (TPD 183) through their Chain of Command to the Personnel Division for distribution.
4. An applicant for the Trauma Support Team will be excluded or removed from participation in the program for any of the following reasons:
    A. Failure to meet the selection criteria.
    B. Failure to meet any new selection criteria adopted by the Trauma Support Committee.
    C. Negative recommendation by the employee's Division Commander, the Program supervision, or by a recommendation of the Trauma Support Committee.
    D. Any breach of confidentiality within the Trauma Support Guidelines.
    E. On the recommendation of the Department Psychologist due to emotional ability to continue their duties.

1024.1.3 TRAINING OBJECTIVES

Trauma Support Team members shall be trained under the guidance of a licensed psychologist. The initial 36 hour training, which an employee must complete before he or she may participate as a Support Team member, is intended to provide a basic understanding of the following areas:

(a) Identification of symptoms of Post Traumatic Stress Disorder.
(b) Methods of removing shock reaction or trauma from employees.
(c) Effective Communication skills.
(d) Suicide risk assessment.

Advanced training may be provided to Trauma Support members, including:

(a) Problem solving workshops.
(b) Referral update information.

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(c) Advanced skills workshops.

(d) Quarterly 8 hour training will be conducted by the Department Psychologist or representative.

1024.1.4 SUPPORT TEAM RESPONSIBILITY

In accordance with their Trauma Support training, Support Team members shall act to further the Program Objectives, including but not limited to the following:

(a) Establish contact and attempt to build rapport with the program participants to whom they are assigned.

(b) Maintain contact with employees during an investigation initiated by a traumatic event.

(c) Monitor the assigned participant for a period of approximately three weeks after a traumatic incident, in an effort to identify any significant behavioral changes.

(d) Assess the need for professional intervention or counseling and make referrals as needed.

(e) Immediately notify Trauma Support supervision of any contact involving a threat of harm to the participant or another person. The Trauma Support Supervisor that is notified shall make necessary notification to the Administrative Bureau Commander.

(f) Provide comfort and family assistance following the death of an employee.

(g) There is no additional compensation for Trauma Support Team participation.

(h) Changes to the Trauma Support Team composition or these Program Guidelines shall be proposed to the Coordinator via TPD 41. The Trauma Support Supervisory Team shall make recommendations regarding the proposed changes and submit those recommendations to the Chief of Police for approval.

1024.1.5 CONFIDENTIALITY

The most important responsibility of a Trauma Support Team member is to promote trust, anonymity, and confidentiality for the employee who seeks assistance. Communication between a Trauma Support Team member and an employee is considered confidential by the Department except as defined by laws governing compelled disclosure. Confidentiality does not extend to situations involving Elder Abuse, Child Abuse or any threats of violence to the employee or others. All communication between participants may be disclosed to the Department Psychologist.

In all incidents where danger or serious injury is threatened, the Support Team member shall immediately notify a Trauma Support Supervisor who shall contact the Administrative Bureau Commander.

1024.2 DEPARTMENT PSYCHOLOGIST

Any employee who feels traumatized by an on-duty event (fatal traffic collision, SIDS death, suicide, etc.) may request to have an on-duty counseling session with the Department Psychologist, at the Department's expense. The Department psychologist may recommend one additional counseling session. The request can be made directly to the employee's Division Commander or to the Personnel Division Commander.

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The Personnel Division Commander shall make the arrangements for the counseling. This counseling shall be a confidential matter between the Department Psychologist and the employee, with no information given to the Personnel Division Commander unless there is an issue of officer safety, threat to another employee, or a problem that is expected to have an ongoing impact on job performance. Under these conditions, the Personnel Division Commander may notify the employee's Division Commander if necessary.

1024.3 EMPLOYEE ASSISTANCE PROGRAM

Employees and members of their immediate families have 24-hour access to confidential counseling services offered through the City of Torrance Employee Assistance Program. The telephone number is posted in the employee lounges and on the City TEN page.

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Attachments

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TPD 750 Exposure Checklist.pdf

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Torrance Police Department

Immediate Response for Exposure to Communicable Diseases Checklist

____ If source person is not under arrest and has not committed a crime and gives consent. Request consent to draw blood and to test blood for any diseases and to allow TPD to have full access to records. If the source person gives consent, then transport to Little Company of Mary, Torrance Memorial, Harbor General Hospital, or nearest hospital if applicable. The on duty supervisor will notify hospital staff of the incident. Retrieve all copies of signed consent forms from LCM, TMH, HGH, or the applicable hospital. Notify a supervisor and have consent on all audio recordings.

*If the source person consents, obtain a signed copy of the TPD 725 Authority To Release Medical information form.

____ If source person is not under arrest and has not committed a crime, but will not give consent for a blood draw or blood test. Retrieve all information from source person (Name, date of birth, address, phone numbers, past criminal history). Make sure to have everything on audio recording. Cannot detain source person. Attempt to obtain what type of disease the source person is infected with or has been exposed to. Notify a supervisor. Obtain a court order.

____ If source person has committed a crime and/or is under arrest and gives consent. Request consent to draw blood and to test blood for any diseases and to allow TPD to have full access to records. If source person gives consent then transport to LCM, TMH, HGH, or the nearest hospital where the on duty supervisor will notify hospital staff of the incident. Retrieve all copies of signed consent forms from the hospital. Notify a supervisor and have consent on audio recording.

*If the source person consents, obtain a signed copy of the TPD 725 Authority To Release Medical information form.

____ If source person has committed a crime and/or is under arrest, but does not give consent for a blood draw or blood test. Immediately place the source person in a safe location within TPD jail and notify the immediate supervisor. Fill out a court order and notify the on duty judge or the 24 hour judge in order to retrieve a blood draw and a blood test. After retrieving a court order, transport the source person to LCM, TMH, HGH or the nearest hospital. The on duty supervisor will notify hospital staff of the incident. Make sure to have audio recording.

____ If source person has committed a crime and/or is under arrest and gives consent for a blood draw, but does not give consent for a blood test. Transport the source person to LCM, TMH, HGH, or the nearest hospital for the blood draw. The on duty supervisor will notify hospital staff of the incident. Retrieve all copies of signed consent forms. Notify supervisor and have consent on audio recording. The on duty supervisor will complete a court order and contact a judge in order to conduct the blood test and to have access to the results.

*If the source person consents, obtain a signed copy of the TPD 725 Authority To Release Medical information form.

Whenever possible, transport the source person to the same hospital where the officer is being treated. Notify the doctor that is treating the officer about the source person. The officer shall file a claim and document the incident on the Employee's Report of Industrial Injury or Illness form for TPD. The officer shall give TPD consent for current and future medical records regarding the incident. The Watch Commander will notify his/her supervisor and document the incident. If there is a crime or someone is under arrest the Watch Commander will complete a crime/arrest report.

The exposed officer shall go to Concentra for baseline testing following the incident, as soon as practical. If the results provided to the officer at the time of the incident by hospital staff come out negative, the officer shall still report to Concentra for the additional test.

SEE DR _____
SEE ATTACHED DOCUMENTS

Supervisor Signature _____ Date _____

Officer_____ Date _____

Statutes and Legal Requirements.pdf

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Statutes and Legal Requirements

Items listed in this section include sections from the California Penal Code (CPC), Welfare and Institutions Code (WI) and Government Code (GC).

Definitions

CPC 422.55 - Provides general definition of hate crimes in California.

CPC 422.56- Provides definitions of terms included in hate crimes statutes.

GC 12926- Disability-related definitions applicable to some hate crime statutes.

Felonies

Hate Crimes

CPC 422.7 - Commission of a crime for the purpose of interfering with another's exercise of civil rights.

Related Crimes

CPC 190.2(a)(16) - Homicide penalties related to certain hate crime related acts.

CPC 190.03(a) - Homicide penalties related to certain hate crime related acts.

CPC 288(b)(2) - Sexual assault of dependent person by caretaker

CPC 368(b) - Dependent adult abuse generally - may apply as disability-related hate crime.

CPC 594.3 - Vandalism of places of worship.

CPC 11412 - Causing or attempting to cause other to refrain from exercising religion by threat.

CPC 11413 - Arson or destructive device at place of worship.

Misdemeanors

Hate Crimes

CPC 422.6 - Use of force, threats, or destruction of property to interfere with another's exercise of civil rights.

CPC 422.77 - Violation of civil order (Bane Act) protecting the exercise of civil rights

Related Crimes

CPC 302 - Disorderly conduct during an assemblage of people gathered for religious worship at a tax-exempt place of worship.

CPC 538(c) - Unauthorized insertion of advertisements in newspapers and redistribution to the public.

CPC 640.2 - Placing handbill, notice of advertisement on a consumer product or product packaged without authorization.

CPC 11411 - Terrorism of owner or occupant of real property. Placement or display of sign, symbol, or other physical impression without authorization, engagement in pattern of conduct, or burning or desecration of religious symbols.

Enhancements

CPC 190.2(a)(16) - Special circumstances imposing the Death Penalty or Life Without Possibility of Parole, if the victim was intentionally killed because of sexual orientation, gender, or disability.

CPC 190.3 - Special circumstances imposing LWOP if the victim was intentionally killed because of sexual orientation, gender, or disability.

CPC 422.75 - Penalty for felony committed because of victim's race, color, religion, nationality, country or origin, ancestry, disability, or sexual orientation shall be enhanced one, two, or three years in prison, if the person acts alone; and two, three, or four years if the person commits the act with another.

CPC 1170.8 - Enhancement for robbery or assault at a place of worship.

CPC 1170.85(b) - Felony assault or battery enhancement due to age or disability.

Reporting

CPC 13023- Requirement for law enforcement agencies to report hate crime data to DOJ.

WI 15630 – Elder and Dependent Adult Abuse Mandated Reporting (may apply in disability-related hate crimes).

Training and Policy Requirements

CPC 422.87 - Hate crimes policy adoption and update requirements (AB 1985, Effective January 1, 2019).

CPC 13519.6 - Defines hate crime training requirements for peace officers.

CPC 13519.41 - Training requirements on sexual orientation and gender identity-related hate crimes for peace officers and dispatchers (AB 2504, Effective January 1, 2019).

Miscellaneous Provisions

CPC 422.78 - Responsibility for prosecution of stay away order violations.

CPC 422.86 - Public policy regarding hate crimes.

CPC 422.89 - Legislative intent regarding violations of civil rights and hate crimes

CPC 422.92 - Hate crimes victims brochure requirement for law enforcement agencies.

CPC 422.93 - Protection of victims and witnesses from being reported to immigration authorities.

GC 6254 - Victim confidentiality.

Attachment - Special Detail Uniforms.pdf

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TORRANCE POLICE DEPARTMENT

SPECIAL DETAIL UNIFORMS

PURPOSE

The approved uniform and accessories for Special Details.

BEACH PATROL UNIFORM

A. UNIFORM. The Beach Patrol uniform consists of the following:

1. SHIRT. Navy, 5.11 Performance polo shirt (without epaulets) with button down V-neck and full collar. The shirt shall not have breast pockets or epaulets, and "POLICE" shall be applied in white, three-inch block letters on the back of the shirt. The last name of the officer shall be embroidered on the right breast area in white half-inch block letters.
2. SHORTS. 5.11 Tactical shorts, nylon, police navy in color.
3. SHOES. Black athletic shoes with rubber soles.
4. SOCKS. Standard crew length black cotton gym socks.
5. CAP. Approved optional baseball cap.
6. EMBROIDERED BADGE. The approved badge shall be embroidered on this uniform.
7. HEAD SAFETY GEAR. Beach Patrol Officers are required to wear Department-issue helmets while riding their vehicles.

BICYCLE PATROL UNIFORM

A. UNIFORM. The Bicycle Patrol uniform consists of the following:

1. JACKET. Mocean brand, super deluxe avalanche barrier jacket, reflective package in gray, with gray "POLICE" and a gray border screened on the back, Department shoulder patch sewn on both shoulders, embroidered badge on the chest, officer's name embroidered in white on the right chest. The color of the jacket shall be navy and royal blue.
2. SHIRT. Short sleeve, 5.11 Performance polo shirt, navy blue in color with embroidered badge on left chest, officer's name embroidered in white on the right chest, screened "POLICE" with border in white on the back. The shirt shall not have breast pockets. The shirt shall have white, silk-screened shoulder patches.
3. SHORTS. 5.11 Tactical brand, bike shorts, police navy in color.
4. PANTS. 5.11 Tactical brand, bike pants, police navy in color.
5. SHOES. Black athletic shoe with rubber sole.
6. SOCKS. Standard crew length black cotton socks.
7. BADGE. The approved embroidered badge on the left chest.
8. CAP. Approved optional baseball cap.
9. HEAD SAFETY GEAR. Bike patrol officers shall wear a Department-issue helmet while riding.

10. THERMAL KNIT CAP. 5.11 Tactical brand, black in color. Optional cap to only be worn when the helmet is being donned
11. EYE WEAR. Impact resistant glasses shall be clear lenses for nighttime use. Sunglasses shall be impact resistant and offer ultraviolet protection and proper glare protection but shall not alter colors.
12. WHISTLE. Whistle on lanyard shall be worn.
13. GLOVES. Fingerless black bicycle gloves.

CANINE DETAIL UNIFORM

A. PRIMARY UNIFORM. The primary Canine Detail uniform is the approved utility uniform and footwear.

1. UNDERSHIRT. Officers assigned to the K-9 Detail may wear a black undershirt when wearing the utility uniform.
2. INSIGNIA. Insignia shall be worn in accordance with the Special Unit Insignia specifications in this Manual.

B. LIGHTWEIGHT BELT AND ACCESSORIES. Canine Detail Officers may wear the approved lightweight equipment belt, holster, and accessories described in the Lightweight Belt and Accessories specifications in this Manual.

C. CAP. Approved optional baseball cap.

GANG DETAIL UNIFORM

A. PRIMARY UNIFORM. The primary Gang Detail uniform is the approved Utility Uniform.

B. ALTERNATE UNIFORM. Gang Detail personnel attending assigned training or meetings may, with supervisory approval, wear the Alternate Uniform.

HONOR GUARD UNIFORM

A. UNIFORM. The Honor Guard uniform consists of the following:

1. UNIFORM COAT. The uniform coat shall be the United States Marines enlisted coat with customized blue piping.

   a. P-BUTTONS. The large and small Marine buttons worn with the enlisted coat shall be replaced by large and small P-buttons. Six (6) large P-buttons are to be affixed down the center of the coat front. Three (3) small P-buttons are to be affixed on each sleeve (6 total). One (1) small P-button is to be affixed on each pocket (4 total) and one (1) small P-button is to be on each shoulder epaulet (2 total).

2. TROUSERS. The Unites States Navy trousers shall be the uniform trousers. The trousers are to have a 1 inch wide blue trim down the length of the outer pant leg. The blue trim on the trouser is to be identical in color to the coat piping.
3. BELT AND ACCESSORIES. The Department authorized Sam Browne belt, duty weapon holster, keepers, and shoulder strap for this uniform shall be black and high gloss finished.
4. FOURRAGÉRE. The two-toned, black with blue stripe through the center, braided cord shall be worn on the right shoulder.
5. SHOES. Shoes shall be high-gloss dress shoes.
6. DRESS GLOVES. Shall be slip-on type of plain white cotton.
7. CAMPAIGN HAT. A standard black campaign hat with cap piece and black cord piece shall be worn with this uniform.
8. COLLAR PIN. Brass collar pins that read, “TPD”, shall be affixed onto both sides of the coat collar.

INSTRUCTOR UNIFORM

A. UNIFORM. The Instructor uniform consists of the following:

B. INSTRUCTOR UNIFORM. (Except for socks and shoes this uniform is provided by the City).

1. SHIRT. The approved Alternate Uniform shirt.

   a. FIREARMS INSTRUCTOR. When conducting outdoor Range exercises (i.e. training, qualifications, etc.), Range Masters shall wear the alternate uniform polo shirt in red. Uniform markings will be the same as the authorized polo except "FIREARMS INSTRUCTOR" will be applied to the back in two-inch block letters.

2. SHORTS. Mocean brand, super deluxe approach shorts, police navy in color.

3. PANTS. The approved Alternate Uniform pants may be worn instead of shorts.

4. SHOES. Appropriate gym shoes with rubber soles.

5. SOCKS. White cotton standard crew length gym socks.

6. WARM-UPS. Warm-ups, consisting of pants and a zippered jacket are authorized for Arrest and Control Training Staff, or similar physical activity instruction.

7. INSTRUCTOR JACKET. The medium weight, zippered jacket shall be navy blue in color with waist pockets and authorized only for Emergency Vehicle Operations Training Instructors. It will have an embroidered gold badge. The word "TORRANCE" will be embroidered and arched over the badge in one-half inch, white letters. The word "POLICE" will be embroidered horizontally under the badge in one-half inch, white letters. The employee's first and last name will be embroidered on the right breast area using one-half inch, white letters.

8. BOONIE HAT. Range and Emergency Vehicle Operations Training Instructors may wear the authorized boonie hat during outdoor training days. The boonie hat shall be black in color with no markings.

SOUTH BAY PLATOON UNIFORM

A. UNIFORM. This uniform shall only be worn during training and tactical field situations. Personnel shall wear the approved Utility Uniform. The color shall be black. The shirt shall be a two-pocket, long sleeve shirt. The pants shall be bloused.

1. NAME. For items purchased before July 1, 2007, the subdued style cloth nametag of navy blue with gray letters shall be worn. For items purchased on or after July 1, 2007, the name will be embroidered in one-half inch gray letters.

2. CLOTH BADGE. The subdued cloth badge shall be worn.

3. SHOULDER PATCH. The subdued shoulder patches shall be worn.

4. UNDERSHIRT. A black undershirt may be worn under the South Bay Platoon uniform.

5. ACCESSORIES. The Chief of Police may authorize South Bay Platoon personnel to wear other associated safety clothing and equipment.

6. BOOTS. Officers shall be provided Hi-Tech 5152 Stealth tactical boots, or a boot of equivalent or superior quality. The boots shall be plain toed, smooth polished finished, center-laced, black in color, with a one-inch maximum heel height.

SWAT UNIFORM

A. UNIFORM. This uniform shall only be worn during training and tactical field situations. Personnel shall wear the approved Utility Uniform. The color shall be "OD green." The shirt shall be a two-pocket, long sleeve shirt. The pants shall be bloused.

1. NAME. For items purchased before July 1, 2007, the subdued style SWAT cloth nametag of “OD” green with black letters shall be worn. For items purchased on or after July 1, 2007, the name shall be embroidered in black. Name embroidery shall be applied to the front of the shirt and along the downward angle of the rear, right pocket of the pants.
2. CLOTH BADGE. The subdued SWAT cloth badge shall be worn.
3. SHOULDER PATCH. The subdued SWAT shoulder patches shall be worn.
4. AMERICAN FLAG PATCH. An “OD green” and black subdued American flag shall be worn on the shirt beneath the cloth badge.
5. UNDERSHIRT. A black undershirt shall be worn under the SWAT uniform. The SWAT undershirt shall have “POLICE” in three-inch gray silkscreen letters on the back, gray silkscreen shoulder patches, and a gray silkscreen badge on the front.
6. ACCESSORIES. The Chief of Police may authorize SWAT personnel to wear other associated safety clothing and equipment.
7. BOOTS. Officers shall be provided Rainer Athletic "Responder" tactical boots, or a boot of equivalent or superior quality. The boots shall be plain toed, smooth finished, center-laced, black or tan in color, with a one-inch maximum heel height. The SWAT Lieutenant shall specify the authorized boot color per SWAT operation.

TMET UNIFORM

The TMET uniform may consist of either of the following below

A. CLASS B UNIFORM

1. CLASS B UNIFORM SHIRT. Standard Blauer shirt (long or short sleeve) or the Armorskin vest carrier and Armorskin base layer shirt (long or short sleeve). The color of the shirt should be midnight (dark navy) blue.
   a. STYLE. Uniform shirts shall include pleaded pockets and scalloped flaps.
   b. MATERIAL. The shirt material shall be made of a poly wool blend fabric. The color of the material shall be that which is commonly and commercially known as midnight blue.
   c. UNDERSHIRT. When a uniform is worn a standard white or black crew neck undershirt shall be worn under the uniform shirt, exposing only the crew neck.
   d. BUTTONS. Buttons shall be normal for the shirtfront. Black buttons shall be used for the shirt pockets and shoulder epaulets. The base layer polo shirt shall have three black buttons.
   e. SHOULDER PATCH. The approved shoulder patches shall be affixed to the uniform.
   f. NAMEPLATE. The approved nameplate shall be worn with this uniform.
   g. BADGE. The approved badge shall be worn with this uniform.
2. CLASS B UNIFORM PANTS
   a. MATERIAL. The material for the uniform pants shall be made of a poly wool blend fabric. The color of the material shall be that which is commonly and commercially knows as midnight blue.
   b. STYLE. The police trousers shall include front quarter and pleated double thigh pockets.
   c. POCKETS. The police trousers shall have front quarter pocket styling with pleated double thigh pockets and two hip pockets.

B. ALTERNATE UNIFORM.

1. SHIRT. Short or long sleeve, 5.11 Performance polo shirt or Blauer Armorskin Base Layer, navy blue in color.

   a. 5.11 Performance Polo

      1) The shirt will have “POLICE” applied to the back in three- inch, block white letters with a white border. It will have an embroidered gold badge. The word “TORRANCE” will be embroidered and arched over the badge in one-half inch, white letters. The word “POLICE” will be embroidered horizontally under the badge in one-half inch, white letters. The employee’s name (first initial and last name) will be embroidered on the right breast area using one-half inch, white letters. Supervisors will have their rank placed before their name. The shirt will have silk screened shoulder patches in white.

   b. Armorskin Base Layer

      1) The shirt will have an embroidered gold badge. The word “TORRANCE” will be embroidered and arched over the badge in one-half inch, white letters. The word “POLICE” will be embroidered horizontally under the badge in one-half inch, white letters. The employee’s name (first initial and last name) will be embroidered on the right breast area using one-half inch, white letters. Supervisors will have their rank placed before their name. The shirt will have the Department’s standard, cloth shoulder patches.

2. PANTS. The approved Alternate Uniform 5.11 pants, black in color.

3. SHOES. Shoes shall be plain toed, smooth polished finished, center laced, black in color, with standard soles.

C. OPTIONAL BASEBALL STYLE SOFT HAT. The Department approved baseball style soft hat, may be worn by a member of TMET with approval of the supervisor. The hat must be maintained in clean and acceptable condition. While on duty, the bill on the hat shall be facing forward. The hat may be worn off duty, separate from the uniform. The baseball hat shall not be worn with the Class A uniform when a tie is worn. The hat must conform to the following specifications:

1. MATERIAL. Polyester/cotton blend.

2. COLOR. Black.

3. INSIGNIA. Embroidered version of the approved “Torrance Police” logo.

Attachment - Crossing Guard Volunteer Uniform Specifications.pdf

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TORRANCE POLICE DEPARTMENT

CROSSING GUARD, VOLUNTEER, SOCIAL MEDIA COORDINATOR UNIFORM, TRAFFIC DIVISION ADMINISTRATIVE ASSISTANT

PURPOSE

Approved uniform and accessories for Crossing Guards, Volunteers, Traffic Division Administrative Assistant, and the Social Media Coordinator.

CROSSING GUARD UNIFORM

A. All uniforms must be purchased from an approved vendor. The Crossing Guard uniform consists of the following:

B. WINTER UNIFORM.

1. SHIRT. White cotton/polyester blend, short or long sleeve shirt with a sport collar (no golf or polo type).
2. PANTS. Navy blue polyester/cotton blend pleated pants with a fly front. Men's - with belt loops. Women's - belt loops or with elastic belt.
3. BELT. Black leather belt.
4. SHOES. White low heeled shoes. If needed, black rain boots (furnished by the Police Department).
5. SOCKS. Navy blue socks.
6. TIE. Navy blue tie. Men's - Uniform tie with brass-colored tie bar. Women's - Continental type tie.
7. HATS. Yellow baseball cap furnished by Police Department or medium orange visor purchased by employee.
8. SWEATERS. Black turtleneck - worn under the long sleeve shirt in place of tie. Navy blue or black sweater, worn under the yellow nylon jacket.
9. GLOVES. Black or white gloves.
10. SHOULDER PATCH. The approved shoulder patch shall be worn on the outer most garment (furnished by the Police Department).
11. CROSSING GUARD INSIGNIA. The crossing guard insignia shall be a rectangular box with radius corners, approximately three-quarter inch deep and three and one-half inches wide. It shall have a border and field of midnight blue with letters (approximately one-quarter inch high) of white thread. The Crossing Guard insignia shall consist of the letters "CROSSING GUARD." The Crossing Guard insignia shall be located one-half inch below the Department shoulder patch.

C. SUMMER UNIFORM. From May 1 to October 31, Crossing guards have the option of wearing a modified uniform. The SUMMER and WINTER uniforms shall not be mixed.

1. SHIRT. White cotton/polyester short sleeve shirt with a sport collar (no golf or polo shirt)
2. SHORTS. Navy blue polyester/cotton blend pleated shorts with a minimum 9" inseam. The shorts shall have pockets, a fly front and belt loops.
3. BELT. Black leather belt.
4. SHOES. Low heeled white shoes.
5. SOCKS. Standard length white socks.

6. TIE. Navy blue in color. Men's - Uniform tie with brass-colored tie bar. Women's - Continental type tie.

7. HATS. Yellow baseball cap furnished by Police Department or medium orange color visor that is purchased by the employee.

D. CROSSING GUARD JACKET. Effective November 2, 2015, the Department issued raincoat is the LawPro reversible, 48" deluxe rain coat. The approved insignia for the rain coat is "CROSSING GUARD" silk-screened on both the black and yellow sides of the garment for identification as a crossing guard.

1. RAIN PANTS (OPTIONAL). The rain pants shall be made of nylon or other waterproof material, yellow in color, and designed to pull-up over the uniform pants.

2. RAIN BOOTS (OPTIONAL).

E. TRAFFIC VEST. The Department issued, high visibility traffic vest will be worn at all times while on duty, and as the outermost garment of the uniform.

VOLUNTEER, SOCIAL MEDIA COORDINATOR, AND TRAFFIC ADMINISTRATIVE ASSISTANT UNIFORM

A. Volunteers and the Social Media Coordinator will wear the approved uniform when authorized.

1. SHIRT. White, Mocean Vapor Pique polo shirt without epaulets.

2. PANTS. Navy blue, 5.11 Tactical pants.

3. EMBROIDERY AND SCREENING.

a. VOLUNTEER. The shirt will have "VOLUNTEER" applied to the back in three-inch, block navy blue letters. It will have an embroidered City of Torrance logo on the left breast. The word "VOLUNTEER" will be embroidered and arched over the logo in one-half inch, navy blue letters. The volunteer's name (first initial and last name) will be embroidered on the right breast area using one-half inch, navy blue letters. The shirt will not have silk screened shoulder patches.

1) VOLUNTEER JACKET. The approved volunteer jacket will be the 5.11 Tactical Lined Packable jacket, black in color. It will have a silk screened City of Torrance logo on the left breast in white. The jacket will have "VOLUNTEER" silk screened on the back in white, block lettering. The volunteer's first initial, last name will be embroidered in white on the right chest. The word "VOLUNTEER" will be silk-screened and arched over the City Logo.

b. SOCIAL MEDIA COORDINATOR. The shirt will have "COMMUNITY AFFAIRS" applied to the back in two-inch, block navy blue letters. It will have an embroidered City of Torrance logo on the left breast. The words "SOCIAL MEDIA" will be embroidered and arched over the logo in one-half inch, navy blue letters. The word "COORDINATOR" will be embroidered and arched under the logo in one-half inch, navy blue letters. The coordinator's name (first initial and last name) will be embroidered on the right breast area using one-half inch, navy blue letters. The shirt will not have silk screened shoulder patches.

1) SOCIAL MEDIA COORDINATOR JACKET. The approved social media coordinator jacket will be the 5.11 Tactical Lined Packable jacket, black in color. It will have a silk screened City of Torrance logo on the left breast in white. The jacket will have "COMMUNITY AFFAIRS" silk screened on the back in white, block lettering. The coordinator's first initial, last name will be embroidered in white on the right chest. The word "SOCIAL MEDIA" will be silk-screened and arched over the City logo and "COORDINATOR" centered below the logo.

c. TRAFFIC DIVISION ADMINISTRATIVE ASSISTANT. The shirt will have "TRAFFIC" applied to the back in two-inch, block navy blue letters. It will have an embroidered City of Torrance logo on the left breast. The word "TRAFFIC" will be embroidered and arched over the logo in one-half inch, navy blue letters. The administrative

assistant's name (first initial and last name) will be embroidered on the right breast area using one-half inch, navy blue letters. The shirt will not have silk screened shoulder patches.

4. SHOES. Black, casual or athletic shoes.

TPD 333 Recognition Awards Nomination Form.pdf

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TORRANCE POLICE DEPARTMENT

RECOGNITION AWARDS NOMINATION FORM

INSTRUCTIONS: All completed forms must be submitted through the **nominee's** chain of command by the submission deadline stipulated in the award nominations Department Notice. A copy of all nomination forms should be emailed to a representative of the Awards Committee for tracking purposes.

NOMINEE'S NAME (LAST, FIRST, MI)	NOMINEE TYPE: ☐ EMPLOYEE ☐ CITIZEN ☐ BUSINESS ☐ UNIT ☐ OTHER (Volunteer, Explorer, etc.)	JOB CLASS/TITLE (IF APPLICABLE)	DATE OF SUBMISSION
NOMINEE'S CURRENT ASSIGNMENT OR ADDRESS (Street, City and Zip Code)	EXTENSION/PHONE	EMPLOYEE ID # (IF APPLICABLE)	

AWARD REQUESTED (Refer to Lexipol policy 1011 for award criteria and to determine appropriate award.)	SUBMITTED BY: (LAST, FIRST, MI)		
	EMPLOYEE ID #	JOB CLASS/TITLE	EXTENSION

REASON FOR NOMINATION (Detailed description of nominee's actions or job performance warranting recognition. Attach additional pages as needed.)

IS SUPPORTING DOCUMENTATION ATTACHED ☐ YES ☐ NO	ARE THERE OTHER EMPLOYEES OR PERSONS WHO CAN ATTEST TO THE NOMINEE'S ACTION(S)/ PERFORMANCE? ☐ YES (If yes, please complete section below.) ☐ NO

PLEASE IDENTIFY ADDITIONAL PERSONS THAT ARE BEST ABLE TO CONFIRM THE NOMINEE'S PERFORMANCE OR ACTIONS IN THE FOLLOWING BOXES:

NAME OF PERSON	JOB CLASS OR TITLE	CONTACT #
NAME OF PERSON	JOB CLASS OR TITLE	CONTACT #

FOR CHAIN OF COMMAND USE ONLY:

(Chain of Command review required for all award categories. Non-concurrence must include justification comments.)

REVIEWER CLASSIFICATION	INITIALS	EMPLOYEE ID#	CONCUR	COMMENTS ATTACHED	DATE
NOMINEE'S SUPERVISOR:			☐ YES ☐ NO	☐ YES ☐ NO	
DIVISION COMMANDER:			☐ YES ☐ NO	☐ YES ☐ NO	
BUREAU COMMANDER:			☐ YES ☐ NO	☐ YES ☐ NO	

FOR AWARDS COMMITTEE USE ONLY

FACT VERIFICATION COMPLETED BY COMMITTEE MEMBER: _____ **DATE:**_____

COMMITTEE RECOMMENDATION:

☐ **APPROVE AS NOMINATED**

☐ **APPROVE FOR ALTERNATE AWARD CATEGORY:** _____

☐ **REFER FOR COMMENDATION CONSIDERATION** ☐ **NO AWARD RECOGNITION**

COMMITTEE RECOMMENDATION FOR SWORN OFFICER OF THE YEAR:

☐ **APPROVE FOR TPOA CONSIDERATION**

☐ **NOT APPROVED**

FOR COMMAND STAFF USE ONLY

DEPUTY CHIEF OF POLICE APPROVAL: _____ **DATE:** _____

CHIEF OF POLICE APPROVAL: _____ **DATE:** _____

Police DEOP 2012 - Private.pdf

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City of Torrance
Department Emergency Operations Plan (DEOP)

Police Department

Developed by the Emergency Preparedness (E-Prep) Team

January 2012

3300 Civic Center Drive, Torrance, CA 90503

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This Department Emergency Operations Plan (DEOP) was written in compliance with California's Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) guidelines, recommendations and requirements at the time of its publishing. The plan was developed with a multi-hazard perspective to make it applicable to the widest range of emergencies and disasters, both natural and human caused. This plan, however, should serve as a guidance document and not impede staff from retaining the flexibility to modify procedures and/or organization structure, as necessary, to accomplish the emergency/disaster response and recovery missions in the context of a particular hazard scenario.

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SECTION 1 - INTRODUCTION

The Torrance Police Department Emergency Operations Plan (DEOP) identifies the Department's emergency planning, organization, and response policies and procedures for large-scale emergencies. The plan also addresses the Police Department's integration and coordination with other City departments and governmental entities when required.

The plan does not address daily and single emergencies or the well-established and routine procedures used in coping with minor emergencies. Instead, the operational concepts in this plan focus on potential large-scale emergencies. The plan addresses how the Department will respond to extraordinary events or disasters, from preparation through recovery.

This plan is based on the functions and principles of the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS), and identifies how the Police Department fits in the overall emergency management organization. The responsibilities and organization of the Department Plan are based on the City of Torrance Emergency Operations Plan (EOP).

The Police Department recognizes that in order to coordinate between different levels of SEMS, traditional organizational chain of command within the department will be restructured when handling and training for large-scale emergencies. Police Department personnel, in some instances, will work directly for or with other City department personnel.

This plan is a preparedness document; designed to be reviewed and exercised **prior** to an emergency.

OPERATIONAL CONCEPTS

Emergency planning concepts consider the full spectrum of an emergency. Some emergencies may be minor and involve only one City facility or department, while other emergencies of major proportion may have a citywide impact. Departmental Emergency Operating Plans (DEOPs) are developed to account for various types of emergencies and levels of involvement by City Departments and their employees.

The following kinds of local hazards are identified in the City's Emergency Operations Plan:

- Major Earthquake
- Hazardous Materials
- Flooding
- Dam Inundation/Reservoir Failure
- Fire
- Transportation: Air Crash

- Transportation: Train Derailment
- Transportation: Trucking Incident
- Civil Unrest
- Terrorism
- Petroleum Shortage
- National Security Emergency
- Landslide
- Tsunami
- Public Health Emergency (Pandemic)

The City will operate under the following policies during an emergency:

- The Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) will be utilized.
- All City and departmental operating procedures will be adhered to unless modified by the City Council or the Director of Emergency Services.
- All on-duty personnel are expected to remain on duty until properly relieved of duty. Off-duty personnel will be expected to return to work in accordance with the city's policies and their department's emergency plan.
- While in a disaster mode, operational periods will be 12 hours for the duration of the event. Operational periods will normally change at 6:00 a.m. and 6:00 p.m. The length of the work shifts may be adjusted to meet local conditions.

City emergency response and recovery operations will be managed in one of three modes, depending on the magnitude of the incident.

Level One - Decentralized Coordination and Direction

"Level One" activation may be a minor to moderate incident wherein local resources are adequate and available. A Local Emergency may or may not be proclaimed. The City EOC may or may not be activated. Off-duty personnel may be recalled.

Level Two - Centralized Coordination and Decentralized Direction

"Level Two" activation may be a moderate to severe emergency wherein local resources may not adequate and mutual aid may be required on a regional or even statewide basis. Key management level personnel from the principal involved agencies will co-locate in a central location to provide jurisdictional or multi-jurisdictional coordination. The EOC should be activated. Off-duty personnel may be recalled. A Local Emergency may be proclaimed and a State of Emergency may be proclaimed.

Level Three - Centralized Coordination and Direction

"Level Three" activation may be a major local or regional disaster wherein resources in or near the impacted area are overwhelmed and extensive state and/or federal resources are required. A Local Emergency will be proclaimed, a State of Emergency may be proclaimed, and a Presidential Declaration of an Emergency or Major Disaster will be requested. All response and early recovery activities will be conducted from the EOC. All off-duty personnel will be recalled as necessary to support response and recovery efforts.

EMERGENCY PHASES

Some emergencies will be preceded by a build-up period that, if recognized and utilized, can provide advance warning to those areas and population groups that might be affected. Other emergencies occur with little or no advance warning, thus requiring mobilization and commitment of the City's resources just prior to or after the onset of the emergency situation. All City Departments must be prepared to respond promptly and effectively to any foreseeable emergency.

Mitigation phase

Mitigation efforts occur both before and following disaster events. Post-disaster mitigation is part of the recovery process. Eliminating or reducing the impact of hazards that exist within the City and are a threat to life and property are part of the mitigation efforts.

Preparedness Phase

The preparedness phase involves activities taken in advance of an emergency/disaster. These activities assist in improving operational capabilities and the effectiveness responses to a disaster. These actions include mitigation activities, emergency/disaster planning, training and exercises, and public education. Those departments and agencies identified in this plan as having either a primary or a support mission relative to response and recovery should prepare Standard Operating Procedures (SOPs) and checklists detailing personnel assignments, policies, notification rosters, and resource lists. Personnel should be acquainted with these SOPs and checklists through periodic training in the activation and execution procedures.

Day to Day

The preparedness phase involves activities undertaken in advance of an emergency. Disaster plans are developed and revised to guide disaster response and increase available resources.

Planning activities include:

- Developing hazard analyses.
- Writing mutual aid plans.
- Developing standard operating procedures (SOPs) and checklists.
- Training personnel and volunteers.
- Improving public information and communications systems.
- Developing systems for logistical support and financial accountability, i.e. disaster accounting system, pre-approved disaster contacts, vendor lists.
- Maintain and update photo documentation of pre-disaster condition of public buildings and infrastructure.

Increased Readiness

Increased readiness actions will be initiated by the receipt of a warning or the observation that an emergency/disaster situation is imminent or likely to occur soon. Actions to be accomplished include, but are not necessarily limited to:

- Review and update of emergency/disaster plans, SOPs, and resources listings.
- Dissemination of accurate and timely public information.
- Accelerated training of permanent and auxiliary staff.
- Inspection of critical facilities.
- Recruitment of additional staff and Disaster Services Workers.
- Mobilization of resources.
- Testing warning and communications systems.

Response phase

Pre-Emergency/Disaster

When a disaster is inevitable, actions are precautionary and emphasize protection of life. Typical responses might be:

- Evacuation of threatened populations to safe areas.
- Advising threatened populations of the emergency/disaster and apprising them of safety measures to be implemented.
- Advising the Los Angeles County Operational Area of the emergency/disaster.
- Identifying the need for and requesting mutual aid through the appropriate channels.
- Consider activating the City Emergency Operations Center (EOC).
- Consider a Proclamation of a Local Emergency by local authorities.

Emergency/Disaster Response

During this phase, emphasis is placed on saving lives, the environment, and property; stabilization of the situation; and minimizing effects of the disaster. Immediate response is accomplished within the affected area by local government agencies and segments of the private sector.

One of the following conditions will apply to the City during this phase:

- The City is either minimally impacted or not impacted at all, and is requested to provide mutual aid to other jurisdictions.
- The situation can be controlled without mutual aid assistance from outside the City.
- The situation requires mutual aid from outside the City.
- Evacuations of portions of the City are required due to uncontrollable immediate and ensuing threats.

The emergency/disaster management organization will give priority to the following operations:

- Dissemination of accurate and timely information and warning to the public.
- Situation analysis.
- Resource allocation and control.
- Evacuation and rescue operations.
- Care and shelter operations.
- Medical care operations.
- Public health operations.
- Access and perimeter control.
- Coroner operations.
- Photographic documentation of all disaster damage to public property.
- Restoration of vital services and utilities.

When local resources are committed or anticipated to be exhausted and additional resources are required, requests for mutual aid will be initiated through the Los Angeles County Operational Area. Fire and Law Enforcement agencies will request or render mutual aid directly through established channels. Any action that involves financial outlay by the jurisdiction, or a request for military assistance, must be authorized by the designated local official.

Depending on the severity of the emergency/disaster, the local Emergency Operations Center (EOC) may be activated and a Local Emergency may be proclaimed. If a Local Emergency is proclaimed, the EOC must be activated. The Los Angeles County Operational Area will be advised when the EOC is activated.

Sustained Emergency/Disaster

In addition to continuing life and property protection operations, mass care, relocation, registration of displaced persons and damage assessment, operations will be initiated.

Recovery Phase

Recovery is both a short-term activity intended to return critical systems to operation and a long-term activity designed to return life as close to normal conditions in the community as possible.

The City will provide local government leadership in developing economic recovery plans, mitigation plans, and local legislative strategies necessary to promote recovery. City departments will review impacts on programs, and the City will aggressively pursue state and federal assistance for local recovery.

Outside agencies and nongovernmental organizations will provide some short-term assistance to disaster victims. Local Assistance Centers (LACs) or telephone call centers may also be established, providing a "one-stop" service to begin the process of receiving federal, state, and local recovery assistance for the community.

The recovery period has major objectives that may overlap, including:

- Reinstatement of family autonomy.
- Provision of essential public services.
- Permanent restoration of private and public property.
- Identification of residual hazards.
- Plans to mitigate future hazards.
- Recovery of costs associated with response and recovery efforts.

CONTINUITY OF GOVERNMENT

A major disaster may result in the death or injury of key department personnel and the loss of public and private records essential to continue operations of government. Government at all levels is responsible for providing continuous, effective leadership and authority. The first step in assuring continuity of government is to have personnel who are authorized and prepared to carry out emergency actions for the Department. The following is the order of succession for the Police Department:

Police Department Head ~ Chief of Police
First Alternate: Deputy Chief of Police
Second Alternate: Administrative Bureau Captain
Third Alternate: Patrol Bureau Captain

MAINTENANCE, TRAINING, AND EXERCISING OF THE PLAN

The Emergency Services Coordinator is responsible for assuring the preparation and maintenance of this Department Emergency Operations Plan (DEOP), standard operating procedures (SOPs), resource lists and checklists that detail how assigned responsibilities are performed to support this plan's implementation, and to ensure successful response during a major disaster.

The Department plan should be reviewed annually for content. The Emergency Services Coordinator will prepare and distribute any updates.

The Emergency Services Coordinator is responsible for coordinating and scheduling training and exercises of this plan. The objective is for Department employees to reach a level of performance that provides prompt and effective response to disaster.

The training program shall consist of:

- SEMS/NIMS training for all employees.
- Individual training to teach specific duties for each employee.
- Group training to teach team members the fundamentals of their assigned duties.
- Intra-Department training in which the staff is trained to interface with other City employees in performing assigned duties.

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SECTION 2 - CITY'S EMERGENCY OPERATIONS CENTER (EOC)

Day-to-day operations are conducted from departments and agencies that are widely dispersed throughout the City. In a major emergency or disaster, the City will use an Emergency Operations Center (EOC), from which centralized emergency management can be performed during a major emergency or disaster. This facilitates a coordinated response by the Director of Emergency Services, Emergency Management Staff and representatives from organizations who are assigned emergency management responsibilities. The level of EOC staffing will vary with the specific emergency situation.

An EOC provides a central location of authority and information, and allows for face-to-face coordination among personnel who must make emergency decisions. The following functions are performed in the City of Torrance's EOC:

- Managing and coordinating emergency operations.
- Receiving and disseminating warning information.
- Developing emergency policies and procedures.
- Collecting intelligence from, and disseminating information to, the various EOC representatives, and, as appropriate, to County and State agencies, military, and federal agencies.
- Preparing intelligence/information summaries, situation reports, operational reports, and other reports as required.
- Maintaining general and specific maps, information display boards, and other data pertaining to emergency operations.
- Continuing analysis and evaluation of all data pertaining to emergency operations.
- Controlling and coordinating, within established policy, the operational and logistical support of departmental resources committed to the emergency.
- Maintaining contact and coordination with support DOCs, other local government EOCs, and the Los Angeles County Operational Area.
- Providing emergency information and instructions to the public, making official releases to the news media and the scheduling of press conferences as necessary.
- Resource ordering, dispatching, and tracking.

EOC LOCATION AND DESCRIPTION

Primary EOC:	City of Torrance, Police Department 3300 Civic Center Drive Torrance, CA 90503
Alternate EOC:	City of Torrance, Airport 3301 Airport Drive Torrance, CA 90505

The alternate EOC will be activated when the primary EOC is damaged, inaccessible, and/or evacuation of EOC staff members becomes necessary.

WHEN TO ACTIVATE

The City Emergency Operation Center should be activated when field events can be better managed from a centralized operation. Examples are:

- A significant earthquake causing damage in the City or neighboring jurisdictions.
- An unscheduled, unusual event that requires the Community Services department set up a shelter for evacuees.
- An emergency situation that has occurred or might occur of such a magnitude that it will require a large commitment of resources from two or more City Departments over an extended period of time (e.g. major hazardous material incident, civil disturbance, “State of War Emergency,” high-rise structure fire, or severe weather conditions, etc.).
- Scheduled and/or unusual events that requires centralized management.
- Media intensive events that requires centralized management.

SEMS/NIMS RESPONSIBILITIES

Management Section

Responsible for overall emergency management policy and coordination through the joint efforts of governmental agencies and private organizations. Management will either activate appropriate sections or perform their functions as needed.

Operations Section

Responsible for coordinating all jurisdictional operations in support of the disaster/emergency response through implementation of the city’s EOC Action Plan.

Planning/Intelligence Section

Responsible for collecting, evaluating, and disseminating information; coordinating the development of the city’s EOC Action Plan in coordination with other sections; initiating and preparation.

Logistics Section

Responsible for providing communications, facilities, services, personnel, equipment, supplies, and materials.

Finance/Administration Section

Responsible for financial activities and other administrative aspects including recovery operations.

The EOC organization should include representatives from special districts, volunteer agencies, and private agencies with significant response roles.

Organization Flexibility - Modular Organization

The five essential SEMS functions will be established as “sections” within the EOC and all other functions will be organized as branches, groups, or units within sections. The types of activated functions and their relationship to one another will depend upon the size and nature of the incident. Only those functional elements that are required to meet current objectives will be activated. Those functions that are needed but not staffed will be the responsibility of the next higher element in the organization.

Attachments

- Figure 1 - City of Torrance Emergency Operations Center Staffing Guidelines
- Figure 2 - City of Torrance Emergency EOC Function Chart
- Figure 3 - City of Torrance Emergency Organization Matrix

Figure 1 - City of Torrance Emergency Operations Center Staffing Guidelines

Event/Situation	Activation Level	Minimum Staffing
Unusual occurrences with severe potential impacts on the health and safety of the public and/or environment	**ONE**	Emergency Services Coordinator Other Designees Note: May be limited to Department Operations Center activation.
Severe Weather Issuance		
Significant incidents involving 2 or more Departments		
Earthquake Advisory/Prediction Level One		
Earthquake with damage reported	**TWO**	EOC Director Emergency Services Coordinator Section Chiefs, Branches and Units as appropriate to situation Liaison/Agency representatives as Appropriate
Earthquake Advisory/Prediction Level Two or Three		
Major wind or rain storm		
Two or more large incidents involving 2 or more departments		
Major scheduled event		
Severe hazardous materials incident involving large-scale or possible large-scale evacuations		
Unusual occurrences with severe potential impacts on the health and safety of the public and/or environment		
Major city or regional emergency - multiple departments with heavy resource Involvement	**THREE**	All EOC positions
Earthquake with damage		
Unusual occurrences with severe potential impacts on the health and safety of the public and/or environment		

Figure 2 - City of Torrance EOC Function Chart

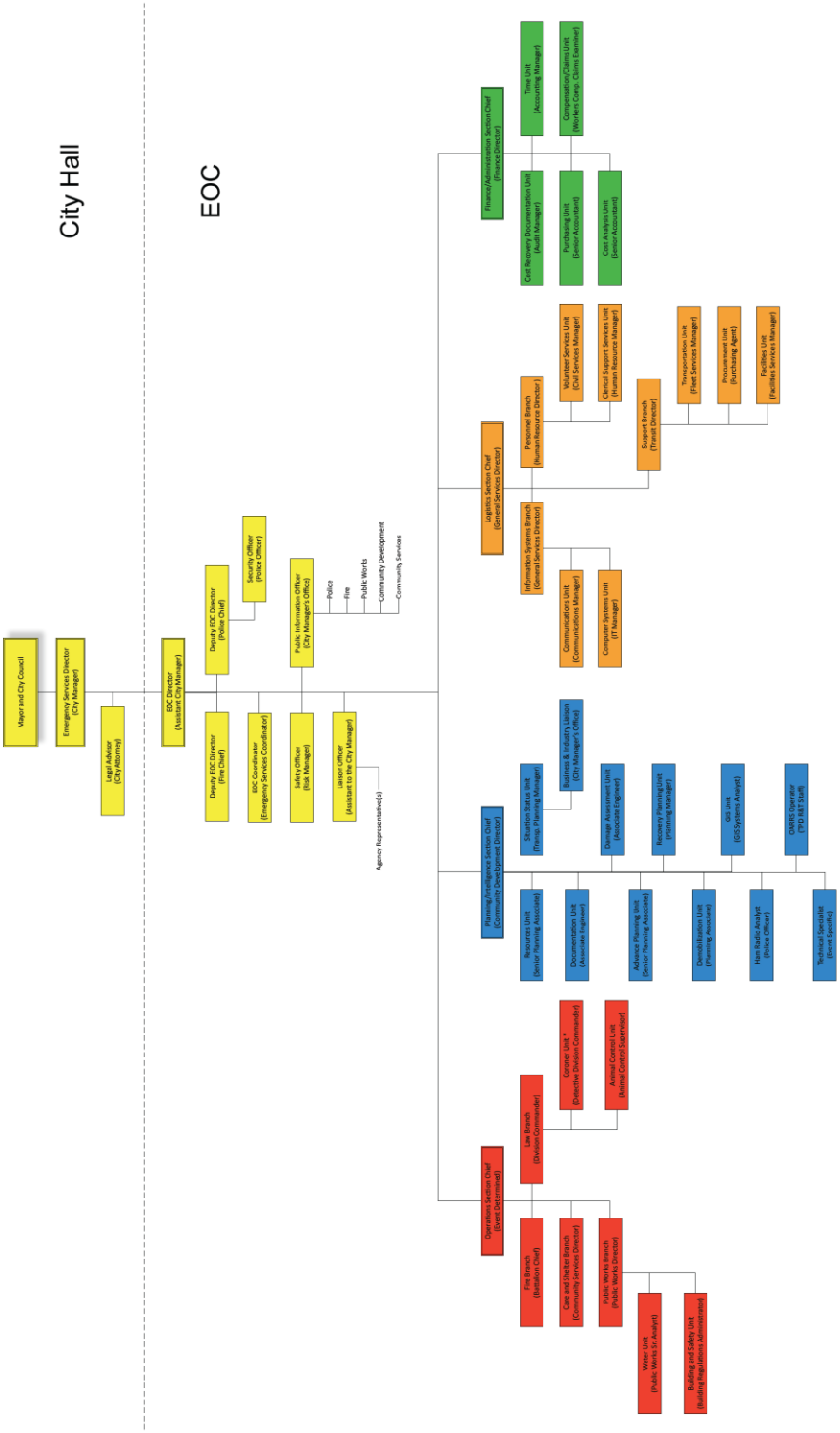

Figure 3 - City of Torrance Emergency Organization Matrix

P=Primary S=Support

City Emergency/Disaster Responsibilities Matrix									
MANANGEMENT SECTION									
	Policy Group	EOC Director	EOC Deputy Director	Liaison Officer	EOC Coordinator	Safety Officer	Security Officer	P.I.O.	Legal Advisor
City Council	P								
City Attorney									P
City Clerk									
City Manager		P		P					
City Treasurer									
Communications & Information Technology									
Community Development									
Community Services									
Finance									
Fire			P					S	
General Services									
Human Resources						P			
Police			P		P		P	S	
Public Works									
Transit									
TARA									
CERT									
ADT									
Utility Companies									
Torrance Unified School District									
Red Cross/Salvation Army									
Hospitals									

City Emergency/Disaster Responsibilities Matrix

OPERATIONS SECTION

	Operations Section Chief	Law Branch	Coroner Unit	Animal Control Unit	Fire Branch	Care & Shelter Branch	Medical/Health Branch	Public Works Branch	Building & Safety Unit
City Council									
City Attorney									
City Clerk									
City Manager									
City Treasurer									
Communications & Information Technology									
Community Development									P
Community Services						P			
Finance									
Fire	P				P		P		
General Services									
Human Resources									
Police	P	P	S	P					
Public Works	P							P	P
Transit									
TARA									
CERT						S			
ADT				S		S			
Utility Companies								S	S
Torrance Unified School District						S			
Red Cross/Salvation Army						S			
Hospitals							S		

City Emergency/Disaster Responsibilities Matrix											
PLANNING & INTELLIGENCE SECTION											
	Planning & Intelligence Section Chief	Situation Status Unit	Business/Industry Liaison	Documentation Unit	Damage Assessment Unit	Advance Planning Unit	Recovery Planning Unit	Demobilization Unit	Ham Radio Data Analyst	OARRS Operator	Technical Specialists
City Council											
City Attorney											
City Clerk											
City Manager			P								
City Treasurer											
Communications & Information Technology					S						S
Community Development	P	P		P	P	P	P	P			P
Community Services											
Finance											
Fire		S			S						
General Services											
Human Resources											
Police		S			S				P	P	
Public Works		S			P						
Transit											
TARA		S			S						
CERT					S						
ADT											
Utility Companies											
Torrance Unified School District											
Red Cross/Salvation Army											
Hospitals											

City Emergency/Disaster Responsibilities Matrix

FINANCE & ADMINISTRATION SECTION

	Finance/Administation Section Chief	Compensation & Claims Unit	Cost Recovery Unit	Purchasing Unit	Time Unit	Cost Analysis Unit
City Council						
City Attorney		S				
City Clerk						
City Manager						
City Treasurer				S	S	S
Communications & Information Technology						
Community Development						
Community Services						
Finance	P	S	P	P	P	P
Fire						
General Services						
Human Resources		P				
Police						
Public Works						
Transit						
TARA						
CERT						
ADT						
Utility Companies						
Torrance Unified School District						
Red Cross/Salvation Army						
Hospitals						

EOC PHONE DIRECTORY

UNLESS NOTED; ALL NUMBERS HAVE A PREFIX OF (310) 224 -

Management Section General Line 6500
EOC Director 6501
EOC Deputy Director (Law) 6502
EOC Deputy Director (Fire) 6503
Public Information Officer (PIO) 6504
Liaison Officer 6505
EOC Coordinator 6506
Safety Officer 6507
EOC Operator 6508

Operations Section General Line 6510
Operations Section Chief 6511

Law Branch General Line 6515
Law Enforcement Branch Coordinator 6516
Law Enforcement Branch - Coroner Unit Leader 6517
Law Enforcement Branch - Animal Control Unit Leader 6518
Law Enforcement Branch Staff 6519

Fire Branch General Line 6520
Fire & Rescue Branch Coordinator 6521
Medical/Health Unit Leader 6522
Fire Branch Staff 6523
Fire Branch Staff 6524

Care and Shelter Branch General Line 6525
Care & Shelter Branch Coordinator 6526
Care & Shelter Branch Staff 6527
Care & Shelter Branch Staff 6528
Care & Shelter Branch Staff 6529

Public Works Branch General Line 6530
Public Works Branch Coordinator 6531
Public Works Branch - Building & Safety Unit Leader 6532
Public Works Branch - Water Unit Leader 6533
Public Works Branch Staff 6534

UNLESS NOTED; ALL NUMBERS HAVE A PREFIX OF (310) 224 -

Planning/Intelligence Section General Line 6540
Planning/Intelligence Section Chief 6541
Planning/Intelligence Section - Situation Status Unit Leader 6542
Planning/Intelligence Section - Business/Industry Liaison 6543
Planning/Intelligence Section - Resources Unit Leader 6544
Planning/Intelligence Section - Advance Planning Unit Leader 6545
Planning/Intelligence Section - GIS Unit Leader 6546

Logistics Section General Line 6550
Logistics Section Chief 6551
Support Branch Coordinator 6552
Procurement Unit Leader 6553
Personnel Branch Coordinator 6554

Finance Section General Line 6560
Finance/Administration Section Chief 6561
Finance/Administration Section - Recovery Unit Leader 6562
Finance/Administration Section - Compensation/Claims Unit Leader 6563
Finance/Administration Section - Purchasing Unit Leader 6564

Bureau Commander's Conference Room
Disaster Hotline Staff 6570
Disaster Hotline Staff 6571
Disaster Hotline Staff 6572
Disaster Hotline Staff 6573
Disaster Hotline Staff 6574
Disaster Hotline Staff 6575
Disaster Hotline Staff 6576
Disaster Hotline Staff 6577
Disaster Hotline Staff 6578
Disaster Hotline Staff 6579
Disaster Hotline - PUBLIC ..... (310) 618 - 2320
Disaster Hotline - EMPLOYEE ..... (310) 618 - 2321

EOC Outside Agencies Table (EOC)
Outside Agency Representatives 6580
Outside Agency Representatives 6581
Outside Agency Representatives 6582
Outside Agency Representatives 6583

Torrance Amateur Radio Association (TARA)
TARA Phone - Incoming 6588

UNLESS NOTED; ALL NUMBERS HAVE A PREFIX OF (310) 224 -

EOC Faxes

EOC Fax - Incoming 6590
EOC Fax - Logistics 6592
EOC Fax - Finance 6593
Disaster Hotline Fax 6595

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SECTION 3 - DEPARTMENT EMERGENCY OPERATING PROCEDURES

EMERGENCY FUNCTIONS

This section identifies basic emergency functions to be carried out by each Department. Departments may select from the following list when assigning staff to fulfill a particular function. Not all Departments will require that all functions be assigned. It is also possible that a department representative may be assigned to perform more than one function or that more than one person may be needed for a function. It is recommended that Department managers assign functions to positions rather than by name for continuity purposes.

Departments should consider shift appointments and provide an alternate for each assignment when assigning staff to fulfill certain functions that may be needed on a 24-hour basis. Normally, after the first 12 hours of response (when all available staff will probably work) emergency assignment will be divided into two-12 hour shifts (A&B) per day.

COMMAND

1. **Department Command – Chief of Police**

   Each department should identify a chain of command when operating during an emergency. In almost all cases, the department head retains ultimate command. Pre-designated management staff may be assigned to serve as back-up in the event that department head is unavailable.

   This function is responsible fore development and implementation of strategic departmental decisions, coordination of department emergency activities and assignments, and for approving the ordering and releasing of departmental resources.

2. **Department Public Information Officer – Chief of Police Adjutant/Public Information Officer**

   The City Emergency Operations Plan pre-designates City representatives from Police, Fire, and City Manager's Office to comprise the City's Emergency Public Information Team. In some cases, the Public Information Team will need to call upon the expertise of department staff to answer questions that may be too technical for comment. In these cases, the EOC Public Information Officer (PIO) may call upon a department spokesperson to address press inquiries.

OPERATIONS

3. Department Emergency Facility Management – Services Division Commander

Facility management should provide for centralized communication between the City's off-site facilities and their Department Heads. Managers assigned to off-site facilities are responsible for damage assessment, providing emergency status reports, and maintaining facility operations. Those assigned to facility management are also responsible for assigning and supervising the facility first responder team.

Those assigned to manage a City facility on a day-to-day basis should continue in this capacity with checklists developed accordingly.

PLANNING:

4. Department Information Management – Community Affairs Division Commander

Information Management involves the receipt, dissemination, and evaluation of emergency information necessary to effectively respond to a disaster. Disaster locations and activities surrounding them could have a significant impact on another Department's response. The purpose of this function is to collect information about disaster sites in the City and keep responding personnel informed as needed. This function may also assist in determining resource needs and response strategies for a long-term event.

Staff assigned to perform this function may be assigned from among administrative to senior administrative staff.

5. Department Documentation – Records Administrator

The documentation function ensures proper maintenance of departmental records associated with the disaster, providing duplication services, and filing incident reports and other records for legal, analytical, and historical purposes.

Department administrative staff support may be assigned to fulfill this function.

6. **Departmental Damage Assessment – Services Division Commander**

   Damage assessment is the collection, evaluation and dissemination, and use of information concerning damages affecting City departments. Damage assessment information should be shared with both the Department Head and personnel assigned to manage department information.

   This function should be assigned to personnel located in key department locations whose primary assignment will be to conduct initial inspections of on-site and off-site facilities.

LOGISTICS

7. **Department Communications – Communications Division Commander**

   The function of communications is to field emergency traffic and establish priority calls. The communications function is appropriate for departments that operate on either phones or radios. One of the primary purposes of this function is to coordinate the flow of incoming and out coming messages with the EOC. This function may also include assistance in recalling employees and notifying families.

   Those assigned to perform this function may be communication operators, telephone receptionists, or other staff with special communication skills (i.e. bilingual, TTD trained, hand radio operator).

8. **Department Personnel & Supply – Personnel Division Commander**

   This function involves the ordering, receipt, storage, processing, and allocation of all department resources and supplies. Personnel availability, status, and support are managed under this function and includes the assignment of department volunteers.

   One or more department staff members may be assigned to fulfill this function. Management and processing of supply requisitions should be assigned to personnel who perform this function on a day-to-day basis. The management and assignment of personnel may be assigned to administrative staff.

9. **Department Family Care – Personnel Division Commander**

   Family care involves the coordination of information between dependents and families of City Employees at the earliest possible stage of the disaster to assure all emergency workers that families are okay. This function is also responsible for arranging family accommodations for essential employees who cannot leave their families at home. This function coordinates with staff assigned to communications and the departmental EOC Liaison.

Staff assigned to this function may be selected from among staff that possesses good communication skills, cultural sensitivity, and works well with people.

FINANCE

10. Department Cost Recovery – Research and Training Division Commander

Emergency spending and payroll documentation is critical to the City's ability to recover costs through the Federal and State Disaster Recovery Programs. This function involves tracking hours worked by emergency personnel, processing claims, and compensation arising from emergency, and tracking disaster related costs.

As necessary, this function coordinates with staff assigned to the supply function and the EOC Finance Section.

This function may be assigned to department personnel typically assigned to handle department payroll and finance.

SECTION 4 - POLICE DEPARTMENT STAFFING OF CITY EOC, DOC, AND OTHER EMERGENCY POSITIONS

Suggested staffing assignments listed below are for planning purposes and must remain flexible to respond to the needs of the incident(s).

Emergency Position	Primary
EOC	
Deputy EOC Director	Chief of Police
EOC Coordinator	Emergency Services Coordinator
Public Information Officer	Chief of Police Adjutant/Public Information Officer
Security Officer	Police Officer
Operations Section Chief	Police Captain
Law Branch Coordinator	Police Lieutenant
Corner Unit Leader	Detective Lieutenant
Animal Control Unit Leader	Animal Control Supervisor
OARRS Operator	OARRS Trained Staff
HAM Radio Data Analyst	Police Officer
DOC	
DOC Director	Communications Division Commander
DOC Public Information Officer	Community Affairs Sergeant
DOC Operations Section Chief	Communications Sergeant
DOC Planning and Intelligence Chief	Communications Division Commander
DOC Logistics Section Chief	Property Room Sergeant
DOC Finance and Administration Chief	Business Manager
Department Emergency Organization	
Department Command	Chief of Police
Department Public Information Officer	Chief of Police Adjutant/PIO
Department Emergency Facility Management	Services Division Commander
Department Information Management	Community Affairs Division Commander
Department Documentation	Records Administrator
Departmental Damage Assessment	Services Division Commander
Department Communications	Communications Division Commander
Department Personnel & Supply	Personnel Division Commander
Department Family Care	Personnel Division Commander
Department Cost Recovery	Research and Training Division Commander
Other	
EOC Setup	Communications Supervisors, Cadets and Community Affairs Staff

SECTION 5 - DEPARTMENT OPERATIONS CENTERS (DOCS)

A Department Operations Center (DOC) coordinates the Department's field emergency response activities. The Police Department Operating Center (Police DOC) may be established for a single major incident, multiple incidents, or a large scale disaster occurring in the City. The Police DOC shall operate under the SEMS Command. In many cases some or all of those positions outlined in the Department Emergency Organization will also serve in the DOC in some capacity.

DOCs act as an intermediate communications and coordination link between field units and the City EOC. It also provides logistical support for incidents, gathers intelligence, maintains a chronological report of incidents, and maintains an overall citywide status summary of the Police Department.

Those departments who do not have field resources do not require the formal establishment of a DOC.

The following functions are performed in the Police DOC:

- Managing and coordinating emergency operations of the department.
- Collecting intelligence from, and disseminating information to the EOC.
- Preparing intelligence/information summaries, situation reports, operational reports, and other reports as required.
- Maintaining general and specific maps, information display boards, and other data pertaining to emergency operations.
- Continuing analysis and evaluation of all data pertaining to emergency operations.
- Controlling and coordinating, within established policy, the operational and logistical support of departmental resources committed to the emergency.
- Maintaining contact and coordination with the EOC.
- Resource ordering, dispatching, and tracking.

DOC LOCATION AND DESCRIPTION

Primary DOC:	Communications
Alternate DOC:	Mobile Command Vehicle

The DOC is separate and distinct from the City Emergency Operation Center (EOC). When the DOC, the organizational structure of the Police Department is temporally reorganized. All requests and information flow from the DOC Director to the Law Branch in the Operations Section of the City EOC, if established. As an incident progresses, information may flow from the DOC to any section in the EOC without going directly to the Operations Section; however, it is critical that the Law Branch in the City EOC be fully advised of all requests and information flowing out of the DOC.

DOC PHONE DIRECTORY

DOC Director ..... (310) 618 - 5673

DOC Public Information Officer ..... (310) 618 - 5735

DOC Operations Section Chief ..... (310) 781 - 7134

DOC Planning and Intelligence Chief ..... (310) 618 - 5673

DOC Logistics Section Chief ..... (310) 781 - 7129

DOC Finance and Administration Chief ..... (310) 781 - 7146

DOC Fax ..... (310) 618 - 5540

DOC POSITION ASSIGNMENTS

DOC DIRECTOR

PRIMARY: **Communications Division Commander**

ALTERNATE: **Communications Sergeant**

SUPERVISOR: **City EOC - Law Branch**

RESPONSIBILITIES:

- ❑ Report to Communications Supervisors Office and assume role of DOC Director.
- ❑ Consider the need for immediate evacuation, shelter in place, or lock down of facilities and notify personnel.
- ❑ Start a Unit Activity Log (EOC-233).
- ❑ Provide 5 Minute Report to the City Manager's Office, if during normal business hours.
- ❑ Establish DOC Operations, Planning, Logistics, and Finance Sections, as needed.
- ❑ Set-up DOC. **NOTE:** Setting up a formal DOC is at the discretion of the DOC Director. If DOC is not set up, communication can be handled by regular briefings at scheduled times. Frequency of meetings can be based upon magnitude of incident, speed of changing conditions, and need to meet face to face
- ❑ Provide 20-Minute Report to City Manger and EOC.
- ❑ Assign Windshield Surveys/Safety Checks of Critical Facilities to Division Supervisors.
- ❑ Forward completed Windshield Surveys/Safety Checks to EOC Planning Section via the EOC Law Branch. The DOC Planning Section may do this.
- ❑ Provide 60-Minute Report to City Manager and EOC.
- ❑ Communicate directly with City EOC Law Branch.
- ❑ Provide DOC Planning Section with a script of instructions for off-duty personnel inquiries.
- ❑ Provide DOC Finance and Administration Section with status of employees known to be injured.
- ❑ Review, approve and prioritize incident action plans.
- ❑ Ensure clear exchange of information throughout the Department.
- ❑ Identify DOC PIO to handle Department rumor control and keep employees updated on status of emergency.

DOC PUBLIC INFORMATION OFFICER

PRIMARY: **Community Affairs Sergeant**

ALTERNATE: **Community Affairs Division Commander**

SUPERVISOR: **DOC Director**

RESPONSIBILITIES:

- ❑ Start a Unit Activity Log (EOC-233).
- ❑ Get briefing from DOC Director and Section Chiefs.
- ❑ Coordinate press releases with EOC Public Information Officer
- ❑ Department rumor control.

DOC OPERATIONS SECTION CHIEF

PRIMARY: **Communications Sergeant**

ALTERNATE: **Internal Affairs Sergeant**

SUPERVISOR: **DOC Director**

RESPONSIBILITIES:

- ❑ Obtain briefing from DOC Director
- ❑ Start a Unit Activity Log (EOC-233).
- ❑ Supervise Communications personnel and prioritization of incidents.
- ❑ Assist DOC Director in completing 20 and 60 Minute Reports.
- ❑ Collect critical facilities reports from Division Supervisors and forward to the DOC Director or DOC Planning/Intelligence Section.
- ❑ Coordinate all Operations resources.
- ❑ Implement EOC/DOC action plans.
- ❑ Identify location of field command post(s) if necessary.
- ❑ Coordinate with EOC Fire Branch any alert and warning of citizens and employees regarding threatening situations.
- ❑ Provide DOC Director with constant updated incident progress reports.

DOC PLANNING AND INTELLIGENCE SECTION CHIEF

PRIMARY: **Communications Division Commander**

ALTERNATE: **Research and Training Division Commander**

SUPERVISOR: **DOC Director**

RESPONSIBILITIES:

- ❑ Obtain briefing from DOC Director
- ❑ Activate Planning Section units, as needed.
- ❑ Ensure each unit starts a Unit Activity Log (EOC-233).
- ❑ Ensure that phone lines for (310) 618 - 5707 are being answered for off-duty response inquiries.
- ❑ Recall personnel and staff reserve apparatus, as needed.
- ❑ Coordinate accurate record keeping of all personnel on overtime status with the DOC Finance Section.
- ❑ Collect Windshield Survey/Safety Checks information from DOC Operations Section.
- ❑ Forward completed Windshield Surveys/Safety Checks to EOC Planning Section via the EOC Law Branch.
- ❑ Establish information requirements and reporting schedules for all SEMS organizational elements for use in preparing the DOC Incident Action Plan (IAP).
- ❑ Prepare DOC IAP. Coordinate with EOC Planning Section via the EOC Law Branch.
- ❑ Distribute DOC IAP.
- ❑ Compile and display incident summary information.
- ❑ Prepare demobilization plan.
- ❑ Collect all incident documentation, including all unit logs.

DOC LOGISTICS SECTION CHIEF

PRIMARY: **Property Room Sergeant**

ALTERNATE: **Economic Crimes Section Sergeant**

SUPERVISOR: **DOC Director**

RESPONSIBILITIES:

- ❑ Obtain briefing from DOC Director
- ❑ Activate Logistics Section units, as needed.
- ❑ Ensure each unit starts a Unit Activity Log (EOC-233).
- ❑ Identify service and support requirements for planned and expected operations.
- ❑ Coordinate the acquisition and allocation of and accountability for ALL supplies.
- ❑ Coordinate department logistics needs with EOC Logistics Section and EOC Branch.
- ❑ Arrange for feeding, personal hygiene needs and rest areas for all on-duty personnel (must be coordinated through City EOC).
- ❑ Provide for Critical Incident Stress Management (CISM), as necessary.
- ❑ Arrange for employee childcare in coordination with City Logistics Personnel Branch.

DOC FINANCE AND ADMINISTRATION SECTION CHIEF

PRIMARY: **Business Manager**

ALTERNATE: **Research and Training Division Commander**

SUPERVISOR: **DOC Director**

RESPONSIBILITIES:

- ❑ Obtain briefing from DOC Director
- ❑ Activate Finance Section units, as needed.
- ❑ Ensure each unit starts a Unit Activity Log (EOC-233).
- ❑ Ensure that phone lines for (310) 618-5707 are being answered for family inquiries.
- ❑ Collect all time records and unit logs from DOC Planning Section.
- ❑ Ensure disaster recovery codes are used for all payroll and purchases.
- ❑ Assign Department Disaster Document Coordinator (3DC).
- ❑ Maintain financial records of the emergency.
- ❑ Process purchase orders and contracts in coordination with DOC Logistics Section.
- ❑ Provide cost analysis, as needed.
- ❑ Coordinate department finance needs with EOC Finance Section and EOC Law Branch.

SECTION 6 - ON DUTY RESPONSE TO A MAJOR EMERGENCY

EMPLOYEE ROLE IN A DISASTER

When employees took the oath to become a City employee, they became a vital and important part of Torrance's Disaster Plan. Without available personnel, the careful plans and preparations the City has made for our residents may not succeed. According to Chapter 8 of Division 4 of Title 1, Section 3100 of the California Government Code, ..."all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

EMPLOYEE WORK STATION PREPAREDNESS

All employees are encouraged to prepare and stock a personal survival kit in a sturdy container or bag (small items in plastic containers). This survival kit should be stored nearby - at the workstation and/or in personal car. If possible, employees should consider keeping survival kits in both locations.

Suggested articles (contents should be tailored to fit individuals needs/work environment/responsibilities):

At-Work Kit:

Sweatpants/shirt/jacket
Comfortable, sturdy shoes
Medications/Prescriptions/Glasses
Tissues
Copy of City ID card
Small First Aid kit
Personal hygiene items
Leather Gloves
Emergency Operations Procedures
Change for phone calls
Portable radio
Flashlight
Extra batteries
Gum/snacks/bottled water
Office supplies (pen/paper)
Ziploc bags/toilet tissue
Blanket (solar)
Whistle

Car Kit (all of the above items, plus):

Flares/reflectors
Map of area/road atlas
Cash (small bills)
Car fire extinguisher
Good book/cards
Large trash bags

In the event of an evacuation of the workstation, the survival kit should be brought with the employee. Lastly, all employees are expected to know, practice, and follow department evacuation plan.

PREPARE OWN HOME AND TRAIN YOUR FAMILY

- Participate in preparedness training. Handbooks and videotape programs are available for home use.
- Prepare a family/home preparedness plan.
- Stock emergency supplies.
- **Establish an out-of-state contact.**
- Pre-arrange childcare with relatives/friends for times you may be called for disaster duty. If you have no other place to take your children, the City will assist with childcare.

FAMILY INQUIRIES

Family members may, one hour after the incident, call (310) 618 - 5707.

It is critical that all employees establish an out of state contact that can be notified and contacted after a disaster. Employees and family members should use that contact in the event that normal communications systems are inoperative.

WITHIN THE FIRST FIVE MINUTES

Chief of Police

1. **Within the first five minutes** and during normal business hours, the Chief of Police or designee must provide a 5 Minute Report to the City Manager's Office. See **Section 7** for details.

Facility Personnel

1. All other personnel in the facility shall consider the need for immediate evacuation, shelter in place, or lock down and act accordingly. An announcement to evacuate, shelter in place, or lock down should be made over the Department paging system or in person by the highest ranking employee.

   Evacuation will be used in the event or potential of structural damage, including all earthquakes, explosions, and bomb scares. See below for more details.

   Shelter in Place will be used to minimize exposure to chemical or other hazardous materials. See below for more details.

   Lockdown will be used in cases of workplace violence or violent situations close to the building. See below for more details.

2. The most senior supervisor at any site shall start checking all telephone, radios, and computers for operability.

3. Unless evacuated, all facility personnel, except the person checking all telephones, shall report to Basement Assembly Room (if evacuated, employees should report to the Evacuation Assembly Area).

4. If no supervisor is present, the person with the highest rank or seniority in rank shall assume the role of Supervisor.

5. "Personnel counters" are responsible for accounting for employees in their division or area of responsibility in the event of a disaster. Each employee is responsible for reporting his/her condition to the "personnel counters" as soon as possible.

Division/Area	Personnel Counter
Personnel Division	Division Commander
Research and Training Division	Division Commander
Records Division	Record's Administrator
Services Division	Division Commander
Communications Division	Division Commander
Patrol Division	Watch Commander
Detective Division	Division Commander

Division/Area	Personnel Counter
Vice and Narcotics Division	Division Commander
Traffic and Special Events Division	Division Commander
Community Affairs Division	Division Commander

The "personnel counters" are responsible for reporting the status of staff members to the Administration Secretary, who will give the information to the Chief of Police. In an event the Chief of Police is not available, the designated staff member in charge will be: Deputy Chief of Police and then Administrative Bureau Commander.

Field Personnel

1. Police Field Personnel shall immediately attempt to contact the communications or their supervisor and provide a short report of their condition, the condition of their equipment, and any visible structural damage or fires. Police personnel shall report to their respective supervisors.

2. If Communications is not functioning or radio transmissions are excessive, Police employees should respond to the nearest available Police Community Center (PCC) during working hours unless they have assigned to a call for service.

3. If employees are in a vehicle and encounter a chemical or hazardous cloud they should

   Shelter In Place:
   - Continue driving if possible;
   - Close all windows and vents;
   - Turn off heater/air conditioner and vents;
   - If car stalls, do not start engine;
   - If parked, do not start engine.

WITHIN THE FIRST TWENTY MINUTES

1. The Police Communications Section after obtaining the status of field units, shall report the information to the Police Administrative Secretary.

Status of Buildings

Within the ***first fifteen minutes*** the site supervisors will conduct a quick observation of the Police Facilities. Any major damage of these facilities will be included in the report to the Police Administrative Secretary. *Once the statuses of employees and major damage to the building(s) have been reported, a more thorough inspection of outlying buildings should be conducted.*

1. The Police Administrative Secretary shall report the information to the Chief of Police. The Chief of Police or designated staff member will then report, within the ***first twenty minutes***, the initial status of the Department (20 Minute Report) to both the City Manager's office and the EOC. See **Section 8** for more details.

2. Employees shall begin tracking their assigned personnel, activities, mileage, and expenses on an Individual Activity Log (EOC-234). See **Appendix A** for more details.

THE FIRST SIXTY MINUTES

1. The ***Division Commander/Supervisor*** at each location shall complete the information on the second page of the 60 Minute Report pertaining to their assigned area and send the information to the Chief of Police via radio, phone, fax, or runner within the first 30 minutes. Confirmation of information delivery is the responsibility of each Division Supervisor. The Director shall merge all the division reports into one document. See **Section 9** for more details.

2. **Within the first sixty minutes** of a disaster, the Chief of Police or designee shall provide the EOC and City Manager with the Police Department's 60 Minute Report.

3. The DOC Director shall assign staff to perform Windshield Surveys/Safety Checks of Critical Facilities assigned to the Police Department. See **Section 10** for more details. ***Division Commander/Supervisors*** should attempt to ensure that the critical facilities assigned to their division are checked and reported to DOC Director within 45 minutes.

4. The DOC Director shall forward the completed list of Police Department assigned Windshield Surveys/Safety Checks of Critical Facilities to the EOC Planning and Intelligence Section.

5. The DOC Director shall develop a script to read to inquiring off-duty employees as to response requirements.

The Chief of Police is responsible for all notifications to family of injured personnel. Family members have been directed to call (310) 618 - 5707 to inquire as to the status of an employee. The Chief of Police shall provide the EOC Finance and Administration staff the status of employees who are injured. If any employee's status is unknown, the employee's family should be advised that their status is unknown.

EVACUATION

Evacuation will be used in the event or potential of structural damage, including all earthquakes, explosions, and bomb scares.

Notification

Any event in the building that requires an evacuation must be communicated to the **Watch Commander** so a determination can be made whether to evacuate the entire building, including the Communications Division and the Jail.

Employees shall be notified to leave the building via the paging system or by personal notification. The Watch Commander or designee will direct staff to complete the page notification. Notification to evacuate should be repeated several times over a one-minute period.

If possible, field units (both Police and Fire) will be advised over the radio that the station has been evacuated. Certain events may require Communications to take roll call of field units and obtain an immediate windshield survey.

Assembling

In the event an evacuation is necessary:

- All personnel shall leave the building and report to the designated Evacuation Assembly Area (EAA). **The Police Department's evacuation Assembly Area is the East Parking Lot (MCV Parking Lot Area)**. See map on following pages.
- All personnel shall assemble by staffing assignment so roll can be taken by the immediate supervisor and forwarded through the chain of command.
- Employees in the field will be advised over the radio that the building has been evacuated. Certain events may require the most senior supervisor on duty to take roll call of employees in the field.

Sweeping

The Property Room supervisor, any Patrol supervisor in the office, or senior Services Officer in the Property Room is responsible for checking the entire bottom floor (basement) and ensuring that all personnel are advised to leave.

The Detective Division Commander or senior Detective Sergeant on duty is responsible for ensuring that the first floor, including the jail, (other than Records and Diversion) is checked and that all personnel are advised to leave. The Jail On-Duty Supervisor or Jailers will make certain that prisoners are evacuated while ensuring that they remain in custody.

The Records Administrator or Records Supervisor is responsible for ensuring that all Records personnel and Diversion personnel have been advised to leave.

The senior on-duty Captain is responsible for ensuring that the second floor is checked (except for Communications) and all personnel have been told to evacuate.

The Communications supervisor or OIC will ensure that all Communications personnel have evacuated.

Employees who are meeting with visitors shall ensure that they are safely out of the building.

The Front Desk Services Officer is responsible for ensuring that the lobby is cleared.

General Evacuation

Employees who are evacuating should take with them car keys, cell phones, department radios and other personal items that may be needed in case return to the facility is not immediate.

Each Division Commander should take this plan **(Red Binder)** with them to the assembly area. The red binder must contain a current roster and 20/60 Minute Report forms and current roster of staff.

Office doors shall not be locked when evacuating.

If evacuating due to a bomb scare, personnel must avoid the area of potential threat. Supervisors should consider relocating staff to a secondary Evacuation Assembly Area (EAA).

Blocking Entrance

Pre-staged signs will be located at the north and south gates and in the reception area in the Police Department lobby.

Traffic Division station personnel are responsible for posting pre-staged signs advising employees and the public of an evacuation.

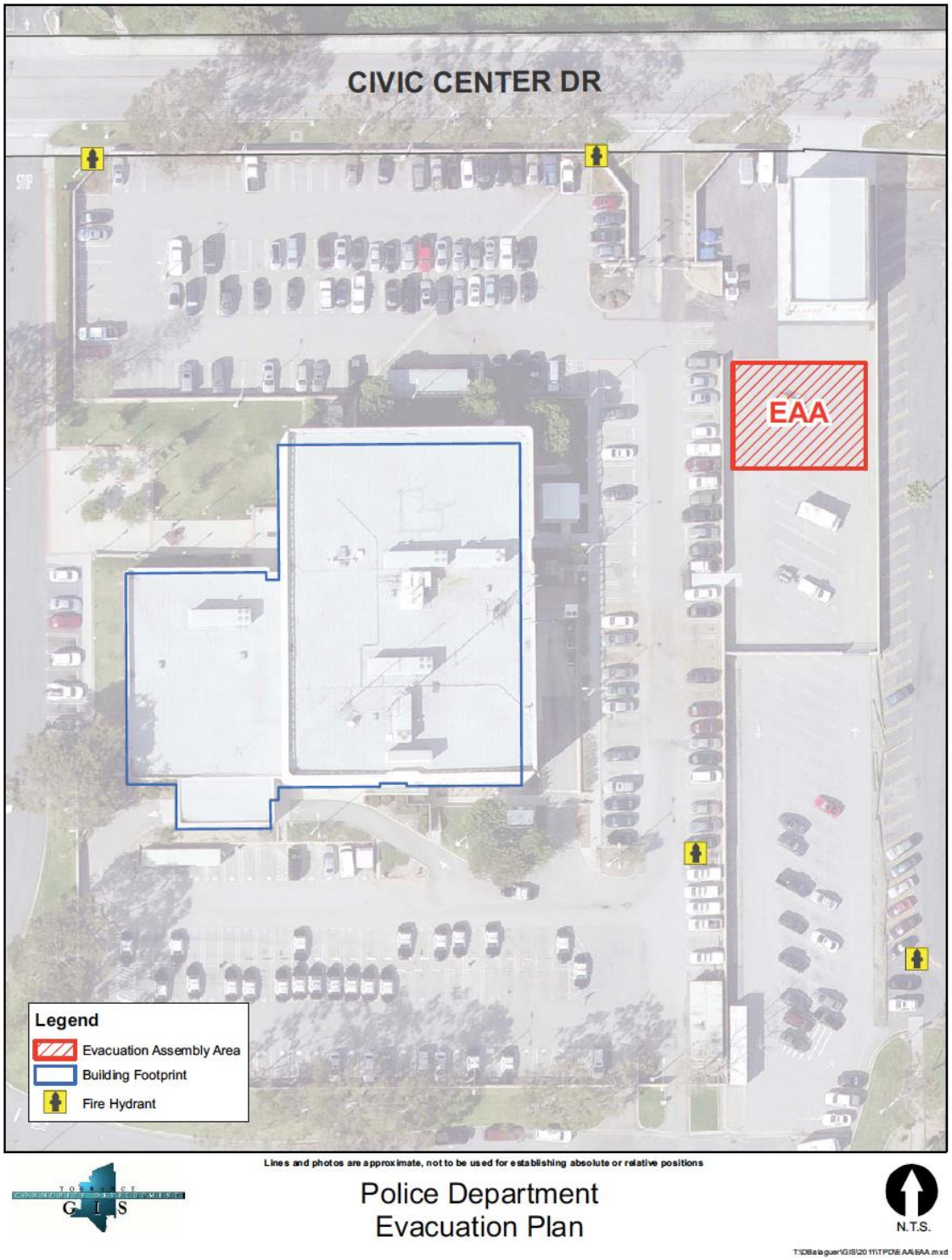
The Traffic Division is responsible for posting personnel at the front entrance, north gate, and south gate to ensure that no one enters the building or compound.

Re-Entry

Re-entry into the building must be at the direction of the Chief of Police.

EVACUATION ASSEMBLY AREA (EAA) MAP

Police Department Headquarters



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SHELTER IN PLACE

Shelter In Place will be used to minimize exposure to chemical or other hazardous materials.

Notification

Any event that may require shelter in place must be communicated to Division Commanders so that a determination can be made if notification to shelter in place needs to be communicated to other facilities and/or field units in the affected area. Public Safety Communications should also be notified immediately.

Employees shall be notified to shelter in place within the building by the paging system or by personal notification. The Chief of Police or designee will direct staff to complete pages. Notification to shelter in place should be repeated several times over a one-minute period.

Field units in the affected area shall be notified by radio or phone.

City-wide notification for shelter in place may be initiated by the CityWatch System, Radio Alert Network, Management Paging System, or ExxonMobil Siren.

Assembling

In the event it is necessary to shelter in place, all personnel within the building, except the Watch Commander and the Communications Operators, shall assemble in the hallways outside their respective offices. Division Commanders shall take roll of employees and forward the roll call through the chain of command.

The Jail Supervisor or Jailer shall secure prisoners in their cells and ensure that any visitors are safely escorted to an assembly area.

Employees who are meeting with visitors shall ensure that they are safely escorted to an assembly area.

Field units will be advised over the radio of the area sheltered in place. Communications shall take roll of field units to make sure all field units have been notified.

General Shelter In Place

The most senior Supervisor (or member with the highest rank and seniority in rank if no Supervisor is present) in the facility should give the following directions and assignments:

- Everyone to remain indoors until notified otherwise;
- All windows and doors to be closed (doors to remain unlocked so people from the outside can enter);

- Turn off heating and air conditioning or cover all vents;
- Seal windows with tape or other covering, if needed;
- Cover nose or mouth with wet cloth, if needed.
- Monitor Radio Alert Network, Management Paging System, and/or CitiSounds (1620 AM) for additional instructions and “all clear” message.
- Following an “all clear” message, open doors and windows to air out facilities.

Posting Signs

Pre-staged signs will be located in the lobby of each building.

Traffic Division or Front Desk personnel are responsible for posting signs advising employees and the public to shelter in place, and for ensuring that people do not leave through the front doors.

The Services Division and Detective Division are responsible for ensuring that people do not leave through the south doors.

The Records Division and Detective Division are responsible for ensuring that people do not leave through the east door.

The Jail Division is responsible for ensuring that people do not leave through the sally port or exterior doors.

Leaving The Building

Leaving the building must be at the direction of the Chief of Police or Division Commander upon instructions from the Fire Department.

Vehicular Shelter In Place

If vehicle is parked:

- Shelter in place in the vehicle.
- DO NOT start the engine.
- Close windows and vents. Turn off air conditioner/heater.
- Monitor department radio and CitiSounds (1620 AM) for further instructions.

If driving:

- Continue driving away from visible cloud or odor unless directed otherwise by emergency personnel or traffic controls.
- Close windows and vents. Turn off air conditioner/heater.
- Monitor department radio and CitiSounds (1620 AM) for further instructions.
- If vehicle stalls, DO NOT start the engine. Shelter in place in the vehicle.

LOCKDOWN

Lockdown will be used in cases of workplace violence or violent situations close to the facility.

Notification

Any event that requires lockdown must be communicated to the Chief of Police so a determination can be made if notification to lockdown needs to be communicated to other facilities and/or field units in the affected area. Public Safety Communications should be notified immediately.

Employees shall be notified to lock down within the building by the paging system or by personal notification. The most senior supervisor on duty will complete pages. Notification to lock down should be repeated several times over a one-minute period.

Field units in the affected area shall be notified by radio.

Citywide notification for lockdown may be initiated by the CityWatch System, Radio Alert Network and/or Management Paging System.

Assembling (Violent Situation Outside Facility)

In the event lockdown due to a violent situation outside the facility is necessary, all personnel within the building shall assemble in the Basement Assembly Room. Prisoners will be secured within their respective cells.

All personnel shall assemble by staffing assignment so roll can be taken by the immediate supervisor and forwarded through the chain of command.

Employees who are meeting with visitors shall ensure that they are safely escorted to the kitchen assembly area.

Field units will be advised by Alpha/Numeric pagers of the lockdown in place. The Administrative Secretary shall take roll call of field units to make sure all field units have been notified.

General Procedures (Violent Situation Outside Facility)

The most senior supervisor (or most senior member if no supervisor is present) should give the following directions and assignments:

- Go indoors immediately;
- Close ALL doors and windows;
- Pull down all blinds;
- If possible, close gates and lock doors;
- Unlocked doors should be barricaded whenever possible.

General Procedures (Violent Situation Inside Facility)

- If outside, remain outside and move away from the building.
- If safely possible, exit the building a meet at evacuation assembly area.
- If safe exit is not possible, close and lock ALL doors and windows;
- Doors without locks should be barricaded, if possible;
- Seek refuge away from office doors and behind solid objects, if possible.

Leaving The Building

Leaving the building must be at the direction of the Chief of Police or Division Commander upon instructions from the Police Department Watch Commander.

SECTION 7 - 5 MINUTE REPORT

Within the first five minutes of a disaster, during normal business hours, all departments must telephone the City Managers Office. The 5 Minute Report is the responsibility of the Chief of Police or designee. This report is strictly a verbal check in.

The City Manager needs to know that there is a Department employee onsite and a 20 Minute Report is forthcoming. Departments must call:

(310) 618-5984 or
(310) 212-6770 or
(310) 345-3879

The following verbal message should be given: "The Police Department is checking in." Do not leave a voicemail message. If unable to complete a live telephone call, the Chief of Police or designee shall send a runner to the City Manager if it is safe to do so. If City Hall has been evacuated, the City Manager will evacuate to the north parking lot behind City Hall.

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SECTION 8 - 20 MINUTE REPORT

The 20 Minute Report is designed to give a quick snapshot of conditions within each City department to the EOC and City Manager. This report will be used by the EOC Emergency Management Section to help make an immediate assessment of conditions within the City.

1. Division Commanders shall gather as much information as possible in regards to the condition of their division and its assigned personnel. They shall complete a 20 Minute Report and deliver it through their chain of command to their Chief of Police, as soon as possible.

2. The Chief of Police or designee must gather as much information as available as to the status of field units and conditions in the field.

3. During normal business hours, the Chief of Police shall provide a 20 Minute Report to the EOC and City Manager **within the first 20 minutes** of a disaster via email, fax, phone, or runner.

   During non-business hours, the Chief of Police shall provide the 20 Minute Report to the EOC **within the first 20 minutes** of a disaster via email, fax, phone, or runner. The EOC Director or designee shall provide copies of the 20 Minute Reports from departments with on-duty personnel to the City Manager via email, fax, phone, or runner.

4. In the event that email and phones are not operating, the Chief of Police shall direct that the information be hand-carried to the EOC and City Manager's office if it is safe to do so.

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SECTION 9 - 60 MINUTE REPORT

The 60 Minute Report is designed to give a more detailed summary of conditions within each City department to the EOC and City Manager. This report will be used by the EOC Emergency Management Section to help make an assessment of conditions within the City.

1. Division Commanders shall gather as much information as possible in regards to the condition of their division and its assigned personnel. They shall complete a 60 Minute Report and deliver it through their chain of command to their department Director, as soon as possible.

2. The Chief of Police or designee must gather as much information as available as to the status of field units and conditions in the field.

3. During normal business hours, the Chief of Police of shall provide a 60 Minute Report to the EOC and City Manager **within the first 60 minutes** of a disaster via email, fax, phone, or runner.

   During non-business hours, the Chief of Police shall provide the 60 Minute Report to the EOC **within the first 60 minutes** of a disaster via email, fax, phone, or runner. The EOC Director or designee shall provide copies of the 60 Minute Reports from departments with on-duty personnel to the City Manager via email, fax, phone, or runner.

4. In the event the phones are not operating, the Chief of Police or designee shall direct that the information be hand-carried to the EOC and City Manager's office.

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SECTION 10 - CRITICAL FACILITIES

Critical facilities are those locations providing essential lifeline services to the community, or those that qualify as a high occupancy structure, or qualify as a high-risk hazard to the community. As such, they may require windshield surveys (safety checks) immediately following a disaster. The responsibility to check these critical facilities has been divided up as follows:

Law Branch – Government facilities (except fire stations) and hospitals.

Fire Branch – Acutely hazardous materials facilities and fire stations.

Public Works Branch – FAA Tower and utilities.

Torrance Amateur Radio Association (TARA) – Convalescent/retirement/care facilities, major complexes, high-rise buildings, bridges, other government facilities, schools, and transportation routes.

The critical facilities have been divided up into Disaster Reporting Zones, also. See following pages. These zones are the same as the Radio Alert Network (R.A.N.) Zones.

The Police DOC Director will assign safety checks of critical facilities assigned to the Police Department for each zone to available units. Units assigned shall drive by each facility within their assigned zone(s) and report if major, minor, or no damage. Reports shall be submitted to the Plans Section in the Parks and Recreation Department DOC. The Parks and Recreation Department DOC shall submit the status of critical facilities to the Operations Branch in the EOC who will route the information to the EOC Planning/Intelligence Section.

The following sites have been assigned to the Police Department to check immediately following a disaster:

City Hall	3031 Torrance Blvd.
City Yard	20500 Madrona Ave.
Police Building	3300 Civic Center Dr.
North Torrance PCC	18010 Crenshaw Blvd.
Downtown PCC	1215 El Prado
South PCC	3855 W. 242 St.
Little Company of Mary	4101 Torrance Blvd.
Torrance Memorial Medical Center	3330 Lomita

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SECTION 11 - DISASTER ACCOUNTING RECORDS

When a disaster strikes the City it may be in the form of an earthquake, storm damage, a major oil or chemical/hazardous waste spill, civil disturbance, or a fire emergency. Those employees who are assigned work directly associated with the disaster/emergency are to use the Disaster Cost Accounting System numbers for their department. The use of these numbers will enable the City to collect, sort, and document costs associated with the disaster/emergency.

The purpose of separate accounting for these costs is to obtain sufficient backup data in the event the City qualifies for federal and/or state assistance. City records should cross-reference location, city job number (if any), and Damage Survey Report (DSR) number (if federal public assistance, or state Natural Disaster Assistance) or Project number (if federal hazard mitigation grant program).

Obtaining federal and state assistance requires the City to collect and retain a broad range of original documents that clearly demonstrate that they were used for the disaster/emergency including:

- City of Torrance Incident Work Report Form (EOC 240).
- Employee time cards showing hours (regular and overtime) worked; indicate the type and location of the work.
- Use of City-owned equipment supported by equipment identification, dates and number of hours used each day, location and purpose for using the equipment.
- Use of City-owned supplies supported by a reasonable basis for determining costs, why the material was necessary, and location of where the material was used.
- Purchases of material supported by invoices showing quantity, description, unit cost, where, when and how the material was used.
- Rental of equipment supported by invoices identifying the type and description of equipment, rate per hour indicating with or without operator, dates and hours used each day, where and why the equipment was used.
- Invoices for work performed by contract must provide detailed breakdown of cost, where, when and why the work was performed.

The above records and documentation must be retained for the minimum period of time as designated by the City's Record Retention program. All such records should be forwarded to the Department Disaster Documentation Coordinator (3DC) who will compile reports for the department and forward on to EOC Cost Recovery Unit for audit follow-up.

CITY OF TORRANCE ACCOUNTING CODES FOR DISASTER RELIEF

Summary of Accounting Codes for Disaster Relief

Payroll codes (use normal home index code).

RODS	Regular Time
ROMS	Regular time/Mutual Aid
OTD	Overtime (Non – FF)
OTM	Overtime (Mutual Aid (Non-FF)
OFOD	Overtime (Non-premium FF)
OFOM	Overtime/Mutual Aid (Non-premium FF)
OFPD	Overtime/Mutual Aid (Premium FF)
OFPM	Overtime/Mutual Aid (Premium FF)

The following codes apply to employees who are represented by the following memoranda of understanding AFSCME, Engineers, TREA and TPSA employees only:

OEDD	Emergency Call Out (2 hour min at 2.0 rate)
OEDM	Emergency Call Out (2 hour min at 2.0 rate/Mutual Aid)
OEED	Emergency Call Out (3 hour min/midnight – 5 a.m.)
OEEM	Emergency Call Out (3 hour min/midnight – 5 a.m./Mutual Aid)

Disaster Relief Purchases (Account 3782)

Department	Fund/Org. ID
Cable TV	3200-41-4102-410201
City Attorney	1001-43-4301-430101
City Clerk	1001-44-4401-440101
City Council	1001-40-4001-400102
City Manager	1001-41-4101-410101
City Treasurer	1001-45-4501-450101
Civil Service	1001-48-4801-480103
Comm Info Tech	1001-50-5001-500101
Community Development	1001-49-4901-490101
Community Services	1001-93-9301-930101
Recreation Fund	6902-93-9305-930510
Finance	1001-46-4601-460101
Fire	1001-71-7110-711001
General Services	1001-53-5301-530101
Gen Svcs - Airport	6001-95-9501-950101
Gen Svcs - Cultural Arts	6701-53-5308-530801
Gen Svcs - Fleet Services	7201-57-5701-570101
Human Resources	1001-47-4704-470401
Police	1001-70-7001-700101
Public Works	1001-83-8301-830101
Sewer	6801-83-8310-831001
Water	6401-98-9811-981106
Sanitation	6601-83-8302-830207
Transit	6201-94-9410-941001

Information City Employee Must Provide for FEMA Claim

- Incident number, if available
- Employee name, Employee number, Department
- Clear location of incident (such as address or “Scott Street 300 feet west of Anza; or Torrance Airport, middle of long runway)
- Short, clear statement of activity (such as digging out trapped citizen; or transporting Building Inspectors to …; or fighting fires at west side of Madrona Marsh)
- Time on activity (such as 3:00 p.m. to 4:15 p.m., 7/25/98)
- Equipment used (such as Vehicle #7513, 7500 to 8400 miles on odometer; or compressor #9985, 33:15 to 55:45 hours).
- Materials used (such as 300 pounds of blacktop).

This information is printed on a laminated card and it is provided to all city employees.

DEPARTMENT DISASTER DOCUMENTATION COORDINATOR (3DC)

Any employee involved in the City's response and recovery efforts related to a disaster is to thoroughly complete an Incident Work Report (EOC 240) for each day worked. The employee is responsible to make sure the reports are complete, signed, and submitted to the Administrative Secretary in a timely manner.

The role of the Department Disaster Documentation Coordinator (3DC) is to review the Incident Work Reports (EOC 240) generated by employees in their department on a daily basis. The 3DC is responsible to make sure the reports are complete, signed, and submitted to the EOC Finance Section - Cost Recovery Unit in a timely manner. The Police Department Disaster Documentation Coordinator (3DC) position is assigned to the Business Manager. The Research and Training Administrative Analyst will serve as the alternate in the event Business Manager is not available.

Responsibilities

- Log in each report. Place the name of Department and Log # in the upper left box on the Incident Work Report. The log # is continuous. Please do not start a new log per day.
- Verify &/or fill-in the Incident # on the upper right hand corner of the report. (This number is assigned by the EOC and will be provided by Department Heads.)
- Circle the Damage Category. (See **FEMA Categories of Work** within the City EOP).
- Enter the unit price and total price for Materials used under the section, Materials, if that information is available.
- Review the report. Check for completion and the employee's signature. Make sure all the crewmembers are listed on the report, including the person who completed the form. (If the form is incomplete, make a copy and highlight the areas of concern on the copy, keep the original, and give the copy to the employee who submitted the report.)
- Sign the report and make a copy for departmental files.
- Submit the original report to the EOC Finance Section - Cost Recovery Unit.

SECTION 12 - PUBLIC INFORMATION POLICIES

PUBLIC INFORMATION

In a major emergency there is a need for the public to be informed of any problem locations that should be avoided such as blocked roads and where to get assistance such as emergency shelters. The public also needs to know what the City is doing to respond to the emergency.

To provide the public with timely and accurate information, it is essential to command staff and the EOC Public Information Officer (PIO) be fully apprised and continuously updated on the status of emergency response efforts. The PIO is the primary media contact point and should be kept informed of problem areas, damage, unusual developments, special activities, and potential hot spots.

COMMUNICATIONS WITH THE MEDIA

To the extent practical, all calls from the press should be referred to the Department Public Information Officer or the City PIO. If the department personnel are contacted by the news media, who resist being referred to the PIO, refer the news reported to the highest-ranking supervisor o n the scene. Supervisors should follow the following guidelines:

- Avoid hedging on questions; be honest and state the facts as you know them.
- Avoid speculating on possibilities even when the press asks you to do so.
- When you do not know an answer, state that you will find out and get back to them.
- Do not discuss potential problems, costs, damages or the possible affect of the emergency on City facilities or capabilities.

After talking to the media, notify PIO of what information was given and who was talked to and when to ensure consistency with other news releases. In general, simply advise the press that you will have the Department spokesperson (Department Public Information Representative) contact them after you determine their deadline and what information is needed.

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SECTION 13 - OFF-DUTY RESPONSE TO MAJOR EMERGENCY

If news media accounts show a catastrophic event, such as an earthquake, impacting the City of Torrance, employees pre-assigned to an emergency role/EOC function should automatically report to their duty station. All other employees should monitor radio stations KFI 640 AM, KFWB 980 AM or KNX 1070 AM for instructions. Additionally, employees should attempt to call the City of Torrance Employees' Disaster Hotline (310) 618-2321 or the Police Department hotline (310) 618 - 5707 for Torrance Police employee specific instructions. Otherwise, employees should report for their next scheduled shift if no emergency instructions are available. For all other events, department managers will implement telephone calling trees or other means of notifying employees (e.g., pager, radio, etc.) and provide instructions on when and where to report.

DO NOT CALL THE POLICE WATCH COMMANDER OR PUBLIC SAFETY DISPATCH UNLESS REPORTING A LIFE THREATENING EMERGENCY.

If phone calls in to and out of the department cannot be made personnel should report to duty.

Reporting For Work

If a major disaster has occurred and/or are contacted and told to report to work, employees should:

- Secure their home and family.
- Secure supplies to care for one for 5 Days (jacket, flashlight, water, changes of clothes, hygiene items).
- Do not leave current location until conditions on proposed route is known. Listen to the car radio for emergency updates and routing instructions.

Division Supervisors shall record and report the names and times of arrival of incoming personnel in the Police Department personnel log.

Where to Report

Those with emergency services assignments should report to the City or Department EOC as designated by this plan or the City EOP. Personnel who do not have emergency assignments should report to their normal workstation or staging area. If City Hall is damaged, alternate work sites will be the City Yard or the City Airport.

Upon arrival, employees should sign in with the appropriate department or division supervisor and notify their supervisor of any family members who may have accompanied them to work.

Prior to starting to work, employees should obtain a briefing, which should include:

- Current situation assessment.
- Identification of specific job responsibilities.
- Identification of co-workers within the job function and/or geographical assignment.
- Availability of communications.
- Location of work area.
- Identification of eating and sleeping arrangements as appropriate.
- Procedural instructions for obtaining additional supplies, services and personnel.
- Identification of operational period work shifts

Children, other family members, and pets accompanying employees should report to the designated childcare area or shelter before beginning work.

What to Expect While On Duty

Initial concerns should be to:

- Establish communications with other responders (field, EOC, City Hall, etc.)
- Review any plans and procedures that apply to emergency operations for your position and department.
- Respond to the emergency, giving first priority to life saving actions.
- Maintain documentation of the emergency, including actions taken, employee arrival times and assignments, equipment and materials used, rental and purchase costs, etc.

Although work shifts will vary according to the needs of the disaster, emergency work shifts will normally last 12 hours, from 6:00 a.m. to 6:00 p.m.

The City will make every effort to develop a flexible work schedule to assist and accommodate employees who have been impacted by the disaster.

Employees will be working under a different table of organization, to reflect the emergency management structure. Therefore, employees may have a different supervisor than their daily supervisor. Likewise, employees may be in charge of people who are not normally under their supervision.

It is important to remember that during a disaster, everyone will be under a great deal of stress when dealing with co-workers, citizens, and personnel from outside agencies.

Employees should expect to remain on duty until released by department head or the Director of Emergency Services.

The public will have many questions regarding the disaster. To assist in answering these questions, the City will provide employee-briefing sheets, set up a telephone hotline, etc.

Reporting To An Alternate Agency During Catastrophic Event

If an employee lives outside the City of Torrance and there is no available or safe route to Torrance, they should report as a Disaster Service Worker at the closest municipality and register with their Personnel Department (or other designated agency). Employees should notify the City of Torrance of their whereabouts as soon as communication will allow. Once access to the City is opened, employees are expected to report to assigned work site.

Employees serving as Disaster Service Workers in another jurisdiction must provide verifiable proof of service (time cards, etc.) upon return to work to be eligible to receive compensation.

Failure to respond in accordance with established City policy may be grounds for disciplinary action, up to and including termination.

Release of Employees (By City Manager or Designee Authority)

Only the City Manager or designee has the authority to order a general release of City employees in the event of a disaster. The City Manager or designee may authorize department heads or their designee to exercise their judgment in releasing individual employees or work units to return home. Such decisions will consider the total scope of the emergency at hand, including but not limited to, the following factors:

- The condition of local transportation routes; employees will not be permitted to leave work if doing so would exacerbate existing transportation problems.
- The availability of safe work sites and in the event of an extended stay, the availability of food and other support services and facilities.
- The scope of the disaster and the resources and City personnel needed to respond.
- Whether the need to provide support services for City employees would otherwise interfere with or detract from the efforts to respond to the disaster.

Release of Employees (By Department Head or Designee Authority)

Notwithstanding the release authority of the City Manager or designee, department heads or appointed designees may, if authorized by the City Manager or designee, release employees by authorizing emergency leave or personal leave in the following cases:

- When an employee is psychologically or physically incapacitated to the degree that he/she is unable to function effectively (provided that no employee will be released unless they are able to care for and transport themselves safely);
- When the City Manager (or designee) has called for a general release of employees in non-disaster response positions and the department head (or

designee) is aware that the employees will not be needed for disaster relief; and/or

- When the continued presence of the employee(s) at the work site would present a direct hazard.

APPENDIX A - FORMS

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EOC 228 - PUBLIC INFORMATION OFFICER EVENT STATUS FORM

CITY OF TORRANCE EOC
PUBLIC INFORMATION OFFICER EVENT STATUS FORM

1. EVENT NAME	2. REPORT DATE

GENERAL INFORMATION

3. TYPE OF EVENT	4. HAZARD OR SCENARIO	5. DATES AND DURATION OF EVENT (MM/DD/YYYY) TO

6. EVENT OVERVIEW

7. AREAS INVOLVED

8. AREAS EVACUATED

9. AGENCIES AND RESOURCES COMMITTED

10. SHELTER CENTERS

11. HOSPITAL STATUS

12. ROAD STATUS

13. CASUALTIES		14. DAMAGE ESTIMATES	
INCIDENT PERSONNEL	PUBLIC	PUBLIC	PRIVATE
_____ Injuries	_____ Injuries		
_____ Fatalities	_____ Fatalities		

15. WARNINGS/HAZARDS

LOCATION	TYPE	PERIOD

16. CURRENT WEATHER	17. FORECASTED WEATHER

18. MISCELLANEOUS

19. PIO

NAME	DEPARTMENT/AGENCY	CONTACT NUMBER	LOCATION

EOC 228	20. PREPARED BY (NAME/POSITION)	21. APPROVED BY (EOC DIRECTOR)

EOC 228 PAGE 1 OF 1 Torrance OES (REVISED 09/10)

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EOC 230 – EOC CHECK IN/OUT FORM

CITY OF TORRANCE EOC CHECK IN/OUT	1. EVENT NAME	2. DATE	3. OPERATIONAL PERIOD			
	4. EMPLOYEE NAME	5. ASSIGNED POSITION	6. CHECK IN TIME	7. CHECK OUT TIME	8. TOTAL HOURS	
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
EOC 230	9. PREPARED BY (NAME/POSITION)	Page of				

EOC 230 PAGE 1 Torrance OES (REVISED 09/10)

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EOC 231 - SECTION ACTIVITY LOG

CITY OF TORRANCE EOC SECTION ACTIVITY LOG	1. EVENT NAME	2. DATE PREPARED	3. TIME PREPARED
4. SECTION NAME	5. SECTION CHIEF (NAME AND POSITION)		6. OPERATIONAL PERIOD

7. PERSONNEL ROSTER ASSIGNED

NAME	EOC POSITION	CONTACT NUMBER	HOURS		ASSIGNED TASKS
			REGULAR	OVERTIME	

8. ACTIVITY LOG

TIME	MAJOR EVENTS

EOC 231	9. PREPARED BY (NAME/POSITION)	Page of

EOC 231 PAGE 1 Torrance OES (REVISED 09/10)

Page intended to be blank.

EOC 232 - BRANCH ACTIVITY LOG

CITY OF TORRANCE EOC BRANCH ACTIVITY LOG	1. EVENT NAME	2. DATE PREPARED	3. TIME PREPARED
4. BRANCH NAME	5. BRANCH COORDINATOR (NAME AND POSITION)	6. OPERATIONAL PERIOD	

7. PERSONNEL ROSTER ASSIGNED

NAME	EOC POSITION	CONTACT NUMBER

8. ACTIVITY LOG

TIME	MAJOR EVENTS

EOC 232	9. PREPARED BY (NAME/POSITION)	Page of

EOC 232 PAGE 1 Torrance OES (REVISED 09/10)

Page intended to be blank.

EOC 233 - UNIT ACTIVITY LOG

CITY OF TORRANCE EOC UNIT ACTIVITY LOG	1. EVENT NAME	2. DATE PREPARED	3. TIME PREPARED
4. UNIT NAME	5. UNIT LEADER (NAME AND POSITION)		6. OPERATIONAL PERIOD

7. PERSONNEL ROSTER ASSIGNED

NAME	EOC POSITION	CONTACT NUMBER

8. ACTIVITY LOG

TIME	MAJOR EVENTS

EOC 233	9. PREPARED BY (NAME/POSITION)	Page of

EOC 233 PAGE 1 Torrance OES (REVISED 09/10)

Page intended to be blank.

EOC 234 - INDIVIDUAL ACTIVITY LOG

CITY OF TORRANCE EOC INDIVIDUAL ACTIVITY LOG	1. EVENT NAME	2. DATE PREPARED	3. TIME PREPARED
4. EOC POSITION(S):	5. SUPERVISOR (NAME AND POSITION)		6. OPERATIONAL PERIOD

7. ACTIVITY LOG

TIME	EVENT/ACTION/OBSERVATION

Page intended to be blank.

EOC 235 - MESSAGE FORM

CITY OF TORRANCE EOC GENERAL MESSAGE	1. EVENT NAME	2. DATE	3. TIME

4. TO:		5. POSITION:	
6. FROM:		7. POSITION:	
8. SUBJECT:			

9. PRIORITY

CRITICAL/LIFE SAFETY		URGENT		ROUTINE	

10. MESSAGE

11. REPLY

12. NAME:		13. POSITION:	
14. DATE:		15. TIME:	

EOC 235	16. PREPARED BY (NAME/POSITION)	Page of

EOC 235 PAGE 1 Torrance OES (REVISED 09/10)

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EOC 236 - RESOURCE REQUEST FORM

CITY OF TORRANCE EOC RESOURCE REQUEST	1. EVENT NAME	2. DATE	3. TIME

ATTEMPT TO FILL ALL RESOURCE REQUESTS THROUGH INTERNAL SECTION/BRANCH/UNIT RESOURCES BEFORE SENDING TO THE LOGISTICS SECTION.

4. TO	SECTION:		BRANCH/UNIT:	
5. FROM	SECTION:		BRANCH/UNIT:	

6. PRIORITY

CRITICAL/LIFE SAFETY		URGENT		ROUTINE	

7. RESOURCE REQUESTED:	
8. INCIDENT ADDRESS:	
9. INCIDENT TYPE:	
10. RESOURCES REQUESTED BY:	
11. AGENCY / DEPARTMENT:	
12. DELIVERY CONTACT:	
13. DELIVERY CONTACT NUMBER:	
14. DURATION NEEDED:	
15. STAGING / DELIVERY LOCATION:	
16. LATEST ACCEPTABLE DELIVERY (DATE / TIME):	
17. PURPOSE / USE:	
18. SUGGESTED SOURCE(S):	
19. PREPARED BY (NAME / POSITION):	
20. APPROVED BY SECTION CHIEF (NAME / POSITION):	

TO BE FILLED OUT BY SUPPLYING SECTION/BRANCH/UNIT

21. RESOURCE ORDERED FROM:	
22. VENDOR / AGENCY ADDRESS:	
23. VENDOR / AGENCY CONTACT PERSON:	
24. VENDOR / AGENCY CONTACT NUMBER:	
25. DATE AND TIME ORDERED:	
26. ESTIMATED DATE / TIME OF ARRIVAL:	
27. INVOICE / RESOURCE ORDER #:	
28. COMMENTS:	

REVIEWED BY (SIGN/DATE/TIME)

29. SUPPLYING SECTION CHIEF:	
30. LOGISTICS PROCUREMENT UNIT:	
31. PURCHASING UNIT:	

EOC 236		Page of

EOC 236 PAGE 1 Torrance OES (REVISED 09/10)

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EOC 237 - DAILY SHELTER ACTIVITY FORM

CITY OF TORRANCE EOC DAILY SHELTER ACTIVITY REPORT	1. EVENT NAME	2. REPORT PERIOD	3. DATE/ TIME SUBMITTED

SUBMIT THIS REPORT TO THE EOC CARE AND SHELTER BRANCH DAILY (NO LATER THAN 8:00 A.M.)

4. SHELTER SITE:		5. ADDRESS:	
6. CONTACT NUMBER:			

7. SHELTER CAPACITY

OVERALL	OVERNIGHT	BREAKFAST	LUNCH	DINNER

	DAY SHIFT	EVENING SHIFT
8. SHELTER MANAGER		
9. ASST. SHELTER MANAGER		
10. NURSE		
11. WORKERS		

12. NARRATIVE (DAY SHIFT)

13. NARRATIVE (EVENING SHIFT)

14. SUPPLIES NEEDED:

IMMEDIATE	FUTURE

15. ADDITIONAL COMMENTS

EOC 237	16. PREPARED BY (NAME/POSITION)	Page of

EOC 237 PAGE 1 Torrance OES (REVISED 09/10)

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EOC 240 - INCIDENT WORK REPORT

CITY OF TORRANCE EOC INCIDENT WORK REPORT	1. EVENT NAME	2. DATE	3. TIME

A SEPARATE FORM SHOULD BE COMPLETED PER CREW, PER INCIDENT LOCATION, MINIMUM ONE PER DAY.
ALL PERSONNEL, EQUIPMENT, SUPPLIES, MATERIALS, AND FEES SHOULD BE ACCOUNTED FOR. ATTACH ADDITIONAL SHEETS IF NECESSARY.

4. WORK ADDRESS: (BE SPECIFIC)	TO BE COMPLETED BY 3 DC INCIDENT #	DEPARTMENT
5. DESCRIPTION OF WORK DONE:	DAMAGE CATEGORY A B C D E F G H	LOG #

6. DATE WORK STARTED:	7. TIME: AM☐ PM☐	8. MUTUAL AID: Y ☐ N ☐ MIXED-CREW ☐	
9. DATE WORK STOPPED:	10. TIME: AM☐ PM☐	11. MISSION # (IF MUTUAL AID):	
12. DEPARTMENT:		13. MUTUAL AID CITY/AGENCY:	
14. DAMAGE PHOTO TAKEN: Y ☐ N ☐	15. SUPERVISOR:	16. RADIO CALL #:	PHONE #:

PERSONNEL				HOURS		
17. NAME	18. EMPLOYEE I.D. #	19. CREW #/ UNIT #	20. DEPARTMENT/AGENCY	21. REG.	22. O.T.	23. EMERG. CALL OUT

EQUIPMENT USED

24. VEHICLE/ EQUIP. UNIT #	25. VEHICLE LICENSE #	26. DESCRIPTION	27. EMPLOYEE ID # OF VEHICLE OR EQUIPMENT OPERATOR.	CHECK ONE: CITY EQUIP.	RENTED	DONATED	28. HOURS	29. MILEAGE	30. VENDOR NAME (IF RENTED OR DONATED)
				☐	☐	☐			
				☐	☐	☐			
				☐	☐	☐			
				☐	☐	☐			

MATERIALS

31. DESCRIPTION	32. UNIT	33. UNIT OF MEASURE	34. STOCK (Y OR N)	35. UNIT COST	36. TOTAL COST	37. VENDOR NAME

SPECIAL FEES

38. PURPOSE:	39. RECEIPT NUMBER:	40. COST:

EOC 240	41. PREPARED BY (NAME/EXT/SIGNATURE)	42. 3DC APPROVAL (NAME/EXT/SIGNATURE)

EOC 240 PAGE 1 OF 1 Torrance OES (REVISED 09/10)

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EOC 241 - 3DC INCIDENT WORK REPORT LOG

CITY OF TORRANCE EOC INCIDENT WORK REPORT LOG	1. EVENT NAME	2. DATE	3. TIME

4. DEPARTMENT:			
5. PRIMARY 3DC		6. PHONE NUMBER	
7. ALTERNATE 3DC		8. PHONE NUMBER	

9. LOG #	10. DATE OF INCIDENT	11. EMPLOYEE WHO COMPLETED EOC 240 FORM	12. DATE REC'D BY 3DC	13. DATE SENT TO FINANCE	14. 3DC INITIALS
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
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26.					
27.					
28.					
29.					
30.					
31.					

EOC 241	15. PREPARED BY (NAME/EXT/SIGNATURE)	16. DEPARTMENT HEAD APPROVAL (NAME/EXT/SIGNATURE)

EOC 241 PAGE 1 OF 1 Torrance OES (REVISED 09/10)

Page intended to be blank.

EOC 242 - INCIDENT STATUS REPORT

CITY OF TORRANCE EOC INCIDENT STATUS REPORT	1. EVENT NAME	2. DATE	3. TIME

USE TO RECORD DISASTER INFORMATION FROM ACTIVE INCIDENTS WITH AN INCIDENT COMMANDER ON SCENE.

4. INCIDENT ADDRESS:		5. FACILITY/BLDG. NAME:	
6. REPORT FROM:		7. AGENCY / DEPT:	
8. INCIDENT TYPE:			
9. PRIORITY			

CRITICAL/LIFE SAFETY	☐	URGENT	☐	ROUTINE	☐

10. DESCRIPTION OF PROBLEM:	
11. ACTION TAKEN:	

INCIDENT INFORMATION

12. INCIDENT COMMANDER:		13. LEAD AGENCY / DEPT:	
14. INCIDENT NAME:		15. FIELD CONTACT :	
16. RADIO FREQUENCY:		17. PHONE NUMBER:	

18. COMMAND POST LOCATION:				
19. ESTIMATED DAMAGE TO STRUCTURE(S):				
20. ESTIMATED DAMAGE TO CONTENTS:				
21. ESTIMATED NUMBER OF INJURIES:				
22. ESTIMATED NUMBER OF DEATHS:				
23. ESTIMATED NUMBER EVACUATED				
24. EVACUATION LOCATION:				
25. SHELTER REQUIRED:	☐	YES - SUBMIT RESOURCE REQUEST (EOC236)	☐	NO
26. RESOURCES USED:				
27. ADDITIONAL RESOURCES REQUIRED:	☐	YES - SUBMIT RESOURCE REQUEST (EOC236)	☐	NO

28. COMMENTS:	

PREPARED BY (SIGN/DATE/TIME)

29. NAME / POSITION	

REVIEWED BY (SIGN/DATE/TIME)

30. OPERATIONS SECTION CHIEF:	
31. SITUATION STATUS UNIT LEADER:	

EOC 242		Page 1

EOC 242 PAGE 1 Torrance OES (REVISED 09/10)

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EOC 247 - ADC INCIDENT MESSAGE FORM

CITY OF TORRANCE ADC INCIDENT MESSAGE FORM	1. EVENT NAME	2. DATE	3. TIME

4. LOCATION	
5. REPORT FROM:	
6. PRIORITY	

CRITICAL/LIFE SAFETY		URGENT		ROUTINE	

7. DESCRIPTION OF PROBLEM:	
8. ACTION TAKEN:	

PREPARED BY (SIGN/DATE/TIME)

9. NAME / CALL SIGN	

EOC 247		Page 1

(REVISED 09/10)

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EOC 298 – 20 MINUTE REPORT

20 MINUTE REPORT	1. INCIDENT	2. DATE PREPARED	3. TIME PREPARED

COMPLETE AND FORWARD THIS REPORT WITHIN THE FIRST 20 MINUTES OF A DISASTER VIA EMAIL TO EOC 20/60 Minute Reports (EOC20/60MinuteReports@TorranceCA.gov)

IN THE EVENT EMAIL IS UNAVAILABLE FORWARD THIS REPORT TO BOTH:

EOC		**City Manager**
1. Fax: (310) 224 - 6590; **or** 2. Cell - (310) 901-1821 (EOC Coordinator); **or** 3. Runner***.	**AND**	1. Fax: (310) 618 - 5891; **or** 2. Phone: (310) 618 - 5984 / (310) 212 - 6770; **or** 3. Cell - (310) 345 - 3879 (City Manager's Office); **or** 4. Runner***.

***** NOTE: RUNNERS SHOULD NOT BE USED FOR SHELTERED IN PLACE OR LOCKED DOWN SITUATIONS.**

Department: _____ **Person in Charge:** _____

DOC Contact Phone #: _____

FACILITY STATUS (Select one)		**OVERALL OPERATIONAL CONDITION:** (Select one)
☐ Normal (or returned to normal)		☐ Fully Operational (Green)
☐ Evacuated		☐ Some Reduction in Service (Yellow)
☐ Sheltered in Place		☐ Emergency Service Only (Red)
☐ Locked Down		☐ Incapable of Providing Service (Black)

Comment(s):

EOC 298	5. PREPARED BY (NAME/POSITION)	6. APPROVED BY (NAME/POSITION)

EOC 298 PAGE 1 OF 1 Torrance OES

Page intended to be blank.

EOC 299 – 60 MINUTE REPORT

60 MINUTE REPORT	1. INCIDENT	2. DATE PREPARED	3. TIME PREPARED

COMPLETE AND FORWARD THIS REPORT WITHIN THE FIRST 60 MINUTES OF A DISASTER VIA EMAIL TO EOC 20/60 Minute Reports (EOC20/60MinuteReports@TorranceCA.gov)

IN THE EVENT EMAIL IS UNAVAILABLE FORWARD THIS REPORT TO BOTH:

EOC		**City Manager**
1. Fax: (310) 224 - 6590; **or** 2. Cell - (310) 901-1821 (EOC Coordinator); **or** 3. Runner***.	**AND**	1. Fax: (310) 618 - 5891; **or** 2. Phone: (310) 618 - 5984 / (310) 212 - 6770; **or** 3. Cell - (310) 345 - 3879 (City Manager's Office); **or** 4. Runner***.

*** NOTE: RUNNERS SHOULD NOT BE USED FOR SHELTERED IN PLACE OR LOCKED DOWN SITUATIONS.

Department: _____ **Person in Charge:** _____

DOC Contact Phone #: _____

FACILITY STATUS (Select one)		**OVERALL OPERATIONAL CONDITION:** (Select one)
☐ Normal (or returned to normal)		☐ Fully Operational (Green)
☐ Evacuated		☐ Some Reduction in Service (Yellow)
☐ Sheltered in Place		☐ Emergency Service Only (Red)
☐ Locked Down		☐ Incapable of Providing Service (Black)

Comment(s):

EOC 299	5. PREPARED BY (NAME/POSITION)	6. APPROVED BY (NAME/POSITION)

EOC 299 PAGE 1 OF 2 Torrance OES

60 **MINUTE REPORT**	7. **INCIDENT**	8. **DATE PREPARED**	9. **TIME PREPARED**

Department: _____

1. Location supervisor(s) within department complete and forward to Department Director (or designee) via email, fax, phone, radio, or runner.
2. The Department Director or designee will merge all department location reports into one document and forward to the **EOC** and **City Manager**.

PERSONNEL STATUS

Location(s)	All Staff Accounted For? YES	NO	# of Staff who are: Present	Injured	Trapped	In the Field
	☐	☐				
	☐	☐				
	☐	☐				
	☐	☐				
	☐	☐				
	☐	☐				
	☐	☐				
	☐	☐				

FACILITIES

Location (s)	Evacuated	Sheltered In Place	Locked Down	Structural Damage: (check one) None	Minimum	Moderate	Major	Unknown
	☐	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐	☐

COMMUNICATIONS

Location (s)	Telephones Operational	Computers Operational	Radios Operational	Operating on Generator Power
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐

EOC 299 PAGE 2 OF 2 Torrance OES

700- Attachment - Damaged Uniform or Equipment Request Instructions 121317.pdf

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TORRANCE POLICE DEPARTMENT

DAMAGED UNIFORM OR EQUIPMENT

DATE ISSUED: December 13, 2017

PURPOSE

Procedure for replacement or reimbursement for damaged uniforms and equipment.

DAMAGED DEPARTMENT-ISSUE FIELD EQUIPMENT

A. SUPERVISOR RESPONSIBILITY. A supervisor, upon receipt of a damaged piece of equipment, shall review the completed TPD 41, and:

1. Review the circumstances resulting in the damage of equipment for possible violation of Department rules, regulations, policies or directives.
2. Complete the TPD 41 noting the circumstances. Give the involved employee the appropriate copy of the form so that he may be issued replacement equipment.
3. Forward the damaged equipment to Property Section, except in the following cases:
   a. City Maps - forward to Research and Training Division Commander.
   b. Firearms - forward to Research and Training Division Commander.
   c. Citation Books - forward to Records Division.
   d. Roller tapes - forward to Traffic Division Commander.
   e. Mobile Data Computer (MDC) - forward to Communications Division Commander.
4. Forward the original and a copy of the TPD 41 to the employee's Division Commander.

B. PROPERTY SECTION RESPONSIBILITY. Property Section shall:

1. Issue replacement equipment upon presentation of a completed and approved TPD 41.
2. Receive and process damaged equipment so that it is repaired or disposed of in accordance with existing policy and procedure.
3. Maintain an up-to-date copy of the employee's Personal Property Receipt (TPD 29).

C. DIVISION COMMANDER RESPONSIBILITY. The Division Commander shall:

1. Review the TPD 41 for completeness and to determine whether the equipment was unavoidably damaged during activity sanctioned by the Department.
2. Forward one copy of the TPD 41 to the Bureau Commander for his or her information.
3. Forward the original of the TPD 41 to Personnel Division.

D. PERSONNEL DIVISION RESPONSIBILITY. Personnel Division shall file the original TPD 41 detailing circumstances leading to the reissue of Department equipment with the employee's Personal Equipment Receipt (TPD 29).

E. EXPENDABLE SUPPLIES. Expendable supplies are flashlight bulbs and batteries, highway flares, and marking chalk. Such expendable supplies may be replenished from Property Section, or issued from the Field Equipment Issue Room. Batteries and bulbs for the optional Stream-lite flashlight equipment can be obtained from Property Section and are limited to one battery and one bulb per year per officer. Exceptions may be granted by written supervisory approval. "D" cell batteries may also be obtained from Property Section. AA, AAA, and 9-volt batteries, for use in City owned equipment only, may be obtained from Division Commanders.

DAMAGED UNIFORM OR PERSONAL EQUIPMENT

A. SERVICE LIFE. For the purpose of reimbursement by the City of Torrance, uniforms and equipment of Department personnel have been separated into two groups. Group I includes those items that have two (2) years expected service life; Group II includes those items that have five (5) years expected service life. These groups are listed as follows:

1. GROUP I
   a. Shirt
   b. Pants
   c. Hat
   d. Footwear
   e. Civilian Clothing
   f. Non-prescription eyeglasses ($25 maximum)
2. GROUP II
   a. Jacket
   b. Watch
   c. Prescription eyeglasses ($125 maximum)

B. REIMBURSEMENT SCHEDULE. The City shall make no reimbursement for damaged items with a prorated value less than $10. Damaged items shall be reimbursed at a prorated value based upon the date of original purchase:

1. GROUP I

AGE	REIMBURSEMENT
0 - 12 months	75% of current list price
12 - 24 months	65% of current list price
24 - 36 months	50% of current list price
36 months or more	No reimbursement

2. GROUP II

AGE	REIMBURSEMENT
0 - 18 months	75% of current list price
18 - 36 months	65% of current list price
36 - 48 months	55% of current list price
48 months or older	50% of current list price

C. REIMBURSEMENT REQUEST. A Department employee requesting reimbursement for an item damaged in the line of duty shall complete a Reimbursement of Damaged Uniform and/or Equipment (TPD 39) and forward the request to his or her immediate supervisor.

D. SUPERVISOR RESPONSIBILITY. Upon receipt of a completed TPD 39, the employee's immediate supervisor shall verify the cause of the damage.

1. If the supervisor is satisfied that the damage was not caused by employee neglect, the request shall be approved.

2. When it is deemed that the damaged uniform and/or equipment is the responsibility of a second person (e.g., the damage was sustained when effecting an arrest and was caused by the arrestee), the supervisor shall direct the officer to contact Research and Training where a Request for Billing Form will be completed and processed with the TPD 39.

3. The supervisor shall make recommendations regarding the incident and forward the report to the Division and Bureau Commander for review.

E. REPAIRABLE ITEMS. If the items can be repaired at a lesser value than the pro-rated replacement cost, the employee should get the items repaired and submit the receipt with the TPD 39.

F. DISTRIBUTION OF REQUEST. The Reimbursement of Damaged Uniform and/or Equipment TPD 39 and the Request for Billing Form, if applicable, shall be forwarded to the Research and Training Division for review and processing.

DAMAGED SAFETY EQUIPMENT

A. SAFETY EQUIPMENT REPAIR OR REPLACEMENT. Any item of safety equipment that is in need of repair or replacement will be handled by the Department, regardless of the expected length of service life, according to the current Torrance Police Officers' Association Memorandum of Understanding. This includes the following equipment:

1. Flashlight
2. Leather Equipment
3. Primary Handgun
4. Baton
5. Bullet Resistant Vest
6. Handcuffs
7. Motor Boots
8. Motor Safety Glasses
9. Motor Gloves
10. Motor Pants
11. Motor Helmets

B. EMPLOYEE RESPONSIBILITY. If Department-issue safety equipment is damaged, the involved employee shall forward the damaged item, along with a completed "Intra-Department Correspondence" (TPD 41), to his or her immediate supervisor.

C. SUPERVISOR RESPONSIBILITY. A supervisor, upon receipt of a damaged piece of equipment, shall review the completed TPD 41, and:

1. Review the circumstances resulting in the damage of equipment for possible violation of Department rules, regulations, policies or directives.

2. Complete the TPD 41 noting the circumstances. Give the involved employee the appropriate copy of the form so that he may be issued replacement equipment.

3. Forward the damaged equipment and form to Research and Training Division for processing.

City of Torrance PPP Harassment.pdf

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34.05 **ANTI-HARASSMENT POLICY**

The City is committed to providing a workplace free of discriminatory harassment. This Policy defines discriminatory harassment and sets forth a companion procedure for the investigation and resolution of such complaints by or against any City employee, applicant or contractor. This Policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunity and compensation.

Discriminatory harassment will not be tolerated and employees who violate this Policy may be subject to appropriate disciplinary action. Retaliation against any individual for making a complaint of such harassment or for participating in a harassment investigation constitutes a violation of this Policy. However, knowingly false accusations of retaliation or harassment similarly will not be tolerated.

34.10 **Definitions**

34.10a Protected Classifications: This Policy prohibits harassment or discrimination because of an individual's protected classification. "Protected Classification" includes race, religious creed, color, national origin, ancestry, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age for individuals over 40 years of age, military and veteran status, and sexual orientation.

Harassment can consist of virtually any form or combination of verbal, physical, visual or hostile work environment conduct. It need not be explicit, nor even specifically directed at the victim. Sexually harassing conduct can occur between people of the same or different genders.

Harassment includes, but is not limited to the following misconduct:

34.10b Verbal Harassment

Inappropriate or offensive remarks, slurs, jokes or innuendoes based on race, religious creed, color, national origin, ancestry, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age for individuals over 40 years of age, military and veteran status, and sexual orientation.

This may include, but is not limited to, inappropriate comments regarding an individual's body, physical appearance, attire, sexual prowess, marital status, pregnancy or sexual orientation; unwelcome flirting or propositions; demands for sexual favors; verbal abuse, threats or intimidation of a sexual nature; or sexist,

patronizing or ridiculing statements that convey derogatory attitudes about a particular gender.

34.10c Physical Harassment

Inappropriate or offensive touching, assault, or physical interference with free movement when directed at an individual on the basis of race, religious creed, color, national origin, ancestry, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age for individuals over 40 years of age, military and veteran status, and sexual orientation.

This may include, but is not limited to, kissing, patting, lingering or intimate touches, grabbing, massaging, pinching, leering, staring, unnecessarily brushing against or blocking another person, whistling or sexual gestures.

34.10d Visual or Written Harassment

The display or circulation of offensive or derogatory visual or written material related to race, religious creed, color, national origin, ancestry, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age for individuals over 40 years of age, military and veteran status, and sexual orientation. This may include, but is not limited to, posters, cartoons, drawings, graffiti, reading materials, computer graphics or electronic media transmissions.

34.10e Work Environment

A work environment that is permeated with sexually oriented talk, innuendo, insults or abuse not relevant to the subject matter of the job. A hostile work environment can arise from the following circumstances:

A. An unwarranted focus on sexual topics or sexually suggestive statements.
B. An unwelcome sexual behavior directed specifically at an individual.
C. The individual merely witnesses unlawful harassment in his or her immediate surroundings.

The determination of whether an environment is hostile is based on the totality of the circumstances, including such factors as:

A. The frequency of the conduct.
B. The severity of the conduct.
C. Whether the conduct is humiliating or physically threatening.
D. Whether the conduct unreasonably interferes with an individual's work.

By definition, sexual harassment is not within the course and scope of an individual's employment with the City of Torrance.

34.15 **Relationships between Supervisors and Subordinate Employees**

Romantic or sexual relationships between supervisors and employees are discouraged. There is an inherent imbalance of power and potential for exploitation in such relationships which may create an appearance of impropriety and lead to charges of favoritism by other employees. A welcome sexual relationship may change, with the result that sexual conduct that was once welcome becomes unwelcome and harassing.

34.20 **Prohibited Supervisory or Managerial Behavior**

No supervisor, manager or other authority figure shall:

A. Condition any employment, employee benefit or continued employment in the City of Torrance on an applicant's or employee's acquiescence to any of the behavior defined above.

B. Retaliate against any applicant, or employee, because that person has opposed a practice prohibited by this policy or has filed a complaint, testified, assisted or participated in any manner in an investigation, proceeding or hearing conducted by an authorized investigator.

C. Destroy evidence relevant to an investigation of harassment.

34.25 **Behavior Prohibited by All Persons**

No employee in the City of Torrance shall:

A. Create a hostile or offensive work environment for any other person by engaging in any discriminatory harassment or by tolerating it on the part of another employee.

B. Assist any individual in doing any act which constitutes discriminatory harassment against any other employee of the City of Torrance.

134.05 **ANTI-HARASSMENT PROCEDURE**

All persons shall immediately report any evidence of discriminatory harassment or complaints regarding sexual harassment made to them or which they have directly observed, whether or not reported by the employee who is the object of the harassment, to their supervisor, manager, or to the Human Resources Division. Any supervisor or manager who receives a complaint regarding discriminatory harassment shall immediately report it to the Human Resources Division, followed by written documentation of the complaint.

134.10 **Supervisors/Managers Responsibilities for Preventive Action**

A. A copy of the Anti-Harassment Policy shall be provided to all employees in the City of Torrance, as well as displayed in prominent locations throughout the City.

B. A copy of the information sheet on sexual harassment prepared by the Department of Fair Employment and Housing is available to all City of Torrance employees upon request.

C. New employees shall be provided a copy of the Anti-Harassment Policy during New Employee Orientation.

D. The Human Resources Division shall make available information from the Department of Fair Employment and Housing and the Equal Employment Opportunity Commission about filing claims of sexual harassment with these entities.

E. A copy of the Anti-Harassment Policy and Procedure is in the City of Torrance Policy, Procedure and Protocol Manual posted on the Policies and Procedures web page on the Torrance Employee Network (TEN).

F. Employees of the City of Torrance shall receive periodic training on the policy.

134.15 **Employees' Responsibilities**

A. Report any conduct which fits the definition of discriminatory harassment to their immediate supervisor or appropriate authority figure. This includes conduct of non-employees, such as sales representatives or service vendors or harassing conduct toward such contractors. Under no circumstances shall an employee of the City of Torrance who believes that he or she has been the victim of discriminatory harassment be required to first report that harassment to a supervisor or other authority figure who has done the harassing.

B. Cooperate with any investigation of any alleged act of harassment conducted by the City of Torrance.

C. Maintain confidentiality to the extent possible in investigating any claims of alleged harassment.

134.20 **Human Resources Reporting Procedures for Investigative/Corrective Action**

A. Human Resources shall conduct a fair, timely and thorough investigation of any incident of alleged discriminatory harassment reported to them. The investigation shall be conducted in a way to maintain confidentiality, to the extent possible.

B. The person designated to investigate shall report in writing the findings of any investigation to the Human Resources Division. The Human Resources Administrator shall determine whether there is a violation of Policy and communicate the conclusion to the complainant.

C. Remedial action including discipline taken by any supervisor or manager shall be decided in accordance with Policy and after consultation with the Human Resources Administrator.

Employees who have questions about their rights and obligations described within this policy should contact the Human Resources Division.

Historical Record

Original Publication

04/2001

Revisions

07/2001 Reformat

06/2002

05/2009 Reformat

11/2012

12/2017

03/2018 Updated

04/2018 Updated

Sexual_Assault_Brochure.pdf

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You have the right to seek:
CIVIL PROTECTION ORDER
More information on the process here:
http://www.courts.ca.gov/1260.htm
and/or an
EMERGENCY PROTECTIVE ORDER
To help keep you safe.
(ask a law enforcement officer)

You have the right to request
FINANCIAL ASSISTANCE
For covering the costs arising from your assault (through Victim Compensation in California), and the process for applying can be found here:
http://victims.ca.gov/victims/howtoapply.aspx

You have the right to have a
24-HOUR CONFIDENTIAL SEXUAL ASSAULT COUNSELOR
(victim advocate)
and at least
ONE OTHER PERSON OF YOUR CHOOSING
present during any exam
or investigative interview

Any questions related to your rights as a survivor of sexual assault can be answered by your rape crisis center confidential advocate.

Advocates are trained in support services, local referrals, and law enforcement and other governmanet processes.

You have the right to contact your **local rape treatment center**, at:
1-424-259-7208
or
24 - Hour Sexual Assault Hotline
877-Y-HELPS-U/(877) 943-5778
For more information and support.

Rape crisis centers have confidential advocates that keep conversations private.

Law Enforcement can be contacted at:
Torrance Police Department
3300 Civic Center Drive
Torrance, CA 90503
(310) 328-3456
www.TPD.TorranceCA.Gov

YOUR RIGHTS

Your Rights as a Survivor of Sexual Assault

CALCASA
CALIFORNIA COALITION AGAINST SEXUAL ASSAULT

You are **never required** to participate in the criminal justice system or receive a physical exam in order to keep your rights.

You get to choose whether you get an exam, whether and how you report the assault, and how much you participate in the process.

This card is an outline your rights and resources and may not include all the rights/options that may be available to you. Under California law (Cal. Penal Code § 680.2) any law enforcement officer or medical provider must provide you with a card that clearly spells out your rights. If you have further questions, please contact your rape crisis center, medical provider, and/or law enforcement officer.

You have the right to ask for the status and results of the analysis of **all evidence** related to your assault.

Ask the law enforcement officer for a **case number** and steps to get follow up information.

You have the right to know that DNA and other types of evidence can degrade/break down overtime due to exposure to heat, water, and other materials.

In general, DNA evidence on the body last from 12 hours to 7 days.

You have the right to be informed of the following:

- Whether or not the evidence is analyzed within 18 months of your assault.
- Whether or not a DNA profile of your assailant was developed from the evidence.
- Whether or not the DNA profile of your assailant has been entered into the law enforcement database.
- Whether or not the DNA profile of your assailant matches a DNA profile contained in the law enforcement database.

If the evidence related to your assault will be tested, it should be transported to the lab and analyzed within **24MONTHS**

The evidence related to your assault must be kept for **20 YEARS,** or for victims under age 18 at the time of the offense, until your **40TH BIRTHDAY**

You have the right to request in writing and receive a **FREE COPY OF THE INITIAL CRIME REPORT** related to your assault.

If your assailant is convicted and required to register as a sex offender, you have the right to **REQUEST THEIR SEX OFFENDER REGISTRY INFORMATION** from the prosecutor.

NARCAN-Quick-Start-Guide.pdf

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NARCAN® (naloxone HCl) NASAL SPRAY

QUICK START GUIDE

Opioid Overdose Response Instructions

Use NARCAN Nasal Spray (naloxone hydrochloride) for known or suspected opioid overdose in adults and children.
Important: For use in the nose only.
Do not remove or test the NARCAN Nasal Spray until ready to use.

1 Identify Opioid Overdose and Check for Response

Ask person if he or she is okay and shout name.

Shake shoulders and firmly rub the middle of their chest.

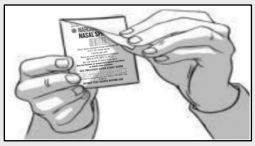
Check for signs of opioid overdose:

- Will not wake up or respond to your voice or touch
- Breathing is very slow, irregular, or has stopped
- Center part of their eye is very small, sometimes called "pinpoint pupils"

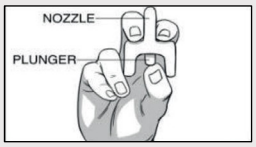
Lay the person on their back to receive a dose of NARCAN Nasal Spray.

2 Give NARCAN Nasal Spray

Remove NARCAN Nasal Spray from the box.
Peel back the tab with the circle to open the NARCAN Nasal Spray.



Hold the NARCAN nasal spray with your thumb on the bottom of the plunger and your first and middle fingers on either side of the nozzle.

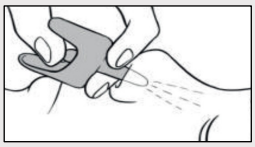


Gently insert the tip of the nozzle into either nostril.

- Tilt the person's head back and provide support under the neck with your hand. Gently insert the tip of the nozzle into **one nostril**, until your fingers on either side of the nozzle are against the bottom of the person's nose.

Press the plunger firmly to give the dose of NARCAN Nasal Spray.

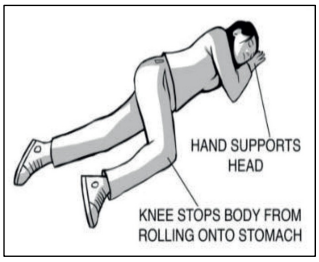
- Remove the NARCAN Nasal Spray from the nostril after giving the dose.



3 Call for emergency medical help, Evaluate, and Support

Get emergency medical help right away.

Move the person on their side (recovery position) after giving NARCAN Nasal Spray.



Watch the person closely.

If the person does not respond by waking up, to voice or touch, or breathing normally another dose may be given. NARCAN Nasal Spray may be dosed every 2 to 3 minutes, if available.

Repeat Step 2 using a new NARCAN Nasal Spray to give another dose in the other nostril. If additional NARCAN Nasal Sprays are available, repeat step 2 every 2 to 3 minutes until the person responds or emergency medical help is received.

For more information about NARCAN Nasal Spray, go to www.narcannasalspray.com, or call 1-844-4NARCAN (1-844-462-7226).

ADAPT PHARMA

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Narcan Use Report.pdf

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City of Torrance, Police Department
Narcan (Naloxone) Use Report

Date _____ Division_____ URN or Tag #_____DR#_____

Location of Occurrence:_____

Patient Information

_____Gender:_____Race:_____D.O.B._____
Last Name First Middle

_____
Residential Address (if known) City State Zip

Observations of the patient prior to Narcan being administered:

☐ Semi-conscious ☐ Unconscious ☐ Unresponsive to verbal and physical stimulus
☐ Shallow or depressed rate of respirations ☐ Pale/clammy skin color ☐ Constricted pupils
☐ Injuries observed (explain in narrative)

Administration of Narcan:

Time Narcan (4mg) was delivered in the nostril_____ Time additional 4mg dose(s)_____

Observations after Narcan was administered:

☐ Patient regained consciousness prior to arrive of fire/paramedics. If so, what time_____
☐ Patient remained unconscious upon arrival of fire/paramedics.
☐ Breathing improved (deeper and more frequent than before Narcan) ☐ Breathing did not improve.
☐ Patient's skin color returned to normal ☐ Patient was agitated ☐ Patient was combative (explain)
☐ Patient was determined to be suffering from other medical issue (explain)

Medical care after Narcan was administered:

☐ Torrance Fire Department ☐ Other Fire Dept./Ambulance _____

Engine #_____ Captain_____ Rescue# _____ Paramedic_____ ID#_____

Transported to Hospital:_____ ☐ Refused medical care or transport

Narrative: (describe other observations, actions taken, patient status, etc) - ☐ Reportable Force Used

_____
_____
_____
_____
_____

_____ _____ _____ _____
Reporting Officer Serial # Reviewing Supervisor Serial #

TPD 215 07/2018

TPD Org Chart 2018-19.pdf

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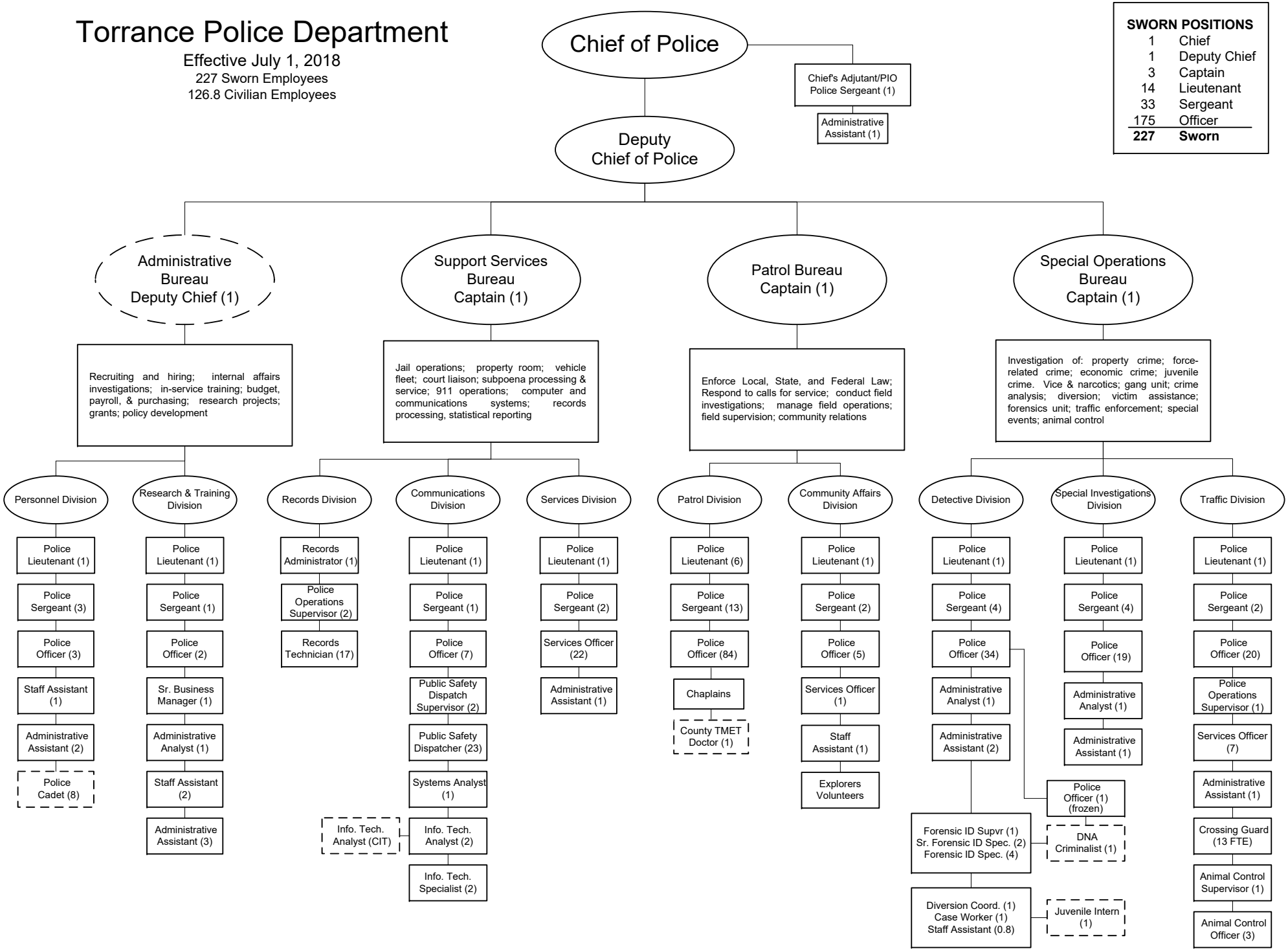
Torrance Police Department

Effective July 1, 2018
227 Sworn Employees
126.8 Civilian Employees



SWORN POSITIONS

1	Chief
1	Deputy Chief
3	Captain
14	Lieutenant
33	Sergeant
175	Officer
227	**Sworn**

AED Use Report.pdf

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TORRANCE POLICE DEPARTMENT
AED Use Report

Date _____ Call # _____ L.A. County SEQ # _____

Location: _____ AED # _____

Time Call Rec'd: ____:____:____ Time Call Dispatched ____:____:____ Time On Scene:____:____:____
HRS MIN SEC HRS MIN SEC HRS MIN SEC

Patient Information

Last Name First Middle

Residence Address City State Zip

Residence Phone Business Phone

Race Sex Age D.O.B. DL#

Was the sudden cardiac arrest witnessed by anyone?	Yes	No	**Victim Outcome** (check one)
Was CPR started prior to your arrival on scene?	Yes	No	□ Admitted to ICU
Did you or your partner perform CPR?	Yes	No	□ Released
Did you shock the patient?	Yes	No	□ Pronounced Dead – Time _____
If yes, how many shocks did the AED deliver? _____			□ Unknown

Patrol Unit #_____ Paramedic # _____ Engine # _____ Hospital _____

Narrative (describe initial observations, actions taken, patient status, etc.)

_____

_____

_____

_____

_____

Reporting Officer SN# Watch Commander SN#

TPD 600 - Dec. 2016

303 - Attachment - Chemical Agent Specifications.pdf

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TORRANCE POLICE DEPARTMENT

CHEMICAL AGENT SPECIFICATIONS MANUAL

DATE ISSUED: October 5, 2017

PURPOSE

Specifications for chemical agent devices.

CHEMICAL AGENTS

A. The following chemical agents are authorized for use only by trained personnel.

1. OLEORESIN CAPSICUM. Officers who have received the Department approved training in the use of OC Spray shall carry it as part of the uniform equipment.
2. CS (Orthochlorobenzal-malononitrile). CS gas shall be deployed only by those officers who have received approved training.
3. CN (Chloracetophenone). CN gas shall be deployed only by those officers who have received approved training.

Hate Crime Checklist.pdf

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HATE CRIME CHECKLIST

VICTIM

Victim Type:

☐ **Individual**
Legal name (Last, First): _____
Other Names used (AKA): _____

☐ **School, business or organization**
Name: _____
Type: _____
(e.g., non-profit, private, public school)
Address: _____

☐ **Faith-based organization**
Name: _____
Faith: _____
Address: _____

Target of Crime (Check all that apply):

☐ Person ☐ Private property ☐ Public property

☐ Other _____

Nature of Crime (Check all that apply):

☐ Bodily injury ☐ Threat of violence

☐ Property damage

☐ Other crime: _____

Property damage - estimated value _____

BIAS

Type of Bias
(Check all characteristics that apply):

☐ Disability
☐ Gender
☐ Gender identity/expression
☐ Sexual orientation
☐ Race
☐ Ethnicity
☐ Nationality
☐ Religion
☐ Significant day of offense
(e.g., 9/11, holy days)
☐ Other: _____

Specify disability (be specific):

_____

_____

Actual or Perceived Bias – Victim's Statement:

☐ Actual bias [Victim actually has the indicated characteristic(s)].

☐ Perceived bias [Suspect believed victim had the indicated characteristic(s)].

If perceived, explain the circumstances in narrative portion of Report.

Reason for Bias:

Do you feel you were targeted based on one of these characteristics?
☐ Yes ☐ No *Explain in narrative portion of Report.*

Do you know what motivated the suspect to commit this crime?
☐ Yes ☐ No *Explain in narrative portion of Report.*

Do you feel you were targeted because you associated yourself with an individual or a group?
☐ Yes ☐ No *Explain in narrative portion of Report.*

Are there indicators the suspect is affiliated with a Hate Group (i.e., literature/tattoos)?
☐ Yes ☐ No *Describe in narrative portion of Report.*

Are there Indicators the suspect is affiliated with a criminal street gang?
☐ Yes ☐ No *Describe in narrative portion of Report.*

Bias Indicators (Check all that apply):

☐ Hate speech ☐ Acts/gestures ☐ Property damage ☐ Symbol used
☐ Written/electronic communication ☐ Graffiti/spray paint ☐ Other: _____

Describe with exact detail in narrative portion of Report.

HISTORY

Relationship Between Suspect & Victim:

Suspect known to victim? ☐ Yes ☐ No
Nature of relationship: _____
Length of relationship: _____
If Yes, describe in narrative portion of Report

☐ Prior reported incidents with suspect? Total # _____
☐ Prior unreported incidents with suspect? Total # _____
Restraining orders? ☐ Yes ☐ No
If Yes, describe in narrative portion of Report
Type of order: _____ Order/Case# _____

WEAPONS

Weapon(s) used during incident? ☐ Yes ☐ No Type: _____
Weapon(s) booked as evidence? ☐ Yes ☐ No
Automated Firearms System (AFS) Inquiry attached to Report? ☐ Yes ☐ No

HATE CRIME CHECKLIST

EVIDENCE

Witnesses present during incident? ☐ Yes ☐ No Statements taken? ☐ Yes ☐ No

Evidence collected? ☐ Yes ☐ No

Photos taken? ☐ Yes ☐ No

Total # of photos: _____ D#: _____

Taken by: _____ Serial #: _____

Recordings: ☐ Video ☐ Audio ☐ Booked

Suspect identified: ☐ Field ID ☐ By photo ☐ Known to victim

OBSERVATIONS

VICTIM	SUSPECT
☐ Tattoos	☐ Tattoos
☐ Shaking	☐ Shaking
☐ Unresponsive	☐ Unresponsive
☐ Crying	☐ Crying
☐ Scared	☐ Scared
☐ Angry	☐ Angry
☐ Fearful	☐ Fearful
☐ Calm	☐ Calm
☐ Agitated	☐ Agitated
☐ Nervous	☐ Nervous
☐ Threatening	☐ Threatening
☐ Apologetic	☐ Apologetic
☐ Other observations: _____	☐ Other observations: _____

ADDITIONAL QUESTIONS (Explain all boxes marked "Yes" in narrative portion of report):

Has suspect ever threatened you? ☐ Yes ☐ No

Has suspect ever harmed you? ☐ Yes ☐ No

Does suspect possess or have access to a firearm? ☐ Yes ☐ No

Are you afraid for your safety? ☐ Yes ☐ No

Do you have any other information that may be helpful? ☐ Yes ☐ No

Resources offered at scene: ☐ Yes ☐ No Type: _____

MEDICAL

Victim	Suspect	
☐	☐	Declined medical treatment
☐	☐	Will seek own medical treatment
☐	☐	Received medical treatment

Authorization to Release Medical Information, Form 05.03.00, signed? ☐ Yes ☐ No

Paramedics at scene? ☐ Yes ☐ No Unit # _____

Name(s)/ID #: _____

Hospital: _____

Jail Dispensary: _____

Physician/Doctor: _____

Patient #: _____

Officer (Name/Rank)	Date
Officer (Name/Rank)	Date
Supervisor Approving (Name/Rank)	Date

Attachment - Police Officer Cadet Explorer Uniform Specifications.pdf

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TORRANCE POLICE DEPARTMENT

POLICE OFFICER, RESERVE, CHAPLAIN, RECRUIT, CADET AND EXPLORER UNIFORM SPECIFICATIONS

PURPOSE

Approved uniform items for Police Officers, Reserve Officers, Chaplains, Police Recruits, Police Cadets and Explorers.

POLICE OFFICER, RESERVE OFFICER, AND CHAPLAIN

A. AUTHORIZED FOR USE: The Class A and Class B uniform are authorized for sworn officer field duty. The Class A Uniform is authorized for use by Chaplains and all sworn employees during ceremonial events such as promotions, funerals/memorial services and other special events as established by the Chief of Police or his/her designee. Class A and Class B uniforms shall be properly tailored. Specifications for the Class A and Class B uniform are as follows:

1. CLASS A UNIFORM SHIRT. Long sleeve uniform with or without a uniform tie, or a short sleeve shirt.

   a. STYLE. Uniform shirts shall be what is commonly known in the garment industry as “LAPD style.” The Chaplain’s shirt shall only be long sleeve.

   b. MATERIAL. The shirt material shall be made of 100% wool, commercially produced as tropical worsted, or wool blend. The color of the material shall be that which is commonly and commercially known as midnight blue.

   c. UNDERSHIRT. When a uniform is worn a standard white or black crew neck undershirt shall be worn under the uniform shirt, exposing only the crew neck.

   d. TURTLENECK. A black, long sleeve turtleneck may be worn under a long sleeve uniform shirt. The turtleneck must be form fitting so as not to appear bulky or prevent a neat appearance. Mock turtlenecks and black undershirts are not authorized.

   e. BUTTONS. Buttons shall be normal for the shirtfront. "P" buttons shall be used for the shirt pockets and shoulder epaulets.

   f. SHOULDER PATCH. The approved shoulder patches shall be affixed to the uniform.

   g. NAMEPLATE. The approved nameplate shall be worn with this uniform.

   h. BADGE. The approved badge shall be worn with this uniform.

2. CLASS A UNIFORM PANTS

   a. MATERIAL. The material for the basic uniform pants shall be made of 100% wool, or wool blend, commercially produced as tropical worsted. The color of the material shall be that which is commonly and commercially known as midnight blue.

   b. STYLE. The police trousers shall be regulation LAPD style slacks.

   c. POCKETS. There shall be two hip, two sap, and two side pockets.

3. CLASS B UNIFORM . Standard Blauer shirt (long or short sleeve) or the Armorskin vest carrier and Armorskin base layer shirt (long or short sleeve). The color of the shirt should be midnight (dark navy) blue.

   a. STYLE. Uniform shirt/vest shall include pleaded pockets and scalloped flaps.

b. MATERIAL. The shirt/vest material shall be made of a poly wool blend fabric. The color of the material shall be that which is commonly and commercially known as midnight blue.

c. UNDERSHIRT. When a uniform is worn a standard white or black crew neck undershirt shall be worn under the uniform shirt, exposing only the crew neck.

d. BASELAYER SHIRT. The Blauer Armorskin baselayer shirt may be worn beneath the Armorskin vest carrier and shall be midnight blue in color. The shirt will have an embroidered gold badge. The word "TORRANCE" will be embroidered and arched over the badge in one-half inch, white letters. The word "POLICE" will be embroidered horizontally under the badge in one-half inch, white letters. The employee's name (first initial and last name) will be embroidered on the right breast area using one-half inch, white letters. Supervisors will have their rank placed before their name. The shirt will have the Department's standard, cloth shoulder patches.

e. BUTTONS. Buttons shall be normal for the shirtfront. Black buttons shall be used for the shirt pockets and shoulder epaulets. The base layer polo shirt shall have three black buttons.

f. SHOULDER PATCH. The approved shoulder patches shall be affixed to the uniform.

g. NAMEPLATE. The approved nameplate shall be worn with this uniform.

h. BADGE. The approved badge shall be worn with this uniform.

4. CLASS B UNIFORM PANTS

a. MATERIAL. The material for the uniform pants shall be made of a poly wool blend fabric. The color of the material shall be that which is commonly and commercially knows as midnight blue.

b. STYLE. The police trousers shall include front quarter and pleated double thigh pockets.

c. POCKETS. The police trousers shall have front quarter pocket styling with pleated double thigh pockets and two hip pockets.

B. UNIFORM BELT. The standard uniform belt with a basket-weave design and a plain white metal buckle shall be worn with the uniform.

C. SOCKS. Socks shall be black in color with no design. White socks may be worn provided none of the white shows over the top of the shoe.

D. SHOES. Shoes shall be plain toed, smooth polished finished, center laced, black in color, with standard soles.

E. BOOTS. Boots shall be plain toed, smooth polished finished, center-laced, black in color, with a one-inch maximum heel height.

F. UNIFORM HAT. Class A uniform covers shall be worn at funerals or at the direction of the Chief of Police. The hat shall be worn squarely upon the head.

1. STYLE. The hat shall be a standard LAPD round style hat.

2. MATERIAL. The material used in the basic uniform hat shall be Raeford two-ply all wool elastic. The color shall be midnight blue.

3. CAP PIECE. A Department-issue cap piece shall be worn on the hat.

G. OPTIONAL BASEBALL STYLE SOFT HAT. A baseball style soft hat is also approved for daily wear. The hat must be maintained in clean and acceptable condition. While on duty, the bill on the hat shall be facing forward. The hat may be worn off duty, separate from the uniform. The baseball hat shall not be worn with the Class A uniform when a tie is worn. The hat must conform to the following specifications:

1. MATERIAL. Polyester/cotton blend.

2. COLOR. Black.

3. INSIGNIA. Embroidered version of the approved “Torrance Police” logo.

H. POLICE OFFICER DUTY HELMET. Officers assigned to uniform field duty shall have their Department issue helmets in the vehicle to which they are assigned. Unless specifically directed, officers may use their own judgment as to the wearing of helmets in field situations.

I. UNIFORM TIE. When a necktie is worn, an approved tie bar shall be worn. Neckties shall be worn at the direction of the Chief of Police.

1. MALE POLICE OFFICER, SERVICES OFFICER, AND CHAPLAIN. The necktie shall be an LAPD clip-on style, black in color and shall have a dull finish.

2. FEMALE POLICE OFFICER, SERVICES OFFICER, AND CHAPLAIN. The necktie may be a women’s crossover or men’s clip-on style tie, constructed from black rayon and must be double faced without a lining.

3. STANDARD DRESS TIE. A standard dress tie, black in color, tied in a full Windsor knot, may be worn during special events when Class “A” dress with tie is authorized by the Chief of Police.

J. TIE BAR. The tie bar shall be solid yellow metal type from two to two and three-eighths inches in length and 9/32 to 11/32 inch in width with level back construction. The tie bar shall be worn at the same level as the "P" buttons on the shirt pockets.

K. OPTIONAL WASH AND WEAR UNIFORM - POLICE OFFICER. Officers have the option of wearing a wash and wear uniform. It may be washed as long as the uniform meets policy guidelines regarding appearance.

L. GLOVES. Gloves shall be made of leather and be black in color. These gloves shall have a short base (ending at approximately the wrist) and may be lined or unlined. No sap or weighted material may be affixed to the gloves. No design, except for ventilation, or raised welting of the same color, may be affixed to the gloves.

M. JACKETS AND RAIN GEAR. The following are the approved jackets and rain gear that can be worn:

1. FIELD JACKET. Field jackets shall have the approved Department shoulder patches, cloth badge, cloth name tag for items purchased before July 1, 2007, embroidered name for items purchased on or after July 1, 2007, and appropriate rank insignia.

2. STANDARD. The field jacket shall be dark navy in color and of a design commonly referred to as the “LAPD Style.”

3. LIGHTWEIGHT. The lightweight field jacket shall be black in color and of a design commonly referred to as the “LAPD Style.” The lightweight jacket is considered an alternate jacket to the standard field jacket.

4. RAID JACKET. The lightweight, windbreaker style jacket shall be midnight blue in color with two waist pockets and a snap front. The word “POLICE” shall be applied to the back in white, three-inch block letters, and also on the front in white, one-inch block letters. The approved cloth badge and shoulder patches shall be worn.

5. CRISIS NEGOTIATOR JACKET. Members assigned to the Crisis Negotiation Team shall be authorized to wear the lightweight, windbreaker style jacket, navy blue in color. The left chest shall have an embroidered TPD badge with TORRANCE arched over the badge, and POLICE centered beneath. The officer’s first initial, last name shall be embroidered on the right chest with CNT embroidered underneath the name. The back of the jacket shall be silk screened with POLICE stacked above CRISIS NEGOTIATOR. Department shoulder patches shall be silk-screened on both sleeves of the jacket. All lettering shall be in white, block letters.

6. CHAPLAIN JACKET. The lightweight, windbreaker style jacket shall be midnight blue in color with two waist pockets and a snap front. The words “POLICE CHAPLAIN” shall be applied to the back and also to the front in white, block letters. Screening on the back shall have “POLICE” in two-inch letters and “CHAPLAIN” in three and one-half inch letters. Screening on the front will have “POLICE” in half-inch letters and “CHAPLAIN” in one-inch letters. The approved shoulder patches shall be worn. The insignia shall also be worn in accordance with the Special Unit Insignia specifications in this manual.

7. RAIN GEAR. Department-issued rain clothing may be worn during exposure to inclement weather. It shall consist of:

8. RAINCOAT. Effective November 2, 2015, the Department issued raincoat is the LawPro reversible, 48” deluxe raincoat. The approved insignia for the rain coat is “POLICE” silk-screened on both the black and yellow sides of the garment for identification as police officers.

9. OPTIONAL RAINCOATS. Optional raincoats can be available for purchase at the Officers expense. All optional raincoats shall be made of nylon or other waterproof material and be reversible black and yellow in color with reflective striping. The approved insignia for the rain coat is “POLICE” silk-screened in white, on the black side and in reflective silver on the yellow side of the garment for identification as police officers.

10. RAIN PANTS (OPTIONAL). The rain pants shall be made of nylon or other waterproof material, black or yellow in color, and designed to pull-up over the uniform pants.

11. RAIN BOOTS.

12. CAP. Approved optional baseball cap.

ALTERNATE UNIFORM

A. SWORN PERSONNEL. The alternate uniform will consist of either the navy blue 5.11 Performance polo and the black 5.11 Taclite Pro pants, or the Blauer Armorskin Base Layer polo shirt and the Blauer pants, both dark navy blue in color. The polo shirts may be long sleeve or short sleeve and without epaulets. The alternate uniform may be worn by any sworn personnel not performing patrol duties.

1. The markings on both the 5.11 Performance Polo and the Armorskin base layer polo shirts are as follows:

   a. 5.11 Performance Polo

      1) The shirt will have “POLICE” applied to the back in three- inch, block white letters with a white border. It will have an embroidered gold badge. The word “TORRANCE” will be embroidered and arched over the badge in one-half inch, white letters. The word “POLICE” will be embroidered horizontally under the badge in one-half inch, white letters. The employee’s name (first initial and last name) will be embroidered on the right breast area using one-half inch, white letters. Supervisors will have their rank placed before their name. The shirt will have silk screened shoulder patches in white.

   b. Armorskin Base Layer Polo

      1) The shirt will have an embroidered gold badge. The word “TORRANCE” will be embroidered and arched over the badge in one-half inch, white letters. The word “POLICE” will be embroidered horizontally under the badge in one-half inch, white letters. The employee’s name (first initial and last name) will be embroidered on the right breast area using one-half inch, white letters. Supervisors will have their rank placed before their name. The shirt will have the Department’s standard, cloth shoulder patches.

B. CIVILIAN PERSONNEL.

1. CADET. The alternate Cadet Uniform will consist of the Mocean Vapor Pique polo shirt (without epaulets), light blue in color, and the authorized alternate uniform pants, black in color. The shirt will have "CADET" applied to the back in three-inch, block black letters with a black border. It will have an embroidered gold badge. "CADET" will be embroidered and arched in the top portion of the badge in blue letters. The word "TORRANCE" will be embroidered and arched over the badge in one-half inch, black letters. The word "CADET" will be embroidered horizontally under the badge in one-half inch, black letters. The employee's name (first initial and last name) will be embroidered on the right breast area using one-half inch, black letters. The shirt will not have silk screened shoulder patches.

2. EXPLORER. The alternate Explorer Uniform shall be the same as the alternate Cadet uniform except uniform shirt markings shall specify "EXPLORER" as appropriate.

LOAD BEARING VEST CARRIER

A. AUTHORIZED FOR USE. Sworn personnel may deploy Department-issued body armor in the exterior, load bearing vest carrier approved by the Department. The carrier authorized for wear is to be in the color known as LAPD blue and deployed with the employee's hard name plate and police badge. The back of the approved carrier will have pleating and no POLICE markings.

1. DUTY EQUIPMENT DEPLOYMENT. With the exception of the Department-issued firearm, rifle ammunition magazines and TASER, personnel may customize the on-person equipment they elect to deploy on the vest, as well as equipment placement. If the Department-issued TASER is being deployed on the carrier, it will be positioned in adherence with cross-draw policy. Primary firearms and rifle ammunition magazines are not authorized for load bearing vest deployment.

UTILITY UNIFORM

A. AUTHORIZED FOR USE. The utility uniform is authorized for use, at the discretion of the Chief of Police, by all Traffic Division personnel, the K-9 Detail, and the Gang Detail when conducting certain duties. The uniform shall be the 5.11 Tactical Taclite Pro model or the Armorskin BDU vest carrier and Amorskin BDU Baselayer polo, black in color. This uniform may be washed as long as the uniform meets policy guidelines on appearance. The shirt may be either short or long sleeve. Bloused pants are only approved for SWAT, South Bay Platoon, K-9 Detail, and Motor Detail.

1. CLOTH BADGE. The approved standard cloth badge shall be worn with this uniform.

2. NAMETAG.

   a. CLOTH NAMETAG. For items purchased before July 1, 2007, the approved standard cloth nametag shall be worn with this uniform.

   b. EMBROIDERED NAME. For items purchased on or after July 1, 2007, an embroidered name shall be worn with this uniform on both the Armorskin Vest or 5.11 Taclite uniform. Embroidery shall be yellow in color.

3. SHOULDER PATCH. The approved standard shoulder patch shall be worn on this uniform.

4. UNIT INSIGNIA. Unit insignia may be worn on the utility uniform.

5. UNDERSHIRT. Officers assigned to the K-9 Detail may wear a black undershirt when wearing the utility uniform.

6. ARMORSKIN BASELAYER POLO. The shirt will have an embroidered gold badge. The word "TORRANCE" will be embroidered and arched over the badge in one-half inch, white letters. The word "POLICE" will be embroidered horizontally under the badge in one-half inch, white letters. The employee's name (first initial and last name) will be embroidered on the right breast area using one-half inch, yellow letters. The shirt will have the Department's standard, cloth shoulder patches.

B. CRITICAL INCIDENTS. The utility uniform may be worn for critical incident response with the approval of a Division Commander.

OFFICER RECRUIT

A. REQUIREMENTS. In addition to any specific uniform required by a given academy, Police Recruits shall maintain a Class "A" wool uniform. The uniform shall be a short-sleeve shirt without badge or "P" buttons. A long-sleeve shirt shall be worn for inspections.

POLICE CADET

A. UNIFORM SHIRT. All uniform shirts shall be properly tailored.

1. CLASS A. Long sleeve wool uniform shirt with or without a uniform tie, or a short sleeve shirt.
2. STYLE. Uniform shirts shall be what is commonly known in the garment industry as “LAPD style.”
3. MATERIAL. The shirt material shall be a cotton/polyester blend, wash and wear, permanent press, and wrinkle-free. The color of the material shall be that which is commercially known as light blue. All thread used in the construction shall match the material.
4. UNDERSHIRT. When a uniform is worn, a standard white crew neck undershirt shall be worn under the uniform shirt, exposing only the crew neck.
5. BUTTONS. Buttons shall be normal for the shirtfront. “P” buttons shall be used for the shirt pockets and shoulder epaulets.
6. SHOULDER PATCH. The approved shoulder patches shall be worn with this uniform.
7. POLICE CADET INSIGNIA. The cadet insignia shall be a rectangular box with radius corners, approximately ¾ inch deep and 1 ½ inches wide. It shall have a border and field of midnight blue with letters (approximately ¼ inch high) of white thread. The cadet insignia shall be located ½ inch below the Department shoulder patch.

B. UNIFORM PANTS. Uniform pants shall be properly tailored.

1. STYLE. The trousers shall be regulation LAPD style slacks.
2. MATERIAL. The material for the basic uniform pants shall be made of 100% wool, or wool blend, commercially produced as tropical worsted. The color of the material shall be that which is commonly and commercially known as midnight blue.
3. POCKETS. There shall be two hip, sap, and two side pockets.

C. UNIFORM BELT. The standard uniform belt with basket weave design and a plain white metal buckle shall be worn with the uniform.

D. SOCKS. Socks shall be black in color without a design. White socks may be worn provided none of the white shows over the top of the shoe.

E. SHOES. Shoes shall be plain toed, smooth finished, center laced, black in color, with standard soles. Cadets shall maintain a military dress style shoe as directed by the Chief of Police.

F. BOOTS. Boots shall be plain toed, smooth finished, center laced, black in color, with a one-inch maximum heel height. The boot shall have a full grain leather upper and leather reinforced toe and heel. The tongue and ankle shall be padded with heavy duty stitching used.

G. UNIFORM TIE. When a necktie is worn, an approved tie bar shall be worn. Neckties shall be worn at the direction of the Chief of Police.

1. MALE POLICE CADET. The necktie shall be a LAPD clip-on style, black in color and shall have a dull finish.
2. FEMALE POLICE CADET. The necktie may be a woman’s crossover or men’s clip-on style, constructed from black rayon and must be double faced without a lining.

H. DUTY BADGE. A gold Department-issued oval shield. The top banner of the badge shall have the word “CADET” the seal of the State of California shall be in the center, and the words “TORRANCE POLICE” shall be inscribed in the lower banner. The bottom panel shall denote the employee’s identification number. The badge shall be properly attached to the eyelets provided on the shirt.

I. NAMEPLATE. The nameplate shall be ½ inch by 2 ½ inches polished brass metal with recessed ¼ inch black letters.

POLICE EXPLORER

A. UNIFORMS. The approved Police Explorer uniform shall be the same as the Police Cadet uniform except for the following:

1. SHOULDER PATCH. The approved shoulder patch to be worn with this uniform shall be a shield-shaped emblem that includes the words "TORRANCE" on the top and "POLICE EXPLORER" on the bottom, both in white thread and on a blue background. The central portion depicts a bridge. The patch shall be centered below the shoulder seam on the sleeve of the required uniform.

2. BADGE. Explorers will not be issued a duty badge, but the approved cloth badge shall be worn with this uniform. The Explorer cloth badge is similar in appearance to the duty badge except that it is cloth and has a gold colored background. The center of the badge shall have an embroidered seal of the State of California and two American flags. The word “TORRANCE” shall be embroidered and arched in the top banner of the badge; “POLICE” shall be embroidered beneath the State seal; and “EXPLORER” shall be embroidered in the bottom banner; all in blue lettering. This badge shall be worn centered above the left breast pocket of the required uniform.

3. PROFICIENCY RIBBONS. Proficiency ribbons issued by the Explorer post advisor may be worn during special events. Ribbons shall be affixed to a metal holder bar and worn beneath the cloth badge of the Class A uniform shirt.

B. JACKET. The lightweight, windbreaker style jacket shall be navy blue in color with two waist pockets and a snap front. The word “EXPLORER” shall be applied to the back in white, three-inch block letters, and also on the right chest in white, one-inch block letters. The approved cloth badge and shoulder patches shall be worn.

DISPUTE RESOLUTION.pdf

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ARE YOU CONCERNED ABOUT

* the old fence along your property line that needs to be repaired or replaced?
* the return of your security deposit or rental unit repairs/maintenance?
* the quality of service received from a local business?
* the new construction that started on your neighbor's property?
* the hostile climate that has developed with your roommate(s)?
* use of the common areas or guest and assigned parking issues?
* workplace conflicts with a coworker or supervisor?
* on-going noise disputes with your neighbor(s) and/or their pets?
* settling a dispute with your landlord, neighbor, friend, tenant or consumer without going to Small Claims Court?

"The Courts of this country should not be the place where the resolution of disputes begins. They should be the places where disputes end, after alternative methods of resolving disputes have been considered and tried."

Justice Sandra Day O'Connor
United States Supreme Court

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DISPUTE RESOLUTION
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SOUTH BAY CENTER

DISPUTE RESOLUTION

1015 4TH STREET
HERMOSA BEACH, CA
(310) 376-7007

THE SOUTH BAY CENTER

is an association of experienced professionals in conflict resolution. Our expertise is available to assist people who may be experiencing conflict in their personal or professional lives. We use established and creative conflict resolution techniques to prevent, manage, settle and resolve disputes. Thus, the parties can hopefully avoid litigation and improve their capacity to arrive at mutually satisfactory resolutions to a wide variety of situations.

SOUTH BAY PARTNERS IN DISPUTE RESOLUTION:

Redondo Beach*
Manhattan Beach*
Hermosa Beach*
Palos Verdes Estates
Rancho Palos Verdes
Lawndale*
Torrance*
El Segundo
Hawthorne
Lomita
Gardena
Inglewood

* contracting agencies

YOU CAN SUPPORT SOUTH BAY DISPUTE RESOLUTION:

* Use the South Bay Center for Dispute Resolution program
* Tell your friends and neighbors about the South Bay Center's program
* Support community policing in our cities

DISPUTE RESOLUTION

The Center provides a wide variety of alternative dispute resolution services, including conciliation, mediation and group facilitation. These services are

* CONFIDENTIAL: An agreement among the parties that all discussions and information divulged are confidential ensures candid and open communication.
* CONVENIENT: Meetings are scheduled at a time and location most convenient for the parties, and most disputes are resolved in one session.
* INEXPENSIVE: For parties who have been referred by a staff member of a contracting city, there is no charge for Center services. Otherwise, there is a sliding scale case processing fee (0 to $100).
* COST EFFECTIVE: More than 90% of the disputes handled by the Center's staff have been resolved, at a fraction of the cost of hiring attorneys and courtroom litigation.
* TAILORED TO MEET NEEDS: The Center's services are designed to empower the parties to create their own solutions that meet their individual and mutual needs, as a superior alternative to the inflexible legal process.

TYPES OF DISPUTES

The Center's professional staff have decades of experience resolving complex interpersonal, organizational and public policy disputes. These include:

* NEIGHBORS: property lines, yard maintenance, pets, parking, noise
* LANDLORDS/TENANTS: security deposits, repairs, evictions, privacy
* BUSINESS/CONSUMER: refunds, repairs, deposits, warranties
* DOMESTIC: roommates, domestic partners, family members, friends
* HOMEOWNER ASSOCIATIONS: repairs, CCR's, board/owner issues
* WORKPLACE: employee/employer, employee/employee, dismissal, wages
* MULTI-PARTY/MULTI-ISSUE: complex and/or regional issues that involve many people/public agencies

"Discourage litigation. Persuade your neighbor to compromise whenever you can. Point out to them how the nominal winner is often a real loser -- in fees, expenses and waste of time.

Abraham Lincoln

Gift_and_Gratuity-30_2018.pdf

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30.05 **Gift and Gratuity Policy**

The City of Torrance shall have a uniform policy and procedure to guide City employees when accepting gifts or gratuities from public or private entities. All City employees must observe all federal and state laws and the regulations of the California Fair Political Practices Commission. As a government agency and custodian of public services, the City of Torrance is concerned that there be safeguards against any appearance of favoritism in its relationship with public and private entities. Therefore, neither employees nor departments may accept gift/gratuities which are offered or may appear to be offered in an attempt to influence the employee except as set forth in this policy. The department head must review any gifts that are bestowed to an employee or department before acceptance of the gift.

30.10 **Definitions**

A. Gift or Gratuity: Any payment or other benefit of value to a City employee. Gifts and gratuities include, but are not limited to: merchandise, service, money, or entertainment, and any rebate or discount on merchandise, food, travel or services.

B. Conflict of Interest: Soliciting or accepting “anything of value” which can lead to the perception or the reality that an employee’s official action or judgment could be influenced.

30.15 **Acceptance of Gifts**

Gifts that may be accepted by employees or departments from a business entity or organization include:

A. Meals, tickets or gifts cumulatively valued at less than $25 from the same entity in any 12 month period per employee.

B. A rebate or discount that is available on an equal basis to other public or private agencies (i.e., amusement park discounts as provided by the City’s Human Resources Division).

C. A gift valued at more than $25 that is consumable or usable within the office. If gifts are bestowed upon an employee, the department head must be notified before an employee can accept the gift. These gifts must remain on City premises at all times and should be reported immediately to the department head.

Employees offered a gift outside the realm of this policy should express appreciation for the thoughtful gesture and make reference to the City's policy when declining. The City Manager's Office may be contacted with questions regarding gifts and gratuities outside the scope of this policy.

NOTE: Gifts of alcoholic beverages may <u>not</u> be accepted at any time.

Historical Record

Original Publication

7/2000

Revision

7/2001 Reformat

3/2002

5/2009 Reformat

11/2012

12/2017

Missing and Unidentified Persons Checklist 1 PDF.pdf

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801 - Attachment - Radio Codes.pdf

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TORRANCE POLICE DEPARTMENT

RADIO CODES MANUAL

DATE ISSUED: October 5, 2017

PURPOSE

The use of the police radio codes.

RADIO CODES. THE FOLLOWING PROCEDURE SHALL APPLY TO THE USE OF RADIO CODES:

CODE 1 When the Communications Operator fails to receive an acknowledgment of a communication, a "CODE 1" shall be given. The unit to which a "CODE 1" is directed shall acknowledge immediately upon hearing a "CODE 1."

CODE 3 A radio call accompanied by a "CODE 3" designation is an emergency call. It shall be answered immediately, but in a manner that will enable the unit to reach the scene as quickly as possible with safety. The red light and siren shall be used whenever it is necessary to disregard provisions of Division II of the Vehicle Code, "Rules of the Road." The Communications employee receiving the call may authorize a "CODE 3" response if any of the following elements is present:

- A serious public hazard.
- The preservation of life.
- A crime of violence in progress.
- The prevention of a crime of violence.
- An immediate pursuit.
- A unit at the scene requests another unit "CODE 3."

CODE 4 When additional assistance is not needed at the scene of a call to which more than one unit has been dispatched, a "CODE 4," followed by the location of the call, shall be broadcast. Units which are not at the scene or not assigned to the call shall return to their assigned patrol when a "CODE 4" is broadcast.

CODE 5 A unit intending to "Stakeout" shall notify the Communications Operator of the location and request a "CODE 5" at the particular location. All units shall avoid the vicinity except in an emergency or in response to a call. When the need for a "CODE 5" no longer exists, the originating unit or the last unit to clear the scene shall request the radio control to clear the "CODE 5" at the particular location.

CODE 6 When a unit is to be unavailable for radio calls, and no assistance is anticipated, a "CODE 6," followed by the location, shall be broadcast. A unit shall not go "CODE 6" until it arrives at the scene of a call and shall notify the Communications Operator as soon as it is again available.

CODE 7 When uniformed personnel desire to go out of service for meal breaks, a request for "CODE 7" accompanied by the location, shall be transmitted to the Communications Operator.

CODE 20 In the event of any newsworthy incident, the phrase "CODE 20" accompanied by the location of the event shall be transmitted to the Communications Operator. Any questions arising as to whether or not a "CODE 20" should go into effect shall be referred to the Watch Commander.

TRUTH Act form TPD 402 English.pdf

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City of Torrance Police Department

TRUTH Act Notice Compliance Form

Required form to be filled out and a copy provided to the arrestee, when any immigration correspondence is received regarding any in custody arrestee.

ARRESTEE:	INCIDENT #::
ANTICIPATED RELEASE DATE:	

The City of Torrance Police Department has notified Immigration and Customs Enforcement (ICE) of your anticipated release date.

The Police Department is required by the "TRUTH Act" to notify your attorney (or any other person you choose) of this information. Please provide the name and contact information for the person you want us to notify below.

NAME:	ATTORNEY / OTHER (circle one)
EMAIL:	CELL PHONE #:
MAILING ADDRESS:	

OR

☐ I DO NOT WANT ANYONE NOTIFIED.

ARRESTEE SIGNATURE: _____

DATE: _____ TIME: _____ AM/PM (circle one)

TPD USE ONLY	
REPRESENTATIVE NOTIFIED VIA: ☐ EMAIL ☐ VOICEMAIL ☐ U.S. MAIL ON: _____ AT: _____ AM/PM (DATE) (TIME) **OR** ☐ ARRESTEE DECLINED TO DESIGNATE A CONTACT PERSON.	
SERVED BY:	**EMPLOYEE S/N:**

WHITE COPY TO RECORDS YELLOW COPY TO ARRESTEE

Commendations.pdf

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TORRANCE POLICE DEPARTMENT

COMMENDATIONS

DATE ISSUED: November 28, 2018

PURPOSE

The forms and processes of commendations.

COMMENDATION

A. REPORTING COMMENDABLE ACTS. Supervisors shall report any act, by any employee, that is worthy of commendation, whether or not the supervisor personally observed the act. Commendations may be written by any employee who is superior in rank to the employee being commended.

1. MINOR COMMENDATION. An Incident Record Report (TPD 5) may be used by a supervisor to record minor commendable conduct or performance.

2. MAJOR COMMENDATION. An Intra-Departmental Correspondence (TPD 41) is used by a supervisor to record major commendable conduct or performance. A separate report is made for each person commended.

B. COMMENDATION OF PRIVATE PERSON. Employees having knowledge of the performance of an outstanding act of assistance to the Department by a private person shall notify their supervisor of the incident. If the private person's act was exceptional, the facts of the incident shall be stated in a TPD 41 and forwarded to the Personnel Division Commander.

Attachment - General Uniform and Equipment Specifications.pdf

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TORRANCE POLICE DEPARTMENT

GENERAL UNIFORM AND EQUIPMENT SPECIFICATIONS

PURPOSE

General uniform and equipment specifications.

GENERAL SPECIFICATIONS

G. GENERALLY. The following items are defined by this section and hereafter will be referred to by their general names:

1. “P” BUTTON. The “P” button is a brass gilt button bearing the letter "P," for shirt pockets and shoulder epaulets. This button shall be worn in place of normal buttons on the required uniform.

2. SHOULDER PATCH. A shield-shaped emblem that includes the words "TORRANCE POLICE" on the top in white, on a blue background. The central portion displays the City logo amongst a stars and stripes design with four stars representing the Department’s fallen officers. The patch shall be centered below the shoulder seam on the sleeve of the required uniform.

3. NAMETAG.

   a. CLOTH NAMETAG. For items purchased before July 1, 2007, the nametag shall be gold one-half inch letters on a one-inch width black background. The South Bay Platoon version of this tag shall have silver letters on a blue background. The SWAT version shall have black letters on an “OD green” background. This tag shall be centered above the right breast pocket of the required uniform.

   b. EMBROIDERED NAME. For items purchased on or after July 1, 2007, The name shall be embroidered in one-half inch gold letters. The South Bay Platoon version of the embroidered name shall be with silver letters. The SWAT version shall have embroidered black letters. This embroidered name shall be centered above the right breast pocket of the required uniform.

4. NAMEPLATE. The nameplate shall be one-half inch by two and one-quarter inches polished brass metal, with recessed one-quarter inch black letters.

5. OPTIONAL POCKET NAMEPLATES. For plainclothes officers, an optional pocket nameplate may be worn in lieu of the Department badge. It shall be three inches by two and one-half inches, blue in color and shall have a small relief of the badge centered on it. The words “TORRANCE POLICE DEPARTMENT” shall be inscribed, and, below, the name and rank of the wearer shall be inscribed. This optional nameplate is at the employee’s expense.

APPROVED UNIFORM DEALERS

A. DESIGNATION. Approved uniform dealers are those merchants who hold open purchase orders for furnishing uniforms and equipment to this Department.

B. COMPLAINTS. Any complaint against an approved uniform dealer shall be submitted on a TPD 41 through the chain of command and forwarded to the Research and Training Division Commander.

POSSESSION OF UNIFORMS AND PERSONAL EQUIPMENT

A. REQUIREMENTS. All uniformed personnel shall possess, at all times, a serviceable Class A uniform including a long-sleeve shirt, and the necessary equipment to perform field duty, regardless of current assignment. Employees assigned to duty where a special uniform is required shall also possess the uniform required of that assignment.

B. MAINTENANCE. Uniforms and equipment shall be maintained in a clean, serviceable condition and shall be ready at all times for immediate use.

C. EMPLOYEE RESPONSIBILITY. All Department employees, whether on or off duty, are responsible for the control, care, maintenance, and handling of all Department property issued or assigned to them

OFFICIAL RECORDS OF UNIFORMS AND EQUIPMENT

A. The Research and Training Division Commander is responsible for:

1. Maintaining a complete and current file of specifications covering official uniforms and equipment.
2. Keeping a current roster of all approved dealers.
3. Coordinating correspondence dealing with uniforms and equipment matters.
4. Maintaining a permanent file of all uniform or equipment exemptions granted by the Chief of Police.
5. Forwarding copies of all changes in uniform and equipment specifications to approved uniform dealers.
6. Reviewing proposed changes to uniform and equipment specifications to determine if they comply with existing provisions.

RANK AND UNIT INSIGNIA

A. All personnel shall wear only authorized rank and unit insignia while in uniform.

1. SERGEANT. The sergeant's rank insignia shall be three stripes of U.S. Army regulation size. The stripes shall be white on a black background. It may be either cloth-on-cloth or embroidered type. In the latter case, the embroidering shall be done so closely that the base material is not visible. Chevrons shall be sewn on with black thread and with professional skill. The point of the chevron shall be located one-half inch below the Department shoulder patch.
2. LIEUTENANT. The lieutenant's rank insignia shall be a single, plain, flat, yellow metal bar, one-quarter inch wide and three-quarter inch long for the uniform shirt and three-eighths inch wide and one inch long for the field jacket. The bar shall be equipped with a clutch fastener and worn on each lapel of the uniform shirt.
3. CAPTAIN. The captain's rank insignia shall be two plain, flat, yellow bars, one-quarter inch wide and three-quarter inch long, joined by a wire at each end. The bars shall be set one-quarter inch apart, equipped with a clutch fastener.
4. DEPUTY CHIEF. The Deputy Chief’s rank insignia shall be three metallic or embroidered gold stars on each lapel.
5. CHIEF OF POLICE. The Chief's rank insignia shall be four metallic or embroidered gold stars on each lapel and three half-inch-wide gold stripes on each sleeve of the uniform shirt.

B. SPECIAL UNIT INSIGNIA. The special unit insignia shall be a rectangular box with radius corners, approximately seven-eighths inch deep and one and three-eighths inches wide. It shall have a border and field of midnight blue with letters and/or numbers (approximately one-half inch high) of white thread. The special unit insignia shall be located one-half inch below the Department shoulder patch. When Sergeant stripes are worn, the unit insignia shall be located one-half inch below the Department shoulder patch with the Sergeant stripes one-half inch below the unit insignia. The unit insignia shall be worn only when the officer is assigned to that unit.

1. K-9 INSIGNIA. The insignia shall consist of the letter and number “K-9.”
2. CADET. The Cadet insignia shall consist of the letters “CADET.”
3. CHAPLAIN INSIGNIA. The Chaplain insignia shall consist of the letters “CHAPLAIN.” The insignia shall be a rectangular box with radius corners, approximately one inch deep and two inches wide. It shall have a border and field of midnight blue with letters (approximately one-half inch high) of white thread.
4. COMMUNITY LEAD OFFICER. The CLO insignia consists of a white diamond shape design below two white chevrons. It shall be embroidered cloth-on-cloth style and shall be professionally sewn on with black thread. The point of the chevron shall be located one-half inch below the Department shoulder patch.
5. TRAFFIC DIVISION INSIGNIA. The insignia shall consist of white thread, eight spoke wheel with double flying wings. The wheel shall be seven-eighths inch in diameter. The top pinion of the wings shall be 13/16-inch in length. All uniformed Traffic personnel not assigned to the Motor Detail or Crossing Guards shall wear the insignia.
6. MOTOR DETAIL, INSIGNIA. Motor Officers shall wear the Motor Detail patch that shall be worn under the TPD shoulder patch. Motor Sergeants shall have the option to wear the Motor Detail collar pins, in lieu of the Motor Detail patch. The insignia shall consist of the traditional wings, wheel and arrow design with black and white colored thread.
7. FIELD TRAINING OFFICER UNIT INSIGNIA. The FTO Unit insignia shall be two chevron stripes of U.S. Army regulation size, with white stripes on a black background. It shall be embroidered cloth-on-cloth style. Chevrons shall be professionally sewn on with black thread. The point of the chevron shall be located one-half inch below the Department shoulder patch.

MEDALS, CLIPS, PINS, PLATES.

A. CHAPLAINS: Chaplains may wear a small gold plated cross on each lapel of the uniform shirt.

B. MILITARY RIBBONS AND MEDALS. All uniformed personnel may wear military ribbons and/or medals while in Class A uniform with tie during special occasions or at the direction of the Chief of Police. Such occasions include Police Memorial Day ceremonies, Armed Forces Day celebrations, promotional and award ceremonies and any other occasion deemed appropriate by the Chief of Police. In addition, uniformed personnel may wear, at any time while in Class A or Class B uniform, one of the four Department approved pins denoting the military branch in which they served.

C. MOTOR SERGEANT COLLAR INSIGNIA. Motor Sergeants shall have the option to wear a yellow metal insignia pin on both collars in lieu of the Motor Detail patch. The insignia shall have a twelve spoke wheel, approximately 13/16-inch in diameter, with a black horizontal arrow approximately one and one-eighth inch wide and double black flying wings coming from the center of the wheel.

D. MEDAL OF VALOR, DISTINGUISHED SERVICE, AND LIFESAVING PIN. Medal of Valor and Distinguished Service award recipients are authorized to wear the pins on the upper flap of the right pocket.

E. SWAT PIN. As authorized by the Uniform Committee.

F. PATROL SERVICE PIN. Patrol Bureau officers, sergeants and lieutenants may wear a Patrol Service pin to recognize their patrol tenure. The pin is for optional wear on the Class A or B uniform shirt on the upper left hand portion of the right shirt pocket. Patrol pins shall recognize patrol service time in five year increments. The Patrol Service pin shall be black in color with a gold colored trim. The face of the pin shall be embossed in gold with the word "PATROL" and the individual's five year milestone of completed patrol service; i.e. "PATROL 5", etc.

G. Flag Pin – A flag pin may be worn, centered above the name plate.

H. 10851Pin- 10851 pins may be worn in adjacent to the flag pins. If no other pins are worn, the 10851 pin shall be centered above the name plate.

I. 23152 DUI Pins – DUI pins may be worn adjacent to the flag pin. If no other pins are worn, the DUI pin shall be centered above the name plate.

300 Use of Force Review TPD 57.pdf

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Grievance_Process_Brochure_2019.pdf

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City of Torrance

Grievance Form

IMPORTANT!

Avoid Mistakes - Read Your MOU Before Filing the Grievance

OFFICE USE ONLY

Rep. Grp. _____

M.O.U. _____

SECOND STEP

THIS SECTION TO BE FILLED OUT BY DEPARTMENT HEAD

Received By: _____ Date: _____

Have You Met with Employee? YES ☐ NO ☐ Is Grievance Within Your Authority to Settle? YES ☐ NO ☐

Department Head's Response:

_____ Department Head Signature _____ Date

☐ Response is Acceptable

☐ Response is To Be Appealed

_____ Employee or Representative Signature _____ Date

Send Copy to Human Resources

THIRD STEP

THIS SECTION TO BE FILLED OUT BY CITY MANAGER

Received By: _____ Date: _____

City Manager's Response:

_____ City Manager's Representative Signature _____ Date

☐ Response is Acceptable

☐ Response is To Be Appealed

_____ Employee or Representative Signature _____ Date

Send Copy to Human Resources

Memorandum of Understanding

- Managers must refer to the employee's respective Memorandum of Understanding (MOU) when responding to a grievance.
- For example, if the employee submitting a grievance belongs to the Torrance Professional and Supervisory Association (TPSA) employee group, the manager processing the grievance should refer to the TPSA MOU for the applicable interpretation or application of any provision of the MOU.
- MOUs for each employee group have been placed on TEN— to access an MOU follow the steps below.

1. Log onto TEN via http://ten.torranceca.gov
2. Scroll to benefits/employment
3. Click on MOU
4. Scroll to the appropriate MOU
5. Search for the correlating language

Personnel Form 73-2 (PF 73-2)

- A complaint/grievance is normally filed using the PF 73-2 form. It may also be submitted orally.
- The form is available on the TEN. To access a PF 73-2 follow the steps below.

1. Log onto TEN via http://ten.torranceca.gov
2. Scroll to Forms
3. Scroll to Employee Relations
4. Click on Grievance

If you have any questions regarding this process, please contact Kirsten Rowe in Human Resources at (310)-618-2574.

CITY OF TORRANCE

Grievance Process

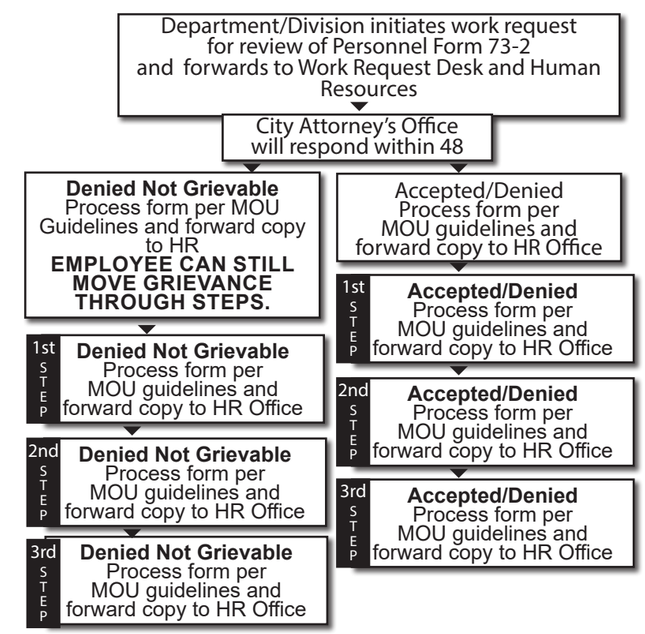
[GUIDE FOR MANAGERS]

What is a Grievance?

- In the employment setting, a grievance is a complaint by an individual employee, or under some circumstances by an employee organization, about some aspect of the employment relationship. The definition and the processing of a grievance are generally determined by local rules, contracts, and practices such as the interpretation or application of any provision of a Memorandum of Understanding (MOU).

What is a Grievance Procedure?

- A grievance procedure is a formal appeals system through which an employee or organization can protest an action of management. It usually consists of a series of steps through which an employee can present his/her grievance to increasingly higher levels of management for resolution. The negotiated MOU is the most common location for a grievance procedure, although dispute resolution procedures are frequently included in personnel or civil service rules.
- The City form used for the grievance process is Personnel Form 73-2. Employee initiates form, or grieves orally, or the Department initiates the form on behalf of the employee.



How to Process Personnel Form 73-2

STEP A

- Employee submits to his/her department a PF 73-2 (a grievance form). A verbal grievance is also acceptable. If grievance is presented orally, the Department must fill out a PF 73-2 and continue processing.
- The Department Head and/ or Division Manager initiates a Work Request to the City Attorney's Office via e-mail, with a copy to Kirsten Rowe in Human Resources Division.
- "Personnel Form No. 73-2 (PF 73-2)" must be noted as the subject of the e-mail. If possible, the form should be scanned and attached as a PDF file to the e-mail. If the option to scan PF 73-2 is not available, please fax or hand deliver the form along with a copy of your e-mail to the City Attorney's Office. The e-mail text should read as follows:

  "Please review and advise as to whether or not the attached Personnel Form No. 73-2 is grievable."

STEP B

- The City Attorney's Office will review the PF 73-2 as submitted by the employee and make a recommendation via e-mail to the Department and/ or Division Head as to whether the issue stated on the form is grievable. The e-mail should be copied to Kirsten Rowe in Human Resources Division.

STEP C

- The Department will process the PF 73-2 form based on the City Attorney's recommendation. The City Attorney's Office will recommend one of the following:
  1. Matter is Not Grievable
  2. Matter is Grievable

1. MATTER IS NOT GRIEVABLE

If Personnel Form 73-2 recommendation is **NOT GRIEVABLE**, please stamp form with "**DENIED NOT GRIEVABLE**" stamp and process form per MOU Grievance Guidelines. Grievances "**DENIED NOT GRIEVABLE**" must have the form stamped with the "**DENIED NOT GRIEVABLE**" stamp, be dated, signed, and returned to the employee. Forward a hard copy to Kirsten Rowe in Human Resources Division.

A. "DENIED NOT GRIEVABLE"

PF 73-2 means the subject is **NOT GRIEVABLE**, which caused the grievance to be denied, (e.g. Filing an untimely PF 73-2 results in a "**DENIED NOT GRIEVABLE"** recommendation). Even if the matter is not grievable, the employee can still move the grievance through the steps outlined in their applicable MOU.

2. MATTER IS GRIEVABLE

Denied

If Department's position is to **DENY** Personnel Form 73-2, process form per MOU Grievance Guidelines. Grievances **DENIED** must have the form stamped with the **DENIED** stamp, dated, signed, and returned to the employee. Forward a hard copy to Kirsten Rowe in Human Resources Division.

- A DENIED PF 73-2 means the subject is grievable but some other issue causes the grievance to be denied.

Accepted

If Department's position is to **ACCEPT** Personnel Form 73-2, process form per MOU Grievance Guidelines. At each step forward, hard copy must be sent to Kirsten Rowe in Human Resources Division.

- An ACCEPT recommendation means that the PF 73-2 form should now be considered a grievance and should be processed per the MOU guidelines.
- An ACCEPT recommendation does not mean that the Department must accept the issue being grieved; it only mean that the issue is grievable.

STEP D

- Upon settlement or closure of PF 73-2, send a final copy to Kirsten Rowe in Human Resources Division.
- At every step in processing the PF 73-2 form or grievance, a copy of the information must be sent to the Human Resources Division. The information will be input into a database for future reference.

NOTE: All legal advice, whether given to the department, or in writing which pertains to the grievance, should be sent to the City Attorney's Office as well as Kirsten Rowe in the Human Resources Division.

- If you have any questions regarding this process, please contact Kirsten Rowe in Human Resources Division.
- The copies forwarded to Human Resources will be the basis of the tracking system which will manage grievances through the process. Department cooperation is vital to a successful tracking system.

City of Torrance

Grievance Form

IMPORTANT!

Avoid Mistakes - Read Your MOU Before Filing the Grievance

OFFICE USE ONLY

Rep. Grp. _____

M.O.U. _____

FIRST STEP

(If grievance was submitted orally to your supervisor, this section to be completed on appeal)

Employee Name:_____ Classification:_____

Department:_____ Employee Organization:_____

Immediate Supervisor:_____ Classification:_____

What specific section of the M.O.U., Rules and Regulations, or Policy has been violated?
(Article and Section)

Statement of Facts:

Requested Remedy: (What do you want the City to do?)

I Wish To Be Represented By: _____(If you wish to represent yourself, write "myself" in the blank)

Employee's Signature:_____ Date:_____

THIS SECTION TO BE FILLED OUT BY SUPERVISOR

Received By: _____Date: _____

Have You Met with Employee? YES ☐ NO ☐ Is Grievance Within Your Authority to Settle? YES ☐ NO ☐

Supervisor's Response:

_____ Supervisor's Signature _____ Date

☐ Response is Acceptable

☐ Response is To Be Appealed

_____ Employee or Representative Signature _____ Date
Send Copy to Human Resources

Preventing_Hate_Crimes_Brochure_English.pdf

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405 - Ride Along Application PDF.pdf

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City of Torrance, Police Department

Ride-Along Application

NAME OF RIDER	CA IDENTIFCATION/DRIVER LICENSE NO.	DATE OF BIRTH	SEX
ADDRESS		CELL PHONE	
BUSINESS PHONE	HOME PHONE	EMAIL	
NAME OF DEPARTMENT SPONSOR			
RIDER'S BUSINESS/OCCUPATION			
DATES PREFERRED (1)	(2)		
IN CASE OF EMERGENCY NOTIFY			
ADDRESS			
PHONE	RELATIONSHIP		
FAMILY DOCTOR/MEDICAL SERVICE REQUESTED IF INJURED OR ILL DURING RIDE-ALONG		PHONE	
ADDRESS			

DO NOT WRITE BELOW THIS LINE

THIS SECTION TO BE COMPLETED BY DEPARTMENT PERSONNEL

DATE RIDE SCHEDULED	BY	
APPROVED BY Watch Commander/Sergeant		
ASSIGNED OFFICER	S/N	UNIT
ASSIGNED OFFICER	S/N	UNIT
WAS RIDE COMPLETED? ☐ YES ☐ NO	DURATION (HOURS)	

IF NOT COMPLETED, INDICATE REASON

HOST OFFICER'S COMMENTS

CITY OF TORRANCE, POLICE DEPARTMENT
STATEMENT OF ASSUMPTION OF RISK AND INTENTIONAL RELEASE AND WAIVER

The Torrance Police Ride-Along Program is designed to acquaint selected members of the community and the criminal justice system with Torrance Police Department field operations.

Normally, the assigned officer will demonstrate the police car, its equipment and radio. An assigned officer(s) will discuss the behavior expected of participants in normal and emergency situations. Usually, the Ride-along is only an observer. Participants shall avoid becoming involved in investigations, handling evidence, or conversing with victims or suspects. In emergencies, the Ride-along may be morally called upon to take some action (for example, use of the radio to call for assistance). During the ride-along, the participant is subject to the assigned officer's instructions and directions. Failure to comply with the assigned officer's instructions or directions will result in immediate termination of the ride-along. Seatbelts shall be worn whenever the police vehicle is in motion.

The participant will be exposed to as much police activity as possible, without being unnecessarily exposed to danger. Ride-along participants may be left in the police unit if, in the assigned officer's judgment, their presence would be inappropriate at a call. If the assigned officer is directed to a location that is unsafe for the Ride-along, he will leave the participant at a safe location and notify Torrance Police Department Communications. The participant will be picked up as soon as possible. If the participant desires to terminate the ride-along, the assigned officer will return to the station as soon as possible.

I, _____, HEREBY CERTIFY:

I request to be allowed to participate in the Torrance Police Ride-Along Program. I am in agreement with all of the terms of this Release and Waiver.

I acknowledge that a ride-along and activities associated with a ride-along are hazardous and dangerous and require caution as a participant. I am aware that serious incidents, including, but not limited to, car accidents, shootings and exposure to hazardous materials, may occur during a ride-along; and that participants may sustain serious personal injury or death and/or property damage, as a consequence thereof. I understand that in addition to the above-mentioned risks, there are unpredictable dangers involved in ride-along activities. I HEREBY KNOWINGLY AND VOLUNTARILY ASSUME ALL RISK OF INJURY OR EVEN DEATH ON MY BEHALF WHILE I AM PARTICIPATING IN THE RIDE-ALONG PROGRAM. Understanding the inherent risks and dangers of participating in a ride-along, I represent that to the best of my knowledge I have no medical, physical, and/or emotional health condition which would hinder or prevent my participation in a ride-along in any way whatsoever. I also certify that I am physically fit and have not been advised otherwise by a qualified medical person.

In consideration of the request and permission to participate in the Torrance Ride-Along Program, I HEREBY AGREE TO RELEASE AND FOREVER DISCHARGE the City of Torrance, the City Council, each member thereof, present and future, its officers, agents, employees, and volunteers (hereinafter "Torrance") from any and all liability for injuries or death and/or property damage arising or resulting from or in any way connected with my participation in the Torrance Ride-Along Program, including any such accident, illness, injury or death, and/or property damage, loss or destruction, caused or allegedly caused by a dangerous condition of public property or by negligence on the part of Torrance. The terms of this Release and Waiver apply to myself and my heir(s), executor(s), administrator(s), assign(s), successor(s), personal representative(s), distributees, agent(s), spouse (if applicable), legatees, and for all of my family members. I understand that by signing this Release and Waiver we are forever giving up all rights to sue Torrance to recover any money or damages from them for any harm I may suffer in this activity, even if Torrance is at fault in any way.

I agree that this Release and Waiver shall cover my participation in any and all ride-along activities and/or any and all ride-along related activities for two years from the date I sign this Release and Waiver or until the completion of any activity which began prior to the end of that period, whichever is longer.

I acknowledge that my participation in the Torrance Ride-Along Program is strictly voluntary and that such participation does not in any manner imply that I am acting in the course and scope of Torrance business. I further acknowledge that my participation in the Torrance Ride-Along Program does not and cannot in any manner establish the existence of an employer-employee or an agency relationship of any type whatsoever with Torrance. I represent that I am not an employee or agent of Torrance or a carrier on behalf of Torrance in any manner in connection with my participation in the Torrance Ride-Along Program.

I agree to indemnify and hold Torrance harmless from any and all liability arising out of, whether directly or indirectly, my involvement or participation in the Torrance Ride-Along Program including, but not limited to, attorneys' fees, whether paid by Torrance, or a carrier on behalf of Torrance, costs, and any liability which may arise out of my involvement or participation in the Torrance Ride-Along Program.

I acknowledge that I have read and understand this Release and Waiver, have had the opportunity to have counsel of my choice review it with me, and that I am fully aware of the contents of this Release and Waiver and of its binding legal effect.

I have executed this Release and Waiver voluntarily and without duress or undue influence by any person or entity.

In the event a dispute or controversy arises regarding this Release and Waiver, its interpretation, modification, application or termination, the prevailing party shall be entitled to costs and reasonable attorneys' fees from the other party.

No amendment, change or modification of this Release and Waiver shall be valid unless in Writing signed by the Risk Manager of the City of Torrance and by me.

I give my permission to Torrance to obtain on my behalf any emergency medical treatment. In case of sickness, accident or injury, Torrance has my express permission to secure, at my expense, such medical attention as is deemed necessary in the sole discretion of Torrance.

I understand that during the Torrance Ride-Along Program, I may be photographed. I agree to allow photo, video or film likeness of me to be used for any legitimate purpose by Torrance, officials, employees, producers, sponsors, organizers and/or assigns.

I HEREBY CERTIFY, UNDER PENALTY OF PERJURY, THAT I HAVE READ THE ABOVE TITLED WAIVER, THAT I UNDERSTAND THE MEANING THEREOF, AND THAT I HAVE SIGNED THE SAME FREELY AND VOLUNTARILY AFTER READING.

_____ _____

Print Name of Participant | Signature of Participant | Date

Collision Investigation Manual.pdf

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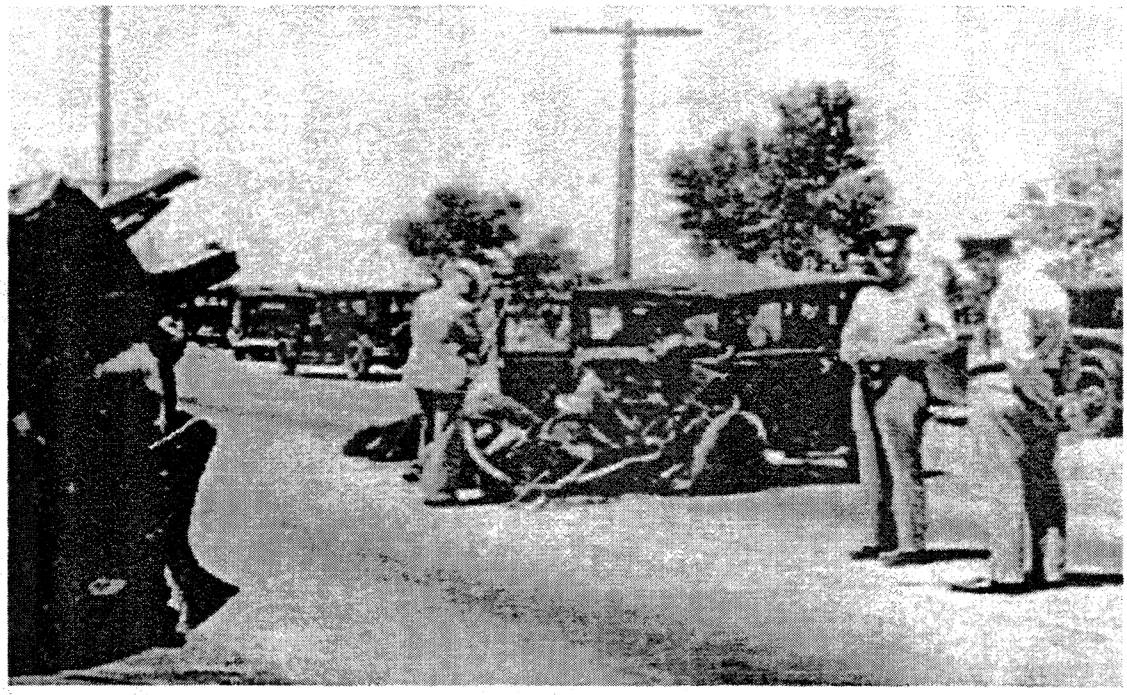
CALIFORNIA
Highway Patrol



COLLISION INVESTIGATION MANUAL

An Internationally Accredited Agency

HPM 110.5

CALIFORNIA HIGHWAY PATROL

COLLISION INVESTIGATION MANUAL

THIS PUBLICATION MAY BE PURCHASED FOR
$8.50 EACH PLUS CALIFORNIA SALES TAX

REVISED FEBRUARY 2003

HPM 110.5

FORWARD

The Statewide Integrated Traffic Records System (SWITRS) was implemented in 1972 to establish uniformity in the collection, reporting, and retrieval of traffic collision data. The purpose of this manual is to establish policy and uniform procedures for documenting motor vehicle collisions within the framework of SWITRS and the Vehicle Code (VC). VC Section 20008 requires that all law enforcement agencies forward to the California Highway Patrol, a copy of every traffic collision report involving injury or death. Although there is no legal requirement to submit Property Damage Only reports, agencies are encouraged to do so.

Collision documentation is the foundation for any effective traffic safety program. To attain a reduction in the frequency and severity of traffic collisions, it is important that the information exchanged among users be identical in definition and type of data. The statewide use of the standard Traffic Collision Report forms in accordance with the instructions in this manual will meet this requirement and provide meaningful data concerning each of the following subjects:

1. The magnitude of the overall traffic collision problem. This is accomplished through comparisons with other local, state, and national traffic safety statistics.

2. The identification of specific traffic safety problems. The collection of traffic collision data will help identify highway design, law enforcement, vehicle, and driver deficiencies. Corrective countermeasures may then be developed by traffic engineers, law enforcement agencies, driver improvement analysts, and educators.

3. The effectiveness of collision prevention efforts. The success or failure of collision prevention programs will be determined through evaluation of statistics gathered from traffic collision report forms.

4. The determination of negligence or fault. Information provided to the Department of Motor Vehicles driver record file will aid analysts in the development of driver improvement programs by identifying problem or negligent drivers and determining the laws violated in connection with the traffic collisions.

Each quarter, the Statewide Integrated Traffic Records System (SWITRS) produces eight routine computer-generated reports reflecting tabulations and categorizations of traffic collision activity within respective jurisdictions. The reports allow law enforcement and public works agencies to identify high collision frequency locations, collision-causing violations, types of collisions, types and ages of parties involved, and other information to assist in the analysis of traffic collisions.

Specific collision data not contained within the quarterly reports are available to users throughout the year by means of the Generalized Retrieval Program (GRP).

Collision data is used by many agencies and individuals in addition to law enforcement and public works agencies. A partial list of users includes:

1. Department of Transportation
2. Department of Motor Vehicles
3. California Legislature
4. Courts
5. Private Citizens
6. Attorneys
7. Research Organizations
8. National Highway Traffic Safety Administration
9. Safety Councils
10. Insurance Companies

Highway Patrol Manual (HPM) 110.5, Collision Investigation Manual (CIM), provides instructions for completing California Highway Patrol (CHP) Traffic Collision Report forms (CHP 555, Traffic Collision Report, CHP 555D, Truck/Bus Collision Supplemental Report, CHP 556, Narrative/Supplemental, and CHP 555-03, Traffic Collision Report - Property Damage Only), and is available to all law enforcement agencies. An additional resource, Highway Patrol Guide 40.60, SWITRS Users' Guide, is also available to assist in understanding the purpose and uses of the GRP and quarterly reports. Information on how to order either the manual or the guide can be found in Chapter 10, Form Requirements and Procedures, of this manual. For assistance in clarification or interpretation of items contained within this manual, contact:

California Highway Patrol
Enforcement Services Division
Field Services Section
Accident Investigation Unit
444 North Third Street, Suite 310
Sacramento, CA 95811
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HPM 110.5, COLLISION INVESTIGATION MANUAL

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CHAPTER 1

RESPONSIBILITIES AND POLICIES

REVISED SEPTEMBER 2008

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CHAPTER 1

RESPONSIBILITIES AND POLICIES

1. GENERAL RESPONSIBILITIES. Every California law enforcement agency, having responsibilities for traffic enforcement, should document traffic collisions in accordance with the provisions of this manual.

2. REQUESTS FOR ASSISTANCE. For assistance regarding preparation of the CHP 555, Traffic Collision Report, classification of traffic collisions, or other available services, please call (916) 323-1483 or write to:

California Highway Patrol
Enforcement Services Division
Field Support Section
Accident Investigation Unit
444 North Third Street, Suite 310
Sacramento, CA 95811-0228

3. LOCAL AGENCY RESPONSIBILITY. For the significant reasons described in the forward of this manual, local agencies should INVESTIGATE or REPORT, in accordance with the provisions of this manual, all collisions that occur within the scope of their responsibility. If the city has contracted for traffic law enforcement services with another law enforcement agency, the contract agency is responsible. Local agency responsibility includes:

a. All motor vehicle traffic collisions, as defined in Chapter 2 of this manual, occurring on highways within the jurisdiction of the law enforcement agency.

b. All motor vehicle non-traffic collisions, as defined in Chapter 2 of this manual, resulting in personal injury or death; or involving a violation of California Vehicle Code (CVC) Section 20002 in which a driver fails to immediately stop his/her vehicle at the scene of the collision and report the collision or provide notification as required by law; or driving while under the influence of alcohol and/or drugs occurring on public or private property within the jurisdiction of the law enforcement agency.

c. All bicycle collisions occurring on highways within the jurisdiction of the law enforcement agency.

4. LOCAL AGENCY POLICY. This chapter may be adopted in whole or in part by local law enforcement agencies. If this chapter is not adopted in its entirety, local agencies should, at a minimum, establish a reporting policy concerning documentation of:

a. All collisions resulting in injury or death to any person pursuant to CVC Section 20008.

b. Property damage only traffic collisions. To provide data essential in the identification of traffic safety problems and the development of collision prevention programs, all law enforcement agencies with collision reporting responsibilities are encouraged to document as many collisions as possible. Local policy will determine the degree of participation.

c. Collisions involving an identifiable violation when prosecution will be sought.

d. Bicycle collisions.

e. Non-injury motor vehicle traffic collisions reported at the police facility, as defined in CVC Section 20015, Counter Reports.

f. Motor vehicle non-traffic collisions, as defined in Chapter 2 of this manual.

g. When referring to this manual and because California Highway Patrol (CHP) policy may differ from other agencies, the word “shall” may be substituted with “should” by these agencies according to their local policy.

5. CALIFORNIA HIGHWAY PATROL RESPONSIBILITY. The CHP shall document the following collisions:

a. All motor vehicle traffic collisions, as defined in Chapter 2 of this manual, occurring on freeways, except as provided in paragraph 8(g).

b. All motor vehicle traffic collisions, as defined in Chapter 2 of this manual, occurring on highways outside the limits of incorporated cities, except as provided in paragraph 8(g).

c. All motor vehicle non-traffic collisions, as defined in Chapter 2 of this manual, resulting in personal injury or death; or involving a violation of CVC Section 20002 in which a driver fails to immediately stop his/her vehicle at the scene of the collision and report the collision or provide notification as required by law; or driving while under the influence of alcohol and/or drugs occurring on public or private

property outside the limits of incorporated cities and not within the boundaries of a military reservation, National Park, or National Monument held under exclusive federal jurisdiction.

NOTE: For guidelines, refer to Highway Patrol Manual (HPM) 100.67, Law Enforcement Assistance and Inter-Jurisdictional Operations, Chapter 6, Departmental Responsibilities on Federal Lands.

d. All school bus collisions as defined in Chapter 2 of this manual (additional references are CVC Section 12517.1, Definition of a Schoolbus Accident, and Title 13, California Code of Regulations, Sections 1219 and 1237).

e. All motor vehicle traffic collisions and motor vehicle non-traffic collisions, as defined in Chapter 2 of this manual, occurring on state property patrolled as a function of the Department's Safety Services Program or in cities contracting with the Department for patrol activities. For additional guidelines, refer to HPM 100.70, Safety Services Program.

f. All bicycle collisions occurring on highways within the Department's geographical responsibility.

g. All collisions involving a vehicle or bicycle being used on departmental business within the limits of an incorporated city, only when local agency procedures do not require documentation of the collision (refer to HPM 11.1, Administrative Procedures Manual, Chapter 7, Reports of Accidents).

6. CALIFORNIA HIGHWAY PATROL POLICY. The purpose of this chapter is to provide CHP policy in relation to HPM 110.5, Collision Investigation Manual (CIM):

a. The objective of this chapter is to ensure all CHP officers and sergeants document collisions according to the provisions of the CIM in compliance with current policy and commensurate with their level of training.

b. The basic form of documentation of collisions shall be the INVESTIGATION. In certain limited situations, a REPORT may be completed. Whichever form of documentation is used, it is expected that the completed document will exemplify the best possible traffic investigation and report writing techniques. The document shall lead to logical conclusions based upon the facts of the investigated collision.

c. Each officer has the responsibility to develop report writing and investigative skills that will lead to high quality and professional documentation of collisions. INVESTIGATIONS and REPORTS shall be clear, concise, complete, and answer the questions who, what, when, where, why, and how in a time sequential manner according to the provisions of this manual.

d. To enhance the high quality and professional standards of collision investigations, Area commanders should ensure that all officers and sergeants have completed, at a minimum, Intermediate Accident Investigation training. Additionally, Area commanders are strongly encouraged to support those officers demonstrating a particular interest in advanced collision investigation methodologies, to include enrollment in the Advanced Accident Investigation, Traffic Accident Reconstruction, and TARSC (Traffic Accident Reconstruction Specialist Certification) program.

e. Area commanders shall ensure sufficient levels of review exist and that completed documents, either INVESTIGATIONS or REPORTS, are high quality, professional products. Additionally, Area commanders are responsible for strict adherence to the procedures contained in this manual. Area commanders are encouraged to review fatal injury investigations. When the techniques used by officers are beyond the level of training of the Accident Investigation Review Officer, the Area commander shall require the report to be reviewed by an officer or sergeant with equal or greater level of training. Use of traffic collision reconstruction methodologies/analyses shall be restricted to MAIT (Multidisciplinary Accident Investigation Team) and MAIT associates, under the guidance of the appropriate MAIT, only (refer to HPM 110.1, MAIT Operations Manual, Chapter 1, General). When reconstruction methodologies are utilized by qualified personnel, the Area commander shall require those methodologies be reviewed in accordance with HPM 110.1, Chapter 1.

(1) To request MAIT assistance, refer to HPM 110.1, Chapter 1.

(2) Area commanders are strongly encouraged to allow their officers to assist their Division's MAIT during investigations conducted within their Area. This will expose officers to advanced collision investigation methodologies and the TARSC program, and enable officers to further develop as traffic collision investigators.

f. The collision INVESTIGATION and REPORT samples in this manual represent the minimum acceptable level of documentation and shall not exclude other pertinent areas of reporting.

g. Documentation of collisions shall be made utilizing the CHP 555, Traffic Collision Report, and in accordance with the provisions of this manual and CHP policy (refer to Annex A, Cross Reference to Other Publications Regarding Traffic Collisions/Services).

h. Area commanders shall institute procedures for the timely submission of collision investigations and report documents, emphasizing the need to prepare, review, and approve these documents within the eight-day completion time frame. Collision reports shall normally be available to the public within eight working days.

NOTE: Adherence to the transmittal schedule shall be maintained as outlined in Chapter 10, Form Requirements and Procedures.

i. Any departmental response to a railroad accident, whether reportable by CHP policy or not, shall be reported to the Office of Emergency Services. For notification procedures refer to G.O. 100.80, Report of Unusual Occurrences.

7. COLLISION INVESTIGATION. A collision shall be documented as an INVESTIGATION, as outlined in this manual, when one or more of the following conditions apply:

a. A motor vehicle traffic collision results in the death of a person on or off a highway.

b. A motor vehicle traffic collision results in personal injury, except as provided in paragraph 8(b).

c. The collision is a school bus collision, as defined in Chapter 2 of this manual.

d. All collisions that result in an in-custody arrest as a consequence of the collision event itself. For example, a collision results in an arrest for CVC Section 23152 per Section 40300.5(a). This would exclude an arrest for outstanding warrant(s) confirmed through a subject check subsequent to a collision.

e. The collision is the result of an identifiable violation and prosecution will be sought. To support the prosecution, statements, collection of evidence, and a detailed analysis of the collision is required to prove the section violated. In the event of a property damage only collision, an Area commander may establish local procedures to forego prosecution and document this collision in the report format.

f. An involved party has not fulfilled the requirements pursuant to CVC Section 20002, on or off the highway, and sufficient information is available to identify the hit-and-run driver through follow-up. For example:

(1) A witness to the collision records the license plate number of the hit-and-run vehicle and can identify the driver.

(2) Witnesses can provide a description of the hit-and-run vehicle and driver, and sufficient physical evidence (vehicle parts, personal property, etc.) is available for later identification of the vehicle and driver at the time of the collision.

g. A state-owned vehicle or departmental bicycle is involved in the collision. Operational damage to CHP vehicles will be documented according to departmental policy (refer to HPM 11.1, Administrative Procedures Manual, Chapter 7, Reports of Accidents).

8. COLLISION REPORT. A collision may be documented as a REPORT when one or more of the following conditions apply:

a. A motor vehicle non-traffic collision, as defined in Chapter 2, which involved an injury.

b. Area commanders should establish Area Standard Operating Procedure providing for the documentation of a collision using the report format in which the only injury or injuries involve "Complaint of Pain" claim(s) provided the party(s) exhibits no visible physical injuries**,** refuses medical treatment at the scene, and is not transported to a medical facility.

(1) Area commanders should consider the following factors at a minimum prior to giving approval for an Area to document a "Complaint of Pain" traffic collision in the REPORT format:

(a) The average number of traffic collisions each officer investigates per year.

(b) Community service expectations.

(c) Operational obligations (i.e., state security) and workloads unique to that specific Area.

(2) The supervisor or officer(s) on scene should recognize situations where a "Complaint of Pain" injury may involve authentic internal or other non-visible injuries. Careful consideration of all factors (i.e., vehicle damage, physical evidence, mechanism of injury, fraud, potential for serious non-visible injury) associated with the collision shall be made prior to documenting the collision in the REPORT format.

c. A collision involves damage to private property and the driver is unable to notify the property owner in compliance with CVC Section 20002, but notifies this Department without unnecessary delay.

d. A collision involves property damage only (includes vehicle fire and tow-away) or an officer witnesses the collision causing violation and issues a citation at the scene of a property damage only collision.

e. A collision involves a late-reported injury as defined in Chapter 2 of this manual.

f. A citizen insists a collision be documented which is not otherwise included within the categories of an INVESTIGATION or a REPORT, such as a private property collision involving property damage only. A REPORT may be prepared subject to the following conditions:

(1) The citizen shall be advised documentation is not required.

(2) The citizen shall be informed of the financial responsibility requirements of CVC Section 16000, if applicable.

(3) The citizen should be advised that documentation may be made by completing a counter report at a CHP office.

g. If individuals involved in a property damage only collision insist on exchanging required information in lieu of a formal collision report, parties will be allowed to do so after an officer has advised them of the financial responsibility requirements of CVC Section 16000. However, officers shall not solicit individuals to exchange required information in lieu of a formal collision report.

9. FILING OF COMPLAINTS.

a. Prosecution. Prosecution shall be based on a thorough INVESTIGATION with adequate evidence to support all necessary elements of an offense.

b. Complaint Criteria. Each complaint against an individual sought as a result of a collision INVESTIGATION shall meet the following criteria:

(1) The facts determined by the INVESTIGATION shall constitute a violation of a specific statute.

(2) There shall be adequate evidence to support each element of the offense.

(3) Applicable departmental enforcement policies and tolerances shall be observed.

10. ADMINISTRATIVE REVIEW. Commanders shall be responsible for establishing a system of administrative review and control to ensure all prosecution resulting from collision INVESTIGATIONS are in conformance with standards set forth in this manual.

ANNEX A

CROSS REFERENCE TO OTHER PUBLICATIONS REGARDING TRAFFIC COLLISIONS/SERVICES

There are several Highway Patrol Manuals (HPM), General Orders (GO), Guides (HPG), and other miscellaneous publications that provide instruction and information regarding investigating traffic collisions, selling traffic collision reports, and providing traffic services. The list includes, but is not limited to, the following:

Publication	Title
GO 100.30	Closing of Highways for Salvage Operations
GO 100.39	CHP 202, Driving Under the Influence Arrest-Investigation Report and CHP 216, Arrest-Investigation Report
GO 100.46	Reporting of Highway Conditions
GO 110.2	Release of Collision Information
GO 110.7	Policy - Daily Reporting of Traffic Deaths
GO 110.8	Photographs for Accidents and Investigations
HPG 40.60	Statewide Integrated Traffic Records System Users' Guide
HPM 11.1	Administrative Procedures Manual Chapter 4, Miscellaneous Sales – Transmittal of Collections Chapter 7, Reports of Accidents Chapter 9, Civil Actions, Defense of Employees, Small Claims Actions, Constitutionalist Actions, Indemnification of Citizens, Victims of Violent Crimes
HPM 84.2	Hazardous Materials Transportation and Incident Management
HPM 100.67	Law Enforcement Assistance and Inter-Jurisdictional Operations
HPM 100.70	Safety Services Program Manual
HPM 110.1	Multidisciplinary Accident Investigation Team Operations Manual

CHAPTER 2

DEFINITIONS AND CLASSIFICATIONS OF COLLISIONS

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CHAPTER 2

DEFINITIONS AND CLASSIFICATIONS OF COLLISIONS

1. INTRODUCTION TO DEFINITIONS. The following definitions and classifications of collisions are generally in accordance with the standards set forth in the *American National Standard, Manual on Classification of Motor Vehicle Traffic Accidents*, published by the National Safety Council. However, some of the Collision Investigation Manual (CIM) definitions, interpretations, classifications, and examples have been adapted for use in reporting traffic collisions in California.

2. ACCIDENT OR COLLISION. A collision is an unintended event that produces damage or injury, involving a motor vehicle in-transport. The word injury includes fatal injury. Although the terms “accident” and “collision” are synonymous, the word collision should be used to describe the event.

3. AREA OF IMPACT. An Area of Impact (AOI) is the area(s) at which damage or injury occurs as the result of a collision, where involved parties come into contact with one another, another object, or surface. The AOI is illustrated in the sketch with the appropriate symbol and described in the narrative.

4. AUXILIARY LANE. An auxiliary lane is a connector road that joins an acceleration lane and a deceleration lane, often where the on-ramp of one interchange is closely followed by the off-ramp of another interchange. Auxiliary lanes allow on- and off-ramp traffic to accelerate or decelerate before merging with mainline traffic, or simply to provide more opportunity to merge.

5. BICYCLE. A bicycle, as defined in California Vehicle Code (CVC) Section 231, is a device upon which any person may ride, propelled exclusively by human power through a belt, chain, or gears, and having one or more wheels. Persons riding bicycles are subject to the provisions specified in CVC Sections 21200 and 21200.5. The operator of a unicycle or tricycle that is involved in a collision will be considered a bicyclist only if the cycle meets the definition of a bicycle.

6. BRIDGE RAIL. A bridge rail is a barrier located on the side of a bridge (includes a freeway overcrossing) designed to stop a vehicle from leaving the elevated surface or roadway. It may be constructed of concrete, steel, wood, or stone. The concrete curb is considered part of the bridge rail. Do not refer to a bridge rail as a guardrail even if it is made of guardrail material.

7. CHAIN REACTION COLLISION. Occasionally, in the same area within a short period of time, several vehicles may be involved in collisions under adverse driving conditions. Examples may include a damaged roadway or collapsed bridge, or collisions where visibility is drastically reduced due to fog, dust storms, heavy rain, etc. In such chain reaction collisions, it may be difficult to determine whether the event was one continuous event without stabilization or whether several separate collisions occurred, with the situation stabilizing between each collision. Consequently, for purposes of uniformity, a chain reaction collision should be considered a single collision. (Refer to paragraph 9, Collisions After Stabilized Situations.)

8. CLASSIFICATION OF REPORTING. There are two levels of collision reporting: an INVESTIGATION and a REPORT. These terms refer to the format of documentation and not the report form itself.

9. COLLISIONS AFTER STABILIZED SITUATIONS. A stabilized situation marks the end of an unstabilized event. An unstabilized situation is an event or series of events that begin at loss of control and end when control is regained or when all involved persons, vehicles, and property come to rest. Stabilization may be brief, but when a discernable period of time separates the end of one event from the beginning of another event, each subsequent injury or damage producing event should be documented as a separate collision. The following examples are illustrative of stabilized situations:

a. Following a motor vehicle collision, live electric wires fell on the involved vehicle, but no injury was sustained from the electric current because the occupants remained inside the motor vehicle. Subsequent injuries attributable to the electric current resulting from occupants attempting to leave the motor vehicle or rescue attempts by others would not be part of the original motor vehicle collision.

b. Following a motor vehicle collision, objects were loosened which remained in place until all occupants were removed from the area of risk. Any subsequent injury or damage attributable to the fall or roll of the loosened objects would not be part of the original motor vehicle collision.

c. Following a motor vehicle collision, the driver regained control of his/her vehicle prior to or after coming to rest and fled the scene. In the driver's haste to flee, the driver was involved in a subsequent collision. In this case, the first collision stabilized once the driver regained control of his/her vehicle. Since the decision to flee resulted in a subsequent collision, it would be considered a separate collision and not part of the original motor vehicle collision.

d. Following a motor vehicle collision, the vehicle came to rest within the traffic lanes of a freeway and the driver remained in the vehicle. This collision became stabilized once any additional collisions were no longer imminent (i.e., an approaching vehicle already out of control due to the movement of the original collision) and the driver and vehicle came to rest. Any event thereafter that results in damage or injury would be considered a separate event and not part of the original motor vehicle collision.

e. The driver of a motor vehicle, while being pursued by police, collided with numerous other parked and/or moving motor vehicles. Following each collision, the pursued driver was able to regain control and continue driving until eventually being halted. In this case, a stabilized situation was reached each time the driver regained control of his/her vehicle following a collision. Each set of stabilized events would be considered a separate collision and reported on separate forms.

f. A vehicle caught fire during a non-injury motor vehicle collision. The driver exited the vehicle and ran towards the shoulder in an attempt to escape the fire. If during the driver's attempt to escape, the vehicle exploded causing injury to the driver, the original vehicle collision and driver's injuries would be considered one unstabilized situation. If the driver was able to reach the shoulder where no additional danger was expected or foreseeable and a subsequent explosion caused additional injury, the event would be considered a separate situation.

10. CONNECTOR ROAD. A connector road is a roadway that joins two different highways.

11. COUNTER REPORT OR CITIZEN'S REPORT. A counter report or citizen's report is a property damage only collision reported by an involved party in person at an office of the California Highway Patrol (CHP) or local law enforcement agency. (Refer to paragraph 36, Late-Reported Collision, and CVC Section 20015.)

a. Counter reports are to be completed by the involved party or with the assistance of a peace officer.

b. Counter reports are not processed through the Statewide Integrated Traffic Records System database files.

12. COURTESY REPORT. A courtesy report is the documentation of a traffic collision by an officer of a law enforcement agency or CHP Area other than the law enforcement agency or CHP Area having jurisdiction where the collision occurred.

13. DRIVER. A driver is a person who is in actual physical control of a vehicle. For an out of control vehicle, the driver is the occupant who was in control until control was lost.

a. A driver includes:

(1) A person driving a non-contact involved vehicle. (Refer to paragraph 47, Non-Contact Involved Party.)

(2) A person who was driving a motor vehicle, but lost control of the vehicle because of a vehicle malfunction. This person will be considered a driver if he/she remained in the vehicle or leaped from the moving vehicle to avoid an imminent collision.

(3) A person who had physical control of a moving vehicle and by choice, jumped from or fled from the vehicle before it was safely stopped or parked.

(4) An individual seated in the driver's seat of a vehicle stopped or otherwise disabled within a traffic lane. The vehicle is considered to be in-transport and the occupant a driver.

b. Parked Vehicles. A person who parked a vehicle or permitted it to stand on a highway without effectively setting the parking brake, blocking the wheels, or otherwise fails to prevent movement of the vehicle, should be considered the driver of that vehicle.

(1) Circumstances may exist that relieve the person of being a driver. Considerations are the amount of time that has elapsed between the person parking the vehicle and the vehicle being involved in a collision and his or her proximity to the vehicle when the collision occurred.

NOTE: A person who parked a vehicle that becomes a runaway vehicle and involved in a collision shall comply with notification and reporting requirements pursuant to CVC Section 20002(b).

c. Pushed or Towed Vehicles. The following should be considered in determining whether or not a person operating a pushed or towed vehicle, or operating a vehicle pushing or towing a motor vehicle, is a driver:

(1) A person walking alongside a pushed or towed vehicle while in the act of steering through an opened window or door.

(2) A person seated behind the steering wheel while being pushed, towed, or coasting, if that person had control of the vehicle.

(3) A person operating a motor vehicle that is being pushed by another motor vehicle should be considered a driver if that person had control of the pushed vehicle at the time of the collision.

(4) A person who is operating a motor vehicle that is pushing another motor vehicle should be considered a driver if that person caused or directly contributed to the collision. A person operating a pushing vehicle that is determined not to be a direct contributing factor to the collision should be considered a witness.

(5) A person operating a motor vehicle that is being towed by other than a rigid tow bar or tow truck should be considered a driver if that person had control of the towed vehicle and caused or directly contributed to the collision.

(6) A person operating a motor vehicle that is towing another vehicle with a rigid tow bar will be considered the driver of the vehicles in combination.

d. A “driver” includes the operator of any motor vehicle requiring a driver’s license or permit to operate.

(1) The operator of a motorcycle, motor-driven cycle, motorized bicycle, moped, and motorized scooter, whether or not the engine is running.

e. A “driver” does <u>not</u> include the operator of a motor vehicle not requiring a driver’s license or permit to operate such as a motorized skateboard or mini motorcycle (pocket bike).

f. Additionally, a driver does <u>not</u> include the following:

(1) The rider of a bicycle, unicycle or tricycle that does not meet the definition of a bicycle, skateboard, roller skates, sled, skis, scooter, baby carriage, or wheeled toys.

(2) The tillerman or other person who, in an auxiliary capacity, assists the driver in the steering or operation of any articulated fire fighting apparatus (CVC Section 305).

(3) A person who is not in actual control of a vehicle, but merely interferes with a driver or driver’s mechanism (CVC Section 21701). The simple act of grabbing the steering wheel may not be considered control of the vehicle.

(4) A person operating an electric personal assistive mobility device or a physically disabled person operating a self-propelled wheelchair, motorized tricycle or quadricycle. (Refer to paragraph 51, Pedestrian.)

(5) An infant or child that accidentally or intentionally sets a motor vehicle in motion who, by his/her obvious limited capabilities could not be in control of the motor vehicle.

14. DRIVERLESS VEHICLE. A driverless vehicle is a vehicle that is in-transport without a driver, or a vehicle set in motion by other than a driver. Examples of driverless vehicle include:

a. A parked vehicle that was set in motion by a child that accidentally or intentionally released the parking brake or pushed the manual transmission out of gear.

b. A driver failed to effectively set the parking brake, block the wheels, or otherwise failed to prevent movement of the vehicle; however, due to an extended time elapse and/or proximity of the driver to the collision, the person is no longer considered a “driver.”

c. A parked or stopped vehicle that was moved from its point of rest due to a cataclysmic event.

15. EDGE LINE. Edge lines are painted lines on the roadway surface used to delineate the edge of the roadway and provide a visual reference. They are also used to reduce driving on paved shoulders or refuge areas of lesser structural strength than adjacent pavement. Edge lines are generally not continued through intersections and normally are not broken for driveways. Edge lines are used on all state highways, except urban-type streets with curbs, and may be used on streets and highways under local jurisdiction.

16. EMBANKMENT. An embankment is a raised structure (as of earth) to hold back water or carry a roadway.

17. ENCROACHMENT. Encroachment is the intrusion of highway right-of-way by non-highway structures or objects of any kind or character beyond the proper or prescribed limits.

18. EXPRESSWAY. An expressway is an arterial highway, established by a county, with partial or full control of access, which may or may not be divided or have grade separations at intersections.

19. FARM LABOR TRANSPORTER. A farm labor transporter is any motor vehicle, other than a farm labor vehicle, used for the transportation of eight or less farm workers in addition to the driver, to or from a place of employment or employment-related activities. A farm labor transporter includes a passenger vehicle transporting farm workers.

20. FARM LABOR VEHICLE. A farm labor vehicle is any motor vehicle designed, used, or maintained for the transportation of nine or more farm workers in addition to the driver, to or from a place of employment or employment-related activities (CVC Section 322a). The driver of a farm labor vehicle is required to be certified pursuant to CVC Section 12519 (a). A farm labor vehicle does not include a vehicle carrying only members of the immediate family of the owner or driver thereof.

21. FARM WORKER. A farm worker is any person engaged in rendering personal services for hire or compensation in connection with the production or harvesting of farm products, including forestry laborers (CVC Section 322b).

22. FREEWAY. A divided arterial highway with full control of access and with grade separations at intersections.

23. FRONTAGE ROAD. A frontage road is a highway generally paralleling an arterial highway designed to provide access to traffic desiring to cross or enter the arterial highway, or to access abutting property that would otherwise be isolated from the arterial highway.

24. GLARE SCREEN. A glare screen is an expanded metal mesh designed to screen out the headlight glare of opposing traffic. Glare screens may also be installed in special problem areas such as along frontage roads or at entrance and exit ramps.

25. GORE. A gore is an area of land, generally triangular, between the main traffic lanes of a freeway and the freeway on- or off-ramp. The gore is often bound by the edge lines of the traffic lanes at the point the roadway diverges or converges.

26. GUARDRAIL. A guardrail is a barrier located at the edge of a shoulder to prevent a vehicle from hitting an object or going over an embankment. Guardrails are usually constructed of steel rails and wood or steel posts. This includes a guardrail connected to the end of bridge rails.

27. HAZARDOUS MATERIAL. As defined in CVC Section 353, hazardous material is any substance, material, or device posing an unreasonable risk to health, safety, or property during transportation, as defined by regulations adopted pursuant to CVC Section 2402.7. Hazardous material includes explosives and hazardous waste or substances as defined by regulations adopted pursuant to Section 25141 of the Health and Safety Code (H&S) and medical wastes, as defined in H&S Section 117690.

28. HIGHWAY. Highway is a way or place of whatever nature, publicly maintained, and open to the use of the public for purposes of vehicular travel. The terms "highway" and "street" are synonymous.

a. The term highway includes shoulders and sidewalks (property line to property line). (Refer to CVC Section 360 and Annex A, Highway Example.)

b. A portion of the highway that is closed to vehicular travel, such as construction and repair zones or an area closed during collision investigation, does not meet the definition of a highway. Consequently, a collision occurring solely within these areas would be considered a motor vehicle non-traffic collision. (Refer to paragraph 45, Motor Vehicle Non-Traffic Collision.)

29. IMPACT ENERGY ATTENUATORS. Impact energy attenuators (crash cushions) are intended to protect a motorist from the consequences of a collision with a fixed object that cannot be removed or where other protective systems are not suitable.

a. Types currently available include sand-filled plastic drums, water-filled tubs, and lightweight concrete.

b. Attenuators are generally installed at gore point fixed objects that cannot be economically removed or made to breakaway when struck. Attenuators may also be installed at other fixed objects where a guardrail is inappropriate.

30. INJURY. Injuries are classified in the following categories:

a. Fatal Injury. Death as a result of injuries sustained in a collision, or an injury resulting in death within 30 days of the collision.

NOTE: The death of a fetus involved in a traffic collision will be documented as a fatal injury if the coroner classifies the injury as a death and attributes the death to the collision.

b. Severe Injury. An injury, other than a fatal injury, that includes the following:

(1) Broken or fractured bones.

(2) Dislocated or distorted limbs.

(3) Severe lacerations.

(4) Skull, spinal, chest or abdominal injuries that go beyond "Other Visible Injuries."

(5) Unconsciousness at or when taken from the collision scene.

(6) Severe burns.

c. Other Visible Injuries. An injury, other than a fatal or severe injury, which is evident to observers at the scene of the collision. Other visible injuries include:

(1) Bruises, discoloration, or swelling.

(2) Minor lacerations or abrasions.

(3) Minor burns.

d. Complaint of Pain. This classification could contain authentic internal, other non-visible injuries, and fraudulent claims of injury. "Complaint of Pain" includes:

(1) Persons who seem dazed, confused, or incoherent (unless such behavior can be attributed to intoxication, extreme age, illness, or mental infirmities).

(2) Persons who are limping, or complaining of pain or nausea, but do not have visible injuries.

(3) Any person who may have been unconscious, as a result of the collision, although it appears he/she has recovered.

(4) Persons who say they want to be listed as injured but do not appear to be so.

31. INTENTIONAL ACT. An intentional act or omission of act which, directly or indirectly, causes damage to property or injury to any person. Consequences of the intentional act(s) should have been reasonably foreseen and a result of an aggravated, reckless, or flagrantly negligent act, not the result of inattention or mistaken judgment.

NOTE: The California Supreme Court ruled that a person may be held criminally responsible not only for the crime he or she intended to commit (target offense), but also for any other crime (non-target offense) that is the "natural and probable consequence" of the original crime, *People v. Prettyman* (1996) 14 Cal. 4th 248. A natural and probable consequence is one that a reasonable person would know is likely

to happen if nothing unusual intervenes. In deciding whether a consequence is natural and probable, consider all of the circumstances established by the evidence (2007 California Jury Instructions, Natural and Probable Consequences Doctrine).

a. Although a motor vehicle may be associated with a subsequent injury or damage causing event, the following examples are not motor vehicle traffic collisions:

(1) Suicide or Self-inflicting Injury.

(a) A person intentionally ran into traffic or jumped from a freeway over crossing and prior to a stabilizing situation was subsequently struck by a vehicle. This intent must be verified in some manner.

(b) A person, attempting to cause self-injury, intentionally drove a motor vehicle against a fixed object, into a body of water, or similarly misused a motor vehicle, and this intent was verified in some manner.

(2) Homicide, Injury, or Damage Purposely Inflicted.

(a) A person deliberately intended to cause death, injury, or damage by driving a motor vehicle against persons, vehicles, or property.

(b) A person fired a gun into a motor vehicle that was traveling along a highway. The driver was struck and subsequently lost control of the vehicle. The vehicle traveled off the roadway resulting in a traffic collision. Although the gunman did not have specific intent to cause a traffic collision, the subsequent collision was a natural and probable consequence of firing a gun into a vehicle traveling on a highway.

(c) A passenger grabbed the steering wheel of a vehicle with the intent to harm themselves and/or the driver. The vehicle crossed into the opposing lane of traffic and struck another vehicle. Although the passenger did not have specific intent to cause the other vehicle's involvement, the collision was a natural and probable consequence of the passenger's actions.

(3) Throwing Substances at Vehicle.

(a) A person intentionally threw a rock onto a highway or dropped an object from an overpass that struck a vehicle. This action caused the driver to lose control resulting in a collision. Although the act was not directed towards a specific person or vehicle, the intentional act resulted in injury or damage. Additionally, although the person that threw the object may not have intended to cause a collision, the resulting event was a natural and probable consequence of the act.

(4) Staged Traffic Collision. (Refer to paragraph 60, Staged Traffic Collisions.)

(5) Legal Intervention. (Refer to paragraph 37, Legal Intervention.)

32. INTERCHANGE. A system of interconnecting roadways in conjunction with one or more grade separations providing for the interchange of traffic between two or more roadways on different levels.

33. IN-TRANSPORT. This describes the state or condition of a vehicle when it is in use primarily for moving persons or property (including the vehicle itself) from one place to another, while in motion or on a roadway.

a. Motor vehicles are considered in-transport when in the roadway, whether moving, stopped, stalled, disabled, or abandoned.

b. Motor vehicles in designated parking stalls, shoulders, or off the highway are considered in-transport only when they are moving.

c. A vehicle is considered to be within a roadway when any part of the vehicle is in the roadway and might be struck by a vehicle that is moving entirely on the roadway. However, this does not include vehicles parked in compliance with CVC Section 22502(a), Curb Parking. For example, the occupant of a parked vehicle opened his/her driver's door into traffic and the door was subsequently struck by a passing vehicle. The occupant of the parked vehicle will be considered a "driver," as the vehicle is in-transport.

d. A portion of the highway that is closed to vehicular travel, such as construction and repair zones or an area closed during collision investigation or police action, does not meet the definition of a highway. Consequently, a vehicle stopped within the closed area is not in-transport.

34. INTERSECTION. An intersection is the area located within the prolongations of the lateral curb lines, or, if none, the lateral boundary lines of the roadways of two highways that join one another at approximately right angles. It is also the area within which vehicles traveling upon different highways joining at any other angle may come in conflict. When the distance along a roadway between two areas meeting these criteria is less than 10 meters (33 feet), the two areas and the roadway connecting them are considered to be parts of a single intersection. (Refer to CVC Section 365 and Annex B, Intersection Example.)

35. LANE NUMBERING. On a multi-lane roadway, traffic lanes available for traffic traveling in the same direction are numbered from left to right when facing in the direction of traffic flow. (Refer to Annex C, Lane Numbering Example.)

a. An intermittent car-pool lane will only be numbered as part of the adjacent mixed traffic flow lanes during the hours of non-operation. During the designated restricted hours of operation, the car-pool lane will not be numbered as part of the adjacent mixed traffic flow lanes, and will be coded as a separate beat.

b. A car-pool lane physically separated from a roadway, operated as a permanent high-occupancy vehicle lane on a 24-hour basis, as defined in CVC Section 21655.3, is not numbered as part of the adjacent mixed traffic flow lanes.

NOTE: Lane numbering does not apply to acceleration and deceleration lanes.

36. LATE-REPORTED COLLISION. A late-reported collision is a fatal or injury collision where involved vehicles and parties are no longer at the scene and documentation is requested at a location away from the collision scene. Investigating officers shall determine if the collision was reported after the first opportunity to make such a report before indicating a late-reported status.

a. Any late-reported fatal collision shall be documented as an INVESTIGATION.

b. Any late-reported injury collision should be documented as a REPORT unless the local or Area commander determines that an INVESTIGATION should be conducted.

c. Late-reported collisions may be reported at any time up to one year from the date of occurrence. However, the ability to conduct a comprehensive investigation may be compromised by excessively delayed notifications.

d. Timeliness and the circumstances surrounding the collision should be considered in determining whether to document the traffic collision as a late-reported collision. An important consideration would be whether the collision was reported after the first reasonable opportunity to make such notification. Consider the following:

(1) Involved vehicles and parties moved away from the collision scene on a freeway to an immediately adjacent location, e.g., a service station at the bottom of a freeway ramp, would not qualify the collision as late-reported.

(2) A collision that occurred on a remote highway where a means of notifying a law enforcement agency was not available, and the involved parties made notification within a reasonable period, would not qualify as late-reported.

37. LEGAL INTERVENTION. Legal intervention is an intentional act, in which injury or damage is caused by law-enforcement intervention, usually resulting in apprehension or an attempt to apprehend. Legal intervention which results in injury or damage is not a motor vehicle collision insofar as the enforcing agency and violator relationship is concerned. If, when intentional acts are committed that result in injury or damage beyond that which is reasonably expected, the subsequent event(s) should be documented as a motor vehicle collision. The following examples are provided to help distinguish between legal intervention and a motor vehicle collision:

a. Legal Intervention:

(1) A roadblock was set up to stop a suspect. The suspect collided into it, either intentionally or unintentionally.

(2) A police officer intentionally caused his/her vehicle to collide with a pursued vehicle in an attempt to terminate the pursuit.

(3) A police officer fired bullets into a moving suspect vehicle. The driver subsequently lost control and collided into another vehicle or object.

b. Motor Vehicle Collision:

(1) A driver other than the intended suspect unintentionally collided into a roadblock.

(2) A suspect, while eluding the police, lost control of his/her vehicle and collided into another vehicle.

(3) While pursuing a suspect, a police officer lost control of his/her vehicle and collided into another vehicle, or object.

(4) While in pursuit of a violator, a police officer unintentionally collided with the suspect's vehicle.

38. MEDIAN. A median is the portion of a divided highway separating the roadways for traffic in opposite directions. The median includes the median shoulders. (Refer to Annex A.)

39. MEDIAN BARRIER. A median barrier is a physical object located in the median of a highway to prevent a vehicle from crossing over into oncoming traffic. Median barriers may consist of cable barriers (a longitudinal cable with steel posts), metal beam barriers (steel rails with wood or steel posts), or concrete barriers (solid concrete with the safety shape). Concrete curbs and walls of concrete or wood such as sound walls on the outside edges of the highway are not considered median barriers.

40. MILEPOST MARKER. Milepost markers indicate the route number, county, and post miles of the location. The mileage indicated on the milepost marker reflects the distance from either the south or west county line, depending on the general direction of the highway, to that location. For example, milepost marker 5 LA 92.51 marks a point along Interstate 5 within Los Angeles County and 92.51 miles north of the south edge of the Los Angeles County line. Milepost markers are used by officers, traffic engineers, maintenance personnel, and others to locate specific incidents or features.

41. MOTORCYCLE OR MOTOR-DRIVEN CYCLE. A motorcycle is a vehicle whose motor displaces more than 150 cubic centimeters and has a seat or saddle for the use of the rider. It is designed to travel on not more than three wheels in contact with the ground and weighs less than 1,500 pounds. (Refer to CVC Section 400.) A motor-driven cycle is a motorcycle whose motor displaces less than 150 cubic centimeters.

42. MOTORIZED BICYCLE OR MOPED. A motorized bicycle or moped is either:

a. Any two-wheeled or three-wheeled device having fully operative pedals for propulsion by human power, or having no pedals if powered solely by electrical energy, equipped with an automatic transmission and motor which produces less than two gross brake horsepower and a maximum speed of not more than 30 miles per hour (mph) on level ground. A motorized bicycle is subject to applicable rules of the road and collision reporting requirements. (Refer to CVC Section 406[a].); or

b. A device that has fully operative pedals for propulsion by human power and has an electric motor that has a power output of not more than 1,000 watts, a maximum speed of not more than 20 mph on level ground, and is incapable of further increasing the speed of the device when human power is used to propel the device faster than 20 mph. (Refer to CVC Section 406[b].)

43. MOTORIZED SCOOTER. A motorized scooter is any two-wheeled device that has handlebars, a floorboard that is designed to be stood upon while riding, may have a seat, and is powered by an electric motor (or any other type of motor) that is capable of propelling the device with or without human propulsion. (Refer to CVC Section 407.5.)

44. MOTOR VEHICLE. A motor vehicle is any motorized vehicle not operated on rails. For purposes of classification, a trailer, coaster, sled or wagon, or other equipment being towed or pushed by a motor vehicle is considered part of the motor vehicle, including such equipment when detached while in motion. For collision reporting purposes, a motorized bicycle, moped, or motorized scooter, shall be considered a motor vehicle, whether the motor is operating or not. Motor vehicle does not include a self-propelled wheelchair, motorized tricycle or quadricycle, if operated by a person who, by reason of physical disability, is otherwise unable to move about as a pedestrian. (Refer to CVC Section 415.)

45. MOTOR VEHICLE NON-TRAFFIC COLLISION. A motor vehicle non-traffic collision is any collision involving a motor vehicle in-transport occurring entirely at a place other than a highway.

a. This includes collisions involving a motor vehicle in-transport occurring off-highway on public or private property.

b. Off-highway collisions not involving a motor vehicle in-transport and events such as airplane crashes on highways or train accidents that do not meet the definition of a motor vehicle collision are the responsibility of the sheriff, police department, coroner, Workers' Compensation Appeals Board, or appropriate federal authority.

c. Excludes:

(1) Property damage, personal injury, or death resulting from an organized racetrack or drag strip competition event.

(2) Property damage, personal injury, or death resulting from an activity on a designated parade route.

(3) Property damage, personal injury, or death sustained during an actual agricultural operation.

(4) Property damage, personal injury, or death resulting from operation of a forklift vehicle within an industrial plant or other building.

(5) Property damage, personal injury, or death sustained during a sanctioned bicycle race on the authorized closed course. The closed course must involve an actual highway closure.

46. MOTOR VEHICLE TRAFFIC COLLISION. A motor vehicle traffic collision is any collision involving a motor vehicle in-transport that occurs on a highway or a collision which occurs after the motor vehicle runs off the highway but before events become stabilized.

a. This includes collisions occurring on a highway involving:

(1) A motor vehicle in-transport that set an object in motion without the motor vehicle itself doing the actual striking. For example: The vehicle's load or parts fell from the motor vehicle and the load or parts were struck by another motor vehicle.

(2) A motor vehicle in-transport involved in a non-collision event. For example: Accidental poisoning from carbon monoxide generated by a motor vehicle; injury or damage sustained from a motor vehicle fire; occupants falling from a motor vehicle; occupants jumping from a motor vehicle prior to an imminent collision; damage only to a truck that jackknifes; damage to pushed or towed vehicles that collide with one another; or injury to an occupant of a motor vehicle due to the motion of the vehicle.

(3) A school bus transporting students struck a bump in the roadway causing a student to strike his/her face on a seat, injuring the student.

b. Excludes:

(1) Cataclysmic events such as earthquakes, flash floods, lightning, etc.

(2) Motor vehicles not in-transport, such as snow removal equipment or construction equipment while actually engaged in operations. These vehicles are not in-transport because they are not being used primarily for moving persons or property. This only applies when actually engaged in operations, not traveling to and from the operation(s).

(3) Collisions involving only the participants of a sanctioned on-highway bicycle event.

(4) A vehicle fire occurring while the vehicle is not in-transport.

47. NON-CONTACT INVOLVED PARTY. When classifying collisions in California, the driver of a non-contact vehicle, bicyclist, pedestrian, or other person(s) not making actual physical contact should be considered an involved party when:

a. A driver, bicyclist, pedestrian, or other person(s) commits a traffic or other violation that causes, or directly contributes to, another party to become involved in a collision; and,

b. The violation is corroborated by a disinterested witness, physical evidence, or statements of the non-contact party.

c. Examples:

(1) A pedestrian ran across the street in front of a moving motor vehicle, violation of CVC Section 21950(b), as corroborated by evidence or statements. The driver of the motor vehicle applied the brakes and avoided striking the pedestrian, but the motor vehicle skidded into a parked motor vehicle. The pedestrian would be considered a non-contact involved party and will be listed as an involved party on the CHP 555, Traffic Collision Report.

(2) A person used a vehicle to evade arrest and committed a moving violation, which caused another person to become involved in a collision. The actions of the pursued suspect should be listed as an involved party on the CHP 555.

NOTE: A person attempting to evade arrest is not considered a “Non-Contact Involved Party” unless there is a clear violation, other than evading, which caused, or directly contributed to, another party to becoming involved in a collision. The mere fact that a person is being pursued in itself is not sufficient to make a person a party in the collision.

(3) A large truck and tractor made an unsafe lane change, causing a vehicle traveling in an adjacent lane to run off the road and strike a cement median barrier. Independent witnesses corroborated the sequence of events and provided identifying information. In this case, the driver of the truck should be listed as an involved party.

(4) A vehicle ran off the road and collided with a tree. The driver claimed another vehicle forced him off the road; however, there are no witnesses or physical evidence to corroborate the existence of the second vehicle. In this case, the information relating to the second vehicle should be documented in the narrative portion and the collision should be documented as a solo vehicle collision.

NOTE: If the investigating officer is provided with identifying information involving the claimed non-contact involved party or associated vehicle, the investigating officer should conduct adequate follow-up investigation to prove or disprove the involvement of the party.

48. ON-DUTY EMERGENCY VEHICLE COLLISION. An on-duty emergency vehicle collision applies to a peace officer, as defined in Chapter 4.5 (commencing with Section 830) of Part 2 of Title 3 of the California Penal Code, or a firefighter that has been involved in a collision while operating an authorized emergency vehicle as described in subdivision (a), (b), or (f) of CVC Section 165, or any employer-leased or employer-rented vehicle, in the performance of his or her duty during the hours of his or her employment. This provision also applies to federal officers and federal customs agents while operating an official government vehicle in the performance of his or her duty during the hours of his or her employment.

a. The Department of Motor Vehicles will note the on-duty emergency vehicle collision on the officer's driving record. The collision must be identified by the reporting officer as occurring while on-duty by the notation “On-Duty Emergency Vehicle” written in the upper right hand corner of the “Name” box and in the “Special Conditions” box. (Refer to Chapter 3, Instructions for Completing the CHP 555, Page 1, Traffic Collision Report.)

(1) The purpose of the notation is to alert insurance companies that the driver of the involved authorized emergency vehicle is to be provided the protection pursuant to Insurance Code Sections 488.5, 557.5, and 669.5.

(2) It is important to understand that this provision applies only to a qualified individual operating a publicly owned, rented, or leased authorized emergency vehicle. An on-duty officer operating his/her privately owned vehicle would not qualify for this designation.

(3) A privately owned ambulance not issued a permit under the provisions of CVC Section 165(f) is not considered an authorized emergency vehicle by definition.

b. The following are examples of collisions that do not meet the definition of an “On-Duty Emergency Vehicle Collision”:

(1) A paramedic driving a privately owned and properly licensed ambulance during the course of his/her duties was responding to an emergency with lights and siren activated. The paramedic was subsequently involved in a collision. This collision will not be classified as an “On-Duty Emergency Vehicle Collision” since the driver of the ambulance was not a peace officer or firefighter.

(2) An on-duty peace officer, while in uniform, drove his/her personal vehicle to deliver an investigation to an allied agency and was involved in a collision. This collision will not be classified as an “On-Duty Emergency Vehicle” collision since the peace officer was operating a private, non-governmental, owned vehicle.

(3) A uniformed peace officer stopped his/her patrol vehicle on the shoulder of a highway for a disabled vehicle. The peace officer exited the patrol vehicle and contacted the disabled party. A vehicle subsequently collided with the parked patrol vehicle. This collision will not be classified as an "On-Duty Emergency Vehicle" collision since the peace officer was not a driver at the time of the collision.

(4) A uniformed peace officer while driving a suspect's vehicle off the freeway collides with another vehicle or object. This collision will not be classified as an "On-Duty Emergency Vehicle Collision" because the peace officer was operating a private, non-government owned vehicle.

49. PARTY. A party is any pedestrian or any person who operates a vehicle, motor vehicle, or a bicycle, which is involved in or causes a collision.

50. PASSENGER. A passenger is any person inside or upon a vehicle, excluding the driver. A passenger includes a person behind the wheel of a parked motor vehicle not in-transport.

51. PEDESTRIAN. A pedestrian is any person who is afoot or using a means of conveyance propelled by human power other than a bicycle.

a. Pedestrian includes:

(1) Any person riding a device propelled by human power other than a bicycle, or the rider of a unicycle or tricycle that does not meet the definition of a bicycle.

(2) Any person operating a pedestrian conveyance such as a skateboard, roller skates, sled, skis, scooter, baby carriage, or wheeled toys.

(3) Any person who is operating a self-propelled wheelchair, motorized tricycle or quadricycle, if operated by a person who, by reason of physical disability, is otherwise unable to move about as a pedestrian. (Refer to CVC Section 467.)

(4) Any person operating an electric personal assistive mobility device. (Refer to CVC Section 313.)

52. RAILROAD COLLISION. A railroad collision is any collision involving a train and a motor vehicle in-transport and shall be documented as a motor vehicle traffic collision. For further guidance in the documentation and investigation of railroad collisions, refer to Chapter 13, Guidelines for the Investigation and Documentation of Uncommon Occurrences.

NOTE: Section 7663 of the Public Utilities Code requires the CHP or a designated local public safety agency that responds to a railroad accident, runaway train, or any other uncontrolled train movement that threatens public health and safety to promptly notify the Office of Emergency Services.

53. RAMP. An on- or off-ramp is a connecting road between two intersecting highways one of which is an arterial highway (freeway or expressway) and the other a highway with partial or no control of access. An on- or off-ramp may also include that portion of a connecting road outside of the mainline traffic lanes of an arterial highway, such as an acceleration lane, deceleration lane, or auxiliary lane.

54. ROAD. A road is any existing vehicle route established before January 1, 1979, with significant evidence of prior regular travel by vehicles subject to registration, or a route where there is evidence of periodic use, and not necessarily publicly or privately maintained (CVC Section 527). The term “road” may also be defined as the area of a highway that includes any shoulder alongside the roadway and designated parking areas on a roadway or between the roadway and the curb.

55. ROADWAY. A roadway is that portion of a highway improved, designed, or ordinarily used for vehicular travel (CVC Section 530). In the event a highway includes two or more separate roadways, the term roadway refers to any such roadway separately but not to all such roadways collectively. (Refer to Annex A.)

56. RUNAWAY VEHICLE. A runaway vehicle is a vehicle that has a driver; however, the driver is no longer in control of the vehicle due to mechanical failure, or other condition that would cause the vehicle to continue out of control. Examples of a runaway vehicle include:

a. A vehicle traveling with inoperative brakes, stuck throttle, or no steering.

b. A stopped or parked vehicle that rolls from its point of rest due to failed parking brakes or a driver that neglects to adequately set the parking brake.

c. A vehicle that continues in motion after the driver leaped from the vehicle.

57. SCHOOL BUS COLLISION.

a. A school bus collision is a motor vehicle collision that results in personal injury or property damage anywhere in California involving one of the following vehicles: (For further guidance in the documentation of a “School Bus Collision”, refer to Chapter 13.)

(1) School bus, as defined in CVC Section 545, while transporting any school pupil at or below the 12th grade level to or from a public or private school or to or from school activities.

(2) Youth bus, as defined in CVC Section 680, is any bus, other than a school bus, designed for and when actually carrying not more than 16 persons and the driver, used to transport children at or below the 12th grade level directly from a public or private school to an organized non-school related youth activity within 25 miles of the school.

(3) School pupil activity bus (SPAB), as defined in CVC Section 546, operated by a common carrier; or by and under the exclusive jurisdiction of a publicly owned or operated transit system or by a passenger charter-party carrier under contractual agreement between a school and carrier when actually carrying school pupils at or below the 12th grade level to or from public or private school activity, or to residential schools.

(4) General public paratransit vehicle (GPPV), as defined in CVC Section 336, designed for carrying not more than 24 passengers, providing local transportation to the general public, when actually carrying pupils at or below 12th grade level to or from a public or private school or school activity.

b. A collision between a vehicle and pupil or school bus driver while the pupil or driver was approaching or leaving the school bus and the school bus flashing red signal lamps were in operation pursuant to CVC Section 22112 will be documented as a school bus collision.

c. Injury to a pupil inside a school bus resulting from acceleration, deceleration, or other movement of the vehicle will be documented as a school bus collision.

d. A collision involving a motor vehicle in-transport passing a stopped school bus with its red signal lamps in operation pursuant to CVC Section 22112 will be documented as a school bus collision. The school bus should be listed as a non-contact involved vehicle, although not directly involved.

e. All collisions that meet the definition of a school bus collision shall be documented as an INVESTIGATION. When a collision does not meet the definition of a school bus collision, the collision may be documented as a report.

f. A school bus collision with pupils on board which occurs entirely on private property resulting in property damage only and where no applicable CVC violation has occurred need not be documented. Private property does not include those areas described in CVC Section 21113.

g. A collision involving a school bus, youth bus, SPAB, or GPPV, that occurs within city limits and no pupils were on board at the time of the collision, does not meet the definition of a school bus collision and investigative responsibility rests with the local law enforcement agency.

h. Injuries sustained to pupils while boarding or alighting from a stopped school bus, youth bus, SPAB, or GPPV, are not considered motor vehicle traffic collisions.

NOTE: The provision of drivers' training, the inspection of drivers' records, and the processing of applications for certification to drive a school bus, youth bus, SPAB, and GPPV are responsibilities of the CHP. The investigation of school bus collisions is essential to the CHP's commitment to the School Pupil Safety Program and proper collision documentation should be completed to ensure the safe transportation of all pupils.

58. SHOULDER. A shoulder is that portion of the highway, paved or unpaved, contiguous with the roadway and used for accommodation of stopped vehicles, for emergency stops, and for lateral support of the roadway structure. (Refer to Annex A.)

a. The line between the roadway and the shoulder may be a painted edge line, a change in surface color or material, or a curb (for example, a concrete drainage curb on a freeway).

b. On one-way roadways, there may be surfaced shoulders on both sides.

c. A paved shoulder remains a paved shoulder even when a bicycle lane is superimposed upon it.

59. SIDEWALK. A sidewalk is the portion of a highway, other than the road, set apart by curbs, barriers, markings, or other delineation for pedestrian travel. (Refer to CVC Section 555 and Annex A.)

60. STAGED TRAFFIC COLLISION. A collision intentionally planned or contrived for fraudulent purposes. When there are indicators a traffic collision has been staged, forward a copy of the report to the California Department of Insurance. (For additional information on the documentation and investigation of a staged collision, refer to Chapter 13.)

61. TOW AWAY. A tow away is a collision that results in property damage to at least one vehicle to the extent that it cannot be driven from the collision scene, or driven onto a trailer after simple repairs. Simple repairs include bending a fender away from a tire with a crowbar, changing a flat tire, or cutting a fan belt. A tow away excludes:

a. A vehicle towed away because the driver is incapacitated (sick or emotionally disturbed).

b. Inoperative parts not essential to the vehicle being driven away, such as inoperative doors, hoods, truck lids or minor radiator damage.

c. A vehicle towed away because of an illegal condition due to the collision.

d. A vehicle towed back onto the roadway or turned upright which can be driven away.

e. A vehicle towed away because of a vehicle fire.

62. TRANSITION ROAD. A transition road is a connector road that joins two arterial highways (freeways or expressways), generally at a tangent section of the highway and with grade separations at the highway intersection.

63. UNINVOLVED PARTY. An uninvolved party is one who an involved party claims contributed to the occurrence or collision but:

a. Sustained no damage or injury.

b. There is no evidence to indicate that the involved party committed a violation that would cause the collision; and,

c. There is no corroboration by a disinterested witness or the uninvolved party.

d. Examples:

(1) A driver stopped at a crosswalk to allow a pedestrian to cross the road. A second driver approached the stopped vehicle from behind and swerved to avoid the stopped vehicle. The driver of the stopped vehicle will be an uninvolved party if the second vehicle collided with anything other than the stopped vehicle.

(2) A driver traveling at the legal speed limit is an uninvolved party when an over-taking vehicle loses control and collides with anything other than the vehicle proceeding at the legal speed limit.

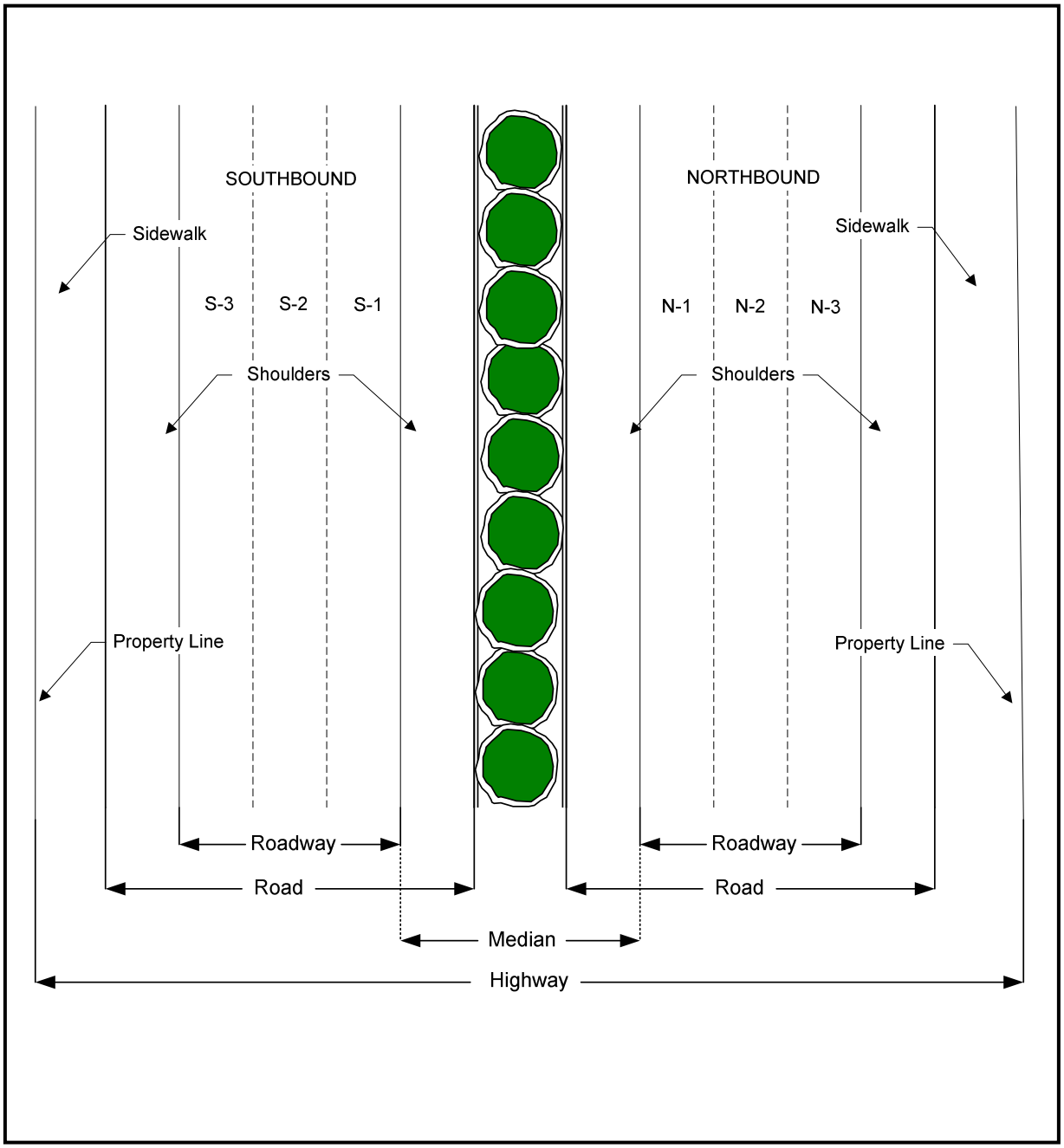
(3) A vehicle allegedly set a rock or debris in motion which struck another vehicle. The driver of the vehicle that set the object in motion denied involvement. Without witness statements or physical evidence to corroborate a claim, the driver of the vehicle that set the object in motion will be an uninvolved party.

64. VEHICLE. A vehicle is a device by which any person or property may be propelled, moved, or drawn upon a highway, excepting a device moved exclusively by human power or used exclusively upon stationary rails or tracks. (Refer to CVC Section 670.)

65. WITNESS. A person, other than an involved party or a passenger, who can provide information relevant to the collision. Includes a person who observed the collision or who observed pertinent details before or after a collision, such as a person who can testify to a party's intoxication, either before or after the collision.

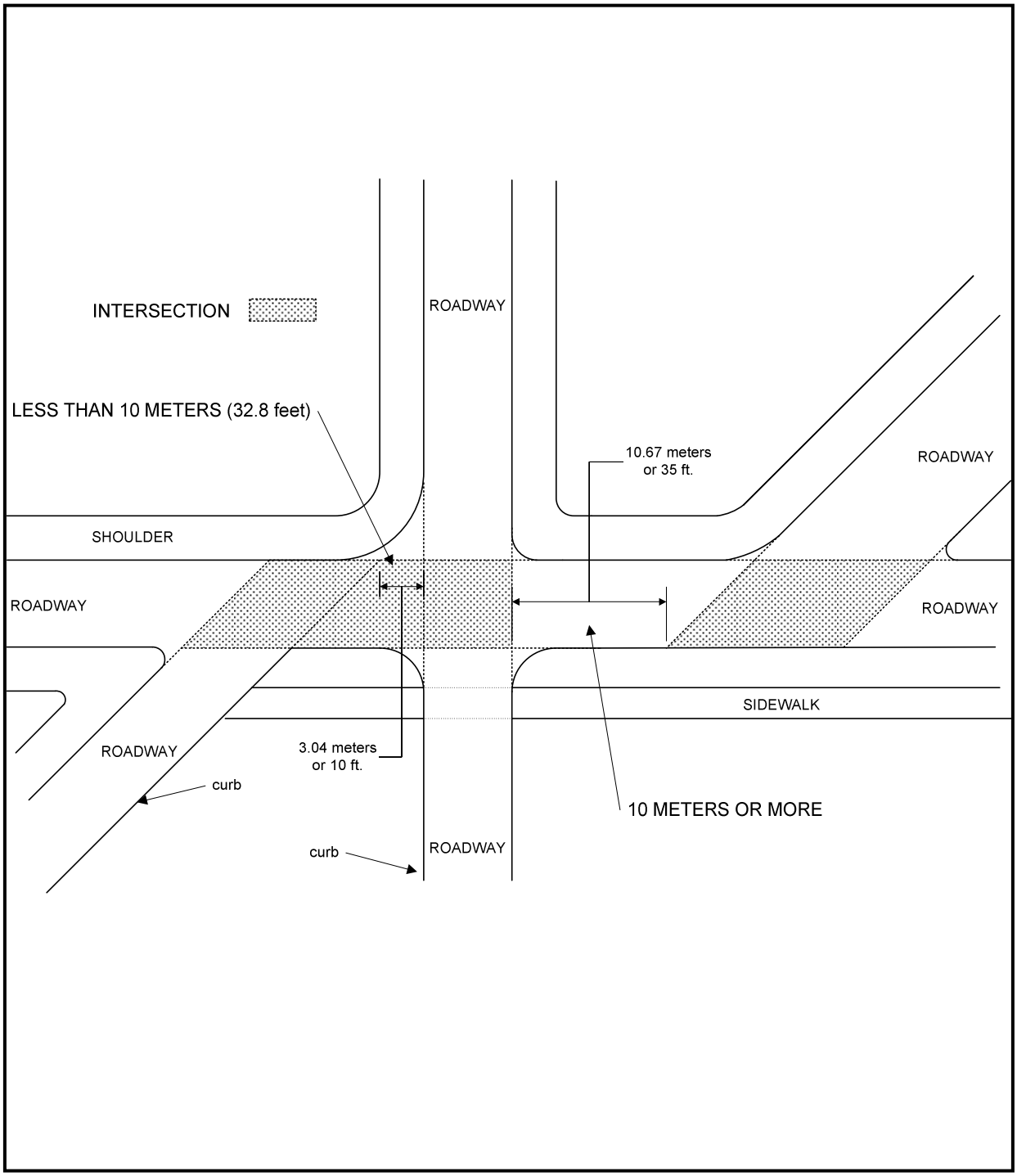
ANNEX A

HIGHWAY EXAMPLE



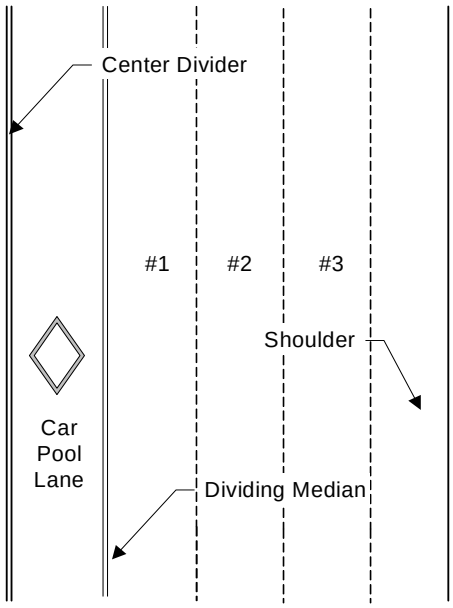
ANNEX B

INTERSECTION EXAMPLE



ANNEX C

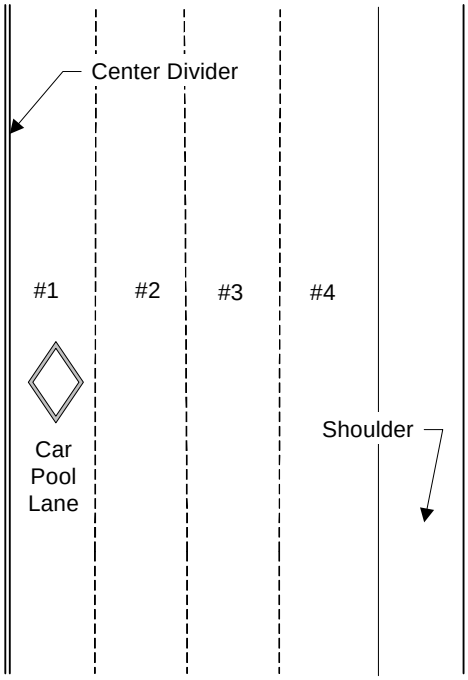
LANE NUMBERING EXAMPLE



A dedicated 24-hour car pool lane will be coded as a separate beat.

An intermittent car pool lane will be numbered as a lane and freeway beat during off hours.

An intermittent car pool lane will not be numbered as a lane and will be coded as a separate beat during restricted hours of operation.



CHAPTER 3

INSTRUCTIONS FOR COMPLETING THE CHP 555, PAGE 1, TRAFFIC COLLISION REPORT

REVISED FEBRUARY 2010

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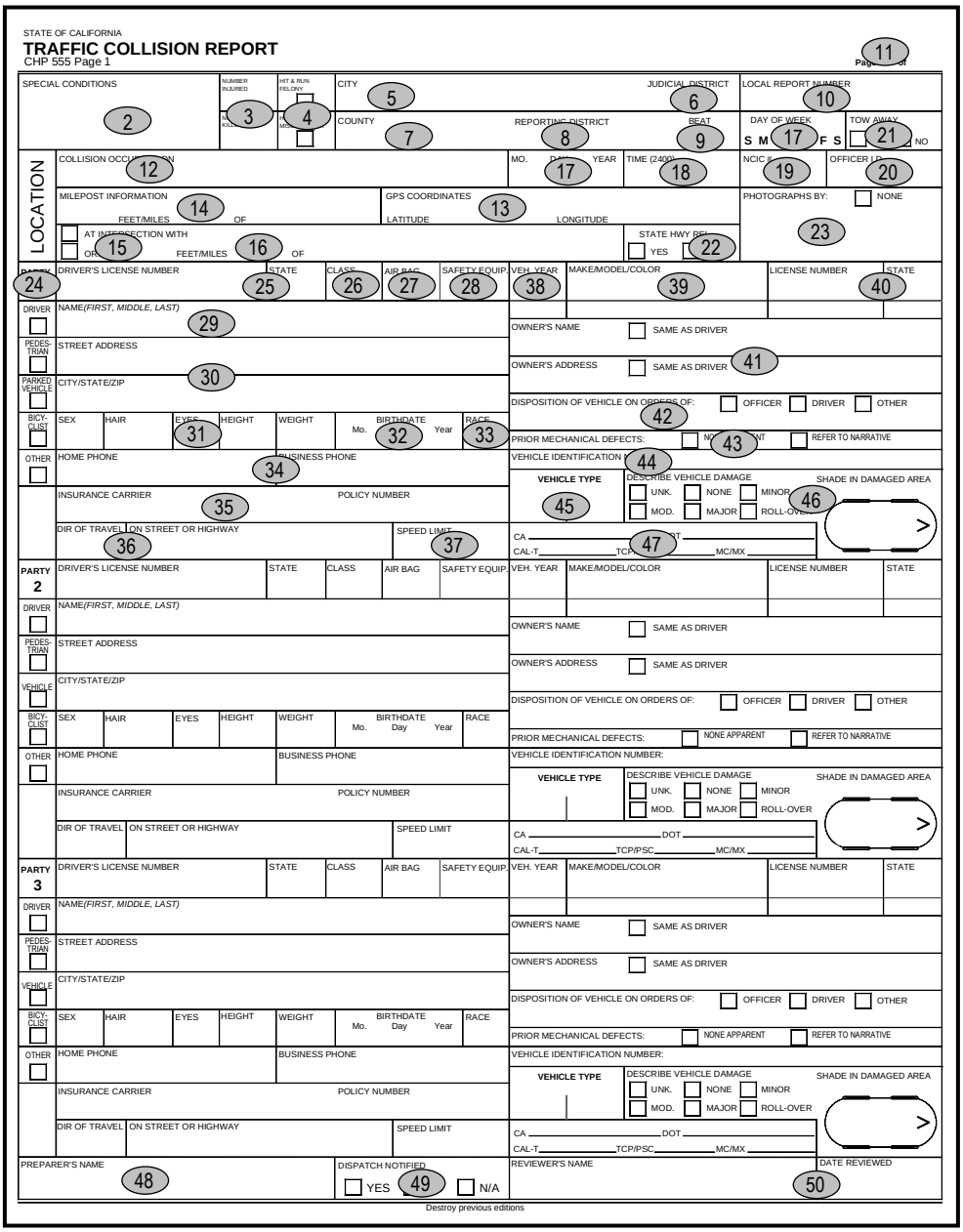
CHAPTER 3

INSTRUCTIONS FOR COMPLETING THE CHP 555, PAGE 1, TRAFFIC COLLISION REPORT

1. SCOPE. This chapter provides instructions for completing the CHP 555, Traffic Collision Report, Page 1. This page is used to document the collision location, driver and vehicle information, and other information relevant to the collision. The numbers on the sample form below correspond to the numbers of the following paragraphs.


STATE OF CALIFORNIA
TRAFFIC COLLISION REPORT
CHP 555 Page 1

11

SPECIAL CONDITIONS 2 | NUMBER INJURED 3 | HIT & RUN FELONY 4 | CITY 5 | JUDICIAL DISTRICT 6 | LOCAL REPORT NUMBER 10

COUNTY 7 | REPORTING DISTRICT 8 | BEAT 9 | DAY OF WEEK S M 17 F S | TOW AWAY 21 NO

LOCATION

COLLISION OCCURRED ON 12 | MO. DAY YEAR 17 | TIME (2400) 18 | NCIC 19 | OFFICER I.D. 20

MILEPOST INFORMATION 14 FEET/MILES OF | GPS COORDINATES 13 LATITUDE LONGITUDE | PHOTOGRAPHS BY: NONE 23

AT INTERSECTION WITH 15 OR 16 FEET/MILES OF | STATE HWY REL 22 YES

PARTY 24 | DRIVER'S LICENSE NUMBER 25 | STATE | CLASS 26 | AIR BAG 27 | SAFETY EQUIP. 28 | VEH. YEAR 38 | MAKE/MODEL/COLOR 39 | LICENSE NUMBER | STATE 40

DRIVER | NAME(FIRST, MIDDLE, LAST) 29 | OWNER'S NAME SAME AS DRIVER

PEDES-TRIAN | STREET ADDRESS | OWNER'S ADDRESS SAME AS DRIVER 41

PARKED VEHICLE | CITY/STATE/ZIP 30 | DISPOSITION OF VEHICLE ON ORDERS OF: 42 OFFICER DRIVER OTHER

BICY-CLIST | SEX | HAIR | EYES 31 | HEIGHT | WEIGHT | BIRTHDATE Mo. 32 Year | RACE 33 | PRIOR MECHANICAL DEFECTS: 43 NONE APPARENT REFER TO NARRATIVE

OTHER | HOME PHONE 34 | BUSINESS PHONE | VEHICLE IDENTIFICATION NUMBER: 44

INSURANCE CARRIER 35 | POLICY NUMBER | VEHICLE TYPE 45 | DESCRIBE VEHICLE DAMAGE UNK. NONE MINOR MOD. MAJOR ROLL-OVER | SHADE IN DAMAGED AREA 46

DIR OF TRAVEL 36 | ON STREET OR HIGHWAY | SPEED LIMIT 37 | CA DOT CAL-T TCP/PSC MC/MX 47

PARTY 2 | DRIVER'S LICENSE NUMBER | STATE | CLASS | AIR BAG | SAFETY EQUIP. | VEH. YEAR | MAKE/MODEL/COLOR | LICENSE NUMBER | STATE

DRIVER | NAME(FIRST, MIDDLE, LAST) | OWNER'S NAME SAME AS DRIVER

PEDES-TRIAN | STREET ADDRESS | OWNER'S ADDRESS SAME AS DRIVER

VEHICLE | CITY/STATE/ZIP | DISPOSITION OF VEHICLE ON ORDERS OF: OFFICER DRIVER OTHER

BICY-CLIST | SEX | HAIR | EYES | HEIGHT | WEIGHT | BIRTHDATE Mo. Day Year | RACE | PRIOR MECHANICAL DEFECTS: NONE APPARENT REFER TO NARRATIVE

OTHER | HOME PHONE | BUSINESS PHONE | VEHICLE IDENTIFICATION NUMBER:

INSURANCE CARRIER | POLICY NUMBER | VEHICLE TYPE | DESCRIBE VEHICLE DAMAGE UNK. NONE MINOR MOD. MAJOR ROLL-OVER | SHADE IN DAMAGED AREA

DIR OF TRAVEL | ON STREET OR HIGHWAY | SPEED LIMIT | CA DOT CAL-T TCP/PSC MC/MX

PARTY 3 | DRIVER'S LICENSE NUMBER | STATE | CLASS | AIR BAG | SAFETY EQUIP. | VEH. YEAR | MAKE/MODEL/COLOR | LICENSE NUMBER | STATE

DRIVER | NAME(FIRST, MIDDLE, LAST) | OWNER'S NAME SAME AS DRIVER

PEDES-TRIAN | STREET ADDRESS | OWNER'S ADDRESS SAME AS DRIVER

VEHICLE | CITY/STATE/ZIP | DISPOSITION OF VEHICLE ON ORDERS OF: OFFICER DRIVER OTHER

BICY-CLIST | SEX | HAIR | EYES | HEIGHT | WEIGHT | BIRTHDATE Mo. Day Year | RACE | PRIOR MECHANICAL DEFECTS: NONE APPARENT REFER TO NARRATIVE

OTHER | HOME PHONE | BUSINESS PHONE | VEHICLE IDENTIFICATION NUMBER:

INSURANCE CARRIER | POLICY NUMBER | VEHICLE TYPE | DESCRIBE VEHICLE DAMAGE UNK. NONE MINOR MOD. MAJOR ROLL-OVER | SHADE IN DAMAGED AREA

DIR OF TRAVEL | ON STREET OR HIGHWAY | SPEED LIMIT | CA DOT CAL-T TCP/PSC MC/MX

PREPARER'S NAME 48 | DISPATCH NOTIFIED 49 YES N/A | REVIEWER'S NAME | DATE REVIEWED 50

Destroy previous editions

a. When completing this form, every reasonable effort should be made to obtain factual information on all required fields. However, opinions may be expressed if substantiated by physical evidence and/or corroborated witness statements that are recorded in the investigation.

b. All information should be computer generated using the California Automated Reporting System (CARS). Investigation narratives may be completed using word processing software applications. If CARS is not available, reports may be printed legibly using a pen, black ink only, or a Number 2, or softer, pencil.

c. If available, the most recent revision of the CHP 555 shall be used. Additionally, any modification to the CHP 555 shall be approved by Enforcement Services Division, Field Support Section, Accident Investigation Unit.

d. Fill in all applicable spaces unless otherwise instructed.

e. Do not use a check (✓) where an "X" is required.

f. The top margin of the CHP 555, Page 1, should not contain any entries. This section is used by the Statewide Integrated Traffic Records System (SWITRS) analysts to assign case numbers to the documents.

2. SPECIAL CONDITIONS. Enter one or more of the following special conditions. A reporting agency may enter additional special conditions for use by their own agency:

a. Counter Report. Enter if the collision is a Counter Report as defined in Chapter 2, Definitions and Classifications of Collisions.

b. Courtesy Report. Enter if the collision is a Courtesy Report as defined in Chapter 2.

(1) The documenting officer should complete as much of the CHP 555 as possible, except: Beat Number, National Crime Information Center (NCIC) Number, and Officer Identification (ID) Number.

(2) The original report should be sent to the agency having jurisdiction except in cases where a prior mutual agreement has been established between the documenting agency and the agency with jurisdictional responsibility for prosecution purposes. A copy may be retained in the file of the documenting agency.

NOTE: Do not send a copy to Information Management Division (IMD), Support Services Section (SSS), Mail Processing File Unit (MPFU).

(3) The agency commander receiving the original collision report should ensure that the correct Beat, NCIC, and Officer ID Numbers are completed on the collision report form heading. A copy of the completed report should then be sent to IMD, SSS, MPFU, refer to Chapter 10, Form Requirements and Procedures.

c. Farm Labor Vehicle. Enter when the collision involved either a Farm Labor Vehicle or Farm Labor Transporter as defined in Chapter 2.

d. Fatal. Enter when the collision results in a fatality as defined in Chapter 2, section 30, Injury.

e. Hazardous Material. Enter when the collision involved an event that meets the definition of a Hazardous Material Incident as outlined in Highway Patrol Manual (HPM) 84.2, Hazardous Materials Transportation and Incident Management (briefly described in Chapter 2 of this manual). Additional documentation is required. (Refer to Chapter 13, Guidelines for the Investigation and Documentation of Uncommon Occurrences.)

f. Late-Reported. Enter when the collision meets the definition of Late-Reported as outlined in Chapter 2.

g. On-Duty Emergency Vehicle. Enter when the collision meets the definition of an On-Duty Emergency Vehicle Collision as outlined in Chapter 2.

NOTE: It is not necessary that the vehicle be operated with red light and siren for the “On-Duty” classification to apply.

h. Preliminary. Enter when, due to unusual circumstances, the collision investigation cannot be submitted within 15 working days. (Refer to Chapter 10.) The preliminary investigation shall include at a minimum:

(1) Number and names of involved parties.

(2) Injuries.

(3) A scene description.

(4) A summary of the sequence of events that lead to the collision.

NOTE: “Preliminary” shall not be entered when the only unresolved information is the status of the charges to be filed.

i. Private Property. Enter when the collision occurred on property not owned or leased by a public agency.

j. School Bus Collision. Enter the school bus category, school bus type, and the number of pupils on board when the collision meets the definition of a School Bus Collision as outlined in Chapter 2 and California Vehicle Code (CVC), Section 12517.5. A CHP 555E, School Bus Collision Supplemental Report, shall be completed when documenting a school bus collision. For further instruction on documentation of a school bus collision, refer to Chapter 13.

NOTE: Charter-party carriers certified and licensed by the California Public Utilities Commission (PUC), transporting pupils to and/or from a school related activity (i.e., limousine services enroute to/from a prom night) are exempt from the definition of a school bus. The driver, however, must have in his/her immediate possession a valid School Bus or School Pupil Activity Bus (SPAB) Special Drivers Certificate and a parental authorization form for each pupil.

(1) School Bus Category. School bus category is determined by who owns or operates the bus. (Refer to Chapter 2, paragraph 57, School Bus Collision.) Enter one of the following categories:

(a) Public School Bus.

(b) Private School Bus.

(c) Contractor School Bus (school buses for hire such as Taylor and Laidlaw).

(d) School Pupil Activity Bus.

(e) Youth Bus.

(f) General Public Paratransit Vehicle (GPPV).

(2) School Bus Type. The school bus type, either school bus or SPAB, is determined by the bus seating capacity as specified on the CHP 292, Inspection Approval Certificate, displayed in the school bus or SPAB. After the bus category, enter one of the following bus type numbers:

(a) Type 1: A bus designed for more than 16 passengers in addition to the driver; or

(b) Type 2: A bus designed for not more than 16 passengers and the driver, or manufactured on or after April 1, 1977, having a manufacturer's gross vehicle weight rating of 10,000 pounds or less, and designed for carrying not more than 20 passengers and the driver.

NOTE: A youth bus is “Type 2” by definition, as well as, a GPPV in most cases. The notation for Type 1 or 2 is not required in the “Special Conditions” box.

(c) For school bus collisions involving wheelchair school buses, include a “W” after the bus type.

(3) Number of Pupils. Write in parentheses the number of pupils on board after the School Bus Type.

(4) For example:

(a) A school bus owned by Laidlaw, Type 2, wheelchair access, school bus with 12 students on board would read, Contractor School Bus 2 W (12).

(b) A district owned school bus, designed to carry 84 students but with only 32 on board at the time of the collision would read, Public School Bus 1 (32).

(5) For a school bus with the lights and signs uncovered and no pupils onboard, Enter “No Pupils on School Bus” in the Special Conditions box to indicate the collision involved a school bus; however, it was not a School Bus Collision by definition. No further notations are necessary.

k. Suspected Staged Traffic Collision. Enter 550 in the Special Conditions box to identify a suspected staged traffic collision as defined in Chapter 2. For information on identification and documentation of a Suspected Staged Collision, refer to Chapter 13. For distribution of the investigation, refer to Chapter 10.

3. NUMBER INJURED/NUMBER KILLED. Enter the total number of persons injured or killed as a result of the collision. If none, enter “0” in each box. The totals must be consistent with the number of persons injured or killed entered on the CHP 555, Page 3, Injured/Witnesses/Passengers.

4. HIT & RUN FELONY/HIT & RUN MISDEMEANOR. Mark an “X” in the applicable box when the facts and evidence indicate either a felony or a misdemeanor hit and run violation was committed. A collision resulting in “Complaint of Pain” or “Other Visible Injury” should be investigated as a felony hit and run. The district attorney’s office will ultimately decide which charges will be filed.

5. CITY. Enter the name of the city in which the collision occurred. If the collision did not occur within city limits, enter “Unincorporated” or “Uninc.”

6. JUDICIAL DISTRICT. Enter the name of the applicable municipal, justice, or superior court.

7. COUNTY. Enter the name of the county in which the collision occurred.

8. REPORTING DISTRICT. Enter the number of the district, division, or other geographic reporting area above beat level, if applicable. This number may be one to four digits. California Highway Patrol (CHP) personnel should leave this field blank.

9. BEAT. Enter the appropriate beat number, if applicable. This number may be one to three digits.

NOTE: CHP ONLY enter the appropriate highway or county road beat or use the following special assignment and administrative beats:

a. Commercial Facilities (860-898). Assign the appropriate commercial beat to collisions occurring at locations of commercial enforcement activities such as load-o-meter pits, platform scales, or inspection facilities. When the commercial activity location adjoins a state highway beat, mark an “X” in the “Yes” box under “State Highway Related.”

b. City (901). Use this beat code when a collision occurs within an incorporated city and not on a freeway. For example, a school bus collision on a roadway within an incorporated city, unless a CHP beat number is assigned to the beat where the collision occurred.

c. Private Property (902). Private property not covered by beats 906 and 907. This beat includes improved surface roads, driveways, parking lots, and all private property within city limits. Improved surface means other than the natural surface material.

d. Public Property (903). Public property not normally patrolled by the Department and not covered by other beat numbers. (Refer to CVC Section 21113.) For example, portions of highways closed for construction, maintenance, or cataclysmic events, improved surface roads, driveways, and parking lots on county, school district, United States (US) or other government-owned land, including Indian reservations. For state highway vista points and rest stops, mark an “X” in the “Yes” box under “State Highway Related."

e. Off-Highway Vehicle (906). Off-highway vehicular recreation areas. For example, open park, beach, desert, and forest lands; any unimproved surface roads on both public and private property. Unimproved surface means the natural surface material. For example, dirt roads, such as fire trails, logging roads, maintenance or service roads, and US Forest Service roads.

f. Other Unimproved Surface (907). Other unimproved surface or off-highway areas not open to the public for off-highway vehicle recreation. For example, vacant lots, school yards, fields, open land, or unimproved surface roads on public or private property upon which public vehicular travel is not permitted.

g. Counter Report (908). Counter report or citizen's report which is a collision involving property damage only and reported by an involved party, in person, at a police facility or CHP office.

10. LOCAL REPORT NUMBER. The same number should be entered on each page of the collision report.

a. Enter the Area Information System control number or case number in this box. CHP ONLY.

b. To facilitate ease of reporting and coordination between departments, the assigned number should contain the four-digit agency code number assigned to the agency by the Department of Justice (DOJ) and contained in the NCIC directory.

(1) For example: The 325th collision investigated by the Los Angeles Sheriff's Department (NCIC 1900) occurring in May 2001, would be numbered 1900-325-05-01.

11. PAGE OF . Enter the page number on all pages of the report. The total page number entry is only required on the first and last page of the report, and optional on all other pages.

a. Collisions involving more than three involved parties where at least two CHP 555, Pages 1 and 2, are prepared should be numbered as follows:

(1) The first CHP 555, Page 1, would be numbered as page 1, and the corresponding CHP 555, Page 2, as page 2.

(2) The second CHP 555, Page 1, would be numbered as page 3, and the corresponding CHP 555, Page 2, as page 4.

b. Attachments to the collision report such as the CHP 555D, Truck/Bus Collision Supplemental Report, and the CHP 555E should be numbered as part of the original report. These attachments should be the last pages of the collision report so as not to disrupt the continuity of the report. The following shall not be attached to the collision report:

(1) The CHP 180, Vehicle Report.

(2) The CHP 202, Driving Under the Influence Arrest-Investigation Report.

(3) The CHP 216, Arrest-Investigation Report.

NOTE: Each side of the CHP 555 and CHP 556, Narrative/Supplemental, is a separate page.

12. COLLISION OCCURRED ON.

a. Enter the route number or the highway name on which the collision occurred. If the highway has both a number and a name, enter the route number first. On a divided highway, enter the roadway direction (general route direction, not compass direction.) For example, a collision occurs on an east/west portion of Interstate 5 (I-5); however, the roadway alignment for I-5 is north/south. The proper entry would be I-5 N/B (Golden State Fwy) or I-5 S/B (Golden State Fwy), as applicable. Including the common name of freeway or highway after the route number is optional. (Refer to Annex A, Direction of Routes, and Annex B, Examples of Collision Occurred On.)

b. In the event a single vehicle collision occurs exactly on a boundary line between two jurisdictions or districts, the collision should be reported by the jurisdiction or district from which the vehicle was traveling. If a collision on a boundary line involves two or more vehicles, it should be handled by the jurisdiction from which the party most at fault was traveling.

c. When a vehicle runs off the roadway and the first injury or damage producing event in the collision occurs off the roadway, the proper entry in “Location” field is the place where the vehicle left the roadway. The coordinates described in the “Location” box may differ from the actual area of impact (AOI) which occurred after leaving the roadway. The actual location of injury and/or damage should be described in the narrative.

d. When a vehicle leaves and re-enters the roadway prior to becoming involved in a collision, the correct location is the point at which the vehicle leaves the roadway the last time.

e. For all other collisions, enter the location where the first injury or damage producing event occurred.

f. All ramp designations begin with the highway of highest classification. Transition roads begin with the highway that the vehicle was leaving. Do not use the words “on-ramp, off-ramp, connector or transition road” in naming or designating a location. These words may be used to describe a collision scene in the narrative portion of the report. (Refer to Annex B.)

g. Collisions occurring on freeway on-ramps or off-ramps and transition roads shall be located and designated according to the following examples.

(1) On-Ramp: I-8 W/B from Imperial Avenue S/B.

(2) Off-Ramp: I-8 E/B to Imperial Avenue S/B.

(3) Transition: US-50 W/B to I-5 N/B.

h. Identify unnamed access or frontage roads adjacent to a main highway or freeway by the direction the frontage road lies from the highway. For example, I-80, South Frontage Road.

i. When appropriate, enter the street block number after the street name. For example, “San Antonio Street, 400 Block,” is a proper entry; not “400 Block, San Antonio Street.”

j. Identify a collision occurring on an unnamed alley by the alley direction from a parallel named street. For example, “Alley north of ‘B’ Street,” or “Alley east of 14th Avenue."

k. For private property collisions, write out the location, such as private driveway, parking lot, etc. A street address should be entered when available.

l. When a collision occurs within an intersection, including off-set intersections, indicate the highway of highest classification, or if both highways are the same classification, use the highway upon which the involved party most at fault was traveling. (Refer to Chapter 2, Intersection.) Classification hierarchy in order from highest to lowest are:

(1) Interstate highway.

(2) US route-numbered highway.

(3) State route-numbered highway.

(4) County road.

(5) City street.

(6) All other highways which do not fall into the above categories, such as alleys, toll roads, and other private roads open to the public for purposes of vehicular travel.

NOTE: This does not apply to the intersection of a freeway ramp and a city or county road when the vehicles are off the freeway ramp when the collision occurs. In this situation, the primary location of the collision would be the city street or county road. Mark "X" in the "State Highway Related" box "Yes."

NOTE: Be consistent and concise in spelling a street name. Various spellings of the same street name will list the street in several places on the SWITRS output reports.

13. GLOBAL POSITIONING SYSTEM (GPS) COORDINATES. The documenting officer shall enter the latitudinal and longitudinal coordinates that reference the location of the collision. The entry shall include degrees and decimal degrees for a specific reference point. Coordinates shall be carried five places right of the decimal for a specific reference point. The following is an example of proper latitude and longitude entries:

GPS COORDINATES	
LATITUDE: 38.48381	LONGITUDE: -121.56060

a. If the proper equipment is available (i.e., handheld GPS equipment, Mobile Digital Computer, or software applications such as Streets and Trips) GPS coordinates shall be documented.

b. If the GPS coordinates cannot be collected, CHP employees shall document the milepost marker information.

14. MILEPOST INFORMATION. If GPS coordinates cannot be collected, the documenting officer shall enter the distance and direction from the nearest milepost marker. Record the following information from the marker: 1) route number, 2) county, and 3) milepost location. Following are examples of proper milepost entries:

a. The following indicates the collision occurred 150 feet east (using the general route direction, not compass direction) of milepost 50 SAC 5[10].

MILEPOST INFORMATION
150 FEET/~~MILES~~ E OF 50 SAC 5.10

b. The following indicates the collision occurred three tenths of a mile north (using the general route direction, not compass direction) of milepost 5 ORA 34^{00}.

MILEPOST INFORMATION
0.3 ~~FEET~~/MILES N OF 5 ORA 34.00

c. Milepost information is not required for freeway on-ramps or off-ramps and connector roads.

NOTE: For analysis purposes, the collision location should be identified as accurately as possible.

15. AT INTERSECTION WITH. If the collision occurs within an intersection, mark an "X" in this box and enter the route number or name of the intersecting highway, alley, etc.

16. OR: FEET/MILES OF.

a. If the collision does not occur at an intersection, mark an "X" in this box and enter the distance and direction from the nearest permanent reference point, such as an intersecting street, overcrossing, county line, etc. If such a reference point is not present within a reasonable distance, enter the distance and direction from the nearest commonly known identifiable landmark.

b. Line out either "FEET" or "MILES," whichever is not applicable. Selective enforcement and highway design improvements are dependent upon the exact location of the collision; therefore, it is critical that distances to permanent reference points be measured and not estimated.

c. For non-intersection collisions where tape measurement, roll meter, or pacing are not practical due to the distance from a reference point, the officer should drive to the nearest intersecting street, road structure, or commonly known identifiable landmark and measure the distance carefully using the patrol vehicle odometer. When an odometer is used, line out "FEET" and enter the distance in miles and/or tenths of miles. Do not convert odometer reading to feet for purposes of reporting. For example, proper entries are "1.7 MILES" or "0.3 MILES." Improper entries are "3/4 miles," "1/3 miles," or "0.5 miles = 2,640 feet."

d. When a railroad crossing is used as a reference point, enter the distance and direction from the nearest permanent reference point. Enter the PUC grade crossing number following the name of the reference point. Enter the name of the railroad right-of-way property owner in the narrative.

17. MO./DAY/YEAR and DAY OF WEEK. Enter month, day, and year in numeric format, using a four digit year. For example: 12/17/2001. For collisions where the exact date cannot be determined, the officer should make a single date entry based upon his/her best judgment. Do not leave the space blank. Circle the day of week that corresponds with the collision date.

18. TIME (2400). Enter the time the collision occurred using a 24-hour clock.

a. Do not use 2400. For a collision occurring at midnight, use 2359.

b. If an officer investigates two collisions that occur on the same date and at nearly the same time, the time entry for the second report should be at least one minute later than the first. This procedure will prevent assignment of identical field-generated report numbers for two reports.

c. If the precise time cannot be determined, the officer should make a single time entry based upon his/her best judgment. If the time cannot be determined, use 2500. Do not enter "Unknown." If more than one collision is investigated by an officer on the same day, and the time for either collision cannot be determined, the time entry for each collision should be one minute apart (e.g., 2501, 2502).

NOTE: Do not leave this space blank.

19. NCIC #.

a. Enter the four-digit code number assigned by the DOJ. This is a unique number assigned to each jurisdiction contained in the NCIC directory. The first two digits of the NCIC number identify the county within the state, and the second two digits identify the jurisdiction within the county.

NOTE: CHP ONLY enter "9" followed by the three-digit Area location code. For example: "9252" for the South Sacramento Area.

b. A contracted agency must use the NCIC number assigned to their agency not the number assigned to the contracting city. For example: The NCIC number for the Los Angeles County Sheriff's Department (LASD) is “1900.” Therefore, "1900” should be entered in the “NCIC #” box when LASD is reporting traffic collisions for the contracting city (i.e., City of Norwalk).

20. OFFICER ID.

a. Enter the badge or ID of the primary investigating officer (one entry only).

b. When an involved party completes a Counter Report, the assisting officer’s ID number should be entered on the first page of the CHP 555-03, Traffic Collision Report, Property Damage Only, to complete the collision report number. An officer's name should not, in this case, be entered in either the “Preparer's Name” or the “Reporting Officer” space, or on any subsequent pages of the report.

NOTE: Date, Time, NCIC Number, and Officer ID must be completed on each CHP 555, CHP 555D, CHP 555E, CHP 555-03 and CHP 556 as they comprise the four fields that identify each collision report in the SWITRS computer files.

21. TOW AWAY. Mark an “X” in the “Yes” box when the collision results in “tow away” damage to any vehicle, as defined in Chapter 2. If no vehicles sustain “tow away” damage, mark an “X” in the “No” box.

22. STATE HIGHWAY RELATED. Mark an “X” in the “Yes” box when the collision occurs in a location defined as “State Highway Related.” Mark an “X” in the “No” box if the collision is not considered “State Highway Related.” (Refer to Annex C, State Highway Related Criteria.) The following criterion applies when identifying a “State Highway Related” collision:

a. The collision occurred on or was associated with a state highway. This includes a state route, US highway, interstate highway, vista point, rest stop, or truck inspection facility.

b. The term “related” refers to a collision not occurring on a state highway yet close enough to affect traffic on the state highway. The following are examples of incidents related with state highways:

(1) Collisions that occur on city streets or county roads within 250 feet of the center of the intersection of a state highway or the center of state highway overcrossings and undercrossings.

(2) Collisions that occur on city streets or county roads within 100 feet of the gore point of a freeway ramp.

(3) Collisions that occur on city streets or county roads (such as frontage roads) where there is damage to state highway property.

NOTE: The California Department of Transportation uses this information in its collision location files to identify collision frequency locations on or near state highways.

23. PHOTOGRAPHS BY.

a. When photographs are taken, enter the name and ID number of the officer taking the photographs. When photographs are taken by other than departmental personnel, enter the photographer's name and telephone number. If no photographs are taken, mark an “X” in the “None” box.

b. Photographs included within the investigation shall be explained in the narrative under “Other Factual Information” or “Physical Evidence.”

c. Photography may be used to document the collision scene, vehicle damage, and involved parties without proper identification.

d. All photographs, to include digital photographs, shall be processed in compliance with policy outlined in HPM 70.1, Evidence Manual.

24. INVOLVED PARTY CATEGORY. Mark an “X” in the box which best describes the involved party type.

a. A single CHP 555, Page 1 provides space for three involved parties. When more than three parties are involved:

(1) Number the pages of additional forms as outlined in paragraph 11.a., of this chapter.

(2) Strike out the 1 and 2 under “Party” and enter “4” and “5,” etc., as appropriate.

b. Driver. A person who drives or is in actual physical control of a vehicle. (Refer to the definition of a driver in Chapter 2.)

(1) Includes:

(a) Hit and Run. If the involved party is a hit and run driver, only enter information that has been substantiated by physical evidence, a positive ID made by the victim or a witness, or other verifiable statements or evidence, in the "Party" category. For example, do not enter the name of the registered owner of a suspect vehicle as the driver when the only evidence is a vehicle license plate number.

1 A single entry of "CVC Section 20002(a)" is permissible when no party information is available.

(b) Non-Contact Involved Party. Consider the driver of a non-contact vehicle an involved party when the situation meets the definition of a "Non-Contact Involved Party" as outlined in Chapter 2.

1 When involvement of a non-contact involved party is established, complete the investigation or report as a multiple vehicle collision. Record all available information in the appropriate spaces on the CHP 555.

2 When a non-contact party has not been established as an involved party (i.e., no disinterested witness, physical evidence, or statement from the non-contact party), officers may record the alleged non-contact party as a witness on the CHP 555, Page 3, and include any statement given in the narrative. Do not enter any information on the alleged, non-contact driver on the CHP 555, Page 1. The only notation of the non-contact party on the CHP 555, Page 2, should be in the "uninvolved vehicle" box under "other associated factor(s)."

NOTE: This shall not be construed as relieving the investigating officer of the obligation to conduct adequate follow-up investigation if provided with identifying information from the involved driver.

3 When a non-contact driver has left the scene, proceed in accordance with the above as the facts and evidence warrant.

(c) Pushed/Towed Vehicles. Consider the following when determining the party type of parties involved in a collision involving a vehicle being pushed by another vehicle or being towed by other than a rigid tow bar or tow truck.

1 When the collision involves a vehicle being pushed by another vehicle, the person operating the pushed vehicle is a party type "driver."

2 Determine whether the driver of the pushed vehicle or the pushing vehicle is most at fault or in control of the vehicle at the time of the collision. If the driver of the pushing vehicle is at fault or directly contributed to the collision the party type should be marked "driver." If the driver of the pushing vehicle did not contribute directly to the collision, the person should be listed as a witness.

3 When the collision involves a vehicle being towed by other than a rigid bar or a tow truck, the two motor vehicles are separate parties on the collision report. Determine which person is most at fault for the collision. That person should be marked party type "driver." The operator of the other vehicle should be marked party type "other."

c. Pedestrian. A pedestrian is any person who is afoot or who is using a means of conveyance propelled by human power other than a bicycle. (Refer to the definition of a pedestrian in Chapter 2.)

(1) This includes a person in a fenced yard, however, excludes a person inside a building (coded as "other").

(2) A person boarding or falling from a motor vehicle in-transport is considered a passenger and is classified as though he/she is a part of the conveyance.

d. Parked Vehicle. A non-moving motor vehicle, whether occupied or not, which is outside the traffic lanes, in a parking area, or building. Enter the applicable vehicle information for a parked motor vehicle only. Leave driver information blank.

(1) This includes:

(a) Illegally parked motor vehicles outside the traffic lane.

(b) Vehicles parked within a closed construction zone or other road closure.

(2) This excludes:

(a) A motor vehicle stalled in the traffic lane.

(b) Vehicles parked in violation of the 18-inch requirement as described in CVC Section 22502(a).

NOTE: Those vehicles, moving or temporarily stopped, in traffic aisles within parking areas are considered in-transport when struck.

e. Bicyclist. Mark this box if the party was riding a bicycle. (Refer to the definition of a bicycle in Chapter 2.)

(1) A collision involving a bicycle vs. any object, including a parked vehicle, a pedestrian, or another bicycle, is a vehicle collision only if it occurred on a highway.

(2) A solo bicycle collision occurring on a highway is a vehicle collision.

f. Other. If this box is marked, explain in the narrative. Omit driver license number for individuals in this category. This includes, but is not limited to, the following:

(1) Driverless vehicles. (Refer to the definition of a “Driverless Vehicle” in Chapter 2.)

(2) Under specific circumstances, vehicles being towed by other than a rigid tow bar or tow truck.

(3) Animal-drawn conveyances.

(4) Operators of a train, airplane, or cable car. The conveyance (train, airplane, cable car, etc.) and engineer should be identified as party type “Other.” The injured persons in the conveyance should be identified as passengers and the conductor as a witness.

(5) An operator of highway construction or snow removal equipment while actively engaged in the performance of their duties.

(6) Injured parties in or upon a structure, including buildings, phone booths, bus benches, etc.

(7) Equestrians.

(8) The operator of a motor vehicle not requiring a driver’s license to operate (e.g., Go-Ped, motorized skateboard, ZIP© Electric Scooter).

25. DRIVER’S LICENSE NUMBER/STATE. Record the alpha/numeric number as it appears on the driver license. Record the standard post office two-letter state/territory abbreviation in the “State” box. (Refer to Annex D, Two-Letter State and Territory Abbreviations.)

a. If the driver license is a valid military or government driver license, enter "Govt." after the license number. Record this type of driver license number only if the driver is an employee of the US Government operating a federally owned or controlled vehicle on official business.

b. Enter "(Exp)" after the license number if the license has expired.

c. Enter "(Susp)" after the license number if driver has a suspended license.

d. Enter "None in Possession" or "(NIP)" after the license number if the number has been confirmed (see below) and the driver does not have his/her license in his/her possession.

(1) If the driver does not have his/her driver license in his/her possession, do not enter a license number based solely on a name and date of birth information match. Enter the driver license number only if there is verified, corroborating information (i.e., current and prior addresses, physical description, and/or other photo identification).

e. Enter "(None)" if driver is unlicensed.

f. Enter "(ID)" after the ID number if driver presents a valid state identification card.

g. Multiple entries may be required. For example, if a driver is identified by a state identification card and a status check reveals the license is suspended. The entry would include (ID) and (Susp) after the number (i.e., A1234567 [ID] [Susp]).

h. Enter information considered important in the narrative. For example, restrictions, endorsements, the expiration date (if the license is expired), type of license.

i. Leave this entry blank if not applicable to the involved party (e.g., passengers in parked motor vehicles, bicyclists, train/locomotive engineers, snow removal equipment operators).

(1) Information furnished by these individuals may be included in the narrative portion of the report; however, they cannot be compelled to provide driver license information solely for the purpose of traffic collision investigation.

26. <u>CLASS OF LICENSE</u>. Enter the class of driver license in the "Class" box. For California drivers, this will be Class A, B, C, M, M1, or M2.

a. If a driver has more than one class on the driver license, enter the appropriate class for the vehicle they were driving at the time of the collision. If the class listed on the driver's license does not correspond with the vehicle being operated, enter "U." (Refer to CVC Section 12804.9.)

b. When a driver with a Class A or B license does not have a valid medical certificate, as required in CVC Section 12804(c), enter "U."

c. If the issued license is out-of-state or an international license, enter "F."

d. For valid driving permits, enter the appropriate class for the vehicle driven if the conditions of the permit are met.

e. For unlicensed drivers, drivers with suspended, revoked or expired licenses, or drivers with invalid driving permits, enter "U."

f. When a driver is not in possession of a license at the time of collision, leave the "Class" box blank until the license status and class are determined through the Department of Motor Vehicles (DMV). Enter the information only if there is verified, corroborating information (i.e., current and prior addresses, physical description, and/or other photo identification).

g. Persons involved in a traffic collision who possess a Diplomatic Driver License (US Department of State, Office of Foreign Missions, issued by the Diplomatic Motor Vehicle Office) shall enter "D." The actual driver license class shall be entered in the "Miscellaneous" box on the CHP 555, Page 2.

(1) If subsequent prosecution of the claimant is anticipated, the claimant's title, country, and type of identification presented should be recorded for future reference. Issuance of a citation or arrest of an immunity claimant at the collision scene should be handled in accordance with the procedures specified in HPM 100.67, Law Enforcement Assistance and Inter-jurisdictional Operations Manual, Chapter 8, Foreign Nationals: Arrest, Detention, and consular Notification in the Event of Death or Injury.

27. AIR BAG. Enter the appropriate alpha code listed in the Safety Equipment legend on the CHP 555, Page 2. Select the code that best describes the condition of the driver's air bag.

NOTE: Only Safety Equipment codes "L" through "N", "B", and "P" should be used when coding the condition of the air bag.

a. If the vehicle was manufactured without an air bag, enter "P" (Not Required).

b. If the vehicle was originally equipped with an air bag, yet at the time of the collision an air bag was not installed, enter “N” (Other) and explain in the narrative.

c. Enter “N” (Other) for a collision when an air bag did not deploy and, in the investigating officer’s opinion, circumstances existed which should have led to such deployment. Details shall be described in the narrative.

d. When the investigating officer is unable to determine any information for these categories during the investigation, place the appropriate unknown code in the box.

28. SAFETY EQUIPMENT. Enter the appropriate alpha code listed in the Safety Equipment legend on the CHP 555, Page 2. Select the code that best describes the safety equipment in use.

a. A motorcyclist or passenger involved in a collision while wearing an unapproved helmet will be marked “V” for the driver and “X” for the passenger (No Helmet).

b. Codes “L” through “N” should not be used in the “Safety Equip.” box.

NOTE: Do not leave the “Air Bag” or “Safety Equip.” box blank unless the coding does not apply (e.g., a pedestrian or bicyclist/motorcyclist for the air bag).

29. NAME. Record the first, middle, and last name of the involved party. If the involved party has a driver license, the name recorded shall be full and complete, as shown on the license.

a. Any difference between a person's true name and the name recorded should be explained in the narrative (e.g., marriage, divorce, or legal name change).

b. If the party was involved in an “On Duty Emergency Vehicle Collision” as defined in Chapter 2, enter a minimum of “On-Duty Emerg. Veh.” above the party’s name.

30. STREET ADDRESS - CITY/STATE/ZIP. Record the party’s current street address, city, state, and zip code.

a. If the address provided is a post office box or documentation of additional location information is desired, include in the narrative portion details that will assist in locating the involved party at a later date (e.g., business or secondary residence address).

b. If an involved party is in the armed forces, enter the branch of service and current military address. Enter additional addresses in the narrative.

c. When entering the address, use the standard post office two-letter state/territory abbreviation listed in Annex D.

31. PHYSICAL DESCRIPTION. Enter the appropriate information in the “Sex, Hair, Eyes, Height, and Weight” boxes. In most cases, this information will be available on and should accurately reflect the information contained on the party's driver license or identification card. When the driver license or identification card is not available, complete the physical description with information that can be determined.

a. If physical description cannot be determined, leave this field blank (i.e., hit and run).

32. BIRTH DATE. Record the numerical month, day, and four digit year the involved party was born. For example: 10/04/1962. If unable to determine the party’s birth date, leave the box blank and note the party’s approximate age in the narrative.

33. RACE. Indicate the party’s appropriate racial designation abbreviation. Officers shall use observation and their best judgment only to determine the party’s race. Officers are to mark one of the following categories:

a. A - Asian

b. B - Black

c. H - Hispanic

d. O - Other

e. W - White

34. TELEPHONE NUMBERS. Enter the party's home, business and/or cellular telephone numbers, including area codes and extensions. When either of the telephone numbers is unknown, enter “UNK.” If the party has no telephone, enter “None.”

35. INSURANCE CARRIER. The purpose of this space is to include the insurance carrier name and policy number for the involved driver.

a. If the party has an application or insurance document stating that an application has been received and is being processed by the company and the vehicle is insured pending acceptance of the policy, enter “Binder.”

b. If the party claims to be self-insured, enter the California Certificate of Deposit number issued to the company or individual by the DMV.

(1) For example: DMV S/I 66.

c. Government entities are considered self-insured. When a vehicle is either owned or leased by a governmental entity, enter the name of the agency. For example: “City of Sacramento” or “Sacramento County.”

d. If a person is unable to provide the name of their insurance carrier and policy number, enter “None” in the box.

e. If the party is not required to have insurance (e.g., parked vehicles, bicyclists, pedestrians), enter “N/A” for not applicable.

36. DIRECTION OF TRAVEL - ON STREET OR HIGHWAY. Enter the direction of travel and the official route number or name of the highway, street, alley, etc., upon which the involved party was traveling.

a. Enter the direction of travel according to the general route direction of the street or highway rather than the true compass direction at the collision location.

b. The direction of travel for a vehicle on a ramp or connector road should be determined by assuming that the route direction of the parent highway is the true direction. (Refer to Annex A.) If route destination alignment is not known, enter the compass direction.

c. When a collision occurs while a vehicle is making a turn at an intersection and the AOI is within the intersection, the direction of travel entry should be the direction of the vehicle prior to the turning movement. Entries such as “N” or “N to W” are acceptable.

d. The direction of travel entry for a vehicle driving into or backing out of a driveway is the direction the vehicle was traveling during the movement.

e. The direction of travel entry for a parked or stopped vehicle is the direction the vehicle was facing prior to any movement. (Refer to Annex E, Examples of Surface Street Direction.)

NOTE: General route direction is used for milepost entries, collision location, and direction of travel on the CHP 555, Page 1, and in the narrative description.

f. When applicable, the direction of travel entry for a pedestrian should follow the same guidelines as those outlined for a vehicle.

37. SPEED LIMIT. Enter the prima facie speed limit or, when applicable, the maximum speed limit for the vehicle or combination of vehicles upon the highway where the collision occurred.

38. INVOLVED VEHICLE INFORMATION. Enter the involved vehicle information associated with the numbered party. If additional space is needed to record information (e.g., multiple vehicles, multiple owner information) write “Refer to Miscellaneous” or “Refer to Narrative” in the “Owner Information” box and record the vehicle information at that location.

39. VEHICLE YEAR. Enter the four digits of the vehicle model year for up to two vehicles.

40. MAKE/MODEL/COLOR. Enter the manufacturer trade name or standard abbreviation, model series name, and color. For example: Chev/Camaro/Wht.

41. LICENSE NUMBER/STATE. Enter the alpha/numeric number as it appears on the license plate. Compare this number with the characters shown on the registration certificate. When a license plate is not available, enter “None” and record the vehicle identification number (VIN) in the space provided below.

a. Enter “Exp” after the license number if the registration has expired. Enter the standard abbreviation for the name of the state which issued the license plate.

b. If the vehicle is not registered enter “None” in the box and enter the VIN in the appropriate box.

c. If registration is not required, enter “N/A” for not applicable. When present, enter the VIN, serial number, or any other identifying numbers in the appropriate box, “Miscellaneous” section, or in the narrative.

42. OWNER'S NAME/OWNER'S ADDRESS. Enter the registered owner's name and address if the driver is not the registered owner. If the driver is the registered owner, check the “Same as Driver” box. If the owner's address is the same as the driver's, check the “Same as Driver” box in the owner's address space.

43. DISPOSITION OF VEHICLE ON ORDERS OF. If applicable, enter the name and telephone number (with Area Code) of the garage or storage point where the vehicle was towed. Mark an “X” in the appropriate box in the field titled “Disposition of Vehicle on Orders of." If “Other” is marked, record the name and driver license number of the person to whom the vehicle was released.

44. PRIOR MECHANICAL DEFECTS. When there are no prior mechanical defects which, in the investigating officer’s opinion, contributed to the collision, mark an “X” in the “None Apparent” box. When, in the investigating officer’s opinion, a mechanical defect may have contributed to the collision, mark an “X” in the “Refer to Narrative” box and explain the defect in the narrative.

45. VEHICLE IDENTIFICATION NUMBER. The full VIN is required for commercial vehicles described on the CHP 555D and optional for all other vehicles, if a valid license plate number has been recorded. Ensure the VIN affixed to the vehicle matches the registration certificate.

46. VEHICLE TYPE. Enter the two-digit code for a single vehicle, the towing vehicle of a combination of vehicles, or a miscellaneous entry in the left side of the divided box. The right side of the divided box is for a towed vehicle, a towed combination of vehicles, or for a miscellaneous entry. (Refer to Annex F, Vehicle Type Codes.)

NOTE: CHP ONLY. If a Vehicle Type 40 (Federally legal semi- or double-cargo combo over 75 feet) is involved, enter the actual king pin measurement (king pin to center of rear axle) in the “Miscellaneous” section on the CHP 555, Page 2.

47. DESCRIBE VEHICLE DAMAGE - EXTENT/LOCATION. Determine the extent of vehicle damage and mark an “X” in the applicable box.

a. Unknown - When the extent or location of the damage is unknown (e.g., a hit-and-run vehicle).

b. None - No damage occurred to an involved vehicle.

c. Minor - Slight damage such as minor dents, broken glass, etc.

d. Moderate - Damage to one-fourth of the vehicle or less, such as entire fender, grille, quarter panel, door, hood, etc.

e. Major - Damage to more than one-fourth of the vehicle, such as entire side, rear end, etc.

f. Roll-Over - Damage to vehicle and undercarriage attributed to overturning.

g. Location of Damage - Shade in the damaged area to represent the approximate location and degree of damage incurred by the vehicle involved in the collision. When a combination of vehicles is involved and cannot be displayed in the box, describe damage to the towed vehicle(s) in the “Miscellaneous” section or in the narrative.

h. When the vehicle is involved in a rollover collision and damage occurs to the entire vehicle, the damage may be represented by an “X” over the entire vehicle.

48. CA, USDOT, CAL-T, TCP/PSC, MC/MX. When a truck regulated by the US Department of Transportation (USDOT), Public Utilities Commission (PUC), or CHP is involved in a collision, enter all assigned California (“CA”), “USDOT”, “CAL-T”, “TCP/PSC” or “MC/MX/ICC” number(s) in the space(s) to the right of the applicable prefix. All listed numbers for the carrier shall be recorded. If none, indicate such on the appropriate line:

a. CA - This number is issued to intrastate carriers.

b. CAL-T (PUC) - Truck PUC numbers are prefaced with “CAL-T”. Bus PUC numbers are prefaced with “TCP” or “PSC”, and may be followed by one or two letters. (Enter the prefix, the digits, and the letter[s].)

c. USDOT - This number is issued to interstate private carriers and is becoming the most common number assigned to commercial vehicles.

d. Companies based in the US and Canada are given numbers beginning with “MC”, while companies based in Mexico are given numbers beginning with “MX”.

e. The Interstate Commerce Commission (displayed as “ICC”) numbers have been gradually phased out through 2003 due to deregulation.

49. PREPARER'S NAME. Clearly print the name and ID number of the person preparing the document in the “Preparer's Name” space.

50. DISPATCH NOTIFICATION. When a person involved in a collision is transported by emergency medical personnel to the hospital or incarcerated, mark an “X” in the appropriate box to indicate whether dispatch was notified of the event. If there is no transportation or incarceration, mark an “X” in the “N/A” box.

NOTE: CHP personnel must check “yes” or “N/A” only.

51. REVIEWER'S NAME AND DATE REVIEWED. Print the reviewer's name and the date reviewed in the appropriate spaces.

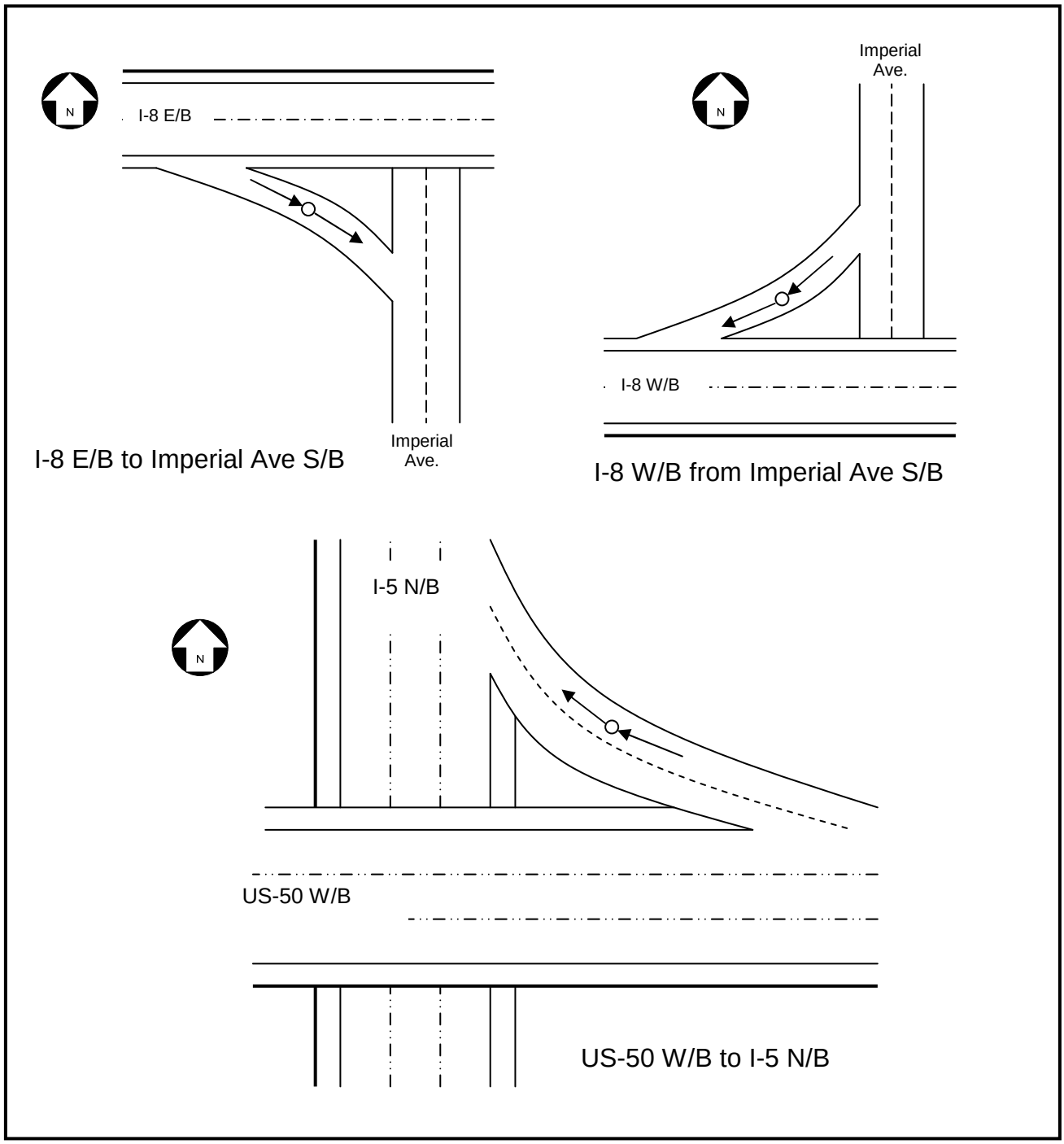
ANNEX A

DIRECTION OF ROUTES

Rte.	Dir.	Rte.	Dir.	Rte.	Dir.	Rte.	Dir.	Rte.	Dir.
1	S-N	61	S-N	119	W-E	177	S-N	238	S-N
2	W-E	62	W-E	120	W-E	178	W-E	239	S-N
3	S-N	63	S-N	121	S-N	179	S-N	241	S-N
4	W-E	64	W-E	122	W-E	180	W-E	242	S-N
5	S-N	65	S-N	123	S-N	181	W-E	243	S-N
6	S-N	66	W-E	124	S-N	182	S-N	244	W-E
7	S-N	67	S-N	125	S-N	183	S-N	245	S-N
8	W-E	68	W-E	126	W-E	184	S-N	246	W-E
9	S-N	69	S-N	127	S-N	185	S-N	247	S-N
10	W-E	70	W-E	128	W-E	186	S-N	248	W-E
12	W-E	71	S-N	129	W-E	187	W-E	249	S-N
13	S-N	72	S-N	130	W-E	188	S-N	251	W-E
14	S-N	73	S-N	131	W-E	189	W-E	252	W-E
15	S-N	74	W-E	132	W-E	190	W-E	253	W-E
16	W-E	75	S-N	133	S-N	191	S-N	254	S-N
17	S-N	76	W-E	134	W-E	192	W-E	255	S-N
18	S-N	77	S-N	135	S-N	193	W-E	256	S-N
19	S-N	78	W-E	136	W-E	194	S-N	257	S-N
20	W-E	79	S-N	137	W-E	195	W-E	258	S-N
22	W-E	80	W-E	138	W-E	197	S-N	259	S-N
23	S-N	81	S-N	139	S-N	198	W-E	260	S-N
24	W-E	82	S-N	140	W-E	199	S-N	262	S-N
25	S-N	83	S-N	141	S-N	200	W-E	263	S-N
26	W-E	84	S-N	142	W-E	201	W-E	265	S-N
27	S-N	85	S-N	143	S-N	202	W-E	266	S-N
28	W-E	86	S-N	144	S-N	203	W-E	267	W-E
29	S-N	87	S-N	145	S-N	204	S-N	268	W/E
30	W-E	88	W-E	146	W-E	205	W-E	269	S-N
31	S-N	89	S-N	147	S-N	206	S-N	270	W-E
32	W-E	90	W-E	148	W-E	207	S-N	271	S-N
33	S-N	91	W-E	149	S-N	208	W-E	273	S-N
34	W-E	92	W-E	150	W-E	209	S-N	274	W-E
35	S-N	93	S-N	151	W-E	210	W-E	275	W-E
36	W-E	94	W-E	152	W-E	211	S-N	276	W-E
37	W-E	95	S-N	153	W-E	213	S-N	280	S-N
38	W-E	96	W-E	154	W-E	214	W-E	281	W-E
39	S-N	97	S-N	155	W-E	215	S-N	282	W-E
40	W-E	98	W-E	156	W-E	216	W-E	283	S-N
41	S-N	99	S-N	157	W-E	217	W-E	284	S-N
42	W-E	100	W-E	158	S-N	218	W-E	285	S-N
43	S-N	101	S-N	159	S-N	219	W-E	299	W-E
44	W-E	102	W-E	160	S-N	220	W-E	330	S-N
45	S-N	103	S-N	161	W-E	221	S-N	371	W-E
46	W-E	104	W-E	162	W-E	222	W-E	380	W-E
47	S-N	105	W-E	163	S-N	223	W-E	395	S-N
48	W-E	106	S-N	164	S-N	224	W-E	405	S-N
49	S-N	107	S-N	165	S-N	225	W-E	480	S-N
50	W-E	108	W-E	166	W-E	226	S-N	505	S-N
51	S-N	109	S-N	167	W-N	227	S-N	580	W-E
52	W-E	110	S-N	168	W-E	228	S-N	605	S-N
53	S-N	111	S-N	169	W-E	229	S-N	680	S-N
54	W-E	112	W-E	170	S-N	230	W-E	710	S-N
55	S-N	113	S-N	171	W-E	232	S-N	780	W-E
56	W-E	114	S-N	172	W-E	233	S-N	805	S-N
57	S-N	115	S-N	173	W-E	234	W-E	880	S-N
58	W-E	116	W-E	174	S-N	235	W-E	905	W-E
59	S-N	117	W-E	175	W-E	236	S-N	980	W-E
60	W-E	118	W-E	176	W-E	237	W-E		

ANNEX B

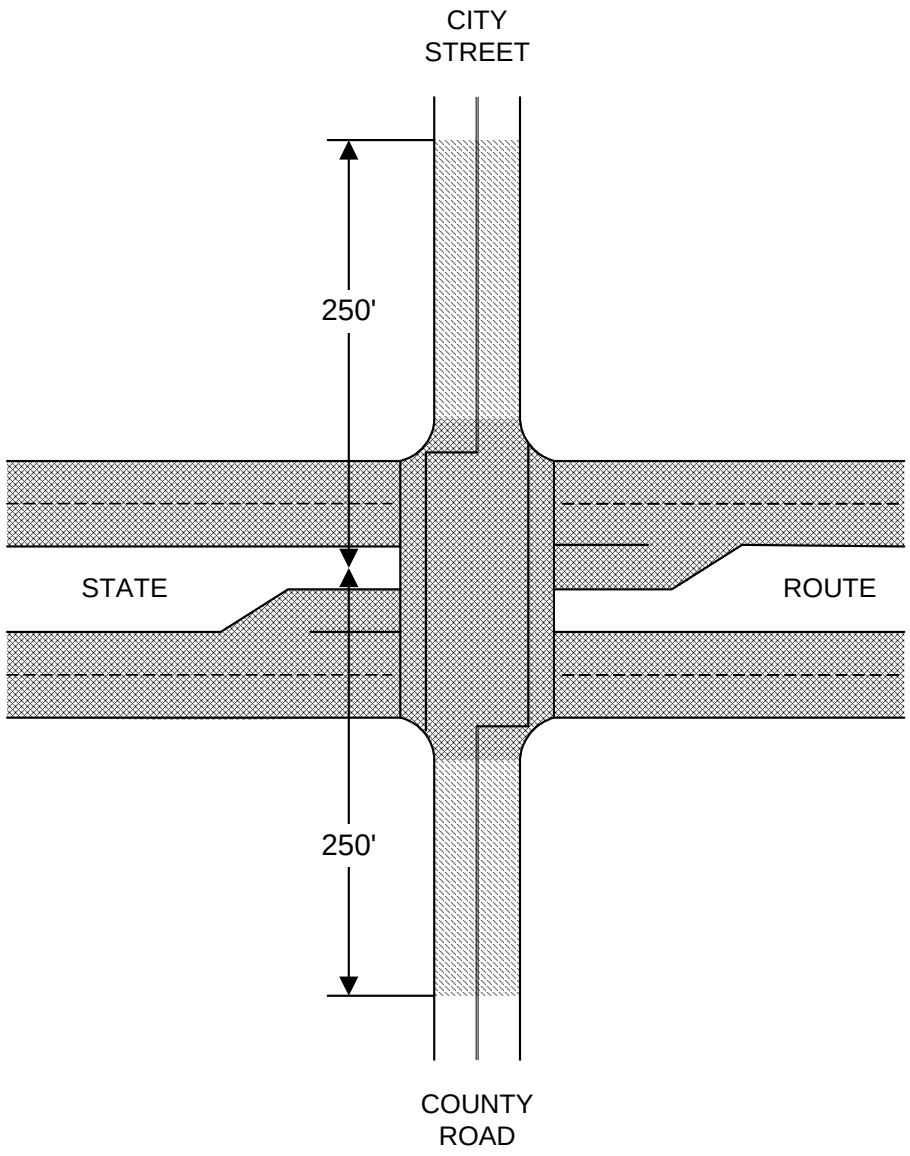
EXAMPLES OF COLLISION OCCURRED ON



ANNEX C

STATE HIGHWAY RELATED CRITERIA

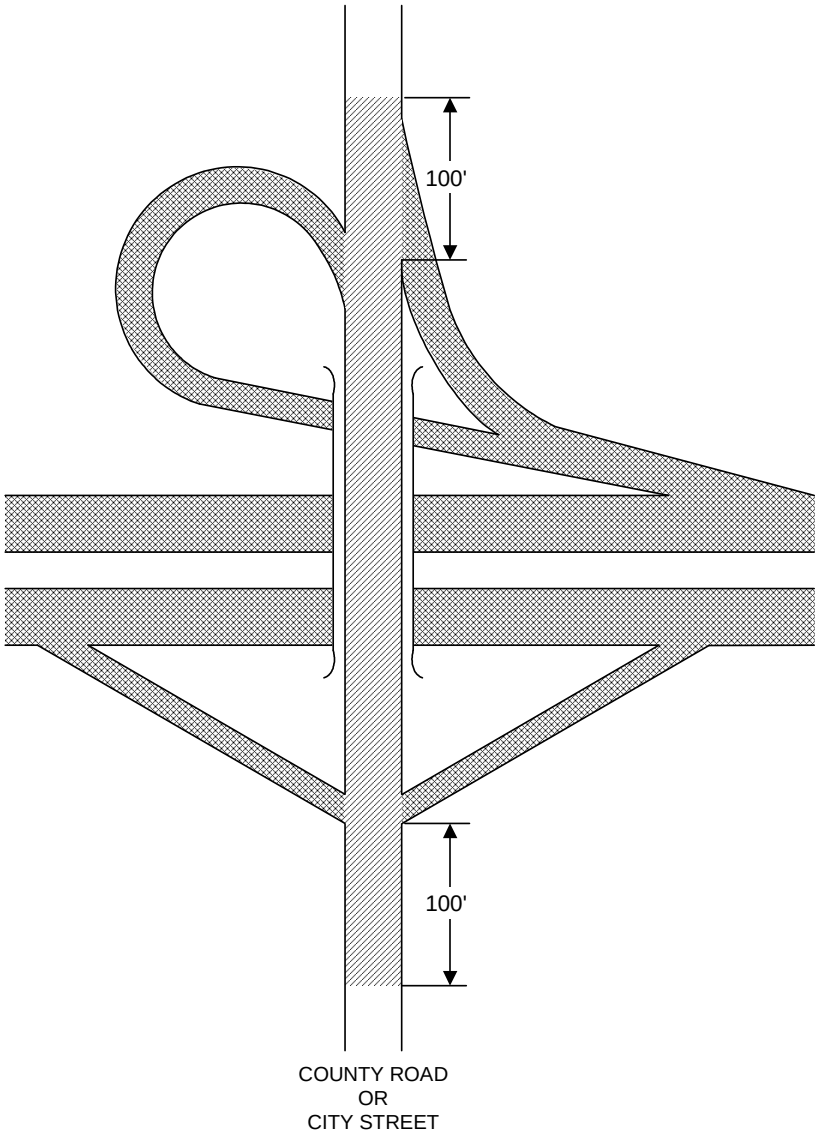
INTERSECTION OF STATE ROUTE AND CITY STREET OR COUNTY ROAD



ANNEX C

STATE HIGHWAY RELATED CRITERIA *(continued)*

FREEWAY INTERCHANGE WITH OVERCROSSING



ANNEX D

TWO-LETTER STATE AND TERRITORY ABBREVIATIONS

AMERICA (US) (STATES)

Alabama	AL	Missouri	MO
Alaska	AK	Montana	MT
Arizona	AZ	Nebraska	NE
Arkansas	AR	Nevada	NV
California	CA	New Hampshire	NH
Colorado	CO	New Jersey	NJ
Connecticut	CT	New Mexico	NM
Delaware	DE	New York	NY
District of Columbia	DC	North Carolina	NC
Florida	FL	North Dakota	ND
Georgia	GA	Ohio	OH
Hawaii	HI	Oklahoma	OK
Idaho	ID	Oregon	OR
Illinois	IL	Pennsylvania	PA
Indiana	IN	Rhode Island	RI
Iowa	IA	South Carolina	SC
Kansas	KS	South Dakota	SD
Kentucky	KY	Tennessee	TN
Louisiana	LA	Texas	TX
Maine	ME	Utah	UT
Massachusetts	MA	Vermont	VT
Maryland	MD	Virginia	VA
Michigan	MI	Washington	WA
Minnesota	MN	West Virginia	WV
Mississippi	MS	Wisconsin	WI

ANNEX D

TWO-LETTER STATE AND TERRITORY ABBREVIATIONS *(continued)*

CANADA (CN) (PROVINCES)

Alberta	AB	Nova Scotia	NS
British Columbia	BC	Ontario	ON
Manitoba	MB	Prince Edward Island	SK
New Brunswick	NB	Quebec	QC
Newfoundland	NF	Saskatchewan	PE
Northwest Territory	NT		

MEXICO (MX) (STATES)

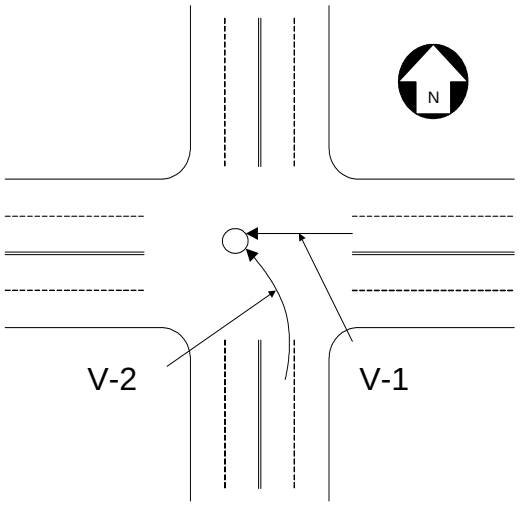
Aguascalientes	AG	Morelos	MR
Baja California Norte	BA	Nayarit	NA
Baja California Sur	BJ	Nuevo Leon	NL
Campeche	CM	Oaxaca	OA
Chiapas	CI	Puebla	PB
Chihuahua	CH	Queretero de Arteaga	QU
Coahuila de Zaragoza	CU	Quintana Roo	QR
Colima	CL	San Luis Potosi	SL
Distrito Federal	DF	Sinaloa	SI
Durango	DO	Sonora	SO
Guanajuato	GT	Tabasco	TB
Guerrero	GR	Tamaulipas	TA
Hidalgo	HL	Tlaxcala	TL
Jalisco	JL	Veracruz-Llava	VC
Mexico	MX	Yucatan	YU
Michoacan de Ocampo	MC	Zacatecas	ZA

US PROTECTORATES

American Samoa	AS	Puerto Rico	PR
Panama Canal Zone	PZ	US Minor Outlying Islands	UM
Federated States of Micronesia	FM	Marshall Islands	MH
Guam	GU	Virgin Islands of the US	VI
Northern Mariana Island	MP	Wake Island	WK
Palau	PW		

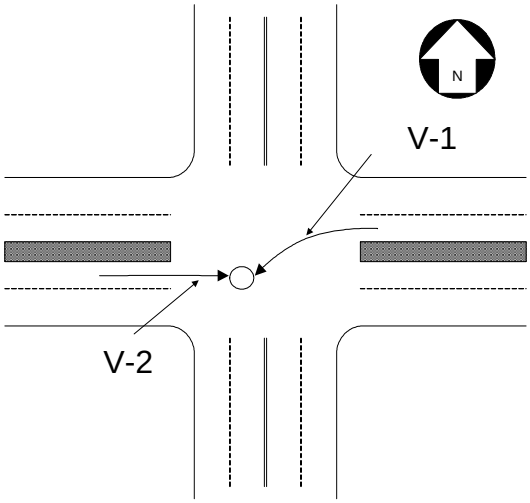
ANNEX E

EXAMPLES OF SURFACE STREET DIRECTION



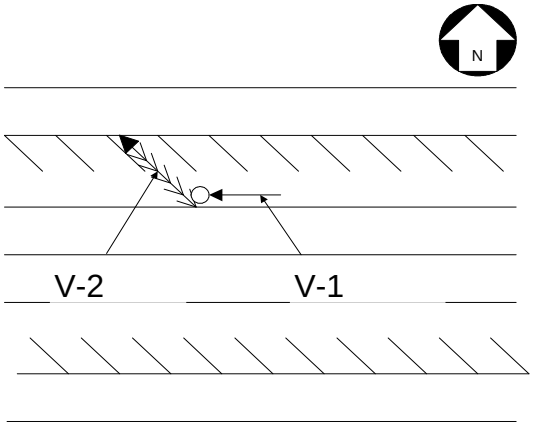
Vehicle 1 W/B

Vehicle 2 N/B



Vehicle 1 W/B

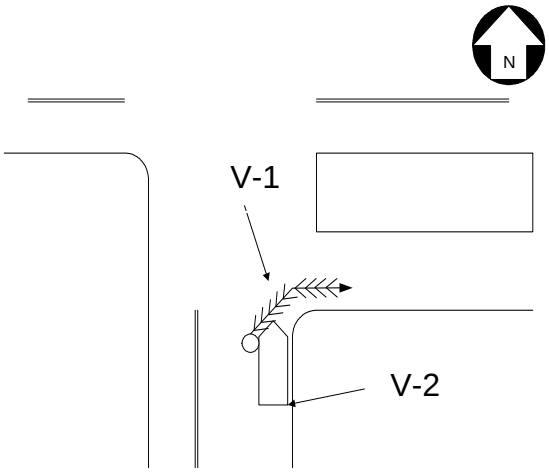
Vehicle 2 E/B



Diagonal Parking

Vehicle 1 W/B

Vehicle 2 E/B

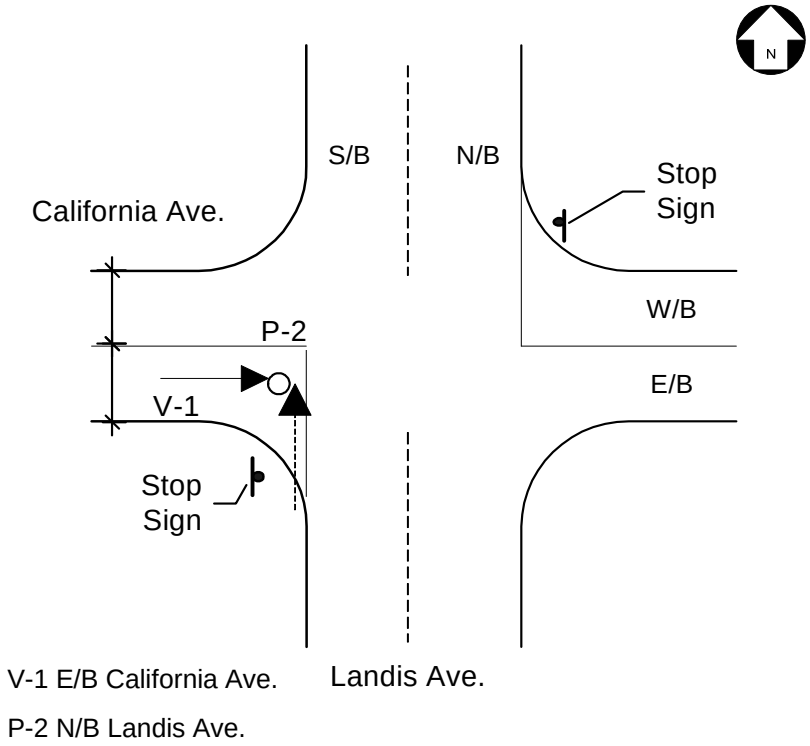


Vehicle 1 backing W/B

Vehicle 2 parked N/B

ANNEX E

EXAMPLES OF SURFACE STREET DIRECTION *(continued)*



Pedestrian vs. Vehicle

ANNEX F

VEHICLE TYPE CODES

Passenger Vehicles

01 - Passenger Car, Station Wagon, Jeep
02 - Motorcycle
03 - Motor Driven Cycle/Scooter
04 - Bicycle
05 - Motorized Bicycle
06 - All Terrain Vehicle
07 - Sport Utility Vehicle
08 - Mini-vans

Buses

09 - Paratransit
10 - Tour Bus
11 - Other Commercial
12 - Non-Commercial Bus
13 - School Bus Public Type I
14 - School Bus Public Type II
15 - School Bus Private Type I
16 - School Bus Private Type II
17 - School Bus Contractual Type I
18 - School Bus Contractual Type II
19 - General Public Paratransit Vehicle
20 - Public Transit Authority
63 - Youth Bus
64 - School Pupil Activity Bus Type I
65 - School Pupil Activity Bus Type II

Trucks/Truck Tractors

21 - Two Axle Tank Truck
22 - Pickups & Panels
23 - Pickup w/Camper
24 - Three Axle Tank Truck
25 - Truck Tractor
26 - Two Axle Truck
27 - Three or More Axle Truck

Trailers

28 - Semi Tank Trailer
29 - Pull Tank Trailer
30 - Two Tank Trailer
31 - Semi
32 - Pull
33 - Two Trailers (Includes Semi & Pull)
34 - Boat
35 - Utility
36 - Trailer Coach
37 - Extralegal Permit Load
38 - Pole, Pipe, or Logging Dolly
39 - Three Trailers
40 - Federally Legal Semi
52 - Federally Legal Double Combo Over 75 Feet
53 - Fifth Wheel Travel Trailer
54 - Container Chassis

Specialized Vehicles

41 - Ambulance
42 - Dune Buggy
43 - Fire Truck
44 - Fork Lift
45 - Hwy. Construction Equip.
46 - Implement of Husbandry
47 - Motor Home
48 - Police Car
49 - Police Motorcycle
50 - Mobile Equipment
51 - Farm Labor Vehicle (Certified)
55 - Two-Axle Tow Truck
56 - Three-Axle Tow Truck
57 - Farm Labor Vehicle (Non-Certified)
58 - Farm Labor Transporter
59 - Motor Home > 40 Feet

ANNEX F

VEHICLE TYPE CODES *(continued)*

Miscellaneous

60 - Pedestrian
61 - Second or Additional Enforcement Action(s)
62 - Passengers
94 - Go-ped, ZIP Electric scooter, Motorboard
95 - Misc. Non-Motor Vehicle
96 - Misc. Motor Vehicle (Snowmobile, Golf Cart)
97 - Low Speed Vehicle
98 - Emergency Vehicle (On Emergency Run)
99 - Unknown Hit and Run Vehicle Involvement

Hazardous Material

71 - Passenger Car, Station Wagon, Jeep
72 - Pickups and Panels
73 - Pickup and Camper
75 - Truck Tractor
76 - Two-Axle Truck
77 - Three or More Axle Truck
78 - Two-Axle Tank Truck
79 - Three-Axle Tank Truck

Hazardous Waste or Hazardous Waste/Material Combination

81 - Passenger Car, Station Wagon, Jeep
82 - Pickups and Panels
83 - Pickup and Camper
85 - Truck Tractor
86 - Two-Axle Truck
87 - Three or More Axle Truck
88 - Two-Axle Tank Truck
89 - Three-Axle Tank Truck

CHAPTER 4

INSTRUCTIONS FOR COMPLETING THE CHP 555, PAGE 2, TRAFFIC COLLISION CODING

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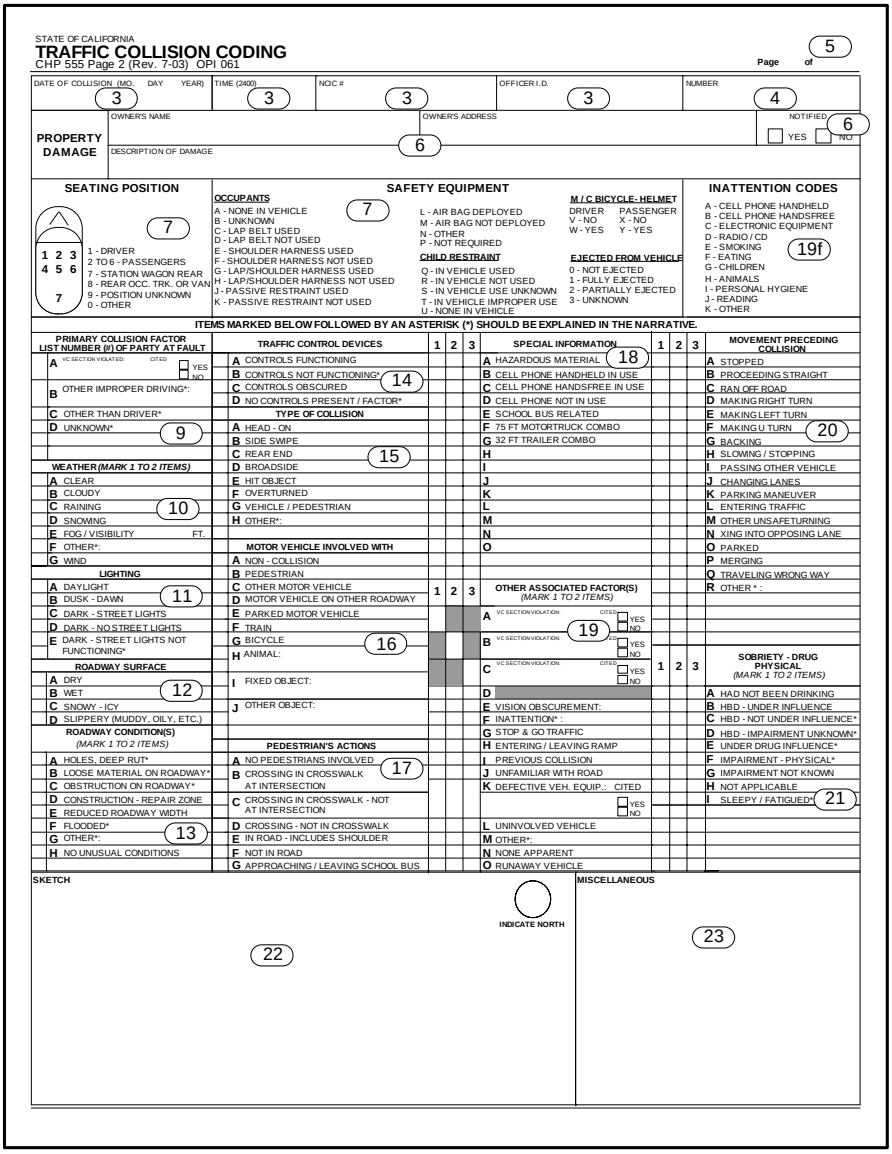
CHAPTER 4

REVISED JULY 2003

INSTRUCTIONS FOR COMPLETING THE CHP 555, PAGE 2, TRAFFIC COLLISION CODING

1. SCOPE. This chapter provides instructions for completing the CHP 555, Page 2, Traffic Collision Coding. This page is used to document the Primary Collision Factor (PCF) and traffic collision coding information. The numbers on the following paragraphs correspond to the numbers on the sample form on this page.



STATE OF CALIFORNIA
TRAFFIC COLLISION CODING
CHP 555 Page 2 (Rev. 7-03) OPI 061

Page of (5)

DATE OF COLLISION (MO. DAY YEAR)	TIME (2400)	NCIC #	OFFICER I.D.	NUMBER
(3)	(3)	(3)	(3)	(4)

PROPERTY DAMAGE — OWNER'S NAME (6) — OWNER'S ADDRESS (6) — NOTIFIED ☐ YES ☐ NO (6)
DESCRIPTION OF DAMAGE (6)

SEATING POSITION (7)
1 2 3 / 4 5 6 / 7
1 - DRIVER
2 TO 6 - PASSENGERS
7 - STATION WAGON REAR
8 - REAR OCC. TRK. OR VAN
9 - POSITION UNKNOWN
0 - OTHER

SAFETY EQUIPMENT (7)
OCCUPANTS
A - NONE IN VEHICLE
B - UNKNOWN
C - LAP BELT USED
D - LAP BELT NOT USED
E - SHOULDER HARNESS USED
F - SHOULDER HARNESS NOT USED
G - LAP/SHOULDER HARNESS USED
H - LAP/SHOULDER HARNESS NOT USED
J - PASSIVE RESTRAINT USED
K - PASSIVE RESTRAINT NOT USED
L - AIR BAG DEPLOYED
M - AIR BAG NOT DEPLOYED
N - OTHER
P - NOT REQUIRED
CHILD RESTRAINT
Q - IN VEHICLE USED
R - IN VEHICLE NOT USED
S - IN VEHICLE USE UNKNOWN
T - IN VEHICLE IMPROPER USE
U - NONE IN VEHICLE
M / C BICYCLE- HELMET
DRIVER V - NO W - YES
PASSENGER X - NO Y - YES
EJECTED FROM VEHICLE
0 - NOT EJECTED
1 - FULLY EJECTED
2 - PARTIALLY EJECTED
3 - UNKNOWN

INATTENTION CODES (19f)
A - CELL PHONE HANDHELD
B - CELL PHONE HANDSFREE
C - ELECTRONIC EQUIPMENT
D - RADIO / CD
E - SMOKING
F - EATING
G - CHILDREN
H - ANIMALS
I - PERSONAL HYGIENE
J - READING
K - OTHER

ITEMS MARKED BELOW FOLLOWED BY AN ASTERISK (*) SHOULD BE EXPLAINED IN THE NARRATIVE.

PRIMARY COLLISION FACTOR LIST NUMBER (#) OF PARTY AT FAULT (9)
A VC SECTION VIOLATED: CITED ☐ YES ☐ NO
B OTHER IMPROPER DRIVING*:
C OTHER THAN DRIVER*
D UNKNOWN*

WEATHER *(MARK 1 TO 2 ITEMS)* (10)
A CLEAR
B CLOUDY
C RAINING
D SNOWING
E FOG / VISIBILITY FT.
F OTHER*:
G WIND

LIGHTING (11)
A DAYLIGHT
B DUSK - DAWN
C DARK - STREET LIGHTS
D DARK - NO STREET LIGHTS
E DARK - STREET LIGHTS NOT FUNCTIONING*

ROADWAY SURFACE (12)
A DRY
B WET
C SNOWY - ICY
D SLIPPERY (MUDDY, OILY, ETC.)

ROADWAY CONDITION(S) *(MARK 1 TO 2 ITEMS)* (13)
A HOLES, DEEP RUT*
B LOOSE MATERIAL ON ROADWAY*
C OBSTRUCTION ON ROADWAY*
D CONSTRUCTION - REPAIR ZONE
E REDUCED ROADWAY WIDTH
F FLOODED*
G OTHER*:
H NO UNUSUAL CONDITIONS

TRAFFIC CONTROL DEVICES (14)
A CONTROLS FUNCTIONING
B CONTROLS NOT FUNCTIONING*
C CONTROLS OBSCURED
D NO CONTROLS PRESENT / FACTOR*

TYPE OF COLLISION (15)
A HEAD - ON
B SIDE SWIPE
C REAR END
D BROADSIDE
E HIT OBJECT
F OVERTURNED
G VEHICLE / PEDESTRIAN
H OTHER*:

MOTOR VEHICLE INVOLVED WITH
A NON - COLLISION
B PEDESTRIAN
C OTHER MOTOR VEHICLE
D MOTOR VEHICLE ON OTHER ROADWAY
E PARKED MOTOR VEHICLE
F TRAIN
G BICYCLE (16)
H ANIMAL:
I FIXED OBJECT:
J OTHER OBJECT:

PEDESTRIAN'S ACTIONS (17)
A NO PEDESTRIANS INVOLVED
B CROSSING IN CROSSWALK AT INTERSECTION
C CROSSING IN CROSSWALK - NOT AT INTERSECTION
D CROSSING - NOT IN CROSSWALK
E IN ROAD - INCLUDES SHOULDER
F NOT IN ROAD
G APPROACHING / LEAVING SCHOOL BUS

SPECIAL INFORMATION (18)
A HAZARDOUS MATERIAL
B CELL PHONE HANDHELD IN USE
C CELL PHONE HANDSFREE IN USE
D CELL PHONE NOT IN USE
E SCHOOL BUS RELATED
F 75 FT MOTORTRUCK COMBO
G 32 FT TRAILER COMBO
H
I
J
K
L
M
N
O

OTHER ASSOCIATED FACTOR(S) *(MARK 1 TO 2 ITEMS)* (19)
A VC SECTION VIOLATION: CITED ☐ YES ☐ NO
B VC SECTION VIOLATION: CITED ☐ YES ☐ NO
C VC SECTION VIOLATION: CITED ☐ YES ☐ NO
D
E VISION OBSCUREMENT:
F INATTENTION* :
G STOP & GO TRAFFIC
H ENTERING / LEAVING RAMP
I PREVIOUS COLLISION
J UNFAMILIAR WITH ROAD
K DEFECTIVE VEH. EQUIP.: CITED ☐ YES ☐ NO
L UNINVOLVED VEHICLE
M OTHER*:
N NONE APPARENT
O RUNAWAY VEHICLE

MOVEMENT PRECEDING COLLISION (20)
A STOPPED
B PROCEEDING STRAIGHT
C RAN OFF ROAD
D MAKING RIGHT TURN
E MAKING LEFT TURN
F MAKING U TURN
G BACKING
H SLOWING / STOPPING
I PASSING OTHER VEHICLE
J CHANGING LANES
K PARKING MANEUVER
L ENTERING TRAFFIC
M OTHER UNSAFE TURNING
N XING INTO OPPOSING LANE
O PARKED
P MERGING
Q TRAVELING WRONG WAY
R OTHER * :

SOBRIETY - DRUG PHYSICAL *(MARK 1 TO 2 ITEMS)* (21)
A HAD NOT BEEN DRINKING
B HBD - UNDER INFLUENCE
C HBD - NOT UNDER INFLUENCE*
D HBD - IMPAIRMENT UNKNOWN*
E UNDER DRUG INFLUENCE*
F IMPAIRMENT - PHYSICAL*
G IMPAIRMENT NOT KNOWN
H NOT APPLICABLE
I SLEEPY / FATIGUED*

SKETCH (22) — INDICATE NORTH

MISCELLANEOUS (23)

2. COLLISION CODING HEADER.

DATE OF COLLISION (MO. DAY YEAR)	TIME (2400)	NCIC#	OFFICER I.D.	NUMBER

PROPERTY DAMAGE	OWNER'S NAME	OWNER'S ADDRESS	NOTIFIED ☐ YES ☐ NO
	DESCRIPTION OF DAMAGE		

3. DATE OF COLLISION, TIME, NCIC NUMBER, OFFICER ID. Enter the numeric month, day, year, time, National Crime Information Center (NCIC) number, and the Officer Identification (ID) number as completed on the original CHP 555, Page 1, Traffic Collision Report. These four categories are used to identify each collision reported to the Statewide Integrated Traffic Records System (SWITRS).

4. NUMBER. Enter the original report or case number assigned to the collision by the Area or local law enforcement agency. (Refer to Chapter 3, Instructions for Completing the CHP 555, Page 1, Traffic Collision Report, Page 3-8, Number.)

5. PAGE NUMBER. Enter the page number to identify the completed pages contained within the report (e.g., 1, 2, 3, etc. Do not use 4a, 4b, 4c, etc.).

6. PROPERTY DAMAGE.

a. Owner's Name/Address. Enter the name and complete address of the owner or person in charge of the damaged property. Additional owner information may be shown in the “Miscellaneous” box or in the narrative.

b. Notified. Mark an “X” in the appropriate box indicating whether or not the owner or person in charge of the damaged property was notified. If the owner or occupant of the damaged property cannot be contacted, advise the communications center of the damage.

c. Description of Damage. Enter a description of any property damaged in the collision other than vehicles. Additionally, if the CHP 422 (Vehicle Check/Parking Warning/Highway Damage Report) is used, place a notation that a CHP 422 was placed at the scene. Leave this space blank if not applicable.

NOTE: ***CHP ONLY*** Prepare and attach a CHP 422 if state property was damaged. The CHP 422 may also be used to identify damaged private property.

Chapter 10, Form Requirements and Procedures, Page 10-3, CHP 422, Vehicle Check/Parking Warning/Highway Damage Report.)

7. SEATING POSITION/SAFETY EQUIPMENT/EJECTED FROM VEHICLE. Use this legend to determine the numeric and alpha codes to be used in the "Air Bag" and "Safety Equipment" boxes on the CHP 555, Page 1, and the "Seating Position," "Air Bag," "Safety Equipment," and "Ejected From Vehicle" boxes on the CHP 555, Page 3, Injured/Witness/Passengers. When the investigating officer is unable to determine any information for these categories during the investigation, place the appropriate unknown code in the box. Do not leave any "Seating Position," "Air Bag," "Safety Equipment," or "Ejected From Vehicle" boxes blank when there is an injured party or passenger listed unless the injured party is a pedestrian:

SEATING POSITION

1 2 3
4 5 6
7

1 - DRIVER
2 TO 6 - PASSENGERS
7 - STATION WAGON REAR
8 - REAR OCC. TRK OR VAN
9 - POSITION UNKNOWN
0 - OTHER

SAFETY EQUIPMENT

OCCUPANTS

A - NONE IN VEHICLE
B - UNKNOWN
C - LAP BELT USED
D - LAP BELT NOT USED
E - SHOULDER HARNESS USED
F - SHOULDER HARNESS NOT USED
G - LAP/SHOULDER HARNESS USED
H - LAP/SHOULDER HARNESS NOT USED
J - PASSIVE RESTRAINT USED
K - PASSIVE RESTRAINT NOT USED

L - AIRBAG DEPLOYED
M - AIRBAG NOT DEPLOYED
N - OTHER
P - NOT REQUIRED

CHILD RESTRAINT

Q - IN VEHICLE USED
R - IN VEHICLE NOT USED
S - IN VEHICLE USE UNKNOWN
T - IN VEHICLE IMPROPER
U - NONE IN VEHICLE

MC/BICYCLE HELMET

DRIVER	PASSENGER
V - NO	V - NO
W - YES	W - YES

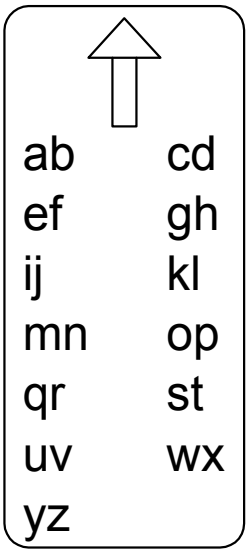
EJECTED FROM VEHICLE

0 - NOT EJECTED
1 - FULLY EJECTED
2 - PARTIALLY EJECTED
3 - UNKNOWN

INATTENTION CODES

A - CELL PHONE HANDHELD
B - CELL PHONE HANDSFREE
C - ELECTRONIC EQUIPMENT
D - RADIO / CD
E - SMOKING
F - EATING
G - CHILDREN
H - ANIMALS
I - PERSONAL HYGIENE
J - READING
K - OTHER

a. Seating Position. Select the appropriate seating position number code from the legend and enter the number in the "Seating Position" box for that particular party or passenger on the CHP 555, Page 3.



(1) Injury collisions involving a bus or school bus with up to 26 passengers should have combination alpha seating positions assigned to the passengers. The example above can be modified to fit the configuration of the involved bus.

(2) Injury collisions with more than 26 passengers should have a description of the seating position in the narrative. The "Seating Position" box on the CHP 555, Page 3, would be left blank.

(3) The codes are self-explanatory; however, if the driver of a vehicle with a right-side driving position is injured, use a "1" for the driver's position on the CHP 555, Page 3 and explain in the narrative.

(4) The "0" code is used for other occupant(s). This may be used for a fourth (or additional) passenger in the front seat of a pickup or front or rear seat of a passenger vehicle.

(5) Seating positions for motorcycles/mopeds and bicycles are as follows:

(a) Passenger position "2" is directly behind the rider.

(b) Passenger position "3" is the occupant of a side car.

(c) Passenger position "0" is to be used for passengers in any other location on the motorcycle/moped or bicycle.

b. Air Bag. Select the air bag alpha-code that best describes the condition of any air bag. Enter that code in the "Air Bag" box on the CHP 555, Page 1, for each party. If the vehicle was manufactured without an air bag, enter "P" (Not Required). If the vehicle was originally equipped with an air bag, yet at the time of the collision an air bag was not installed, enter "N" (Other) and explain in the narrative. If a party is injured, enter the appropriate alpha code for air bag deployment on both the CHP 555, Page 1 and the CHP 555, Page 3. If the vehicle is only equipped with a driver's side air bag, enter "P" (Not Required) for other seated positions.

NOTE: Enter "N" (Other) for a collision when an air bag did not deploy and, in the investigating officer's opinion, circumstances existed which should have led to such deployment. Details shall be described in the narrative. ***(Revised 5-06.)***

c. Safety Equipment. Select the safety equipment alpha-code from the legend that best describes the safety equipment in use. Enter that code in the "Safety Equipment" box on the CHP 555, Page 1. If a party is injured, complete the "Safety Equipment" box on both the CHP 555, Page 1, and the CHP 555, Page 3. (Refer to Annex 5-A-1, Seatbelt Coding on the CHP 555.)

(1) A motorcyclist involved in a collision while wearing an unapproved helmet will be marked “V” (No Helmet).

(2) A motorcycle passenger wearing an unapproved helmet will be marked “X” (No Helmet).

d. Ejected from Vehicle. Select the appropriate code from the legend and enter it in the “Ejected from Vehicle” box on the Injured/Witness/Passengers page.

8. TRAFFIC COLLISION CODING.

PRIMARY COLLISION FACTOR LIST NUMBER (#) OF PARTY AT FAULT	TRAFFIC CONTROL DEVICES	1	2	3	SPECIAL INFORMATION	1	2	3	MOVEMENT PRECEDING COLLISION
A VC SECTION VIOLATED: CITED ☐ YES ☐ NO	A CONTROLS FUNCTIONING				A HAZARDOUS MATERIAL				A STOPPED
	B CONTROLS NOT FUNCTIONING*				B CELL PHONE HANDHELD IN USE				B PROCEEDING STRAIGHT
B OTHER IMPROPER DRIVING*:	C CONTROLS OBSCURED				C CELL PHONE HANDSFREE IN USE				C RAN OFF ROAD
	D NO CONTROLS PRESENT / FACTOR*				D CELL PHONE NOT IN USE				D MAKING RIGHT TURN
C OTHER THAN DRIVER*	**TYPE OF COLLISION**				E SCHOOL BUS RELATED				E MAKING LEFT TURN
D UNKNOWN*	A HEAD - ON				F 75 FT MOTORTRUCK COMBO				F MAKING U TURN
	B SIDE SWIPE				G 32 FT TRAILER COMBO				G BACKING
	C REAR END				H				H SLOWING / STOPPING
WEATHER *(MARK 1 TO 2 ITEMS)*	D BROADSIDE				I				I PASSING OTHER VEHICLE
A CLEAR	E HIT OBJECT				J				J CHANGING LANES
B CLOUDY	F OVERTURNED				K				K PARKING MANEUVER
C RAINING	G VEHICLE / PEDESTRIAN				L				L ENTERING TRAFFIC
D SNOWING	H OTHER*:				M				M OTHER UNSAFETURNING
E FOG / VISIBILITY FT.					N				N XING INTO OPPOSING LANE
F OTHER*:	**MOTOR VEHICLE INVOLVED WITH**				O				O PARKED
G WIND	A NON - COLLISION								P MERGING
LIGHTING	B PEDESTRIAN								Q TRAVELING WRONG WAY
A DAYLIGHT	C OTHER MOTOR VEHICLE	1	2	3	**OTHER ASSOCIATED FACTOR(S)** *(MARK 1 TO 2 ITEMS)*				R OTHER * :
B DUSK - DAWN	D MOTOR VEHICLE ON OTHER ROADWAY								
C DARK - STREET LIGHTS	E PARKED MOTOR VEHICLE				A VC SECTION VIOLATION: CITED ☐ YES ☐ NO				
D DARK - NO STREET LIGHTS	F TRAIN								
E DARK - STREET LIGHTS NOT FUNCTIONING*	G BICYCLE				B VC SECTION VIOLATION: CITED ☐ YES ☐ NO				
	H ANIMAL:					1	2	3	**SOBRIETY - DRUG PHYSICAL** *(MARK 1 TO 2 ITEMS)*
ROADWAY SURFACE					C VC SECTION VIOLATION: CITED ☐ YES ☐ NO				
A DRY	I FIXED OBJECT:								
B WET					D				A HAD NOT BEEN DRINKING
C SNOWY - ICY	J OTHER OBJECT:				E VISION OBSCUREMENT:				B HBD - UNDER INFLUENCE
D SLIPPERY (MUDDY, OILY, ETC.)					F INATTENTION* :				C HBD - NOT UNDER INFLUENCE*
ROADWAY CONDITION(S) *(MARK 1 TO 2 ITEMS)*					G STOP & GO TRAFFIC				D HBD - IMPAIRMENT UNKNOWN*
	PEDESTRIAN'S ACTIONS				H ENTERING / LEAVING RAMP				E UNDER DRUG INFLUENCE*
A HOLES, DEEP RUT*	A NO PEDESTRIANS INVOLVED				I PREVIOUS COLLISION				F IMPAIRMENT - PHYSICAL*
B LOOSE MATERIAL ON ROADWAY*	B CROSSING IN CROSSWALK AT INTERSECTION				J UNFAMILIAR WITH ROAD				G IMPAIRMENT NOT KNOWN
C OBSTRUCTION ON ROADWAY*					K DEFECTIVE VEH. EQUIP.: CITED				H NOT APPLICABLE
D CONSTRUCTION - REPAIR ZONE	C CROSSING IN CROSSWALK - NOT AT INTERSECTION				☐ YES ☐ NO				I SLEEPY / FATIGUED*
E REDUCED ROADWAY WIDTH									
F FLOODED*	D CROSSING - NOT IN CROSSWALK				L UNINVOLVED VEHICLE				
G OTHER*:	E IN ROAD - INCLUDES SHOULDER				M OTHER*:				
H NO UNUSUAL CONDITIONS	F NOT IN ROAD				N NONE APPARENT				
	G APPROACHING / LEAVING SCHOOL BUS				O RUNAWAY VEHICLE				

a. This section contains categories for traffic collision coding. Each category requires one entry, except as indicated. Single column categories pertain to the collision, and multi-column categories pertain to the involved parties.

b. Mark an “X” in the element(s) in the single-column categories only on the first CHP 555 completed.

c. Mark an “X” in the element(s) in the multi-column categories for up to three involved parties on the first CHP 555 completed.

d. When the collision involves more than three parties, line out the involved party numbers in the multi-column categories on additional CHP 555s and enter “4,” “5,” and “6,” etc., as necessary. Only the multi-column categories should be completed on the additional forms.

e. Items marked which are followed by an asterisk or colon should be described in the box or explained in the narrative.

f. Coding of the collision analysis categories is optional for counter reports but may be completed with the assistance of the receiving officer. If the collision analysis categories are coded, mark “D” (Unknown), under the PCF. (Refer to VC Section 20015.)

9. PRIMARY COLLISION FACTOR. Select the one element or driving action which, in the officer's opinion, best describes the primary or main cause of the collision. Whenever possible, this should be a Vehicle Code (VC) violation:

PRIMARY COLLISION FACTOR LIST NUMBER (#) OF PARTY AT FAULT		
	VC SECTION VIOLATED: CITED A	☐ YES ☐ NO
	B OTHER IMPROPER DRIVING*:	
	C OTHER THAN DRIVER	
	D UNKNOWN	

a. VC Section Violated.

(1) Enter the VC or other code violation considered to be the primary cause of the collision. Include the proper subsection when applicable. Omission or error in selection of a subsection may cause the report to be rejected as an error from the SWITRS computer or the statistics may record or reflect the incorrect cause of the collision. Do not use VC Sections which do not describe the cause of collision, such as VC Sections 20001, 20002, 23103, 23104 or 23153. These violations should be charged, but are not what actually caused the collision.

(2) Enter the number of the involved party most at fault in this box when “A” is applicable. Additionally, placing an “X” in this box indicates a vehicle code violation occurred (e.g., VC Section 21658[a]), but the party who committed the violation could not be determined.

(3) When the involved party determined to be most at fault is either physically arrested or issued a citation for the PCF, mark an “X” in the “Cited = Yes” box. If no arrest is made or no citation issued, mark an “X” in the “Cited = No” box.

(4) If there is more than one violation, choose the violation which contributed most to the cause of the collision.

(5) When the involved party, considered by the officer to be most at fault, is driving a vehicle while under the influence of alcohol or drugs, the PCF shall be VC Section 23152, regardless of any other violation (running a stop sign, following too closely, excessive speed, etc.). Enter other violations under “Other Associated Factor.”

(a) Examples:

1 Party #1, who is under the influence of alcohol, failed to stop for a posted stop sign (VC Section 22450) and collided with Party #2 within the intersection. The PCF should indicate Party #1 for violation of VC Section 23152. “Other Associated Factor” will show Party #1 was also in violation of VC Section 22450.

2 Party #1, who was driving at an unsafe speed for conditions (VC Section 22350), was unable to stop in time to avoid rear ending Party #2, who was stopped at a red traffic signal. The investigation revealed Party #2 was under the influence of alcohol, however, not the primary cause of the collision. Since actions of Party #2 did not contribute to the collision, the PCF should reflect Party #1 for VC Section 22350. “Other Associated Factor” should reflect the applicable entries for Party #1 and “None Apparent” for Party #2.

(b) The item marked under “Sobriety-Drug-Physical” should be compatible with the PCF with regard to alcohol or drugs. For example, Party #1, who is under the influence of alcohol or drugs, and determined to be the PCF, then the “Sobriety-Drugs-Physical” section shall have an “X” in the Party #1 column indicating “B-HBD-Under Influence."

b. Other Improper Driving. This element should not be used as a catch-all to relieve the officer of his/her responsibility for determining the cause of the collision when a VC violation was the PCF. Explain this entry in the narrative. This element would be marked only when no specific code section violation is applicable as the main or primary cause of the collision. For example, while on private property, a driver operating a vehicle at an unsafe speed, crashes. If the driver in the foregoing situation is under the influence of alcohol or drugs, then the PCF would be VC Section 23152.

c. Other Than Driver.

(1) Mark an “X” in this element when the primary cause of the collision was beyond the control of the driver. Explain this entry in the narrative. Examples include but are not limited to:

(a) A large animal (deer, horse, cow, etc.) runs in front of a vehicle.

(b) Heart attack, epileptic seizure, diabetic coma, or other medically induced difficulty caused a collision which resulted in damage or injury.

(c) A driver operating a vehicle properly and safely for visible conditions strikes “black ice” and runs off the road, sustaining damage or injury. Include conditions that led to an “Other Than Driver” conclusion in “Scene Description.”

(d) Mechanical failure, unknown or not foreseeable through normal and reasonable maintenance, such as brake failure, an axle breaking from metal fatigue, the steering column locking up, etc., which is determined to be the cause of the collision.

(e) A vehicle tire throws up a rock which strikes another vehicle's windshield, when the event is corroborated by witness statements or physical evidence.

(2) This element should not be used as a catch-all to relieve the officer of his/her responsibility for determining the collision cause when a specific code violation was the PCF.

d. Unknown. Mark an “X” in this element only when the cause of the collision cannot be determined. Use this element when conflicting statements and/or lack of physical evidence make it impossible for the investigating officer to determine the cause of a collision. Thoroughly explain this entry in the narrative.

10. WEATHER. Mark an “X” in the element(s) “A” through “G,” which best describe(s) the weather conditions existing at the time of the collision:

WEATHER *(MARK 1 TO 2 ITEMS)*		
	A	CLEAR
	B	CLOUDY
	C	RAINING
	D	SNOWING
	E	FOG / VISIBILITY FT.
	F	OTHER*:
	G	WIND

a. Clear. This element includes partial cloudiness if sunlight is not diminished.

b. Cloudy. Usually overcast but may be only partial cloudiness when light is diminished.

c. Raining. If marked, then Roadway Surface should be marked “Wet.”

d. Snowing. If marked, then Roadway Surface should be marked, “Wet,” or “Snow-Icy."

e. Fog. Enter an estimate of visibility.

f. Other. Enter a description of the weather conditions on the line provided and explain in the narrative. This includes conditions such as hail, dust, smoke, etc., if they impaired visibility, and thus, may have contributed to the collision. If marked, also mark an “E” (Vision Obscurements), under “Other Associated Factor.”

g. Wind. Mark this only when winds are sufficient to make vehicle control difficult and may have contributed to the collision.

11. LIGHTING. Mark an “X” in the element which describes the lighting conditions at the collision location and at the time of the collision:

LIGHTING		
	A	DAYLIGHT
	B	DUSK - DAWN
	C	DARK - STREET LIGHTS
	D	DARK - NO STREET LIGHTS
	E	DARK - STREET LIGHTS NOT FUNCTIONING*

a. This entry must agree with the time. (Refer to Chapter 3, Instructions for Completing the CHP 555, Page 1, Traffic Collision Report, Page 3-13, Time.)

b. Do not mark an “X” in elements “C,” “D,” or “E” if the collision occurred during normal daylight hours and the darkness was due to a temporary condition.

c. If element “E” (Dark-Street Lights Not Functioning) is marked, explain in the narrative the number of inoperative street lights, their location, and reason for malfunction (e.g., rolling blackouts, etc.), if known.

12. ROADWAY SURFACE. Mark an “X” in the element which best describes the roadway surface condition at the time of the collision in the traffic lane(s) involved. If element “D” (Slippery, Muddy, Oily, etc.) is marked, describe the material present, the size of the affected areas, location, etc., in the narrative.

ROADWAY SURFACE		
	A	DRY
	B	WET
	C	SNOWY - ICY
	D	SLIPPERY (MUDDY, OILY, ETC.)

13. ROADWAY CONDITIONS. Mark an “X” in the element(s) which best describe(s) the roadway conditions at the time of the collision in the traffic lane(s) involved. Items with an asterisk shall be described in the narrative: (Refer to General Order 100.46, Reporting of Highway Conditions):

ROADWAY CONDITIONS *(MARK 1 TO 2 ITEMS)*		
	A	HOLES, DEEP RUT*
	B	LOOSE MATERIAL ON ROADWAY*
	C	OSTRUCTION ON ROADWAY*
	D	CONSTRUCTION - REPAIR ZONE
	E	REDUCED ROADWAY WIDTH
	F	FLOODED*
	G	OTHER*
	H	NO UNUSUAL CONDITIONS

a. Holes, Deep Rut. Describe their location, size, and depth in the narrative.

b. Loose Material on Roadway. This includes sand, gravel, dirt, or similar material that a vehicle could drive over. Describe the location and type of material in the narrative.

c. Obstruction on Roadway. This includes rocks, boxes, structural material, automobile parts, etc., that should, due to size or shape, be avoided. Describe the obstruction in the sketch, factual diagram, and narrative.

d. Construction - Repair Zone. A section of highway where construction, repair, or maintenance is being performed. This applies to all long-term construction projects within a designated "Construction Zone" whether or not work is actually being performed. A reduced speed or reduction in roadway width is not necessary for this element to apply.

e. Reduced Roadway Width. A temporary reduction in the width of the roadway. For example, snow drifts, dirt slides, construction zones, etc. This excludes a sign-posted advising a reduction in the number of lanes or roadway width of a permanent nature.

f. Flooded. The roadway markings and limits are obscured and would normally affect steering and/or braking. Explain in the narrative the size of flooded area, depth of water, etc.

g. Other. This includes conditions not covered in A through F above. For example, oil slick on the road, etc. Describe the condition on the line provided.

h. No Unusual Conditions. Self-explanatory.

14. TRAFFIC CONTROL DEVICES. Mark an "X" in the element which best describes the presence and condition of collision-related traffic control devices at the time of the collision. Control devices include the following traffic signals: regulatory, warning, and construction signs. This excludes striping and officers or other persons directing traffic:

TRAFFIC CONTROL DEVICES		
	A	CONTROLS FUNCTIONING
	B	CONTROLS NOT FUNCTIONING*
	C	CONTROLS OBSCURED
	D	NO CONTROLS PRESENT / FACTOR*

a. Controls Functioning. A traffic control device is present and in operating condition.

b. Controls Not Functioning. A traffic control device is present but not in operating condition. Use this item for signal-controlled intersections during rolling blackout situations. Explain in the narrative.

c. Controls Obscured. A traffic control device is present and in operating condition, but is obscured from the involved party's line of sight. Explain in the narrative how the controls were obscured, how this was determined, and what action was taken.

d. No Controls Present/Factor. A traffic control device is not present or its presence is not a factor. This includes a head-on collision occurring on a through highway within an intersection when traffic entering the through highway is controlled by stop signs.

15. TYPE OF COLLISION. Mark an "X" in the element which best describes the general type of collision as determined by the first injury or damage-causing event. Use elements "A" through "D" only if two or more motor vehicles are involved in the first event. This includes a moving motor vehicle striking a parked vehicle. Primary consideration should be given to the direction of travel of the vehicle(s) prior to impact. Bicycles must be marked with an "X" in "H" (Other). "Type of Collision" and "Motor Vehicle Involved With" must be compatible: (Refer to Annex 4-A-1, Compatibility Chart.)

TYPE OF COLLISION		
	A	HEAD - ON
	B	SIDE SWIPE
	C	REAR END
	D	BROADSIDE
	E	HIT OBJECT
	F	OVERTURNED
	G	VEHICLE / PEDESTRIAN
	H	OTHER*:

a. Head-On. Two motor vehicles, approaching from opposite directions, make direct contact. For example, the front of one vehicle collides with the front of another. Or prior to impact, one vehicle skids sideways, causing the side of the skidding vehicle to collide with the front of the other.

b. Sideswipe. One motor vehicle strikes the side of another with a glancing blow. For example, two vehicles are proceeding in the same direction or from opposite directions, and the side of one vehicle strikes the side of the other.

c. Rear End. Two motor vehicles, traveling in the same direction, make direct contact. For example, the front of one vehicle strikes the rear of another vehicle, or Vehicle #1 approaches Vehicle #2 from the rear and skids sideways during a braking action, causing the side of Vehicle #1 to strike the rear of Vehicle #2.

d. Broadside. One motor vehicle strikes another vehicle at an angle greater than that of a sideswipe.

e. Hit Object. A motor vehicle strikes a fixed object or other object.

f. Overturned. A motor vehicle overturns and no prior collision caused the overturning. This would include a motorcyclist losing control, causing the vehicle to lie down on its side. Do not use when the vehicle hits an object and then overturns.

g. Vehicle/Pedestrian. A vehicle strikes a pedestrian.

h. Other. A collision not covered in the preceding elements. This entry shall be explained in the narrative, such as a vehicle involved with:

(1) A bicycle, train, or animal.

(2) An automobile fire.

(3) Passengers falling or jumping from a vehicle.

(4) A vehicle backing.

(5) A bicycle involved with a pedestrian or another bicycle.

16. MOTOR VEHICLE INVOLVED WITH. Mark an “X” in the one element which describes what, in conjunction with a motor vehicle in-transport, produced the first injury or damage event on or off the road. “Motor Vehicle Involved With” and “Type of Collision” must be compatible: (Refer to Annex 4-A-1, Compatibility Chart.)

MOTOR VEHICLE INVOLVED WITH		
	A	NON - COLLISION
	B	PEDESTRIAN
	C	OTHER MOTOR VEHICLE
	D	MOTOR VEHICLE ON OTHER ROADWAY
	E	PARKED MOTOR VEHICLE
	F	TRAIN
	G	BICYCLE
	H	ANIMAL:
	I	FIXED OBJECT:
	J	OTHER OBJECT:

a. Non-collision. A collision involving a motor vehicle in-transport which occurred in any manner other than through contact with another vehicle or object. Record an overturned vehicle as a non-collision since there is no impact prior to overturning. Examples:

(1) Overturning is a non-collision incident in which a motor vehicle in-transport overturns for any reason without a prior collision. Includes overturning after swerving to avoid a collision, striking a surface irregularity (uneven road surface, holes, bumps, or ruts), due to a shifting load, or a motorcyclist losing control, causing the vehicle to lay down on its side.

(2) An occupant falling or jumping from a motor vehicle, damage involving only the motor vehicle, such as that caused by striking road surface irregularities (uneven road surface, holes, bumps, or ruts), carbon monoxide poisoning, and fire starting in a motor vehicle in-transport. This also includes a passenger injured from striking the interior of a vehicle due to some motion of the vehicle, such as a quick stop.

b. Pedestrian. A collision involves a bicycle or a motor vehicle in-transport and a pedestrian. Includes a person in or operating a coaster wagon, scooter, sled, skateboard, wheelchair, motorized wheelchair, or “electric personal assistive mobility device” as defined in VC Section 313. (This excludes motorized skateboards, ZIP Electric Scooters, Go-Peds, and similar vehicles.)

c. Other Motor Vehicle. A collision involves a motor vehicle in-transport which comes in contact with another motor vehicle upon the same roadway or upon roadways within an intersection. Falling loads, detached trailers, etc., are considered part of the original motor vehicle. Examples include:

(1) Go-Peds, motorized scooters, ZIP Electric Scooters, etc. (Refer to Chapter 2, Definitions and Classifications of Collisions, Page 2-10, Motor Vehicle.)

(2) Construction, farm, and industrial machinery; road-rollers, tractors, military tanks, highway graders and similar devices equipped with wheels or treads while in-transport under their own power or towed are motor vehicles. When not in-transport, these devices are either fixed objects or other objects, depending upon movement and roadway status.

d. Motor Vehicle on Other Roadway. A collision involves a motor vehicle in-transport which leaves the roadway and collides with another motor vehicle in-transport on another roadway. For example, a vehicle crosses a median strip and collides with a vehicle on an opposing roadway. (Refer to Chapter 2, Definitions and Classifications of Collisions, Page 2-6, In-transport.)

e. Parked Motor Vehicle. A collision involves a motor vehicle in-transport and a motor vehicle not in-transport. This includes a collision with a motor vehicle which is stopped or parked illegally, but otherwise outside the traffic lanes, such as blocking a driveway, beside a fire hydrant, or in a loading zone. This excludes a motor vehicle stopped or parked in a traffic lane where parking is prohibited.

f. Train. A collision involves a motor vehicle in-transport and a railway train or railway vehicle. This includes collisions involving a cable car, light rail, or railway device such as railroad cars set in motion by a train. This excludes collisions where a railway train is involved in a railway incident, such as derailment, prior to involvement with the motor vehicle.

g. Bicycle. A collision involves a bicyclist. Include only bicyclists as defined in VC Section 21200. A person in or upon any other device, except motorized bicycles, propelled by pedaling will be considered a pedestrian. For coding purposes, a bicycle shall be considered a motor vehicle when involved in a collision on a highway and another motor vehicle is not involved.

h. Animal. A collision involves a motor vehicle in-transport and an animal which is either herded or unattended. Indicate the type of animal in the space provided. This includes collisions involving wild animals if a person is injured or if there is damage to the motor vehicle. This excludes a collision involving only injury to wild animals and no vehicle damage. This type of collision does not meet the definition of a motor vehicle traffic collision. Injury to a domestic animal is treated as a

property damage collision if there is no injury to any person or damage to a motor vehicle. This also excludes a collision involving a motor vehicle and ridden animal(s) or animal-drawn conveyance (refer to Other Object).

i. Fixed Object. A collision involves a motor vehicle in-transport and a fixed object. This includes any object attached to or part of the terrain, such as a dirt embankment, boulder, tree, utility pole, traffic signal, guardrail, etc. This also includes removable objects placed for an official purpose, such as traffic barricades, construction materials, and construction machinery. This excludes objects in motion. Identify the object involved on the line provided.

j. Other Object. A collision involves a motor vehicle in-transport and any object which is movable or moving but not fixed or intentionally placed for an official purpose. This includes an animal-drawn vehicle, ridden animal, street car (non-rail), object dropped from a motor vehicle (when such object is not in motion), fallen trees or stones, a transit-mix truck while discharging its load of concrete, a snowplow while engaged in snow removal operations, etc. Identify the object(s) involved on the line provided.

17. PEDESTRIAN'S ACTION. Mark an “X” in the element which best describes the action of the involved pedestrian just prior to the collision. If there is more than one pedestrian involved, mark only one element for the first pedestrian injured or otherwise involved. Officers shall not make entries for the pedestrian in the “Movement Preceding Collision” category. Mark the applicable categories in the items “Type of Vehicle,” “Other Associated Factor,” and “Sobriety-Drug-Physical.”

PEDESTRIAN'S ACTIONS		
	A	NO PEDESTRIANS INVOLVED
	B	CROSSING IN CROSSWALK - AT INTERSECTION
	C	CROSSING IN CROSSWALK - NOT AT INTERSECTION
	D	CROSSING - NOT IN CROSSWALK
	E	IN ROAD - INCLUDES SHOULDER
	F	NOT IN ROAD
	G	APPROACHING / LEAVING SCHOOL BUS

18. SPECIAL INFORMATION. Mark an “X” in the appropriate party number column to indicate any applicable element(s). Party number shall correspond with the involved party number on the CHP 555, Page 1:

1	2	3	SPECIAL INFORMATION
			A HAZARDOUS MATERIALS
			B CELL PHONE HANDHELD IN USE
			C CELL PHONE HANDSFREE IN USE
			D CELL PHONE NOT IN USE
			E SCHOOL BUS RELATED
			F 75 FT MOTORTRUCK COMBO
			G 32 FT TRAILER COMBO
			H
			I
			J
			K
			L
			M
			N
			O

a. Hazardous Material. Mark this element to indicate the collision involved a vehicle known to be or believed to be transporting hazardous material as defined in VC Section 353 and:

(1) There is a release of hazardous material from any package or container, including a cargo tank (except a vehicle fuel system spilling less than 42 gallons).

(2) There is continuing danger to life or health at the scene due to the presence of the hazardous material. When this line is coded, the narrative portion of the report should include, as a minimum, information identifying the material(s) by name, hazardous class, quantity involved, nature of hazardous material involvement, cleanup involved, and if there was continuing danger to life or health at the scene. (Refer to Chapter 2, Definitions and Classifications of Collisions, Page 2-5, Hazardous Material.)

b. Cell Phone Handheld in Use. Mark this element if the “Party” was preparing to make or answer a call on a handheld cell phone, talking on a handheld cell phone, or in the act of retrieving a handheld cell phone while driving.

c. Cell Phone Handsfree in Use. Mark this element if the "Party" was preparing to make or answer a call on a hands-free cell phone, talking on a hands-free cell phone, or in the act of retrieving a hands-free cell phone while driving. This only applies to a person using a cell phone specifically designed and configured to allow hands-free operation, and is used in that manner while driving.

d. Cell Phone Not in Use. Mark this element if a cell phone was not in use at the time of the collision.

19. OTHER ASSOCIATED FACTOR(S). When a secondary violation has been determined to have contributed to the collision, write the VC section in the appropriate box. Use element "A" for Party #1, element "B" for Party #2, and element "C" for Party #3. Mark an "X" in the one or two element(s) for each involved party which best describe(s) the involved party's action and/or vehicle condition(s) that evidence or statements support contributed to the occurrence of the collision. If there are no apparent associated factors mark "N - None Apparent." Each column number marked should correspond to the involved party shown on the CHP 555, Page 1. Any elements marked, except "N," should be explained in the narrative:

1	2	3	OTHER ASSOCIATED FACTOR(S) *(MARK 1 TO 2 ITEMS)*
			A VC SECTION VIOLATION: CITED ☐ YES ☐ NO
			B VC SECTION VIOLATION: CITED ☐ YES ☐ NO
			C VC SECTION VIOLATION: CITED ☐ YES ☐ NO
			D
			E VISION OBSCUREMENT:
			F INATTENTION*:
			G STOP & GO TRAFFIC
			H ENTERING / LEAVING RAMP
			I PREVIOUS COLLISION
			J UNFAMILIAR WITH ROAD
			K DEFECTIVE VEH. EQUIP.: CITED
			☐ YES ☐ NO
			L UNINVOLVED VEHICLE
			M OTHER*:
			N NONE APPARENT
			O RUNAWAY VEHICLE

a. VC Section Violation. Mark an "X" in this element and enter the VC section that contributed most to the cause of the collision. The section entered here for the involved party most at fault will be different from the section entered in the "Primary Collision Factor" box. The same section as the PCF may be entered if another involved party was also in violation of the section. Indicate whether or not a citation was issued by marking a "X" in the appropriate box. Examples:

(1) A high-speed driver fails to stop for a red traffic signal and collides with another vehicle in an intersection. The violation entered in the "Other Associated Factor" category would be VC Section 22350, exceeding the safe speed limit, while the PCF could be VC Section 21453(a), failure to stop for a red traffic signal.

(2) An intoxicated driver weaves across the center line on a two-lane highway and collides with a vehicle going in the opposite direction. The PCF would be VC Section 23152(a), driving under the influence of alcohol, while the "Other Associated Factor" is a violation of VC Section 21460(a), driving left of double yellow lines.

b. VC Section Violation. Same as A, for second involved party.

c. VC Section Violation. Same as A, for third involved party.

d. Section D. Section D is not used but has been retained to maintain the alphabetical criteria in the SWITRS computer program.

e. Vision Obscurement. Indicate the type of obscurement in the space provided. Mark this if "F" (Other), under "Weather" is marked.

f. Inattention. Mark an "X" in this element if, in the officer's opinion, inattention was an associated factor in the collision. For example, adjusting radio, lighting a cigarette, conversing with passengers, etc. Do not use this element as a catch-all. In the narrative, explain the inattention, and how it was established. Place the applicable letter in box "F" and to the right of the colon.

TYPE OF INATTENTION	CODE	DESCRIPTION
Cell Phone Handheld	A	Self Explanatory
Cell Phone Handsfree	B	Specifically designed and configured for hands-free operation and was used in that manner
Electronic Equipment	C	Computers, Fax, Heads-up Display, On-Board Navigation, Two-Way Radios
Radio / CD	D	Adjusting Station/Volume (includes headphones)

Smoking	E	Cigars, Pipes, Cigarettes (Lighting, Searching)
Eating	F	Self Explanatory
Children	G	Disciplining, Distracted
Animals	H	Interfering with Control
Personal Hygiene	I	Applying Make-Up, Shaving, Brushing Teeth, etc.
Reading	J	Books, Newspapers, Maps, etc.
Other	K	Explain in Narrative

g. Stop & Go Traffic. Mark an "X" in this element if the collision occurred during heavy congestion. Explain the type of congestion (e.g., reoccurring, non-reoccurring, construction, sports event, etc.) in the narrative.

h. Entering/Leaving Ramp. Mark an "X" in this element when the driver states or there is evidence that an on-ramp or off-ramp was a factor. (This includes collisions occurring on the ramp.) For example, a driver starts to enter an on-ramp at an intersection and collides with another vehicle. Regardless of other data entered on the form, the driver was also attempting to enter the on-ramp and this element should be indicated.

i. Previous Collision. Mark an "X" in this element if any obstruction, including traffic congestion, was present due to a prior collision and was an immediate factor associated with the collision.

j. Unfamiliar with Road. Self-explanatory.

k. Defective Vehicle Equipment. Mark an "X" in this element if the defect contributed to the occurrence of the collision. Identify the type of defect on the line provided, (e.g., brakes, headlights, tread depth, etc.). Enter the VC section violated and indicate whether or not the party was cited.

l. Uninvolved Vehicle. Mark an "X" in this element in the column for the involved party which claims that another vehicle contributed to the collision. The uninvolved vehicle and any driver information shall be discussed in the narrative.

m. Other. Mark an "X" in this element when a factor other than "A" through "L" was present (e.g., sleet or hail).

n. None Apparent. Self-explanatory.

o. Runaway Vehicle. A vehicle is accidentally set in motion, out of control, or accelerates uncontrollably, due to mechanical failure, physical impairment, or being driverless. This includes brake failure, stuck throttle or no steering, persons who

are unconscious or deceased at time of impact, or parking brakes which fail on parked vehicles.

20. MOVEMENT PRECEDING COLLISION. Mark an "X" in the element which best describes the action of each vehicle prior to the collision and before evasive action or reaction to avoid contact. THIS MOVEMENT DOES NOT HAVE TO CORRESPOND WITH THE PRIMARY COLLISION FACTOR. One vehicle must have movement prior to the collision. Mark an "X" in column 1 for Vehicle #1, column 2 for Vehicle #2, etc., to correspond to the involved party shown on the CHP 555, Page 1. Pedestrian actions are not coded:

1	2	3	MOVEMENT PRECEDING COLLISION
			A STOPPED
			B PROCEEDING STRAIGHT
			C RAN OFF ROAD
			D MAKING RIGHT TURN
			E MAKING LEFT TURN
			F MAKING U TURN
			G BACKING
			H SLOWING / STOPPING
			I PASSING OTHER VEHICLE
			J CHANGING LANES
			K PARKING MANEUVER
			L ENTERING TRAFFIC
			M OTHER UNSAFE TURNING
			N XING INTO OPPOSING LANE
			O PARKED
			P MERGING
			Q TRAVELING WRONG WAY
			R OTHER*:

a. Stopped. Mark an "X" for a vehicle not moving but on the roadway (excludes shoulder). A stalled, disabled, or abandoned vehicle on a roadway is considered stopped. Do not use for vehicles in designated parking areas or vehicles within intersections preparing to turn. (Refer to Making Right Turn, Making Left Turn, and Parked.)

b. Proceeding Straight. Mark an "X" in this element for a vehicle proceeding straight ahead. A vehicle following the curve of a roadway is coded proceeding

straight. However, a vehicle which runs off the road at a curve should be marked "C - Ran Off Road," provided no evasive action took place prior to the vehicle leaving the road.

c. Ran Off Road. Mark an "X" in this element if the motor vehicle left the road (includes paved or unpaved shoulder) prior to the collision and before evasive action began. This includes vehicles which would have left the road had their movement not been halted by colliding with protective barriers such as guardrails, concrete walls, or median barriers which are generally placed adjacent to, but outside the road.

d. Making Right Turn. Mark an "X" in this element for a vehicle making a right turn at an intersection or into a private drive, or a vehicle stopped within an intersection preparing to turn right. This includes an illegal right turning movement, such as a right turn when prohibited or when out of position. This excludes any lane change or turning movement to pass other vehicles. This element does not apply on freeways.

e. Making Left Turn. Mark an "X" in this element for a vehicle making a left turn at an intersection or into a private drive, or a vehicle stopped within an intersection preparing to turn left. This includes an illegal turning movement, such as a left turn when prohibited or when out of position. This excludes any lane change or turning movement to pass another vehicle and does not apply on freeways.

f. Making U Turn. Mark an "X" in this element for a vehicle turning in order to proceed in the opposite direction.

g. Backing. Mark an "X" in this element for a motor vehicle backing up, except when associated with parking. (Refer to Parking Maneuver.)

h. Slowing/Stopping. Mark an "X" in this element for a motor vehicle in the process of slowing or stopping its forward movement. Speed is not a factor in determining whether this movement applies.

i. Passing Other Vehicles. Mark an "X" in this element if a motor vehicle on a two-way/two-lane road moved into the opposing lane to pass another vehicle going in the same direction. This excludes movements where the passing vehicle and the overtaken vehicle are traveling in the same direction in separate lanes. (Refer to Changing Lanes.)

j. Changing Lanes. Mark an "X" in this element for a motor vehicle making a lane change on a roadway divided into two or more clearly marked lanes for traffic in one direction. For example, a violation of VC Section 21658(a), Unsafe Lane Change, when a vehicle in the number one lane of a multi-lane road changing lanes into the number two lane sideswipes another vehicle traveling in that lane or

a vehicle in the number one lane of a multi-lane road unintentionally drifts into and sideswipes a vehicle in the adjacent lane.

k. Parking Maneuver. Mark an “X” in this element for a motor vehicle in the process of parking. This applies to any movement associated with parking (parallel or at an angle) a vehicle whether or not the area is legally designated for parking. This includes a vehicle entering a designated parking area, an area where normal usage permits parking, such as a curb or shoulder, or an area where vehicles are parked illegally outside a traffic lane. This excludes a vehicle backing from a parked position in an attempt to enter traffic.

l. Entering Traffic. Mark an “X” in this element for a motor vehicle entering a designated lane of traffic from a shoulder, median, parking strip, alley, or private drive. Usually this is a forward movement but it may include a backing movement associated with leaving a parked position.

m. Other Unsafe Turning. Mark an “X” in this element for a motor vehicle making a turning movement not described in other elements, such as a violation of VC Section 22107, Unsafe Turning Movement. Do not use for a vehicle making a lane change (see Changing Lanes). Do not use this element on freeways. Instead, use “R” (Other) for unsafe turning movements on freeways (VC Section 22107) and explain in the narrative.

n. Xing Into Opposing Lane. Mark an “X” in this element for a motor vehicle making an involuntary or unplanned movement into an opposing lane of traffic on a two-way road. Do not use for a vehicle that runs off the road and crosses a median prior to collision on another roadway. Examples:

(1) A driver under the influence of alcohol loses control of his/her vehicle and weaves into the opposing lane of traffic.

(2) A vehicle traveling at an excessive speed in a curve drifts into the opposing lane of traffic.

o. Parked. Mark an “X” in this element for a motor vehicle not moving and outside of a traffic lane. This includes a vehicle stopped on a shoulder or in another area where parking is designated or permitted or a motor vehicle parked illegally but otherwise outside a traffic lane, such as blocking a driveway, beside a fire hydrant, or in a loading zone. This excludes a vehicle stopped or parked in a traffic lane where prohibited, such as double parked, in a tunnel, or on a bridge. Mark these vehicles as stopped. (Refer to Stopped.)

p. Merging. Mark an “X” in this element for a vehicle merging into traffic preceding the collision. For example, a vehicle entering traffic from an on-ramp,

merging because the road narrows from four to three lanes, or a vehicle exiting a traffic lane onto a collector road.

q. Traveling Wrong Way. Mark an “X” in this element for a motor vehicle proceeding in the opposite direction of traffic.

r. Other. Mark an “X” in this element for a motor vehicle's or bicycle's movements not defined in elements “A” through “Q.” For example, motor vehicles passing or traveling on the shoulder or which veer onto the shoulder and strike a parked vehicle, pedestrian, or other object. Also mark for non-motor vehicles including herded or ridden animals and animal-drawn conveyances. Describe the movement on the line provided. This excludes a pedestrian.

21. SOBRIETY-DRUG-PHYSICAL. Mark an “X” in one to two element(s) for each involved party which best describe(s) the condition of each involved party with regard to alcohol, drugs, or physical impairment. Use column 1 for Party #1, column 2 for Party #2, etc:

1	2	3	***SOBRIETY - DRUG PHYSICAL (MARK 1 TO 2 ITEMS)***
			A **HAD NOT BEEN DRINKING**
			B **HBD - UNDER INFLUENCE**
			C **HBD - NOT UNDER INFLUENCE***
			D **HBD - IMPAIRMENT UNKNOWN***
			E **UNDER DRUG INFLUENCE***
			F **IMPAIRMENT - PHYSICAL***
			G **IMPAIRMENT NOT KNOWN**
			H **NOT APPLICABLE**
			I **SLEEPY / FATIGUED***

a. Had Not Been Drinking. Self-explanatory.

b. HBD-Under Influence. Had been drinking (HBD) and is under the influence of alcohol. Do not use for parked or driverless vehicles. (Refer to Not Applicable.)

c. HBD-Not Under Influence. Had been drinking and is not under the influence of alcohol. Explain in the narrative how the drinking was established and the method used to determine the party was not under the influence. Do not use for parked or driverless vehicles. (Refer to Not Applicable.)

d. HBD-Impairment Unknown. Had been drinking but it is impossible to determine the extent of impairment. Explain in the narrative. For example, the involved party was unconscious when removed from the scene or was fatally

injured in the collision. A chemical test later determines the involved party was under the influence of alcohol. When copies of the collision report have already been distributed, submit the updated sobriety information as a supplemental on a CHP 556. (Refer to Chapter 10, Use of Traffic Collision Report Forms.) Do not use for parked or driverless vehicles. (Refer to Not Applicable.)

e. Under Drug Influence. The involved party appears to be under the influence of a drug other than alcohol. Explain in the narrative the category of drug suspected. Do not use for parked or driverless vehicles. (Refer to Not Applicable.)

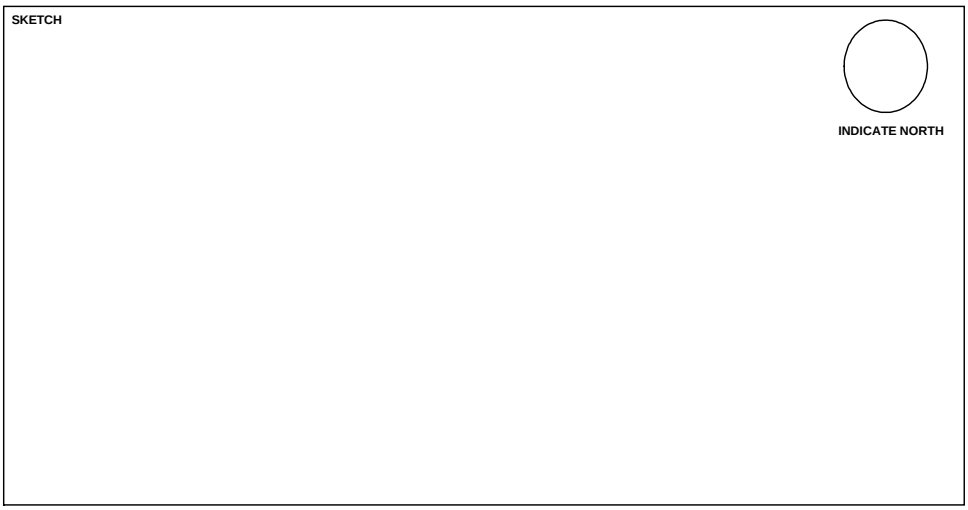
f. Impairment-Physical. The involved party has a physical impairment, such as paralysis, special braces, etc. This includes parties who have suffered a heart attack, epileptic seizure, diabetic coma, or other physically incapacitating impairment which may have contributed to the collision. This includes defective eyesight or hearing if these impairments were not adequately corrected at the time of the collision. Explain in the narrative. Do not use for parked or driverless vehicles. (Refer to Not Applicable.)

g. Impairment Not Known. The collision involves a hit and run driver not at the scene or the existence of an impairment cannot be determined.

h. Not Applicable. The motor vehicle was parked at the time of the collision. Do not mark this element for an involved party if “A” through “G” is applicable.

i. Sleepy/Fatigued. The involved party does not have any physical limitations but appears exhausted and unable to function normally. Also, mark if the party had fallen asleep prior to the collision. Do not use for parked or unoccupied vehicles.

22. SKETCH INSTRUCTIONS. A sketch should be made for every REPORT and INVESTIGATION. All CHP traffic collision documentation shall have a sketch or dynamics diagram. A sketch reflects the officer's opinion of how the collision occurred: (Refer to Annex 3-G-1, Example of Collision Occurred On.)



a. When more detail or space is required, a sketch shall be drawn on the CHP 555, Page 4, Factual Diagram and labeled as a sketch. Diagramming software can also be used to create the sketch on an additional page prior to the narrative. Indicate the location of the sketch in the box if a separate page is used (e.g., Sketch on page 5).

b. The sketch of the collision scene should be in proper proportion, although it need not be to scale. The use of a diagram template or straight edge shall be used to improve the clarity of the sketch.

c. Identify the compass direction “North” by placing an arrow in the circle located in the upper right corner of the sketch box. Both the SKETCH and FACTUAL diagram should show “North” in the same direction.

d. Identify all highways by official route number or name. Include lane widths for REPORT sketches.

e. Identify all relevant elements of the collision scene, such as stop signs, fences, trees, rock walls, etc.

f. Identify structures or objects involved in the collision, location of traffic control devices, vision obscurements, and unusual or temporary conditions such as barricades in a repair zone.

g. Write parallel to the bottom of the page so entries may be read horizontally.

h. The sketch is optional for counter reports but may be completed with the assistance of the receiving officer.

i. To ensure uniformity in description and interpretation, the basic symbols should be used for a SKETCH only. The FACTUAL diagram symbols (Refer to Annex 6-A-1, Investigation Symbols) may be used to augment but should not be substituted for the SKETCH symbols.

(1) Examples of SKETCH symbols are shown in Annex 4-B-1, Sketch Symbols. The small circle identifies the Area of Impact (AOI).

(2) Show every AOI on the SKETCH. Where multiple AOIs exist, number each AOI consecutively within each circle, beginning with the initial AOI. Explain each AOI in the narrative.

(a) Locate all AOIs in the narrative with a minimum of two measurements approximately 90 degrees apart.

(b) Points of reference should be permanent, such as a roadway edge line, railroad track, overpass, or prolongation of the nearest cross street.

(3) Identify paths of vehicles before the AOI by solid lines, even though the vehicles may have been moved prior to the officer's arrival. The sketch is the officer's opinion how the collision occurred. Place an arrowhead at each AOI (small circle) shown on the SKETCH. Number the solid lines as necessary to identify vehicles (e.g., V-1, V-2, etc.).

(4) Identify paths of pedestrians or animals by dashed lines (e.g., P-1, P-2, etc.).

23. MISCELLANEOUS.

a. The CHP 555 is intended to satisfy the basic data requirement needs of all users of traffic collision information. Individual agencies may have data requirements unique to their records system or administrative procedures. The Miscellaneous space is provided for the purpose of collecting this unique data.

b. This space may also be used by officers to record additional pertinent information (e.g., vehicle damage, information for combinations of vehicles, etc.).

c. Reporting agencies may place additional lines or boxes in this space.

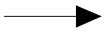
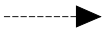
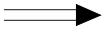
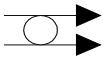
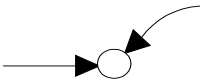
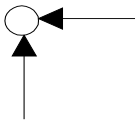
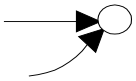
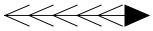
MISCELLANIOUS

COMPATIBILITY CHART

The TYPE OF COLLISION and MOTOR VEHICLE INVOLVED WITH must be compatible. (Refer to Chapter 4, Instructions for Completing the CHP 555, Page 2, Traffic Collision Coding.) The following indicates which fields agree:

TYPE OF COLLISION	***MOTOR VEHICLE INVOLVED WITH***
A - HEAD-ON	C - OTHER MOTOR VEHICLE
B - SIDESWIPE	D - MOTOR VEHICLE ON OTHER ROADWAY
C - REAR END	E - PARKED MOTOR VEHICLE
D - BROADSIDE	
E - HIT OBJECT	I - FIXED OBJECT
	J - OTHER OBJECT
F - OVERTURNED	A - NON-COLLISION
G - AUTO/PEDESTRIAN	E - PEDESTRIAN
H - OTHER	A - NON-COLLISION
	C - OTHER MOTOR VEHICLE
	D - MOTOR VEHICLE ON OTHER ROADWAY
	E - PARKED MOTOR VEHICLE
	F - TRAIN
	G - BICYCLE
	H - ANIMAL

SKETCH SYMBOLS

Vehicle (not parked) or bicycle	
Pedestrian or animal	
Train	
Parked vehicle	
Head-on	
Head-on sideswipe	
Rear end	
Overtaking sideswipe	
Approach turn	
Broadside	
Overtaking turn	
Out-of-control spinout	
Overturned (Maximum 2 loops regardless of the number of overturns)	
Vehicle backing	

CODING EXAMPLES

1. VEHICLE VS. TRAIN. A vehicle traveling on a road going across the railroad tracks is struck by a train. The driver and vehicle are coded in the usual manner. The train engineer will be listed on Page 1 of the CHP 555 as an involved party type “Other” and omit driver license information. The conductor will be listed as a witness. The lead locomotive information will be entered in the “Vehicle Information” box and the “Vehicle Type” is 95 (Misc. Non-Motor Vehicle). “Type of Collision” is coded “H” (Other). (Refer to Annex 3-I-1, Investigative Techniques for a Vehicle/Train Collision.)

2. VEHICLE VS. AIRPLANE.

   a. An airplane makes an emergency landing on a road and strikes a motor vehicle in-transport.

   b. Even though the Federal Aviation Administration (FAA) will conduct an investigation, it is also required that the CHP conduct an investigation as the result of a motor vehicle in-transport. The motor vehicle in-transport would be coded in the usual manner. The airplane would be coded as party type “Other," and enter the appropriate vehicle information (e.g., Cessna 150). Include the FAA tail number. The pilot would be listed as party type “Other” with all information on Page 1 of the CHP 555 except that the driver license number shall be left blank.

3. VEHICLE VS. CONSTRUCTION EQUIPMENT OR SNOWPLOW.

   a. A motor vehicle in-transport strikes a piece of construction equipment or a snowplow while actively engaged in the performance of its duties. The motor vehicle would be coded in the usual manner. The construction equipment or snowplow, while performing its duties, would be coded as party type “Other."

   b. The driver of the construction equipment/snowplow should be listed as normal except that the driver license number shall be left blank. On Page 2 of the CHP 555, if the operator of the construction equipment/snowplow is found at fault, mark “B” (Other Improper Driving). If the other party is at fault, mark “A” in the “Primary Collision Factor” (PCF) with the applicable Vehicle Code Section. Mark the “Type of Collision” field with “E” (Hit Object). The “Motor Vehicle Involved With” field should be marked “I” (Fixed Object) if not moving or “J” (Other Object) if moving.

4. HEART ATTACK, STROKE, DIABETIC COMA, ETC. A person driving a motor vehicle suffers a heart attack (verified by the doctor or coroner) and becomes involved in a traffic collision. This would be considered a motor vehicle traffic collision because a motor vehicle is in-transport. When the extent of injuries are limited to the medical ailment which caused the collision, in this example a heart attack, the collision becomes a non-injury collision. The PCF would be “Other Than Driver." The “Motor Vehicle Involved With” would be a “Non-Collision,” unless another party was involved, and the narrative should include a detailed explanation. Include the coroner’s case number in narrative.

5. VEHICLE VS. OBJECT.

a. A motor vehicle in-transport strikes an object in the road that originally was a part of a load (couch, box, rock, etc.).

b. If the object dropped is still moving, then it is considered part of the vehicle (load) and should be coded as two involved parties (motor vehicle involved with other motor vehicle).

c. When the load has come to rest and is subsequently struck by a passing vehicle, the vehicle that struck the object is coded in the usual manner. On Page 2 of the CHP 555, “Type of Collision” will be coded “E” (Hit Object), “Motor Vehicle Involved With” will be “J” (Other Object).

6. VEHICLE VS. VEHICLE TRAVELING THE SAME DIRECTION. Two motor vehicles are traveling in the same direction, for example northbound. The first vehicle spins out of control and ends up facing in the opposite direction, southbound. The first vehicle is struck in the front end by the front end of the second vehicle (e.g., front end to front end). This collision is coded “C” (Rear End) under the “Type Of Collision” field. “Type of Collision” coding is based on the original direction of travel of both vehicles.

7. DAMAGE OCCURRING AS A RESULT OF DEBRIS BEING KICKED UP WHICH STRIKES ANOTHER VEHICLE.

a. This is an unintended event which caused damage, therefore a collision. The information on the party that set the object in motion is placed on Page 1 of the CHP 555, as an involved party only if the party stopped and gave information or the event is corroborated by a witness. If the party did not stop or the event is not corroborated by a witness, any information on the “Other” party would be mentioned in the narrative. The report would be coded as “Other Than Driver” for the “PCF." “Type of Collision" is coded “H” (Other) and the “Motor Vehicle Involved

With" is coded "A" (Non-Collision). This would not be classified as a hit and run traffic collision.

b. Two party collisions result when a rock or stone falls off a gravel truck and causes injury or damage to another vehicle. A falling rock or stone is a load, therefore, considered part of the vehicle. The PCF is a violation 23114 VC.

8. VEHICLE LOSES WHEEL. A motor vehicle in-transport loses a wheel and the loss results in a collision. The "PCF" would be "C" (Other than Driver) and the "Type Of Collision" would be "H" (Other). The "Motor Vehicle Involved With" field is coded "A" (Non-Collision) if nothing else is struck. If the mechanical failure is unknown or unforeseeable through normal and reasonable maintenance, then the "Other Associated Factor" field will be coded "K" (Defective Vehicle Equipment). If statements or other evidence are obtained to show that the mechanical defect was known prior to the collision, then the "PCF" should be coded "A" and 24002(a) VC entered.

9. PASSENGER FALLS OR JUMPS FROM VEHICLE.

a. When a passenger falls or jumps from a motor vehicle in-transport, the "PCF" would be "C" (Other than Driver). "Type Of Collision" would be "H" (Other) and "Motor Vehicle Involved With" would be "A" (Non-Collision). A detailed summary should be provided in the narrative.

b. When a collision results after the driver has jumped from the vehicle, this person is still considered the driver for the report, regardless of mechanical failures.

10. SECTION 21658(A) VC VS. SECTION 22107 VC FOR A FREEWAY COLLISION.

a. Use Section 21658(a) VC when a person makes an unsafe lane change on the freeway and either strikes another vehicle or causes a vehicle in another lane to take evasive action to avoid a collision. The "Movement Preceding Collision" would be "J" (Changing Lanes).

b. When a driver begins to make a lane change, realizes it is not safe and loses control while quickly moving back into the original lane, the "Movement Preceding Collision" would be "J" (Changing Lanes). However, if a person falls asleep or allows their vehicle to drift out of its lane, run off the roadway, or fails to negotiate a curve, then Section 22107 VC would apply. "Movement Preceding Collision" would be coded "M" (Other Unsafe Turning). Do not use "M" (Other Unsafe Turning) on freeways. Instead, use "R" (Other) for unsafe turning on freeways and document in narrative.

11. TRAFFIC COLLISION OCCURS ON/OFF RAMP OR TRANSITION ROAD. If a collision occurs on the Madison Avenue eastbound off-ramp from eastbound I-80, then the location is “I-80 E/B to Madison Avenue E/B." Direction of travel would be East. If a collision occurs while the vehicle is traveling westbound on Madison Avenue to the I-80 on ramp, the location is “I-80 W/B from Madison Avenue W/B.” Direction of travel would be west. The “Other Associated Factor" field would be coded “H” (Entering/Leaving On Ramp).

12. ON DUTY EMERGENCY VEHICLE COLLISIONS.

a. When the driver of an “On-Duty Emergency Vehicle” is involved in a traffic collision and determined to be most at fault, the proper coding for the “PCF” will be “Other Improper Driving."

b. Vehicle Code Section 21055 gives specific exemptions from the rules of the road while engaged in rescue operations, immediate pursuit of a violator or suspected violator, or while driving in response to an emergency call (emergency lights and siren activated). In the “Other Associated Factor” field the “Vehicle Code Section Violated” box shall be left blank. The remaining entries on Page 2 of the CHP 555 shall be completed as normal.

CHAPTER 5

INSTRUCTIONS FOR COMPLETING THE CHP 555, PAGE 3, INJURED/WITNESS/PASSENGERS

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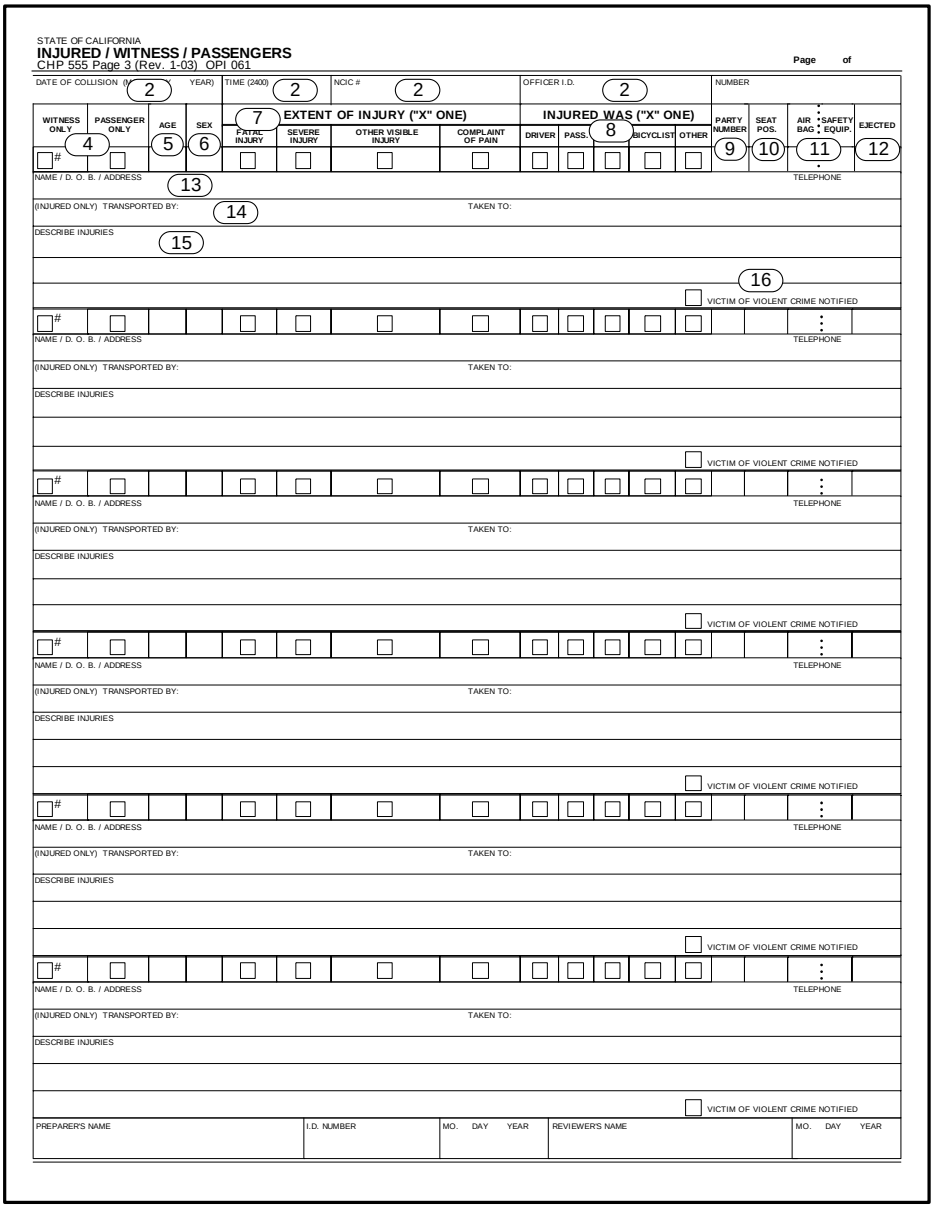
CHAPTER 5

INSTRUCTIONS FOR COMPLETING THE CHP 555, PAGE 3, INJURED/WITNESS/PASSENGERS

1. SCOPE. This chapter provides instructions for completing the CHP 555, Page 3, Injured/Witness/Passengers. This page is used only when a person in the collision is either, injured, a witness, or a passenger. The numbers on the following paragraphs correspond to the numbers on the sample form on this page.



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INJURED / WITNESS / PASSENGERS
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Page of

DATE OF COLLISION (MO. DAY YEAR) 2 | TIME (2400) 2 | NCIC # 2 | OFFICER I.D. 2 | NUMBER

WITNESS ONLY 4	PASSENGER ONLY	AGE 5	SEX 6	EXTENT OF INJURY ("X" ONE) 7: FATAL INJURY	SEVERE INJURY	OTHER VISIBLE INJURY	COMPLAINT OF PAIN	INJURED WAS ("X" ONE) 8: DRIVER	PASS.	BICYCLIST	OTHER	PARTY NUMBER 9	SEAT POS. 10	AIR BAG 11	SAFETY EQUIP.	EJECTED 12
☐ #	☐			☐	☐	☐	☐	☐	☐	☐	☐	☐				

NAME / D. O. B. / ADDRESS 13 TELEPHONE

(INJURED ONLY) TRANSPORTED BY: 14 TAKEN TO:

DESCRIBE INJURIES 15

16 ☐ VICTIM OF VIOLENT CRIME NOTIFIED

☐ # ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

NAME / D. O. B. / ADDRESS TELEPHONE

(INJURED ONLY) TRANSPORTED BY: TAKEN TO:

DESCRIBE INJURIES

☐ VICTIM OF VIOLENT CRIME NOTIFIED

☐ # ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

NAME / D. O. B. / ADDRESS TELEPHONE

(INJURED ONLY) TRANSPORTED BY: TAKEN TO:

DESCRIBE INJURIES

☐ VICTIM OF VIOLENT CRIME NOTIFIED

☐ # ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

NAME / D. O. B. / ADDRESS TELEPHONE

(INJURED ONLY) TRANSPORTED BY: TAKEN TO:

DESCRIBE INJURIES

☐ VICTIM OF VIOLENT CRIME NOTIFIED

☐ # ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

NAME / D. O. B. / ADDRESS TELEPHONE

(INJURED ONLY) TRANSPORTED BY: TAKEN TO:

DESCRIBE INJURIES

☐ VICTIM OF VIOLENT CRIME NOTIFIED

PREPARER'S NAME	I.D. NUMBER	MO. DAY YEAR	REVIEWER'S NAME	MO. DAY YEAR

2. DATE OF COLLISION, TIME, NCIC NUMBER, OFFICER ID. Enter the numeric month, day, year, time, National Crime Information Center (NCIC) number, and the officer identification (ID) number as completed on the CHP 555, Page 1, Traffic Collision Report. These four categories are used to identify each collision reported to the Statewide Integrated Traffic Records System (SWITRS).

STATE OF CALIFORNIA
INJURED / WITNESS / PASSENGERS
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Page of

DATE OF COLLISION (MO. DAY YEAR)	TIME (2400)	NCIC #	OFFICER I.D.	NUMBER

WITNESS ONLY	PASSENGER ONLY	AGE	SEX	EXTENT OF INJURY ("X" ONE)				INJURED WAS ("X" ONE)					PARTY NUMBER	SEAT POS.	AIR BAG	SAFETY EQUIP.	EJECTED
				FATAL INJURY	SEVERE INJURY	OTHER VISIBLE INJURY	COMPLAINT OF PAIN	DRIVER	PASS.	PED.	BICYCLIST	OTHER					
☐ #	☐			☐	☐	☐	☐	☐	☐	☐	☐	☐					

NAME / D. O. B. / ADDRESS TELEPHONE

(INJURED ONLY) TRANSPORTED BY: TAKEN TO:

DESCRIBE INJURIES

☐ VICTIM OF VIOLENT CRIME NOTIFIED

3. INJURED/WITNESS/PASSENGERS. The information entered in this section identifies an injured party, a witness, or a passenger. List “Injured” persons first on this page:

a. The term “Injured” refers to a person who has incurred any injury, complains of pain, or has been exposed to a hazardous materials release as the result of the collision.

b. The term “Witness” refers to a non-injured and non-involved person who can provide relevant collision information based on what they saw, heard, or otherwise observed.

c. The term “Passenger” refers to non-injured, occupants of an involved vehicle, other than the driver.

4. WITNESS ONLY/PASSENGER ONLY. Mark an “X” in the appropriate box to indicate if the person is a witness or an uninjured passenger. A passenger who can provide witness testimony should be listed as “Passenger Only”.

5. AGE. Enter the age of the person. If the age is estimated, indicate by entering a question mark after age in the “Age” box.

6. SEX Enter “M” for male or “F” for female.

7. EXTENT OF INJURY. Mark an “X” in the box which best describes the condition of the injured party: (Refer to Chapter 2, Definitions And Classifications Of Collisions, Page 2-7, Injury.)

a. Fatal Injury. Death as a result of injuries sustained in a collision or an injury resulting in death within 30 days of the collision.

NOTE: The fetus of a pregnant female involved in a traffic collision will be documented as a fatal injury if the coroner attributes the death to the collision.

b. Severe Injury. An injury other than a fatal injury which results in broken bones, dislocated or distorted limbs, severe lacerations, or unconsciousness at or when taken from the collision scene. It does not include minor lacerations.

c. Other Visible Injury. This includes: bruises (discolored or swollen); places where the body has received a blow (black eyes and bloody noses); and abrasions (areas of the skin where the surface is roughened or broken by scratching or rubbing which includes skinned shins, knuckles, knees, and elbows).

d. Complaint of Pain. This classification could contain authentic internal or other non-visible injuries and fraudulent claims of injury. This includes:

(1) Persons who seem dazed, confused, or incoherent (unless such behavior can be attributed to intoxication, extreme age, illness, or mental infirmities).

(2) Persons who are limping but do not have visible injuries.

(3) Any person who is known to have been unconscious as a result of the collision, although it appears he/she has recovered.

(4) Persons who say they want to be listed as injured but do not appear to be so.

8. INJURED WAS. Mark an “X” in the appropriate box which best describes the injured person. If “Other” is marked, explain in the narrative. (Refer to Page 5-5, paragraph 15, Describe Injuries, for uninvolved persons sustaining an injury due to a hazardous materials exposure.)

9. PARTY NUMBER. Enter the number of the involved party with which the person is associated.

10. SEATING POSITION. Enter the numeric code for the seating position of the person. Select the seating position number from the seating position legend. For example, 3 (right front), 4 (left rear). (Refer to Chapter 4, Instructions for Completing the CHP 555, Page 2, Traffic Collision Coding, Page 4-3, Seating Position/Safety Equipment/Ejected From Vehicle.)

11. SAFETY EQUIPMENT.

a. Enter the appropriate alpha code from the safety equipment legend into the appropriate boxes. For example, L (Air Bag Deployed) and G (Lap Belt Shoulder Harness Used). (Refer to Annex 5-A-1, Seatbelt Coding on CHP 555.)

b. CHP investigators shall conduct a visual inspection of the safety restraint systems (seatbelt, airbag, or child restraint) of any vehicle involved in a collision and containing an individual receiving or complaining of any injury.

c. If, in the investigating officer's opinion, a failure is observed or suspected, the following shall apply:

(1) The observed or suspected failure shall be documented in the Parties/Vehicle Information section of the investigation narrative.

(2) The appropriate Multidisciplinary Accident Investigation Team shall be notified. (Refer to Annex 1-A-1, Criteria for Requesting Multidisciplinary Accident Investigation Team (MAIT) Assistance.)

d. If, in the officer's opinion, no failure is observed or suspected, he/she shall document in the Parties/Vehicle Information section of the investigation narrative that a visual inspection was conducted and no failure was observed.

12. EJECTED. For all injured, passenger, or parties listed, enter the appropriate numeric code from the "Ejected From Vehicle" legend in this box. For example, 0 (not ejected), 2 (partially ejected). (Refer to Chapter 4, Seating Position/Safety Equipment/Ejected From Vehicle.)

13. NAME/DOB/ADDRESS/TELEPHONE. Enter the person's full name, date of birth, address with zip code, and home and business telephone numbers, including area codes. Entries such as Party #1, Driver #2, Bicyclist #3, or Pedestrian #4 are acceptable if the person is identified as an involved party on the face page. The "Age", "Sex", "Extent of Injury", "Injured Was", "Party Number", "Seating Position", "Air Bag", "Safety Equipment", and "Ejected" boxes should be completed in all cases, except that

“Seating Position”, “Safety Equipment”, and “Ejected” boxes will be left blank for pedestrians.

14. TRANSPORTED BY/TAKEN TO. If transported, enter the name of the ambulance service or person who transported the injured victim. Also, enter the name of the hospital or doctor and the city and state where the injured person is transported. If the person seeks their own aid, enter the applicable information. The following are examples which may be used:

a. Seek own aid.

b. Own transportation. Will see Dr. Smith, Palo Alto, CA.

c. Community Ambulance to Roseville Community Hospital, Roseville, CA.

d. Admitted or released - doctor’s name.

NOTE: On late-reported collisions where injuries are claimed, the officer shall ascertain if medical treatment was received. As applicable, enter the name of the hospital or doctor, and the city and state where the injured person received treatment or enter “no medical treatment.”

15. DESCRIBE INJURIES. If injured, briefly describe the type of injury sustained by the person. If the victim dies, include the date and time when death was pronounced, where, by whom, and the coroner's case number:

a. In the event of a hazardous material release, describe the known or suspected material, exposure/contamination injuries to uninvolved persons, and the method of exposure (inhalation, skin contact, etc.).

NOTE: Do not include these injuries in the number injured count on the CHP 555, Page 1 and do not complete “Extent of Injury” in this section if the injuries were sustained after the collision as a result of the hazardous material exposure.

b. When an officer contacts a foreign national who has been injured in a traffic collision or in any other event falling under the jurisdiction of the Department, he/she should advise the person the Department will notify the appropriate consulate if the injured party desires. If the person requests their consulate be notified, officers shall request the CHP communications center notify the appropriate embassy/consulate as soon as practical. If notification or attempt is made, it should be noted in the INVESTIGATION or REPORT.

16. VICTIM OF VIOLENT CRIME NOTIFIED. Law enforcement officers are required to advise victims of violent crime of certain entitlements. To comply with this requirement, CHP officers shall use the CHP 170, Notice to Victims of Violent Crimes. Place an "X" in this box when notification was made utilizing the CHP 170 or similar form for local agencies. (Refer to Annex 5-B-1, Notification to Victims of Violent Crimes.)

NOTE: A crime of violence is a crime or public offense, as defined in Penal Code Section 15, resulting in physical injury to a person. Acts involving the operation of motor vehicles are not crimes of violence except when the injury or death was caused by a driver in violation of VC Sections 20001, 23152, or 23153.

SEATBELT CODING ON THE CHP 555 *(Revised 5-06.)*

A - NONE IN VEHICLE
B - UNKNOWN
C - LAP BELT USED
D - LAP BELT NOT USED
E - SHOULDER HARNESS USED
F - SHOULDER HARNESS NOT USED
G - LAP/SHOULDER HARNESS USED
H - LAP/SHOULDER HARNESS NOT USED
J - PASSIVE RESTRAINT USED
K - PASSIVE RESTRAINT NOT USED
L - AIR BAG DEPLOYED
M - AIR BAG NOT DEPLOYED
N - OTHER
P - NOT REQUIRED

Above is the CHP 555 list for coding seatbelt use by occupants in a vehicle involved in a collision. A partial list of seatbelt coding examples follows:

A	Use if the vehicle was once equipped but the restraint system has been removed.
G or H	Use to describe occupants wearing the normal 3-point seatbelt, such as currently in use in California Highway Patrol vehicles.
J or K	Use to describe a passive restraint that uses an *automatic system* to contain occupants. An example of this type of system would be found in the Toyota Camry. When the door is closed, this system automatically goes across the occupant's body.
L or M	The air bag system is another example of a passive restraint. Due to data collection requirements, the Statewide Integrated Traffic Records System uses a special coding for this system. Code L or M should only be used for those vehicles that have air bags installed. Additionally, code N should only be recorded during instances in which an air bag equipped vehicle is involved in a collision, and in the investigating officer's opinion, the impact was such that a properly functioning air bag should have deployed. An example of this is a major head-on collision in which the air bag failed to activate. ***(Revised 5-06.)***

NOTIFICATION TO VICTIMS OF VIOLENT CRIMES

1. Chapter 5, Indemnification of Private Citizens, Article 1, Victims of Violent Crime Statute, Government Code Sections 13959 through 13969, requires every local law enforcement agency to inform victims of crimes of the provisions of this chapter, of the existence of local victim centers, and in counties where no local victim center exists, to provide application forms to victims who desire to seek assistance pursuant to this article. The following acts involving the operation of a motor vehicle are crimes of violence:

   a. Where injury or death was intentionally inflicted through use of a motor vehicle.

   b. Where injury was caused by a driver in violation of Vehicle Code Sections 20001, 23152, or 23153.

2. The following individuals, (both California residents and non-residents) qualify and shall be notified via CHP 170, Notice to Victims of Violent Crimes (or similar allied agency form), either in person or by mail:

   a. A person who sustains physical injury or death.

   b. Anyone legally dependent for his/her support upon a person who sustains physical injury or death.

   c. Any individual who legally assumes the obligation or who voluntarily pays the medical or burial expenses in the event of a death.

   NOTE: The paragraphs below apply to California Highway Patrol ONLY.

3. Highway Patrol Manual 11.1, Administrative Procedures Manual, Chapter 9, Civil Actions, Defense of Employees, Small Claims Actions, Indemnification of Citizens, Victims of Violent Crimes, requires the issuance of the CHP 170 “where it is believed by the CHP investigating officer that a person(s) may qualify under the Victims’ Program.” Commanders shall take necessary steps to ensure the issuance of the CHP 170 by including appropriate procedures in local Area Standard Operating Procedures.

CHAPTER 6

INSTRUCTIONS FOR COMPLETING THE CHP 555, PAGE 4, FACTUAL DIAGRAM

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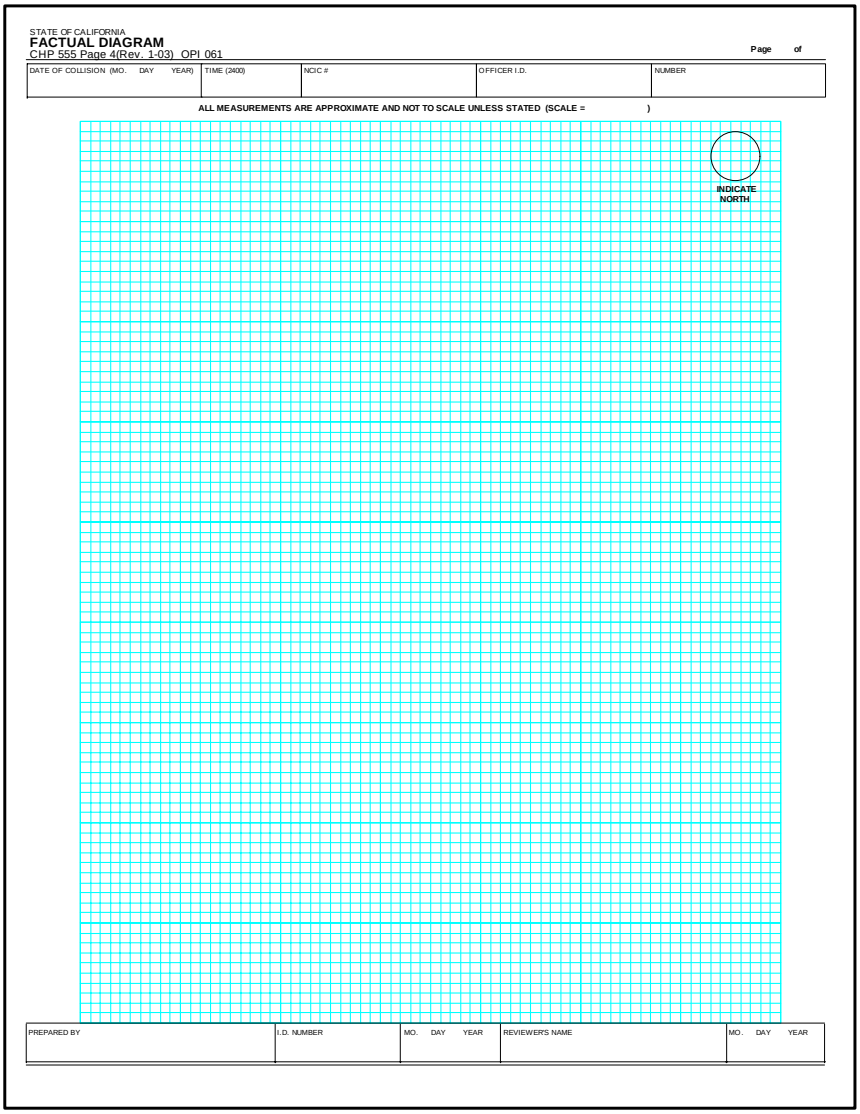
B - INVESTIGATION SYMBOLS

CHAPTER 6

INSTRUCTIONS FOR COMPLETING THE CHP 555, PAGE 4, FACTUAL DIAGRAM

1. SCOPE. This chapter provides instructions for completing the CHP 555, Page 4, Factual Diagram. This page is used to diagram the collision scene as found upon the officer's arrival. This page is optional on REPORTS, and required on INVESTIGATIONS. The report number information contained in the first line of this page should be identical to that on the CHP 555, Page 1, Traffic Collision Report. (Refer to Chapter 3, Instructions for Completing the CHP 555, Page 1, Traffic Collision Report.)


STATE OF CALIFORNIA
FACTUAL DIAGRAM
CHP 555 Page 4(Rev. 1-03) OPI 061

Page of

DATE OF COLLISION (MO. DAY YEAR)	TIME (2400)	NCIC #	OFFICER I.D.	NUMBER

ALL MEASUREMENTS ARE APPROXIMATE AND NOT TO SCALE UNLESS STATED (SCALE =)

INDICATE NORTH

PREPARED BY	I.D. NUMBER	MO. DAY YEAR	REVIEWER'S NAME	MO. DAY YEAR

2. FACTUAL DIAGRAM INSTRUCTIONS.

a. A FACTUAL diagram contains factual details only and shall be completed for every INVESTIGATION.

b. The FACTUAL diagram may be drawn to scale and may be drawn on the CHP 555, Page 4, Factual Diagram. The diagram may also be completed on any other size paper, provided arrangements are made for reproduction. The length may be extended as necessary but must be fan-folded to a finished size of 8-1/2"x11" and attached to the collision investigation. If completing the investigation in an electronic format, such as the California Accident Reporting System (CARS), diagramming software may be used. Use as many diagram pages as necessary to accurately depict the scene.

NOTE: Do not use SKETCH symbols in a FACTUAL diagram. When drawing a FACTUAL diagram to illustrate relevant elements of the collision scene, use the investigation symbols in Annex 6-B-1, Investigation Symbols.

c. Identify the compass direction "North" by placing an arrow in the circle in the upper right corner. Normally, "North" will point toward the top of the page. Both the FACTUAL diagram and SKETCH should show "North" pointing in the same direction.

d. Do not show area(s) of impact (AOI) in the FACTUAL diagram. Each AOI should be described in the narrative and shown in the SKETCH.

e. Use a diagram template or a straight edge. Diagrams should represent reasonable proportions with dimensions identified as being either exact or approximate of the scene as found upon arrival. Measurements should include the scene (roadway width, etc.), evidence, (skids, debris, etc.), and vehicles. Locate vehicles with a minimum of two points of reference (preferably the center of each wheel) using two measurements per point. Measure all reference points of the vehicle at right angles from the stationary reference location (station line, roadway edge, etc). Record applicable objects, fixed or other, and include evidence as necessary for a complete investigation or for court testimony. If vehicles or objects were moved from their points of rest prior to arrival, they need not be shown in the diagram.

f. Inclusion of all measurements in a diagram can result in a cluttered, illegible diagram. To avoid confusion, a diagram legend should be used. Include all measurements in a legend, with an evidence identifier and an abbreviated narrative description of the evidence type and location. The legend may be located in an unused portion of the diagram or on the first CHP 556, Narrative/Supplemental page following the diagram. (Refer to Annex 3-A-1, Investigation Narrative Format.)

(1) Legend Title. Identify the legend by writing “Legend” above the measurements.

(2) Vehicle Measurements. Identify the vehicle measurements by vehicle number and the wheel or reference point to which the measurements were taken. For example, V-1 R/F identifies the right front wheel of Vehicle #1.

(3) Evidence Measurements. Identify the evidence measurements with either a number or an alpha character inside a small circle or box. These must be adequately described in the evidence legend. Evidence locations should be identified with a minimum of two measurements at right angles or by triangulation. Identify curved skidmarks with multiple points to allow reconstruction.

(4) Legend Contents. The legend contents should consist of a vehicle or numerical evidence identifier followed by the number of feet and by the location from which the measurement was taken.

(5) Example of Vehicle Measurements. (Refer to Annex 6-A-1, Sample Lengend.)

SAMPLE LEGEND

Legend

Vehicle Points of Rest:

Vehicle-1 Right Front: 231 feet south of the south roadway edge of State Street overcrossing and 31 feet east of the west roadway edge of I-5 northbound.

Vehicle-1 Right Rear: 241 feet south of the south roadway edge of State Street overcrossing and 32 feet east of the west roadway edge of I-5 northbound.

NOTE: Subsequent locations may be designated by ditto marks if the description is listed directly beneath the preceding description and the location reference point is the same.

-OR-

Legend

Station Line:

A station line was established along the center lane line of SR-65 N/B. Station 1+00 was located 11 feet west of the east roadway edge of SR-65 and 52 feet south of the south roadway edge prolongation of Sunset Blvd. The station numbers increase in value in a northerly direction. All measurements were taken at right angles off the station line.

All measurements were taken with 100 foot fiberglass and steel tapes.

Point of Rest:

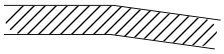
DESCRIPTION	DISTANCE RIGHT OR LEFT OF STATION LINE	LOCATION ON STATION
Left Front wheel of V-1	35 FT. LEFT	1+98
Left Rear wheel of V-1	26 FT. LEFT	2+03
Right Front wheel of V-2	1 FT. RIGHT	1+95
Right Rear wheel of V-2	6 FT. RIGHT	2+04

Physical Evidence:

ITEM	DESCRIPTION	DISTANCE RIGHT OR LEFT OF STATION	LOCATION ON STATION
1	Begin Tire Friction Mark from L/R tire of V-2 End Tire Friction Mark from L/R tire of V-2	3 ft. right 2 ft. right	1+01 1+63
2	Begin Tire Friction Mark from R/R tire of V-2 End Tire Friction Mark from R/R tire of V-2	8 ft. right 7 ft. right	1+03 1+63

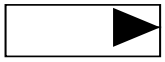
INVESTIGATION SYMBOLS

Abutment or wall



Animal

Automobile



Automobile (damage)

Camera

Debris

Dirt shoulder

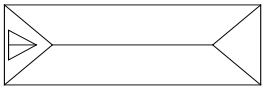
Double line

Embankment
(The arrow should indicate downhill)

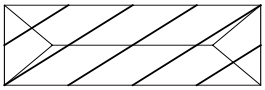
Fence

Guardrail or fence

House or building



House or building
(view obstructed)



INVESTIGATION SYMBOLS

Lane line	
Marked center line	
No passing line	
Pavement edge	
Bicycle/motorcycle	or
Pedestrian	
Fluid spill, water, oil, blood, etc.	
Railroad track	
Sign (show message)	STOP
Signal	
Signal (overhanging)	
Skidmarks	
Streetcar/bus	
Street light	
Street light (overhanging)	
Tractor and trailer	
Truck	

CHAPTER 7

INSTRUCTIONS FOR COMPLETING THE CHP 556, NARRATIVE/SUPPLEMENTAL

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CHAPTER 7

INSTRUCTIONS FOR COMPLETING THE CHP 556, NARRATIVE/SUPPLEMENTAL

1. SCOPE. This chapter provides instructions for completing the CHP 556, Narrative/Supplemental. This page is used to describe details of the collision not covered by other forms. Bond or plain computer paper may be substituted for the CHP 556 if the heading information, in the following paragraph, is included at the top of the paper.

STATE OF CALIFORNIA
NARRATIVE/SUPPLEMENTAL
CHP 556 (Rev. 7-90) OPI 042 Page

DATE OF INCIDENT/OCCURRENCE	TIME *(2400)*	NCIC NUMBER	OFFICER I.D. NUMBER	NUMBER

"X" ONE	"X" ONE	TYPE SUPPLEMENTAL ***("X" APPLICABLE)***		
☐ Narrative	☐ Collision Report	☐ BA Update	☐ Fatal	☐ Hit and Run Update
☐ Supplemental	☐ Other: _____	☐ Hazardous Materials	☐ School Bus	☐ Other: _____

CITY/COUNTY/JUDICIAL DISTRICT	REPORTING DISTRICT/BEAT	CITATION NUMBER

LOCATION/SUBJECT	STATE HIGHWAY RELATED
	☐ Yes ☐ No

1 _____
2 _____
3 _____
4 _____
5 _____
6 _____
7 _____
8 _____
9 _____
10 _____
11 _____
12 _____
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28 _____
29 _____
30 _____
31 _____ ☐ *Continued*

PREPARER'S NAME and I.D. NUMBER	DATE	REVIEWER'S NAME	DATE

Use previous editions until depleted

2. DATE OF ORIGINAL INCIDENT, TIME, NCIC NUMBER, OFFICER ID NUMBER. Complete these boxes on each side of the CHP 556 used to document an original collision or as a supplement to a collision. Enter the numeric month, day, year, time, National Crime Information Center (NCIC) number and Officer Identification (ID) Number as completed on the original CHP 555, Page 1, Traffic Collision Report. These four fields are used to identify each collision report in the Statewide Integrated Traffic Records System (SWITRS) database.

3. NUMBER. Enter the original report or case number assigned to the collision by the Area or local law enforcement agency.

4. PAGE NUMBER. Enter the page number to indicate the completed pages contained in the report. Number Supplemental sheets consecutively, beginning with 1S.

5. NARRATIVE/SUPPLEMENTAL. The CHP 556 is a dual purpose form. Mark an "X" in the appropriate box to indicate what the CHP 556 is being used for:

a. Narrative. To document the narrative of the collision.

b. Supplemental. To document changes or additions to an INVESTIGATION/REPORT previously submitted, including a "Preliminary Report."

6. CITY COUNTY/JUDICIAL DISTRICT. Optional, except when submitting a Supplemental Report; enter the appropriate city and/or county.

7. REPORTING DISTRICT/BEAT. Optional, except that CHP members shall include a beat number.

8. CITATION NUMBER. Optional. This section may be used by the officer to record the citation number issued as a result of the collision.

9. LOCATION/SUBJECT. Required for Supplemental Reports only. Enter the primary location as completed on the original CHP 555, Page 1. For state highway related collisions, include the route and milepost numbers.

10. STATE HIGHWAY RELATED. Required for Supplemental Reports only. Mark an "X" in the appropriate box to indicate whether or not the collision occurred on or was

associated with a state highway. (Refer to Annex 3-H-1, State Highway Related Criteria Intersection of State Route and City Street or County Road.)

11. COLLISION NARRATIVE.

a. The purpose of the narrative is to provide, as accurately as possible, a description of the collision and to allow the officer to present other information which may be pertinent to the collision.

b. The narrative shall not contain useless details. It shall bring together the elements of the incident in a concise, logical, time-sequential order.

c. The narrative should not repeat information adequately described elsewhere, except when necessary to explain the occurrence of the collision.

d. When multiple collisions occur arising out of a single incident and are identified as separate stabilized events, investigating officers may duplicate the narrative pages used in the first collision and attach separate face pages. The narrative should make reference to each report. (Refer to Chapter 2, Definitions and Classifications of Collisions, Page 2-2, Collisions After Stabilized Situations.)

e. A collision narrative may consist of an INVESTIGATION format or REPORT format.

NOTE: ***CHP ONLY*** An INVESTIGATION format shall be used in all cases unless the collision meets the criteria for a REPORT format outlined in Chapter 1 of this manual.

f. Both sides of the CHP 556 may be used to continue the narrative.

12. INVESTIGATION NARRATIVE. The INVESTIGATION narrative should consist of the following headings, which shall be graphically set apart. Allied agencies may adjust their format to meet local needs: (Refer to Annex 3-A-1, Investigation Narrative Format.)

a. Facts. Include only factual information. Do not enter opinions in this section. Facts include, but are not limited to, the following:

(1) Notification. Time call was received, type of call, the location the officer responded from, and the time of arrival at the collision scene. A statement shall be made that all times, speeds, and measurements are approximate. Identify the device used to determine measurements. For example, steel tape, rolatape, pacing, etc.

(2) Scene Description. Describe the scene, including whether the roadway is one-way/two-way, freeway/state route/county road/city street, straight/curved, total number of lanes, width of roadway, roadway composition (concrete, asphalt, etc.), center line, and shoulders. If present, describe fixed or other objects, as well as the type of traffic control, lighting conditions, roadway conditions, and other issues not covered by a factual diagram legend.

(a) The officer shall report all facts concerning applicable highway conditions.

(b) The officer shall not express engineering opinions concerning highway conditions.

NOTE: ***CHP ONLY*** Highway conditions which may affect public safety and expeditious traffic movement shall be reported as specified in General Order 100.46, Reporting of Highway Conditions.

NOTE: CHP members shall not use a term such as "Refer to Diagram" to describe an entire category required in an INVESTIGATION narrative.

(3) Parties. Document where the party/person was found upon arrival and how he/she was identified and established as the party. Locate the vehicle/bicycle/train, as found upon arrival. Describe collision damage and identify any observed prior damage. If mechanical defects were found, include how the defect was discovered and verified. Repeat the sequence for all parties.

NOTE: Whenever a collision occurs which results in any injury, the investigating officer shall inspect the restraint systems of the involved vehicles for possible system failures. If a failure is suspected, the officer should request the assistance of the Multidisciplinary Accident Investigation Team (MAIT) as outlined in Annex 1-A-1, Criteria for Requesting Multidisciplinary Accident Investigation Team (MAIT) Assistance.

(4) Physical Evidence. If not described and shown on a legend-type factual diagram, describe evidence and location by using at least two measurements, depending on the object. Physical evidence, such as paint transfers, vehicle parts that are missing or found, blood, heel marks, gouges, etc., should be described in detail indicating the location it was found and the disposition of evidence.

(5) Hit and Run. Document information such as a description of the suspect vehicle, including any unusual features, and a description of the suspect, his/her clothing, and any unusual features. Document who can identify the

suspect and place him/her as the driver of the hit-and-run vehicle. Also include a summary of follow-up activities or an explanation as to why no follow-up actions were taken.

(6) Hazardous Material. Provide the trade or chemical name of the hazardous material. Include the presence/absence of placards, labels, shipping papers, and type of container (such as cylinders, metal or fiber drums, tanks, etc.). Document the carrier/shipper identification as shown the CHP 555D, Page 1. Additionally, provide a brief description including which cleanup contractor was used, methodology, and disposition of waste material. (A CHP 555D, Truck/Bus Collision Supplemental Report shall be completed. Refer to Chapter 8, Instructions for Completing the CHP 555D, Truck/Bus Collision Supplemental Report.)

(7) Other Factual Information. The investigating officer shall include all other factual information pertinent to the INVESTIGATION. For example, driver license restrictions, driver's physical disabilities, second trailer of a combination of vehicles, etc.

b. Statements. Identify parties, witnesses, and passengers by number and last name. Statements should be taken from all parties, witnesses and passengers. The officer shall first record the location of each “Party/Witness/Passenger” at the time of the collision and the substance of each statement, eliminating unnecessary detail or speculation and arranging the explanation in a logical order.

(1) If a statement is obtained by the question and answer technique, include both the question and the answer. However, if the officer is asking only clarifying questions of a “Party/Witness/Passenger,” it is not necessary to document in a question and answer format. If a written statement is obtained, writing “Statement Attached” is appropriate. If no statement is obtained, indicate the reason, e.g., fled scene, none due to injuries, etc.

(2) Statements obtained from passengers or witnesses shall not contain statements such as “Wit. #2 basically stated the same as P-1” or “Passenger #1 substantiated P-1’s statement.” Each statement obtained from passengers or witnesses shall be their own account of how the collision occurred.

(3) Party/Witness/Passenger statements taken at a location other than at the scene should include the date, location, time, and name of investigating officer or the person taking the statement.

NOTE: A layperson can give his/her opinion as to sobriety.

c. Opinions and Conclusions. The purpose of this section is to explain the collision. Avoid use of stilted or formal phrases. The words "it is my opinion" should not be used, as the heading clearly indicates that the statement is the officer's opinion.

(1) Summary. The officer shall give his/her opinion of what took place, explain how the collision occurred, and why the collision occurred in a logical, time-sequential manner. Each vehicle's pre-collision, at collision, and post collision location with respect to direction of travel, highway, speed, lane, and relationship to each of the involved parties shall be addressed. The summary should also include the actions of the parties or information regarding defective vehicle equipment which contributed to the collision and how this was established and verified.

(2) Area(s) of Impact. The officer shall state how the area of impact (AOI) was determined (physical evidence, statements, point of rest, etc.). Locate the AOI with a minimum of two measurements. If there are multiple AOI's, list them as follows: AOI #1 (V-1 vs. V-2), AOI #2 (V-2 vs. guardrail), etc. For example, the AOI between the front of V-1 and the L/F of V-2 was located 592 feet east of the west roadway edge prolongation of Franklin Street and 8 feet south of the north roadway edge of Washington Boulevard. The AOI was determined by the unmoved location of V-1, tire friction marks from V-1, engine fluid from both vehicles, and vehicle debris.

(3) Intoxication Narrative. The officer shall include the following if an intoxicated party was involved:

(a) The party's actions, including the objective symptoms of intoxication; odor of alcoholic beverage, eyes, speech, hand-eye coordination, balance, etc. The officer shall state how the party was determined to be the driver.

(b) A general statement that Field Sobriety Tests (FST's) were given, if the party performed the FST's as demonstrated, and if the investigating officer determined the party was under the influence of alcohol and/or drugs.

NOTE: ***CHP ONLY*** Unless otherwise directed by Area procedures, the CHP 555 should be the primary investigative report when a collision investigation results in an in-custody arrest.

(c) Other report forms related to the arrest, such as the CHP 202, Driving Under the Influence Arrest-Investigation Report, or CHP 216, Arrest/Investigation Report, shall contain all confidential information or information necessary to complete the reports.

(d) A reference such as “Refer to Collision Report” may be made in the Arrest-Investigation Report, however, there should be no reference to the arrest report in the collision narrative.

(4) Cause. The officer shall include the primary collision factor (PCF) and, if applicable, any other associated factor that contributed to the collision (which party was most at fault), and an explanation of the items upon which the officer’s opinion is based. A party’s action or failure to act must agree with the summary and the sketch. For example, P-2 was in violation of Vehicle Code (VC) Section 21804(a), Entry onto Highway. The cause was based on the clear line of sight which was available to P-2, front end damage to V-1, side impact damage to V-2, 83 feet of tire friction marks from V-1, location of the AOI, and statements from the involved parties and witness.

NOTE: In the case of a felony, include how the act or neglect was the proximate cause of and degree of injury.

d. Recommendations. The officer should recommend necessary follow-up actions by another person or agency when he/she cannot complete pertinent portions of the INVESTIGATION. Indicate here if you are requesting district attorney's review. If no recommendations, enter “None.”

(1) Also use this section to explain collision-related violations, e.g., VC Sections 20001, 23153(a) or Penal Code Section 191.5(a).

(2) Indicate whether a citation was issued or a complaint will be filed as a result of the collision investigation. Clearly outline all charges sought.

13. REPORT NARRATIVE. The REPORT narrative should consist of at least the following headings, which shall be graphically set apart. Other headings may be included if appropriate: (Refer to Annex 3-B-1, Report Narrative Format.)

a. Notification. Time call was received, type of call, officer's response location and time of arrival at the collision scene. A statement shall be made that all times, speeds, and measurements are approximate. Identify the device used to determine measurements. For example, steel tape, rolatape, pacing, etc.

b. Statements. Identify parties and witnesses by number and last name. Identify passengers by using the word “passenger” and last name. (e.g., Passenger Jones). Statements should be taken from all parties, passengers, and witnesses. The officer should first record the location of each passenger/witness at the time of the collision and the substance of each statement, eliminating unnecessary detail or speculation and arranging the explanation in a logical order.

(1) Statements obtained from passengers or witnesses shall not contain statements such as “Wit. #2 basically stated the same as P-1” or Passenger Jones substantiated P-1’s statement.” Each statement obtained from passengers or witnesses shall be their own account of how the collision occurred.

(2) Statements taken at locations other than at the scene should include date, location, time, and name of investigating officer or the person taking the statement.

c. Summary. The officer shall give his/her opinion of what took place, explain how and why the collision occurred, in a logical, time-sequential manner. Each vehicle’s pre-collision, at collision and post collision location with respect to direction of travel, highway, speed, lane, and relationship to each of the involved parties shall be addressed. The summary should also include the actions of the parties or defective vehicle equipment which contributed to the collision and how this was established and verified.

NOTE: If the collision involves a driver who had been drinking (HBD) and is not under the influence, identify which driver was HBD, indicate that FSTs were given, the driver was determined not to be under the influence, and was not arrested.

d. Area of Impact. The officer shall list each AOI. For example, AOI #1 (V-1 vs. V-2), AOI #2 (V-2 vs. guardrail), etc. Locate each AOI with a minimum of two measurements. The officer shall state how the AOI was determined (physical evidence, statements, point of rest, etc.).

e. Cause. The officer shall include the PCF and, if applicable, any other associated factor that contributed to the collision; which party was most at fault; and an explanation of the items upon which the officer's opinion is based. For example, Party #1, (J. Jones), was in violation of VC Section 22450, failure to stop at a stop sign, based upon statements of parties, witnesses, and physical evidence. A party’s action or failure to act must agree with the summary and the sketch.

14. SUPPLEMENTAL.

a. Use the CHP 556 to add, delete, or change collision information in a collision report previously submitted to SWITRS.

b. If bond or plain computer paper is used, or a form other than the CHP 556 is used, the CHP 556 heading information is required at the top of the page/form to match the data with the original report. (Refer to Page 2 of this chapter for instructions on completing the CHP 556.)

c. A supplemental report shall be prepared when any of the following conditions apply:

(1) A change in “Extent of Injury” from an complaint of pain, other visible injury, or severe injury to a fatal.

(2) A change in “Extent of Injury” from fatal caused by a collision to a fatality caused by heart attack, stroke, etc.

(3) A change from property damage only to a substantiated injury or a change in “Extent of Injury” from complaint of pain to severe, (i.e. broken neck, ruptured spleen, etc.).

(4) A change in party sobriety status.

(a) Receipt of updated sobriety information, especially for fatally injured involved parties, is critical for SWITRS recording.

(b) Reporting agencies are encouraged to establish a two-week suspense system for contacting the coroner to determine the previously unknown sobriety of fatally-injured parties. If the coroner reports that the party was or was not under the influence, prepare and submit a supplemental report.

(5) Identification of a previously unidentified involved party, such as in a hit-and-run collision.

(6) A change in collision classification, such as from a motor vehicle traffic collision to a motor vehicle non-traffic collision or change from a motor vehicle traffic collision to another type of collision.

(7) A change in the primary collision factor or location of the collision.

(8) To respond to supplemental statements or information submitted by involved parties or witnesses.

d. The purpose of the supplemental report should always be noted at the beginning of the narrative. The supplemental report shall always be associated with an original report but may not necessarily include a change in the officer’s opinions and conclusions. Refer to the following examples:

(1) Purpose - Change injury to fatality.

(2) Purpose - Update sobriety information.

(3) Purpose - Update driver information.

(4) Purpose - Add background information.

(5) Purpose - Change from collision caused fatality to heart attack.

e. Do not repeat valid information.

f. When the CHP 556 is used as a supplemental report, do not include copies of the original investigation or report when submitting to Information Management Division, Support Services Section, Production Controls Unit. (Refer to Chapter 10, Form Requirements and Procedures.)

g. When a supplemental report is prepared (refer to this Chapter, page 7-9, for conditions) a copy shall be provided to all involved parties. (Refer to Chapter 10, Form Requirements and Procedures.) ***(Revised 8-05.)***

15. SIGNATURE BLOCK.

a. Preparer's Name. Print the name and ID number of the investigating officer or the officer completing the supplemental on each page of the CHP 556. Enter the date the report or supplemental was completed.

b. Reviewer's Name. If this is a supplemental report to an original report, print the name and ID number of the reviewer. Enter the date the report was reviewed.

CHAPTER 8

INSTRUCTIONS FOR COMPLETING THE CHP 555D, TRUCK/BUS COLLISION SUPPLEMENTAL REPORT

REVISED DECEMBER 2008

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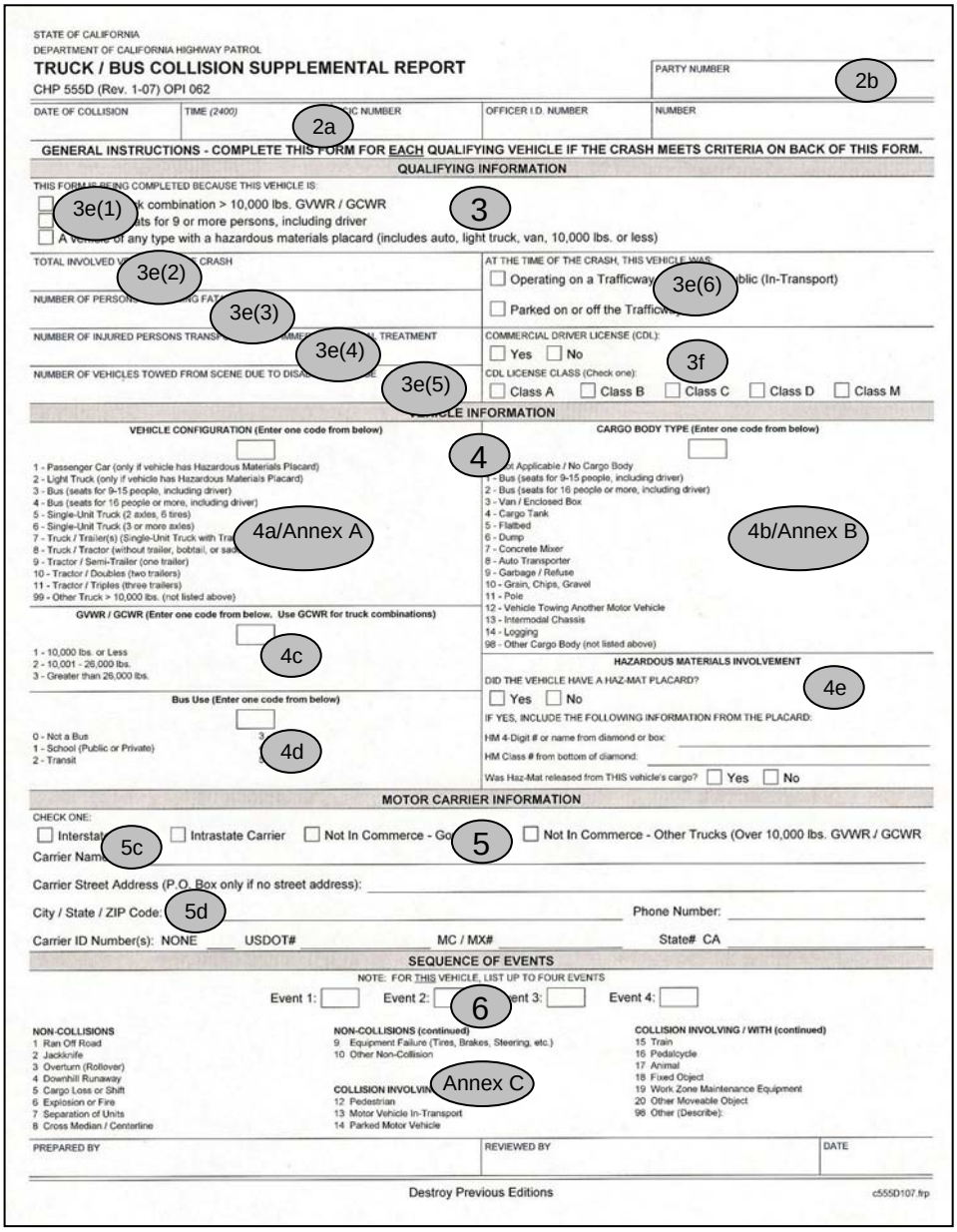
CHAPTER 8

INSTRUCTIONS FOR COMPLETING THE CHP 555D, TRUCK/BUS COLLISION SUPPLEMENTAL REPORT

1. SCOPE. Effective October 1, 1997, all agencies shall prepare a CHP 555D, Truck/Bus Collision Supplemental Report (Rev. 1-07) for qualifying collisions involving commercial motor vehicles. This chapter provides instructions for completing the CHP 555D. This page is used only when the collision involves trucks, buses, or vehicles transporting hazardous materials that meet special criteria.



STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
TRUCK / BUS COLLISION SUPPLEMENTAL REPORT
CHP 555D (Rev. 1-07) OPI 062

PARTY NUMBER (2b)

DATE OF COLLISION | TIME (2400) | NUMBER (2a) | OFFICER I.D. NUMBER | NUMBER

GENERAL INSTRUCTIONS - COMPLETE THIS FORM FOR EACH QUALIFYING VEHICLE IF THE CRASH MEETS CRITERIA ON BACK OF THIS FORM.

QUALIFYING INFORMATION

THIS FORM IS BEING COMPLETED BECAUSE THIS VEHICLE IS:
- ☐ (3e(1)) k combination > 10,000 lbs. GVWR / GCWR (3)
- ☐ ts for 9 or more persons, including driver
- ☐ A of any type with a hazardous materials placard (includes auto, light truck, van, 10,000 lbs. or less)

TOTAL INVOLVED (3e(2)) CRASH

NUMBER OF PERSON (3e(3)) G FAT

NUMBER OF INJURED PERSONS TRANS (3e(4)) TREATMENT

NUMBER OF VEHICLES TOWED FROM SCENE DUE TO DIS (3e(5))

AT THE TIME OF THE CRASH, THIS VEHICLE WAS:
- ☐ Operating on a Trafficway (3e(6)) blic (In-Transport)
- ☐ Parked on or off the Traffic

COMMERCIAL DRIVER LICENSE (CDL): ☐ Yes ☐ No (3f)

CDL LICENSE CLASS (Check one): ☐ Class A ☐ Class B ☐ Class C ☐ Class D ☐ Class M

VEHICLE INFORMATION

VEHICLE CONFIGURATION (Enter one code from below) (4)

1 - Passenger Car (only if vehicle has Hazardous Materials Placard)
2 - Light Truck (only if vehicle has Hazardous Materials Placard)
3 - Bus (seats for 9-15 people, including driver)
4 - Bus (seats for 16 people or more, including driver)
5 - Single-Unit Truck (2 axles, 6 tires)
6 - Single-Unit Truck (3 or more axles)
7 - Truck / Trailer(s) (Single-Unit Truck with Tra (4a/Annex A)
8 - Truck / Tractor (without trailer, bobtail, or sa
9 - Tractor / Semi-Trailer (one trailer)
10 - Tractor / Doubles (two trailers)
11 - Tractor / Triples (three trailers)
99 - Other Truck > 10,000 lbs. (not listed above)

GVWR / GCWR (Enter one code from below. Use GCWR for truck combinations) (4c)

1 - 10,000 lbs. or Less
2 - 10,001 - 26,000 lbs.
3 - Greater than 26,000 lbs.

Bus Use (Enter one code from below) (4d)

0 - Not a Bus
1 - School (Public or Private)
2 - Transit

CARGO BODY TYPE (Enter one code from below) (4b/Annex B)

t Applicable / No Cargo Body
1 - Bus (seats for 9-15 people, including driver)
2 - Bus (seats for 16 people or more, including driver)
3 - Van / Enclosed Box
4 - Cargo Tank
5 - Flatbed
6 - Dump
7 - Concrete Mixer
8 - Auto Transporter
9 - Garbage / Refuse
10 - Grain, Chips, Gravel
11 - Pole
12 - Vehicle Towing Another Motor Vehicle
13 - Intermodal Chassis
14 - Logging
98 - Other Cargo Body (not listed above)

HAZARDOUS MATERIALS INVOLVEMENT (4e)

DID THE VEHICLE HAVE A HAZ-MAT PLACARD? ☐ Yes ☐ No

IF YES, INCLUDE THE FOLLOWING INFORMATION FROM THE PLACARD:

HM 4-Digit # or name from diamond or box: _____

HM Class # from bottom of diamond: _____

Was Haz-Mat released from THIS vehicle's cargo? ☐ Yes ☐ No

MOTOR CARRIER INFORMATION

CHECK ONE:
☐ Interstat (5c) ☐ Intrastate Carrier ☐ Not In Commerce - Go (5) ☐ Not In Commerce - Other Trucks (Over 10,000 lbs. GVWR / GCWR

Carrier Nam

Carrier Street Address (P.O. Box only if no street address): _____

City / State / ZIP Code: (5d) _____ Phone Number: _____

Carrier ID Number(s): NONE ____ USDOT# _____ MC / MX# _____ State# CA _____

SEQUENCE OF EVENTS

NOTE: FOR THIS VEHICLE, LIST UP TO FOUR EVENTS

Event 1: ☐ Event 2: ☐ (6) ent 3: ☐ Event 4: ☐

NON-COLLISIONS
1 Ran Off Road
2 Jackknife
3 Overturn (Rollover)
4 Downhill Runaway
5 Cargo Loss or Shift
6 Explosion or Fire
7 Separation of Units
8 Cross Median / Centerline

NON-COLLISIONS (continued)
9 Equipment Failure (Tires, Brakes, Steering, etc.)
10 Other Non-Collision

COLLISION INVOLVIN (Annex C)
12 Pedestrian
13 Motor Vehicle In-Transport
14 Parked Motor Vehicle

COLLISION INVOLVING / WITH (continued)
15 Train
16 Pedalcycle
17 Animal
18 Fixed Object
19 Work Zone Maintenance Equipment
20 Other Moveable Object
98 Other (Describe):

PREPARED BY | REVIEWED BY | DATE

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2. GENERAL INSTRUCTIONS. To simplify these instructions, the numbers on the sample form on the preceding page correspond to the numbers of the following paragraphs. The completed form(s) will be the last page(s) of the investigation/report.

a. The report number information contained in the first line of this page should be the same as on the CHP 555, Traffic Collision Report, Page 1 (refer to Chapter 3, Instructions For Completing the CHP 555, Page 1).

b. The party number should correspond to the party number assigned to the qualifying vehicle on the CHP 555, Page 1.

c. If more than one vehicle involved in the collision meets the definition of a qualifying vehicle, a CHP 555D shall be completed for each qualifying vehicle.

3. QUALIFYING INFORMATION/REPORTING CRITERIA.

a. The National Governors' Association, with concern for traffic safety, has requested special information to be collected on a CHP 555D when specific criteria have been met. This information is for a nationwide database; therefore, some of the definitions may vary from those used previously in this manual.

NOTE: The collision must involve at least one motor vehicle in-transport as defined in section 3.g.(1) operating on a trafficway (highway) open to the public.

b. The collision must satisfy two conditions, (1) Qualifying Vehicles and (2) Severity of the Collision, before reporting is required. If the collision is determined to be reportable, a separate CHP 555D must be completed for each qualifying vehicle.

NOTE: Both the Qualifying Vehicle and the Severity of the Collision conditions must be met.

c. Qualifying Vehicle.

(1) Any truck having a gross vehicle weight rating (GVWR) of more than 10,000 pounds or a gross combination weight rating (GCWR) over 10,000 pounds used on public highways.

(2) Any motor vehicle with seats to transport nine or more people, including the driver.

(3) Any vehicle displaying a hazardous materials placard (regardless of weight).

d. Severity of the Collision. The collision must result in one or more of the following events:

(1) A FATALITY. Any person(s) killed in or outside of any vehicle (truck, bus, car, etc.) involved in the crash or who dies within 30 days of the collision as a result of an injury sustained in the crash.

(2) AN INJURY. Any person(s) injured as a result of the crash who immediately receives medical treatment away from the collision scene.

(3) A TOW-AWAY. Any motor vehicle (truck or truck combination, bus, car, etc.) disabled as a result of the crash and transported away from the scene by a tow truck or other vehicle.

NOTE: The severity criterion applies to any vehicle or person involved in the collision.

e. Complete the Qualifying Information section of the 555D by entering the appropriate information based on the collision event.

(1) This Form is Being Completed Because this Vehicle is: Mark the box that best describes the Qualifying Vehicle.

(2) Total Involved Vehicles in the Crash. Enter the total number of vehicles involved in the collision. This number represents all vehicle types, not only those that fit within the qualifying vehicle criteria. For example, a tractor towing a semi-trailer would be counted as one vehicle and a passenger vehicle as second vehicle.

(3) Number of Persons Sustaining Fatal Injuries. Enter the total number of persons who died as a result of an injury sustained in the collision.

(4) Number of Injured Persons Transported for Immediate Medical Treatment. Enter the total number of persons transported from the scene due to injuries sustained as a result of the collision.

(5) Number of Vehicles Towed from Scene due to Disabling Damage. Enter the total number of vehicles towed from the scene due to damage occurring as a result of the collision.

(a) Disabling Damage is described in the Code of Federal Regulations as damage which precludes departure of a motor vehicle from the scene of the accident, in its usual manner, in daylight, after simple repairs.

(b) Disabling damage includes damage to motor vehicles that could be driven, but would be further damaged in doing so. Disabling damage excludes damage to tires, headlamps or taillights.

(6) At the Time of the Crash, this Vehicle was: Mark the appropriate box based on the status and location of the qualifying vehicle.

(a) Operating on a Trafficway open to the public (In-Transport) – Mark this box if the vehicle was in-motion in the trafficway (highway) or stopped within the travel lane (roadway) at the time it became involved in the collision.

(b) Parked on or off the Trafficway – Mark this box if the vehicle was stopped other than in a travel lane (parked) at the time it became involved in the collision.

f. Commercial Driver License (CDL). A driver's license "class" or "endorsement" is a designation assigned by the issuing state or jurisdiction indicating the class or type of motor vehicle the individual is approved to operate. A CDL classification system is structured to permit drivers to operate vehicles of a specific class and all lower classes (i.e., "Class A" also qualifies a driver to operate "Class B" and "Class C" type vehicles). Drivers in all states have been required to have a CDL in order to drive a specific class or type of "commercial motor vehicle" since 1992.

(1) Commercial Driver License (CDL): Indicate whether or not the driver of the qualifying vehicle possessed a commercial driver's license by marking either the "Yes" or "No" box.

(2) CDL License Class: Mark the appropriate box.

(a) A - Combination vehicles with a GCWR of 26,001 or more pounds provided the GVWR of the vehicle(s) being towed is in excess of 10,000 pounds.

(b) B - Any single vehicle with a GVWR of 26,001 or more pounds, or any such vehicle towing a vehicle not in excess of 10,000 pounds GVWR.

(c) C - Any single vehicle or combination of vehicles that does not meet the definition of Class A or Class B, but is either designed to transport 16 or more passengers, including the driver, or is placarded for hazardous materials.

(d) D - Standard Operator's or Driver's License for the operation of automobiles and light trucks for states that separate these vehicles from Class C. Under the California license classification system this would be equivalent to a basic "Class C" driver's license.

NOTE: The CDL weight limits and seating capacities are greater than those used in the guidelines for reporting a vehicle on this form. It is important to recognize that vehicles that do not qualify for the CDL Classes A, B, and C as outlined above still may qualify under the reporting criteria for inclusion on the CHP 555D.

4. VEHICLE INFORMATION.

a. Vehicle Configuration. This element provides information about the general size and design of the motor vehicle. Indicate the description of the qualifying vehicle involved in the collision by entering the appropriate code in the space provided. Examples of vehicle configurations are located in Annex A of this chapter and on the back of the CHP 555D.

b. Cargo Body Type. The cargo body type selected should best represent the purpose for which the vehicle was designed and built. Indicate the description of the qualifying vehicle's primary cargo carrying capability by entering the correct code in the space provided. Examples of cargo body types are located in Annex B of this chapter and on the back of the CHP 555D.

c. GVWR/GCWR. Enter the appropriate code in the space provided. Enter the GCWR when the qualifying vehicle is a truck combination.

(1) Gross Vehicle Weight Rating (GVWR) is the maximum allowable total vehicle weight (including the vehicle, driver, passengers, fuel, cargo, etc.) designated by the manufacturer.

(2) Gross Combination Weight Rating (GCWR) is maximum allowable vehicle weight for a combination of vehicles. GCWR is the sum of all GVWRs in a combination-unit motor vehicle and should be used when recording the GCWR of the qualifying combination vehicles

(3) Weight ratings (GVWR and GCWR) are ratings only and not the actual weight of the vehicle and/or cargo.

(4) The GVWR may be found on the certification label located on the driver's door or door frame, in the cab behind the seat, or on the driver's visor. The label for trailers should be affixed to a location on the forward half of the left side.

(5) Indicate.

(a) 1 - 10,000 lbs. or Less

(b) 2 - 10,001 – 26,000 lbs.

(c) 3 - Greater than 26,000 lbs.

d. Bus Use. Indicate the specific category of passenger transport in which the qualifying vehicle was engaged by entering the correct code in the space provided.

(1) 0 – Not a Bus. Any vehicle with less than nine seats, including the driver.

(2) 1 – School (Public or Private). Any public or private school or district, or contracted carrier operating on behalf of the entity, providing transportation for pupils at or below the 12th-grade.

(3) 2 – Transit. Any entity providing passenger transportation to the general public over fixed, scheduled routes, in which a fee is charged, within primarily urban geographical areas (e.g., City/Metro Bus or Trolley on tires).

(4) 3 – Intercity. Any company providing long-distance passenger transportation, in which a fee is charged, between cities over fixed routes and with regular schedules (e.g., Greyhound, Trailways).

(5) 4 – Charter. Any company providing transportation on a for-hire basis, usually round-trip service for a tour group or outing. This includes limousine service with nine or more seats.

(6) 5 – Other. All bus operations not included in the previous categories. This includes private companies providing transportation services for their own employees and others (hotel shuttles, etc.), non-governmental organizations such as churches and non-profit groups, and non-educational units of government (e.g., Department of Corrections).

e. Hazardous Material (HM or Haz-Mat) Involvement.

(1) This section is used to indicate whether or not the reported vehicle was carrying a hazardous material, whether the hazardous material was spilled, and to record the class or type of the hazardous material by the four digit United Nations (UN)/North American (NA) number or name.

(2) Most vehicles carrying hazardous materials are required by law to conspicuously display a placard indicating the class, type, or specific name of the hazardous material cargo. In addition, vehicles transporting hazardous materials in tank cars, cargo tanks, or portable tanks are required to display the UN/NA hazardous material number on placards or orange panels.

(3) Did the vehicle have a Haz-Mat Placard? Indicate “Yes” or “No,” by marking the appropriate box. If “No”, proceed to “Was Haz-Mat released from THIS vehicle’s cargo?” subsection (5).

(4) If Yes, include the following information from the placard:

(a) Line space to identify the HM 4-Digit # or name from diamond or box: From the middle of the diamond placard, record either the four-digit number or the hazard class in the space provided on the form. If the four-digit number is not displayed, the placard should display one of the following classes:

1 Explosives

2 Gases

3 Flammable Liquid

4 Flammable Solid

5 Oxidizer

6 Poison

7 Radioactive

8 Corrosive

9 Dangerous

(b) Line space to identify the HM Class # from bottom of diamond: If a one-digit number also appears at the bottom tip of the diamond, enter it in the space provided on the form. When multiple placards are displayed on the vehicle, record the information from only one placard, using the order listed above as a guide.

(5) Was Haz-Mat released from THIS vehicle's cargo? Indicate "Yes" or "No" by marking the appropriate box. Indicate "Yes" if any amount of placarded material was released from the cargo tank or compartment of the truck. Fuel spilled from the vehicle fuel tank should not be considered, even though it is a hazardous material.

5. MOTOR CARRIER INFORMATION. This section is used to report information pertaining to the commercial carrier that caused and directed the movement of cargo or passengers.

a. A motor carrier is the business entity, individual, partnership, corporation, or religious organization responsible for the transportation of the goods, property, or people. The goal is to record the carrier's name, the carrier's address, and the carrier identification (ID) number (e.g., U.S. Department of Transportation (USDOT) number or California Carrier ID (CA) number issued by the CHP).

b. The shipping papers are the most reliable means of identifying the carrier name and address. However, under other than usual circumstances, the shipping papers may not be available. In this case, the officer must rely on other sources such as the name printed on the side of the vehicle or by interviewing the driver.

(1) The investigating officer should verify the correct company name of the carrier with the shipping papers. The carrier is the party responsible for the vehicle's movement, and may be different than the name on the side of the truck due to contractual arrangements.

(2) On single-unit trucks, there should be one carrier name only on the vehicle. However, with multi-unit trucks, there may be one name on the tractor and others on the semi-trailer or trailers. The investigating officer should interview the driver to obtain the correct carrier information. If the driver is unavailable, the carrier information may be carried or displayed in the vehicle (e.g., the driver's side door).

(3) In the case of a bus, the driver must carry a trip manifest or charter order. The name of the motor carrier should be located on these documents.

(4) If these sources fail to identify the name of the carrier, other sources should be checked such as the driver's log book or trailer registration.

c. Check one of the following categories.

(1) Interstate Carrier. Mark this box if the carrier has authority to operate across state lines. Interstate operators are required to have a USDOT number assigned by the Federal Motor Carrier Safety Administration (FMCSA).

(2) Intrastate Carrier. Mark this box if the carrier operates entirely within the state and does not have the authority to engage in interstate commerce. Intrastate operators are not required to have a USDOT number. Operators of "commercial motor vehicles" that qualify under California Vehicle Code Section 34601, must apply for and display a CA Number when engaged in intrastate commerce.

(3) Not In Commerce – Government. Mark this box if the qualifying vehicle was any government-owned vehicle whether it was operated by the local, state, or federal government. In most circumstances, the government-owned vehicle will not have a USDOT number. If this category is selected, record the name of the government entity responsible for the safe movement of the vehicle in "Carrier Name" and all other information available as normal.

(4) Not In Commerce – Other Trucks (Over 10,000 lbs. GVWR/GCWR). Mark this box if the qualifying vehicle was a personal rental vehicle (e.g., U-Haul, Ryder, and Penske) that qualified by size (over 10,000 lbs. GVWR/ GCWR) and was being operated by a private individual. In this situation the rental company is not the carrier and should not be recorded. The word "Individual" should be recorded as the "Carrier Name" and the other fields should be left blank. If the investigating officer determines that a rental vehicle is being operated for commerical purposes, then it is appropriate to record the renting business entity as the responsible carrier.

d. Record the following information.

(1) Carrier Name: Provide the complete carrier name. Providing the complete name is critical to accurately match this collision to a valid carrier listed in the Motor Carrier Management Information System.

NOTE: Record the complete carrier name or "doing business as" (listed as "DBA" on the registration) name of the entity responsible for the trip on which the collision occurs. Do not put partial names or abbreviations.

(2) Carrier Street Address (P.O. Box only if no street address): Record the complete address of the responsible carrier.

(3) City/State/Zip: Record the city, state and zip code of the responsible carrier.

(4) Phone Number: Record the phone number of the responsible carrier.

(5) Carrier ID Number(s): Record the USDOT number for the responsible carrier (entity recorded in the “Carrier Name” field) as it appears on the side of the vehicle (power unit) or with the operator’s paperwork. If no USDOT number is available, record the “MC/MX” number as the alternative. If available, also record the State CA number for this vehicle. Not all commercial motor vehicles will have USDOT numbers.

NOTE: The Carrier ID numbers are not interchangeable. For instance, the USDOT number must be placed in the space provided specifically for the USDOT number and not in the space provided for the CA number. Placing the incorrect number in the space provided will cause misidentification or no identification of the responsible party.

6. SEQUENCE OF EVENTS. In the boxes provided, enter the corresponding code(s) that best describe(s) the sequence of events, involving the qualifying vehicle, in the order in which they occurred. Enter up to four event codes. For collisions involving more than four events, omit the event(s) least relevant to describing the collision. The event codes are defined in Annex C.

ANNEX A

VEHICLE CONFIGURATION DEFINITIONS

The following descriptions and associated codes correspond with the Vehicle Configuration codes listed on the face of the CHP 555D.

Vehicles with Hazardous Materials Placards Only: Codes (1) and (2) are vehicle configurations less than 10,000 lbs., that are required to be recorded on the CHP 555D and entered into SAFETYNET if they are placarded for hazardous materials.

1 – Passenger Cars (only if the vehicle has Hazardous Materials Placard)

2 – Light Trucks (only if the vehicle has Hazardous Materials Placard)

Bus: To meet FMCSA collision reporting requirements, any vehicle designed to transport nine or more persons, including the driver, is recorded as a "Bus." Buses are recorded identically in both Vehicle Configuration and Cargo Body Type. Buses fit into one of two categories based on the number of actual seats in the vehicle.

3 – Bus (seats for 9-15 people, including driver)

4 – Bus (seats for 16 or more people, including driver)

Single-Unit Truck: Single-unit trucks are vehicle configurations designed to transport property, where the cargo carrying capability of the vehicle is integral to the body of the vehicle (i.e., it does not carry cargo in an attached trailer). Single-unit trucks are grouped based on the number of tires and axles present (whether in an up or down position).

5 – Single-Unit Truck (2 axles, 6 tires)

6 – Single-Unit Truck (3 or more axles)

Truck-trailer: A truck-trailer is a vehicle configuration consisting of any single-unit truck with an attached trailer for hauling cargo. When a truck-trailer has two different cargo body types between the truck and its attached trailer, select the cargo body type for the power unit (truck) in the combination. If the truck has no applicable primary cargo body type (e.g., a pickup), use the trailer's cargo body type.

NOTE: Truck/trailers can include light trucks (less than 10,000 lbs. GVWR) pulling trailers that increase the GCWR (Gross Combination Weight Rating) to over 10,000 lbs.

7 – Truck/Trailer(s) (Single – Unit Truck with Trailer(s))

ANNEX A

VEHICLE CONFIGURATION DEFINITIONS (continued)

Truck tractors and Semi-trailers: A truck tractor is a vehicle configuration consisting of a power-unit designed to draw/pull a semi-trailer. Thus, the truck tractor itself has no cargo carrying capability without an attached semi-trailer. A semi-trailer is constructed so that some part of the weight rests upon the power unit. A truck tractor towing other vehicles is considered a "tractor" vehicle configuration. This vehicle configuration is recorded on the CHP 555D based upon the presence and number of attached trailer(s) as follows:

8 – Truck/Tractor (without trailer, bobtail, or saddlemount)

9 – Tractor/Semi-Trailer (one trailer)

10 – Tractor/Doubles (two trailers)

11 – Tractor/Triples (three trailers)

Use code (99) when the vehicle configuration qualifies by having a GVWR/GCWR of greater than 10,000 lbs., but does not fit into any of the previous configuration categories. Typically this would apply to vehicles such as farm equipment or heavy machinery.

99 – Other Trucks > than 10,000 lbs. (not listed above)

ANNEX B

CARGO BODY TYPE DEFINITIONS

The following descriptions and associated codes correspond with the Cargo Body Type codes listed on the face of the CHP 555D.

0 – Not Applicable/No Cargo Body: Use code (0) when the qualifying vehicle is a light truck or passenger vehicle that qualifies because it is placarded for hazardous materials and for a vehicle with no cargo hauling capability, such as a fire truck or truck tractor without a semi-trailer.

Buses are recorded identically in both Vehicle Configuration and Cargo Body Type. Buses fit into one of two categories based upon the actual number of seats in the vehicle.

1 – Bus (seats for 9-15 people, including driver)

2 – Bus (seats for 16 or more people, including driver)

3 – Van/Enclosed Box: A van or enclosed box cargo body type is an enclosed body integral to the frame of the motor vehicle or trailer. It applies to both enclosed trailers and cargo vans. This is the most common cargo body type for trucks. This should <u>not</u> be used for auto transporters or “open hoper” cargo bodies utilizing a protective cover.

4 – Cargo Tank: A cargo tank body type designed to transport dry bulk (e.g., fly or ash), liquid bulk (e.g., gasoline or milk), or gas bulk (e.g., propane).

5 – Flatbed: A flatbed cargo body type is without sides or a roof, with or without readily removable stakes which may be tied together with chains, slats or panels. This would include "stake body" trucks.

6 – Dump: A dump cargo body type tilts to discharge its load by gravity. "Belly dump" trailers that discharge the load through a gate in the bottom without tilting are given the body type "grain, chips or gravel".

7 – Concrete Mixer: A concrete mixer cargo body type is specifically designed to transport and mix concrete.

8 – Auto Transporter: An auto transporter cargo body type is specifically designed to transport multiple, fully assembled automobiles. Auto transporters are typically configured as truck-trailers. Single-unit flatbed tow-trucks hauling cars <u>do not</u> qualify as auto transporters.

ANNEX B

CARGO BODY TYPE DEFINITIONS (continued)

9 – Garbage/Refuse: A garbage cargo body type is specifically designed to collect and transport garbage or refuse and recyclables. It includes conventional, rear-loading and "roll-off" style garbage trucks.

10 – Grain, Chips, Gravel: This cargo body type applies to vehicles hauling these or similar bulk commodities. They may be referred to as "open hoppers" or "belly dumps".

11 – Pole: A pole cargo body type consists of a trailer designed to be attached to a towing vehicle by a “reach” or “pole”, or by being boomed and secured to the towing vehicle. These are ordinarily used to carry property of a long or irregular shape, such as telephone poles. The "pole" extends or retracts to accommodate varying lengths of cargo.

12 – Vehicle Towing Another Motor Vehicle: Applies to vehicles that have no cargo carrying capability but are in the act of towing another motor vehicle. These are often called "drive-away” or “tow-away" and will be applicable to tow trucks and specially designed truck tractors.

13 – Intermodal Chassis: An intermodal chassis cargo body type is a trailer specifically designed to have a rail or ship container mounted directly on the chassis. This should not be confused with van/enclosed box cargo body type. Intermodal containers may be mounted on a flatbed trailer, in which case “Flatbed” is the cargo body type.

14 – Logging: A logging cargo body type is equipped with a fixed middle beam and side support posts specifically designed for carrying logs. If the trailer can "telescope" to carry different log lengths, then it should be considered a “Pole” as the cargo type.

98 – Other Cargo Body (not listed above): This applies to a cargo body type that does not fit into any of the previous codes.

ANNEX C

NON-COLLISION AND COLLISION INVOLVING/WITH DEFINITIONS

Non-Collision Definitions:

Use the following code that corresponds to the collision event:

1 Ran-off-road: The driver lost control of the vehicle and left the roadway.

2 Jackknife: The driver lost control of an articulated vehicle (a vehicle with one or more trailing units connected by a hitch) and the trailer yaws from its normal straight-line path behind the power unit.

3 Overturn (Rollover): The vehicle rotated 90 degrees or more, side-to-side or end-to-end. An “overturn” or “rollover” should be treated as a single event even when a vehicle performs multiple rotations in a collision.

4 Downhill Runaway: The driver lost control due to brake failure on a downhill grade.

5 Cargo Loss or Shift: The loss or shift of items carried on or in the motor vehicle or its trailing unit, and not to the vehicle or trailing unit, itself. As an event in the sequence for this vehicle, the loss or shift does not have to be harmful. For example, the tractor trailer rounds a sharp curve causing the cargo in the trailer to shift and consequently the vehicle overturns.

6 Explosion or Fire: An explosion or fire occurred as the cause, or result of the collision.

7 Separation of Units: A trailing unit separated from the power unit or other trailing unit(s).

8 Cross Median/Centerline: The vehicle crossed the median of a divided highway, or the centerline of a two-way undivided highway, and entered the shoulder or travel lanes on the opposite side of the highway.

9 Equipment Failure (Tires, Brakes, Steering, etc.): Examples include, but are not limited to, defective tires, wheels, wheel rims, brakes, steering, suspension, power train, lighting systems, trailer hitch, air bags, and wipers.

NON-COLLISION AND COLLISION INVOLVING/WITH DEFINITIONS (continued)

10 Other Non-Collision: This category includes events such as: the vehicle became airborne (i.e., driving off a cliff); an occupant is injured within a vehicle, for example, the load passes through rear window or gas inhalation (carbon monoxide); an occupant fell from the vehicle; or an object was thrown or fell striking the vehicle.

Collision Involving/With Definitions:

Use the corresponding code when the collision event involved the qualifying vehicle and one of the entities described below:

12 Pedestrian: A person traveling on their feet, standing, or sitting. This code also includes persons on "Personal Conveyances." A personal conveyance is a device, other than a transport device, used by a pedestrian for personal mobility assistance or recreation. These devices can be motorized or human powered, but not propelled by pedaling. Examples of a personal conveyance include: skateboard riders, people in wheelchairs, people on roller skates, motorized scooters, etc.

13 Motor Vehicle In-Transport: A motor vehicle in motion, or stopped in the roadway (In-Transport). This code includes: a motor vehicle in motion on a highway, a driverless motor vehicle in motion, motionless motor vehicle in the roadway, whether occupied or not. In roadway lanes used for travel during rush hours and parking during off peak periods, a parked motor vehicle is "in-transport" during periods when parking is forbidden.

14 Parked Motor Vehicle: A motor vehicle not in-transport. Parked motor vehicles include: a vehicle parked in a designated parking space, stopped off the roadway (i.e., stopped on the shoulder, median, or roadside) and those parked in the roadway in lanes not designated for travel at the time of the collision.

15 Train: A series of rail vehicles that move along guides to transport freight or passengers from one place to another. This code includes: a cable car or trolley which is on rails. Cable cars and trolleys not on rails are considered motor vehicles in-transport.

16 Pedalcycle: A non-motorized vehicle propelled by pedaling. This code includes persons riding non-motorized bicycles, tricycles, and unicycles. This code also includes passengers on those devices.

NON-COLLISION AND COLLISION INVOLVING/WITH DEFINITIONS (continued)

Collision Involving/With Definitions (continued):

17 Animal: A live animal(s) (domestic or wild) that are not themselves being used as transportation or to draw a wagon, cart or other transport device. Use code 20 “Other Movable Object” for dead animals in the roadway.

18 Fixed Object: A permanent or semi-permanent structure such as a boulder, impact attenuator, bridge, concrete traffic barrier, embankment, culvert, standing tree, etc.

19 Work Zone Maintenance Equipment: A construction, maintenance, or utility vehicle in the process of working and not “in-transport”, for example, the vehicle was using its articulated aerial work platform (e.g., a “bucket truck”) and working on telephone lines.

20 Other Movable Object: A temporary or “not-fixed” object. This code includes: a ridden animal or animals drawing a device, construction barrels or cones, temporary highway signs, an animal carcass or fallen tree in the roadway.

98 Other (Describe): An event involving and item not described by any of the previous codes. Provide a brief description of the event.

CHAPTER 9

INSTRUCTIONS FOR COMPLETING THE CHP 555-03, TRAFFIC COLLISION REPORT – PROPERTY DAMAGE ONLY

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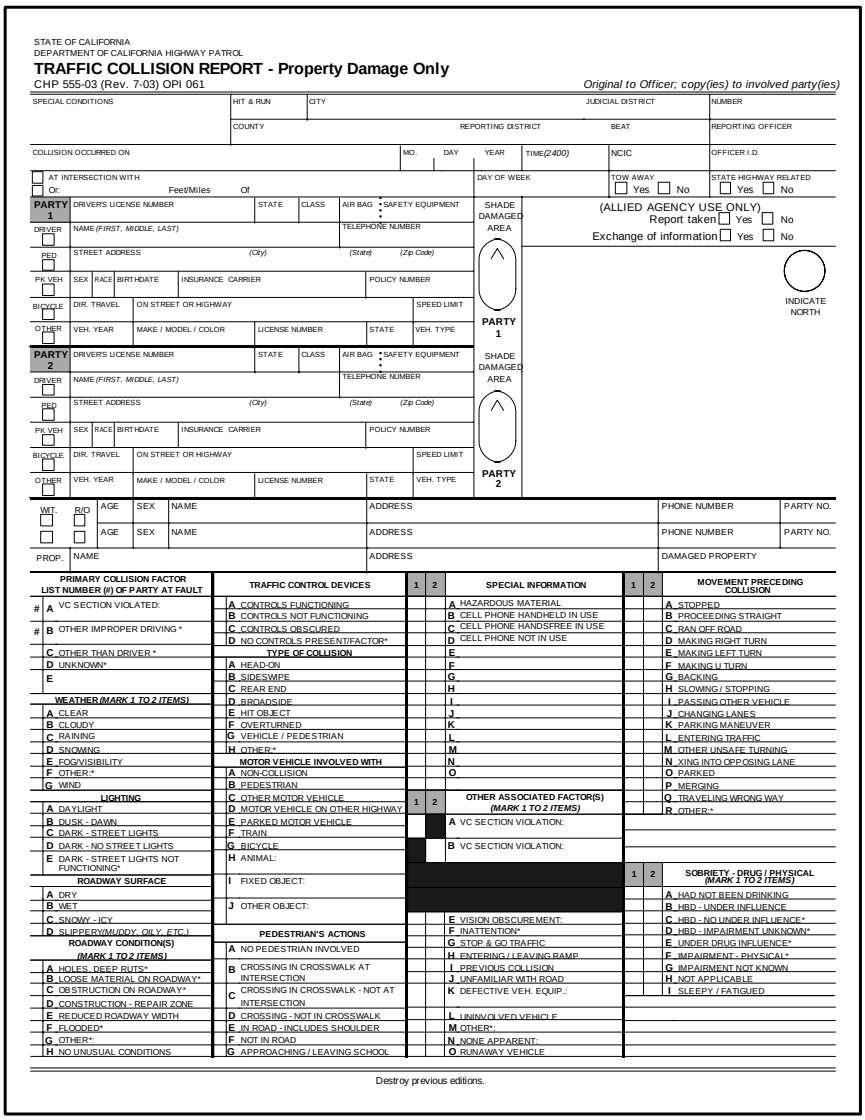
CHAPTER 9

REVISED JULY 2003

INSTRUCTIONS FOR COMPLETING THE CHP 555-03, TRAFFIC COLLISION REPORT - PROPERTY DAMAGE ONLY

1. SCOPE. This chapter provides instructions for completing the CHP 555-03, Traffic Collision Report - Property Damage Only. This form is used to document traffic collision location and driver information when an officer was not present at the scene. The CHP 555-03 is to be completed by the involved party, however, law enforcement personnel may provide assistance.



STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

TRAFFIC COLLISION REPORT - Property Damage Only

CHP 555-03 (Rev. 7-03) OPI 061 — *Original to Officer; copy(ies) to involved party(ies)*

SPECIAL CONDITIONS | HIT & RUN | CITY | JUDICIAL DISTRICT | NUMBER
COUNTY | REPORTING DISTRICT | BEAT | REPORTING OFFICER
COLLISION OCCURRED ON | MO. | DAY | YEAR | TIME(2400) | NCIC | OFFICER I.D.
☐ AT INTERSECTION WITH | DAY OF WEEK | TOW AWAY ☐ Yes ☐ No | STATE HIGHWAY RELATED ☐ Yes ☐ No
☐ Or: Feet/Miles Of

PARTY 1 — DRIVER'S LICENSE NUMBER | STATE | CLASS | AIR BAG | SAFETY EQUIPMENT
DRIVER ☐ — NAME (FIRST, MIDDLE, LAST) | TELEPHONE NUMBER
PED ☐ — STREET ADDRESS (City) (State) (Zip Code)
PK.VEH ☐ — SEX | RACE | BIRTHDATE | INSURANCE CARRIER | POLICY NUMBER
BICYCLE ☐ — DIR. TRAVEL | ON STREET OR HIGHWAY | SPEED LIMIT
OTHER ☐ — VEH. YEAR | MAKE / MODEL / COLOR | LICENSE NUMBER | STATE | VEH. TYPE
SHADE DAMAGED AREA — PARTY 1

PARTY 2 — DRIVER'S LICENSE NUMBER | STATE | CLASS | AIR BAG | SAFETY EQUIPMENT
DRIVER ☐ — NAME (FIRST, MIDDLE, LAST) | TELEPHONE NUMBER
PED ☐ — STREET ADDRESS (City) (State) (Zip Code)
PK.VEH ☐ — SEX | RACE | BIRTHDATE | INSURANCE CARRIER | POLICY NUMBER
BICYCLE ☐ — DIR. TRAVEL | ON STREET OR HIGHWAY | SPEED LIMIT
OTHER ☐ — VEH. YEAR | MAKE / MODEL / COLOR | LICENSE NUMBER | STATE | VEH. TYPE
SHADE DAMAGED AREA — PARTY 2

(ALLIED AGENCY USE ONLY)
Report taken ☐ Yes ☐ No
Exchange of information ☐ Yes ☐ No
INDICATE NORTH

WIT. ☐ R/O ☐ | AGE | SEX | NAME | ADDRESS | PHONE NUMBER | PARTY NO.
☐ ☐ | AGE | SEX | NAME | ADDRESS | PHONE NUMBER | PARTY NO.
PROP. | NAME | ADDRESS | DAMAGED PROPERTY

PRIMARY COLLISION FACTOR LIST NUMBER (#) OF PARTY AT FAULT
A VC SECTION VIOLATED:
B OTHER IMPROPER DRIVING *
C OTHER THAN DRIVER *
D UNKNOWN*
E

WEATHER *(MARK 1 TO 2 ITEMS)*
A CLEAR
B CLOUDY
C RAINING
D SNOWING
E FOG/VISIBILITY
F OTHER:*
G WIND

LIGHTING
A DAYLIGHT
B DUSK - DAWN
C DARK - STREET LIGHTS
D DARK - NO STREET LIGHTS
E DARK - STREET LIGHTS NOT FUNCTIONING*

ROADWAY SURFACE
A DRY
B WET
C SNOWY - ICY
D SLIPPERY(MUDDY, OILY, ETC.)

ROADWAY CONDITION(S) *(MARK 1 TO 2 ITEMS)*
A HOLES, DEEP RUTS*
B LOOSE MATERIAL ON ROADWAY*
C OBSTRUCTION ON ROADWAY*
D CONSTRUCTION - REPAIR ZONE
E REDUCED ROADWAY WIDTH
F FLOODED*
G OTHER*:
H NO UNUSUAL CONDITIONS

TRAFFIC CONTROL DEVICES (1 2)
A CONTROLS FUNCTIONING
B CONTROLS NOT FUNCTIONING
C CONTROLS OBSCURED
D NO CONTROLS PRESENT/FACTOR*

TYPE OF COLLISION
A HEAD-ON
B SIDESWIPE
C REAR END
D BROADSIDE
E HIT OBJECT
F OVERTURNED
G VEHICLE / PEDESTRIAN
H OTHER:*

MOTOR VEHICLE INVOLVED WITH
A NON-COLLISION
B PEDESTRIAN
C OTHER MOTOR VEHICLE
D MOTOR VEHICLE ON OTHER HIGHWAY
E PARKED MOTOR VEHICLE
F TRAIN
G BICYCLE
H ANIMAL:
I FIXED OBJECT:
J OTHER OBJECT:

PEDESTRIAN'S ACTIONS
A NO PEDESTRIAN INVOLVED
B CROSSING IN CROSSWALK AT INTERSECTION
C CROSSING IN CROSSWALK - NOT AT INTERSECTION
D CROSSING - NOT IN CROSSWALK
E IN ROAD - INCLUDES SHOULDER
F NOT IN ROAD
G APPROACHING / LEAVING SCHOOL

SPECIAL INFORMATION (1 2)
A HAZARDOUS MATERIAL
B CELL PHONE HANDHELD IN USE
C CELL PHONE HANDSFREE IN USE
D CELL PHONE NOT IN USE
E
F
G
H
I
J
K
L
M
N
O

OTHER ASSOCIATED FACTOR(S) *(MARK 1 TO 2 ITEMS)*
A VC SECTION VIOLATION:
B VC SECTION VIOLATION:
E VISION OBSCUREMENT:
F INATTENTION*
G STOP & GO TRAFFIC
H ENTERING / LEAVING RAMP
I PREVIOUS COLLISION
J UNFAMILIAR WITH ROAD
K DEFECTIVE VEH. EQUIP.:
L UNINVOLVED VEHICLE
M OTHER*:
N NONE APPARENT:
O RUNAWAY VEHICLE

MOVEMENT PRECEDING COLLISION (1 2)
A STOPPED
B PROCEEDING STRAIGHT
C RAN OFF ROAD
D MAKING RIGHT TURN
E MAKING LEFT TURN
F MAKING U TURN
G BACKING
H SLOWING / STOPPING
I PASSING OTHER VEHICLE
J CHANGING LANES
K PARKING MANEUVER
L ENTERING TRAFFIC
M OTHER UNSAFE TURNING
N XING INTO OPPOSING LANE
O PARKED
P MERGING
Q TRAVELING WRONG WAY
R OTHER:*

SOBRIETY - DRUG / PHYSICAL *(MARK 1 TO 2 ITEMS)*
A HAD NOT BEEN DRINKING
B HBD - UNDER INFLUENCE
C HBD - NO UNDER INFLUENCE*
D HBD - IMPAIRMENT UNKNOWN*
E UNDER DRUG INFLUENCE*
F IMPAIRMENT - PHYSICAL*
G IMPAIRMENT NOT KNOWN
H NOT APPLICABLE
I SLEEPY / FATIGUED

Destroy previous editions.

2. USE OF THE CHP 555-03.

a. The California Highway Patrol (CHP) should use the CHP 555-03 only when an involved party comes into the CHP office to fill out a report and the collision involves:

(1) One or two parties,

(2) No injuries or fatalities, and

(3) No anticipated prosecution, or

(4) Non-injury hit-and-run collisions where prosecution is not anticipated or no follow-up information is available.

b. The Area commander may establish local policy allowing use of the CHP 555-03 for solo vehicle, non-injury collisions, during extreme weather conditions, when Area resources have been redirected to provide the greatest level of service.

c. Collisions which do not meet the above criteria shall be documented using the CHP 555, Traffic Collision Report.

NOTE: ***CHP ONLY*** The CHP shall use the CHP 555-03 to document all counter reports.

3. DESCRIPTION OF THE CHP 555-03.

a. The CHP 555-03 is a multi-page form printed on pressure-sensitive paper.

b. The first page is two-sided and becomes the agency's copy. The first page contains location, party, witness, and registered owner information; sketch, narrative and miscellaneous boxes; and collision analysis data. The reverse side may be used to record additional narrative information.

c. The lower portion of the third and fourth pages (pressure sensitive copies of page 1) provide instructions for compliance with Vehicle Code (VC) Section 20002 and reporting of financial responsibility to the Department of Motor Vehicles. These pages should be given to the reporting parties.

NOTE: ***CHP ONLY*** On the involved party copy of the CHP 555-03, the Area office address should be stamped in the space to the left or right of the heading "Important - Read Carefully".

4. COMPLETING THE CHP 555-03.

a. Instructions. Refer to Chapter 3, Instructions for Completing the CHP 555, Page 1, Traffic Collision Report, and Chapter 4, Instructions for Completing the CHP 555, Page 2, Traffic Collision Coding, for information on completing items on the form. The following items are also included on the CHP 555-03 form:

(1) Witness/Registered Owner. Mark an "X" in the appropriate box to indicate either a "Witness" or "Registered Owner" (R/O).

(a) When the "Witness" box is marked, leave the "Party Number" box blank.

(b) When the "R/O" box is marked, leave "Age" and "Sex" boxes blank. Enter the applicable "Party Number" with the R/O information. If the "Party" and "R/O" are the same, enter "same."

(2) Local agencies should check the appropriate box, located at the top of the sketch box, that indicates a report taken or exchange of information only. If a report is taken, a narrative should be completed and the report sent to the Statewide Integrated Traffic Records System (SWITRS). If used for exchange of information purposes only, do not send to SWITRS.

b. Narrative. The collision narrative should follow the report narrative format and be documented on the back of page 1. No determination of fault shall be established in the narrative. (Refer to VC Section 20015.)

5. TRANSMITTAL PROCEDURES. If allied agencies use the CHP 555-03 to document property damage only traffic collisions, the original, with the collision analysis, should be retained by the investigating or receiving agency. A photocopy should be sent to the CHP, Information Management Division, Support Services Section, Production Controls Unit. (For distribution and address information, Refer to Chapter 10, Form Requirements and Procedures.)

6. COUNTER REPORTS. Refer to Chapter 2, Definitions and Classifications of Collisions. When utilizing the CHP 555-03 as a counter report, mark an "X" in the "Unknown" element of the Primary Collision Factor box. No determination of fault shall be established in a counter report. (Refer to VC Section 20015.) Do not send Counter Reports to SWITRS.

CHAPTER 10

FORM REQUIREMENTS AND PROCEDURES

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CHAPTER 10

FORM REQUIREMENTS AND PROCEDURES

1. APPROVED TRAFFIC COLLISION REPORT FORMS.

a. California Highway Patrol (CHP) Forms. Only the CHP 555 (Traffic Collision Report), CHP 555D (Truck/Bus Collision Supplemental Report), CHP 556 (Narrative/Supplemental), CHP 555-03 (Traffic Collision Report - Property Damage Only), or an approved modification of these forms will be processed by the Statewide Integrated Traffic Records System (SWITRS).

b. Approved Modified Forms. Agencies must submit proposed modified versions of traffic collision reports for approval before using to:

California Highway Patrol
Enforcement Services Division
Field Services Section
Accident Investigation Unit
444 North Third Street, Suite 310
Sacramento, CA 95814

2. USE OF TRAFFIC COLLISION REPORT FORMS.

a. CHP 555, Traffic Collision Report. The CHP 555 is used to document all the basic data elements required for a collision INVESTIGATION/REPORT.

b. CHP 555D, Truck/Bus Collision Supplemental Report. The CHP 555D is used to document additional information required when specified types of vehicles are involved in a traffic collision.

c. CHP 556, Narrative/Supplemental. The CHP 556 is a dual purpose form. It is used to:

(1) Document the narrative portion of the collision investigation. Bond or computer paper may be substituted for the CHP 556 if the heading information is included at the top of the page.

(2) Document the supplemental changes or additions to an INVESTIGATION/REPORT previously submitted, including a Preliminary Report.

d. CHP 555-03, Traffic Collision Report - Property Damage Only. The CHP 555-03 may be used when the collision involves one or two parties, no injuries or fatalities, and there is no anticipated prosecution. The CHP shall only use the CHP 555-03 to document Counter Reports.

3. OTHER RELATED FORMS.

a. CHP 418/CHP 418A, Collision Report Information (CHP ONLY). The CHP 418 is used by officers to notify all parties of interest, at the collision scene, of the availability of the Traffic Collision Report. The CHP 418A has been printed in seven languages to provide the greatest degree of service to all California motorists.

(1) Officers shall complete side 1 of the CHP 418, or CHP 418A as applicable, with the following information.

(a) Date of the collision.

(b) Time of the collision.

(c) National Crime Information Number (NCIC) for the Area.

(d) Officer identification number (ID).

(e) The Area office address and telephone number.

(f) Tow company address, if the vehicle was stored.

(2) A CHP 418, or CHP 418A as applicable, shall be made available to each party of interest at the collision scene.

(a) If a victim is removed from the scene before the officer can provide the form, and the investigation requires the officer to visit the hospital, the CHP 418 or CHP 418A shall be left with the victim's personal effects.

(b) The officer is not required to go to the hospital solely to provide a CHP 418 or CHP 418A to a victim.

(3) When the CHP 418 or CHP 418A is distributed, the officer should advise the individual of the general contents of the form and provisions for purchasing the collision report by mail and the financial responsibility requirements of VC Section 16000, if applicable.

b. CHP 422, Vehicle Check/Parking Warning/Highway Damage Report. An officer should prepare and attach a CHP 422 if state property was damaged. A

CHP 422 may also be prepared to identify private property damage. (Refer to Chapter 4, Instructions For Completing The CHP 555, Page 2, Traffic Collision Coding, Page 4-2, Property Damage.)

(1) Document the location exactly as recorded on the CHP 555 by entering the date, time, National Crime Information Center (NCIC) number, and ID of the officer investigating the collision.

(2) Document and describe the property damage.

(a) Document in the property damage section of page 2 of the CHP 555 that a CHP 422 was attached.

(b) Mark the “Yes” box in the “Notified” space in the “Property Damage” section of CHP 555 if a CHP 422 was completed and attached to damaged property.

(3) A CHP 422 need not be prepared when:

(a) Attaching the CHP 422 to damaged property jeopardizes the safety of the officer or the public.

(b) The Department of Transportation (Caltrans) representative responding to the collision is provided with the necessary information by the officer at the scene.

4. RETENTION OF TRAFFIC COLLISION REPORTS.

a. CHP Retention. CHP commanders shall maintain a file of all original traffic collision reports prepared in their jurisdictions for 48 months rotating, unless sealed by court order or the report is a felony hit and run involving a fatality. This storage may be in an electronic format and not necessarily within the Area office, (e.g., on a main server located at Division or Headquarters).

(1) Areas shall retain all unsolved felony hit-and-run fatality investigations in the Area file indefinately.

(2) Areas may establish procedures locally for purging files. (Refer to Highway Patrol Manual 11.1, Administrative Procedures Manual, Chapter 11, Records Management.)

(3) Reports prepared by a Multidisciplinary Accident Investigation Team (MAIT) have a 10-year retention period, unless other arrangements have been made by the appropriate Division commander.

b. Local Retention. Local agencies should establish a retention schedule suited to their needs.

c. State Highway Related. At times, Caltrans may be named in a civil suit resulting from vehicle collisions investigated by the CHP or local agencies. In these cases, the Caltrans Legal Division may request the investigating agency to send them the original report, negatives, and photographs upon expiration of the retention period. Special procedures should be instituted to flag records of interest to Caltrans to ensure they are not routinely purged.

d. Duplicate Copies. Requests for duplicate copies of traffic collision reports, either missing from the local files or beyond the local retention schedule, should be directed to CHP Headquarters, Information Management Division, Support Services Section, Production Controls Unit.

(1) Headquarters copies are retained for the following periods, after which they become the property of the Department of Motor Vehicles (DMV):

(a) Fatal collisions - current year plus one.

(b) All others - six months.

(2) The DMV retains the reports for the following periods, after which they become the property of Caltrans:

(a) Fatal collisions - five years from the month of the collision.

(b) All others - 18 months from the month of the collision.

(c) Caltrans destroys non-state highway related reports and retains all state highway related reports for ten years from the month of the collision. Requests for duplicate reports falling within this category should be made directly to Caltrans Legal Division.

5. DISTRIBUTION OF TRAFFIC COLLISION REPORTS.

a. Send one copy of each collision report to:

California Highway Patrol
Information Management Division
Support Services Section
Production Controls Unit
P. O. Box 942898
Sacramento, CA 94298-0001

b. A second copy shall be sent to Support Services Section when:

(1) The collision is state highway related. (Refer to Chapter 3, Instructions for Completing the CHP 555, Page 1, Traffic Collision Report, page 3-14, State Highway Related, and Annex 3-H-1, State Highway Related Criteria, Intersection of State Route and City Street or County Road.) or,

(2) The “Special Conditions” box is coded hazardous material. (Refer to Chapter 2, Definitions and Classifications of Collisions, Page 2-5, Hazardous Material.)

c. An additional copy of the collision report shall be sent to the:

(1) Coroner when the collision involves a fatality.

(2) District attorney when needed for prosecution purposes.

(3) Local city/county traffic engineer or public works agency when requested. Send counter reports to these agencies only when public property is damaged. Ensure “Counter Report” is entered in the “Special Conditions” box.

(4) Local Caltrans District Director when damage to Caltrans property is noted. Send counter reports to Caltrans only when state property is damaged. Ensure “Counter Report” is entered in the “Special Conditions” box.

NOTE: ***CHP ONLY*** Appropriate Division Motor Carrier Safety Unit when mechanical failure of a vehicle subject to motor carrier safety regulations caused or contributed to the collision. Mechanical failure includes, but is not limited to, wheels (all types), tires, steering components, frame members, fifth wheels, trailer hitches or drawbars, and brakes and/or brake systems.

(5) California Service Authority for Freeway Emergencies (CALSAFE) when a call box is damaged. (Refer to Annex 10-A-1, California Safe Locations, Call Box Maintenance Agencies.)

d. When a courtesy Traffic Collision Report is prepared for another CHP Area or law enforcement agency, send the original to the appropriate CHP Area or law enforcement agency. Place a copy in the documenting CHP Area or law enforcement agency file. Do not send a copy of the report to Support Services Section. (Refer to Chapter 2, Definitions and Classifications of Collisions, page 2-3, Courtesy Report.)

e. Counter reports, citizen reports, and non-fatal private property reports shall not be sent to CHP Support Services Section, Production Controls Unit.

f. Division/Area commands shall send copies of reports to Support Services Section, Production Controls Unit, when the collision:

(1) Occurs on beat 901, (Refer to Chapter 3, Instructions for Completing the CHP 555, Page 1, Traffic Collision Report, Page 3-7, Beat.)

(2) Occurs on beats 860-898, such as inspection facilities, (Refer to Chapter 3, Beat.)

(3) Occurs on beat 903, such as rest areas, vista points, public property, and state parks, (Refer to Chapter 3, Beat.)

(4) Occurs on beats 906 and 907, or (Refer to Chapter 3, Beat.)

(5) Meets the special reporting requirements with investigations involving National Transportation Safety Board (NTSB), Division of Occupational Safety and Health (DOSH), or Notification to Victims of Violent Crimes. (Specific information is located in Annex 10-B-1, Federal Collision Investigation, Annex 10-C-1, Special Reporting to the Division of Occupational Health and Safety, and Annex 5-B-1, Notification to Victims of Violent Crimes.)

g. When there are indications a traffic collision has been staged, forward a copy of the report to:

California Department of Insurance
Fraud Division - Intake
P. O. Box 27732
Sacramento, CA 95827-7320

NOTE: The Department of Insurance will process the cases and forward them to their closest regional office for investigation. To contact the Department of Insurance, call (916) 854-5760.

NOTE: ***CHP ONLY*** When MAIT completes a full investigation, the report that is submitted to Information Management Division, Support Services Section, Production Controls Unit, shall begin with the face page of the CHP 555. Do not send the title page, list of investigators, or table of contents.

6. DISTRIBUTION OF THE SUPPLEMENTAL REPORT.

a. Send one copy of every Supplemental Report to the CHP, Information Management Division, Support Services Section, Production Controls Unit.

b. Send an additional copy to each involved party and agency that received a copy of the original report, such as the coroner, district attorney, traffic engineer, etc. ***(Revised 8-05.)***

c. It is imperative the Supplemental Report and the original report have the identical Date, Time, NCIC Number, and Officer ID. (See Chapter 7, Instructions for Completing the CHP 556, Narrative/Supplemental, Page 7-2, Date of Original Incident , Time, NCIC Number, Officer ID Number.)

d. A Supplemental Report shall not be forwarded to change the status of a complaint (e.g., arrest after collision, dismissal, conviction, etc.). These are judicial matters and handled through the court system.

e. When previously submitted copies of the original report (CHP 555, Page 1) are attached to the Supplemental Report, the word "COPY" should be marked in red on the face page of the original report when it is sent to Support Services Section, Production Controls Unit. This prevents duplicate reports from being processed and assists in making the necessary corrections/amendments to driver license records.

7. TRAFFIC COLLISION INVESTIGATION/REPORT CORRECTIONS.

a. Altering.

(1) Any officer or employee altering, amending, or falsifying a Traffic Collision Investigation/Report may be subject to criminal proceedings initiated under Government Code Section 6200.

(2) The term "altering" shall not be construed to include minor changes made in order to correct mistakes in spelling, date, time, or other similar errors. (People v. Pearson, 111 Cal. App. 2d 9.)

b. Correcting. Original Traffic Collision Investigation/Reports shall not be corrected except as provided below:

(1) Corrections shall be made by the officer submitting the Traffic Collision Investigation/Report.

(2) When the officer is unavailable, a supervisor or a member designated by the commander may make corrections. Changes may be made by drawing a line through the incorrect word(s) or figure(s). Enter the correct information directly over the information lined out, followed by the initials of the individual making the correction and the date.

c. Amending. In no event shall changes be made to a Traffic Collision Investigation/Report after it has been processed, filed, and copies forwarded as required. Necessary changes shall be made on a Supplemental Report.

8. DRIVER LICENSE CORRECTIONS/AMENDMENTS. Every California law enforcement agency, including the CHP, having the responsibility for investigating traffic collisions shall correct/amend the driver license record, of an individual concerned, when an error has occurred. It is the responsibility of the investigating agency to check the original report and if there is an error, fill out a supplemental report. Procedures are outlined in Annex 10-D-1, Driver License Corrections/Amendments.

9. TRANSMITTAL SCHEDULE. Copies of Traffic Collision Reports shall be forwarded to the CHP, Information Management Division, Support Services Section, Production Controls Unit, according to the following schedule:

a. Within ten working days from the date of the collision.

b. Collision reports that cannot be completed due to unusual circumstances may be retained at the local level for a maximum of 15 days.

c. A preliminary INVESTIGATION shall be submitted when the Traffic Collision Report cannot be completed within the 15-day limit.

(1) A preliminary INVESTIGATION shall include at a minimum:

(a) Number of parties,

(b) Names,

(c) Injuries,

(d) A summary of the sequence of events that lead to the collision, and

(e) A scene description.

NOTE: This is especially important when a fatal injury has occurred. The "Special Conditions" box shall be marked "Preliminary."

(2) "Preliminary" shall not be entered in the "Special Conditions" box when the only unresolved information is the status of the charges to be filed.

(3) Commanders shall make every effort to keep the number of preliminary INVESTIGATIONS to a minimum.

10. TRANSMITTAL PROCEDURE.

a. Original Report Reproduction. To ensure legible photocopies of collision investigations and reports can be produced, reporting officers shall use a pen (black ink) or Number 2 (or softer) pencil. The use of computer applications such as the California Automated Reporting System (CARS) to complete a collision report is highly recommended. To obtain CARS software and/or training, contact the California Highway Patrol, Information Management Division, Network Management Section at (916) 657-9090 or email CARSHELP@CHP.CA.GOV.

b. Copying Reports.

(1) Staple all copied pages of each report in the upper left-hand corner.

(2) If two copies of one report are required, staple the copies together in the center of the top margin.

c. Batching.

(1) Batch the collision reports in the following groups:

(a) Traffic Collision Investigations and Reports with “Yes” marked in the “State Highway Related” box.

(b) Supplemental Reports to traffic collisions.

(c) All other traffic collision investigations or reports.

(2) Each batch shall contain no more than 100 reports.

d. CHP 500, Document Transmittal. Each CHP Area shall prepare a CHP 500, Document Transmittal, containing the appropriate routing information.

e. Routing of Batched Documents. Batches of Traffic Collision Investigations, Reports, or Supplemental Reports shall be sent to:

California Highway Patrol
Support Services Section
Production Controls Unit
P. O. Box 942898
Sacramento, CA 94298-0001

NOTE: Mailing labels may also be requested at the address above.

11. ORDERING FORMS AND MANUALS.

a. Forms. CHP Areas and allied law enforcement agencies shall order Traffic Collision Report forms from:

California Highway Patrol
Supply Services Unit
3350 Reed Avenue
West Sacramento, CA 95605
(916) 376-3350
FAX Orders (916) 376-3583

(1) When ordering, use the following codes:

CHP 00-500-00		Pads of 50
CHP 00-555-00	Pages 1 & 2	Box of 45 pads (50/pad)
CHP 00-555-01	Pages 3 & 4	Box of 30 pads (50/pad)
CHP 00-555-03		Box of 38 pads (25/pad)
CHP 00-556-00		Box of 40 pads (50/pad)

(2) Base the request on what will realistically be used during a six-month period.

(3) When ordering the CHP 555, specify the pages required.

b. Manuals. The CHP and local agencies may order HPM 110.5, Collision Investigation Manual, and Highway Patrol Guide (HPG) 40.60, SWITRS Users' Guide, from:

California Highway Patrol
Publications Unit
P. O. Box 942898
Sacramento, CA 94298-0001
(916) 375-2101

CALIFORNIA SAFE LOCATIONS
CALL BOX MAINTENANCE AGENCIES

AGENCY	ADDRESS	PHONE	FAX
Capital Valley SAFE	3000 “S” Street, Ste. 300 Sacramento, CA 95816	(916)457-2264	(916)457-3299
Del Norte SAFE	207 Price Mall, Ste. 300 Crescent City, CA 95531	(707)465-3878	(707)465-6008
Glenn County SAFE	P. O. Box 1070, Willows, CA 95988-2298	(530)934-6530	(530)934-6533
Humboldt County SAFE	235 4th Street, Ste. F Eureka, CA 95501	(707)444-8208	(707)444-8319
Imperial County SAFE	155 South 11th Street El Centro, CA 92243	(760)339-4462	(760)352-1272
Kern Motorist Aid Authority	1401 19th Street, Ste. 300 Bakerfield, CA 93301	(805)861-2191	(805)324-8215
Lake/Mendocino County SAFE	367 North State Street, Ste. 206 Ukiah, CA 95482	(707)463-1806	(707)463-2212
Los Angeles County SAFE	One Gateway Plaza Los Angeles, CA 90012	(213)922-4407 (213)922-2951 (213)922-2952	(213)922-2955
MTC SAFE	101 Eighth Street Oakland, CA 94607-4700	(510)464-7825 (510)464-7850	(510)464-7848
Monterey County SAFE	312 East Alisal Street Salinas, CA 93901	(831)755-5078	(831)755-4957
Orange County SAFE	P. O. Box 14184 Orange, CA 92863-1584	(714)560-5659	(714)560-5793
Placer CTC	550 High Street, #107 Auburn, CA 95603	(530)823-4030	(530)823-4036
Riverside County SAFE	3560 University Avenue, Ste. 100 Riverside, CA 92501	(909)787-7141	(909)787-7920
San Bernardino SAFE	472 N. Arrowhead Avenue San Bernardino, CA 92401-1421	(909)884-8276	(909)885-4407
San Diego SAFE (T-Cubed)	9475 Chesapeake Drive, Ste. D San Diego, CA 92123	(619)279-1299	(619)279-8424
San Luis Obispo COG	1150 Osos Street, Ste. 202 San Luis Obispo, CA 93401	(805)781-5712	(805)781-5703
San Benito County SAFE	3216 Southside Road Hollister, CA 95023	(831)636-4170	(831)636-4160
Santa Barbara SAFE	222 East Anapamu Street, Ste. 11 Santa Barbara, CA 93101	(805)568-2546	(805)568-2947

Santa Cruz County SAFE	1523 Pacific Avenue Santa Cruz, CA 95060	(831)460-3212	(831)460-3215
Ventura County SAFE	950 County Square Drive, #207 Ventura, CA 93003	(805)642-1591 ext. 105	(805)642-4860

FEDERAL COLLISION INVESTIGATION
(California Highway Patrol ONLY)

The California Highway Patrol (CHP) will assist the National Transportation Safety Board (NTSB) and those agencies contracting with the above in the investigation of collisions that fall within the scope of departmental responsibility. The investigating Area shall follow the protocol described in Highway Patrol Manual (HPM) 110.1, Multidisciplinary Accident Investigation Team (MAIT) Operations Manual. If believed necessary by the MAIT representative, NTSB will be contacted.

The NTSB has federal authority to conduct investigations of motor vehicle collisions as they deem appropriate, to determine probable cause, and make recommendations for safety improvements to prevent collisions of a similar nature from occurring. Additionally, NTSB conducts safety studies and investigations on matters pertaining to transportation. The Department has the responsibility and authority to conduct traffic collision investigations to determine the cause, collect information for prosecution, and to identify factors affecting traffic safety in California.

Following are the two areas where the Department and the NTSB may conduct parallel investigations:

- Major Collisions of Significant Severity or Involving Significant Transportation Safety Issues. In this type of collision, the NTSB will send an investigation team similar to the MAIT team directly to the collision site. MAIT will normally be involved in the investigation of collisions of interest to the NTSB.

- Safety Studies on Transportation Problems. The NTSB will request notification of specific types of collisions related to a particular traffic safety problem. Normally, the request will originate from the NTSB Los Angeles field office. The request may involve active investigation at the collision site, access to investigation reports after completion of the CHP investigation, or both.

The NTSB will advise the Department Headquarters of their intent to respond to a major collision or to initiate a safety study. The appropriate field command will be notified, through channels, of the NTSB response. If investigators from the NTSB arrive at a collision site or attempt to initiate a safety study without first making the proper notifications, the Area commander shall immediately notify the appropriate field Division. The field Division will then notify Enforcement Services Division.

Federal agencies involved in traffic safety are parties of interest as defined in General Order (GO) 110.2, Release of Accident Information. The release of collision information will be in conformance with HPM 11.1, Administrative Procedures Manual, Chapter 4, Miscellaneous Sales - Transmittal of Collections, and GO 110.2. No charge will be made for collision reports requested by these federal agencies or their contracting agencies.

SPECIAL REPORTING TO THE DIVISION OF OCCUPATIONAL SAFETY AND HEALTH (California Highway Patrol ONLY)

California Labor Code Section 6409.2 requires that when this Department responds to a collision other than a collision on a public street or highway involving serious injury, illness, or death of an employee of any employer in connection with his/her employment, the nearest office of the Division of Occupational Safety and Health shall be notified immediately by telephone.

A serious injury or illness would be one requiring hospitalization, other than for observation, for a period in excess of 24 hours, or loss of body member, or any serious degree of permanent disfigurement. This determination will have to be made at the collision scene by the responding officer. Area commanders shall ensure that procedures are in effect to make the required telephone notification.

The purpose of immediate notification is to permit investigators from the Division of Occupational Safety and Health to respond to the collision scene. Notification shall include the time, location, and type of collision, the name of the employer, if known, and the name(s) of the victim(s).

It is not required that the collision scene by preserved until the arrival of personnel from the Division of Occupational Safety and Health. Personnel shall cooperate to the maximum extent possible without unnecessarily delaying documentation of the collision.

Injury or death caused by the commission of a Penal Code (PC) violation, except PC Section 385, relating to operating equipment near high voltage conductors, is not required to be reported to the Division of Occupational Safety and Health.

The Division of Occupational Safety and Health is a party of interest as defined in General Order 110.2, Release of Accident Information, for collisions of the type described in this Annex.

DRIVER LICENSE CORRECTIONS/AMENDMENTS

1. SCOPE. This annex will provide instructions for correcting/amending an individual's driver license record.

2. RESPONSIBILITIES. Every California law enforcement agency, including the California Highway Patrol (CHP), having the responsibility for investigating traffic collisions shall correct/amend the driver license record, of an individual concerned, when an error has occurred. It is the responsibility of the investigating agency to check the original report and if there is an error, fill out a supplemental report.

a. The following is the driver license correction process:

(1) Determine the law enforcement agency which prepared the traffic collision report. One way to ascertain this is to run an inquiry on the person's driver license record through the California Law Enforcement Telecommunications System (CLETS). If the collision was investigated by another law enforcement agency, advise the individual to contact that agency to initiate the driver license correction process. The CHP cannot initiate the correction process for another law enforcement agency.

(2) If the CHP investigated the collision, refer the individual to the Area where the collision was investigated. Only the CHP Area which completed the original collision report can make a recommendation to change the report or the person's driver license record.

(3) Make one copy of the original traffic collision report. With a red ink pen/marker write "COPY" in the top margin of the first page of the reproduced traffic collision report.

(4) When necessary, prepare a supplemental report (CHP 556) to amend the original traffic collision report (refer to Chapter 7, paragraph 14, Supplemental), then send a copy of the supplemental to all involved parties. This will inform all parties involved in the collision that a change was made to the original report. If there is no change necessary to the traffic collision report, and only a data entry error on the driver license record needs to be corrected, no supplemental is required.

(5) Using departmental letterhead, prepare correspondence to the Department of Motor Vehicles (DMV), Mandatory Actions Unit, explaining the reason for the driver license record correction and provide the correct information.

(6) Send the CLETS printout, Report of Incorrect Driver License Record Traffic Collisions (DL 208) completed by the customer, a copy of the supplemental report, a copy of the original traffic collision report marked with red "COPY", and correspondence to the Department of Motor Vehicles at the following address:

Department of Motor Vehicles
Mandatory Actions Unit
P. O. Box 942890 M/S J233
Sacramento, CA 94290-0001
Telephone (916) 657-6525

(7) The Department of Motor Vehicles will notify the requesting party and Statewide Integrated Traffic Records System (SWITRS).

b. Most Common Errors or Questions. Following are the most common errors or questions encountered by the CHP which prompt the driver license record correction process. The text in parentheses indicates the type of documentation required to correct the error.

(1) Individual Incorrectly Listed as "Party Most at Fault". An individual complains their driver license record is incorrect. The traffic collision report lists the other party/driver at fault but fault for the collision appears on the wrong driver license record. A review of the traffic collision report substantiates the individual's claim. (Letter and copy of report only.)

(2) Not Involved in the Traffic Collision. An individual discovers a collision they were not involved in appears on their driver license record. A review of the traffic collision report and driver license record substantiates the individual's claim. (Letter and copy of report only.)

(3) Double-entry on Driver License Record. An individual complains their driver license record lists two traffic collisions for the same incident. A review of the traffic collision report and the individual's driver license record supports the conclusion that only one entry on their driver license record is appropriate. (Letter and copy of report only.)

(4) Insufficient On-duty Emergency Vehicle Information. A peace officer, or driver of an on-duty emergency vehicle, was involved in a traffic collision, but does not have "on-duty emergency vehicle" noted on their driver license record. A review of the traffic collision report reveals: (1) the proper notation "On-duty Emergency Vehicle" was listed in the "Special Conditions Box" and above the driver's name, but DMV failed to enter the data correctly (letter and copy of report only); or (2) the traffic collision report does not have the proper

notations. (Letter, copy of report, and supplemental report to all parties, DMV and SWITRS.)

(5) Incorrect Collision Report. An individual complains they were listed as the party "most at fault" in the collision. However, the report narrative identifies a different party as the driver "most at fault" for the collision. A review of the traffic collision report substantiates the individual's claim (Letter, copy of report, supplemental report to all parties, DMV and SWITRS.)

Remember, if there are any changes required to the original traffic collision report regarding driver information, fault or coding, a supplemental shall be completed. A letter, copy of the report, and supplemental shall be sent to the DMV and SWITRS.

NOTE: A court decision that finds an involved party "Not Guilty" for the charged violation, is not sole justification for changing a traffic collision report, nor the involved party's driver license record.

CHAPTER 11

COLLISION INVESTIGATION REVIEW

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ANNEX

A - COLLISION INVESTIGATION/REPORT NOTICE

CHAPTER 11

COLLISION INVESTIGATION REVIEW

1. POLICY. The purpose of this chapter is to establish review procedures and guidelines to improve the quality of collision investigations and reports and establish uniform procedures for the completion and retention of the CHP 553, Collision Investigation/Report Notice. Area commanders are encouraged to supplement these procedures, as necessary, through local Standard Operating Procedures to ensure a high quality, timely review of all collision reports.

2. RESPONSIBILITIES.

a. Field Division Commander.

(1) Shall ensure subordinate commands establish procedures which provide for a systematic review of collision investigations and reports.

(2) Shall establish procedures which provide for Multidisciplinary Accident Investigation Team (MAIT) review of investigations using traffic accident reconstruction methodologies beyond the abilities of the Area Accident Investigation (AI) Review Officer.

b. Area Commander.

(1) Shall establish local guidelines to ensure the proper review of collision investigations and reports, and processing of the CHP 553.

(2) Shall ensure at a minimum, all major injury and fatal traffic collisions are initially reviewed by a supervisor.

(3) Shall establish sufficient levels of review to ensure all traffic collision investigations/reports are high quality, professional products.

(4) Shall select a qualified AI Review Officer and alternate(s) and provide for necessary initial and subsequent training needs.

c. Sergeant and Officer-In-Charge.

(1) Shall ensure a CHP 553 is attached to each traffic collision investigation or report.

(2) Shall ensure at a minimum, all major injury and fatal traffic collisions are initially reviewed by a supervisor.

(3) Shall comment, as necessary/appropriate, then initial the CHP 553, when returning the report to the investigating officer.

d. Accident Investigation Review Officers. Shall use a CHP 553 for all traffic collision investigations/reports returned for correction.

(1) AI Review Officers shall ensure traffic collision reports meet the requirements of HPM 110.5, Collision Investigation Manual (CIM).

(2) Procedures shall be established to ensure traffic collision reports are reviewed and processed in a timely manner.

e. Officers.

(1) Shall attach a CHP 553 to all new traffic collision investigations/reports prior to the end of shift, when submitted for review.

(2) Shall initial and date the CHP 553 once corrections are completed, then return it according to Area standard operating procedures.

3. CHP 553, COLLISION INVESTIGATION/REPORT NOTICE.

a. Completion. A CHP 553, shall be completed and attached to all collision investigation/reports.

b. Retention. The CHP 553 shall be retained for the period corresponding with an officer's annual performance appraisal. After completion of the annual performance appraisal, the CHP 553 shall be returned to the officer or destroyed except that if an officer is placed on interim reporting in accordance with HPM 10.10, Performance Appraisal Manual, for a cause related to Critical Task #5, Written Communication/Investigations, the CHP 553 forms shall be retained as part of the interim reporting documentation.

4. GENERAL INSTRUCTIONS. The following information shall be completed on the CHP 553:

a. Report #. The Area report number, assigned by the AI Review Officer, shall be listed in the upper right hand corner.

b. Date of Collision. This date shall correspond with information on the CHP 555, Page 1, Traffic Collision Report.

c. Time of Collision. This time shall correspond with information on the CHP 555, Page 1.

d. Date Submitted. Enter the date the investigation/report is submitted for review.

e. Investigating Officer. List the last name of the investigating officer.

f. ID #. The identification number of investigating officer.

g. Shift. List the shift the investigating officer is assigned ("A", Days, 0545, etc.).

h. RDOs. The investigating officer shall list their upcoming regular days off. This will enable the reviewer to ensure timely review and completion of the investigation or report.

i. Check the Appropriate Box(es):

(1) Fatal. Check this box if the collision involved a fatality.

(2) On-Duty Emergency Vehicle. Check this box if the collision involved an on-duty emergency vehicle. (Refer to Chapter 2, Definitions and Classifications of Collisions, Page 2-13, On-Duty Emergency Vehicle Collision.)

(3) School Bus. Check this box if the collision involved a school bus. (Refer to Chapter 2, Definitions and Classifications of Collisions, Page 2-14, School Bus Collision.)

(4) Hit & Run. Check this box if the collision involved a hit and run, and follow-up is required.

(5) 11-80/81. Check this box if there were any injuries.

(6) 11-82. Check this box if the collision involved property damage only.

(7) DUI (Driving Under the Influence). Check this box if the primary collision factor was DUI.

(8) MAIT/TARS Review. All mathematical calculations or any use of reconstruction methodologies shall be reviewed by the appropriate Multidisciplinary Accident Investigation Team (MAIT) or Traffic Accident Reconstruction Specialist (TARS). This box should be checked when the investigating officer is serving an apprenticeship in, or completed, the Traffic Accident Reconstruction Specialist Certification (TARSC) program. Refer to HPM 110.1, MAIT Operations Manual, Chapter 10.

j. Status/Action Required.

(1) Complete. Check this box when the collision has been completed and is ready for review.

(2) Incomplete. Check this box when the collision is incomplete and being submitted for issuance of an Area report number.

(3) Please See AI Officer. The AI Review Officer may check this box to ensure contact with the investigating officer for direction on completing the investigation/report.

(4) Please Make Corrections (Refer to "Comments" section below). Check this box to indicate the investigating officer needs to make the recommended changes listed in the comments section of the form.

k. AI Initials. The AI officer shall initial the CHP 553 each time the investigation/report is returned for corrections.

l. Date Returned. Enter the date the AI Review Officer or Supervisor returns the investigation/report to the investigating officer for correction.

m. Sergeant's Initials. The sergeant or OIC shall initial the CHP 553 when the investigation/report is returned to the investigating officer for correction.

n. Date Corrected. The investigating officer shall enter the date when she/he returns the correction notice after making the recommended changes and/or corrections.

o. Officer's Initials. The investigating officer shall initial after reading the comments section and the changes and/or corrections have been completed.

p. Comments. Supervisors and/or the AI Review Officer shall use this space to indicate corrections and/or changes to the investigation/report. Once the investigation/report has been completed, additional corrective comments shall not be entered without the officer being provided an opportunity to review and initial the form.

q. Continued on Page 2. If additional space is required, check this box and continue comments on the reverse side of the form. If additional space is needed, use a separate page.

5. SUPERVISOR'S USE ONLY SECTION.

a. This section is used by a supervisor or manager to provide positive feedback on the quality of the investigation/report. The Area commander may use this section as a final level of review.

b. Excellent Report. This box shall be checked when the supervisor or manager determines the investigation/report has exceeded expectations. The specific reason(s) for this rating shall be listed (e.g., diagram, narrative, error free, well written.).

6. ACCIDENT INVESTIGATION REVIEW OFFICER SELECTION CRITERIA.

a. The Area commander is responsible for the development and selection of the AI Review Officer and alternate(s). Minimum qualifications have been established to ensure the individual has gained the experience necessary to provide a sufficient level of review of a variety of collision scenarios.

b. Area commanders shall ensure the AI Review Officer meets the following minimum criteria:

(1) Two years of field patrol with exposure to accident investigation.

(2) Completion of Intermediate Accident Investigation (IAI) Training. Area Commanders shall ensure that officers selected for this position attend the next available Advanced Accident Investigation (AAI) Training class.

(3) Completion of Accident Investigation Review Officer Course within one year of assuming the AI Review Officer position.

(4) Rating of "Meets" or "Exceeds" in Critical Task #5, Written Communication/Investigations, on the most recent CHP 118, Performance Appraisal.

(5) No rating of "Substandard" in any critical task.

(6) Other desirable qualities:

(a) Excellent interpersonal skills.

(b) Self motivated.

(c) Ability to tactfully critique written work.

COLLISION INVESTIGATION/REPORT NOTICE

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

COLLISION INVESTIGATION/REPORT NOTICE

CHP 553 (New 1-03) OPI 061

REPORT NUMBER

COLLISION DATE	COLLISION TIME		DATE SUBMITTED
INVESTIGATING OFFICER	I.D. NUMBER	SHIFT	RDOs

☐ **FATAL** ☐ **ON-DUTY EMERGENCY VEHICLE** ☐ **SCHOOL BUS** ☐ **HIT & RUN**

☐ **11-80/81** ☐ **11-82** ☐ **DUI** ☐ **MAIT REVIEW***(MATH CALCULATIONS)*

STATUS/ACTION REQUIRED

☐ COMPLETE ☐ PLEASE SEE AI OFFICER

☐ INCOMPLETE ☐ PLEASE MAKE CORRECTIONS *(Refer to "Comments" section below)*

AI INITIALS	DATE RETURNED	SERGEANT'S INITIALS	DATE CORRECTED	OFFICER'S INITIALS

COMMENTS

☐ Continued on page 2

SUPERVISOR'S USE ONLY

☐ EXCELLENT REPORT*(cite specific reason: i.e., error-free, well written, narrative supports charges, extra effort, etc.)*

REVIEWED BY*(SUPERVISOR'S INITIALS)*	DATE

RETURN THIS FORM WITH COLLISION REPORT

c553_103.frp

CHAPTER 12

TRAFFIC CONGESTION RELIEF

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CHAPTER 12

TRAFFIC CONGESTION RELIEF

1. INTRODUCTION. Traffic collisions are a major cause of congestion. Timely response and proper scene management is essential to the Department's congestion relief efforts. The responding/investigating officer should, as rapidly as possible, remove physical obstructions and visual impediments to restore traffic flow to normal and minimize the potential for secondary collisions.

2. TRAFFIC CONGESTION RELIEF. Collisions vary by the severity of injury, number of vehicles involved, and need to collect evidence, all of which will affect scene management and traffic congestion:

a. When possible, after checking for injuries, the investigation should be completed off the freeway and out of view of freeway traffic. The rapid removal of people, vehicles, and equipment can greatly minimize traffic delay due to visual impediments created by traffic collisions.

b. When people and vehicles cannot be moved due to injuries, the officer should request assistance as necessary to ensure adequate traffic control. At the same time, only those officers necessary to actively direct traffic and assist in the investigation should remain at the scene. Other means of minimizing a negative impact on traffic flow should be considered:

(1) SIG Alerts should be initiated and canceled as necessary.

(2) Officers at the scene should be aware of responding emergency vehicles and have an area designated for them so as not to hinder traffic flow or interfere with the collection of evidence.

(3) Shoulders and center dividers should be considered for use in redirecting traffic and relieve congestion when it is possible to do so without endangering persons or property.

(4) Traffic escorts for both sides of the freeway should be implemented as deemed necessary. This procedure should be used when there is a possibility it will reduce accidents and congestion by gradually slowing traffic as vehicles approach the scene.

(5) Officers should engage in active traffic control activities in order to maximize the steady pace of traffic past the scene.

c. In the event of a fatality, the investigating officer shall immediately notify the coroner and advise him/her of the situation. With the consent of the coroner, the fatal victim(s) may be removed from the roadway to a location determined by the coroner. (Refer to Annex 1-A-1, Criteria For Requesting Multidisciplinary Accident Investigation Team (MAIT) Assistance.)

d. When circumstances warrant MAIT involvement, the investigating officer should consider the following:

(1) Rarely should roadways remain closed for extended periods of time for the sole purpose of waiting for the arrival of MAIT personnel. Commanders shall ensure that after the investigating officer complies with the initial steps of preserving physical evidence, the roadway is opened as soon as it is safe to do so.

(2) In order to preserve all physical evidence, the Area's investigating officer should mark locations and take measurements to show the locations of all involved vehicles, skidmarks, debris, and any other significant elements. In addition, photographs should be taken to indicate the pre-crash, at-crash, and post-crash movement of involved vehicles. Emphasis should be placed on showing all vehicle(s) and occupant(s) points of rest, all physical evidence, and all areas of impact.

e. In order of priority, traffic lanes should be cleared of damaged vehicles, debris, and hazardous materials as quickly as possible under supervision of the investigating officer. Except in the most serious cases, restoration of the traffic flow should be prioritized to allow minimum discomfort, reduce time loss, and ensure the safety of the motoring public.

(1) State and commercial tow trucks at the scene should be used for clearing traffic lanes. Do not leave a lane blocked merely because the summoned tow truck has not yet arrived. Use whatever reasonable means are available to clear the traffic lanes.

(a) Use patrol vehicle push bumpers or other available means to remove vehicles from the roadway whenever practical.

(b) The officer should use Freeway Service Patrol tow trucks or passing tow trucks whenever possible while waiting for the rotation tow. (Refer to HPM 100.47, Freeway Service Patrol Manual.)

(2) Vehicles over embankments need not be removed during peak traffic hours, provided they are not otherwise creating a problem.

(3) Vehicles entangled in the center divider fence should be removed as soon as possible. Caltrans approval and assistance shall be requested when it is practical and necessary to cut cables, rails, or other highway barriers to clear an entangled vehicle.

(4) Once the roadway is cleared, all vehicles and people involved, including the officer(s), should leave the scene. Only when all evidence of the collision is removed from the scene will traffic flow be restored.

CHAPTER 13

GUIDELINES FOR THE INVESTIGATION AND DOCUMENTATION OF UNCOMMON OCCURRENCES

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CHAPTER 13

GUIDELINES FOR THE INVESTIGATION AND DOCUMENTATION OF UNCOMMON OCCURRENCES

1. SCOPE. This chapter provides additional instruction in completing investigations that are unusual in nature or require supplementary documentation per statute. All appropriate information should be recorded as instructed in previous chapters.

a. The following paragraphs assist in the documentation of a variety of collisions. The instances described are merely a sampling of the possible scenarios. Each case should be considered based on its own set of facts. A thorough investigation must be conducted taking into account the pre, at, and post collision events to arrive at the appropriate conclusion.

b. In addition to supplemental documentation, each of these situations may require specific notifications and additional policies and procedures must be followed. General Order 100.80, Notification and Report of Emergencies and Unusual Occurrences, and Highway Patrol Guide 50.3, Emergency Incident Guide, should be reviewed, as well as, publications specific to the incident.

2. SCHOOL BUS COLLISION. The following paragraphs provide specific instruction for completing a school bus collision, as well as, instructions for completing the CHP 555E, School Bus Collision Supplemental Report. The CHP 555E shall be completed for each qualifying school bus involved in a school bus collision. A CHP 555D, Truck/Bus Collision Supplemental Report, may also be required. (Refer to Chapter 8, Instructions for Completing the CHP 555D.)

a. The criteria required to qualify a collision as a school bus collision are outlined in Chapter 2, Definitions and Classifications of Collisions. A school bus collision includes but is not limited to the following scenarios:

(1) A motor vehicle collision that results in personal injury or property damage anywhere in California involving a school bus, youth bus, School Pupil Activity Bus (SPAB), or general pubic paratransit vehicle.

(2) A collision between a vehicle and a pupil and/or school bus driver crossing a street or highway when the school bus flashing red signal (cross-over) lamps are required to be operating.

(3) A pupil passenger is injured as a result of acceleration, deceleration, or other movement of the bus.

(4) A school bus transporting pupils in a public parking lot as defined in California Vehicle Code (CVC) Section 21113.

(5) The following are not considered a school bus collision by definition:

(a) Pupil injuries incurred while boarding or alighting from a stopped school bus, SPAB, or youth bus.

(b) Charter-party carriers identified in CVC Section 545(k) certified and licensed by the Public Utilities Commission (PUC), transporting pupils to and/or from a school-related activity (i.e., limousine services enroute to/from a prom night). The driver, however, must have in his/her immediate possession a valid California Special Drivers or SPAB Certificate, and a parental authorization form for each pupil.

NOTE: A school bus collision shall be documented as an INVESTIGATION.

b. Traffic Collision Report. Complete the CHP 555, Traffic Collision Report, pages one through three as outlined in the previous chapters. Additionally, note the following:

(1) Page 1.

(a) Record the school bus category, type, and number of passengers in the "Special Conditions" box as outlined in Chapter 3, Instructions for Completing the CHP 555, Page 1.

(b) Vehicle Type. Indicate the vehicle type code specific to the involved vehicle. The vehicle type code should correspond to the school bus category and type listed in the "Special Conditions" box. The vehicle type codes are listed in Chapter 3.

(c) Record the Carrier Identification (ID) Number (CA Number).

(2) Page 2. Mark the "School Bus Related" box under the appropriate party number column, in the "Special Information" field.

(3) Page 3. List all injured persons (the driver and all pupils) aboard the school bus or persons injured while the pupil or driver was approaching or leaving the school bus and the school bus flashing red signal lamps were in operation.

c. School Bus Collision Supplemental Report. If more than one qualifying school bus is involved in the collision, a CHP 555E shall be completed for each school bus. The completed form(s) will be inserted just prior to the CHP 555D(s). If the investigation/report does not require a CHP 555D, the CHP 555E(s) will be the last page(s) of the investigation/report. (Refer to Annex A, Sample CHP 555E.)

(1) Party Number. The party number should correspond to the party number assigned to the school bus/driver on the CHP 555, Page 1.

(2) Date, Time, National Crime Information Center (NCIC), Officer ID, Number. Enter the collision date (Month, Day, Year), time (2400), NCIC number, Officer ID number, and local report number as completed on the CHP 555, Page 1.

(3) Driver Information.

(a) California Special Driver Certificate. Indicate "Yes" or "No," whether or not the driver has a DL-45, California Special Driver Certificate, by marking the appropriate box. If yes, record the certificate number, expiration date, and the certifying CHP Area number in the following boxes.

NOTE: The expiration date should correspond with the driver license expiration date issued by the Department of Motor Vehicles.

(b) Type. Indicate the type(s) of vehicle(s) the driver is authorized to operate by marking the appropriate box(es). The vehicle(s) the driver is not certified to operate should be crossed out on the driver's DL-45.

(c) Restrictions. Mark the box(es) indicating all the restrictions shown, by code, on the front of the DL-45. The code definitions are on the reverse side of the DL-45.

(d) Medical Certificate. Indicate "Yes" or "No", whether or not the driver has a current DL-51A, Medical Certificate, by marking the appropriate box. If yes, record the exam and expiration dates in the following boxes. Ensure that the driver is in compliance with any restrictions listed on the reverse side of the DL-51A.

NOTE: The expiration date should be two years from the date of the examination.

(e) First Aid Certificate. Indicate "Yes" or "No", whether or not the driver has a valid first aid certificate, by marking the appropriate box. If yes, record the issued and expiration dates in the following boxes.

1 The CHP first aid examination requirement may be waived if the driver possesses a valid first aid certificate issued through an "Emergency Medical Services Authority" approved course. The waiver is indicated by a "6" restriction on the front of the driver's DL-45.

(4) Vehicle Information.

(a) Inspection Approval Certificate. The CHP 292, Inspection Approval Certificate, should be displayed in the driver's compartment. Record the name and ID number of the inspecting officer, the last inspection date, the CHP Area number, and the rated passenger capacity indicated on the CHP 292.

(b) Truck/Bus Collision Supplemental Report. If the collision meets the criteria requiring documentation on a CHP 555D, collect the additional information required on the form. At a minimum, will include:

1 Gross Vehicle Weight Rating, "GVWR".

2 Motor Carrier Information. The carrier name, address and phone number.

(5) Passenger Information.

(a) Obtain a comprehensive list of all students onboard the school bus at the time of the collision. The list should include each student's name, date of birth, address, and phone number.

(b) A list may be provided by the school bus driver or the school administration office and attached to the report.

(c) Identify the location of each student and note the corresponding list number in the appropriate box on the diagram provided. Cross out the rows that do not apply.

(6) Prepared by. Clearly print the name and ID number of the person preparing the document.

(7) Reviewed by. Print the reviewer's name and the date reviewed in the appropriate spaces.

(8) Reviewed by (check one)/ID Number. Indicate whether the collision was reviewed by a School Bus Officer/Coordinator "SBOC" or a School Pupil Transportation Safety Coordinator "SPTSC" by marking the appropriate box. An SBOC shall review all school bus collision investigations per HPM 82.4, School Pupil and Farm Labor Transportation Safety. Clearly print the name and ID number of the reviewing officer/coordinator.

d. Collisions Involving the Student and/or Driver Only. The collision should be documented as described above with the following modifications:

(1) A collision involving a vehicle and a pupil and/or school bus driver approaching or leaving the school bus when the flashing red signal lamps are operating will be documented as follows:

(a) The pupil and/or school bus driver will be documented as a pedestrian(s) if struck, and a witness(es), if not struck.

(b) The school bus will be listed as an involved parked vehicle, even if it was not struck.

(c) The other vehicle and driver will be listed in the normal manner.

(2) A pupil injured as a result of acceleration, deceleration, or other movement of the bus will be documented as follows:

(a) The pupil will be reported as an injured passenger.

(b) The school bus driver/school bus is considered a "Party" in the collision.

3. VEHICLE vs. PEDESTRIAN COLLISION. A vehicle vs. pedestrian collision involves a motor vehicle in-transport or bicycle and a pedestrian as defined in Chapter 2. The collision investigation should be completed as outlined in previous chapters with the following as additional information specific to a vehicle vs. pedestrian collision.

a. Traffic Collision Report. The CHP 555 should be documented as follows:

(1) Page 1.

(a) Party type should be marked "Pedestrian."

1 A pedestrian may be a “Non-Contact Involved Party” if the pedestrian commits a traffic or other violation that directly or indirectly causes, or directly contributes to, another party to become involved in a collision.

(b) Do not record the party’s Driver License number on page 1. For identification purposes an ID card or driver license number may be recorded in the “Miscellaneous” box or in the narrative.

(c) Leave the “Air Bag”, “Safety Equipment”, and “Insurance Carrier” boxes blank.

(d) Enter “60” in the “Vehicle Type” box. If the collision involves a pedestrian only, no other information should be entered in that section. If the collision involves a pedestrian operating a personal conveyance (e.g., skateboard, motorized wheelchair, Segway), enter the applicable vehicle information.

(2) Page 2.

(a) “Type of Collision” field should be coded as “G” Vehicle/Pedestrian.

(b) “Motor Vehicle Involved With” field should be coded as “B” Pedestrian.

(c) Mark the box that best describes the pedestrian’s movement just prior to the collision in the “Pedestrian’s Actions” field. If there is more than one pedestrian involved, mark only the actions of the first pedestrian injured or otherwise involved.

(d) No entry is made in the “Movement Preceding Collision” field for the pedestrian.

(e) Mark the appropriate box in the pedestrian’s party column as it relates to the pedestrian’s sobriety/drug/physical impairment status.

(3) Page 3. Enter the appropriate information as described in Chapter 5, Instructions for Completing the CHP 555, Page 3, Injured/Witness/Passengers Leave the seat position, air bag/safety equipment, and ejected boxes blank.

b. Primary Collision Factor. When determining fault, the investigating officer will need to examine the totality of the circumstances. Factors to consider include, but are not limited to:

(1) Roadway environment, lighting, and weather conditions.

(2) The reflective capabilities of the clothing worn by, or items associated with, the pedestrian.

(3) Condition of the vehicle involved (headlight position, braking capabilities, etc.).

(4) Timeframe of the collision (how long was the pedestrian in the roadway).

(5) Position of pedestrian (e.g., lying on the road, kneeling, standing).

(6) The number of vehicles (if any) that were able to see and avoid the pedestrian.

(7) A certified collision Traffic Accident Reconstruction Specialist may be needed to examine the scene or conduct a time-position analysis.

(8) Driver. When the motorist is found at fault, the pedestrian should not be listed as an associated factor. Penal Code (PC) Section 647(f) should not be used as a primary or associated collision factor.

(a) The following CVC sections apply when considering only the vehicle's involvement with the pedestrian:

1 Section 21950(a) requires a driver to yield to any pedestrian crossing the roadway within any marked crosswalk or unmarked crosswalk at an intersection.

2 Section 21951 applies to a driver overtaking another vehicle stopped at a crosswalk for a pedestrian.

3 Section 21952 requires a driver to yield to pedestrians upon a sidewalk.

4 Section 22350 is generally the most applicable Primary Collision Factor (PCF) for a vehicle vs. pedestrian collision occurring on a roadway, outside of a crosswalk.

5 Although Section 21950(c) is punitive, it should not be used as a PCF violation. Additionally, Section 21954(b) is non-punitive.

(9) Pedestrian. The circumstances of how the person came to their position in the roadway must be established. If a pedestrian negligently stepped onto a roadway into the path of a motor vehicle, was walking within the center of a traffic lane without due care, willfully ran into the path of a motor vehicle, or

willfully stood, sat, or laid in the roadway, he/she should be found at fault when evidence exists to support these violations. If evidence supports that the pedestrian was willfully or negligently within the roadway, then one of the following CVC sections may apply:

(a) Section 21950(b) requires a pedestrian to yield to any vehicle approaching so close as to constitute an immediate hazard before entering any marked crosswalk or unmarked crosswalk at an intersection.

(b) Section 21954(a) requires a pedestrian yield to any vehicle approaching so close as to constitute an immediate hazard. In 1961, Section 21954 was amended to substitute the word "upon" for the word "crossing" to eliminate confusion whether one standing in a roadway was "crossing" within the meaning of 21954(a) (Meyers v. King, 272 Cal.App.2d 571).

NOTE: This section would not apply to a pedestrian that walked into a traffic lane and then stopped, sat, or laid upon the roadway, and at the time was not an immediate hazard to vehicles upon the roadway.

(c) Section 21956 states that a pedestrian may walk upon a roadway if, and only if, the pedestrian walks along his or her left-hand edge of the roadway. In 1968, Fry v. Young (267 Cal.App.2d 340), ruled that the "*plaintiff was clearly a pedestrian, and the prohibition of Vehicle Code Section 21956 against walking upon the roadway except close to his left-hand edge necessarily barred his standing there as well. To do otherwise would be to permit standing pedestrians to create safety hazards in the same place where walking persons cannot lawfully do so.*" A person that walked onto a roadway and stood on it to talk to the driver of a parked vehicle is a violation of Section 21956.

NOTE: The courts have ruled that exceptions exist for those persons whose duties require them to work upon the roadway. Additionally, a person may walk on the right-hand side of a highway if he or she is outside the limits of the roadway and a person walking near the left-hand edge of the roadway is not required to be completely off the roadway.

(d) Other CVC Sections such as 21461.5, 21955, 21957, 21960(a), and 21966, are punitive, yet they should not be used as PCF violations.

NOTE: If the pedestrian's negligence contributed to the collision, yet no identifiable CVC violation exists, the investigation may include a request for the District Attorney's review, or a complaint to be filed, for applicable PC violations.

(10) As a general rule the pedestrian has the right of way in marked crosswalks, at intersections, and on the side of the road. Drivers generally have the right of way elsewhere. The following cases support this guideline:

(a) Hine v. Carmichael, 205 Cal.App.2d 663: "…*She was crossing in the middle of the block. It was plaintiff's duty to yield the right of way to passing vehicles under the provisions of Section 21954. She had no right to assume that drivers of vehicles would slow down in order to give way to her. Plaintiff was under the positive duty under the provisions of the statute to yield the right of way to all vehicles upon the roadway*."

(b) People v. Walker, 266 Cal.App.2d 562: "…*even if the victim was not in an unmarked crosswalk, defendant had a duty to exercise due care for the pedestrian's safety, by virtue of Vehicle Code Section 21954, subdivision (b)*."

(11) When it is determined the pedestrian is not at fault, and a "reasonable" driver under the same circumstances would not have been able to avoid such a collision, the PCF should be "C - OTHER THAN DRIVER" and thoroughly described in the investigation narrative.

NOTE: Case law referenced in this section was current at the time of publication. If your collision involves one of the scenarios stated above, the case should be checked for any changes in the findings.

4. VEHICLE vs. TRAIN COLLISION. A train is not a motor vehicle by definition for the purposes of collision reporting. Therefore, a train vs. vehicle collision is only reported if the collision involves a motor vehicle in-transport. Record the appropriate information on the involved vehicle in the normal manner on the CHP 555, Page 1. A train vs. pedestrian collision is not documented on a CHP 555.

NOTE: A collision involving a train that derails and subsequently becomes involved with a motor vehicle in-transport is a railway incident, not a traffic collision.

a. Responsibilities. Safe rail operations are governed, monitored, and influenced by several federal and state agencies and organizations to include the Federal Railroad Administration, National Traffic Safety Board, National Highway Traffic Safety Administration, National Committee on Uniforms Traffic Laws and Ordinances, PUC, Operation Lifesaver Inc., and state and local jurisdictions.

(1) Identify the entity responsible for the erecting and maintenance of the railroad crossing device(s). The PUC and/or local authorities may be responsible.

(2) Recognize the responsibilities between the government and private sector for maintenance adjacent to the railroad right-of-way.

b. Train Crew.

(1) Conductor. The conductor is the person in charge of the crew and is responsible for the paperwork of the train. Both the engine crew (engineer/firefighter) and the train crew (brakeperson/switchperson) report to him/her. The conductor is responsible for the rules observance of all members of his/her crew.

(a) Obtain the conductor's name, address, and phone number(s). Record the conductor as a witness on the CHP 555, Page 3.

(b) Obtain additional train crew member's names from the conductor.

(2) Locomotive Engineer. The engineer is responsible for safely operating the train over the railway. He/she is second in command of the train and is responsible for handling the train.

(a) Record the engineer's information in the "Party" section of the CHP 555, Page 1. The engineer is not required to posses a motor vehicle driver license, consequently, do not enter the engineer's Driver License number. Record the engineer's operator license/permit number in the "Miscellaneous" box on the CHP 555, Page 2, or in the investigation narrative. Record the engineer party type as "Other."

(3) Brakeperson. The brakeperson (on the train) or switchperson (in the yard) couple and uncouple cars, throw switches and pass signals.

NOTE: The train crew falls under the Federal Hours of Service Act which limits the number of uninterrupted hours train service employees can work and their rest periods. Generally, a train service employee can work a maximum of 12 hours after an 8-hour off-duty period.

c. Train. Obtain the following information:

(1) Locomotive(s) company name, address, contact person, and phone numbers.

(2) Railway company employing the crew.

(3) Lead engine identification number.

(4) Train identification number.

(5) Locomotive year, make, model, color, and number.

(6) Number and type (e.g., freight, passenger) of locomotive(s) and railcar(s).

(7) Note the location and extent of damage (if any) to the train.

(8) Record the vehicle type code as “95 – misc. non-motor vehicle.”

(9) Train inspection.

(a) Inspect train for damage and locate the railcar struck by the vehicle.

(b) Test the lights, horn, and bell (required by federal regulation).

(c) Check headlamps and ditch lights. Federal regulations require these lights be working on any moving train.

(d) Check sanders.

(e) The Event Recorder may provide information to include the speed of the train at the time of the collision. The information collected by the event recorder may be obtained from the Railroad Claims Department. The information is not available at the scene and may not be available on all trains.

d. Coding. Record the appropriate information as outlined in previous chapters. Additionally, record the following:

(1) “Type of Collision” field should be recorded as “H – Other: Train.”

(2) “Motor Vehicle Involved With” field should be recorded as “F – Train.”

(3) “Movement Preceding Collision” should be recorded as “R – Other: On fixed rails.”

e. Scene Documentation. Include the following information:

(1) Railroad crossing surface.

(2) Line of sight obstructions (e.g., billboards, vegetation).

(3) Type of railroad warning device(s) used at the crossing.

(a) Light/Gate Bell Combination.

(b) Light/Bell Combination.

(c) Wig-wag type.

(d) Flagperson.

(e) Crossbucks only.

(4) Advance warning signs present and distance from crossing.

(5) Stop signs or traffic signal lights.

(6) Department of Transportation “DOT” number affixed to the traffic control device or pole.

(7) Railway company owning the track.

(8) Number of railcar on the crossing.

(9) Distance from lead engine to the Area of Impact.

(10) Track speed limit.

(11) Crossing inspection.

(a) Date last inspected.

(b) Name of person inspecting.

(c) Any defects noted.

f. Interviews. The following are questions that may be helpful to the investigation.

(1) Train crew.

(a) What is your estimation of the train’s speed?

(b) What did you see upon approach to the crossing?

(c) Was the grade crossing warning device(s) working properly?

(d) Did you see the motor vehicle approaching?

(e) Could you see the occupant(s) and if so, what were they doing?

(f) Did you see the driver take any evasive action?

(g) Where was the train located (how far from the collision) when the horn was sounded?

(h) Where was the train located (how far from the collision) did the engineer put the train into an emergency braking application?

(i) Was the bell ringing?

(j) Was the headlight on bright at the time of the collision (ditch lights)?

(k) Where on the train were you at the time of the collision?

(l) Where were you seated?

(m) Did you see any additional witnesses that may have left the scene?

(2) Driver.

(a) What were you doing prior to the collision?

(b) Where was the train when you first saw it?

(c) Where were you when you took evasive action?

(d) Did you see the train headlight and/or hear the train horn?

(e) Did you see an advance warning sign(s) on the approach to the crossing?

(f) Where were you when you observed the sign?

(g) Was the grade crossing warning device(s) working properly?

(h) Were you listening to the radio?

(i) Were there any distractions in the vehicle?

(j) Were there any distractions outside the vehicle?

(3) Witnesses.

(a) Where was the witness located in relation to the collision scene?

(b) What were they doing at the time of the collision?

(c) What did they see and hear?

(d) Determine when, where, and how long the locomotive horn sounded.

(e) Was the grade crossing warning device(s) working at the time of the collision?

(f) Was the headlight on the train illuminated?

(g) What were the motor vehicle occupants doing?

(h) Did they hear any noises before the collision?

(i) Have the witness(es) describe the sounds they heard and where the sounds originated.

g. Additional Information.

(1) Determine the direction of travel for both vehicles (use compass direction).

(2) Train origin and destination.

(3) The driver of the motor vehicle is typically responsible at grade crossings. As a rule, the train has the right of way. (United States Supreme Court decision Pokora v. Wabash Railway Co.)

5. VEHICLE vs. AIRPLANE. The Federal Aviation Administration will conduct an investigation. It is also required that an investigation be conducted by the responsible law enforcement agency as a result of the involvement of a motor vehicle in-transport. The involved motor vehicle is coded in the usual manner. The airplane and pilot are coded as party type "Other." Enter the appropriate party and vehicle information; however, do not enter the pilot's Driver License number on the CHP 555, Page 1. The vehicle type code should be 96 - misc. motor vehicle. The CHP 555, Page 2, should be coded as usual with the following:

a. "Type of Collision" – "H - Other: Airplane."

b. "Motor Vehicle Involved With" – "C - Other Motor Vehicle."

6. VEHICLE vs. CONSTRUCTION, SNOW REMOVAL, TOW, or OTHER EQUIPMENT. This includes construction equipment, vehicles outfitted with snow removal equipment, tow trucks designed primarily for the purpose of towing another vehicle(s) (excludes a motor vehicle simply towing another vehicle by means of a tow bar, tow straps, or ropes), and implements of husbandry which are only incidentally operated or moved over a highway.

a. The vehicles described above while traveling from one location to another and not actively engaged in the performance of its duties, is considered in-transport and should be documented as a collision in the usual manner.

b. Actively engaged in the performance of its duties applies when the vehicle is no longer used primarily for the purpose of moving persons or property (to include itself) on a highway, therefore, it is no longer considered in-transport.

NOTE: A collision event or incident involving the vehicles described above while they are <u>not</u> in-transport and <u>not</u> involved with a motor vehicle in-transport, should be documented as an incident and not a traffic or non-traffic collision. To facilitate the recording of information, documentation may be made on a CHP 555; however, the document should not be sent to the Statewide Integrated Traffic Records System.

(1) A vehicle outfitted with snow removal equipment while traveling to or from the area where snow removal is to be completed is in-transport. When the vehicle is in the actual act of removing snow (i.e., the blade is down) the vehicle is no longer in-transport.

(2) A tow truck while responding to, moving within, or parked at a collision scene is in-transport. When the tow truck is in the actual act of loading and securing a vehicle (e.g., the operator is lowering/raising the flat bed, pulling or lifting the vehicle with a chain or cable, securing the vehicle with straps or chains) the tow truck is no longer in-transport.

(3) A farm tractor while moving from one part of a farm to another or moving upon a highway from one farm to another farm is in-transport. When the tractor is actively engaged in farming operations (e.g., workers are loading produce onto a trailer attached to the tractor), the vehicle is no longer in-transport.

(4) A Caltrans paint striping truck while stopped in the roadway or traveling to and from its work area is in-transport. When the vehicle is in the actual act of striping the roadway, it is no longer in-transport.

c. If actively engaged in the performance of its duties, and involved with a motor vehicle in-transport, the involved motor vehicle is coded in the usual manner. The operator and equipment will be coded as follows:

(1) The party type is “Other.”

(2) Enter the appropriate party and vehicle information for the equipment; however, do not enter the operator's Driver License number on the CHP 555, Page 1. The CHP 555, Page 2, should be coded as usual with the following exceptions:

(3) If the equipment operator is found to be at fault, mark the PCF field "B – Other Improper Driving:" and describe the improper movement.

(4) Mark the "Type of Collision" field as "E – Hit Object."

(5) Mark the "Motor Vehicle Involved With" field "I – Fixed Object" if the equipment was stationary or "J – Other Object" if the equipment was moving.

7. VEHICLE vs. OTHER OBJECTS. This section concerns traffic collisions involving a vehicle and various objects. The collision investigation should be completed as outlined in previous chapters with the following as additional information specific to a vehicle vs. object type collisions.

a. Vehicle vs. Load. A vehicle strikes an object that was originally part of a load transported by another vehicle.

(1) If the object was still moving or dropped directly in the path of another vehicle not allowing the driver to avoid the object the following applies:

(a) The object is considered part of the vehicle that dropped the object (a load); consequently, the driver and vehicle are an involved party.

(b) The "Type of Collision" field on the CHP 555, Page 2, should be coded as "H – Other: Load."

(c) The "Motor Vehicle Involved With" field on the CHP 555, Page 2, should be coded as "C – Other Motor Vehicle."

(2) If the object had come to rest and is subsequently struck by a passing vehicle, the following applies:

(a) The object is no longer considered part of the vehicle that dropped the object. The vehicle is not listed as an involved party on page 1; however, if the driver and vehicle are still on scene, the information should be listed in the narrative.

(b) The "Type of Collision" field on the CHP 555, Page 2, should be coded as "E – Hit Object."

(c) The “Motor Vehicle Involved With” field on the CHP 555, Page 2, should be coded as “J – Other Object:” with a description.

b. Vehicle vs. Debris. A collision occurs when an object is set in motion by one vehicle and struck by another. This is an unintended event which caused damage, involving a vehicle in-transport; therefore, is documented as a collision.

(1) If the event is substantiated by the party that set the object in motion (involved party), an independent witness, or physical evidence, the involved party is documented on the CHP 555, Page 1.

(a) The “Type of Collision” field on the CHP 555, Page 2, should be coded “H – Other:” with a description.

(b) The “Motor Vehicle Involved With” field on the CHP 555, Page 2, should be coded “C – Other Motor Vehicle.”

(2) If the event is not substantiated, the collision should be coded as a standard “hit object” type collision. In the “Other Associated Factor(s)” field on the CHP 555, Page 2, the “L – Uninvolved Vehicle” box should be marked in the column designated for the party striking the object. Any information pertaining to the uninvolved vehicle should be mentioned in the narrative.

c. Vehicle vs. Displaced Part/Wheel. A vehicle experiences the loss of a part (e.g., wheel, drive shaft) and the loss results in a collision.

(1) The “Type of Collision” field on the CHP 555, Page 2, should be coded “H – Other:” with a description.

(2) If nothing else is struck, the “Motor Vehicle Involved With” field on the CHP 555, Page 2, should be coded “A – Non-Collision.”

(3) If the mechanical failure was plausibly unknown or unforeseeable through normal and reasonable maintenance, then the PCF field should be coded “C – Other than Driver.” The “Other Associated Factor(s)” field will be coded “K – Defective Vehicle Equipment” and enter the applicable CVC Section.

(4) If statements and/or other evidence are obtained to show that the mechanical defect was known, or should have been known, prior to the collision, the PCF field should be coded “A – 24002(a).”

8. HAZARDOUS MATERIAL COLLISION. A collision involving a “Hazardous Material Incident,” as defined in HPM 84.2, Hazardous Material Transportation and Incident Management, must be documented as such in the traffic collision investigation/report.

A brief description of a “Hazardous Material Incident” is outlined in Chapter 2. However, when the collision involved a hazardous material, or there is a question as to whether or not the collision involved a hazardous material, HPM 84.2 and related publications should be reviewed to ensure all policies and procedures are followed, notifications have been made, and proper documentation is completed.

a. Traffic Collision Report. Complete the CHP 555 pages one through three as outlined in the previous chapters. Additionally, note the following:

(1) Page 1.

(a) Record “Hazardous Material” in the “Special Conditions” box as outlined in Chapter 3.

(b) Indicate the vehicle type code specific to the involved vehicle under the “Hazardous Waste or Hazardous Waste/Material Combination” type codes. The vehicle type codes are listed in Chapter 3.

(c) Record the Carrier ID Number.

(2) Page 2. Mark the “Hazardous Material” box under the appropriate party number column, in the “Special Information” field.

(3) Page 3. List known or suspected hazardous material exposure(s) and/or contamination(s) injuries to involved and uninvolved persons. Record the method of exposure (e.g., inhalation, skin contact).

(a) Do not include these injuries in the number injured count on Page 1 and do not complete “Extent of Injury” in this section if the injuries were sustained after the collision as a result of the hazardous material release.

(4) Narrative/Supplemental. Provide the following information in the “Hazardous Material” section of the collision narrative:

(a) The shipping or container name of the hazardous material.

(b) The carrier/shipper ID.

(c) The type of container/packaging (e.g., cylinders, metal or fiber drums).

(d) The presence or absence of placards, labels, and/or shipping papers.

(e) The name and address of the cleanup contractor, the method of cleanup, and the disposition of the waste material.

b. In nearly all cases, the collision will fall under the qualifying information outlined in Chapter 8, Instructions for Completing the CHP 555D; therefore, a CHP 555D shall be completed.

9. MEDICAL EMERGENCY CAUSED COLLISION. A collision where the driver suffers a significant medical emergency (e.g., heart attack, stroke, diabetic emergency) and consequently becomes involved in a collision is documented as a traffic collision if the vehicle is originally or becomes in-transport and a damage or injury-causing event occurs. The following are possible circumstances and the documentation required:

a. The driver of a motor vehicle in-transport suffers a fatal heart attack (verified by a doctor or the coroner) and subsequently becomes involved in a traffic collision involving property damage only.

(1) The driver died as a result of the heart attack and not the collision; therefore, the collision will be documented as a non-injury traffic collision. The PCF should be coded “other than driver” with a detailed explanation provided in the report narrative.

b. The driver of a motor vehicle in-transport suffers a non-fatal diabetic emergency (verified by a doctor or coroner) and subsequently becomes involved in a traffic collision involving a fatality (either himself/herself or another person).

(1) The collision will be documented as a fatal traffic collision. The PCF may be attributed to the driver if there is sufficient evidence to prove the driver was negligent. If not, the PCF may be coded as “other than driver.” In either case, the cause must be supported in the investigation narrative.

c. The driver of a motor vehicle in-transport suffers a fatal heart attack (verified by a doctor or coroner) and the vehicle leaves the roadway. The vehicle continues through a field and comes to rest in a ditch.

(1) If there is no property or vehicle damage, the event is not documented as a collision.

d. The driver of a motor vehicle on private property suffers a stroke and subsequently becomes involved in a collision with a tree. The driver is found deceased at the scene. There are no other occupants.

(1) If the death is attributed to the stroke (verified by the coroner), the event is not documented as a collision.

(2) If the death is attributed to the collision, it will be documented as a motor vehicle non-traffic collision.

10. PASSENGER FALLS OR JUMPS FROM A VEHICLE. A collision involving the passenger of a motor vehicle in-transport who falls or jumps from the vehicle.

a. An investigation and determination must be made of the driver's culpability in the collision. If the driver is not responsible, the PCF should be coded "C – Other than Driver."

b. The "Type of Collision" field on the CHP 555, Page 2, should be coded "H – Other" and include a description.

c. The "Motor Vehicle Involved With" field on the CHP 555, Page 2, should be coded "A – Non-Collision".

d. A detailed summary of the event must be provided in the collision narrative.

11. SECTION 21658(A) CVC vs. SECTION 22107 CVC.

a. Section 21658(a) CVC is applicable under the following conditions:

(1) A driver makes, or is in the process of making, an unsafe lane change and becomes involved in a collision.

(2) A driver makes, or is in the process of making, an unsafe lane change, causes another vehicle to take evasive action to avoid a collision, and that vehicle is subsequently involved in a collision.

(3) A driver begins to make a lane change, realizes it is not safe, loses control while quickly moving back into the original lane, and becomes involved in a collision.

(4) The "Movement Preceding Collision" section should be marked "J - Changing Lanes" in the appropriate party column.

b. Section 22107 CVC is applicable under the following conditions:

(1) A driver allows their vehicle to drift left or right out of its lane and becomes involved in a collision.

(2) A driver fails to negotiate a curve in the roadway and becomes involved in a collision.

(3) A driver swerves to avoid a stationary object and becomes involved in a collision.

(4) For examples (1) and (2) the “Movement Preceding Collision” field on the CHP 555, Page 2, should be marked “M - Other Unsafe Turning” in the appropriate party column, if the collision occurs other than on a freeway. If the collision occurs on a freeway, mark “R – Other” in the appropriate party column, and write in “unsafe turn.” For example (3) the “Movement Preceding Collision” field on the CHP 555, Page 2, should be marked “B – Proceeding straight” or with the movement of the vehicle prior to the evasive maneuver. Document the party’s movement in the narrative.

12. STAGED COLLISION.

a. Types of Staged Traffic Collisions.

(1) The Swoop and Squat Technique. Two suspect vehicles target one victim vehicle. The first suspect vehicle makes a safe lane change in front of the victim vehicle. The second suspect vehicle makes a quick lane change in front of the first suspect vehicle (the swoop), then aggressively applies the brakes (the squat). The first suspect vehicle is forced to stop suddenly and the unsuspecting victim collides with the rear end of the first suspect vehicle.

(2) The Sudden Stop Technique. The suspect vehicle pulls in front of the victim vehicle prior to a red traffic signal or stop sign. The suspect vehicle pulls forward into the intersection. When the victim vehicle starts moving forward, as in normal traffic situations, the suspect vehicle suddenly stops causing the victim vehicle to rear end the suspect vehicle.

(3) Collisions Involving the Victim Vehicle Backing.

(a) Driveway. The suspect vehicle waits for the victim vehicle to begin backing out of a driveway. The suspect vehicle then drives into the path of the victim vehicle causing a collision.

(b) Parking lot. Similar to the driveway technique but instead of a driveway the victim vehicle will be backing out of a parking stall.

(4) Pedestrian. The suspect pedestrian will wait for the victim vehicle to pass at a crosswalk or back out of a driveway. When the victim vehicle passes, the suspect walks into the side of the vehicle and claims to be struck.

(5) Right-of-Way Collisions. The suspect driver yields the right of way to victim driver. The victim driver proceeds forward and the suspect drives into the victim vehicle causing a collision.

(6) Phantom Vehicle. The vehicle the suspect claims caused the damage does not exist. All damage was caused by the suspect driving into a fixed object or by some other means of intentionally creating damage to the suspect vehicle.

(7) Fabricated or Paper Collisions.

(a) This is a collision which has not actually occurred. This type of collision is normally documented as a counter report or a late reported collision.

(b) Vehicles with pre-existing damage may be used or a vehicle may be intentionally damaged.

(8) Stuff-in Passengers. In this situation an individual claims to be a passenger after the collision has occurred. Municipal bus lines are a frequent target of this type of insurance fraud.

b. Fraud Recognition and Indicators.

(1) Staged Collisions.

(a) A victim or witness claims the collision appeared to be an intentional act.

(b) The suspect vehicle is an older model with prior damage.

(c) There are numerous passengers in the suspect vehicle.

(d) Passengers in the suspect vehicle either seem to not know each other or where they were going, or make conflicting statements to the same.

(e) Suspicious actions of drivers and passengers prior to collision.

1 Watching the victim vehicle.

2 Boxing the victim vehicle in traffic.

3 Communications between swoop vehicle and squat vehicle such as hand signals, cell phones, handheld radios, etc.

(f) Non-visible injuries are claimed (e.g., sore neck, sore back).

(g) The driver and passenger(s) do not have satisfactory identification.

(h) The vehicle is insured for an excessive amount compared to the value of the vehicle.

(i) An injury is claimed when there is no, or very little, damage to either vehicle. The suspect begins to “play up” the injury when the police arrive.

(j) Late reported injury.

(k) The suspect driver is over-concerned with victim’s insurance coverage.

(l) Rental vehicle.

(m) The suspect is hesitant to file a police report.

(2) Fabricated Collision or Paper Collision.

(a) There is major damage to the vehicle with no injuries claimed by passengers.

(b) There is a lack of physical evidence (e.g., skid marks, broken glass) or damage to one vehicle which is inconsistent with the damage on the other vehicle.

(c) The vehicle damage is not consistent with driver or passenger statements.

(d) One of the vehicles is inoperable.

(e) The driver readily admits liability for the collision.

(f) Damaged vehicles were taken to the same repair shop.

(g) Both parties have the same doctor and attorney and are claiming soft tissue injuries.

(h) Both parties have unsatisfactory identification.

(i) Vehicles are not available for inspection.

(j) There is no description of the “phantom vehicle.”

(k) There are numerous passengers involved.

c. Preliminary Investigation.

(1) On Scene.

(a) Photograph damage and evidence.

(b) Obtain statements from all involved parties separately. Statements should be written by the suspect or recorded. Be sure to ask clarifying questions.

(c) Ask questions regarding injuries. Photograph injuries if possible.

(d) Identify each occupant and verify identification. Obtain statements from all passengers in the vehicle or any witnesses who claim to have seen the collision. Be sure to separate passengers and witnesses before interviewing and ask clarifying questions.

(e) Information to obtain from the passengers:

1 Seated position in vehicle. To determine the mechanism of injury, consistency of statements, and properly identify the driver.

2 Whether or not the passengers know one another, or are just mutual acquaintances of the "capper."

3 Where are they going to or coming from. Check for inconsistent statements.

4 Note any discrepancies in statements from the passengers.

(2) Late Reported Collisions.

(a) Inspect all vehicles for recent damage. Identify any damage which appears to be "old."

(b) Photograph the vehicle, the driver, and all damage, including any damage which appears to be from a previous collision.

(c) Obtain written statements and ask clarifying questions.

(d) Verify the driver's identification, registration, and the vehicle identification number.

d. Key Personnel in a Staged Collision Scheme.

(1) The Doctor.

(a) The doctor provides medical care to the injured passengers in the suspect vehicle.

(b) Injuries are normally soft tissues which are hard to refute.

(c) Injuries normally take several visits with the doctor before fully treated.

(d) Medical bills are the greatest source of income, therefore, the greatest motivation for staged collisions.

(2) The “Capper” or “Administrator."

(a) The capper recruits key players, drivers, and passengers for the staged collision.

(b) The capper may be affiliated with a body repair shop to inflate claims against the insurance company.

(3) The Law Firm. File claims with the insurance company for claim settlements.

e. Collision Report.

(1) When there are indications a traffic collision has been staged, enter “550” in the “Special Conditions” box on page 1 of the CHP 555 and forward a copy of the report to the California Department of Insurance at the address listed below.

(2) The Department of insurance will process the case and forward it to their closest regional office for investigation.

f. Resources.

(1) California Highway Patrol
Enforcement Services Division
Field Support Section
601 N Seventh Street
Sacramento, CA 95811
(916) 843-3470

(2) California Department of Insurance – www.insurance.ca.gov
Fraud Division – Intake Unit
9342 Tech Center Drive, Suite 100
Sacramento, CA 95826
(916) 854-5760

(3) National Insurance Crime Bureau "NICB"
2001 E. Financial Way, Suite 100
Glendora, CA 91741
(626) 963-6058

(4) For additional resources, refer to Annex B, California Department of Insurance Regional Offices.

g. Applicable Code Violations.

(1) Insurance Fraud – Section 550 PC and California Insurance Code (CIC), Section 1871.4.

(2) Capping – Business and Professions Code, Section 650 and CIC, Section 750.

(3) Conspiracy – Section 182 PC and Title 18, United States Code, Section 371.

(4) Mail Fraud – Title 18, United States Code, Section 1341.

ANNEX A

SAMPLE CHP 555E, SCHOOL BUS COLLISION SUPPLEMENTAL REPORT

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

SCHOOL BUS COLLISION SUPPLEMENTAL REPORT
CHP 555E (Rev. 2-09) OPI 062

PARTY NUMBER: 2

DATE OF COLLISION *(MONTH, DAY, YEAR)*	TIME *(2400)*	NCIC NUMBER	OFFICER ID NUMBER	NUMBER
09/23/2009	0800	9252	13460	2009 09 9876

DRIVER INFORMATION

CALIFORNIA SPECIAL DRIVERS CERTIFICATE (DL-45)	IF YES SPECIAL CERTIFICATE NUMBER	EXPIRATION DATE	CHP AREA NUMBER
☐ No ☒ Yes	SC 987654	05/23/2010	252

IF APPLICABLE TYPE: ☒ School Bus ☐ SPAB ☐ Youth Bus ☐ GPPV ☐ Farm Labor ☐ Tour

RESTRICTIONS *(CHECK ALL THAT APPLY)*: ☒ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ A ☐ B

MEDICAL CERTIFICATE (DL-51A) *(VALID FOR 2 YEARS FROM DATE OF EXAM)*	IF YES EXAM DATE	EXPIRATION DATE
☐ No ☒ Yes	07/23/2008	07/23/2010

FIRST AID CERTIFICATE *(VALID FOR 3 YEARS FROM ISSUE DATE - ONLY REQUIRED FOR DRIVERS WITH A 6 RESTRICTION ON THEIR SPECIAL DRIVERS CERTIFICATE)*	IF YES ISSUE DATE	EXPIRATION DATE
☐ No ☒ Yes	07/18/2008	7/18/2011

VEHICLE INFORMATION

INSPECTION APPROVAL CERTIFICATE (CHP 292) INSPECTED BY *(NAME AND ID NUMBER)*	LAST INSPECTION DATE	CHP AREA NUMBER	RATED PASSENGER CAPACITY
M. BRYANT A98765	01/28/2008	252	41

PASSENGER INFORMATION

NUMBER OF PASSENGERS ONBOARD: 6

Place the number assigned to the passenger in the corresponding seating position on the chart below.

Place an "X" on the row(s) that do not apply.

	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1 — Row
A	X	X	X	X	X							6		1	
B	X	X	X	X	X									2	
C	X	X	X	X	X										
D	X	X	X	X	X										
E	X	X	X	X	X									3	
F	X	X	X	X	X								5	4	

PREPARED BY	REVIEWED BY	DATE
C. BROSTROM, ID 13460	H. SCRIBNER, ID 15254	09/25/2009

REVIEWED BY *(CHECK ONE)* ☒ SBOC ☐ SPTSC

S. STEVENSON — I.D. NUMBER: 9123

Chp555E_0209.pdf

ANNEX B

CALIFORNIA DEPARTMENT OF INSURANCE REGIONAL OFFICES

Benicia Regional Office
1100 Rose Drive, Suite 100
Benicia, CA 94510
(707) 751-2000

Inland Empire Regional Office
9674 Archibald Avenue, Suite 100
Rancho Cucamonga, CA 91730
(909) 919-2200

Sacramento Regional Office
9342 Tech Center Drive, Suite 500
Sacramento, CA 95826
(916) 854-5700

Silicon Valley Regional Office
18425 Technology Drive
Morgan Hill, CA 95037
(408) 201-8800

Valencia Regional Office
27200 Tourney Road, Suite 375
Valencia, CA 91355
(661) 253-7400

Fresno Regional Office
1780 East Bullard Avenue, Suite 101
Fresno, CA 93710
(559) 440-5900

Orange Regional Office
333 South Anita Drive, Suite 450
Orange, CA 92868
(714) 456-1813

San Diego Regional Office
1495 Pacific Highway, Suite 400
San Diego, CA 92101
(619) 699-7100

S. Los Angeles County Regional Office
5999 East Slauson Avenue
Commerce, CA 90040
(323) 278-5000

Attachment - Police Officer Belts and Accessories.pdf

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TORRANCE POLICE DEPARTMENT

POLICE OFFICER BELTS AND ACCESSORIES

PURPOSE

Approved belts and accessories for Police Officers.

POLICE OFFICER SAM BROWNE AND ACCESSORIES

A. TYPE OF LEATHER. All leather items (unless otherwise noted) shall be full grain cowhide saddle skirting and shall have a basket-weave design with a polished finish. The outer sides, edges, and inside surfaces, which are visible when such equipment is being worn, shall be finished black. Edges of all leather equipment shall be hand-burnished to a smooth finish. Each sworn employee is required to maintain the Department-issue Sam Browne in inspection condition to be worn as directed by the Chief of Police.

B. BELT AND ACCESSORIES.

1. SAM BROWNE BELT. The belt shall be a standard black basket-weave design belt that is half lined and is commonly known as a Sam Browne. The standard chrome plated Sam Browne buckle shall be used with this belt.

2. HOLSTER. Only an authorized holster shall be worn with the uniform when carrying a firearm. Authorized holsters are the Safariland models 295, 2955, and 6280. The holster shall be a black basket-weave design. Accessories and modification shall not be made to the holster without prior approval from the Range Master and Uniform Committee.

   a. SWIVEL BELT LOOP AND SHANK. Officers have the option of wearing the “Ted Blocker” swivel belt loop and shank for lower holster positioning. Officers electing to wear the drop holster mechanism are required to maintain their Department-issued Sam Browne in inspection condition to be worn as directed by the Chief of Police.

   b. TASER HOLSTER. Tasers will be carried in the Blade Tech Tek-Lok holster, model 44952 or 44953, to be worn on the Sam Browne belt on the off-side of the firearm. Holster exceptions are subject to the approval of the Research and Training Division Commander. The Safariland SLS tactical holster, model 6005-64-121 or 6005-64-122, is the authorized alternate holster model.

3. BATON HOLDER. The baton holder shall be either:

   a. STRAIGHT STICK BATON HOLDER. The baton holder shall be made of six- or seven-ounce leather. It shall be three-quarter inch wide, five inches long, made up with a chrome plated or black ring, one and one-half inches in diameter, attached at the bottom. The thickness of the ring metal shall be a minimum of 3/16 inch.

   b. SWIVEL BATON HOLDER. The baton holder shall conform to the specifications for the straight stick baton holder, with the following exception: the baton holder shall be of a swivel type to accommodate the PR-24 baton.

   c. EXPANDABLE BATON HOLDER. The baton holder shall be either the Monadnock model #3030; the Peacekeeper model #940-SLP; or the Peacekeeper model #940BN.

4. KEEPERS. Belt slide loops, or "keepers" shall be made of six- or seven-ounce leather in a basket-weave design. They shall be six and three-quarter inches long and three-quarter inch wide. One or two chrome plated snap fasteners are authorized.

5. HANDCUFFS. Department issue, chrome plated steel, non-hinging type.

6. HANDCUFF CASE. Black leather basket-weave design handcuff case, molded to fit Peerless type handcuffs.

7. MAGAZINE CASE. Department-issue magazine case in a black leather basket-weave design. The magazine case shall have a slotted type back to fit on the Sam Browne Belt. The case shall be a double magazine pouch with a flap and chrome plated snaps.

8. OPTIONAL MAGAZINE CASE. A second optional magazine case may be worn. The optional magazine case may be either a signal or double magazine pouch, and must match the design of the Department issued magazine case.

9. PORTABLE RADIO HOLDER. The portable radio holder shall either be the Department issue D-ring swivel or stationary snap retainer and shall not be modified from the original manufacturer's specifications.

10. OC CASE. Department issued OC case.

11. AUDIO RECORDER HOLDER. Department-issue audio recorder holder in black, basket-weave design.

12. OTHER. With their immediate supervisors approval officers may carry other types of accessory type cases designed to carry authorized equipment. The accessory cases must match the existing equipment in style and design.

C. LIGHTWEIGHT BELT AND ACCESSORIES. Officers have the option of wearing the approved lightweight equipment belt and accessories. This optional equipment is at the officer's expense. Each sworn employee is required to maintain the Department-issue Sam Browne in inspection condition to be worn as directed by the Chief of Police.

1. LIGHTWEIGHT HOLSTER. Uniform personnel who wish to wear a lightweight duty belt shall wear either the Safariland model 295 Mid-Ride, model 2955 Low-Ride, or the 6280 or 6285 holsters, in nylon look finish. Officers assigned to the K-9 detail have the option of using either the Safariland 6004LSF or 6004 tactical holster, only while performing their duties as a K-9 officer. This holster is to be used when a tactical light is attached to the duty weapon.

2. PLAIN CLOTHES DUTY HOLSTER. Plain clothes duty holsters shall be approved by the Range Master, and may be the high-rise, clip on, belt loop, or shoulder type and may be either black or brown. Officers have the additional option of carrying the weapon in a purse. Waist packs shall not be used for carrying the weapon on plainclothes duty.

3. OFF DUTY HOLSTERS. Off duty holsters may be either black or brown, and may be either the high-rise, belt loop, or clip-on type. Firearms carried off duty shall be carried in a holster except in cases where a weapon can be concealed completely within a pocket. There must be a reasonable assurance that the weapon will not fall out of that pocket. Off-duty officers have the additional option of carrying the weapon in a purse, backpack, or waist pack, provided that the purse, backpack, or waist pack is specially designed to carry a weapon, or the weapon is contained in a holster within the purse, backpack, or waist pack.

Operation Plan.pdf

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TORRANCE POLICE DEPARTMENT

OPERATION PLAN

Date/Time:

Case #

☐ Supervisor

☐ Division Commander

☐ Bureau Commander

Plan Prepared By:		Date:	

Torrance Police Department

Risk Analysis Checklist

Items 1-5 (Check mark "Yes" to 1 or more of the criteria listed below, SWAT should be contacted.)	**YES**	**NO**	**EXPLAIN**
1. Is the location fortified? (I.e. sally ports, internal fortifications, multiple gates, steel doors, etc.)	☐	☐	
2. Firearms believed to be on premises and the suspect(s) have made threats to use them?	☐	☐	
3. Automatic weapons, explosives, or military ordinance on the premises?	☐	☐	
4. Suspect(s) have history of felonious assault on Peace Officer involving weapons?	☐	☐	
5. Based upon specific articulable facts, is there a likelihood of violent/armed confrontation?	☐	☐	

Items 6-11 (Check mark "Yes" to 2 or more of the criteria listed below, SWAT should be contacted.)	**YES**	**NO**	**EXPLAIN**
6. Sophisticated counter surveillance? (CCTV, intrusion devices, etc.)	☐	☐	
7. Are the suspect(s) 3 strikes candidates involving violence?	☐	☐	
8. Do the suspect(s) have propensity for violence?	☐	☐	
9. Security screens on doors and/or windows?	☐	☐	
10. Have specific threats of violence been made against Peace Officers?	☐	☐	
11. Suspect is a member of a gang, criminal organization or militant group.	☐	☐	

When preparing an operation plan, this checklist shall be incorporated into the plan and used to evaluate the need for assistance from the Special Weapons and Tactics Team. Any number of circumstances may dictate that a Special Weapons and Tactics Team be used. Officers and supervisors are encouraged to contact a Special Weapons and Tactics Team supervisor whenever questions arise concerning the evaluation of the above listed criteria.

Special Weapons and Tactics Team contacted? Yes ☐ No ☐ Date/Time
Mission Accepted? Yes ☐ No ☐
*If not, explain briefly: _____

Prepared by: Date:

Reviewed by: Date:

Division/Detail/Group			
Briefing Date and Time	Operation Date and Time	Staging Area Date and Time	Staging Area Location

High Risk Operation Yes ☐ No ☐

SWAT Risk Analysis Completed Yes ☐ No ☐

Will SWAT conduct/participate in operation? Yes ☐ No ☐

Type of Operation

Vehicle Stop ☐ Controlled Buy ☐

Arrest Warrant ☐ Date Issued: Search Warrant ☐ Date Issued:

Other

Target Location/Assessment _____

Address	Telephone Number

Photo(s):

Check any/all that apply:

Physical Fortifications	☐	Countersurveillance	☐	Animals	☐
Explosives	☐	High Crime Area	☐	Close Proximity to Schools	☐
Children Present	☐	Approach Difficulties	☐	Vehicular Traffic Difficulties	☐
High Level of Foot Traffic	☐	Location Frequented by Public	☐	Chem/Bio Hazards	☐
Firearms Present at Location	☐	Type of Door		Opens *(right or left)*	

Occupants

Case Agent:

LA Clear ☐

Local Police Department:

Operation Objective

Case Background

Suspect Information ____ ***(complete one for each suspect – additional forms are located at the end of this document)***

Suspect's Name	Date of Birth	Race	Sex

Aliases

Description/Characteristics *(Height, Weight, Hair, Eyes, SMT, Other)*

Home Address and Telephone Number	Other Addresses Used
Suspect(s) Known to be Armed Yes ☐ No ☐ Unknown ☐	Photograph Attached Yes ☐ No ☐
	In Custody Yes ☐ No ☐

Criminal History *(Arrests and/or Convictions)*

Felony Arrests ☐ Felony Convictions ☐ History of Violence ☐ CII

Active Warrant ☐

Date Issued:

Describe:

Additional Information/Photo(s):

Mental Illness	☐	Substance Abuse	☐	Specialized Training	☐
Gang Affiliation	☐	Anti-Government	☐	Other	

Suspect Vehicle(s)

Year	Make	Model	Color	License *(State)*	Other

Undercover/Informant Information **Does Not Apply** ☐

Name or CI#	Electronic Equipment	Radio Frequency	Vehicle Description	Description/Clothing

Distress Signals

Trouble/Rip Off *(Audible)*	Trouble/Rip Off *(Visual)*

Additional Information/Photo(s):

Tactical Plan (Synopsis):

Personnel and Assignments

Name	Call Sign	Cell Phone	Vehicle	Assignment	Equipment

Contingency/Abort Plans ***(e.g. UC/CI Rescue, Barricade/Hostage, Fleeing Suspect(s), etc.)***

-Refusal to exit or surrender or hostile action by suspect:
-Surround and call-out procedure / barricaded suspect procedure
-Notify Watch Commander
-Notify Local Agency
-Begin SWAT call-out procedure if criteria are met

-Fleeing suspect:
-Maintain containment, adjust resources as needed.
-Pursuit of fleeing suspect will be determined based on circumstances at the time.

-Officer Down:
-SOP Officer Down Drill / Officer Rescue / Self Rescue
-Proceed to Rally Point (Pre-Determined by Case Agent / Sergeant)
-Request EMS response / transport to nearest trauma hospital

CI/UC Rescue:
-React team will move in to initiate rescue in response to CI/UC distress signal.

Other:

THIS OPERATIONAL PLAN IS A GUIDELINE THAT WILL BE FOLLOWED UNLESS CIRCUMSTANCES AND/OR SUSPECT(S) OR SUBJECT(S) DICTATE THAT THE TEAM ALTER THE PLAN IN A SAFER MANNER. THIS DECISION WILL ME MADE DURING THE OPERATION AND WILL BE BASED ON THE INFORMATION AVAILABLE AT THE TIME.

Telephone Numbers

Operation Supervisor On Scene

Emergency Information

Nearest Hospital/Trauma Center	Address	ER Telephone Number

Other

Operation Plan to W/C and COMM ☐

Deadly Force Policy Attached ☐ Pursuit Policy Attached ☐

Deadly Force Policy	Date Issued:

A. DEADLY FORCE POLICY. Police officers may discharge their firearm only in limited situations, and must decide this action in light of the circumstances confronting them, and within the limitations of their authority. These limitations are:

1. Police officers may use firearms only under certain restricted justifiable circumstances. Penal Code Sections 196 and 197 delineate the California law of justifiable homicide.
2. Warning shots shall not be fired.
3. An officer is entitled to use deadly force when it is necessary to save himself, a citizen, a fellow officer, or a prisoner from death or grave bodily harm. He is not permitted to use deadly force to protect himself from simple assaults that are not likely to produce serious harm.
4. An officer may not use deadly force to effect the arrest or prevent the escape of a person who has committed a misdemeanor offense. This restriction does not interfere with an officer's right to self-defense.
5. An officer shall not shoot at a person who is called upon to halt upon mere suspicion and who simply flees from arrest.
6. The firearm shall not be discharged at a fleeing felon simply to prevent escape, unless the officer has probable cause to believe that the suspect poses a significant threat of death or serious physical injury to the officer or others. If feasible, some verbal warning should be given.
7. The rules pertaining to self-defense are equally applicable to juveniles, as a suspect can never be considered less dangerous merely because he is a youth.
8. Firing at or from moving vehicles shall be avoided except under compelling circumstances and then only as justified under legal limitations.

Pursuit Policy	Date Issued:

A. DEFINED. A pursuit is an event involving one or more police officers in emergency vehicles attempting to apprehend a suspect operating a motor vehicle who is trying to avoid arrest by high speed driving or other evasive tactics, and/or who willfully fails to yield to the officer's signal to stop.

B. ADMINISTRATIVE PHILOSOPHY. The primary purpose of this policy is to assist officers in securing a balance between the protection of the lives and safety of the public and police officers, and a duty to enforce the law and apprehend violators. Since each situation is unique, it is impossible for this policy or any particular standard to anticipate all possible circumstances. Therefore, this policy has been formulated to provide specific guidelines to direct law enforcement activities in this very critical area of police practice. Deciding whether to pursue a motor vehicle is among the most critical decisions made by police officers. It is a decision that must be made quickly and under difficult and unpredictable circumstances. Police officers who conduct pursuits consistent with this policy will be strongly supported by the Department in any subsequent review of such action.

C. POLICY. Vehicular pursuits shall be conducted Code 3 and in such a manner as to optimize the level of safety to the public, police personnel, and to minimize potential damage to property. The apprehension of a fleeing violator shall not be more important than the safety of the pursuing officers or citizens. When engaged in a pursuit, officers and supervisors must continually evaluate whether the seriousness of the offense justifies continuing the pursuit. Officers and supervisors shall weigh the seriousness of the violator's known, or suspected, crimes against the potential for death or injury if the pursuit is continued.

Suspect Information ____ ***(complete one for each suspect – additional forms are located at the end of this document)***

Suspect's Name	Date of Birth	Race	Sex

Aliases

Description/Characteristics *(Height, Weight, Hair, Eyes, SMT, Other)*

Home Address and Telephone Number	Other Addresses Used
Suspect(s) Known to be Armed Yes ☐ No ☐ Unknown ☐	Photograph Attached Yes ☐ No ☐
	In Custody Yes ☐ No ☐

Criminal History *(Arrests and/or Convictions)*

Felony Arrests ☐ Felony Convictions ☐ History of Violence ☐ CII

Active Warrant ☐

Date Issued:

Describe:

Additional Information/Photo(s):

Mental Illness ☐ Substance Abuse ☐ Specialized Training ☐

Gang Affiliation ☐ Anti-Government ☐ Other

Suspect Vehicle(s)

Year	Make	Model	Color	License *(State)*	Other

Undercover/Informant Information **Does Not Apply** ☐

Name or CI#	Electronic Equipment	Radio Frequency	Vehicle Description	Description/Clothing

Distress Signals	
Trouble/Rip Off *(Audible)*	Trouble/Rip Off *(Visual)*

Additional Information/Photo(s):

Target Location/Assessment _____

Address	Telephone Number

Description and GPS Coordinates *(if applicable)*

Photo(s):

Check any/all that apply:

Physical Fortifications	☐	Countersurveillance	☐	Animals	☐
Explosives	☐	High Crime Area	☐	Close Proximity to Schools	☐
Children Present	☐	Approach Difficulties	☐	Vehicular Traffic Difficulties	☐
High Level of Foot Traffic	☐	Location Frequented by Public	☐	Chem/Bio Hazards	☐
Firearms Present at Location	☐	Type of Door		Opens *(right or left)*	

Occupants

Case Agent:

LA Clear ☐

Local Police Department:

TPD 725 Authority to Release Medical Information.docx.pdf

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CITY OF TORRANCE

POLICE DEPARTMENT

EVE R. IRVINE
CHIEF OF POLICE

DR#_____

AUTHORITY TO RELEASE MEDICAL INFORMATION

I _____, hereby authorize any investigator or other authorized representative of the Torrance Police Department bearing this release or copy thereof, to obtain information available from my past or present medical records maintained at/by_____ including those records relating to the treatment or care for drug abuse, alcoholism or psychiatric conditions. The release of these records is necessary for investigative purposes. I request the custodian of records in each instance permit my records in connection therewith to be examined, copied, or otherwise reviewed.

I also realize that this release is subject to my revocation at anytime except to the extendt that this action has been taken in reliance thereon. Absent such revovation, I understand that this release is valid for one year from the date of signing.

_____ Date

_____ Officer/Witness

_____ Subject's Name

_____ DOB

_____ Social Security # (optional)

_____ Address

_____ City

_____ State

_____ Zip

_____ Signature

_____ Parent/Legal Guardian (print)

_____ Parent/Guardian Signature

Release to:

_____ Name of Medical Facility

_____ Address

_____ (City, State, Zip)

TPD725 Sept'19

3300 Civic Center Drive • Torrance, California 90503-5056 • Telephone 310/328-3456 • Facsimile 310/618-5532

Forced Blood Sample Warrant.pdf

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TORRANCE POLICE DEPARTMENT
first last, serial #
3300 CIVIC CENTER DR.
TORRANCE, CA 90503
310 618-5738

SUPERIOR COURT FOR THE STATE OF CALIFORNIA
FOR THE COUNTY OF LOS ANGELES

REQUEST FOR AUTHORIZATION TO FORCE A BLOOD SAMPLE FROM
suspect first last, suspect dob as mm-dd-yyyy

DECLARATION AND ORDER

I first last serial # of the Torrance police Department, assigned to the Div Name Division, am requesting permission from the court to forcibly obtain a blood sample from Arrestee suspect first last who has a date of birth of suspect dob who is currently in police custody at the Torrance Police Department Jail. I am requesting permission to use “reasonable force” to obtain this blood sample per Health & Safety Codes §121050 and §121060.

This blood sample must be conducted in a State approved medical facility and performed by a State approved Doctor, Nurse or Technician and observed by a sworn Torrance Police Officer. It is alleged that suspect first last has committed an assault against Torrance Police Officer assaulted officer first last where suspect first last assaulted the Officer by describe the assaulting action. During the assault, the assaulted officer first last suffered describe officer's injury--for ex, "6-inch cut on his left arm that bled" In addition, Arrestee suspect first last suffered describe suspect's injury.. If applicable - suspect first last admits to suffering from (Aliment Example: Hepatitis "C", HIV Etc).

Dr. doctor name has examined and treated Officer assaulted officer first last for his/her injury. It is Dr. doctor name's opinion that the injury on assaulted officer first last is sufficient enough to have transmitted communicable diseases. It also is Dr. doctor name's opinion that a blood test for communicable diseases be conducted on suspect first last so that assaulted officer first last can receive appropriate treatment within the first six hours of exposure and subsequent additional treatment. first last is requesting a blood sample from suspect first last in order to conduct communicable disease testing of suspect first last's blood and to test for the presence of HIV and any other infectious diseases. I first last also request that upon receipt of the laboratory test results the medical facility conducting the blood test shall immediately release and transmit the test results to assaulted officer first last at work email address and his/her treating physician doctor name or the Doctor currently on duty at Concentra, 21081 S. Western Avenue., Suite 150, Torrance, CA 90501 via fax (310) 212-6230 or email apcarrillo@concentra.com.

I declare under the penalty of perjury that the foregoing is true and correct to the best of my knowledge.

Dated:

_____
(First & Last Name)
Division Rank
Torrance Police Department

DRAFT

STATEMENT OF PROBABLE CAUSE

I, first last, have served as a police officer with the City of Torrance since month and year of hire. I am currently assigned to the division name.

(***An example***)
I have held my current assignment as a Division Rank since year assigned to division and am responsible for the supervision of number of officers assigned to detail/shift Officers and their subsequent investigations. Prior to becoming a field supervisor, my assignments were as follows:

List Assignments worked and experience. For example:
"Patrol Division as a Field Training Officer where I was tasked with the training and development of probationary police officers. I was also assigned to the Traffic Division as a DUI Officer and Motor Officer where I was responsible for investigating traffic accidents, identifying and arresting drivers who were under the influence of drugs and/or alcohol and traffic enforcement. I was also assigned to the Detective Division as an Economic Crime Detective. My responsibilities were investigating crimes, interviewing suspects and filing cases."

During the aforementioned assignments, I have conducted and/or assisted in the investigation of crimes ranging from assault, robbery, burglary, weapons possession, vehicle theft, narcotic sales, narcotic possession, identity theft, forgery, counterfeiting, fraud, elder abuse and vandalism.

I have received formal training pertaining to subjects including, but not limited to, investigations, narcotics, patrol techniques, terrorists, street gangs, evidence identification and collection, accident investigation. Here is some of the training I have received:

List Assignments worked and experience. For example:
I have also had a (40) forty hour P.O.S.T. certified Accident Investigation course, a (40) forty hour Crime Scene Investigation P.O.S.T course and a (8) hour Drug Recognition P.O.S.T. course.

DRAFT

INVESTIGATION

(**** An Example***) On July 10, 2014, at approximately 0920 hours, Torrance Police Officer Doe conducted a traffic stop at Torrance Blvd and Sartori Avenue in the City of Torrance on a vehicle for a traffic violation. Officer Doe during the contact smelled Marijuana in the vehicle and obtained a consent search from the driver to search the vehicle. During the search Officer Doe located a substance that resembled Methamphetamine and arrested the driver First Last. While attempting to handcuff First Last, he turned around and assaulted Officer Doe by kicking him which caused a six inch cut on Officer Doe's left arm that bled. First Last was taken into custody after a brief struggle. First Last was transported to TPD Jail and during the booking process, First Last revealed that he had (Hepatitis "C"/ HIV).

Based on this information, I am in fear for Officer Doe's well being. I fear that First Last may have exposed Officer XXX last to (Hepatitis C/ HIV) or other infectious diseases. Per 1524.1(a) PC the primary purpose of the testing and disclosure provided in this section is to benefit the victim of a crime by informing the victim whether the defendant is infected with (Hepatitis C/ HIV).

I have asked First Last several times to voluntarily provide a blood sample for testing but he refused and said he would not cooperate.

_____

first last**,** Affiant
Division Rank
Torrance Police Department

DRAFT

SUPERIOR COURT
COUNTY OF LOS ANGELES, STATE OF CALIFORNIA
(COURT ORDER)

ORDER TO DISCLOSE CUSTOMER RECORDS

Any State licensed Doctor, Nurse or Technician at an approved medical facility is authorized to forcibly obtain a blood sample from suspect first last, date of birth suspect dob in order to test for a communicable diseases. The amount of force authorized by this court is that which is “reasonable” to obtain the blood sample. Upon receipt of the laboratory test results the medical facility conducting the blood test is to immediately release and transmit the test results to assaulted officer first last at work email address and his/her treating physician Dr. doctor name or the Doctor currently on duty at Concentra, 21081 S. Western Avenue., Suite 150, Torrance, CA 90501 via fax (310) 212-6230 or email apcarrillo@concentra.com.

DRAFT

IT IS SO ORDERED THIS DAY OF , 2019, AT AM/PM.

_____, JUDGE OF THE SUPERIOR COURT, _____.
(SIGNATURE OF MAGISTRATE) (JUDICIAL DISTRICT)

Inmate Safety Questionnaire TPD 450.pdf

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City of Torrance, Police Department

Inmate Safety Questionnaire

Arrestee's Name _____

Arrestee's D.O.B. _____

Date and Time _____

DR #: _____ Booking #: _____

The Torrance Police Department's jail facility houses inmates from various backgrounds. While you are in custody in this jail, you will be housed with other inmates. In order to help ensure your safety while in custody, it is important for us to know if you are a member of a street or prison gang. This is so we do not place you in the same jail cell with a possible enemy.

	YES	NO
1. Are you a member of a street or prison gang?	____	____

2. If so, which one? _____

3. Who should not be housed with you?
   _____

Officer completing form:

Name: (Printed) _____

Signature _____

Employee Number _____

Recorded on Body-Cam:

- ☐ Yes
- ☐ No

TPD400 - Detention Certificate.pdf

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POLICE DEPARTMENT
EVE R. IRVINE
CHIEF OF POLICE

City of Torrance
DETENTION CERTIFICATE

Penal Code section 849 provides:

a) When an arrest is made without a warrant by a peace officer or private person, the person arrested, if not otherwise released, shall, without unnecessary delay, be taken before the nearest or most accessible magistrate in the county in which the offense is triable, and a complaint stating the charge against the arrested person shall be laid before the magistrate.
b) A peace officer may release from custody, instead of taking the person before the magistrate, a person arrested without a warrant in the following circumstances:
    1. The officer is satisfied that there are insufficient grounds for making a criminal complaint against the person arrested.
    2. The person arrested was arrested for intoxication only, and no further proceedings are desirable.
    3. The person was arrested only for being under the influence of a controlled substance or drug and the person is delivered to a facility or hospital for treatment and no further proceedings are desirable.
    4. The person was arrested for driving under the influence of alcohol or drugs and the person is delivered to a hospital for medical treatment that prohibits immediate delivery before a magistrate.
c) The record of arrest of a person released pursuant to paragraphs (1) and (3) of subdivision (b) shall include a record of release. Thereafter, the arrest shall not be deemed an arrest, but a detention only.

Penal Code section 849.5 provides:

In any case in which a person is arrested and released and no accusatory pleading is filed charging him with an offense, any record of arrest of the person shall include a record of release. Thereafter, the arrest shall not be deemed an arrest, but a detention only.

Penal Code section 851.6 provides, in part:

a) In any case in which a person is arrested and released pursuant to paragraph (1) or (3) of subdivision (b) of Section 849, the person shall be issued a certificate, signed by the releasing officer or his superior officer, describing the action as a detention.
b) In any case in which a person is arrested and released and no accusatory pleading is filed charging him with an offense, the person shall be issued a certificate by the law enforcement agency which arrested him describing the action as a detention.

STATE OF CALIFORNIA

DEPARTMENT OF JUSTICE

DETENTION CERTIFICATE

As required by Penal Code section 851.6, I hereby certify that the taking into custody of

_____ on _____ by the
Subject's Name Date

CAPDTORRANCE was a detention only, not an arrest.
Name of Agency Taking Custody

_____ was released on _____

by the CAPDTORRANCE
Name of Releasing Agency

_____ _____
Signature Printed Name

_____ _____
Badge or Identification Number Title

Pertinent portions of Penal Code Section 849, 849.5, and 851.6 are included as part of this certificate.

Delayed Report Form TPD 559.pdf

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City of Torrance, Police Department

Delayed Report

DR # _____

DATE _____

REPORTING OFFICER _____ WATCH ASSIGNMENT _____

☐ HELD BY OFFICER ☐ HELD BY SUPERVISOR/WC

DATE/TIME TO BE COMPLETED _____

☐ PENDING LOSS PREVENTION REPORT OR RECEIPT

☐ PENDING ORIGINAL MISDEMEANOR COMPLIANT FORM

☐ PENDING TC AND/OR TC APPROVAL

☐ REPORT COMPLETED/PENDING CHP 180 AND/OR CHP 180 APPROVAL

☐ PENDING LAW TABLE AND/OR LAW SUPPLEMENTAL TABLE APPROVAL

☐ SENT BACK FOR POSSIBLE NARRATIVE ERROR

REASON FOR HOLD/OTHER _____

_____

_____

_____

_____

APPROVING SUPERVISOR _____

WHITE – *Records* **YELLOW** – *Watch Commander* **PINK** – *Officer*

TPD 559 (MAY 19)

Training Development Guide 2017.pdf

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Torrance Police Department

Training Development Guide

Research and Training Section
Training Division

Updated July 2017

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Training Development Guide

A. PURPOSE

The Training Development Guide is a reference source for supervisors and managers, as well as the Training Section, to use in assessing the training needs of Department employees. It is designed so that supervisors will know exactly what training is mandated by the State, POST, STC and the Department. It also allows for tracking development of employee expertise in their assignment and collateral duties, or their chosen fields of interest. It is recommended that supervisors keep a personalized copy of the guide for each of their employees (an example is provided on Page 39 of this guide). Supervisors should regularly monitor and update the employee's personalized copy of the Training Development Guide for their Division.

B. TRAINING PRIORITIES

Training shall be prioritized in the following manner:

1. Mandated – Training that is **required** by State law, POST, STC, or by the Department. Mandated training shall be scheduled and completed as soon as practical for each applicable employee.
2. Essential – Training that is needed for the effective performance of an employee in his/her assignment, or training that meets a need for the Department. Essential training should be scheduled and completed when practical.
3. Desirable – Training in areas of interest or for individual career enhancement that will benefit the Department's mission. Desirable training may be scheduled and completed based on divisional and departmental needs.
4. Area of Expertise – Specialized training in areas that have been identified by staff as necessary or important for the Department to carry out its mission. Area of Expertise training may be scheduled and completed based on divisional and departmental needs.

C. UTILIZATION OF THE TRAINING DEVELOPMENT GUIDE

The *Training Development Guide* will be used for the following:

1. To fulfill mandated training requirements;
2. To provide training for professional growth and development;
3. To anticipate and plan for current and future training needs;
4. To train and develop employees for areas of expertise;
5. To ensure necessary training is provided for Department personnel in order to perform their assigned duties in an effective and efficient manner.

6. Supervision should cut and paste the applicable sections of the *Training Development Guide* to create a document that will track training for each of their assigned personnel. The document can be kept in the employee's division file with a copy given to the employee. Since this is a guide, suggestions or changes to listed courses shall be forwarded to the Training Sergeant for revisions to the *Training Development Guide*. See Attachment "A" as a sample for using this guide.
7. Supervisors and managers should reference the "Training Records Management" program, located in the "Administrative Bureau Apps" file under the "Menu" folder, for a record of completed training for each employee, for assistance with this, contact the Training Section.

D. TRAINING REQUESTS

All requests to attend training shall be submitted on the School Application form (TPD # 63), and submitted through the employee's chain of command. Employee's submitting a school application should also include completed registration paperwork and all available supporting literature (class flyer, hotel information, etc.).

1. The immediate supervisor shall comment regarding the applicant's need, qualifications and performance for the training request.
2. The employee or the immediate supervisor shall indicate which classification the training meets, i.e. Mandated, Essential, Desirable or Area of Expertise.
3. Training requests that are approved by the employee's Division and Bureau Commanders shall be forwarded to the Training Section for processing.
4. Training requests that are denied must still be forwarded to the Training Section for filing. A supervisor denying a request for training shall notify the employee of the denial.

Completed and approved School Applications must be received by the Training Section no later than two weeks prior to the start date of the requested course. Late applications may result in denial of the training request.

TRAINING DEVELOPMENT GUIDE

E. CHIEF, DEPUTY CHIEF, CAPTAIN, LIEUTENANT, SERGEANT

Chief of Police			
Priority	**Class Name**	**Training Date**	**Notes**
Mandated	POST Mandates 24 hours	Every 2 years	
Mandated	Middle Management		
Mandated	Jail Management		
Essential	Employee Assistance Program		
Essential	Post Trauma Support		
Essential	FTO Management School		
Essential	Effective Discipline		
Essential	Internal Affairs		
Essential	Civil Liability		
Essential	Officer Involved Shooting		
Essential	Executive Development		
Desirable	Tools for Tolerance – Command Staff		
Desirable	Command College		
Desirable	FBI Academy		
Desirable	Delinquency Control Institute		
Desirable	Hazardous Materials		
Desirable	Civil Emergency		

Deputy Chief of Police			
Priority	**Class Name**	**Training Date**	**Notes**
Mandated	POST Mandates 24 hours	Every 2 years	
Mandated	Middle Management		
Mandated	Jail Management		
Essential	Employee Assistance Program		
Essential	Post Trauma Support		
Essential	FTO Management School		
Essential	Effective Discipline		
Essential	Internal Affairs		
Essential	Civil Liability		
Essential	Officer Involved Shooting		
Essential	Executive Development		
Desirable	Tools for Tolerance – Command Staff		
Desirable	Command College		
Desirable	FBI Academy		
Desirable	Delinquency Control Institute		
Desirable	Hazardous Materials		
Desirable	Civil Emergency		
Desirable	Cal. Chief's Conference	Yearly	

Captain (generally)			
Priority	**Class Name**	**Training Date**	**Notes**
Mandated	POST Mandates 24 hours	Every 2 years	
Mandated	Role of Police Chief		CPCA
Essential	Employee Assistance Program		
Essential	Post Trauma Support		
Essential	FTO Management School		
Essential	Effective Discipline		
Essential	Internal Affairs		
Essential	Civil Liability		
Essential	Officer Involved Shooting		
Essential	Executive Development		
Desirable	Tools for Tolerance – Command Staff		
Desirable	Command College		
Desirable	FBI Academy		
Desirable	Delinquency Control Institute		
Desirable	Hazardous Materials		
Desirable	Civil Emergency		

Lieutenant (generally)			
Priority	**Class Name**	**Training Date**	**Notes**
Mandated	POST Mandates 24 hours	Every 2 years	
Mandated	POST Management School		
Mandated	Jail Management (Services Lieutenant and all Patrol Lieutenants)		
Mandated	Executive Development **(Required within 4yrs per MOU)**		
Mandated	SWAT Assignment - SWAT Management School		If applicable
Mandated	CNT Assignment – CNT Management Course		If applicable
Essential	Role of Police Chief		CPCA
Essential	Internal Affairs Investigation		
Essential	Post Trauma Support		
Essential	FTO Management School		
Essential	Effective Discipline		
Essential	Employee Assistance Program		
Essential	Civil Liability		
Essential	Officer Involved Shooting		
Essential	CSTI – Earthquake		
Desirable	Tools for Tolerance – Command Staff		
Desirable	Command College		
Desirable	FBI Academy		
Desirable	Delinquency Control Institute		
Desirable	Hazardous Materials		
Desirable	Civil Emergency		
Area of Expertise	K-9 Handler Course		Non-POST, 40 hours
Area of Expertise	Problem Based Learning Instructor		

Sergeant (generally)			
Priority	**Class Name**	**Training Date**	**Notes**
Mandated	POST Mandates 24 hours	Every 2 years	
Mandated	Supervisory Course		
Mandated	Jail Management (Jail Sergeant)		If applicable
Mandated	Supervisory Leadership Institute		
Mandated	SWAT Assignment - SWAT Management School		If applicable
Mandated	CNT Assignment - CNT Supervisor Course		If applicable
Mandated	Internal Affairs Investigation		
Mandated	CPR/First Aid/AED	Every 2 years	
Essential	FTO and/or FTO Management		
Essential	Post Trauma Support		
Essential	Civil Liability		
Essential	Officer Involved Shooting		
Essential	Effective Discipline		
Essential	The Sgt as a Pro-Active Field Supervisor		
Essential	SWAT Team Leader School		If applicable
Essential	Canine Program Manager		If applicable
Desirable	Tools for Tolerance – Supervisor		
Desirable	The Sergeant as a Group Leader		
Desirable	The Sergeant as a Manager of Performance		
Desirable	Community Policing for Sergeants		
Desirable	Report Writing for Instructors		

F. ADMINISTRATIVE BUREAU

Personnel Division

Lieutenant (Personnel)			
Priority	**1. Class Name**	**Training Date**	**Notes**
Mandated	POST Mandates 24 hours	Every 2 years	
Mandated	Background Investigations		
Essential	Internal Affairs		
Essential	Workers' Compensation		
Optional	Calif. Background Inv. Assoc Annual Symposium		Non-POST

Sergeant (Personnel)			
Priority	**Class Name**	**Training Date**	**Notes**
Mandated	POST Mandates 24 hours	Every 2 years	
Mandated	Background Investigation		
Essential	Recruitment and Hiring of Police Staff		
Desirable	Background Investigation Update		
Desirable	Calif. Background Inv. Assoc Annual Symposium		Non-POST

Officer (Personnel)			
Priority	**Class Name**	**Training Date**	**Notes**
Mandated	POST Mandates 24 hours	Every 2 years	
Mandated	Background Investigation		Mandated for Staff Assistant as well
Essential	Recruitment and Hiring of Police Staff		
Desirable	Background Investigation Update		
Optional	Calif. Background Inv. Assoc Annual Symposium		Non-POST

Internal Affairs Sergeant (Personnel)			
Priority	**Class Name**	**Training Date**	**Notes**
Mandated	POST Mandates 24 hours	Every 2 years	
Mandated	Internal Affairs Investigation		
Mandated	Officer Involved Shooting Investigation		

Research & Training Division

Lieutenant (Research & Training)			
Priority	**Class Name**	**Training Date**	**Notes**
Mandated	POST Mandates 24 hours	Every 2 years	
Essential	Training Manager's Workshop/Conference		Held every 2 years

Sergeant (Training)			
Priority	**Class Name**	**Training Date**	**Notes**
Mandated	POST Mandates 24 hours	Every 2 years	
Mandated	POST Training Manager's Course		
Mandated	STC Training Manager's Course		
Mandated	POST Training Administrator's Course		EDI Course
Essential	Training Manager's Workshop/Conference		Held every 2 years
Desirable	Error Management		

Staff Assistant (Training)			
Priority	**Class Name**	**Training Date**	**Notes**
Mandated	POST Training Manager's Course		
Mandated	POST Training Administrator's Course		EDI Course
Mandated	STC Training Manager's Course		
Mandated	Training Manager's Workshop/Conference		Held every 2 years
Mandated	CPR/First Aid/AED	Every 2 Years	Department Mandate
Essential	Legislative Update	Annually	Non-POST

Range Master (Police Officer)			
Priority	**Class Name**	**Training Date**	**Notes**
Mandated	POST Mandates 24 hours	Every 2 years	
Mandated	POST Firearms Instructor		
Mandated	TASER Instructor Certification		
Mandated	TASER Certification Update	Every 3 Years	
Mandated	M4 Armorers Course		
Mandated	M4 Armorers Recert		
Mandated	Glock Armorers		
Mandated	Glock Armorers Recert		
Essential	IDI Level 1 – Instructor Development		
Desirable	IDI Level 2 – Instructor Development		

Business Manager (Research)			
Priority	**Class Name**	**Training Date**	**Notes**
Mandated	Civilian Supervisory Course		
Mandated	DOJ Financial Management		
Mandated	Budget School		
Mandated	First Aid/CPR	Every 3 Years	Department Mandate
Essential	Grant Writing		
Desirable	IALEP Training Conference		

Administrative Analyst (Research)			
Priority	**Class Name**	**Training Date**	**Notes**
Mandated	First Aid/CPR	Every 3 Years	Department Mandate
Essential	Staff Writing		
Essential	Legislative Update		Non-POST
Desirable	IALEP Law Enforcement Planner's Course		

Staff Assistant (Research)			
Priority	**Class Name**	**Training Date**	**Notes**
Mandated	First Aid/CPR/AED	Every 2 Years	Department Mandate
Essential	Staff Writing		
Essential	Grant Writing		
Essential	Advanced Microsoft Word		
Essential	Legislative Update		Non-POST
Desirable	IALEP Law Enforcement Planner's Course		
Desirable	IALEP Annual Training Conference		
Desirable	Adobe Acrobat		
Desirable	Web authoring		

G. SUPPORT SERVICES BUREAU

Records Division

Administrator (Records)			
Priority	**Class Name**	**Training Date**	**Notes**
Mandated	Advanced Civilian Management Course		
Mandated	POST Records Supervisor Course		
Mandated	CLETS Certification Training		
Mandated	DOJ Training for Records Managers		
Mandated	POST Records Supervisor Certificate		
Essential	CLETS Training for Trainers		
Essential	Public Records Act		
Desirable	Tools for Tolerance – Command Staff		

Police Operations Supervisor (Records)			
Priority	**Class Name**	**Training Date**	**Notes**
Mandated	POST Records Supervisor Course		
Mandated	Civilian Supervisor Course		
Mandated	CLETS Certification Training		
Mandated	First Aid/CPRAED	Every 2 Years	Department Mandate
Essential	CLETS Training for Trainers		
Essential	Legislative Update		Non-POST
Essential	Public Records Act		
Desirable	POST Records Clerk		
Desirable	DOJ Training for Records Managers		
Desirable	Tools for Tolerance - Supervisor		

Clerks (Records)			
Priority	**Class Name**	**Training Date**	**Notes**
Mandated	POST Records Clerk Course		
Mandated	CLETS Certification Training		
Mandated	Bi-annual Certification		
Mandated	First Aid/CPR/AED	Every 2 Years	Department Mandate
Essential	Public Record Act		

Services Division

Lieutenant (Services)			
Priority	**Class Name**	**Training Date**	**Notes**
Mandated	POST Mandates 24 hours	Every 2 years	
Mandated	STC Mandates 24 hours	Every fiscal year	
Mandated	Jail Management School		POST Management School can be taken in place as far as STC Tracking
Mandated	Property and Evidence Management		IAPE

Jail Sergeant (Services)			
Priority	**Class Name**	**Training Date**	**Notes**
Mandated	POST Mandates 24 hours	Every 2 years	
Mandated	STC Mandates 24 hours	Every fiscal year	
Mandated	Jail Management School		POST Supervisor School can be taken in place as far as STC Tracking
Mandated	First Aid/CPR	Every 3 Years	Department Mandate
Mandated	PREA		4 hour minimum

Jailer S/O (Services)			
Priority	**Class Name**	**Training Date**	**Notes**
Mandated	STC Mandates 24 hours	Every year	
Mandated	STC Corrections CORE Academy		Within 1st year
Mandated	Services Training Officer Course (STO)		If so desired by supervison
Mandated	First Aid/CPR/AED	Every 2 Years	Department Mandate
Mandated	Food Safety		LASD
Mandated	PREA		4 hour minimum

Property Sergeant (Services)			
Priority	**Class Name**	**Training Date**	**Notes**
Mandated	POST Mandates 24 hours		
Mandated	Property and Evidence Management		IAPE
Mandated	First Aid/CPR/AED	Every 2 Years	Department Mandate
Essential	California Association of Property and Evidence Conference		

Property Services Officer (Services)			
Priority	**Class Name**	**Training Date**	**Notes**
Mandated	Property and Evidence Management		IAPE
Mandated	First Aid/CPR/AED	Every 2 Years	Department Mandate
Essential	California Association of Property and Evidence Conference		

Communications Division

Lieutenant (Communications)			
Priority	**Class Name**	**Training Date**	**Notes**
Mandated	POST Mandates 24 hours	Every 2 years	
Desirable	Spillman Conference		
Desirable	CALNENA Conference		
Desirable	APCO Conference		

Sergeant (Communications)			
Priority	**Class Name**	**Training Date**	**Notes**
Mandated	POST Mandates 24 hours	Every 2 years	
Desirable	Spillman Conference		
Desirable	CALNENA Conference		

Public Safety Dispatch Supervisor (Communications)			
Priority	**Class Name**	**Training Date**	**Notes**
Mandated	Civilian Supervisor Course		
Mandated	POST Mandates 24 hours	Every 2 years	
Mandated	Basic Dispatcher School		
Mandated	Emergency Medical Dispatch Certificate	Update every 2 years	Online courses through Powerphone
Mandated	First Aid/CPR/AED	Every 2 Years	Department Mandate
Desirable	Tactical Communications		
Desirable	Spillman Conference		
Desirable	CALNENA Conference		

Officer (Communications)			
Priority	**Class Name**	**Training Date**	**Notes**
Mandated	POST Mandates 24 hours	Every 2 years	

Officer in Charge (Communications)			
Priority	**Class Name**	**Training Date**	**Notes**
Mandated	POST Mandates 24 hours	Every 2 years	

Public Safety Dispatcher (Communications)			
Priority	**Class Name**	**Training Date**	**Notes**
Mandated	POST Mandates 24 hours	Every 2 years	
Mandated	Basic Dispatcher School		
Mandated	Emergency Medical Dispatch Certificate	Update every 2 years	Online courses through Powerphone
Mandated	First Aid/CPR/AED	Every 2 ears	Department Mandate
Desirable	Tactical Communications		

ITS (Communications)			
Priority	**Class Name**	**Training Date**	**Notes**
Desirable	Computer Programming Class		

H. PATROL BUREAU

Patrol Division

Lieutenant (Patrol)			
Priority	**Class Name**	**Training Date**	**Notes**
Mandated	See Lieutenant (general)		

Sergeant (Patrol)			
Priority	**Class Name**	**Training Date**	**Notes**
Mandated	See Sergeant (general)		

Patrol Coordinator (Patrol)			
Priority	**Class Name**	**Training Date**	**Notes**
Mandated	See Lieutenant (general)		

Police Officer (Patrol)			
Priority	**Class Name**	**Training Date**	**Notes**
Mandated	Basic Academy Training		
Mandated	TPD FTO Program		
Mandated	POST Mandates 24 hours	Every 2 years	
Mandated	MP5/Glock		
Mandated	Less Lethal		
Mandated	Field Tactics/Rapid Deployment		
Mandated	First Aid/CPR/AED	Every 2 Years	Department Mandate
Mandated	Datamaster		LASD
Desirable	Interview and Interrogation		
Desirable	Drug Recognition11550 Course		
Desirable	Basic Search Warrant Course		

K-9 Officer (Patrol)			
Priority	**Class Name**	**Training Date**	**Notes**
Mandated	Basic K-9 School		Reg. $3,600, Lodging/per diem $3-4,000, 240 hours
Mandated	Annual POST Recertification	Every year	
Mandated	Monthly Maintenance Training		
Essential	Annual International K-9 Conference		
Essential	Narcotic Detection		
Area of Expertise	Tactical K-9 Search		
Area of Expertise	K-9 Agitator Seminar		Non-POST, Reg. $150, Lodging/per diem, 16 hours

FTO (Patrol)			
Priority	**Class Name**	**Training Date**	**Notes**
Mandated	Basic FTO School		
Mandated	FTO Management School (Lt. and Sgt.)		CSULB
Mandated	POST Mandates		
Mandated	FTO Update	Every 3 Years	
Mandated	Mental Health Awareness		
Essential	Annual FTO Training		

G.E.T. Officer (Patrol)			
Priority	**Class Name**	**Training Date**	**Notes**
Essential	Gang Awareness		
Essential	CalGang		

Community Affairs

Community Relations Lieutenant			
Priority	**Class Name**	**Training Date**	**Notes**
Mandated	POST Mandates 24 hours	Every 2 years	
Mandated	CPTED		Crime Prevention through Environmental Design
Desirable	Media Relations		
Desirable	Labor Relations		

Community Relations Sergeant			
Priority	**Class Name**	**Training Date**	**Notes**
Mandated	POST Mandates 24 hours	Every 2 years	
Mandated	Media Relations		CSTI
Mandated	Volunteer Management		
Mandated	CPTED		Crime Prevention through Environmental Design

CLO			
Priority	**Class Name**	**Training Date**	**Notes**
Mandated	Community Oriented Policing		
Mandated	Bicycle School		
Essential	P.O.P. Conference		
Desirable	Basic Investigators		
Desirable	Search Warrant		
Desirable	Narco Investigations for Patrol		
Desirable	Interview and Interrogation		
Desirable	Conflict Resolution		

Community Relations Officer			
Priority	**Class Name**	**Training Date**	**Notes**
Mandated	POST Mandates 24 hours	Every 2 years	
Mandated	Internet Safety		
Mandated	CPTED		Crime Prevention through Environmental Design
Desirable	Media Relations		
Desirable	Labor Relations		
Desirable	Community Oriented/Community Relations Training		

Community Relations Services Officer			
Priority	**Class Name**	**Training Date**	**Notes**
Mandated	CPTED		Crime Prevention through Environmental Design
Desirable	Media Relations		
Desirable	Community Oriented /Community Relations Training		

I. SPECIAL OPERATIONS BUREAU

Traffic and Special Events Division

Lieutenant (Traffic)			
Priority	**Class Name**	**Training Date**	**Notes**
Mandated	POST Mandates 24 hours	Every 2 years	
Mandated	Special Events Management		
Essential	OTS Conference		
Desirable	Life Savers Conference		

Sergeant (Traffic)			
Priority	**Class Name**	**Training Date**	**Notes**
Mandated	POST Mandates 24 hours	Every 2 years	
Mandated	Traffic Collision Basic Investigations		
Essential	Traffic Management / Police Traffic Services		
Essential	Background Investigations		
Desirable	OTS Conference		
Desirable	Life Savers Conference		
Desirable	Special Events Management		

Motor Sergeant (Traffic)			
Priority	**Class Name**	**Training Date**	**Notes**
Mandated	POST Mandates 24 hours	Every 2 years	
Mandated	Motorcycle Pre-Basic Course		
Mandated	Basic Motor School / 80 Hour Course		
Essential	Traffic Collision Basic Investigations		
Essential	Intermediate Collision Investigation	After 2 years in assignment	
Essential	Radar Operator		
Essential	Radar – Laser		
Desirable	Office of Traffic Safety 20 Hour Course		
Desirable	Life Savers Conference		
Desirable	Special Events Management		

Motor Officer (Traffic)			
Priority	**Class Name**	**Training Date**	**Notes**
Mandated	POST Mandates 24 hours	Every 2 years	
Mandated	Basic Motor School / 80 Hour Course		
Essential	Traffic Collision Basic Investigations		
Essential	Radar – Laser		
Essential	Intermediate Collision Investigation	After 2 years in assignment	
Essential	M/C Refresher		
Essential	Data Master		
Desirable	Commercial Enforcement		
Desirable	Hazardous Material		
Desirable	Accident Reconstruction		
Desirable	Basic Auto Theft Investigation		
Desirable	Office of Traffic Safety 20 Hour Course		
Desirable	Traffic Collision – Railroad Crossing		

T.E.S.T. Officer (Traffic)			
Priority	**Class Name**	**Training Date**	**Notes**
Mandated	POST Mandates 24 hours	Every 2 years	
Mandated	Commercial Enforcement		
Essential	Traffic Collision Basic Investigations		
Essential	Intermediate Collision Investigation	After 2 years in assignment	
Essential	Radar Operator		
Essential	Radar – Laser		
Essential	Hazardous Material		
Essential	Data Master		
Desirable	Basic Auto Theft		

DUI Officer (Traffic)			
Priority	**Class Name**	**Training Date**	**Notes**
Mandated	POST Mandates 24 hours	Every 2 years	
Mandated	Basic DUI Course		
Mandated	Traffic Collision Basic Investigations		
Essential	Data Master		
Essential	PAS Course		
Essential	Intermediate Accident Investigation	After 2 years in assignment	
Essential	DRE Course		
Essential	Radar – Laser		
Desirable	Traffic Collision – Railroad Crossing		
Desirable	OTS Summit / Conf		DUI TF pays for

Parking Enforcement S/O (Traffic)			
Priority	**Class Name**	**Training Date**	**Notes**
Mandated	First Aid/CPR/AED	Every 2 Years	Department Mandate
Desirable	Parking Enforcement Annual Conference		
Essential	TPD Driver Training		

A/I Follow-Up (Traffic)			
Priority	**Class Name**	**Training Date**	**Notes**
Mandated	POST Mandates 24 hours	Every 2 years	
Mandated	Traffic Collision Basic Investigation		
Essential	Intermediate Collision Investigation		
Essential	Radar – Laser		
Desirable	Advanced Collision Investigation		
Desirable	Accident Reconstruction		
Desirable	Crash/Reconstruction Seminar		Non-POST, S. Lake Tahoe
Desirable	Computer Diagramming of Traffic Accidents		
Desirable	Traf. Inv. Ped / bicycle		
Desirable	Traf. Inv. Speed from crush		

Animal Control Supervisor (Traffic)			
Priority	**Class Name**	**Training Date**	**Notes**
Mandatory	Animal Control L.E. Academy		
Mandated	Civilian Supervisory Course		
Mandated	Animal Abuse and Human Violence		
Mandated	First Aid/CPR/AED	Every 2 Years	Department Mandate
Essential	832 Arrest & Control		
Desirable	First Aid		

Animal Control Officer (Traffic)			
Priority	**Class Name**	**Training Date**	**Notes**
Mandated	Animal Control L.E. Academy		
Mandated	Animal Abuse and Human Violence		
Mandated	First Aid/CPR/AED	Every 2 Years	Department Mandate
Essential	832 Arrest & Control		

Detective Division

Lieutenant (Detectives)			
Priority	**Class Name**	**Training Date**	**Notes**
Mandated	See Lieutenant (general)		
Mandated	Homicide Investigations		
Mandated	OIS Investigation		

Sergeant (Detectives)			
Priority	**Class Name**	**Training Date**	**Notes**
Mandated	See Sergeant (general)		
Mandated	Homicide Investigations		
Mandated	OIS Investigation		
Desirable	HTCIA Conf	New Sgt.	Fraud Sgt.

Crimes Persons (Detectives)			
Priority	**Class Name**	**Training Date**	**Notes**
Mandated	POST Mandates 24 hours	Every 2 years	
Mandated	Basic Investigator		
Mandated	OIS Investigators Course		
Mandated	Homicide Investigators Course		
Mandated	Basic CSI Course		
Mandated	Interview and Interrogation		
Essential	Cold Case Investigations		
Essential	Advanced Homicide Investigations		
Essential	Robbery Investigation Course (40 hours)		
Desirable	Basic CSI Course		
Desirable	California Robbery Investigators' Association Seminar / Conference		
Desirable	California Homicide Investigators' Association Seminar / Conference		
Desirable	Death Investigation		

Crimes Property (Detectives)			
Priority	**Class Name**	**Training Date**	**Notes**
Mandated	POST Mandates 24 hours	Every 2 years	
Mandated	Basic Investigator		
Mandated	Auto Theft		CHP 180, 10851 Course, LAPD Course
Mandated	Interview and Interrogation		
Essential	CHP Vehicle Inspection and Identification		
Essential	Basic Search Warrant		
Desirable	WSATI Seminars		For new Inv.

Fraud (Detectives)			
Priority	**Class Name**	**Training Date**	**Notes**
Mandated	POST Mandates 24 hours	Every 2 years	
Mandated	Basic Investigator		
Mandated	Basic Fraud Investigation		
Mandated	Interview and Interrogation		
Mandated	Identity Theft		
Mandated	Elderly Finance Abuse		
Mandated	Internet Crimes/ Handling of CPU As Evidence		
Essential	Basic Forgery		
Essential	Advanced Financial Crimes Investigator		
Essential	Basic Search Warrant		
Desirable	IAFCI Annual Seminar		1 day local seminar

Identity Theft (Detectives)			
Priority	**Class Name**	**Training Date**	**Notes**
Mandated	POST Mandates 24 hours	Every 2 years	
Mandated	Basic Investigator		
Mandated	Basic Identity Theft		
Mandated	Basic Fraud Investigation		
Mandated	Interview and Interrogation		
Mandated	Basic Search Warrant		
Mandated	Computer Crime Investigation		
Desirable	Identity Theft Seminars		
Desirable	Internet Crimes / Handling CPU as Evidence		

Computer Crimes (Detectives)			
Priority	**Class Name**	**Training Date**	**Notes**
Mandated	POST Mandates 24 hours	Every 2 years	
Mandated	Basic Investigator		
Mandated	Basic Search Warrant		
Mandated	Computer Crime Investigation		
Mandated	Computer / High Tech Investigation		
Mandated	Computer / Internet Crimes		
Mandated	Seizure and Examination of Microcomputers		
Mandated	Interview and Interrogation		
Essential	Handling CPU as Evidence		
Desirable	EnCase Intermediate Analysis and reporting		
Desirable	Computer Evidence Recovery		
Desirable	Advanced Computer Forensics		

Juvenile Area Investigator (Detectives)			
Priority	**Class Name**	**Training Date**	**Notes**
Mandated	POST Mandates 24 hours	Every 2 years	
Mandated	Basic Investigator		
Mandated	Interview and Interrogation		
Mandated	Child Abuse Investigations		
Desirable	Child Abduction		
Desirable	Gang School		
Desirable	Delinquency Control Institute		

Sexual Assaults (Detectives)			
Priority	**Class Name**	**Training Date**	**Notes**
Mandated	POST Mandates 24 hours	Every 2 years	
Mandated	Child Abuse		
Mandated	Sexual Assault		
Mandated	Basic Investigator		
Mandated	Child Specific I&I		
Mandated	Interview and Interrogation		
Mandated ICAC Task Force	Internet Crimes Against Children		
Essential	Homicide / Child Death		
Essential	Child Abduction		
Essential	Kidnapping		
Desirable	Profiling		
Desirable	Delinquency Control Institute		

School Resource Officer (Detectives)			
Priority	**Class Name**	**Training Date**	**Notes**
Mandated	POST Mandates 24 hours	Every 2 years	
Mandated	Basic Investigator		
Mandated	Child Abuse		
Mandated	Interview and Interrogation		
Mandated	School Resource Officer Course		
Desirable	Gang School		
Desirable	TLO for SRO		New SROs

Beach Patrol Officer (Detectives)			
Priority	**Class Name**	**Training Date**	**Notes**
Mandated	Basic ATV Operation		
Essential	ATV Update/Refresher		

Forensics Supervisor			
Mandated	Civilian Supervisory Course		
Mandated	See Forensics (general)		
Essential	See Forensics (general)		

Forensics			
Priority	**Class Name**	**Training Date**	**Notes**
Mandated	Field Evidence Technician		
Mandated	DNA Evidence Collection		
Mandated	First Aid/CPR/AED	Every 2 Years	Department Mandate
Essential	Crime Scene Video		
Essential	Bloodstain Pattern Analysis		
Essential	Field Laser Operation & Theory		
Essential	Advanced Fingerprint Course		
Essential	Officer Involved Shooting		
Essential	Advanced CSI		
Desirable	Computer Aided Drafting		
Desirable	Serial Number Restoration		
Desirable	Alternative Light Source		
Desirable	Bomb Scene Investigation		
Desirable	Fire Scene Investigation		
Desirable	Crime Scene Inv / Recon		For Senior Forensics Specialists

Special Investigations Division

Lieutenant (SID)			
Priority	**Class Name**	**Training Date**	**Notes**
Mandated	See Lieutenant (general)		
Mandated	Narcotic Supervisors Course		

CIT Sergeant (SID)			
Priority	**Class Name**	**Training Date**	**Notes**
Mandated	POST Mandates 24 hours	Every 2 years	
Mandated	Interview and Interrogation		
Mandated	Informant Development		
Mandated	Basic Search Warrant		
Mandated	40 Hr Robbery Investigator Course		
Essential	Search Warrant Entry		
Essential	Advanced Search Warrant		

CIT Investigator (SID)			
Priority	**Class Name**	**Training Date**	**Notes**
Mandated	POST Mandates 24 hours	Every 2 years	
Mandated	Interview and Interrogation		
Mandated	40 Hr Robbery Investigator Course		
Mandated	Basic Search Warrant		
Mandated	Informant Development and Maintenance		
Essential	Advanced Search Warrant		
Essential	Search Warrant Entry		

Narcotics Sergeant (SID)			
Priority	**Class Name**	**Training Date**	**Notes**
Mandated	POST Mandates 24 hours	Every 2 years	
Mandated	Narcotic School		
Mandated	Narcotic Supervisors Course		
Mandated	Interview and Interrogation		
Mandated	Informant Development		
Mandated	Basic Search Warrant		
Essential	Search Warrant Entry		
Essential	Advanced Search Warrant		
Essential	Vice School		

Narcotics Investigator (V&N)			
Priority	**Class Name**	**Training Date**	**Notes**
Mandated	POST Mandates 24 hours	Every 2 years	
Mandated	Narcotic School		
Mandated	Interview and Interrogation		
Mandated	Basic Search Warrant		
Mandated	Informant Development and Maintenance		
Essential	Advanced Search Warrant		
Essential	Search Warrant Entry		
Essential	Vice School		

Intelligence Investigator (SID)			
Priority	**Class Name**	**Training Date**	**Notes**
Mandated	POST Mandates 24 hours	Every 2 years	
Mandated	TLO Training Course		CSTI
Mandated	Interview and Interrogation		
Mandated	Narcotic School		
Mandated	Basic Search Warrant		
Essential	Advanced Search Warrant		
Desirable	Asset Forfeiture School		

Gang Sergeant (SID)			
Priority	**Class Name**	**Training Date**	**Notes**
Mandated	POST Mandates 24 hours	Every 2 years	
Mandated	Interview and Interrogation		
Mandated	Informant Development		
Mandated	Basic Search Warrant		
Essential	Search Warrant Entry		
Essential	Advanced Search Warrant		
Desirable	Gang Violence Conference		

Gang Officer			
Priority	**Class Name**	**Training Date**	**Notes**
Mandated	Gang School		
Mandated	Interview and interrogation		
Essential	Basic Investigator		
Essential	Basic Search Warrant		
Desirable	Gang Violence Conference		

J. OFFICE OF THE CHIEF OF POLICE

Chief's Adjutant

Chief's Adjutant			
Priority	**Class Name**	**Training Date**	**Notes**
Mandated	POST Mandates 24 hours	Every 2 years	
Mandated	Media Relations		CSTI
Mandated	Labor Relations		
Essential	Media Relations - Advanced		CSTI

Emergency Services

Emergency Services Coordinator			
Priority	**Class Name**	**Training Date**	**Notes**
Mandated	SEMS - Introduction		
Mandated	SEMS - Field Level		
Mandated	SEMS - Operations		
Mandated	SEMS - EOC		
Essential	CSTI - ESC Basic Training		
Essential	ICS - 300		
Essential	ICS - 400		
Essential	CSTI - Earthquake		

Essential	CSTI - Terrorism		
Essential	NERRTC Enhanced Incident Management/Unified Command Course		
Essential	Spec. Events Mngmnt. for LE		Non-POST
Desirable	Enhanced Exercise Design Course		
Desirable	Other CSTI Courses		
Desirable	Specialized Trainings offered through Emergency Management		
Desirable	IAEM Conference		Non-POST

K. PROGRAMS AND INSTRUCTOR COURSES

Cadet Program			
Priority	**Class Name**	**Training Date**	**Notes**
Mandated	Report Writing		

Arrest and Control Instructors			
Priority	**Class Name**	**Training Date**	**Notes**
Mandated	Force Instructor Course		
Essential	IDI Level One Instructor		

Drivers Training Instructors			
Priority	**Class Name**	**Training Date**	**Notes**
Mandated	Driver Training Awareness (3 Day)		POST
Mandated	Driver Training Instructor (5 Day)		POST
Essential	IDI Level One Instructor		

First Aid / CPR / Chemical Agents Instructors			
Priority	**Class Name**	**Training Date**	**Notes**
Mandated	First Aid/CPR Instructors Course		POST or Equivalent
Area of Expertise	Chemical Agents Instructor Course		
Essential	IDI Level One Instructor		

Report Writing Instructors			
Priority	**Class Name**	**Training Date**	**Notes**
Mandated	Report Writing for Instructors		
Essential	IDI Level One Instructor		

Firearms Instructors			
Priority	**Class Name**	**Training Date**	**Notes**
Mandated	Firearms Instructor Course		POST
Essential	IDI Level One Instructor		

SWAT Officer			
Priority	**Class Name**	**Training Date**	**Notes**
Mandated	Basic SWAT School		
Mandated	Basic Sniper School		
Essential	Advanced SWAT School		
Essential	Gas School (Perimeter)		

Essential	Team Leader School		If applicable
Area of Expertise	Tactical Breaching		Non-POST
Area of Expertise	National Tactical Officers' Association Conference		Non-POST

CNT Officer			
Priority	**Class Name**	**Training Date**	**Notes**
Mandated	Basic Hostage Negotiation Course		
Essential	CAHN Quarterly Training	3 Per Year	
Essential	CAHN Annual Conference	Every Other Year	
Desirable	Domestic Violence		
Desirable	Advanced Hostage Negotiation Course		

Attachment A

Sample Employee Training Guide Document

(Instructions for Use – By cutting and pasting the employee's assignment from the Department Training Guide, you can create a separate page for each employee assigned to you. Keep the document in the employee's Division file in planning and tracking training needs and development)

Employee Name: _____John Smith_____ Employee #:__14094____

Police Officer (Patrol)			
Priority	**Class Name**	**Training Date**	**Notes**
Mandated	Basic Academy Training	02 May 1982	Orange County Sheriff's Class 87
Mandated	TPD FTO Program		
Mandated	POST Mandates 24 hours		Required Every 2 years
Mandated	MP5/Glock		
Mandated	Less Lethal		
Mandated	Field Tactics/Rapid Deployment		
Mandated	First Aid/CPR/AED		Required Every 2 Years - Department Mandate
Mandated	Datamaster		LASD
Desirable	Interview and Interrogation		
Desirable	Drug Recognition11550 Course		
Desirable	Basic Search Warrant Course		

Attachment - Motor Uniform Specifications.pdf

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TORRANCE POLICE DEPARTMENT
Motor Uniform Specifications

PURPOSE

Approved motor uniform and accessories.

MOTOR OFFICER UNIFORM

A. MOTOR OFFICER UNIFORM. Officers assigned to two-wheeled motorcycle duty will at all times be in complete uniform while operating the police motorcycle, including to and from work. The basic uniform shall be worn by motorcycle officers when temporarily assigned to duties other than two-wheeled motorcycle patrol.

1. SHIRT: The Class A or Class B uniform shirt is authorized for Motor Officer field duty.

a. CLASS A: Long sleeve wool uniform with or without a uniform tie, or a short sleeve without a tie.

1) STYLE. LAPD style uniform shirt.

2) MATERIAL. The shirt material shall be made of 100% wool, commercially produced as tropical worsted, or wool blend. The color of the material shall be that which is commonly and commercially known as midnight blue.

3) BUTTONS. Buttons shall be normal for the shirtfront, but "P" buttons shall be used for the shirt pockets and shoulder epaulets.

4) SHOULDER PATCH. The approved shoulder patches shall be worn with this shirt.

5) UNIT INSIGNIA. The Motor Detail insignia shall be worn on this shirt.

b. CLASS B: Long sleeve or short sleeve shirt.

1) STYLE. Pleaded pockets and scalloped flaps or the Blauer base layer polo shirt.

2) MATERIAL. The shirt material shall be made of a poly wool blend fabric. The color of the material shall be that which is commonly and commercially known as midnight blue.

3) BUTTONS. Buttons on the standard Blauer uniform shirt shall be normal for the shirtfront. Black buttons shall be used for the shirt pockets and shoulder epaulets. The base layer polo shirt shall have three black buttons.

4) SHOULDER PATCH. The approved shoulder patches shall be worn with this shirt.

5) UNIT INSIGNIA. The Motor Detail insignia shall be worn on this shirt.

2. PANTS (BREECHES).

a. MATERIAL. The material for the motorcycle riders' breeches shall be made of a Kevlar blend and dark navy in color.

b. POCKETS. Breeches shall contain SAP pockets located on back of pants.

c. WAISTBAND. Waistband shall be made the Kevlar blend with an adjustable, velcro waist.

d. REINFORCEMENT. Breeches shall have a waterproof liner made of an Aero-Tex material.

e. BOTTOMS. The bottoms of the breeches shall be finished with a zipper/cuff closure.

f. BELT LOOPS. Belt loops shall be fit to hold a standard duty belt.

g. FLY. The fly of the breeches shall be zipper fastened.

h. PADS (OPTIONAL). Standard tri-armor, soft pads can be worn at the option of the officer.

i. SEAM STRIPE. A one-half inch wide, white mohair stripe shall extend along the outer seam from the bottom of the waistband to the bottom of the pants.

3. MOTOR OFFICER BOOTS. Motor officers shall be provided with Danner Acadia 8" regular or steel toe motor boots, or a boot of equivalent or superior quality that conforms to the specifications above at a cost not exceeding that of the current authorized boot. The boot shall be black in color with a smooth polished finish. All requests for boot replacement, or purchase and use of a boot other than the Danner, must be approved by the Motor Sergeant and the Traffic and Special Events Division Commander.

4. LEATHER FIELD JACKET.

a. MATERIAL. The leather field jacket shall be black, genuine horsehide.

b. STYLE. The jacket shall have a leather collar, leather cuffs, and a leather bottom. The back shall be one-piece or yoked. Each front shall be one piece. Strap and ring or laced side gores may be provided.

c. SLEEVES. Sleeves shall be coat style, two piece.

d. WAISTBAND. The waistband shall be of the same material as the jacket, two-piece style, and two and one-half inches wide with a bottom finish hem not less than one-half inch. There may be five loops to hold the Sam Browne belt. Each loop shall be one inch wide and securely sewn to the waistband on each end, the bottom halves of the loops to be stitched into the body of the coat at the waistband and fastened in the center with chrome snap fasteners. The waistband shall have extra stitching or other device to prevent it from stiffening or rolling up.

e. ZIPPER. The leather jacket shall have a straight zipper front to the neck, using an extra heavy weight Talon zipper or comparable type, and the zipper at the bottom shall be riveted through. Zippers may also be located at the end of each sleeve.

f. POCKETS. The jacket shall have two slash-type side pockets, one on each side.

g. LINING. Jacket lining shall be of first quality material, in a subdued solid color.

h. BADGE HOLDER. The badge holder shall be of the same material as the jacket and placed in the center of the left breast. It shall be securely sewn to the coat and have two rustproof metal eyelets placed one-half inch apart. The top eyelet shall be seven-eighths inch below the top of the badge holder.

i. FUR COLLAR. The optional fur collar used on the leather jacket shall be made of short-cropped hair fur, black or dark brown in color.

5. AIR MESH JACKET (Alternate authorized jacket for motor officers).

a. MATERIAL. Jacket shall be made of mesh Kevlar material.

b. SLEEVES. Sleeves shall be worn with white, one-half inch reflective striping down both sleeves. Sleeves shall be zippered with an additional Velcro strap.

c. POCKETS. The jacket shall have one inside chest pocket, two zippered outside chest pockets, and two zippered hand warmer pockets.

d. TRI-ARMOR. Tri-armor shall cover the back, shoulders, elbow/forearms, and chest. It shall be in velcro secured pockets and can be removed at the choice of the officer.

e. LINING. The lining of the jacket shall be hydrophilic nylon, mesh lining.

f. MARKINGS AND PATCHES. Jacket shall have appropriate POLICE markings and reflective striping on the back on the jacket. Jacket shall have cloth shoulder patches and a cloth badge located on left chest.

6. HELMET. Department-issue Motor Officer helmet only. A Department-issued helmet piece shall be worn on the helmet. Motor officers shall wear their helmets while riding their motorcycle.

7. MOTOR OFFICER EYE PROTECTION.

   a. Motor officers shall be provided with two pairs of superior quality glasses for eye protection. Motor officers are required to wear eye protection while riding the motorcycle. The Motor Sergeant and the Traffic and Special Events Division Commander must approve requests for repairs, replacement or purchase. The price of the glasses shall not exceed the current maximum Department purchase contract price.

   b. CLEAR LENSES. One pair of impact resistant glasses shall be clear lenses for nighttime use.

   c. SUNGLASSES. The second pair shall be impact resistant sunglasses. The selected lenses shall offer ultraviolet protection and proper glare protection but shall not alter colors.

   d. PRESCRIPTION LENSES. Motor officers requiring prescription lenses shall wear glasses which meet or exceed the specifications described herein, and shall be compensated up to the current non-prescription maximum Department purchase contract price.

   e. RESTRICTED LENSES. No mirrored or reflective lenses are approved.

8. MOTOR OFFICER GLOVES.

   a. Motor officers shall be provided two pairs of leather gloves to provide protection during the summer and winter months. All requests for repairs, replacement, or purchase and use of gloves must be approved by the Motor Sergeant and the Traffic and Special Events Division Commander, and must meet the required specifications.

   b. SUMMER GLOVES. Summer gloves shall be made of leather and be black in color. These gloves shall have a short base (ending at approximately the wrist) and may be lined or unlined.

   c. WINTER GLOVES. Winter gloves shall be made of leather and be black in color. These gloves shall be insulated for warmth and shall be lined. The gloves may have a short or long base (gauntlet type).

   d. RESTRICTIONS. No sap or weighted material may be affixed to the gloves. No design, except for ventilation, or raised welting of the same color, may be affixed to the gloves.

9. MOTOR OFFICER ACCESSORIES.

   a. TURTLENECK. Motor officers have the option of wearing a turtleneck under their uniform shirts in lieu of the standard white crew neck undershirt. This turtleneck shall be black in color. Motor officers may wear this item of the uniform at the discretion and approval of the Traffic and Special Events Division Commander.

B. CALL-OUT. Motor Officers are authorized to wear the utility uniform for after-hours call-outs, but they shall change into the basic motor uniform if they continue on for a regular shift.

408 Bomb Threat Stand Off Distances.pdf

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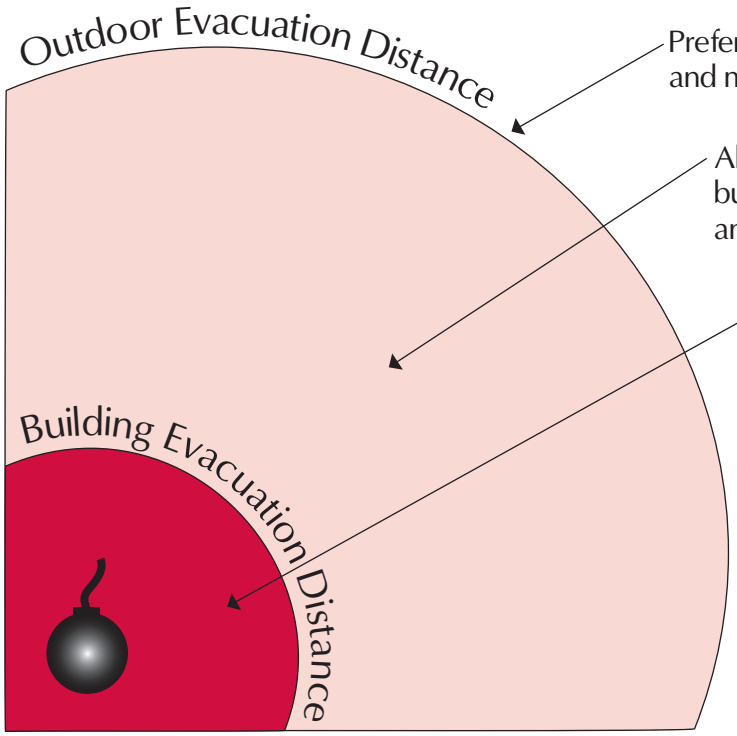
Bomb Threat Stand-Off Distances

Threat Description		Explosives Capacity[1] (TNT Equivalent)	Building Evacuation Distance[2]	Outdoor Evacuation Distance[3]
	Pipe Bomb	5 LBS/ 2.3 KG	**70 FT/ 21 M**	**850 FT/ 259 M**
	Briefcase/ Suitcase Bomb	50 LBS/ 23 KG	**150 FT/ 46 M**	**1,850 FT/ 564 M**
	Compact Sedan	500 LBS/ 227 KG	**320 FT/ 98 M**	**1,500 FT/ 457 M**
	Sedan	1,000 LBS/ 454 KG	**400 FT/ 122 M**	**1,750 FT/ 533 M**
	Passenger/ Cargo Van	4,000 LBS/ 1,814 KG	**600 FT/ 183 M**	**2,750 FT/ 838 M**
	Small Moving Van/ Delivery Truck	10,000 LBS/ 4,536 KG	**860 FT/ 262 M**	**3,750 FT/ 1,143 M**
	Moving Van/ Water Truck	30,000 LBS/ 13,608 KG	**1,240 FT/ 378 M**	**6,500 FT/ 1,981 M**
	Semi-Trailer	60,000 LBS/ 27,216 KG	**1,500 FT/ 457 M**	**7,000 FT/ 2,134 M**

This table is for general emergency planning only. A given building's vulnerability to explosions depends on its construction and composition. The data in these tables may not accurately reflect these variables. Some risk will remain for any persons closer than the Outdoor Evacuation Distance.



Preferred area (beyond this line) for evacuation of people in buildings and mandatory for people outdoors.

All personnel in this area should seek shelter immediately inside a building **away from windows and exterior walls**. Avoid having anyone outside—including those evacuating—in this area.[4]

All personnel must evacuate (both inside of buildings and out).

1: Based on maximum volume or weight of explosive (TNT equivalent) that could reasonably fit in a suitcase or vehicle.

2: Governed by the ability of typical US commercial construction to resist severe damage or collapse following a blast. Performances can vary significantly, however, and buildings should be analyzed by qualified parties when possible.

3: Governed by the greater of fragment throw distance or glass breakage/ falling glass hazard distance. Note that pipe and briefcase bombs assume cased charges that throw fragments farther than vehicle bombs.

4: A known terrorist tactic is to attract bystanders to windows, doorways, and the outside with gunfire, small bombs, or other methods and then detonate a larger, more destructive device, significantly increasing human casualties.

801 - Attachment - Call Sign Designation.pdf

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TORRANCE POLICE DEPARTMENT

CALL SIGN DESIGNATION MANUAL

DATE ISSUED: October 25, 2017

PURPOSE

The designation of the police radio call signs.

CALL DESIGNATION

A. COMMAND PERSONNEL. The following radio call designations are assigned to command personnel:

9C1	Chief of Police
9C2	Deputy Chief of Police
9C3	Administrative Bureau Commander
9C4	Special Operations Bureau Commander
9C5	Patrol Bureau Commander
9C6	Services Bureau Commander
9N21	Personnel Division Commander
9N31	Research and Training Division Commander
9W11, 9W31, 9W51, 9W61,9W81	Watch Commander
9T21	Traffic Division Commander
9D21	Detective Division Commander
9V21	Special Investigations Division Commander
9Q21	Records Division Administrator
9H21	Services Division Commander
9H31	Communications Division Commander

B. OFFICE OF THE CHIEF OF POLICE Radio call designations are assigned as follows:

9C1	Chief of Police
9C15	Adjutant to the Chief of Police
9C12	Administrative Assistant to the Chief of Police
9C31	Emergency Services Division Commander
9C32	Emergency Services Coordinator
9C21	Community Affairs Division Commander
9C35	Community Affairs Sergeant
9C25	Community Lead Officer Sergeant
9C26 - 29	Community Lead Officers
9C22 - 23	Community Affairs Officers
9C24	Community Affairs Services Officer

C. PERSONNEL DIVISION Radio call designations are assigned as follows:

9N21	Personnel Division Commander
9N15, 9N25	Internal Affairs Sergeant
9N35	Personnel Section Sergeant
9N22 - 23	Personnel Division Administrative Assistants
9N36 - 38	Personnel Officers
9N33	Academy Tactical Staff Officer
9N34	Academy Recruits
CAD	Cadets

D. RESEARCH AND TRAINING DIVISION Radio call designations are assigned as follows:

9N31	Research and Training Division Commander
9N55	Business Manager
9N45	Training Section Sergeant
9N47 - 48	Range Masters
9N49	Training Section Administrative Assistant
9N56	Budget Control Administrative Assistant
9N57	Payroll/Timekeeping Administrative Assistant
9N58	Administrative Analyst
9N59	Staff Assistant

E. PATROL BUREAU Radio call designations are assigned as follows:

9L11 - 9L19 9A30 - 34, 9A36 – 39, 9L301 9A41, 9A46 9A51 - 54, 9A56 – 59 9L60-9L69 9A71, 73, 74, 76, 78, 9L79 9A81- 9A88, 9L801	Patrol Area Units
9C5	Patrol Bureau Commander
9W11, 9W31, 9W51 9W61, 9W81	Watch Commander
9S10, 9S15, 9S30 9S35, 9S50, 9S55 9S60, 9S65, 9S70, 9S75, 9S80, 9S85	Field Sergeants
9K1 - 2	Canine Teams
9R1 - 2	Reserve Officers
9X5, 9X15, 9X25	Park Patrol Supervisor
9X1 - 4, 9X6 - 9	Park Patrol Detail
9Y5, 9Y15, 9Y25	South Bay Platoon Supervisor
9Y1 - 4, 9Y6 - 9	South Bay Platoon Detail
9Z1 - 4, 9Z6 - 9	Shopping Center Detail
9Z5	Shopping Center Detail Sergeant
9MET1, 9MET2	Mental Health Evaluation Team

F. TRAFFIC AND SPECIAL EVENTS DIVISION Radio call designations are assigned as follows:

9T21	Traffic and Special Events Division Commander
9T35	Traffic Safety and Education Section Sergeant
9T15, 9T25	Motor Sergeants
9T2 - 4, 9T6	Traffic Area Units
9T22	Traffic and Special Events Division Administrative Assistant
9T26 - 27	Accident Follow-up
9T28	Traffic Education Officer
9T29 - 30	Commercial Enforcement
9P1 - 4, 9P6 - 7	Parking Enforcement
9M1 - 16	Motor Officers
9T12 - 13	Driving Under the Influence Team
9U5	Animal Control Supervisor
9U2 - 4	Animal Control Officer

G. DETECTIVE DIVISION Radio call designations are assigned as follows:

9D21	Detective Division Commander
9D15	Crimes Persons Section Sergeant
9D25	Crimes Property Section Sergeant
9D35	Economic Crimes Section Sergeant
9D45	Youth Services Section Sergeant
9D55	Diversion Coordinator
9E15	Crime Scene Investigation Detail Supervisor
9D16 - 17	Robbery Detail
9E23	Forensic Identification Specialist Supervisor
9E16 - 22	Forensic Identification Specialist
9D36 - 40, 9D42 - 44	Economic Crimes
9D30, 9D32 - 34	Auto Theft Detail
9D26 - 29	Burglary Detail
9D48 - 49	Juvenile Area Investigators
9D46 - 47	Sex Crimes Detail
9D50	Diversion Case Worker
9D52	Diversion Victim Support Coordinator
9D53	Diversion Intern
9D63	Youth Services Section Administrative Assistant
9D60	Crimes Persons Section Administrative Assistant
9D65	Crime Analyst
9J1 - 6	School Resource Officers
9B1 - 4, 9B6 - 9	Beach Patrol
EXP1 - 4, EXP6 - 9	Explorers

H. SPECIAL INVESTIGATIONS DIVISION Radio call designations are assigned as follows:

9V21	Special Investigations Division Commander
9V75	Intelligence Sergeant
9V85	Vice & Narcotics Team Sergeant
9V95	Crimes Impact Team Sergeant
9V18	Special Investigations Division Administrative Assistant
9V19	Intelligence Analyst
9V72	L.A. Impact Officer
9V73	Joint Terrorism Task force Officer
9V74	Intelligence Officer 1
9V98	Intelligence Officer 2
9G1	Gang Detail
9G2 - 4, 9G6 - 9	Gang Enforcement Team
9V80, 9V82 - 84, 9V86 - 89	Narcotics Officers
9V90, 9V92 - 94, 9V96 - 97	Crimes Impact Team Section Officers
9V76 - 78	Special Investigations Division Staff (light duty, etc.)

I. RECORDS DIVISION Radio call designations are assigned as follows:

9Q21	Records Administrator
9Q15, 9Q25, 9Q35	Records Supervisor
9Q16	Report Processing Technician (back desk)
9Q17	Report Scanning Technician
9Q18	Data Entry Technician
9Q19	Counter Technician
9Q20	Court Technician
9Q22	Traffic Desk Technician
9Q23	Side Counter Technician

J. COMMUNICATIONS DIVISION

9H31	Communications Division Commander
9H45, 9H55, 9H65 9H75	Public Safety Communications Supervisor
9H46	Communications Officer in Charge
9H47	Call Taker, Communications Officer
9H48	Public Safety Dispatcher
9H85	Systems Analyst
9H86 - 87	Information Technology Analyst
9H88 - 89	Information Technology Specialist

K. SERVICES DIVISION Radio call designations are assigned as follows:

9H21	Services Division Commander
9H15	Property Room Sergeant
9H25	Jail Sergeant
9H35	Court Liaison Section Sergeant
9H36	Court Liaison Officer
9H37	Court Liaison Services Officer
9H16 - 19	Property Room Services Officers
9H22	Services Division Administrative Assistant
9H38 - 39	Motor Transport Services Officer
9H26	Services Officers (jail, front desk, and north PCC)

L. COMMAND POST The following radio designations shall apply to an Emergency Control Center or Field Command Post:

1. EMERGENCY CONTROL CENTER: The Emergency Control Center, or any other location or facility activated for overall Departmental control during an emergency shall be identified as "DEPARTMENT COMMAND."

2. FIELD COMMAND POST: A Field Command Post shall be identified as "COMMAND POST." If more than one post is needed, the numerical designations shall be established by "Department Command."

Attachment - Field Equipment and Supplies.pdf

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TORRANCE POLICE DEPARTMENT

FIELD EQUIPMENT AND SUPPLIES

PURPOSE

Specifications for field equipment and supplies.

ISSUED FIELD EQUIPMENT AND SUPPLIES

A. FIELD EQUIPMENT. Field equipment is that equipment issued by the Department and which is normally carried and utilized by uniformed personnel. Field equipment is all Department-issue non-reimbursable equipment and may include:

1. City maps
2. M4 Rifle
3. Taser
4. Kinetic energy weapons
5. Personal Protective Equipment

B. SUPPLIES. Those non-reimbursable items utilized by uniformed personnel and may include:

1. Highway flares
2. First aid kit
3. Fire extinguisher
4. Marking chalk
5. Flashlight batteries
6. Batteries for audio recorder and M3 tactical light

C. STAFF RESPONSIBILITY. The Services Division Commander shall have responsibility over all Department-issue field equipment, except for the following:

1. City maps (Personnel)
2. Citation books (Records Division)
3. Taser and kinetic energy weapons (Research and Training Division)
4. Mobile Data Computers
5. Personal Protective Equipment (Research and Training Division)

D. WATCH COMMANDER RESPONSIBILITY. Watch Commanders shall be responsible for the field equipment issued to personnel under their command and shall ensure that:

1. Personnel do not appropriate any Department-issue field equipment for their own personal use.
2. Field personnel make certain that mobile field units (e.g., command post, CSI, K-9) are fully equipped with all necessary field equipment prior to leaving the station.

FIELD DUTY EQUIPMENT

A. REQUIRED EQUIPMENT. In addition to the basic uniforms, officers engaged in uniformed field duty shall carry the following equipment:

1. Bullet Resistant Vests - All employees to whom vests are issued shall maintain their Department approved vests in good condition at all times. Officers shall wear the approved vest at all times while on uniformed duty in the field.
2. Plate Carrier - All employees to whom plate carriers are issued shall maintain their Department approved plate carrier in good condition at all times. Officers shall wear the approved plate carrier, when appropriate, while on uniformed duty in the field.
3. Taser – Officers that have received the Department approved training in the use of the Taser shall carry it in an authorized holster along with two, issued cartridges.
4. Baton - It is strongly encouraged that the Department approved baton be worn at all times by uniformed officers while they are outside their vehicles. When limited duty belt space compromises the safe carry of all authorized less lethal weapons, the officer has the option of not wearing the baton. Unless assigned to a special deployment with supervisory directives to the contrary, an officer opting not to carry the baton on his/her person must have their baton readily accessible at all times while on duty (e.g. unit, motor saddle bags, etc.).
5. Citation Books - Both moving and parking citation books shall be carried.
6. Flashlight - The Department approved flashlight shall be available at all times.
7. Field Notebook
8. Handcuffs and Handcuff Key
9. Whistle
10. Helmet - Officers assigned to field duty in uniform shall have their helmets in the vehicle to which they are assigned. Unless specifically directed, officers may use their own judgment as to the wearing of helmets in field situations.
11. OC Spray - Officers who have received the Department approved training in use of OC Spray shall carry it as part of the uniform equipment.
12. Pocket Mask - Officers who have received the Department approved training in the use of the Pocket Mask shall have it available for emergency use.
13. Body Worn Camera – Refer to Lexipol policy 429 Audio/Video Recording Devices.
14. Personal Respirator – Officers assigned to field duty in uniform shall have their personal respirators in the vehicle to which they are assigned.
15. Traffic Vest - All employees to whom high visibility traffic vests are issued shall maintain the Department approved vests in good condition at all times. Except for incidents where vest deployment would compromise tactical safety, employees shall wear the vest when:
    a. Assigned to any traffic post;
    b. On the scene of any traffic accident;
    c. Clearing obstructions from the roadway;
    d. Performing disaster response duties;
    e. In the roadway and exposed to any traffic hazards. Routine traffic stops, searches, or manhunts are not subject to this requirement.
16. Hobble Restraint – Officers assigned to uniform field duty who have been issued and received training in the use of the hobble restraint devices shall have it readily accessible at all times while on duty (e.g. on their person, in their unit, or motor saddle bag, etc.).
17. Portable Radio – Officers working in the field shall carry their department issued portable radio. Officers are only authorized to use portable radio accessories that are approved by the department.

TPD 145 Outside Employment Application.pdf

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City of Torrance, Police Department

Outside Employment Application

Employee Name _____ Serial # _____

Current Assignment _____ Date _____

Employer Name _____ Phone ( ) _____

Address _____

Nature of Business _____

Starting Date _____ Ending Date _____

Job Description _____

Location of Work _____

☐ SWORN PERSONNEL

I hereby request approval in accordance with Policy 1013 - Outside Employment and the TPOA Memorandum of Understanding of my outside employment, and acknowledge that: (1) such employment does not involve me in a strike or labor dispute; (2) the employment does not involve me in private investigations; (3) I will not be working as a "bouncer," manager, waiter/waitress, clerk, or bartender in any liquor store or bar; (4) if currently on modified duty, my duties will be in conformance with my work restriction; (5) I shall not use my City equipment or my police identification as part of any duties with the above-named employer; and (6) if I am relieved of duty or develop an IOD status, outside employment will cease, unless otherwise determined by the Personnel Division Commander.

☐ CIVILIAN PERSONNEL

I hereby request approval in accordance with Policy 1013 – Outside Employment, and acknowledge that such employment: (1) will not interfere with my City employment; (2) will not interfere with my ability to respond to emergency call-outs, scheduled work, or overtime; (3) will be covered by Workers' Compensation; and (4) will be of a part-time nature.

NOTE: Both sworn and civilian employees shall notify the Personnel Division when a change in status occurs in their outside employment. Both sworn and civilian personnel are advised that the off-duty employer must provide Workers' Compensation insurance by state law (Labor Code §3700) and that the employee will not be covered by City of Torrance Workers' Compensation (Labor Code §3600.2).

_____
Employee

_____ Employee's Supervisor	☐ Approve ☐ Disapprove	Comments:
_____ Division Commander	☐ Approve ☐ Disapprove	Comments:
_____ Bureau Commander	☐ Approve ☐ Disapprove	Comments:
_____ Chief of Police	☐ Approve ☐ Disapprove	Comments:

303 - Attachment - Kinetic Energy Impact Weapon Specifications.pdf

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TORRANCE POLICE DEPARTMENT

KINETIC ENERGY IMPACT WEAPONS SPECIFICATIONS

DATE ISSUED: October 5, 2017

PURPOSE

Specifications for kinetic energy impact weapons.

The following weapons are authorized for use by personnel trained in their use:

KINETIC ENERGY IMPACT WEAPONS

1. REMINGTON 12 gauge shotgun

    a. BARREL: varies
    b. ACTION: Pump
    c. CAPACITY: 6 round internal
    d. MODEL: 870
    e. SIGHTS: Fixed
    f. HAMMER: N/A
    g. COLOR: Matte Black
    h. TRIGGER PULL: Not Modified From Factory Specifications
    i. GRIPS: Stock
    j. SAFETY: Ambidextrous
    k. AMMO: Department Issue

    A. BEANBAG ROUND:

        a. MODEL: CTS 2581 or equivalent

2. 40 mm single launcher

    a. DEF TECH MODEL: 1325

    b. LEWIS MACHINE AND TOOL MODEL: 1425

    A. 40mm ROUND

        a. DEF TECH 40mm eXact iMpact Blue Sponge round (#6325)
        b. DEF TECH 40mm Direct Impact Sponge Round with OC (#6320)
        c. DEF TECH 40mm eXact iMpact Blue Sponge round extended range (#6325LE)
        d. DEF TECH 40mm Direct Impact Sponge Round extended range with OC (#6320LE)

322 - Attachment - Report Preparation.pdf

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TORRANCE POLICE DEPARTMENT

REPORT PREPARATION

DATE ISSUED: September 18, 2019

CHIEF OF POLICE

PURPOSE

Descriptions and use of reports and logs.

REPORTS

A. PROHIBITED USE. Blank forms shall not be released outside the Department except with Division Commander approval and for official purposes only. Under no circumstance shall any officer be given a copy of any report, photograph, or fingerprint card for his own personal use.

B. LETTERING. Unless typed or transcribed, all reports shall be printed in ink using block letters. All word processed reports shall use Arial font, 12 point lettering, and sentence case.

C. FIRST PERSON. All personnel writing reports requiring self-reference shall use the first person narrative style (I, we, etc.).

D. DATES. Unless otherwise prescribed, dates entered on any official report form of the Department shall be entered with the number date, followed by the first three letters of the month, followed by the last two digits of the year.

E. OFFICER NAMED IN REPORT. An officer who has occasion to refer to another officer of the Department in a report shall use the name of that officer complete with rank.

F. NAMES OF SUSPECTS, WITNESSES, AND INFORMANTS. Whenever a name of a suspect, witness, informant, etc., appears on a Department report form, the name shall be written in the following form:

1. ROWE, James William
2. ROWE, James (NMI)
3. ROWE, James William, Jr.

G. PROPERTY DESCRIPTION. Property and property description included in any report shall be listed and described as follows:

1. Clothing: Name of article to be described, including size, type, color, kinds of material, and value.
2. Jewelry: Name of the article to be described, including the following when it is part of the description:
   a. Color and kind of metal.
   b. Number, kind, color, and size of stones.
   c. Inscription, dates, engravings, initials, serial numbers, and jeweler's markings.
3. Household Articles: Name of the article being described, inscriptions, and number of pieces stolen.

4. Guns: Show maker's name, caliber, or gauge, color of metal, serial numbers, type of handles or stocks, any marks, inscriptions, or initials. State whether revolver, automatic pistol, rifle, pump gun, or shotgun, if shotgun state number of barrels; if pistol or revolver state barrel length. Under description of guns may be shown holsters, cartridge belts, and cartridges.

H. SYMBOLS AND ABBREVIATIONS. Field and investigative reports are often used by individuals who are not familiar with specialized, law enforcement abbreviations. The use of certain, commonly-understood abbreviations (see following listing) in such reports is acceptable. However, personnel completing said reports must still make every effort to record the facts and statements, relevant to the reportable incident, in a manner which permits comprehension by the general public. Therefore, abbreviations such as those listed below shall only be used when necessary due to time and/or space limitations. The following symbols and abbreviations may be used in field or investigative reports:

1. GENERAL:

ADW	Assault with a Deadly Weapon
AOI	Area of Impact
AOR	Area of Rest
A/O	Arresting Officer
Ave.	Avenue
AWOL	Absent Without Official Leave
Blvd.	Boulevard
Capt.	Captain
CNT	Crisis Negotiation Team
Compl.	Complainant
DBR	Dead Body Report
DOA	Dead on Arrival
DOB	Date of Birth
Def.	Defendant
FI	Field Interview
GOA	Gone on Arrival
GTA	Grand Theft Auto
Hwy	Highway
ICS	Incident Command System
I/O	Investigating Officer
Juv	Juvenile
Lt.	Lieutenant
MO	Modus Operandi (Method of Operation)
Misd	Misdemeanor
ID Photo	Identification Photograph
NMI	No Middle Initial
NMN	No Middle Name
NSF	Not Sufficient Funds (Checks)

OFC	Officer
OIC	Officer in Charge/Command
OR	Own Recognizance
SWAT	Special Weapons and Tactics
Sgt.	Sergeant
St.	Street
T/C	Traffic Collision
VIN	Vehicle Identification Number

2. DESCRIPTIVE:

Location		Direction	
North	N	Northbound	N/B
South	S	Southbound	S/B
East	E	Eastbound	E/B
West	W	Westbound	W/B
		Northwest	NW
		Northeast	NE
		Southwest	SW
		Southeast	SE

3. In addition, commonly accepted abbreviations for the proper names of entities (i.e. USC for the University of Southern California; LAPD for the Los Angeles Police Department; FBI for the Federal Bureau of Investigation; H&S for Health and Safety Code; EAP for Emergency Aid Plan; Det. Div. for Detective Division are acceptable, so long as the proper name is spelled out completely upon initial reference in said reports.

I. SIGNATURE FORMAT. Every officer signing a report shall use his signature. The signature shall be accompanied by his employee serial number.

J. APPROVAL. All reports which require approval shall be work flowed appropriately in Spillman; in the case of hand written reports, the hardcopies shall be submitted in a timely manner to a supervisor to be checked and approved for propriety, essential information, clarity, and legibility. The supervisor who checks the report shall indicate his approval in the proper space on the report.

DAILY ASSIGNMENT (TPD 90)

A. USE. The front of the Daily Assignment Form (TPD 90) shall be used by Patrol and Traffic Supervisors to compile information regarding daily assignments.

B. COMPLETION. The Daily Assignment Form (TPD 90) shall be completed with attention to the following:

1. Assignment of personnel
2. Name of personnel assigned
3. Shift assignment
4. Unit assigned

C. DISTRIBUTION. The Daily Assignment Form (TPD 90) shall be saved in the Q drive in the Daily Schedule folder.

AREA COMMANDER'S DAILY LOG

A. USE. The Area Commander's Daily Log Form shall be used by Area Commanders for the purpose of recording their daily activities.

B. DISTRIBUTION. The Area Commander's Daily Log shall be emailed to "TPD WC Log Distribution" at the end of watch.

SERGEANT'S DAILY LOG (TPD 40)

A. USE. The Sergeant's Daily Log Form shall be used by sergeants for the purpose of recording their daily activities.

B. DISTRIBUTION. The Sergeant's Daily Log shall be emailed to the appropriate Watch Commander at the end of watch.

FIELD IDENTIFICATION CARD

A. USE. The Field Identification Card shall be used by officers for the purpose of recording certain information concerning suspicious persons contacted.

B. COMPLETION. The Field Identification Card shall be completed on a hard card TPD 110.

C. DISTRIBUTION. The completed Field Identification Card shall be placed in the FI box located next to the Sergeant's patrol office.

CRIME/INCIDENT REPORT

A. USE. The Crime/Incident Report Template is a form used by Department personnel to record crimes and incidents reported to the Department. Portions of the form shall also be used to record arrest data and other information useful to the investigative function of the Department.

B. COMPLETION. The Crime/Incident Report Template shall be completed in Spillman for every crime or reportable incident. The person taking the report shall:

1. Include the elements of the crime in the narrative; the elements of the crime are not required in an incident narrative.

C. COMPLETION. Of the Domestic Violence, Property, and Narrative Sections shall be completed whenever the crime or incident being reported concerns domestic violence, loss or recovery of property, and/or a narrative statement by the reporting officer. The reporting person shall:

1. PROPERTY. Complete the Property Template in Spillman and the item(s) shall be attached to the incident as an involvement. Firearms that are reported as stolen shall be properly documented in the Property Template in Spillman.

2. NARRATIVE. The narrative section shall be written in the first person, and shall be structured into the sections headed:

a. VICTIM or PERSON REPORTING STATEMENT. The first section shall contain the facts as reported by the victim and must contain the elements of the crime.

b. WITNESS STATEMENTS. The second section shall record all witness statements. Witnesses shall be identified by name rather than be numbered, e.g. Witness John Doe.

c. OFFICER'S INVESTIGATION. Recap in detail all activity by reporting personnel in conducting the preliminary investigation, and the results of that investigation.

d. MISC. INFORMATION. The last section shall contain all relevant information not contained elsewhere in the report.

D. COMPLETION OF AN ARREST REPORT. When completing an Arrest Report Template the officer shall use the Arrest Report Template in Spillman.

E. DISTRIBUTION. The Crime/Incident and Arrest Report Template, upon completion shall be work flowed appropriately in Spillman.

JUVENILE REPORT

A. COMPLETION. The Juvenile Report Template shall be completed in Spillman.

B. DISTRIBUTION. The Juvenile Report Template shall be work flowed appropriately in Spillman.

MISSING/RETURNED PERSON REPORT

A. USE. The Missing/Returned Person Report Template in Spillman shall be used for the purpose of recording necessary information concerning a missing or returned person. When used in relation to a returned person, a Missing Person Report Template must have previously been filed with this or any Department.

B. COMPLETION. The Missing/Returned Person Report Template shall be completed in Spillman and work flowed appropriately.

DEATH REPORT

A. DEATH. All deaths reported to the Department occurring in the City shall be recorded in Spillman using the Dead Body Report Template and shall be work flowed appropriately.

INJURY REPORT

A. INJURY. All injuries reported to the Department in the City occurring:

1. On City property such as: sidewalks, streets, city buildings, parks, or in any situation where civil action might be brought against the City.
2. On private property where the possibility exists that the injury was caused by negligence.

B. COMPLETION. The Injury Report Template shall be recorded using the Narrative section in Spillman and work flowed appropriately.

FRAUDULENT DOCUMENT REPORT

A. USE. The Fraudulent Document Report Template shall be used in lieu of the Crime Report Template to record those instances involving fraudulent use of:

1. Checks.
2. Bogus or counterfeit money, travelers checks, stocks, bonds, or deeds.
3. Forged prescriptions.
4. Stolen, found, forged, or other improper use of credit cards.
5. Credit card applications.
6. Reports of lost or stolen documents shall continue to be reported on a Crime Report Template.

B. COMPLETION. The Fraudulent Document Report Template shall be completed in Spillman.

1. The reporting officer shall scan case documents into Spillman.

C. DISTRIBUTION. The Fraudulent Document Report Template, upon completion shall be work flowed appropriately in Spillman.

NARCOTICS - OPIATES INFLUENCE/USE REPORT (TPD 37)

A. USE. The TPD 37 shall be used to document the suspected use or influence of narcotics.

B. DISTRIBUTION. Upon completion, the TPD 37 shall be attached to the officer's narrative report and forwarded to Records Division.

STOLEN OR MISSING ARTICLES LIST (TPD 94)

A. USE. The Stolen or Missing Articles List shall be used for listing stolen or missing items only when the officer at the scene is unable to list such property within a reasonable amount of time. For example, when a victim is not sure what is missing, or feels other items may be missing.

B. COMPLETION. The TPD 94 shall be left with the victim at the scene, or mailed to the victim by the detective assigned to the case. Normally, the victim fills out the TPD 94 and either brings, or mails it, to the Records Division. A detective may complete the form by obtaining the necessary information from the victim either in person or by telephone. If a firearm is reported as stolen, the Detective assigned to the case shall make sure that all the proper information is included before the TPD 94 is filed.

C. DISTRIBUTION. Records Division shall file the original in the incident file and forward a copy to the Detective Division.

ANTI-REPRODUCTIVE RIGHTS CRIMES

A. REPORTING. When an Anti-Reproductive Rights Crime occurs, the initial investigating officer shall use the appropriate circumstance code in Spillman.

CONFIDENTIAL REPORT COVER (TPD 21)

A. USE. The TPD 21 shall be used by investigating officers of the Torrance Police Department for the purpose of ensuring that sensitive information related to ongoing investigations not be prematurely released. At the conclusion of those cases where the TPD 21 is used, the authorizing supervisor shall review the case and, if satisfied that release of information from the file would not reasonably endanger any person or other investigation, shall declassify the case.

B. COMPLETION. The use of the form falls into three parts: Classification, Audit Trail, and Declassification.

1. Classification. The investigator shall complete the form and submit it to his or her supervisor for approval. The supervisor shall signify his or her approval by placing his name and date in the space provided. The completed and approved form shall then be added to the file of the case. Once an incident has been classified as confidential the TPD 21 may not be removed, or information released, unless appropriately authorized.

2. Audit Trail. All distributed copies of a confidential report shall be approved by the investigator or investigative supervisor prior to distribution. A notation shall be made in the space provided of who received the report and who approved receipt.

3. Declassification. When the case is resolved to a point where it is no longer necessary that the "Confidential" classification remain in force, a supervisor of the concerned investigative unit shall review the case. If the supervisor determines that release of information from the file will not endanger any person or other investigation, he shall declassify the incident package by entering the date of the Declassification in the space provided and by signing in the appropriate space.

C. DISTRIBUTION. The original form shall be a permanent part of the incident file.

CONFIDENTIAL FAX REPORT COVER (TPD 160)

A. Any confidential report that is transmitted via facsimile shall be accompanied by a Confidential FAX Report cover sheet (TPD 160).

Commission on Peace Officer Standards and Training Hate Crimes Model Policy 2019.pdf

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Special Demand for Reimbursement of Damaged Uniform Equipment.pdf

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City of Torrance, Police Department

Special Demand for Reimbursement of Damaged Uniform and/or Equipment

TO: Director of Finance Date: _____

FROM: Chief of Police Date Equipment Purchased: _____

DR Number: _____

Please pay to _____ Employee No. _____
which represents the pro-rated replacement and/or repair costs, whichever is less, for items that are unserviceable or were damaged in the line of duty without neglect on the part of the employee. The requested reimbursement is in accordance with General Order 4.14 of the Torrance Police Department Manual.

ITEM	REPAIRABLE? (If Yes, Cost?)	AGE (Months)	CURRENT COST (New)	REPLACEMENT Group No.	REPLACEMENT Percent	REIMBURSEMENT AMOUNT
	☐YES ☐NO		$			$
	☐YES ☐NO		$			$
	☐YES ☐NO		$			$
	☐YES ☐NO		$			$
TOTAL REIMBURSEMENT REQUESTED						**$**

EXPLANATION OF ORIGINAL CALL / CAUSE OF DAMAGE / WITNESS

☐ SEE CONTINUATION REPORT

IMMEDIATE SUPERVISOR'S VERIFICATION AND RECOMMENDATION

REQUESTING EMPLOYEE NAME SERIAL NO.

IMMEDIATE SUPERVISOR NAME & TITLE

CONCUR - CHIEF OF POLICE

CONCUR & RECOMMEND APPROVAL - DIVISION COMMANDER

CITY MANAGER APPROVAL (If over $200)

FINANCE DEPARTMENT USE ONLY

ACCT	FUND	DEPT ID	CLASS	PROJECT	OPEN ITEM	AMOUNT
3728	1001	7003030000				

TPD 39 (Rev. 8/08)

Approved for warrant preparation by: _____

Photo ID_Admonition Form.pdf

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Identification Admonition Form

As a witness in a criminal investigation, it is just as important to exclude the innocent as it is to identify the suspect. Be aware that the person who committed the crime now being investigated may or may not be among the individuals or photos presented to you. You are not obligated to make an identification. Be advised that this criminal investigation will continue regardless of your ability to make an identification.

The persons shown to you may not appear exactly as they did on the date of the incident. Hair styles, beards, and mustaches may be easily changed. Also, photographs may not always depict the true complexion of a person – they may be lighter or darker than shown in the photos. Pay no attention to any markings or numbers that may appear on the photos or any other differences in the types or styles of the photographs.

Upon completion of the identification process, do not tell other witnesses that you have or have not identified anyone.

I affirm that I understand the instructions above.

_____ _____

Witness Signature Date

_____ _____

Administrator Signature Date

COT_Claim_for_Damages_Form_Fillable.pdf

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Mail To:

City Clerk's Office
City of Torrance
3031 Torrance Blvd.
Torrance, California 90503

CLAIM FOR DAMAGES
TO PERSON OR PROPERTY

RESERVE FOR FILING STAMP

CLAIM NO. _____

INSTRUCTIONS

1. Claims for death, injury to person or to personal property must be filed not later than six months after the occurrence. (Gov. Code Sec. 911.2)
2. Claims for damages to real property must be filed not later than 1 year after the occurrence. (Gov. Code Sec. 911.2)
3. Read entire claim form before filing.
4. See page 2 for diagram upon which to locate place of accident.
5. This claim form must be signed on page 2 at bottom.
6. Attach separate sheets, if necessary, to give full details. SIGN EACH SHEET.
7. Claim must be filed with the City Clerk. (Gov. Code Sec. 915a)

To: CITY OF TORRANCE

Name of Claimant		Date of Birth of Claimant
Home Address of Claimant	City, State and Zip Code	Home Telephone Number
Business Address of Claimant	City, State and Zip Code	Business Telephone Number
Give address and telephone number to which you desire notices or communications to be sent regarding this claim:		Claimant's Social Security Number – –

When did DAMAGE or INJURY occur? Date _____ Time _____ If claim is for Equitable Indemnity, give date claimant was served with the complaint: Date	Names of any City of Torrance employees involved in DAMAGE or INJURY

Where did DAMAGE or INJURY occur? Describe fully, and locate on diagram on reverse side of this sheet. Where appropriate, give street names and addresses and measurements from landmarks

Describe in detail how the DAMAGE or INJURY occurred

Why do you claim the City of Torrance is responsible?

Describe in detail each INJURY or DAMAGE

SEE PAGE 2 (OVER) **THIS CLAIM MUST BE SIGNED ON REVERSE SIDE**

The amount claimed, as of the date of presentation of this claim, is computed as follows:

Damages incurred to date (exact):

Damage to Property ..... $ _____
Medical Expenses ..... $ _____
Loss of Earnings ..... $ _____
Other ..... $ _____
Total damages incurred to date ..... $ _____

Future Damage to Property ..... $ _____
Future Expenses ..... $ _____
Future Loss of Earnings ..... $ _____
Future Other ..... $ _____
Total Future Damages ..... $ _____

Total amount claimed as of date of presentation of this claim...$ _____

Insurance payments received, if any, and name of Insurance Company:

Was damage and/or injury investigated by police? _____ If yes, what city? _____

Were paramedics or ambulance called? _____ If yes, name city or ambulance _____

If injured, state date, time, name and address of doctor or your first visit _____

WITNESSES to DAMAGE or INJURY: List all persons and addresses of persons known to have information:

Name _____ Address _____ Phone _____

Name _____ Address _____ Phone _____

Name _____ Address _____ Phone _____

DOCTORS and HOSPITALS:

Hospital _____ Address _____ Date Hospitalized _____

Doctor _____ Address _____ Date of Treatment _____

Doctor _____ Address _____ Date of Treatment _____

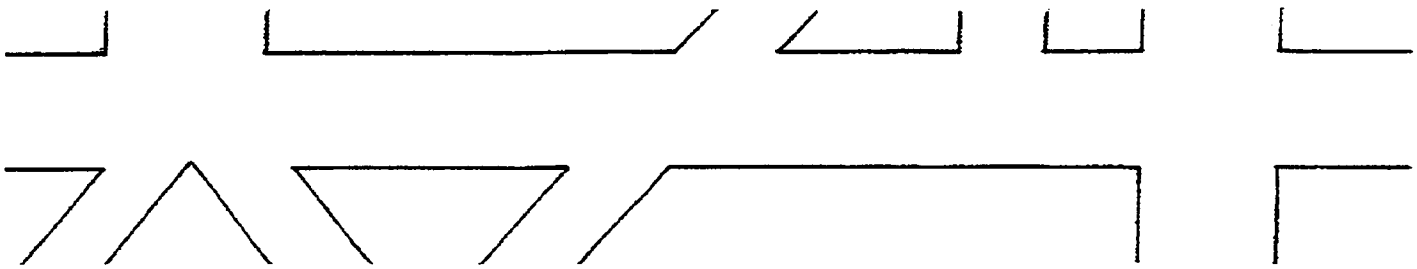
READ CAREFULLY

For all accident claims place on following diagram names of streets including North, East, South, and West; indicate place of accident by "X" and by showing house numbers or distances to street corners.

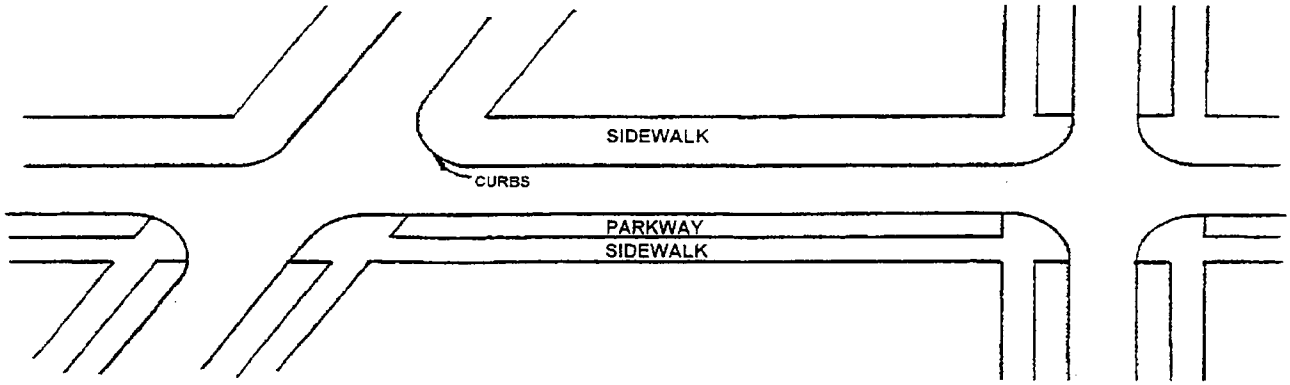
If City vehicle was involved, designate by letter "A" location of City vehicle when you first saw it, and by "B" location of yourself or your vehicle when you first saw City vehicle; location of City vehicle at time of accident by "A-1" and location of yourself or your vehicle at the time of the accident by "B-1" and the point of impact by "X".

NOTE: If diagrams below do not fit the situation, attach hereto a proper diagram signed by claimant.

FOR AUTOMOBILE ACCIDENTS



FOR OTHER ACCIDENTS



I have read the foregoing claim and know the contents thereof; and I certify that the same is true of my own knowledge except as to those matters which are herein stated upon my information and belief; and as to those matters I believe it to be true. I certify (or declare) under penalty of perjury, that the foregoing is true and correct. Signature of Claimant or person filing on his/her behalf giving relationship to Claimant:

Signed: _____ **Printed Name:** _____ **Date:** _____

PRESENTATION OF A FALSE CLAIM IS A FELONY (Cal. Pen. Code Sec. 72) CLAIMS MUST BE FILED WITH CITY CLERK (Gov. Code Sec. 915a)

HC_ResponseTeam.pdf

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TB18-03 Juvenile Citations.pdf

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TORRANCE POLICE TRAINING BULLETIN

EVE R. IRVINE **NO: 18-03**
CHIEF OF POLICE **DATE: 5 MAR 18**

JUVENILE CITATIONS

The purpose of this bulletin is to clarify the proper procedures when issuing citations to Juvenile Offenders. In the issuing of juvenile citations, it is important the correct procedures are followed in order to ensure juveniles are handled by the appropriate Court or Probation Office. The Van Nuys Probation Department handles and processes all of the citations for Los Angeles County; following the proper procedures for juvenile citations will help to ensure the court process is completed efficiently and without delay.

Juveniles Arrested and Booked:

Any juvenile who is transported to TPD Station and booked for a crime shall either be transported to Los Padrinos Juvenile Hall and released to their custody, or issued a citation and released to their parent / guardian. If the juvenile is issued a citation, Officers shall cite them to the Long Beach Juvenile Court (275 Magnolia Ave. Long Beach, CA 90802) using the "Juvenile Delinquency Court" citation, and shall issue them a court date using the "Juvenile Delinquency Court 60 Day Calendar."

Juveniles Cited without Booking:

Officers have the option to cite Juvenile Offenders for **applicable violations** without booking them. These citations shall be completed on a City of Torrance Notice to Appear (Traffic Cite). Officers shall mark the "To be notified" box on the citation, and shall not issue them a court date, and shall not mark a court location. These citations are sent to the Los Angeles County Probation Department, and they are responsible for notifying Juveniles Offenders of their court date and location.

The Welfare and Institutions Code (WIC) permits the use of a regular traffic citation for all persons under 18 years of age to the County Probation Department for the following **applicable violations**:

1. Misdemeanor violations of Vehicle Code sections 12500, 14601, 14601.1, 14601.2, 14601.3, and 14601.5
2. All non traffic Infractions
3. All violations of local ordinances
4. The following violations specifically:

148 PC	Resisting
303(a) PC	Loitering to beg alcohol
330 PC	Illicit gaming, dice, cards
369(i) PC	Trespassing on railroad property
374.3(a) PC	Illegal Dumping
374.4(a) PC	Littering*
402 PC	Interference at a traffic accident
415.1 PC	Disturbing the peace (fighting)
485 PC	Misappropriation of lost property
490.1 PC	Petty theft less than $50
499b	Operating vessel / bicycle without permission
502(c)(6) PC	Knowingly assist in providing means to access computer w/o permission
502(c)(7) PC	Knowingly access or cause access to computer w/o permission
502(c)(8) PC	Knowingly introduce any computer contaminant into computer
555 PC	Trespass on posted property
594(a)(1) PC	Vandalism with liquid or paint**
594(a)(2) PC	Vandalism – Damages
594(a)(3) PC	Vandalism - Destroys
594.1(b) PC	Purchase of aerosol container of paint/ etching cream by person under 18
594.1(d) PC	Carry in plain view aerosol container of paint/etching cream in public place
594.1(e)(1) PC	Poss. of aerosol container of paint/etching cream to deface public place
602(m) PC	Entering / Occupying real property without Owners Consent
602.8 PC	Trespass on any land enclosed by fence without permission
640(c)(1) PC	Bus fare evasion
640a PC	Use of slugs in coin machine
640.5 PC	Graffiti public transportation (if damage $250 or less)
640.6 PC	Graffiti of private property (if damage $250 or less)
647(c) PC	Obstruct Sidewalk or street
647(e) PC	Loitering refusing to identify self
647(f) PC	Public intoxication**
647(h) PC	Loiter on private property
653g PC	Loitering-schools/other child places
653.22(a) PC	Loiter with intent to commit prostitution
25608 B&P	Possess alcohol on School property
25658 B&P	Minor consuming alcohol
25658.5 B&P	Minor attempting to buy alcohol
25661 B&P	Use or possession of false I.D.
25662(a) B&P	Minor possessing alcohol*/**
11357(b) H&S	Possession of less than 1 oz. Marijuana**
11357(e) H&S	Minor possess Marijuana on school grounds
11532(a) H&S	Loiter as lookout or sell narcotics
45.1.6(a) TMC	Trespass can't come back within 24 hrs.
45.1.7(a) TMC	Street gang loitering

45.2.1(a) TMC	Curfew (2200hrs to 0600hrs)*
45.2.2(a) TMC	Daytime loitering (0830hrs to 1330hrs)*
45.6.18 TMC	Operate motor vehicle vacant lot disturbs peace
45.6.27 TMC	Fireworks prohibited
63.4.3 TMC	Skateboarding prohibited on public property*
63.4.4 TMC	Skateboarding private property when posting prohibits
21212(a) CVC	Helmet required*
21235 CVC	Motorized scooters*

*Cite only. All others require Reports and Incident #s in addition to the citation.

**Loss of driving privileges for one year.

Juveniles Cited for Traffic Infractions:

The Welfare and Institutions Code (WIC) permits the use of a regular traffic citation for all persons under 18 years of age to Adult Traffic Court for all **traffic infractions**. Juvenile citations for Traffic Infractions shall use the same traffic court date as adults, and shall be cited to the same traffic court as adults.

Simplified Reference:

- If cited in the field for a traffic infraction: use traffic cite with adult court date and cite to adult traffic court

- If cited in the field for an **applicable violation** (see above) : use traffic cite with "To be Notified" as the court date and no court location marked

- All juveniles that are **BOOKED** and cited out at the station, shall be cited using a **Juvenile Delinquency Court citation**, given a court date as indicated on the Juvenile Delinquency Court 60 Day Calendar (*posted in the Jail, Report writing room, and youth services section of detectives*), and cited to the Long Beach Juvenile Court

For more information regarding the policies and procedures for Juvenile Citations, please contact Det. Gambaiani at extension 5624.

EVE R. IRVINE
CHIEF OF POLICE

Lieutenant Brian O'Steen
Research & Training Division Commander

Office of the Chief of Police Line-of-Duty Death Protocol.pdf

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Office of the Chief of Police
Line-of-Duty Death Protocol

MISSION

To professionally represent the Torrance Police Department and support the family of the fallen employee. To provide an effective, collaborative, compassionate and comprehensive response, assist with facilitating services to honor the employee, and to ensure logistical plans are in place.

FUNCTION

The Office of the Chief of Police is responsible for coordinating with other City Departments to ensure a plan is implemented to support and reflect the wishes of the family. The Office of the Chief of Police will work with other Divisions within the Police Department to include: Personnel, Detectives, Community Affairs, Special Events & Traffic and Patrol.

UPDATED: JANUARY 2019

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ASSIGNED ROLES AND RESPONSIBILITIES

OFFICE OF THE CHIEF OF POLICE

CHIEF OF POLICE

The role of the Chief of Police is to ensure the Torrance Police Department provides a compassionate, collaborative and comprehensive response with the family of a fallen employee.

- ☐ Notify the City Manager. Other officials / associations are notified after the family.
- ☐ Activate a Notification Team, and personally deliver the death notification.
- ☐ Deliver the decedent's personal property to the surviving family members (unless the property is considered evidence).
- ☐ Arrange for someone to stay with the family members (if necessary).
- ☐ Prepare a eulogy (if permitted by the employee's family).
- ☐ Advise the family of the Primary Department Liaison's name and phone number (Administrative Bureau Commander).
- ☐ Determine if the family wishes to have the Torrance Police Department involved (Consult with the Administrative Bureau Commander or the Adjutant to the Chief of Police).

ADJUTANT TO THE CHIEF OF POLICE

The role of the Adjutant to the Chief of Police is to provide direct support to the Chief of Police, act as a liaison with other City Departments, make public addresses when applicable and to handle matters as requested.

- ☐ Brief the Chief of Police regarding the family's concerns and wishes (obtain this information from the Administrative Bureau Commander or designee).
- ☐ Brief the Chief of Police regarding officials, dignitaries or VIPs that will be attending (and associated security measures if applicable).
- ☐ Coordinate with the Funeral Team to identify a "VIP Room" for the memorial site for the family, dignitaries and Command Staff.
- ☐ Coordinate with the Funeral Team to ensure seating for officials, dignitaries and VIPs is designated and reserved near the front section of the church, memorial site or funeral home.
- ☐ Identify a location for the Chief of Police to stand during each ceremony (funeral, gravesite, etc.). This location(s) should be made known to Command Staff.
- ☐ Prepare (for the Chief of Police's signature) all correspondence and "Thank you" acknowledgements to newspapers, donors, and well-wishers (this information is supplied by the Volunteer Assistance Team). Ensure the letters are mailed promptly after the Chief has signed them.
- ☐ Coordinate with the City and Department switchboards regarding messages about the funeral, death investigation and memorial and/or reward fund.

ADMINISTRATIVE BUREAU

ADMINISTRATIVE BUREAU COMMANDER (OR DESIGNEE)

The role of the Administrative Bureau Commander is to be the Primary Liaison Officer, to provide direct support to the Chief of Police and to oversee and coordinate Departmental support for all arrangements.

FAMILY

- Assist the family immediately after notification and explain the duties of the Primary Liaison Officer.
- Consult with the family members who will be responsible for making funeral arrangements and burial decisions (Page 14).
- Keep the family informed of any developments in the investigation.
- Provide assistance in making travel / lodging arrangements (if requested).
- Coordinate meetings between the family, the employee's union, City representatives, and Department Personnel.
- Offer to assist with the decedent's employment affairs and, at their request, provide the family with a preliminary estimate of benefits to be received or available (See BENEFITS section for further).
- Ensure the family receives the final paycheck and the decedent's final Personnel Action Status Form.
- Ensure that the life insurance carrier is notified and that the claim is processed.
- Follow-up one month later to determine if the family has been contacted by the retirement system and the life insurance carrier.
- Conduct scheduled residence checks on the family as needed.

ADMINISTRATION

- Ensure Appendix A is completed immediately (Appendices B – E can be completed as necessary).
- Brief the Chief of Police and Command Staff regarding the family's wishes.
- Complete a "Death Notice" and ensure the teletype is sent to other law enforcement agencies advising the on-duty death and the information for the funeral services.
- Coordinate with the Personnel Supervisor to ensure the employee's Department issued property is collected.
- Ensure the employee's personal belongings are collected and examined prior to release (the personal belongings can usually be obtained from the Coroner or handling Police Investigator), then deliver the items to the Chief of Police for distribution to the surviving family members.
- When appropriate, coordinate the services of a Mental Health Care Practitioner or

the Department psychologists to provide a Department wide debriefing for ALL employees.
- Ensure a resolution is prepared for City Council regarding the employee's death.

FUNERAL ARRANGEMENTS

- (If applicable) Establish and activate a Funeral Team to handle all memorial and funeral services (Appendices B – E) and begin the Strategic Planning process.
- (If applicable) Coordinate with Honor Guard to support all memorial and funeral services (Appendices B and C).
- (If applicable) Establish and activate a Volunteer Assistance Team to catalogue information from donors (memorial funds, flowers, food, etc.) and sympathy card senders that will later be provided to the Adjutant to the Chief of Police. The Volunteer Assistance Team will also plan and coordinate a post-funeral luncheon for the family and Command Staff.
- Appoint a Telephone Screener(s) to handle all related calls and develop a list of assistance offered (categorize: i.e., limousine service, florist, etc.)

DEATH NOTICE

TO BE COMPLETED BY: ADMINISTRATIVE BUREAU COMMANDER OR DESIGNEE

- NOTICE COMPLETED
- NOTICE TYPED (approved by Chief of Police)
- FAMILY NOTIFICATION MADE
- NOTICE TELETYPED
- NOTICE DISTRIBUTED

PERSONNEL DIVISION COMMANDER (OR DESIGNEE)

The role of the Personnel Division Commander is to provide direct support to the Administrative Bureau Commander (Primary Liaison Officer) and assist with coordinating Departmental support for all arrangements.

- Assist the Administrative Bureau Commander with completing Appendices A - E.
- Assist the Chief of Police and the Administrative Bureau Commander as needed.

SPECIAL OPERATIONS BUREAU

SPECIAL OPERATIONS BUREAU COMMANDER (OR DESIGNEE)

The role of the Special Operations Bureau Commander is to oversee all investigative Inter-agency liaison needs (i.e. Coroner's office, other law enforcement agencies, etc.) and provide timely investigative updates to the Chief of Police and Command Staff.

- Provide an Incident Action Plan for all Memorial Funeral Services.
- Assist the Chief of Police and the Administrative Bureau Commander as needed.

SPECIAL INVESTIGATIONS / DETECTIVE DIVISION COMMANDER (OR DESIGNEE)

The roles of the Special Investigations and Detective Division Commander are to provide timely investigative updates to the Special Operations Bureau Commander. Updates will be reduced to a written format to alleviate any misinterpretation of the information.

- Ensure a Threat Assessment is completed by the Intelligence Section.
- Assist the Chief of Police and Special Operations Bureau Commander as needed.

TRAFFIC & SPECIAL EVENTS DIVISION COMMANDER (OR DESIGNEE)

The role of the Traffic & Special Events Division Commander is to coordinate all parking related activities and logistical support for the procession and related escorts involving Department personnel and motor officers and police vehicles from other agencies.

- Coordinate clearance at all major intersections and freeway ramps to escort the decedent from the hospital to the Coroner's Office with all concerned police agencies and CHP.
- Contact CHP, if necessary, to provide traffic control and escort for the cortege.
- Complete an Incident Action Plan outlining the determined motorcade route, parking plans and personnel assignments for the church, chapel and graveside.
- Coordinate clearance at all major intersections and freeway ramps along the cortege route with all concerned police agencies and CHP.
- Request other law enforcement agencies sending personnel to the funeral to curtail the number of patrol cars by assigning four people per car.
- Identify funeral and cemetery parking (See Appendices B - E to consider possible parking and traffic related concerns).
- Ensure sufficient Officers and Cadets are assigned to assist with traffic control, parking lots (during the viewing, funeral, and graveside service), and general security.
- Attend the Strategic Planning Meetings.
- Assist the Chief of Police and Command Staff as needed.

PATROL BUREAU

PATROL BUREAU COMMANDER (OR DESIGNEE)

The role of the Patrol Bureau Commander is to ensure that Patrol operations remain in place to provide a high level of service to the community by coordinating with other agencies for replacement staff to carry out Patrol functions during the funeral service.

- Advise the Chief of Police and Command Staff which law enforcement agencies will be replacing Torrance Police Department Patrol personnel during the funeral.
- Ensure Honor Guard is activated and prepared for the memorial service(s).
- Assist the Chief of Police and the Administrative Bureau Commander as needed.

ON-DUTY WATCH COMMANDER (OR DESIGNEE)

The role of the On-Duty Watch Commander is to provide direct support to the Patrol Bureau Commander.

- Ensure ALL media inquiries are forwarded to the Press Information Officer.
- Assist the Chief of Police and Patrol Bureau Commander as needed.

COMMUNITY AFFAIRS DIVISION COMMANDER (OR DESIGNEE)

The role of the Community Affairs Division Commander is to provide direct support to the Patrol Bureau Commander and ensure all Departmental staging equipment is functional and available.

- Assist with set ups (PA system, microphone stands, podium, placards, etc.) at the Funeral, Mortuary, Interment, Cemetery and Reception sites when applicable.
- Identify Police Explorers to assist with parking related duties and liaise with the Traffic & Special Events Division Commander.
- Assist with completing Appendices B – E.
- Attend the Strategic Planning Meetings.

SUPPORT SERVICES BUREAU

SUPPORT SERVICES BUREAU COMMANDER (OR DESIGNEE)

The role of the Support Services Bureau Commander is to ensure that Support Services operations remain in place to provide a high level of service to the community. The Bureau Commander will coordinate with other agencies for replacement staff to carry out Call-taking, Front Desk and Jail operations during the funeral service.

- Advise the Chief of Police and Command Staff which law enforcement agencies will be replacing Torrance Police Department Call-taking, Front Desk and Jail personnel during the funeral.
- Assist the Chief of Police and the Administrative Bureau Commander as needed.

SERVICES DIVISION COMMANDER (OR DESIGNEE)

The role of the Services Division Commander is to provide direct support to the Support Services Bureau Commander.

- Ensure the MEOC is prepared available (if needed).
- Ensure Fire and Paramedics are staged at all sites (to assist with medical emergencies and fainting).
- Ensure a tow truck is staged at all sites (to assist with vehicle malfunctions, dead batteries, etc.)
- Ensure bottled water is available for Department personnel and family members.
- Ensure a **16" / 20"** photograph of the employee is ordered for use during the memorial services.
- Ensure a **5' / 8'** flag is ordered to be draped over the casket (can confer with the Adjutant to the Chief of Police).
- Ensure all related logistical concerns are addressed.

SPECIAL COMMITTEES

NOTIFICATION TEAM

The role of the Notification Team is to compassionately deliver information to the family and Department personnel when applicable. The team can be comprised of the following:

- Chief of Police
- Close Friend of the Employee
- Peer Support Team Member
- Department Lead Chaplain
- Pre-designated Department Representative
- Department Psychologist / Counselor
- Family Friend

FUNERAL TEAM

The role of the Funeral Team is to coordinate all memorial and funeral arrangements and ensure Appendices A – E are completed. The team should be comprised (at a minimum of) one Lieutenant, two Sergeants, two Officers and one Administrative Assistant. Potential members include:

- Personnel or Community Affairs Division Commander
- Personnel Supervisor
- Community Affairs Supervisor
- Background Investigators
- Personnel Administrative Assistants.

VOLUNTEER ASSISTANCE TEAM

The role of the Volunteer Assistance Team is to catalogue information from donors (memorial funds, flowers, food, etc.) and sympathy card senders. This information will later be given to the Adjutant to the Chief of Police. The Chief's Office will subsequently author response letters of gratitude. This committee will also be responsible for planning and coordinating a post-funeral luncheon for the family and Command Staff (if applicable). Members will be identified as needed.

EMPLOYEE ASSISTANCE UNIT

City of Torrance Human Resources contracts with an agency to provide families and Department personnel with mental health, financial and legal counseling (800) 342-8111.

CONSIDERATIONS AND FAMILY WISHES

CONSIDERATIONS FOR THE FAMILY

FUNERAL EXPENSES

Funeral homes can provide an entire service including flowers, prayer cards, video obituary, photo, and some type of keepsake as a package deal. The cost of the package is dependent on the casket selection and additional items requested. Verify what items are NOT included in a selected package, and identify which items are taxed. Inquire if there is a “Preferred Customer Status” or reduced costs for “First Responders”.

Dignity Memorial may offer complimentary services for First Responders. See the BENEFTIS section for further.

CREMATION

A direct cremation is when the body is transferred from the place of death to the funeral home, placed in a container and delivered directly to a crematory. There are options to have an open-casket viewing prior to cremation which include casket selection, embalming, and duration of viewing.

BURIAL – CASKET SELECTION

Caskets sold at the funeral home are generally of good quality. Caskets can be a costly expense; it is recommended to select a casket within your budget. Be aware of sales representatives that may offer ancillaries that can lead to unnecessary high-cost expenses.

BURIAL – OPEN CASKET VERSUS CLOSED CASKET

State law requires embalming when a casket is open. Embalming is a process to temporarily preserve human remains. If you have a closed casket memorial/rosary, embalming is not necessary, sparing the added expense.

LOCATION OF SERVICES

A funeral home will generally charge for the use their chapel, with rates oftentimes doubling on weekends. A family’s parish or home-church, in most cases, have set donations.

VAULT SELECTION

The vault is where the casket goes prior to internment. Vaults can be ornate and extremely costly. However, a basic vault is all that is required.

DEATH CERTIFICATES

Credit card companies, financial institutions, insurance companies, etc. will request an original death certificate. It is recommended that 15-20 death certificates be ordered due to numerous insurance policies and entities within the Department requiring them.

OBITUARIES

Generally, there are fees to post an obituary in a local paper. Some establishments offer an online obituary with their funeral packages. This link can be posted on any social media page where family and friends view and post comments. The website is permanent and viewers can re-visit to see what has been posted at any time.

ADDITIONAL CONSIDERATIONS

ITEMS FOR INITIAL PREPARATIONS / PRE-VIEWING	
Clothing selected? Yes ☐ No☐	Jewelry selected? Yes ☐ No☐
Undergarments selected? Yes ☐ No☐	Shoes / socks selected? Yes ☐ No☐
Eyeglasses / dentures? Yes ☐ No☐	Miscellaneous:

ITEMS TO ASSIST WITH ARRANGEMENTS	
Recent Photograph for cosmetic purposes? Yes ☐ No☐	
Collection of photographs for video tribute / printed materials? Yes ☐ No☐	
Veteran? Yes ☐ No☐	Branch:
DD214 Copies? Yes ☐ No☐	Social Security Number? Yes ☐ No☐
Existing Plot Information? Yes ☐ No☐	Pallbearers Identified? Yes ☐ No☐

INFORMATION FOR OBITUARIES	
Date of Birth, Place of Birth, Education and Work History? Yes ☐ No☐	
Spouse / Parents' Names, Surviving Relatives, Date / Place of Marriage? Yes ☐ No☐	
Special Memberships? Yes ☐ No☐	Special Achievements? Yes ☐ No☐

MEMORIAL PLANNING

FUNERAL PLANNING

FIRST MEETING

The Funeral Team shall schedule a preliminary Strategic Planning Team Meeting once the date, time and location of the funeral are determined. The purpose of this meeting is to clarify responsibilities, discuss tentative plans and schedule a walk-through and follow-up meeting. Appendices B – E should aid in the planning process. In addition to the Funeral Team, the following personnel should be in attendance:

- ☐ Funeral Coordinator
- ☐ Traffic & Special Events Division Commander
- ☐ Honor Guard Coordinator/Supervisor
- ☐ Ushering Supervisor (if applicable)
- ☐ Department Psychologist (if needed)

FINAL MEETING & WALK-THROUGH

The Funeral Team will conduct a second meeting to discuss the finalized details of the memorial service and arrangements. This meeting can be scheduled 1 – 2 days prior to the funeral. The final meeting is generally followed by a walk-through (rehearsal) for each location (church, graveside, interment, etc.). Appendices B – E should aid in planning. In addition to the Funeral Team, the following personnel should be in attendance:

- ☐ Funeral Coordinator
- ☐ Traffic & Special Events Division Commander
- ☐ Honor Guard Coordinator/Supervisor
- ☐ Ushering Supervisor (if applicable)
- ☐ Department Psychologist (if needed)
- ☐ Clergy or Church Representative
- ☐ Cemetery Representative
- ☐ Public Information Officer
- ☐ Audio / Visual Designee

ORDER OF SERVICES

The Funeral Team will partner with the family and Funeral Coordinator to establish the order of services and facilitate any special requests. Appendices B – E should be completed and aid in the planning process.

MISCELLANEOUS CONSIDERATIONS

Church / Mortuary Location(s)
Is there a designated room for Family, Command Staff or Dignitaries prior to the service?
Will the casket be positioned prior to the service beginning?
Will the casket be escorted prior to service beginning? Who are the escorts?
What will be the order of entry for other attendees if the casket is escorted?
Where are the restrooms located? Are they sufficient for the amount of attendees?
Will media be allowed inside the facility?
Is there an in-house audio / visual system?
Are there drinking fountains present? Does bottled water need be made available?

Ushers (if applicable)
How soon will Ushers arrive? When should reserved seating be opened?
Who should Ushers report to?
Are the Ushers aware of any restricted areas?
Will Ushers permit attendees to stand along aisles or in the entrance?
Are the Ushers familiar with press restrictions?

Communications
If arrangements are outside of Torrance, has the affected jurisdiction been notified?
How will assisting agencies communicate?

PROCESSIONS

PROCESSIONS

ORDER OF VEHICLES

The procession (cortege) or motorcade is arranged in the following order:

- Motorcycle escort
- Hearse (or coach)
- Honor Guard (if permitted by the family)
- Family limousines
- Pallbearers
- Immediate Family vehicles
- Minister
- Chief of Police
- Command Staff, Dignitaries and VIPs
- Divisional Personnel of the deceased employee
- Marked Police Vehicles
- Fire Trucks, Marked City Vehicles or Tow Trucks
- All other vehicles

FAMILY ESCORTS

In cases when the widow or mother / father or widower of the decedent has no escort, the Chief of Police or their designee will provide a personal escort:

- From their associated vehicle to the church, chapel or funeral home (and back).
- From their associated vehicle to the gravesite (and back).
- To any VIP or designated family room to await the procession.
- To any VIP or designated family room following the services.

PROCESSION FROM PARKED VEHICLES TO GRAVESITE

- Bagpiper
- Minister
- Casket
- Pallbearers
- Immediate Family

PROTOCOLS

(GENERAL GUIDELINES)

PROTOCOLS

These protocols are intended to be used in conjunction with existing Honor Guard manuals and best practices.

HONOR GUARD

The Honor Guard will consist of a compliment of officers and a supervisory contact. The supervisor will be responsible for selection and training of the team. Honor Guard compliments may include officers from outside agencies (Appendices B – C).

MORTUARY / FUNERAL SERVICE

- At the church or mortuary, the Honor Guard will form a corridor into the chapel with an equal number of personnel on each side.
- (If the casket is escorted into the chapel) The Honor Guard will precede the casket into the chapel.
- Upon entering the chapel, the Honor Guard will stand on each side of the casket's resting place, at "Parade Rest". When those present pass in review, the Honor Guard will stand at attention until all exit the chapel.
- The Honor Guard will formally change out personnel during prescribed intervals.
- The Honor Guard will precede the casket when leaving the chapel. Once outside, the Honor Guard will again form a corridor through which the pallbearers will pass with the casket.

CEMETERY / GRAVESIDE SERVICE

- Upon arrival at the graveside, Honor Guard will precede the casket to the graveside.
- Honor Guard will assume a position in the first row of uniformed officers and will follow the commands of the Honor Guard Supervisor.

TEAM OF PALLBEARERS

In a non-military service, family members should select all pallbearers and honorary pallbearers (Appendices B – C).

MORTUARY / FUNERAL SERVICE

- Upon arrival of the hearse, the pallbearers will accept the casket and follow the Honor Guard into the chapel, place the casket on the stand and take their seats. Pallbearers should not wear headgear during this service.
- After the service, the pallbearers will not pass in review of the casket, but will

remain in the chapel until everyone exits. The team will take the casket and follow the Honor Guard back to the hearse.

CEMETERY / GRAVESIDE SERVICE

- Upon arrival at the graveside, the pallbearers will accept the casket from the hearse, follow Honor Guard to the graveside and place the casket on the stand. The pallbearers will then face the casket and remain at attention throughout the ceremony and follow the commands of the Honor Guard supervisor through the playing of “Taps”. Pallbearers should wear any applicable headgear during this service.

BENEFITS

ALL PERSONNEL

The Human Resources Administrator can be contacted to assist with calculations, notifications and 1-on-1 meetings with spouses or beneficiaries to complete the following:

FINAL CHECK DISBURSEMENT

- Upon notification of the employee's death to the Finance Department, a final check will be issued to the beneficiary.
- The check will include the employee's remaining sick leave, vacation, and compensatory leave at 100% of their base pay.

IMPORTANT DOCUMENTS

To file for related benefits, it is recommended to have in hand the following documents (original documents are generally required):

- Certified Death Certificate (one certified copy for each benefit; PERS Pre-retirement Death Benefit, Social Security, Deferred Compensation Plan, life insurance)
- Marriage certificate
- Birth certificate of the spouse/beneficiary

RETIREMENT BENEFITS

- Contact CalPERS at (888) 225-7377 for retirement benefits.
- Once CalPERS is notified of the death, they will send an information packet to the beneficiary on file.

DEFERRED COMPENSATION

- The spouse or beneficiary will be eligible to receive the contributions made by the employee into the deferred compensation plan. A completed Death Benefit Claim Request Form must be completed and returned to the Human Resources Division. The beneficiary may visit: www.torrance457.com

INSURANCE

- City-Provided Life Insurance – Upon notification of the employee's death to Human Resources, Human Resources will contact the life insurance provider. The employee's beneficiary will need to complete the Group Life Insurance Claim Form along with a certified copy of the death certificate and additional documentation that will be provided by Human Resources.
- Voluntary Life Insurance – Human Resources can advise if the employee has

enrolled in voluntary life. If the employee had voluntary life, the beneficiary must complete a claim form and submit necessary documentation.

- Medical Insurance – In most cases, any dependent on the spouse's CalPERS health plan will continue; however, there are a variety of factors that may alter the procedure to ensure the coverage continues. The spouse or a representative for the dependents must contact CalPERS at (888) 225-7377 to ensure that coverage continues.
- Dental and Vision Insurances – Eligible dependents covered under the policy may elect to sign up for continuation of the plans under COBRA for up to 36 months.

SOCIAL SECURITY

- The beneficiary may be able to receive Survivor Benefits if the employee had enough Social Security earnings credits. The beneficiary should make an appointment with Social Security Administration by calling (800) 772-1213.

VETERAN'S BENEFITS

Survivor's benefits are available through the Department of Veteran Affairs to the spouse and children of a deceased veteran. Veteran benefits are not paid automatically and claims must normally be filed with the VA within two years of the veteran's death. Contact the local VA Office, or call toll free 1-800-827-1000. The basic allowances are:

- VA will pay up to $300 towards funeral expenses
- $150 toward plot allowance (this benefit is not payable if the veteran is buried in a national cemetery).
- American flag is available to drape over the casket. Flags are issued at any VA Regional office, VA cemetery and most local post offices.
- Headstones and Markers – flat bronze, flat granite and upright marble types are available in the style consistent with existing monuments at the place of burial.

EMPLOYEE ASSISTANCE PROGRAM

- Services will be extended for six (6) months following the employee's death. The beneficiary should call (800) 342-8111.

ADDITIONAL BENEFITS FOR FIRST RESPONDERS

PUBLIC SERVICES PROGRAM

- Dignity Memorial Services offers complimentary memorial services to include (but not limited to): casket, vault, cremation, marker, transportation, and cemetery space. For more information, visit https://www.dignitymemorial.com/ or call (310) 328-1223.

PUBLIC SAFETY OFFICERS' BENEFITS PROGRAM

- The PSOB Program provides death benefits in the form of a one-time financial payment to the eligible survivors of public safety officers whose deaths are the direct and proximate result of a traumatic injury sustained in the line of duty or certain eligible heart attacks or strokes. Visit https://psob.bja.ojp.gov/benefits/ to apply on-line or call (888) 744-6513.

SOUTH BAY POLICE AND FIRE MEMORIAL FOUNDATION

- The South Bay Police and Fire Memorial was created in 1994 to help provide financial support for families of fallen or disabled Police and Fire Personnel. For more information, visit https://www.sbpoliceandfire.com/contact-us/ or mail requests to P.O. Box 1490, Hermosa Beach, CA 90254.

ROBERT MUTCH FUND

EDUCATIONAL SCHOLARSHIPS

- Scholarships are available under Section 4709 of the Labor Code for persons who were dependents of peace officers at the time of death, permanent impairment or total disability. Applications can be made to the California Student Aid Commission by contacting (888-224-7268).

APPENDIX A
(CONFIDENTIAL EMPLOYEE & FAMILY INFORMATION)
(MUST BE COMPLETED IMMEDIATELY BY THE ADMINISTRATIVE BUREAU COMMANDER)

Employee Name:	**Employee Number:**
Does the family desire TPD involvement? Yes / Full ☐ Yes / Partial ☐ No☐	
Existing Will or Trust? Yes ☐ No☐	Funeral Costs Prepaid? Yes ☐ No☐
Burial Preferred? Yes ☐ No☐	Cremation Preferred? Yes ☐ No☐

Employee Address:	City:
Home Phone #(s):	
Social Security Number:	
Birthdate:	Place of Birth:
Current Bureau:	Supervisor:
Current Division:	Supervisor:
Current Section:	Supervisor
Disposition of Locker Contents:	
Removed By?	Witness?
Removed When?	Given To?
Religious Affiliation:	

Coroner's Case? Yes ☐ No☐	Case Number:
Corner's Name:	Phone Number:
Death Certificate? Yes ☐ No☐	Number of Copies: (20 pref)

Veteran? Yes ☐ No☐	Branch:
DD214 Copies? Yes ☐ No☐	Phone Number:
Miscellaneous Notes:	

Spouse / Partner's Name:	
Address:	City:
Employer:	
Address:	
Phone:	Cell Phone:
Hours of Employment:	Work Days:
Immediate Supervisor or Business Contact:	

Fiancé(e) / Significant Other's Name:	
Address:	City:
Employer:	
Address:	
Phone:	Cell Phone:
Work Days / Hours:	Divorce Papers:
Immediate Supervisor or Business Contact:	

Ex-Spouse's Name (if applicable):	
Address:	City:
Employer:	
Address:	
Phone:	Cell Phone:
Work Days / Hours:	Divorce Papers:
Immediate Supervisor or Business Contact:	

Child's Name:	DOB:	Grade:
School/Day Care Facility:		
Address:		
Principal:	Phone:	
Teacher/Counselor:		

Child's Name:	DOB:	Grade:
School/Day Care Facility:		
Address:		
Principal:	Phone:	
Teacher/Counselor:		

Child's Name:	DOB:	Grade:
School/Day Care Facility:		
Address:		
Principal:	Phone:	
Teacher/Counselor:		

Child's Name:	DOB:	Grade:
School/Day Care Facility:		
Address:		
Principal:	Phone:	
Teacher/Counselor:		

Parent's Name:	
Address:	City:
Employer	
Address:	
Phone:	Cell Phone:
Misc:	

Parent's Name:	
Address:	City:
Employer	
Address:	
Phone:	Cell Phone:
Misc:	

Step / In-Law Parent's Name:	
Address:	City:
Employer	
Address:	
Phone:	Cell Phone:
Misc:	

Step / In-Law Parent's Name:	
Address:	City:
Employer	
Address:	
Phone:	Cell Phone:
Misc:	

Relative's Name and Relationship:	
Address:	City:
Employer	
Address:	
Phone:	Cell Phone:
Misc:	

Relative's Name and Relationship:	
Address:	City:
Employer	
Address:	
Phone:	Cell Phone:
Misc:	

Relative's Name and Relationship:	
Address:	City:
Employer	
Address:	
Phone:	Cell Phone:
Misc:	

Relative's Name and Relationship:	
Address:	City:
Employer	
Address:	
Phone:	Cell Phone:
Misc:	

Relative's Name and Relationship:	
Address:	City:
Employer	
Address:	
Phone:	Cell Phone:
Misc:	

Relative's Name and Relationship:	
Address:	City:
Employer	
Address:	
Phone:	Cell Phone:
Misc:	

Relative's Name and Relationship:	
Address:	City:
Employer	
Address:	
Phone:	Cell Phone:
Misc:	

Relative's Name and Relationship:	
Address:	City:
Employer	
Address:	
Phone:	Cell Phone:
Misc:	

APPENDIX B
(MORTUARY / FUNERAL SERVICES)

Private? Yes ☐ No☐

Mortuary:	
Address:	
Date / Time of Service:	Length of Service:
Mortuary Coordinator:	Phone:
Primary Minister:	Phone:
Department Chaplain:	Phone:
Photographer:	Viewing Area / Room:
Decorations / Flowers Returned To:	
16” / 20” photograph of employee ordered?	Yes ☐ No☐
Miscellaneous:	

Church:	
Address:	
Date / Time of Service:	Length of Service:
Church Coordinator:	Phone:
Primary Minister:	Phone:
Department Chaplain:	Phone:
Eulogy Given By:	Phone:
Additional Speaker #1:	Phone:
Additional Speaker #2:	Phone:
Additional Speaker #3:	Phone:
Photographer:	Green Room:

Church – Reserved Seating (arrangements must be identified and charted)			
Immediate Family	Yes ☐	No☐	Row(s):
Extended Family	Yes ☐	No☐	Row(s):
Pallbearers	Yes ☐	No☐	Row(s):
Chief of Police	Yes ☐	No☐	Row(s):
Command Staff	Yes ☐	No☐	Row(s):
Dignitaries and VIPs	Yes ☐	No☐	Row(s):
Uniformed Officers	Yes ☐	No☐	Row(s):
General Audience	Yes ☐	No☐	Row(s):
Honor Guard	Yes ☐	No☐	Row(s):
Recruit Class / Cadets	Yes ☐	No☐	Row(s):
Special Groups	Yes ☐	No☐	Row(s):
Additional Clergy	Yes ☐	No☐	Row(s):
	Yes ☐	No☐	Row(s):
	Yes ☐	No☐	Row(s):
	Yes ☐	No☐	Row(s):
	Yes ☐	No☐	Row(s):
	Yes ☐	No☐	Row(s):

Media (a pre-designated area must be identified and charted)	
Affiliate:	Location:
Affiliate:	Location:
Affiliate:	Location:

Singer / Musician #1:	Phone:
Singer / Musician #2:	Phone:
Singer / Musician #3:	Phone:
Singer / Musician #4:	Phone:
Singer / Musician #5:	Phone:
Singer / Musician #6:	Phone:
Singer / Musician #7:	Phone:
Singer / Musician #8:	Phone:

Usher #1:	Phone:
Usher #2:	Phone:
Usher #3:	Phone:
Usher #4:	Phone:
Usher #5:	Phone:
Usher #6:	Phone:
Usher #7:	Phone:
Usher #8:	Phone:

Pamphlets Ordered? Yes ☐ No☐	Amount Ordered:
Map of Church? Yes ☐ No☐	Decorations Ordered? Yes ☐ No☐
Flowers Ordered? Yes ☐ No☐	Placement of Flowers:
Flag Ordered? Yes ☐ No☐	White Gloves Ordered? Yes ☐ No☐
Location of Hearse:	Podium Placement?

Honor Guard Supervisor / Primary Contact:	
Honor Guard / Rank:	Department:
Honor Guard / Rank:	Department:
Honor Guard / Rank:	Department:
Honor Guard / Rank:	Department:
Honor Guard / Rank:	Department:
Honor Guard / Rank:	Department:
Honor Guard / Rank:	Department:
Honor Guard / Rank:	Department:
Honor Guard / Rank:	Department:
Honor Guard / Rank:	Department:
Honor Guard / Rank:	Department:
Honor Guard / Rank:	Department:
Honor Guard / Rank:	Department:
Honor Guard / Rank:	Department:
Honor Guard / Rank:	Department:
Honor Guard / Rank:	Department:
Honor Guard / Rank:	Department:

Bugler #1:	Department:
Bugler #2:	Department:
Bagpipe #1:	Department:
Bagpipe #2:	Department:

Flag Folding Ceremony Supervisor / Contact:	
Participant #1:	Dept. or Phone:
Participant #2:	Dept. or Phone:
Participant #3:	Dept. or Phone:
Participant #4:	Dept. or Phone:
Participant #5:	Dept. or Phone:
Participant #6:	Dept. or Phone:

Rifle Salute Ceremony Supervisor / Contact:	
Participant #1:	Dept. or Phone:
Participant #2:	Dept. or Phone:
Participant #3:	Dept. or Phone:
Participant #4:	Dept. or Phone:
Participant #5:	Dept. or Phone:
Participant #6:	Dept. or Phone:
Participant #7:	Dept. or Phone:
Participant #8:	Dept. or Phone:

Missing-Man Helicopter Formation Supervisor / Contact:	
Participant #1:	Dept. or Phone:
Participant #2:	Dept. or Phone:
Participant #3:	Dept. or Phone:
Participant #4:	Dept. or Phone:
Participant #5:	Dept. or Phone:

Pallbearers Point of Contact:	
Participant #1:	Dept. or Phone:
Participant #2:	Dept. or Phone:
Participant #3:	Dept. or Phone:
Participant #4:	Dept. or Phone:
Participant #5:	Dept. or Phone:
Participant #6:	Dept. or Phone:
Participant #7:	Dept. or Phone:
Participant #8:	Dept. or Phone:

Honorary Pallbearers Point of Contact:	
Participant #1:	Dept. or Phone:
Participant #2:	Dept. or Phone:
Participant #3:	Dept. or Phone:
Participant #4:	Dept. or Phone:
Participant #5:	Dept. or Phone:
Participant #6:	Dept. or Phone:

Fire Department Participation:	
Participant #1:	Dept. or Phone:
Participant #2:	Dept. or Phone:
Participant #3:	Dept. or Phone:
Participant #4:	Dept. or Phone:
Participant #5:	Dept. or Phone:

APPENDIX C
(INTERMENT / CEMETERY / RECEPTION)

Private? Yes ☐ No☐

Interment / Cemetery:	
Address:	
Date / Time of Service:	Length of Service:
Primary Contact:	Phone:
Primary Minister:	Phone:
Department Chaplain:	Phone:
Photographer:	Miscellaneous:
Casket Present? Yes ☐ No☐	Urn Present? Yes ☐ No☐

Interment – Position of Attendees (typical formation is a 3-sided configuration)			
Immediate Family	Yes ☐	No☐	Location:
Extended Family	Yes ☐	No☐	Location:
Pallbearers	Yes ☐	No☐	Location:
Chief of Police	Yes ☐	No☐	Location:
Command Staff	Yes ☐	No☐	Location:
Dignitaries and VIPs	Yes ☐	No☐	Location:
Uniformed Officers	Yes ☐	No☐	Location:
General Audience	Yes ☐	No☐	Location:
Honor Guard	Yes ☐	No☐	Location:
Recruit Class / Cadets	Yes ☐	No☐	Location:
Special Groups	Yes ☐	No☐	Location:
Media	Yes ☐	No☐	Location:

Private? Yes ☐ No☐

Reception:	
Address:	
Date / Time of Service:	Reservation Time Limit:
Reception Coordinator:	Phone:
Department Coordinator:	Phone:
Department Chaplain:	Phone:
Photographer:	Department Sponsored? Yes ☐ No☐
Catered Event? Yes ☐ No☐ Catering Company:	

Honor Guard Supervisor / Primary Contact:	
Honor Guard / Rank:	Department:
Honor Guard / Rank:	Department:
Honor Guard / Rank:	Department:
Honor Guard / Rank:	Department:
Honor Guard / Rank:	Department:
Honor Guard / Rank:	Department:
Honor Guard / Rank:	Department:
Honor Guard / Rank:	Department:
Honor Guard / Rank:	Department:
Honor Guard / Rank:	Department:
Honor Guard / Rank:	Department:
Honor Guard / Rank:	Department:
Honor Guard / Rank:	Department:

Pallbearers Point of Contact:	
Participant #1:	Dept. or Phone:
Participant #2:	Dept. or Phone:
Participant #3:	Dept. or Phone:
Participant #4:	Dept. or Phone:
Participant #5:	Dept. or Phone:
Participant #6:	Dept. or Phone:
Participant #7:	Dept. or Phone:
Participant #8:	Dept. or Phone:

Honorary Pallbearers Point of Contact:	
Participant #1:	Dept. or Phone:
Participant #2:	Dept. or Phone:
Participant #3:	Dept. or Phone:
Participant #4:	Dept. or Phone:
Participant #5:	Dept. or Phone:
Participant #6:	Dept. or Phone:

Fire Department Participation:	
Participant #1:	Dept. or Phone:
Participant #2:	Dept. or Phone:
Participant #3:	Dept. or Phone:
Participant #4:	Dept. or Phone:
Participant #5:	Dept. or Phone:

APPENDIX D
(PARKING ARRANGEMENTS & FAMILY PICK-UPS)

CHURCH / MORTUARY – RESERVED PARKING

1) **Vehicles must be parked in order of position in motorcade.**
2) **All marked vehicles should be parked together.**
3) **All unmarked and civilian vehicles should be parked together.**

Motorcycles	Yes ☐	No☐	Row(s):
Hearse	Yes ☐	No☐	Row(s):
Family Limousines	Yes ☐	No☐	Row(s):
Immediate Family	Yes ☐	No☐	Row(s):
Chief of Police	Yes ☐	No☐	Row(s):
Command Staff	Yes ☐	No☐	Row(s):
Dignitaries and VIPs	Yes ☐	No☐	Row(s):
Uniformed Officers	Yes ☐	No☐	Row(s):
Pallbearers	Yes ☐	No☐	Row(s):
Honor Guard	Yes ☐	No☐	Row(s):
Additional Clergy	Yes ☐	No☐	Row(s):
	Yes ☐	No☐	Row(s):
	Yes ☐	No☐	Row(s):
	Yes ☐	No☐	Row(s):
	Yes ☐	No☐	Row(s):
	Yes ☐	No☐	Row(s):
	Yes ☐	No☐	Row(s):
	Yes ☐	No☐	Row(s):
	Yes ☐	No☐	Row(s):
	Yes ☐	No☐	Row(s):

CEMETERY / GRAVESIDE – RESERVED PARKING (IF APPLICABLE)

1) **Vehicles must be parked in order of position in motorcade.**
2) **All marked vehicles should be parked together.**
3) **All unmarked and civilian vehicles should be parked together.**

Motorcycles	Yes ☐	No☐	Row(s):
Hearse	Yes ☐	No☐	Row(s):
Family Limousines	Yes ☐	No☐	Row(s):
Immediate Family	Yes ☐	No☐	Row(s):
Chief of Police	Yes ☐	No☐	Row(s):
Command Staff	Yes ☐	No☐	Row(s):
Dignitaries and VIPs	Yes ☐	No☐	Row(s):
Uniformed Officers	Yes ☐	No☐	Row(s):
Pallbearers	Yes ☐	No☐	Row(s):
Honor Guard	Yes ☐	No☐	Row(s):
Additional Clergy	Yes ☐	No☐	Row(s):
	Yes ☐	No☐	Row(s):
	Yes ☐	No☐	Row(s):
	Yes ☐	No☐	Row(s):
	Yes ☐	No☐	Row(s):
	Yes ☐	No☐	Row(s):
	Yes ☐	No☐	Row(s):
	Yes ☐	No☐	Row(s):
	Yes ☐	No☐	Row(s):
	Yes ☐	No☐	Row(s):

RECEPTION – RESERVED PARKING (IF APPLICABLE) 1) All marked vehicles should be parked together. 2) All unmarked and civilian vehicles should be parked together.			
Motorcycles	Yes ☐	No☐	Row(s):
Family Limousines	Yes ☐	No☐	Row(s):
Immediate Family	Yes ☐	No☐	Row(s):
Chief of Police	Yes ☐	No☐	Row(s):
Command Staff	Yes ☐	No☐	Row(s):
Dignitaries and VIPs	Yes ☐	No☐	Row(s):
Uniformed Officers	Yes ☐	No☐	Row(s):
Pallbearers	Yes ☐	No☐	Row(s):
Honor Guard	Yes ☐	No☐	Row(s):
Additional Clergy	Yes ☐	No☐	Row(s):
	Yes ☐	No☐	Row(s):
	Yes ☐	No☐	Row(s):
	Yes ☐	No☐	Row(s):
	Yes ☐	No☐	Row(s):
	Yes ☐	No☐	Row(s):
	Yes ☐	No☐	Row(s):
	Yes ☐	No☐	Row(s):
	Yes ☐	No☐	Row(s):
	Yes ☐	No☐	Row(s):
	Yes ☐	No☐	Row(s):

Family Pick-Up Location #1:	
Limousine Company:	Phone:
Number of Limousine:	Number in Persons in Lead:
Department Rep in Lead Limo:	Department Rep in Limo #2:
Department Rep in Limo #3:	Department Rep in Limo #4:
Route Confirmed? Yes ☐ No☐	Parking Confirmed? Yes ☐ No☐
Parking: Parking Lot ☐ Street ☐ Not Req. ☐ _____ ☐	
Lodging Location (if applicable):	
Miscellaneous:	

Family Pick-Up Location #2:	
Limousine Company:	Phone:
Number of Limousine:	Number in Persons in Lead:
Department Rep in Lead Limo:	Department Rep in Limo #2:
Department Rep in Limo #3:	Department Rep in Limo #4:
Route Confirmed? Yes ☐ No☐	Parking Confirmed? Yes ☐ No☐
Parking: Parking Lot ☐ Street ☐ Not Req. ☐ _____ ☐	
Lodging Location (if applicable):	
Miscellaneous:	

Family Pick-Up Location #3:	
Limousine Company:	Phone:
Number of Limousine:	Number in Persons in Lead:
Department Rep in Lead Limo:	Department Rep in Limo #2:
Department Rep in Limo #3:	Department Rep in Limo #4:
Route Confirmed? Yes ☐ No☐	Parking Confirmed? Yes ☐ No☐
Parking: Parking Lot ☐ Street ☐ Not Req. ☐ _____ ☐	
Lodging Location (if applicable):	
Miscellaneous:	

Family Pick-Up Location #4:	
Limousine Company:	Phone:
Number of Limousine:	Number in Persons in Lead:
Department Rep in Lead Limo:	Department Rep in Limo #2:
Department Rep in Limo #3:	Department Rep in Limo #4:
Route Confirmed? Yes ☐ No☐	Parking Confirmed? Yes ☐ No☐
Parking: Parking Lot ☐ Street ☐ Not Req. ☐ _____ ☐	
Lodging Location (if applicable):	
Miscellaneous:	

APPENDIX E
(DIGNITARIES)

Dignitary's Name:	
Title:	Organization:
Address:	
Liaison / Contact:	
Office Phone:	Cell Phone:
Attending: Mortuary ☐ Funeral ☐ Interment / Cemetery ☐ Reception ☐	

Dignitary's Name:	
Title:	Organization:
Address:	
Liaison / Contact:	
Office Phone:	Cell Phone:
Attending: Mortuary ☐ Funeral ☐ Interment / Cemetery ☐ Reception ☐	

Dignitary's Name:	
Title:	Organization:
Address:	
Liaison / Contact:	
Office Phone:	Cell Phone:
Attending: Mortuary ☐ Funeral ☐ Interment / Cemetery ☐ Reception ☐	

Dignitary's Name:	
Title:	Organization:
Address:	
Liaison / Contact:	
Office Phone:	Cell Phone:
Attending: Mortuary ☐ Funeral ☐ Interment / Cemetery ☐ Reception ☐	

Dignitary's Name:	
Title:	Organization:
Address:	
Liaison / Contact:	
Office Phone:	Cell Phone:
Attending: Mortuary ☐ Funeral ☐ Interment / Cemetery ☐ Reception ☐	

Dignitary's Name:	
Title:	Organization:
Address:	
Liaison / Contact:	
Office Phone:	Cell Phone:
Attending: Mortuary ☐ Funeral ☐ Interment / Cemetery ☐ Reception ☐	

Dignitary's Name:	
Title:	Organization:
Address:	
Liaison / Contact:	
Office Phone:	Cell Phone:
Attending: Mortuary ☐ Funeral ☐ Interment / Cemetery ☐ Reception ☐	

Dignitary's Name:	
Title:	Organization:
Address:	
Liaison / Contact:	
Office Phone:	Cell Phone:
Attending: Mortuary ☐ Funeral ☐ Interment / Cemetery ☐ Reception ☐	

Dignitary's Name:	
Title:	Organization:
Address:	
Liaison / Contact:	
Office Phone:	Cell Phone:
Attending: Mortuary ☐ Funeral ☐ Interment / Cemetery ☐ Reception ☐	

SPECIAL NOTES

Investigative Follow Up.pdf

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City of Torrance, Police Department

Consent to Search

DATE
INCIDENT #

I, _____ , do hereby grant full and
(LAST NAME) (FIRST) (MIDDLE)
unconditional authority to the Torrance Police Department to search the premises (or vehicle) located at _____

_____

and described as _____

_____

_____

I also give authority to the Torrance Police Department to conduct any reasonable investigation including, but not limited to, performing chemical tests, lifting fingerprints, photographing, and removing any items of contraband and/or any items having evidentiary value in a criminal investigation.

I understand that a list of items removed will be provided to me in a timely fashion.

I hereby grant this consent freely, knowingly and intelligently, with full knowledge that members of law enforcement agencies and/or criminalists will have free and unrestricted access to the above-described property until the investigation is completed. However, no investigation at a residence shall proceed longer than is reasonably necessary; generally not longer than 24 hours.

SIGNATURE		DATE	TIME
WITNESSING OFFICER	BADGE/ID #	DATE	TIME
WITNESSING OFFICER	BADGE/ID #	DATE	TIME
SUPERVISOR	BADGE/ID #	DATE	TIME

TPD 67 (rev. 5/10)

Departamento de Policia de la Ciudad de Torrance

Permiso Para Registrar

FECHA
INCIDENCIA #

Yo, _____ , hago conceder
(APELLIDO) (NOMBRE) (APPELIDO MATERNO)

autoridad total e incondicional, y doy permiso al Departamento de Policia de la Ciudad de Torrance, para registrar la propiedad (o vehiculo) localizada en _____

_____

y descritas como _____

_____

_____

Tambien doy permiso al Departamento de Policia de Torrance para conducir investigaciones razonables incluyendo, pero no limitada a, hacer examenes quimicos, buscar huellas digitales, sacar fotografias, y de confiscar articulos de contrabando e articulos de valor evidencial en una investigacion criminal.

Entiendo que un reporte de articulos confiscados sera entregado a mi.

Yo concedo este concentimiento libremente, con entendimiento e inteligencia, enterado completamente que agentes de la policia o de organizaciones sientificos del gobierno tendran acceso libre y sin restricciones a las propiedades, hasta que la investigacion sea completa. Sin embargo, ninguna investigacion en una residencia demorara mas que sea razonable e necessario, generalmente no mas de 24 horas.

FIRMA		FECHA	HORA
OFICIAL/TESTIGO	NO. DE PLACA	FECHA	HORA
OFICIAL/TESTIGO	NO. DE PLACA	FECHA	HORA
SUPERVISOR	NO. DE PLACA	FECHA	HORA

TPD 67 (rev. 5/10)

TPD 705 Administrative Review Form.pdf

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City of Torrance, Police Department

ADMINISTRATIVE REVIEW

Type of Administrative Review: Select Incident #:

Recommended for CIRB: ☐ If yes, contact Patrol Coordinator. **SB1421 Reportable**: ☐

Date of Incident: Time of Incident: Location:

Involved Officer #1:
Involved Officer #2:
Involved Officer #3:
Involved Officer #4:
Involved Officer #5:
Involved Officer #6:

Suspect's #1 Name: Suspect's #2 Name:

Miranda Given: Miranda Given:

Charges: Charges:

Reviewing Supervisor:
Reviewing Division Commander:

Use of Force Section / Officer

Firearm Used (OIS): ☐ If Yes, Refer To Detective Investigation For Full Details Of The Firearm(s)

Also, If Yes, was a Public Safety Statement Obtained? ☐ Yes ☐ No / Why not?

Baton Used: ☐ Baton: Inches:

Restraints Used: ☐ Restraints:

Vehicle Pursuit:

K-9 Utilization: ☐ K-9 Officer: K-9 Report: ☐

Physical Force Used: ☐ Wrist Lock ☐ Takedown ☐ Hand Strike ☐ Knee Strike ☐

Elbow Strike ☐ Foot Strike ☐ Other

Impact Projectiles Used: ☐

Sage: ☐ S/N: 40mm: ☐ S/N: Type: # of Cartridges Fired:

Taser Used: ☐ Taser Serial #: Contact Tase: ☐

# of Cartridges Fired: # of Contact Tases: Taser Downloaded: ☐

OC Spray Used: ☐ Name/Model: Exp. Date: Mfr. Date:

Number of Times Sprayed: Distance from Suspect: Duration of Spray:

Were There Effects From the Use of Force (if yes, select all that apply below)?:

Choking ☐ Fell to Ground ☐ Resistance Continued ☐ Suspect Incapacitated ☐

Residual Effect on Officer ☐ Eye Closure ☐ Coughing ☐ Attacked Officer ☐

Stopped Resistance ☐ Suspect Unconscious ☐ Other:

Pursuit Section

Precision Intervention Technique (PIT): If Yes, How Many (including attempts):

Intervention: If Yes, How Many (including attempts):

Type of Vehicle Pursued / Year: Make: Model: Color:

Suspect Vehicle License Plate:

Time Pursuit Started: Location Pursuit Started:

Time Pursuit Ended: Location Pursuit Ended:

Total Time of Pursuit: Total Distance of Pursuit:

How Many TPD Units Involved: How Many Outside Units Involved:

If Outside Agency Involved, Which Agency: Any TPD Supervisors in Pursuit:

Did Pursuit Ever Leave Torrance Jurisdiction?:

Initial Reason for Pursuit:

Airship Requested: Did Airship Participate: Airship Agency:

Top Speed of Suspect Vehicle: Traffic Conditions:

Pursuit Broadcasted: (If Yes, select info broadcasted below):

Reason for Pursuit ☐ Location & Direction of Travel ☐ Speed of Suspect Vehicle ☐

Vehicle Description ☐ Number of Known Occupants ☐ Description of Known Occupants ☐

Info Concerning Firearms, threat of force, injuries, hostages, etc. ☐

How Did Pursuit Conclude:

Traffic Collision Section

Traffic Collision Report Taken (by TPD or another agency):

Primary Collision Factor (PCF):

If Other Agency Completed the Traffic Collision Report, Their Incident #:
Name of Other Agency Completing Traffic Collision Report:

Disposition of TPD Vehicle: Drivable: If Other, Explain:

Disposition of Other Involved Vehicle(s) / If Applicable:

Action Prior to Collision: Other:

Type of Collision / Unit Involved With: Type of Fixed or Other Object:

Civilian Person Involved #1 / Name:

Civilian Vehicle Involved #1 / Year: Make: Model:

Civilian Person Involved #2 / Name:

Civilian Vehicle Involved #2 / Year: Make: Model:

Civilian Witness #1 / Name:

Civilian Witness #2 / Name:

TPD Vehicle Information Section

Primary Unit *Driver* Officer: Seatbelt/Helmet: Code 3:

Primary Unit *Passenger* Officer: Seatbelt:

Primary Unit Vehicle #: Primary Unit Vehicle Damaged:

Secondary Unit *Driver* Officer: Seatbelt/Helmet: Code 3:

Secondary Unit *Passenger* Officer: Seatbelt:

Secondary Unit Vehicle #: Secondary Unit Vehicle Damaged:

Tertiary Unit *Driver* Officer: Seatbelt/Helmet: Code 3:

Tertiary Unit *Passenger* Officer: Seatbelt:

Tertiary Unit Vehicle #: Tertiary Unit Vehicle Damaged:

Injury Section

Any Officer Injured?: Select Any Death (Officer, Suspect or Civilian)?: Select

Officer #1 Injured: ☐ Taken to Hospital: ☐ Admitted: ☐

Hospital: N/A Other:

Explanation of Injuries:

Officer #2 Injured: ☐ Taken to Hospital: ☐ Admitted: ☐

Hospital: N/A Other:

Explanation of Injuries:

Suspect #1 Injured: ☐ Taken to Hospital: ☐ Admitted: ☐

Hospital: N/A Other:

Explanation of Injuries:

Suspect #2 Injured: ☐ Taken to Hospital: ☐ Admitted: ☐

Hospital: N/A Other:

Explanation of Injuries:

Any Civilian Injured?: Select Taken to Hospital: ☐ Admitted: ☐

Name of Civilian Injured: Hospital: N/A

Reports / Photo & Recording / Notifications Section

Did This Incident Involve The Following:

1. Shooting of a civilian by peace officer: Select
2. Shooting of a peace officer by a civilian: Select
3. Use of force by a peace officer against a civilian resulting in serious bodily injury: Select
4. Use of force by a civilian against a peace officer resulting in serious bodily injury: Select

Crime Report: ☐ Arrest Report: ☐ Traffic Collision Report: ☐
Supplemental Report by Officer(s) in Spillman (if no other type of report by officer): ☐
CHP 187A: ☐ Date & Time Sent to CHP:
Spillman "Circumstances" Code input in Spillman: ☐
Services Division Notified: ☐ Changed Classification in AvailWeb: ☐
Jail Video Required? ☐ If Yes, contact the Jail Sergeant. Photographs: Select
Communications Supervisor Notified (secure audio): ☐
ICC/Body Camera Video (or any audio/video): Select Reviewed by Supervisor: ☐
Employee's Report of Industrial Injury/Illness Completed: ☐
Supervisor's Report of Industrial Injury/Illness Completed: ☐

Supervisor’s Review (Comment On Policy, Training And/Or Equipment If Applicable)

Division Commander’s Review

Reviewing Division Commander’s Signature

Discussed with Officer Serial # Date: Time:

Officer's Signature Supervisor's Signature

Discussed with Officer Serial # Date: Time:

Officer's Signature Supervisor's Signature

Discussed with Officer Serial # Date: Time:

Officer's Signature Supervisor's Signature

Discussed with Officer Serial # Date: Time:

Officer's Signature Supervisor's Signature

Discussed with Officer Serial # Date: Time:

Officer's Signature Supervisor's Signature

Discussed with Officer Serial # Date: Time:

Officer's Signature Supervisor's Signature

Reviewing Bureau Commander's Signature

Use of Force Section / Officer

Firearm Used (OIS): ☐ If Yes, Refer To Detective Investigation For Full Details Of The Firearm(s)

Also, If Yes, was a Public Safety Statement Obtained? ☐ Yes ☐ No / Why not?

Baton Used: ☐ Baton: Inches:

Restraints Used: ☐ Restraints:

Vehicle Pursuit:

K-9 Utilization: ☐ K-9 Officer: K-9 Report: ☐

Physical Force Used: ☐ Wrist Lock ☐ Takedown ☐ Hand Strike ☐ Knee Strike ☐

Elbow Strike ☐ Foot Strike ☐ Other

Impact Projectiles Used: ☐

Sage: ☐ S/N: 40mm: ☐ S/N: Type: # of Cartridges Fired:

Taser Used: ☐ Taser Serial #: Contact Tase: ☐

# of Cartridges Fired: # of Contact Tases: Taser Downloaded: ☐

OC Spray Used: ☐ Name/Model: Exp. Date: Mfr. Date:

Number of Times Sprayed: Distance from Suspect: Duration of Spray:

Were There Effects From the Use of Force (if yes, select all that apply below)?:

Choking ☐ Fell to Ground ☐ Resistance Continued ☐ Suspect Incapacitated ☐

Residual Effect on Officer ☐ Eye Closure ☐ Coughing ☐ Attacked Officer ☐

Stopped Resistance ☐ Suspect Unconscious ☐ Other:

Use of Force Section / Officer

Firearm Used (OIS): ☐ If Yes, Refer To Detective Investigation For Full Details Of The Firearm(s)

Also, If Yes, was a Public Safety Statement Obtained? ☐ Yes ☐ No / Why not?

Baton Used: ☐ Baton: Inches:

Restraints Used: ☐ Restraints:

Vehicle Pursuit:

K-9 Utilization: ☐ K-9 Officer: K-9 Report: ☐

Physical Force Used: ☐ Wrist Lock ☐ Takedown ☐ Hand Strike ☐ Knee Strike ☐

Elbow Strike ☐ Foot Strike ☐ Other

Impact Projectiles Used: ☐

Sage: ☐ S/N: 40mm: ☐ S/N: Type: # of Cartridges Fired:

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Stopped Resistance ☐ Suspect Unconscious ☐ Other:

Use of Force Section / Officer

Firearm Used (OIS): ☐ If Yes, Refer To Detective Investigation For Full Details Of The Firearm(s)

Also, If Yes, was a Public Safety Statement Obtained? ☐ Yes ☐ No / Why not?

Baton Used: ☐ Baton: Inches:

Restraints Used: ☐ Restraints:

Vehicle Pursuit:

K-9 Utilization: ☐ K-9 Officer: K-9 Report: ☐

Physical Force Used: ☐ Wrist Lock ☐ Takedown ☐ Hand Strike ☐ Knee Strike ☐

Elbow Strike ☐ Foot Strike ☐ Other

Impact Projectiles Used: ☐

Sage: ☐ S/N: 40mm: ☐ S/N: Type: # of Cartridges Fired:

Taser Used: ☐ Taser Serial #: Contact Tase: ☐

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OC Spray Used: ☐ Name/Model: Exp. Date: Mfr. Date:

Number of Times Sprayed: Distance from Suspect: Duration of Spray:

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Choking ☐ Fell to Ground ☐ Resistance Continued ☐ Suspect Incapacitated ☐

Residual Effect on Officer ☐ Eye Closure ☐ Coughing ☐ Attacked Officer ☐

Stopped Resistance ☐ Suspect Unconscious ☐ Other:

Use of Force Section / Officer

Firearm Used (OIS): ☐ If Yes, Refer To Detective Investigation For Full Details Of The Firearm(s)

Also, If Yes, was a Public Safety Statement Obtained? ☐ Yes ☐ No / Why not?

Baton Used: ☐ Baton: Inches:

Restraints Used: ☐ Restraints:

Vehicle Pursuit:

K-9 Utilization: ☐ K-9 Officer: K-9 Report: ☐

Physical Force Used: ☐ Wrist Lock ☐ Takedown ☐ Hand Strike ☐ Knee Strike ☐

Elbow Strike ☐ Foot Strike ☐ Other

Impact Projectiles Used: ☐

Sage: ☐ S/N: 40mm: ☐ S/N: Type: # of Cartridges Fired:

Taser Used: ☐ Taser Serial #: Contact Tase: ☐

# of Cartridges Fired: # of Contact Tases: Taser Downloaded: ☐

OC Spray Used: ☐ Name/Model: Exp. Date: Mfr. Date:

Number of Times Sprayed: Distance from Suspect: Duration of Spray:

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Choking ☐ Fell to Ground ☐ Resistance Continued ☐ Suspect Incapacitated ☐

Residual Effect on Officer ☐ Eye Closure ☐ Coughing ☐ Attacked Officer ☐

Stopped Resistance ☐ Suspect Unconscious ☐ Other:

Use of Force Section / Officer

Firearm Used (OIS): ☐ If Yes, Refer To Detective Investigation For Full Details Of The Firearm(s)

Also, If Yes, was a Public Safety Statement Obtained? ☐ Yes ☐ No / Why not?

Baton Used: ☐ Baton: Inches:

Restraints Used: ☐ Restraints:

Vehicle Pursuit:

K-9 Utilization: ☐ K-9 Officer: K-9 Report: ☐

Physical Force Used: ☐ Wrist Lock ☐ Takedown ☐ Hand Strike ☐ Knee Strike ☐

Elbow Strike ☐ Foot Strike ☐ Other

Impact Projectiles Used: ☐

Sage: ☐ S/N: 40mm: ☐ S/N: Type: # of Cartridges Fired:

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Residual Effect on Officer ☐ Eye Closure ☐ Coughing ☐ Attacked Officer ☐

Stopped Resistance ☐ Suspect Unconscious ☐ Other:

JSID DART Protocol 2014.pdf

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PROPERTY ATTACHMENT.pdf

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TORRANCE POLICE DEPARTMENT

PROPERTY ATTACHMENT

DATE ISSUED: November 8, 2017

EVE R. IRVINE
CHIEF OF POLICE

PURPOSE

Additional procedures for booking, handling, release, and disposition of property in general.

PROPERTY CLASSIFICATION

A. COLOR CODED LABELS. The tags used to identify property booked as Evidence, Found Evidence, Found Property, or Safekeeping shall be color coded to indicate the year the property was booked. The Property Section shall change the color of the tag used on 01 January of each year. No more than five colors shall be rotated into use. The Property Section shall keep a record of the year indicated by each color.

PROPERTY BOOKING

B. EVIDENCE. The Officer first observing evidence is responsible for preservation and booking, except when investigators or a specialist at the scene assumes the responsibility for doing so.

1. When a private person transports property to the station, the officer assigned to the Front Desk is responsible for booking the property.
2. If a private person finds the property, and an officer is detailed to transport it, the officer is responsible for booking the property.
3. If the property is a controlled substance or firearm, a sworn officer shall be required to take custody of the item and book it into property. The on-duty Watch Commander may authorize the Services Officer to book suspected controlled substances.

WHERE TO BOOK PROPERTY

C. SPECIAL NOTIFICATION. Investigating officers should confer with Crime Lab personnel, or with the officer transporting the evidence to the Crime Lab, regarding the desired analysis or investigation. The general types of evidence which require the attention of the Crime Lab are:

1. Perishable materials -- substances or materials which may become changed as a result of decomposition or deterioration, or which may become altered as the result of temperature change
2. Fragile materials
3. Materials which may be contaminated or may contaminate other materials
4. Microscopic particles
5. Material or substance of a character requiring comparison
6. Plaster casts and copies of all impressions
7. Weapons, cartridges, shells, and bullets suspected of being connected with a crime or crimes.
8. Suspected narcotics or other drugs

Liquids or any other substance or materials suspected of being connected with a crime or crimes, and when the true nature can be determined definitely only by scientific examination or investigation.

TO WHOM PROPERTY IS BOOKED

D. EVIDENCE. Evidence shall be booked to the arrestee whether taken at the time of arrest or subsequently. When there are two or more arrestees in the same case, all evidence shall be booked to the appropriate arrestee. If no arrest has been made, the evidence shall be booked to the booking officer.

E. SEARCH WARRANT EVIDENCE. Evidence obtained during the service of a Search Warrant shall be booked to the arrestee whether taken at the time of arrest or subsequently.

F. FOUND EVIDENCE. Found Evidence shall be booked to the officer finding or accepting custody of the evidence.

G. SAFEKEEPING. Property shall only be taken into custody and booked for safekeeping at the request of the property owner or the person having control of the property, or when taken from a vehicle. Property booked for safekeeping shall be booked to the owner or the person having legal control. Officers booking property into safekeeping shall advise persons that such property will be disposed of according to law 60 days after booking. Firearms shall not be booked as “safekeeping.”

H. FROM IMPOUNDED VEHICLE. Accessories, equipment, and tools normally used for emergency repairs shall be listed on the Vehicle Impound Report and left in the vehicle. Items having evidentiary value found in an impounded or stored vehicle shall be removed and booked as Evidence or Found Evidence. If property is removed for Safekeeping:

1. Property shall be booked to the actual owner, or
2. If the actual owner can not be determined, the property shall be booked to the person who had lawful possession at the time the property was taken into safekeeping, or
3. If neither the actual owner nor a person having legal possession can be determined, book the property to the registered owner of the vehicle.
4. If the owner is unknown, the officer shall enter "UNKNOWN" on the report. When property is booked "UNKNOWN,” investigating officers shall determine the name and address of the registered owner of the vehicle and shall include that information in a supplemental report.

EVIDENCE IDENTIFICATION

I. GENERAL. If it is necessary to mark an item to identify it, the mark shall be:

1. As small as possible.
2. Distinctive and not easily capable of duplication. An "X" mark shall not be used.
3. Placed so as to prevent altering, contaminating, or destroying its value or reducing its marketable value.
4. Made by the officer who intends to book the item.

J. ITEMS NOT TO BE MARKED. Items of evidence shall NOT be marked if:

1. It bears a serial number.
2. Markings would alter or change it.
3. It is capable of being later identified by the notations made on its container and information recorded in the officer's notes.

K. FIRED CARTRIDGE. The cartridge shall be placed in an appropriate container selected by a FIS Team member, sealed, and the reporting officer shall mark the outside of the container.

L. FIRED BULLET. It shall be wrapped in tissue and placed in an appropriate container selected by a FIS, sealed, and the reporting officer shall mark the outside of the container.

PROPERTY PACKAGING

M. GENERAL. Depending on the nature of the property booked, it shall be booked as follows:

1. Each item shall have a unique item number.
2. Use the appropriate Department approved property/evidence envelopes or a plain brown paper bag and affix an appropriate evidence label to the exterior of the bag.
3. Use the official package provided to the Department by the outside agency (i.e., Sexual Assault Kits, Blood Alcohol Envelopes, etc.).
4. Placed in a clear polyethylene bag. (Items containing biological material or those needing print processing shall not be placed in polyethylene bags).

N. CARTONS AND BOXES. Cartons and boxes need not be wrapped unless necessary for their protection.

O. LARGE OR ODD SHAPED ITEMS. Odd shaped or large items, such as gambling equipment, tires, motors, radios, and suitcases need not be wrapped as long as they conspicuously display a properly attached property tag.

P. FORGED DOCUMENTS. When a forgery or worthless document is taken as evidence, the original document shall be placed in a plastic sleeve, inserted in an evidence envelope, and booked into Property. A copy of the entire document, front and back, shall be scanned in to Spillman.

Q. POISON. Poisons shall be placed in small glass bottles, tightly capped and sealed into Kapak bags. The Kapak bags shall be marked with the word "poison" on both sides. Foodstuffs involved in animal poisoning shall not be submitted for examination unless an eyewitness can identify the person who placed the foodstuff where it was found, or unless the identity of the person placing the foodstuff where it was found can be proven by conclusive evidence.

R. FLAMMABLE LIQUIDS. Regardless of the amount of flammable liquid of evidentiary value involved, only one pint shall be retained as evidence. The pint retained shall be placed in a one-pint metal container, capped, and placed in the hazardous materials shed. The reports shall indicate the entire amount of material involved in the offense. Property Room Personnel will arrange for hazardous material hauler to remove the excess liquid/material.

S. ALCOHOLIC BEVERAGE CONTAINERS. Officers taking a suspected alcoholic beverage into custody and expecting to testify regarding it, shall take a sample of the liquid and place it in a tightly sealed, small glass bottle, and then apply evidence tape over the cap in order to affect a seal. To this seal they shall affix their initials or serial numbers. The original (empty) container may also be booked into evidence. Officers shall indicate in their reports the amount of liquid originally in the bottle or container. The small glass bottle shall then be packaged and placed in a Property Section bin.

T. KNIVES, RAZORS, OR ICE PICKS. When a blade of a pocketknife contains evidence that may be destroyed if the knife is closed, the blade shall be left open. All sharp objects (except needles or syringes) shall be packaged in protective boxes.

U. JEWELRY/RARE COLLECTABLES. All jewelry, rare coins and collectable items shall be booked separately from each other and from all other evidence. Whenever possible, jewelry shall be placed in plastic envelopes prior to packaging.

V. PAWN TICKETS. Pawnshop tickets shall be placed in a plain envelope prior to packaging and shall not be wrapped in a bundle with other items.

W. PURSES. Purses booked as Found Property should not be wrapped; purses booked under other property classifications shall be wrapped. All purses booked as found property and necessitating wrapping shall be distinctly described on the Property Report so as to facilitate easy identification by the owner.

X. BLOOD SAMPLES. Officers receiving whole blood samples from medical personnel shall:

1. Tilt the vial slowly and gently for approximately twenty seconds to insure the preservative in the vial mixes with the blood.
2. Complete the label on the vial with the suspect's name, the incident number, and the arresting (booking blood) officer's initials.
3. Complete the form on the face of the blood sample envelope (supplied with the vial).

4. Place the vial in the blood sample envelope and seal the envelope.
5. Place the completed blood sample in a Property Section bin (Once the blood sample has been so placed, it becomes the responsibility of the Property Section, Services Division).

Y. URINE SAMPLES. Officer receiving urine samples shall:

1. Tightly cap and shake vigorously to insure the preservative in the jar mixes with the urine.
2. Complete the label on the jar with the suspect's name, the incident number, and the arresting (booking urine) officer's initials.
3. Seal cap of jar with provided evidence seal.
4. Place the completed urine sample in a Property Section bin.

PROPERTY RELEASE

Z. TO WHOM RELEASED. Property shall be released only to the owner or person to whom it is booked, or the authorized representative of the owner.

AA. RELEASED TO ORGANIZATION. When property is to be released to a company, firm, or corporation, the agent representing the organization shall present a written authorization on official stationery signed by an official of the organization. An agent obtaining property for an individual owner shall present a notarized authorization signed by the owner.

1. Personal property booked to an arrestee may be released to a person other than the arrestee provided the arrestee signs a Property Release Form.
2. The person receiving the property shall also be required to sign the Property Release Form and the releasing Property Officer shall verify the inventory.

BB. SAFEKEEPING. Property Section shall release property booked for safekeeping only to the person to whom it was booked, or their agent with notarized authorization signed by the property owner. The person to whom safekeeping property is released shall be required to sign a Property Receipt (TPD 116).

CC. CONVERSION TO DEPARTMENT USE. Property shall not be converted to Department use.

DD. SEARCH WARRANT EVIDENCE. All evidence obtained during the service of a Search Warrant shall be released only by Court Order. The concerned investigator shall obtain the court order and submit a TPD 218 card along with a copy of the Court Order to the Property Section. The copy of the Court Order shall be attached to the Property Report.

EE. UNKNOWN OWNER. When the true owner of property is unknown to the Department or finder, the following procedure shall be followed:

1. The assigned investigator shall attempt to locate the owner. If located and identity verified, the owner shall be required to sign a Property Release form prior to said property being released.
2. If the true owner or finder fails to claim the property within a period of 90 days from Department receipt, it may be sold at the next police auction for unclaimed property or disposed of per direction of the Property Sergeant.
3. When the finder of any property is an employee of any public agency and the property was found in the course of employment, the finder shall not claim the property. The property shall be released only to the true owner (or agent of the true owner), sold at auction, or disposed of per direction of the Property Sergeant.

FF. KNOWN OWNER. When the owner of property is known, the Property Officer shall attempt to notify the owner of said property with a Property Owners Notification Card TPD 217. There shall be a 10 day period to allow the owner respond. If there is no response, the property shall be deemed unclaimed.

PROPERTY SHIPPING AND MAILING

GG. RECOVERED IN OUTSIDE JURISDICTIONS. When property which has been reported lost or stolen in Torrance is recovered in an outside jurisdiction, and this Department is informed of the recovery, the concerned investigator shall:

1. On property required for evidence:

    a. Request the recovering agency to ship the property directly to this Department, calling attention to the concerned Unit.

    b. Request that the property be shipped collect rather than COD.

    c. Forward a copy of this request to the Property Section.

2. On property not required for evidence:

    a. Supply the recovering agency with the name and address of the owner and authorize the release of the recovered property directly to the owner.

    b. Notify the owner of the location of the recovered property.

    c. Instruct the owner to make arrangements with the recovering agency for the return of the recovered property.

HH. OUTGOING. Booked property may be shipped or mailed whenever it is in the Department's interest and it is impractical for an owner or agent to appear in person to claim the property.

1. Booked property will be shipped or mailed only to a person or an agency making a written or teletype request to this Department.

2. The concerned investigator shall forward to the Property Section a completed Property Disposition Card, and the letter or teletype request, with instructions to mail or ship the property.

3. The Property Officer, upon receipt of the investigator's instructions, shall mail via certified mail with a return receipt, at the owner's or agency's expense, that property being held by the Department.

EVE R. IRVINE
CHIEF OF POLICE

Cell Extraction Notification Check List.pdf

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Cell Extraction Notification Check List

NOTIFICATION:	**TIME**
Watch Commander	
Services Division Commander	
Cell Extraction Team Leader	
City Attorney	
TMET	
Cell Extraction Team	
Assisting Officers contacted	
F.I.S	
TFD	
Paramedics	

After the Cell Extraction:

Photograph Cell, Officers, Inmate, injuries	
Interview Inmate	
Collect Evidence	
Officer Reports/ Supplements	
Taser Download	
Audio / Jail Video Download	
Industrial Injury Reports	
Use of Force Review	
Clean Equipment	
Debrief	

Cell Extraction Checklist

DR:
Watch Commander:
Team Leader:
Time/Date:

	** Emergency Extraction	** High Risk Extraction		
Reason for extraction	Medical treatment	Mental Health Related	Gassing	Weapon / Contraband recovery
	Recalcitrant inmate: Resistant or defiant actions	Other	Disturbance	*Court Ordered
Judge was notified that force may be used:	Judges Name	Court	Date / Time	

**Emergency Extraction- Life threatening circumstances, officers shall not wait for a supervisor unless they lack the officers or experience to conduct the extraction safely

**Controlled Extraction- Inmate is in an area that can be isolated or controlled. It does not normally involve an immediate threat to loss of life and is prompted by circumstances that create safety, security, or operational concerns.

NOTES:

INMATE INFORMATION					
Last Name		First Name		Location	
Inmate Background	Charge		Has inmate been previously extracted?		
Has the subject created Barricades?					
Bodily Fluids / Blood present in cell?					
History of Assaults		Suspect Armed?		Type of Weapon:	
Medical Background					
Description:					
Medication				Last Medicated	
Mental Health Background					
Miscellaneous Information				Impairments	

PERSONNEL RESPONDING /UTILIZED					
TMET Officer / Badge #:		Time of Arrival		Assisting personnel	
Notes					
TFD on Scene				Paramedics	

EXTRACTION TEAM		
Name / Badge #	Assignment	Equipment
Assisting Officers		

MEDICAL PLAN
Major Injuries- Officer: They will be removed from the cell by assisting officers and stabilized in a safe area. They will then transported to local hospital.
Minor Injuries- **Officer**: They will be treated by TFD after the incident is complete and scene is safe
Major Injury-Inmate: Once they are controlled and the scene is safe TFD will stabilize the suspect and then transport the inmate to the appropriate hospital.
Minor Injuries-Inmate: They will be evaluated and treated by TFD once they are controlled and the scene is safe

REQUEST FOR COMPLIANCE		
Ask the inmate to comply with your order:		Time
Explain the consequences for non compliance:		Time
Tell the inmate that you are lawfully ordering them to comply:		Time
Ask the inmate if there is anything you can do to get them to comply:		Time
Take action appropriate:		Time

INITIAL FORCE ASSESSMENT					
Weapons Deployed	Yes / No		Time Used/ Officer		Time Used/ Officer
Physical Force	Yes / No	Impact Weapon		40mm	
		T.A.R.P.		Hobble	
		OC Spray:		Pepper Ball gun	
Spit Hood		Sound / Light device		Sting Ball	
Restraint Chair		Taser		Other:	
Inmate Complied- No Force Needed		Yes / No	Extraction Canceled- Reason:		

NOTES:

Death In Custody Reporting Form.pdf

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State of California

Department of Justice

DEATH IN CUSTODY REPORTING FORM

BCIA 713 (rev. 11/05)

DOJ USE ONLY

RECORD KEY

_____

AGENCY TYPE
- ❒ Police
- ❒ Sheriff
- ❒ Probation
- ❒ State
- ❒ Other Local

AGENCY NCIC NUMBER

_____

COUNTY

_____

☐ **ORIGINAL** ☐ **AMENDMENT**

DATE OF DEATH

____/____/____
MM DD YYYY

SUBJECT NAME

_____
Last First Middle

CII NUMBER

_____

DATE OF BIRTH

____/____/____
MM DD YYYY

GENDER
- ❒ Male
- ❒ Female

RACE/ETHNICITY *(Check One)*
- ❒ Other Asian
- ❒ Black
- ❒ Chinese
- ❒ Cambodian
- ❒ Filipino
- ❒ Guamanian
- ❒ Hispanic
- ❒ American Indian
- ❒ Japanese
- ❒ Korean
- ❒ Laotian
- ❒ Other
- ❒ Pacific Islander
- ❒ Samoan
- ❒ Hawaiian
- ❒ Vietnamese
- ❒ White
- ❒ Asian Indian

DOJ USE ONLY

CUSTODY OFFENSE

_____

CUSTODY STATUS
(Check One)
- ❒ Process of Arrest
- ❒ In Transit
- ❒ Awaiting Booking
- ❒ Booked - No Charges Filed
- ❒ Booked - Awaiting Trial
- ❒ Sentenced
- ❒ Out to Court
- ❒ Other

CUSTODIAL RESPONSIBILITY AT TIME OF DEATH
(Check One)
- ❒ Process of Arrest
- ❒ City Jail
- ❒ County Jail
- ❒ Adult Camp or Ranch
- ❒ Local Juvenile Facility/Camp
- ❒ Adult Operations and Adult Programs (formerly CDC)
- ❒ Division of Juvenile Justice (formerly CYA)
- ❒ State Hospital
- ❒ Other

LOCATION WHERE CAUSE OF DEATH OCCURRED
(Check One)
- ❒ Not Applicable (Natural)
- ❒ Crime/Arrest Scene
- ❒ Facility -- Administrative
- ❒ Facility -- Booking
- ❒ Facility -- Living
- ❒ Facility -- Common
- ❒ Facility -- Holding
- ❒ Facility -- Medical Treatment
- ❒ Other

FACILITY OF DEATH
(Check One)
- ❒ Crime/Arrest Scene
- ❒ Local Hospital
- ❒ City Jail
- ❒ County Jail
- ❒ Adult Camp or Ranch
- ❒ Local Juvenile Facility/Camp
- ❒ Adult Operations and Adult Programs (formerly CDC)
- ❒ Division of Juvenile Justice (formerly CYA)
- ❒ State Hospital
- ❒ Other

MANNER OF DEATH
(Check One)
- ❒ Pending Investigation
- ❒ Natural
- ❒ Accidental -- Injury to Self
- ❒ Accidental -- Injury by Other
- ❒ Suicide
- ❒ Homicide Willful (Law Enforcement Staff)
- ❒ Homicide Willful (Other Inmate)
- ❒ Homicide Justified (Law Enforcement Staff)
- ❒ Homicide Justified (Other Inmate)
- ❒ Execution
- ❒ Cannot Be Determined
- ❒ Other

MEANS OF DEATH
(Check One)
- ❒ Pending Investigation
- ❒ Not Applicable (Natural)
- ❒ Handgun
- ❒ Rifle/Shotgun
- ❒ Club, Blunt Instrument
- ❒ Hands, Feet, Fists
- ❒ Knife, Cutting Instrument
- ❒ Hanging, Strangulation
- ❒ Alcohol/Drug Overdose
- ❒ Execution: Lethal Gas/Injection
- ❒ Cannot Be Determined
- ❒ Other

DATA SUPPLIED BY *(Please print the following information):*

Name: _____ **Title**: _____

Agency: _____ **Telephone**: _____

Address: _____

Send completed form to: Department of Justice
Criminal Justice Statistics Center
P.O. Box 903427
Sacramento, CA 94203-4270
Facsimile: (916) 227-0427 or 227-3561
Telephone: (916) 227-3545

Non SWAT Ops Plan.pdf

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TORRANCE POLICE DEPARTMENT

NON-SWAT

OPERATIONS PLAN

Date/Time:

Case #

Case Agent:

☐ Supervisor

☐ Division Commander

☐ Bureau Commander

Plan Prepared By:		Date:	

Torrance Police Department

Risk Analysis Checklist

Items 1-5 (Check mark "Yes" to 1 or more of the criteria listed below, SWAT should be contacted.)	**YES**	**NO**	**EXPLAIN**
1. Is the location fortified? (I.e. sally ports, internal fortifications, multiple gates, steel doors, etc.)	☐	☐	
2. Firearms believed to be on premises and the suspect(s) have made threats to use them?	☐	☐	
3. Automatic weapons, explosives, or military ordinance on the premises?	☐	☐	
4. Suspect(s) have history of felonious assault on Peace Officer involving weapons?	☐	☐	
5. Based upon specific articulable facts, is there a likelihood of violent/armed confrontation?	☐	☐	

Items 6-11 (Check mark "Yes" to 2 or more of the criteria listed below, SWAT should be contacted.)	**YES**	**NO**	**EXPLAIN**
6. Sophisticated counter surveillance? (CCTV, intrusion devices, etc.)	☐	☐	
7. Are the suspect(s) 3 strikes candidates involving violence?	☐	☐	
8. Do the suspect(s) have propensity for violence?	☐	☐	
9. Security screens on doors and/or windows?	☐	☐	
10. Have specific threats of violence been made against Peace Officers?	☐	☐	
11. Suspect is a member of a gang, criminal organization or militant group.	☐	☐	

When preparing an operation plan, this checklist shall be incorporated into the plan and used to evaluate the need for assistance from the Special Weapons and Tactics Team. Any number of circumstances may dictate that a Special Weapons and Tactics Team be used. Officers and supervisors are encouraged to contact a Special Weapons and Tactics Team supervisor whenever questions arise concerning the evaluation of the above listed criteria.

Special Weapons and Tactics Team contacted? Yes ☐ No ☐ Date/Time
Mission Accepted? Yes ☐ No ☐
*If not, explain briefly: _____

Prepared by: Date:

Reviewed by: Date:

NON-SWAT CRITERIA OPERATIONS PLAN

☐ SPILLMAN ☐ CCHRS ☐SRF/LEADS ☐JDIC ☐DMV ☐IN CUSTODY ☐LACLR

RISK Guidelines only **CLASSIFICATION**	☐ **LOW RISK** NON-GANG MEMBER COOPERATION EXPECTED NO HISTORY OF VIOLENCE/WEAPONS NO HISTORY OF ASSAULTS ON LE	☐ **MEDIUM RISK** GANG MEMBER MINIMAL HISTORY WEAPONS/VIOLENCE PRE-TEXT SEARCH FOR INVESTIGATION KNOWN TO BE CONFRONTATIONAL	☐ **HIGH RISK** GANG MEMBER HISTORY WEAPONS/VIOLENCE HAS ASSAULTED LE IN PAST ELEVATED DANGER TO POLICE

OBJECTIVE	

TARGET LOCATION #1	
ADDRESS	
CITY	**ZIP**
TELEPHONE	
RESIDENTIAL☐ **APARTMENT**☐ **OTHER**☐	
ALERTS	

LOCATION INFORMATION AND/OR MAP

TARGET SUBJECT #1			
NAME			
GENDER	**RACE**	**DOB**	**AGE**
HEIGHT	**WEIGHT**	**HAIR**	**EYE**
GANG			
MONKIER			
VEHICLE			
CII			
SRF	**CRIME**		
PRIORS			
WARRANT			
ALERTS			

PERSONNEL & ASSIGNMENTS					

PRIMARY OFFICER		**APPROVING SGT**	
DATE & TIME			

NON-SWAT CRITERIA OPERATIONS PLAN

TARGET SUBJECT					
NAME					WARRANT
GENDER	RACE	DOB	AGE		ALERTS
HEIGHT EYE	WEIGHT	HAIR			
GANG					
MONKIER					
VEHICLE					
CII					
SRF		CRIME			
PRIORS					

TARGET SUBJECT PHOTO

TARGET SUBJECT					
NAME					WARRANT
GENDER	RACE	DOB	AGE		ALERTS
HEIGHT EYE	WEIGHT	HAIR			
GANG					
MONKIER					
VEHICLE					
CII					
SRF		CRIME			
PRIORS					

TARGET SUBJECT PHOTO

TARGET SUBJECT					
NAME					WARRANT
GENDER	RACE	DOB	AGE		ALERTS
HEIGHT EYE	WEIGHT	HAIR			
GANG					
MONKIER					
VEHICLE					
CII					
SRF		CRIME			
PRIORS					

TARGET SUBJECT PHOTO

TARGET SUBJECT					
NAME					WARRANT
GENDER	RACE	DOB	AGE		ALERTS
HEIGHT EYE	WEIGHT	HAIR			
GANG					
MONKIER					
VEHICLE					
CII					
SRF		CRIME			
PRIORS					

TARGET SUBJECT PHOTO

TARGET LOCATION		
ADDRESS		
CITY	ZIP	
TELEPHONE		
RESIDENTIAL☐	APARTMENT☐	OTHER☐
ALERTS		
LOCATION INFORMATION AND/OR MAP		

TARGET LOCATION PHOTO

TARGET LOCATION		
ADDRESS		
CITY	ZIP	
TELEPHONE		
RESIDENTIAL☐	APARTMENT☐	OTHER☐
ALERTS		
LOCATION INFORMATION AND/OR MAP		

TARGET LOCATION PHOTO

TARGET LOCATION		
ADDRESS		
CITY	ZIP	
TELEPHONE		
RESIDENTIAL☐ APARTMENT☐ OTHER☐		
ALERTS		
LOCATION INFORMATION AND/OR MAP		

TARGET LOCATION PHOTO

TARGET LOCATION		
ADDRESS		
CITY	ZIP	
TELEPHONE		
RESIDENTIAL☐ APARTMENT☐ OTHER☐		
ALERTS		
LOCATION INFORMATION AND/OR MAP		

TARGET LOCATION PHOTO

TARGET VEHICLE	
REGISTERED OWNER	
MAKE	MODEL
COLOR	PLATE
2 DOOR ☐	4 DOOR ☐

TARGET VEHICLE PHOTO

TARGET VEHICLE	
REGISTERED OWNER	
MAKE	MODEL
COLOR	PLATE
2 DOOR ☐	4 DOOR ☐

TARGET VEHICLE PHOTO

TARGET VEHICLE	
REGISTERED OWNER	
MAKE	MODEL
COLOR	PLATE
2 DOOR ☐	4 DOOR ☐

TARGET VEHICLE PHOTO

TARGET VEHICLE	
REGISTERED OWNER	
MAKE	MODEL
COLOR	PLATE
2 DOOR ☐	4 DOOR ☐

TARGET VEHICLE PHOTO

CONTACTS			
Agency	Contact Person	Phone Number	Address

HOSPITAL/TRAUMA CENTER	ADDRESS	ER PHONE #
☐ Long Beach Memorial Hospital	2801 Atlantic Ave, Long Beach (LA TG #795-E2)	(562) 933-1400
☐ Western Medical Center	1001 Tustin Ave, Santa Ana (OC TG #830-A2)	(714) 953-3330
☐ Kaiser Permanente ER	9161 Sierra Ave, Fontana	(661) 427-3910

HOSPITALS	ADDRESS	ER/MAIN PHONE #
☐ St. Francis Medical Center	3630 Imperial Hwy, Lynwood (TG #705-C6)	(310)900-4525
☐ HGH	100 W. Carson St., Torrance	(310)222-2345
☐ Antelope Valley Hospital	1600 Avenue J, Lancaster	(661) 949-5000

OTHER HOSPITALS		
Name	Phone Number	Address

Personnel and Assignments

Name	Call Sign	Cell Phone	Vehicle	Assignment	Equipment	Radio Frequency

300.4 Deadly Force Application	Date Issued:

Use of deadly force is justified in the following circumstances:

An officer may use deadly force to protect him/herself or others from what he/she reasonably believes would be an imminent threat of death or serious bodily injury.

a. An officer may use deadly force to stop a fleeing subject when the officer has probable cause to believe that the person has committed, or intends to commit, a felony involving the infliction or threatened infliction of serious bodily injury or death, and the officer reasonably believes that there is an imminent risk of serious bodily injury or death to any other person if the subject is not immediately apprehended. Under such circumstances, a verbal warning should precede the use of deadly force, where feasible.

   Imminent does not mean immediate or instantaneous. An imminent danger may exist even if the suspect is not at that very moment pointing a weapon at someone. For example, an imminent danger may exist if an officer reasonably believes any of the following:

   1. The person has a weapon or is attempting to access one and it is reasonable to believe the person intends to use it against the officer or another.
   2. The person is capable of causing serious bodily injury or death without a weapon and it is reasonable to believe the person intends to do so.

Pursuit Policy	Date Issued:

A. DEFINED. A pursuit is an event involving one or more police officers in emergency vehicles attempting to apprehend a suspect operating a motor vehicle who is trying to avoid arrest by high speed driving or other evasive tactics, and/or who willfully fails to yield to the officer's signal to stop.

B. ADMINISTRATIVE PHILOSOPHY. The primary purpose of this policy is to assist officers in securing a balance between the protection of the lives and safety of the public and police officers, and a duty to enforce the law and apprehend violators. Since each situation is unique, it is impossible for this policy or any particular standard to anticipate all possible circumstances. Therefore, this policy has been formulated to provide specific guidelines to direct law enforcement activities in this very critical area of police practice. Deciding whether to pursue a motor vehicle is among the most critical decisions made by police officers. It is a decision that must be made quickly and under difficult and unpredictable circumstances. Police officers who conduct pursuits consistent with this policy will be strongly supported by the Department in any subsequent review of such action.

C. POLICY. Vehicular pursuits shall be conducted Code 3 and in such a manner as to optimize the level of safety to the public, police personnel, and to minimize potential damage to property. The apprehension of a fleeing violator shall not be more important than the safety of the pursuing officers or citizens. When engaged in a pursuit, officers and supervisors must continually evaluate whether the seriousness of the offense justifies continuing the pursuit. Officers and supervisors shall weigh the seriousness of the violator's known, or suspected, crimes against the potential for death or injury if the pursuit is continued.

NARRATIVE:

TB18-10 Loaded Syringes Training Bulletin.pdf

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TORRANCE POLICE TRAINING BULLETIN

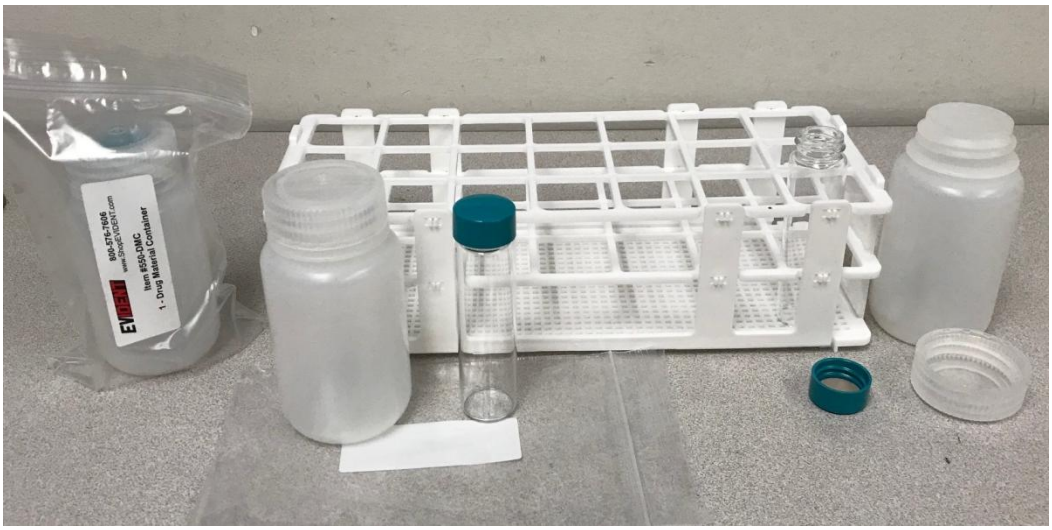
EVE R. IRVINE **NO: 18-10**
CHIEF OF POLICE **DATE: 27 NOV 18**

Booking Loaded Syringes

The processing of loaded syringes is inherently hazardous due to the risk of exposure to blood borne pathogens and/or dangerous drugs, such as Fentanyl. Therefore, universal precautions should be exercised in order to mitigate such hazards. This includes the use of the N95 particulate respirator mask, nitrile gloves, and eye protection.

DISCUSSION:

Due to the fact the Los Angeles County Crime Lab will not accept “loaded” syringes for processing, it is necessary to extract the contents in a safe manner prior to booking the items into TPD Property. In order to facilitate this process in as safe a manner as possible, the officer booking the syringe should utilize the above listed universal precautions in addition to the “Drug Material Container” and vial rack pictured below.



CONCLUSION:

The risk of accidental puncture is greatly reduced by placing the glass receptacle in the vial rack while extracting the syringe contents, when compared to holding the vial by hand. It also reduces the chances of the contents being accidentally spilled during extraction. Placing the sealed glass vial inside of the plastic container prior to booking in the green “narcotics” envelope greatly reduces the risk of leakage of the liquid contents during transportation. The empty syringe should then be booked as a separate item in Spillman and placed in a clear and orange sharps tube.

Please refer any questions concerning this process to the Property Room Supervisor at Ext. 2357, or by email.

EVE R. IRVINE
CHIEF OF POLICE

Lieutenant Brian O’Steen
Research & Training Division Commander

303 - Attachment - Baton Specifications.pdf

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TORRANCE POLICE DEPARTMENT

BATON SPECIFICATIONS MANUAL

DATE ISSUED: October 5, 2017

PURPOSE

Specifications for the baton.

BATON

A. BATON. Batons shall be one of the following:

1. STRAIGHT BATON. The baton shall conform to the following specifications:

   a. MATERIAL: Molded plastic material, aluminum or wood
   b. COLOR: Black
   c. WEIGHT: 30 ounce maximum
   d. LENGTH: 24-28 inches in length
   e. DIAMETER: Cylinder turned to a diameter of 1-1/4 inches with both ends rounded
   f. GRIP: Grooves (optional) extending 7-12 inches from the top of the baton
   g. THONG: (Optional) Black rubber
   h. GROMMET: (Optional) Black rubber

2. PR-24. In addition to conforming to the specifications of the straight baton, the PR-24 shall also have a black handle

3. EXPANDABLE BATON. Monadnock model # 9020

   a. MATERIAL: Hardened, seamless alloy steel tubing
   b. COLOR: Black
   c. WEIGHT: 17 ounces
   d. LENGTH: 21 inches expanded length
   e. DIAMETER: 0.875 inches
   f. GRIP: Firm foam grip 1.062 inch diameter
   g. TIP: Hard rubber

4. EXPANDABLE BATON. Monadnock model # 9021

   a. MATERIAL: Hardened, seamless alloy steel tubing
   b. COLOR: Black
   c. WEIGHT: 24 ounces
   d. LENGTH: 26 inches expanded length
   e. DIAMETER: 0.875 inches
   f. GRIP: Firm foam grip 1.062 inches diameter
   g. TIP: Hard Rubber

5. EXPANDABLE BATON. Peacekeeper model # 926B or # 929B

   a. MATERIAL: Alloy steel tubing
   b. COLOR: Black
   c. WEIGHT: 26 ounces (26” baton) or 29 ounces (29” baton)
   d. LENGTH: 26 inches or 29 inches expanded length
   e. DIAMETER: 0.875 inches
   f. GRIP: Santapreen rubber grip 1.25 inches diameter
   g. TIP: Hardened steel

Immigration and Customs Enforcement Pre-Interview Authorization_English (002).pdf

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City of Torrance Police Department

Immigration and Customs Enforcement Pre-Interview Authorization

Required form to be filled out by the interviewee **prior** to being interviewed by Immigration and Customs Enforcement.

NAME:		DATE:
DOB:	AGE:	CASE #:

There is a request from Immigration and Customs Enforcement ("ICE") to interview you, the above named individual, regarding the following civil immigration issues/violations:

Per California Government Code section 7283.1 (a), this interview is voluntary and you can decline to be interviewed or you may choose to be interviewed only with your attorney present. Please carefully read each statement below, check the appropriate box corresponding with your election and sign and date this form.

☐ I voluntarily consent to be interviewed by officials from ICE.

☐ I consent to be interviewed by officials from ICE only with my attorney present.

☐ I do not give my consent to be interviewed by officials from ICE.

_____ _____

(Date) (Interviewee's Signature)

_____ _____

(Date) (Witnessing Officer's Signature)

Field ID_Admonition Form.pdf

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Fitness_for_Duty-Drugs_and_Alcohol-17_2014.pdf

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Chapter 17

Purpose of Fitness for Duty/Drugs and Alcohol Policy

To establish a policy that provides guidelines for all City employees for detection, deterrence and rehabilitation regarding drug and alcohol use/abuse.

Fitness for Duty/Drugs and Alcohol Policy

It is the policy of the City to provide effective services to the public and to maintain a safe, healthy, productive work environment for all employees. The use or abuse of alcohol or legal or illegal drugs by an employee can impair job performance and may pose a threat to the health and safety of the employee, coworkers and the public.

It is the City's policy that no employee shall:

A. Report to work under the influence of drugs or alcohol;

B. Have job abilities impaired as a result of drug or alcohol use;

C. Bring or cause to be brought to work, use, possess, sell or provide intoxicating drugs or alcohol during work hours, on City premises or while using City equipment or vehicles.

The City is supportive of rehabilitation efforts undertaken by employees. Rehabilitation is the City's preferred disposition for an employee's initial test failure or refusal to test, absent aggravating circumstances.

Article 117.05

SECTION l – Procedures Related to Drug and Alcohol Policy

The City offers an Employee Assistance Program (EAP) to eligible **(see Footnote 1)** employees and their families. The EAP provides confidential, professional assistance in coping with the stresses of everyday life which include but are not limited to such problems as drug and alcohol dependency or abuse. The EAP is available through a phone call and provides diagnosis, counseling, and referral. Treatment exceeding the initial diagnosing and counseling sessions offered by the EAP will be coordinated with benefits provided by the employee's health plan. The employee will be responsible for any treatment costs incurred which exceed the initial diagnosis and counseling offered by the EAP.

Additionally, employees who believe they have continuing problems with drugs or alcohol are encouraged to apply for Medical Leaves of Absence. Those who qualify may be granted the leave to obtain counseling and/or treatment to resolve the problem in order to return to work. The Human Resources Division is available to assist employees in applying for such leaves.

The City recognizes that the use of prescription and some over-the-counter medication may interfere with the safe and effective performance of duties or operation of City equipment. Therefore, employees must notify their supervisor, before beginning work, when taking medication or drugs which they know or reasonably should know may interfere with the performance of job duties. Clearance from a City-designated physician may be required if there is a question about ability to safely and effectively perform assigned duties while using such medications or drugs.

Any employee reasonably suspected to be under the influence of drugs and/or alcohol will be requested to undergo a medical evaluation to determine the need for a drug and/or alcohol analysis. Reasonable suspicion exists where supervisory

Footnote 1: Part-time recurrent employees are not eligible.

personnel suspects that an employee is impaired by drugs and/or alcohol, based upon specific, personal observation that the supervisor can articulate concerning the appearance, behavior, speech or body odors of the employee.

The supervisor will take the employee to a City designated facility for the examination. The purpose of the examination is to rule out any underlying medical condition. The decision whether an employee needs to undergo drug and/or alcohol analysis will be made by a primary care physician. Refusal to undergo the analysis when requested by management may constitute insubordination and may therefore be grounds for discipline up to and including discharge.

Additionally, an employee reasonably suspected of being under the influence of drugs or alcohol shall not engage in further work. Appropriate arrangements will be coordinated by the City to transport the employee home safely.

If an initial drug or alcohol analysis is positive, a confirmation test will be conducted. If the confirmation test is positive there will be an investigation into the matter of the employee's use or abuse of drugs and/or alcohol. The investigation will be conducted by the Department involved under the direction of the Human Resources Division.

The testing and retesting procedures are described in **SECTION II** of this procedure.

Appropriate steps will then be taken which may include discipline up to and including discharge for violations of this policy. The employee may be offered the option of participating in the Employee Assistance Program as part of or in lieu of discipline.

Complaints concerning the application of this procedure will be resolved through the grievance process as outlined in applicable Memoranda of Understanding, up to and including binding arbitration. Discipline which results from this policy shall be administered in accordance with procedures as described in City Policy No: 39, Disciplinary Action.

Article 117.10

SECTION II – Testing and Follow-up Procedures

Note: (1) The test procedures under this policy are not applicable if the situation involves a criminal or traffic matter and has become the responsibility of the Police Department. Discipline may follow from a concurrent administrative investigation.

Specimen Collection Procedures

A. The drug and/or alcohol analysis may test for any substance which could impair an employee's ability to effectively and safely perform the functions of their job, including but not limited to alcohol, prescription medications, heroin, methadone, barbiturates, cocaine, opiates, phencyclidine (PCP), amphetamines, marijuana and other derivatives. The analysis shall be conducted in the following manner:

   1. After the doctor has indicated a need for a drug and/or alcohol analysis, the medical facility staff will collect a urine specimen from the employee following the chain of custody outlined by the City designated laboratory and medical facility.
   2. The designated laboratory is to be certified by the Department of Health and Human Services or its designee.
   3. The specimen will be forwarded to the laboratory for handling pursuant to the chain or custody procedure of the laboratory.

B. A confirmatory analysis after the initial positive result will be conducted in the following manner:

   1. Initial test shall use an immunoassay which meets the requirements of the Food and Drug Administration for commercial distribution. The initial cut-off levels shall be used when screening specimen to determine whether they are negative for specific drugs or classes of drugs. The test levels will be established by and subject to change by the Department of Health and Human Services as advances in technology or other

considerations warrant identification of the substances at other concentrations.

2. All specimen identified as positive in the initial test shall be confirmed using gas chromatography/mass spectrometry (gc/ms) techniques at the cut-off values established by the Department of Health and Human Services. Test levels will be subject to change by the Department of Health and Human Services as advances in technology or other considerations warrant identification of the substance at other concentrations.
3. The laboratory shall report as negative all specimens which are negative on the initial test or negative on the confirmatory test.
4. Only specimen confirmed positive shall be reported positive for a specific drug.

C. After the drug and/or alcohol analysis is completed, the results shall be reported and samples retained as follows:

1. The laboratory shall report test results to the medical review officer within an average of five (5) working days after receipt of the specimen by the laboratory. The Medical Review Officer is a physician knowledgeable in the medical use of prescription drugs and the pharmacology and toxicology of illicit drugs. The primary responsibility of the Medical Review Officer is to review and interpret positive tests and determine whether alternative medical explanations may account for the positive test result.
2. The initial results may be transmitted to the Medical Review Officer by various electronic means (for example, teleprinters, facsimile, or computer) in a manner designed to ensure confidentiality of the information.
3. Following receipt of the test results the Medical Review Officer shall verify that the laboratory report and assessment of all drug test results are reasonable;

determine whether an individual passes a drug test; and report each test that does not pass to the individual the City has designated to receive the results.

4. All negative samples are retained by the laboratory for one week.
5. All confirmed positive samples shall be retained and placed in properly secured long term frozen storage for a minimum of one (1) year. Within the one year period and upon request the laboratory may retain the specimen for an additional period of time, but if no such request is received the laboratory may discard the specimen after the end of one year, except for those specimens under legal challenge which shall be maintained for an indefinite period.

Results of Drug and/or Alcohol Analysis

A. Human Resources Division is to contact the employee's supervisor with the test results. The supervisor is then to contact the employee and advise him/her of the results and their work status.

B. If the drug screen is positive following testing for cause the employee must provide within 24 hours of request or as soon thereafter as possible, a valid prescription for the drug identified in the drug screen. The prescription must be in the employee's name.

C. If the employee does not have a valid prescription, or if the employee has not previously notified the supervisor, the employee may be subjected to disciplinary proceedings.

D. If a drug and/or alcohol analysis is positive, the Human Resources Division in conjunction with the Department will conduct an investigation to gather all the facts. The recommendation regarding discipline and/or rehabilitation will then be made following a review of the facts.

Retesting

A. If an employee desires testing of the positive specimen, he/she will need to submit the request in writing to Human Resources within five (5) working days of the employee's receipt of the test results. The employee may specify retesting by the original lab site or by a second lab site that is certified to perform drug testing by the Department of Health and Human Services.

B. Human Resources will make the necessary arrangements to have the specimen cut (split) and forwarded to the independent laboratory, chain of custody is to be maintained at all times, and the laboratory which originally did the analysis will keep the balance of the specimen.

C. The independent test results will be forwarded to the Medical Review Officer and the employee requesting the test.

D. The employee will assume financial responsibility for independent testing. If the retest results in the employee passing the drug test, the City shall reimburse any costs incurred.

Rehabilitation

The City is supportive of and encourages rehabilitation efforts by employees to overcome dependency or abuse of drugs and/or alcohol; Management and employees should be aware that the Human Resources Division is available to assist employees with applying for Leaves of Absence and coordinating their City provided benefits.

An employee who tests positive for drugs and/or alcohol may, at the discretion of the City, be offered a management referral to the Employee Assistance Program (EAP) for rehabilitation purposes in conjunction with or in lieu of discipline.

The management referral is made by the supervisor during a counseling session. The employee is given a document setting

forth the performance problem(s) and offering assistance through the EAP. By signing the referral document the employee acknowledges the counseling session and further, by signing a release form, agrees to allow the EAP to release the following information to the supervisor for the purpose of monitoring voluntary participation in a treatment program whether or not:

A. A problem has been identified and a recommendation made.

B. The recommendation has been accepted by the employee.

C. The employee is making progress.

D. Time away from the workplace will be needed.

The following information is strictly confidential and will not be shared by the EAP with the supervisor:

A. Nature of the problem, i.e. diagnosis.

B. Name and location of the counselor.

C. Place of treatment.

The employee will be encouraged to call the EAP in order to schedule an appointment with a qualified counselor. The counselor will conduct an assessment, make a recommendation, and assist the employee with coordinating a treatment program through his or her medical plan. If treatment through the medical plan is not feasible, the counselor will assist with referral to an outside source. The employee will be financially responsible for any treatment exceeding the initial diagnosis and counseling sessions offered by the EAP. The counselor will then monitor the employee through the program by maintaining all records and advising the supervisor of the employee's status on a periodic basis.

<u>Record Keeping</u>

A. The Human Resources Division will be responsible for maintaining all records related to the administration and results of the drug testing program for its employees. The City of Torrance shall retain all records related to the

collection process and the reports of individuals not passing a drug test for at least five years. The City will purge records of individuals passing a drug test, unless the employee request that they be retained. In such cases, the records will be retained for at least one year.

B. The Medical Review Officer shall maintain individual test results. The Medical Review Officer shall keep the reports of individual test results that do not pass a drug test for at least five (5) years. The Medical Review Officer will purge records of individuals passing a drug test, unless the employee requests that they be retained. In such cases, the records will be retained for at least one year.

Confidentiality

Laboratory reports or test results shall not appear in an employee's personnel file. Information of this nature, however, will be included in a separate confidential medical file within the Human Resources Division. The reports or test results, positive or negative, may be disclosed to the employee's full time supervisor and/or department head on a strictly need-to-know basis and to the tested employee upon request. Disclosures without patient consent may also occur, after advance notice is given to the employee, when:

A. The information is compelled by law or by judicial or administrative procedure.

B. The information has been placed at issue in a formal dispute between the employer and employee.

C. The information is to be used in administering an employee benefit plan.

D. The information is needed by medical personnel for the diagnosis or treatment of the patient who is unable to authorize disclosure.

Article 117.15

SECTION III – Guidelines for Supervisors

Management and Supervisor Responsibilities and Guidelines

A. Managers and supervisors are responsible for consistent enforcement of this policy.

B. Managers and supervisors may request that an employee undergo a medical evaluation to determine the need for a drug and/or alcohol analysis when he/she has a reasonable suspicion that an employee is intoxicated or under the influence of drugs and/or alcohol. Reasonable suspicion exists where supervisory personnel suspect that an employee is impaired by drugs and/or alcohol, based upon specific, personal observations that the supervisor can articulate concerning the appearance, behavior, speech or body odor of the employee.

   For example, any of the following, alone or in combination, may constitute reasonable suspicion:

   1. Slurred speech;
   2. Odor of alcoholic beverage on the breath
   3. Unsteady walking and movement;
   4. An accident involving City property;
   5. Physical altercation;
   6. Verbal altercation
   7. Unusual behavior;
   8. Possession of an alcoholic beverage or drugs;

C. The manager or supervisor requesting an employee to undergo a medical assessment for a drug and/or alcohol analysis should document the facts constituting reasonable suspicion that the employee in question is intoxicated or under the influence of drugs. The assistance of a second manager or supervisor shall, when practical, be secured to confirm observations justifying reasonable suspicion.

D. The manager or supervisor shall advise an employee suspected of being under the influence of intoxicants of his/her rights and obligations under this policy prior to being medically assessed for drug and/or alcohol analysis. Those rights and obligations are as follows:

1. Any employee refusing to undergo or to cooperate in a drug and/or alcohol analysis ordered by the City may be subject to discipline up to and including discharge for insubordination.
2. An employee may have a representative, a friend, or a witness present if they desire. However, there will be no unreasonable delay in conducting the drug and/or alcohol analysis.
3. If the presence of any intoxicant is detected which is not legally prescribed to the employee or if prescription drugs are detected in inappropriate amounts, that result may be considered as a factor in determining whether or not appropriate discipline will be imposed according to City disciplinary procedures.
4. Specimen tampering may result in discipline up to and including discharge.
5. If no evidence of an intoxicant is found, the department will exonerate the employee. Records of the alleged intoxication will be purged from the medical file, unless the employee requests that they be retained. In such cases, the records will be maintained for at least one year. No discipline will be imposed unless other behavior or other misconduct has occurred according to the rules and regulations of the department and/or City.
6. Samples of urine will be made available to the employee for independent testing if so requested. A proper chain of custody must be maintained and the financial costs incurred for such testing will be assumed by the employee. If the retest results in the employee passing the drug test, the City shall reimburse any costs incurred.

7. The employee will have full rights under Section 14.47.8 of the Torrance Municipal Code to appeal any suspension, demotion or discharge arising from the evidence obtained in drug and/or alcohol analysis.

E. The manager or supervisor shall ask the employee to acknowledge that he/she has been informed of these rights and obligations by signing the appropriate form. If the employee is incapable of signing the document or doesn't wish to sign the form, this should be so indicated.

F. The manager or supervisor shall take the employee suspected of use to the appropriate medical facility to be examined by a doctor to determine if a drug test shall be given.

G. Any manager or supervisor encountering an employee who refuses to have a drug and/or alcohol analysis done upon request shall remind the employee of the requirements and consequences of this policy. Any employee refusing to take a drug and/or alcohol test shall not be forced to submit to such testing.

H. An employee reasonably suspected to be under the influence of drugs and/or alcohol should be relieved of duty by the manager or supervisor. Appropriate arrangements should then be coordinated by the City to transport the employee home safely. The employee should then be placed on an appropriate leave status.

I. Managers and supervisors who may have reasonable suspicion to believe that an employee may have illegal drugs in his/her possession or in an area not jointly or fully controlled by the City, should contact the Human Resources Division to determine whether the matter should be turned over to the Police Department for handling as a criminal matter.

J. Managers and supervisors shall not physically search an employee.

K. Managers and supervisors shall not confiscate prescription drugs or medications from an employee.

L. Managers and supervisors shall not use the Police Department to enforce or assist in the enforcement of this policy unless the situation is a criminal or traffic matter. At that point the test procedures in this Policy and Procedure are not applicable. Discipline may follow from a concurrent administrative investigation.

Historical Record

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Recognition Awards Program.pdf

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TORRANCE POLICE DEPARTMENT

RECOGNITION AWARDS PROGRAM

DATE ISSUED: February 10, 2020

PURPOSE

The forms and processes of the recognition awards program.

RECOGNITION AWARDS PROGRAM

A. PURPOSE AND SCOPE. The Department's Recognition Awards Program annually recognizes members of the Department who, while serving in an official or unofficial capacity, distinguish themselves through outstanding performance above and beyond the call of duty and/or standard job responsibilities. The program awards extraordinary performance and actions that do not rise to the level of Medal of Valor or Distinguished Service as defined by the South Bay Medal of Valor Committee, but warrant recognition for meeting the highest standards of the Department. All members of the Department (i.e., sworn, civilian, volunteer, etc.), City employees, community businesses, and members of the public are eligible for recognition as the following award categories and criteria permits.

1. HUMANITARIAN AWARD. The Humanitarian Award shall be given for truly selfless actions by a Department employee aimed at aiding another person or persons who otherwise would not be able to obtain the assistance they need. The following factors shall be considered in selecting the Humanitarian Award recipient:

   a. The employee's actions were based on a concern for helping improve the welfare or living conditions of an individual or individuals.

   b. The actions were for the sole benefit of another individual or individuals.

   c. The actions were not part of the employee's normal duties or assignment.

   d. The actions made a significant, long term and/or life changing positive effect on an individual or individuals.

   e. The actions involved significant contributions of personal time and/or resources.

   f. The actions were not self-serving nor did the employee seek recognition.

2. AWARD OF MERIT. The Award of Merit shall be given for conduct which is deserving of recognition, however does not rise to the criteria definition for a Medal of Valor or Distinguished Service Award. The following factors shall be considered in selecting the Award of Merit recipient:

   a. If no action had been taken, the employee, an innocent bystander, or the suspect may have been injured.

   b. The action taken was beyond the reasonable performance expectations of the employee's job responsibilities.

   c. The act was not foolhardy.

   d. The employee did not use poor judgment or procedures, thus creating the necessity for his/her act.

   e. The fact that he/she performed valorously shall not in itself merit the award.

f. The award may also be given for actions which result in significant benefit to the Department or City and are considered to be “above and beyond” an employee’s normal job responsibilities.

3. LIFESAVING AWARD. The Lifesaving Award shall be given for actions that result in saving or attempting to save a life or prevent serious injury to any other person providing that:

   a. The act was not foolhardy.

   b. The employee did not use poor judgment or procedures.

   c. The person’s life appeared to be in actual danger and/or the person was in real risk of serious injury.

   d. The act need not involve bravery, however, the act necessary, such as first aid, must have been accomplished with exceptional competence.

4. CHIEF’S AWARD. The Chief’s Award shall be presented to a community member or City employee for courageous actions or outstanding service. The following factors shall be considered in selecting the Chief’s Award recipient:

   a. The actions taken were extraordinary to protect life, prevent crime, or provide other outstanding service to the Torrance Police Department.

   b. The act (action) was not foolhardy.

   c. The candidate did not use poor judgment or procedures which created the necessity for his/her action.

5. COMMUNITY OUTREACH AWARD. The Community Outreach Award shall be presented to a member of the Department for actions that:

   a. Demonstrate considerable volunteerism, support and/or service to a community group, neighborhood or organization;

   b. Were provided without intention of personal gain or benefit;

   c. Were based on a desire to give back to the community; and

   d. Included considerable personal time and/or investment.

6. SPECIAL RECOGNITION AWARD. The Special Recognition Award shall be presented to a Department employee who:

   a. Has performed in an exemplary manner for a period of 12 months or more;

   b. Did not use poor judgment or procedures, thus creating the necessity for his/her acts; and,

   c. Whose work performance went above and beyond his/her regular duties.

7. UNIT CITATION AWARD. For this award, a Unit is described as two or more employees working together for a common goal, planned project, an operational incident or in-depth investigation that is in direct support of the mission of the Department. The Unit Citation Award shall be presented to a group of employees for:

   a. Their collective performance of a distinguished act or acts;

   b. A significant contribution benefiting the Department; or

   c. Outstanding performance of duty, which is above and beyond the normal demands of police service.

8. SWORN OFFICER OF THE YEAR AWARD. Sworn Officer of the Year shall be awarded to a sworn employee based on work performed and/or organizational contributions made during the previous calendar year, and not focus on any one isolated event. The award recipient shall be in good standing with the Torrance Police Officers' Association (TPOA) and shall be selected by TPOA. The following factors and/or traits shall be considered in selecting the Sworn Officer of the Year:

    a. The Officer's performance had a positive influence on the public's perception of Torrance Police Department and/or confidence in the profession of policing.

    b. The Officer's performance involved acts of compassion, humanity, selfless service or heroism.

    c. The Officer demonstrated exceptional devotion to duty and/or excellence.

    d. The Officer's actions cited in the recommendation were not foolhardy.

    e. The Officer did not use poor judgment or procedures, thus creating the necessity for his/her acts.

    f. Work performance

    g. 'Team player'

    h. Initiative

    i. Integrity

    j. Dependability

    k. Attitude

    l. Work knowledge

    m. Community involvement

    n. Leadership

    o. Innovation

    p. Peer/Supervisor respect

    q. Ability to motivate others

9. CIVILIAN EMPLOYEE OF THE YEAR, VOLUNTEER OF THE YEAR, CADET OF THE YEAR AND EXPLORER OF THE YEAR AWARDS. Each award in this category shall be given to an employee or member of the Department based on work performed and/or organizational contributions made during the previous calendar year, and not focus on any one isolated event. The following factors and/or traits shall be considered in selecting an award recipient in this category:

    a. Work performance

    b. 'Team player'

    c. Initiative

    d. Integrity

    e. Dependability

    f. Attitude

    g. Work knowledge

    h. Community involvement

    i. Leadership

    j. Innovation

    k. Peer/Supervisor respect

l. Ability to motivate others

m. Supervisory skills (for supervisors only)

10. BUSINESS RECOGNITION AWARD. The Business Recognition Award shall be presented to a business that has made considerable contributions toward furthering the mission of the Torrance Police Department and whose contributions set it apart from other businesses in the community. The following factors shall be considered in selecting the Business Recognition Award recipient:

    a. The business's contributions directly supported the Torrance Police Department in making Torrance a safer community.

    b. The business is a community partner with the Torrance Police Department and supports Focus Based Policing.

    c. The business's contributions educated the public to promote awareness and increase public safety.

B. MEDAL OF VALOR. The Medal of Valor is awarded to individual police officers and firefighters who have distinguished themselves by bravery, heroism or other outstanding meritorious actions beyond the normal demands of protection service. The primary distinction for purposes of awarding the Medal of Valor is the imminent threat of great bodily harm or loss of life to the officer, colleague, or a citizen.

Attachment - Services Officer Police Operations Supervisor Animal Control and FIS Uniform Specifications.pdf

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POST Child Safety Manual.pdf

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COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

POST Guidelines *for* Child Safety

When a Custodial Parent or Guardian Is

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POST Guidelines *for* Child Safety

When a Custodial Parent or Guardian Is ARRESTED

Commission on Peace Officer Standards and Training

POST Guidelines for Child Safety —
When a Custodial Parent or Guardian Is Arrested

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POST mission statement

the mission of the California Commission on Peace Officer Standards and Training (**POST**) is to continually enhance the professionalism of California law enforcement in serving its communities.

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foreword

Assembly Bill (AB) 1942 (Nava) was approved by the California Legislature and signed into law by Governor Arnold Schwarzenegger in September 2006. AB 1942 added Penal Code (PC) §833.2, which states (in part), *"…It is the intent of the Legislature to* ***encourage law enforcement and county child welfare agencies to develop protocols in collaboration with other local entities****, which may include local educational, judicial, correctional, and community-based organizations, when appropriate, regarding how to best cooperate in their response to the arrest of a caretaker parent or guardian of a minor child, to ensure the child's safety and well-being…."*

AB 1942 added PC §13517.7, which (in part) directs POST to *"…develop guidelines and training for use by state and local law enforcement officers to address issues related to child safety when a caretaker parent or guardian is arrested…"* This publication serves to fulfill this directive and provides guidelines and training topics for use by law enforcement agencies. These guidelines do not constitute a policy, but should be considered in the development of specific policies and procedures to be followed when a caretaker parent or guardian is arrested.

POST staff assembled a broad representation of stakeholders in the development of these guidelines. The information referenced and contained in this publication represents the best thinking of many experts in law enforcement and child welfare. POST is grateful for the assistance of those who so generously gave of their time and expertise. The Commission intends these guidelines as a resource for agency executives, watch commanders, and trainers to assist in providing for the well-being of California's most treasured resource — its children.

Questions about these guidelines may be directed to the Training Program Services Bureau at (916) 227-4885. Additional copies may be downloaded from POST's website at www.post.ca.gov.

Paul Cappitelli
Executive Director

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introduction

Research has shown that traumatic events that occur during childhood can have negative impacts throughout an individual's lifetime. The arrest of a parent or guardian can cause emotionally traumatic impacts for a child. The possibility that a child might not receive appropriate care following the arrest of a parent or guardian could increase the emotional trauma and further lead to physical trauma. These guidelines aim to reduce these possibilities by limiting the trauma (emotional or physical) that children experience as the result of the arrest of a parent or guardian.

These guidelines are the result of Assembly Bill (AB) 1942 (Nava) and are intended to improve services and ensure child safety when a parent or guardian is arrested. One impetus for the legislation leading to these guidelines involved a specific California Bay Area case. In that case officers of a local police department arrested a parent/guardian and left the child of the arrestee with the proprietor of a nearby business. The child had no specific relationship with the proprietor beyond "some familiarity." Media outlets covered the story and the public and child welfare groups were troubled by the officers' actions. No policy or procedure dictated how the child should have been cared for. Fortunately, this case did not have negative consequences for the child. Clearly, however, the potential existed.

These guidelines provide key criteria for law enforcement agencies to consider in the development of policy and procedures to ensure child safety when a parent or guardian is arrested. Once the policy is developed, it should be promulgated and supported by training to ensure that officers are knowledgeable about the policy.

A number of resources appear in the appendices of this publication. Beyond the guidelines, these resources provide the findings of academic research, case studies, and models from various communities. POST encourages readers to use these resources to gain better understanding of the issues and to develop solutions appropriate for individual communities.

Training Program Services Bureau
Commission on POST

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GUIDELINE 1
procedures during arrest

Child safety is always important to peace officers. However, it becomes an officer's responsibility when he or she arrests a parent or guardian of a minor child. At that moment the parent or guardian is no longer free to perform their duty to care for their child(ren) — **the responsibility and duty transfers to the officer** who must ensure that the child receives appropriate care.

The complexity and level of care required depends on many factors. Foremost among these factors may be the availability of appropriate family/friends and the age and number of children needing care. Additional factors, such as location, mental and emotional states, and willingness to comply, may also present complications. When possible, officers should take reasonable steps to mitigate known factors in advance of an arrest. In other instances, prior identification of resources and review of procedures will mitigate the process and ensure the best possible outcome for the child.

penal code §13517.7(b)(1)

Procedures to ensure that officers and custodial employees inquire whether an arrestee has minor dependent children without appropriate supervision:

1) Inquire about and confirm the location of minor children during arrest.
   a) In the case of a DUI where a child is present in the vehicle, this may seem obvious. However, the arrestee may be on his/her way to pick up a child. An arrest in a mall, residence, restaurant, park, or business may have other implications. Grandparents, aunts/uncles, older brothers or sisters, babysitters — any number of persons could be responsible (i.e., have guardianship) for a minor child. Ask the arrestee to determine if this responsibility for minor children exists.
2) Look for evidence of children.
   a) Some arrestees may not want their child(ren) "taken" by law enforcement. They may lie in order to prevent this. Look for evidence that might corroborate any information received.
3) Allow the arrestee reasonable time to arrange for care of minor children with a responsible party, as appropriate.

a) Temporary placement of a minor child with family or friends is often most appropriate. Once it has been determined that minor children need care, allow the arrestee to arrange for it as appropriate.

   i) Notify/request county child welfare services, as appropriate.

   ii) Document actions taken.

   iii) Ensure supervisor review.

GUIDELINE 2
procedures during booking

frequently, officers will not be able to make arrangements for minor children (who are not present) at the arrest location. It is essential that these arrangements be made during the booking process to ensure child safety.

penal code §13517.7(b)(2)

Authorizing additional telephone calls by arrestees so that they may arrange for the care of minor dependent children:

1) Arresting officer shall confirm if the arrestee is responsible for minor children.
   a) Allow the arrestee to make phone calls to arrange for the care of minor children.
   b) Notify/request county child welfare services, as appropriate.
   c) Document actions taken.
   d) Ensure supervisor review.
2) Notify the booking officer/detention supervisor of the outcome(s) relating to minor children.

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GUIDELINE 3
use of county child welfare services

Child Welfare Services (CWS) agencies (also known as "social services" agencies) generally have greater capacities for meeting the needs of children than do law enforcement agencies. Therefore, it is of great benefit to law enforcement agencies to develop plans with local CWS agencies before these circumstances arise. Like any emergency or critical services system partnership, activation, and ***utilization of CWS will happen more effectively if standard operating procedures and protocols are established BEFORE they are needed.***

penal code §13517.7(b)(3)

Use of county child welfare services, as appropriate, and other similar service providers to assist in the placement of dependent children when the parent or guardian is unable or unwilling to arrange suitable care for the child or children:

1) Create a list of providers, services offered, and contact information and make it available to patrol officers and dispatchers.
2) Establish a *memorandum of understanding* (MOU) with the local CWS provider.
    a) Law enforcement agencies are strongly encouraged to establish procedures with county CWS agencies to assist in the disposition of dependent children to:
        i) Achieve expedited response and/or placement by CPS at the time of arrest.
        ii) Define mandated roles and responsibilities of each agency and the associated activities necessary to ensure/facilitate the safe disposition of minor children.
        iii) Formalize information sharing.

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GUIDELINE 4
identification of local government/ nongovernmental agencies

Identify appropriate service providers that can assist the agency in handling minor children when a parent or guardian has been arrested. Law enforcement agencies should plan and ***have MOUs in place with other governmental entities and primary CWS providers.*** Additionally, it is beneficial for law enforcement agencies to familiarize themselves with the many nongovernmental agencies that serve the needs of specific populations and assist in certain child placement situations.

penal code §13517.7(b)(4)

Identification of local government or nongovernmental agencies able to provide appropriate custodial services:

1) Identify local child welfare services (CWS) providers and their specific capacities (business hours, nights/weekends, response time, level of custodial care/placement available, etc.).
   - a) County CWS, to include:
     - i) Child Protective Services (CPS)
     - ii) Juvenile Services/Probation
     - iii) Mental Health
   - b) County Office of Education
   - c) School District
   - d) Community Action Agency
   - e) City/County Teen Center
   - f) YMCA-YWCA / Boys-Girls Clubs
   - h) Religious Organizations (church, halls, mosque, synagogue, temple, etc.)
   - i) Other Nonprofit/Nongovernmental Organizations
2) Create a list of providers, services offered, and contact information and make it available to patrol officers and dispatchers.

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GUIDELINE 5
temporary supervision of minor children

there are many levels of supervision for minor children. They will vary case by case. In one example, it might mean that an officer waits with a teenage child of an arrestee until the other parent arrives. In another instance, the officer might have to call CPS to come with a child safety seat to transport an infant to a hospital that can provide for the needs of a newborn. Finally, an officer may have to provide the transportation of the child to a designated service provider. In each situation, ***it is incumbent on the officer to try to provide the best possible solution for the situation***. At the most basic level, this might mean protecting the child from the immediate environment (weather, danger, etc.). At a higher level, this might mean finding placement for the child with a family member who can help the child understand where the parent is being taken and why. In all circumstances, the goal is for the child(ren) to be safe and protected from emotional trauma.

penal code §13517.7(b)(5)

Temporary supervision of minor children to ensure their safety and well-being:

1) During the arrest:
   - a) Protect child from the immediate volatile nature of the arrest.
   - b) Law enforcement should provide immediate supervision for the child(ren) until an appropriate caregiver arrives.
     - i) Consideration should be given to the child's familiarity with the surroundings, comfort, safety, and emotional state.
   - c) Law enforcement is encouraged to collaborate with local county child welfare services to establish a protocol for expedited response to assess the best disposition for the child(ren).
     - i) The primary goal is to minimize negative affects on the child(ren) while maintaining the integrity of the arrest and the safety of all involved parties.

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GUIDELINE 6
sample procedures to assist state and local government

Many agencies have developed procedures for child safety that have proven successful. While communities often differ in their needs and expectations, ***a number of best practices have emerged relative to child safety*** when the parent or guardian has been arrested. Identifying models that work is an excellent means for development of a customized, local solution.

penal code §13517.7(b)(6)

Sample procedures to assist state and local law enforcement agencies to develop ways to ensure the safety and well-being of children when the parent or guardian has been arrested:

1) Notable models.
   - a) Santa Clara County has developed the first social worker/peace officer joint response team.
   - b) City of San Jose has a joint response (with social services) protocol for parental arrests.
   - c) City and County of San Francisco and Los Angeles County all have procedures for officers to follow when a parent/guardian is arrested.
2) Recommended procedures (when possible).
   - a) Co-location of CPS social worker at law enforcement agency.
   - b) Designated liaison officer to handle inquiries, complaints and questions.
   - c) Cross training.
     - i) Agency roles and responsibilities.
     - ii) Child development and experience.
       - (1) Attention should be given to effects of exposure to parental arrest.
     - iii) Children's exposure to violence.
   - d) Endorsement by agency leadership.
   - e) Creation of an oversight committee.
   - f) Data collection for self-assessment and cost analysis.

3) Benefits.
   a) Reduces traumatic effects of a parental arrest on children.
   b) Defuses volatile situations.
   c) Reduces officer's time at scene of arrest.
   d) Creates goodwill between law enforcement, parents, and the community at large.
   e) Enhances early intervention.
   f) Enhances the relationship between law enforcement and county child welfare agencies.
      i) Enables each to function more efficiently.
      ii) Reduces number of children placed in protective custody.
      iii) Provide greater buy-in from law enforcement.
      iv) Clarifies responsibilities for involved parties.

APPENDIX A
terms and definitions

Several terms are used in this document that may require clarification. They are defined here, solely in reference to their use in this publication.

Arrest	A custodial situation where the parent or guardian who is the subject/suspect is not free to carry out their responsibilities for taking care of a child.
Child	A person under the age of 18 who is in (or requires) the care of another, older person.
Child Welfare Services (County Child Welfare Services or CWS)	Any number of social services available for a child (counseling, foster care, placement, etc.).
Dependent	*Same as "child" above.*
Guardian	A person who is responsible for a child. A guardian may or may not be related to the child. A guardian may or may not be an adult.
Minor	*Same as "child" above.*
Officer	A peace officer as defined by Penal Code §832.
Peace Officer	*Same as "officer" above.*
Law Enforcement Officer	*Same as "officer" above.*
Parent	The biological or adoptive person who has custody of a child.
Supervision	The short-term act or process of maintaining responsibility for and/or control over a child.
Supervisor	Any officer who is responsible for approving or directing the work of other officers. A supervisor may or may not have a higher rank.
Temporary Supervision	*Same as "supervision" above.*

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APPENDIX B
legislation: AB 1942

Chapter 729: An act to add Sections 833.2 and 13517.7 to the Penal Code, relating to arrests. *[Approved by Governor September 29, 2006. Filed with Secretary of State September 29, 2006.]*

assembly bill 1942 (Nava)

ARRESTS

Legislative Counsel's Digest

Existing law generally regulates the conditions of arrest.

This bill would express the intent of the Legislature regarding the development of protocols by law enforcement and other entities, pertaining to arresting caretaker parents or guardians of minors, to ensure the safety and well-being of the minor. The bill would also state that the Legislature encourages the Department of Justice to apply for a federal grant to train local law enforcement agencies and assist them in developing protocols pertaining to child safety when a caretaker parent or guardian is arrested.

Existing law establishes the Commission on Peace Officer Standards and Training and charges it with various responsibilities.

This bill would require the commission to develop guidelines and training for use by state and local law enforcement officers to address issues related to child safety when a caretaker parent or guardian is arrested, as specified.

The people of the State of California do enact as follows:

SECTION 1. Section 833.2 is added to the Penal Code, to read:

833.2(a) It is the intent of the Legislature to encourage law enforcement and county child welfare agencies to develop protocols in collaboration with other local entities, which may include local educational, judicial, correctional, and community-based organizations, when appropriate, regarding how to best cooperate in their response to the arrest of a caretaker parent or guardian of a minor child, to ensure the child's safety and well-being.

(b) The Legislature encourages the Department of Justice to apply to the federal government for a statewide training grant on behalf of

California law enforcement agencies, with the purpose of enabling local jurisdictions to provide training for their law enforcement officers to assist them in developing protocols and adequately addressing issues related to child safety when a caretaker parent or guardian is arrested.

SECTION 2. Section 13517.7 is added to the Penal Code, to read:

13517.7 (a) The commission shall develop guidelines and training for use by state and local law enforcement officers to address issues related to child safety when a caretaker parent or guardian is arrested.

(b) The guidelines and training shall, at a minimum, address the following subjects:

(1) Procedures to ensure that officers and custodial employees inquire whether an arrestee has minor dependent children without appropriate supervision.

(2) Authorizing additional telephone calls by arrestees so that they may arrange for the care of minor dependent children.

(3) Use of county child welfare services, as appropriate, and other similar service providers to assist in the placement of dependent children when the parent or guardian is unable or unwilling to arrange suitable care for the child or children.

(4) Identification of local government or nongovernmental agencies able to provide appropriate custodial services.

(5) Temporary supervision of minor children to ensure their safety and well-being.

(6) Sample procedures to assist state and local law enforcement agencies to develop ways to ensure the safety and well-being of children when the parent or guardian has been arrested.

(c) The commission shall use appropriate subject matter experts, including representatives of law enforcement and county child welfare agencies, in developing the guidelines and training required by this section.

APPENDIX C
applicable statutes

The following California statutes are relevant to various situations involving children.

Penal Code §270.5	Refusing to accept minor child into home.
Penal Code §271	Abandonment of child under 14 years of age.
Penal Code §271a	Failure to provide for child under 14 years of age.
Penal Code §273a	Child abuse or endangerment.
Penal Code §851.5(c)	Custodial parent's right to phone calls at booking.
Penal Code §11165.2	Neglect, severe neglect, general neglect defined.
Welfare and Institutions Code §300	Dependent children — jurisdiction.
Welfare and Institutions Code §305	Dependent children — temporary custody and detention.
Welfare and Institutions Code §625	Wards — temporary custody and detention.

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APPENDIX D
additional resources

Many publications and web pages provide insight into the issue of child welfare and custody. The following resources are provided as references for further study. The Commission does not necessarily endorse nor guarantee the content.

California Attorney General's Office, Crime and Violence Prevention Center. *Safe from the Start: Reducing Children's Exposure to Violence – Promising Strategies and Programs Resource Guide.* www.safefromthestart.org/pdfs/promisingStrategies.pdf

California Department of Social Services, *Children and Family Services, Kinship Care.* www.childsworld.ca.gov/

Mumola, Christopher. *Incarcerated Parents and Their Children.* Washington, D.C.: Bureau of Justice Statistics, Office of Justice Programs, U.S. Department of Justice, 2000. www.ojp.usdoj.gov/bjs/pub/pdf/iptc.pdf

Nieto, Marcus. *In Danger of Falling through the Cracks: Children of Arrested Parents.* Sacramento, CA: California Research Bureau, State Library, April 2002 (CRB 02-009). www.library.ca.gov/crb/02/09/02-009.pdf

Nolan, Clare M. *Children of Arrested Parents: Strategies to Improve Their Safety and Well-Being.* Sacramento, CA: California Research Bureau, State Library, July 2003 (CRB 03-011). www.library.ca.gov/crb/03/11/03-011.pdf

Puddefoot, Ginny and Foster, Lisa K. *Keeping Children Safe when Their Parents Are Arrested: Local Approaches That Work.* Sacramento, CA: California Research Bureau, State Library, July 2007 (CRB-07-007). www.library.ca.gov/crb/07/07-006.pdf

Reed, Diane F. and Kate Karpilow. *Understanding the Child Welfare System in California: A Primer for Service Providers and Policymakers.* Berkeley, CA.: California Center for Research on Women and Families, Public Health Institute, 2002. www.ccrwf.org/publications/ChildWelfarePrimer.pdf

Simmons, Charlene Wear. *California Law and Children of Prisoners.* Sacramento, CA: California Research Bureau, State Library, February 2003 (CRB 03-003). www.library.ca.gov/crb/03/03/03-003.pdf

Simmons, Charlene Wear. *Children of Incarcerated Parents.* Sacramento, CA: California Research Bureau, State Library, March 2000 (CRB Note Vol. 7, No. 2). www.library.ca.gov/crb/00/notes/v7n2.pdf

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APPENDIX E
Links and URLs

below are the links used within this publication and their corresponding URLs to help locate the information on the web.

Link	URL
Copyright/Trademark Protection	http://www.post.ca.gov/conditions/#copyright
Assembly Bill 1942	http://info.sen.ca.gov/pub/05-06/bill/asm/ab_1901-1950/ab_1942_bill_20060314_amended_asm.pdf
City of San Jose	http://www.sanjoseca.gov/
City and County of San Francisco	http://www.ci.sf.ca.us/
Los Angeles County	http://lacounty.info/
Penal Code §832	http://law.onecle.com/california/penal/832.html
Penal Code §833.2	http://law.onecle.com/california/penal/833.2.html
PC §13517.7	http://law.onecle.com/california/penal/13517.7.html
Penal Code §270.5	http://law.onecle.com/california/penal/270.5.html
Penal Codes §271, §271a	http://law.onecle.com/california/penal/271.html
Penal Code §273a	http://law.onecle.com/california/penal/273a.html
Penal Code §851.5(c)	http://law.onecle.com/california/penal/851.5.html
Penal Code §11165.2	http://law.onecle.com/california/penal/11165.2.html
Santa Clara County	http://www.sccgov.org/

continues

Continued

Link	URL
Welfare and Institutions Code §300	http://law.justia.com/california/codes/wic/300-304.7.html
Welfare and Institutions Code §305	http://law.justia.com/california/codes/wic/305-324.5.html
Welfare and Institutions Code §625	http://law.justia.com/california/codes/wic/625-641.html

Administrative Review Form.pdf

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City of Torrance, Police Department

ADMINISTRATIVE REVIEW

Type of Administrative Review: Select Incident #:

Recommended for CIRB: ☐ If yes, contact Patrol Coordinator. **SB1421 Reportable**: ☐

Date of Incident: Time of Incident: Location:

Involved Officer #1:
Involved Officer #2:
Involved Officer #3:

Involved Officer #4:
Involved Officer #5:
Involved Officer #6:

Suspect's #1 Name:

Suspect's #2 Name:

Miranda Given:

Miranda Given:

Charges:

Charges:

Reviewing Supervisor:
Reviewing Division Commander:

Use of Force Section / Officer

Firearm Used (OIS): ☐ If Yes, Refer To Detective Investigation For Full Details Of The Firearm(s)

Also, If Yes, was a Public Safety Statement Obtained? ☐ Yes ☐ No / Why not?

Baton Used: ☐ Baton: Inches:

Restraints Used: ☐ Restraints:

Vehicle Pursuit:

K-9 Utilization: ☐ K-9 Officer: K-9 Report: ☐

Physical Force Used: ☐ Wrist Lock ☐ Takedown ☐ Hand Strike ☐ Knee Strike ☐

Elbow Strike ☐ Foot Strike ☐ Other

Impact Projectiles Used: ☐

Sage: ☐ S/N: 40mm: ☐ S/N: Type: # of Cartridges Fired:

Taser Used: ☐ Taser Serial #: Contact Tase: ☐

# of Cartridges Fired: # of Contact Tases: Taser Downloaded: ☐

OC Spray Used: ☐ Name/Model: Exp. Date: Mfr. Date:

Number of Times Sprayed: Distance from Suspect: Duration of Spray:

Pointing a Firearm at a Person: ☐

Were There Effects From the Use of Force (if yes, select all that apply below)?:

Choking ☐ Fell to Ground ☐ Resistance Continued ☐ Suspect Incapacitated ☐

Residual Effect on Officer ☐ Eye Closure ☐ Coughing ☐ Attacked Officer ☐

Stopped Resistance ☐ Suspect Unconscious ☐ Other:

Pursuit Section

Precision Intervention Technique (PIT): If Yes, How Many (including attempts):

Intervention: If Yes, How Many (including attempts):

Type of Vehicle Pursued / Year: Make: Model: Color:

Suspect Vehicle License Plate:

Time Pursuit Started: Location Pursuit Started:

Time Pursuit Ended: Location Pursuit Ended:

Total Time of Pursuit: Total Distance of Pursuit:

How Many TPD Units Involved: How Many Outside Units Involved:

If Outside Agency Involved, Which Agency: Any TPD Supervisors in Pursuit:

Did Pursuit Ever Leave Torrance Jurisdiction?:

Initial Reason for Pursuit:

Airship Requested: Did Airship Participate: Airship Agency:

Top Speed of Suspect Vehicle: Traffic Conditions:

Pursuit Broadcasted: (If Yes, select info broadcasted below):

Reason for Pursuit ☐ Location & Direction of Travel ☐ Speed of Suspect Vehicle ☐

Vehicle Description ☐ Number of Known Occupants ☐ Description of Known Occupants ☐

Info Concerning Firearms, threat of force, injuries, hostages, etc. ☐

How Did Pursuit Conclude:

Traffic Collision Section

Traffic Collision Report Taken (by TPD or another agency):

Primary Collision Factor (PCF):

If Other Agency Completed the Traffic Collision Report, Their Incident #:
Name of Other Agency Completing Traffic Collision Report:

Disposition of TPD Vehicle: Drivable: If Other, Explain:

Disposition of Other Involved Vehicle(s) / If Applicable:

Action Prior to Collision: Other:

Type of Collision / Unit Involved With: Type of Fixed or Other Object:

Civilian Person Involved #1 / Name:

Civilian Vehicle Involved #1 / Year: Make: Model:

Civilian Person Involved #2 / Name:

Civilian Vehicle Involved #2 / Year: Make: Model:

Civilian Witness #1 / Name:

Civilian Witness #2 / Name:

TPD Vehicle Information Section

Primary Unit *Driver* Officer: Seatbelt/Helmet: Code 3:

Primary Unit *Passenger* Officer: Seatbelt:

Primary Unit Vehicle #: Primary Unit Vehicle Damaged:

Secondary Unit *Driver* Officer: Seatbelt/Helmet: Code 3:

Secondary Unit *Passenger* Officer: Seatbelt:

Secondary Unit Vehicle #: Secondary Unit Vehicle Damaged:

Tertiary Unit *Driver* Officer: Seatbelt/Helmet: Code 3:

Tertiary Unit *Passenger* Officer: Seatbelt:

Tertiary Unit Vehicle #: Tertiary Unit Vehicle Damaged:

Injury Section

Any Officer Injured?: Select Any Death (Officer, Suspect or Civilian)?: Select

Officer #1 Injured: ☐ Taken to Hospital: ☐ Admitted: ☐

Hospital: N/A Other:

Explanation of Injuries:

Officer #2 Injured: ☐ Taken to Hospital: ☐ Admitted: ☐

Hospital: N/A Other:

Explanation of Injuries:

Suspect #1 Injured: ☐ Taken to Hospital: ☐ Admitted: ☐

Hospital: N/A Other:

Explanation of Injuries:

Suspect #2 Injured: ☐ Taken to Hospital: ☐ Admitted: ☐

Hospital: N/A Other:

Explanation of Injuries:

Any Civilian Injured?: Select Taken to Hospital: ☐ Admitted: ☐

Name of Civilian Injured: Hospital: N/A

Reports / Photo & Recording / Notifications Section

Did This Incident Involve The Following:

1. Shooting of a civilian by peace officer: Select
2. Shooting of a peace officer by a civilian: Select
3. Use of force by a peace officer against a civilian resulting in serious bodily injury: Select
4. Use of force by a civilian against a peace officer resulting in serious bodily injury: Select

Crime Report: ☐ Arrest Report: ☐ Traffic Collision Report: ☐
Supplemental Report by Officer(s) in Spillman (if no other type of report by officer): ☐
CHP 187A: ☐ Date & Time Sent to CHP:
Spillman "Circumstances" Code input in Spillman: ☐
Services Division Notified: ☐ Changed Classification in AvailWeb: ☐
Jail Video Required? ☐ If Yes, contact the Jail Sergeant. Photographs: Select
Communications Supervisor Notified (secure audio): ☐
ICC/Body Camera Video (or any audio/video): Select Reviewed by Supervisor: ☐
Employee's Report of Industrial Injury/Illness Completed: ☐
Supervisor's Report of Industrial Injury/Illness Completed: ☐

Supervisor’s Review (Comment On Policy, Training And/Or Equipment If Applicable)

Division Commander’s Review

Reviewing Division Commander’s Signature

Discussed with Officer Serial # Date: Time:

Officer's Signature Supervisor's Signature

Discussed with Officer Serial # Date: Time:

Officer's Signature Supervisor's Signature

Discussed with Officer Serial # Date: Time:

Officer's Signature Supervisor's Signature

Discussed with Officer Serial # Date: Time:

Officer's Signature Supervisor's Signature

Discussed with Officer Serial # Date: Time:

Officer's Signature Supervisor's Signature

Discussed with Officer Serial # Date: Time:

Officer's Signature Supervisor's Signature

Reviewing Bureau Commander's Signature

Use of Force Section / Officer

Firearm Used (OIS): ☐ If Yes, Refer To Detective Investigation For Full Details Of The Firearm(s)

Also, If Yes, was a Public Safety Statement Obtained? ☐ Yes ☐ No / Why not?

Baton Used: ☐ Baton: Inches:

Restraints Used: ☐ Restraints:

Vehicle Pursuit:

K-9 Utilization: ☐ K-9 Officer: K-9 Report: ☐

Physical Force Used: ☐ Wrist Lock ☐ Takedown ☐ Hand Strike ☐ Knee Strike ☐

Elbow Strike ☐ Foot Strike ☐ Other

Impact Projectiles Used: ☐

Sage: ☐ S/N: 40mm: ☐ S/N: Type: # of Cartridges Fired:

Taser Used: ☐ Taser Serial #: Contact Tase: ☐

# of Cartridges Fired: # of Contact Tases: Taser Downloaded: ☐

OC Spray Used: ☐ Name/Model: Exp. Date: Mfr. Date:

Number of Times Sprayed: Distance from Suspect: Duration of Spray:

Pointing a Firearm at a Person: ☐

Were There Effects From the Use of Force (if yes, select all that apply below)?:

Choking ☐ Fell to Ground ☐ Resistance Continued ☐ Suspect Incapacitated ☐

Residual Effect on Officer ☐ Eye Closure ☐ Coughing ☐ Attacked Officer ☐

Stopped Resistance ☐ Suspect Unconscious ☐ Other:

Use of Force Section / Officer

Firearm Used (OIS): ☐ If Yes, Refer To Detective Investigation For Full Details Of The Firearm(s)

Also, If Yes, was a Public Safety Statement Obtained? ☐ Yes ☐ No / Why not?

Baton Used: ☐ Baton: Inches:

Restraints Used: ☐ Restraints:

Vehicle Pursuit:

K-9 Utilization: ☐ K-9 Officer: K-9 Report: ☐

Physical Force Used: ☐ Wrist Lock ☐ Takedown ☐ Hand Strike ☐ Knee Strike ☐

Elbow Strike ☐ Foot Strike ☐ Other

Impact Projectiles Used: ☐

Sage: ☐ S/N: 40mm: ☐ S/N: Type: # of Cartridges Fired:

Taser Used: ☐ Taser Serial #: Contact Tase: ☐

# of Cartridges Fired: # of Contact Tases: Taser Downloaded: ☐

OC Spray Used: ☐ Name/Model: Exp. Date: Mfr. Date:

Number of Times Sprayed: Distance from Suspect: Duration of Spray:

Pointing a Firearm at a Person: ☐

Were There Effects From the Use of Force (if yes, select all that apply below)?:

Choking ☐ Fell to Ground ☐ Resistance Continued ☐ Suspect Incapacitated ☐

Residual Effect on Officer ☐ Eye Closure ☐ Coughing ☐ Attacked Officer ☐

Stopped Resistance ☐ Suspect Unconscious ☐ Other:

Use of Force Section / Officer

Firearm Used (OIS): ☐ If Yes, Refer To Detective Investigation For Full Details Of The Firearm(s)

Also, If Yes, was a Public Safety Statement Obtained? ☐ Yes ☐ No / Why not?

Baton Used: ☐ Baton: Inches:

Restraints Used: ☐ Restraints:

Vehicle Pursuit:

K-9 Utilization: ☐ K-9 Officer: K-9 Report: ☐

Physical Force Used: ☐ Wrist Lock ☐ Takedown ☐ Hand Strike ☐ Knee Strike ☐

Elbow Strike ☐ Foot Strike ☐ Other

Impact Projectiles Used: ☐

Sage: ☐ S/N: 40mm: ☐ S/N: Type: # of Cartridges Fired:

Taser Used: ☐ Taser Serial #: Contact Tase: ☐

# of Cartridges Fired: # of Contact Tases: Taser Downloaded: ☐

OC Spray Used: ☐ Name/Model: Exp. Date: Mfr. Date:

Number of Times Sprayed: Distance from Suspect: Duration of Spray:

Pointing a Firearm at a Person: ☐

Were There Effects From the Use of Force (if yes, select all that apply below)?:

Choking ☐ Fell to Ground ☐ Resistance Continued ☐ Suspect Incapacitated ☐

Residual Effect on Officer ☐ Eye Closure ☐ Coughing ☐ Attacked Officer ☐

Stopped Resistance ☐ Suspect Unconscious ☐ Other:

Use of Force Section / Officer

Firearm Used (OIS): ☐ If Yes, Refer To Detective Investigation For Full Details Of The Firearm(s)

Also, If Yes, was a Public Safety Statement Obtained? ☐ Yes ☐ No / Why not?

Baton Used: ☐ Baton: Inches:

Restraints Used: ☐ Restraints:

Vehicle Pursuit:

K-9 Utilization: ☐ K-9 Officer: K-9 Report: ☐

Physical Force Used: ☐ Wrist Lock ☐ Takedown ☐ Hand Strike ☐ Knee Strike ☐

Elbow Strike ☐ Foot Strike ☐ Other

Impact Projectiles Used: ☐

Sage: ☐ S/N: 40mm: ☐ S/N: Type: # of Cartridges Fired:

Taser Used: ☐ Taser Serial #: Contact Tase: ☐

# of Cartridges Fired: # of Contact Tases: Taser Downloaded: ☐

OC Spray Used: ☐ Name/Model: Exp. Date: Mfr. Date:

Number of Times Sprayed: Distance from Suspect: Duration of Spray:

Pointing a Firearm at a Person: ☐

Were There Effects From the Use of Force (if yes, select all that apply below)?:

Choking ☐ Fell to Ground ☐ Resistance Continued ☐ Suspect Incapacitated ☐

Residual Effect on Officer ☐ Eye Closure ☐ Coughing ☐ Attacked Officer ☐

Stopped Resistance ☐ Suspect Unconscious ☐ Other:

Use of Force Section / Officer

Firearm Used (OIS): ☐ If Yes, Refer To Detective Investigation For Full Details Of The Firearm(s)

Also, If Yes, was a Public Safety Statement Obtained? ☐ Yes ☐ No / Why not?

Baton Used: ☐ Baton: Inches:

Restraints Used: ☐ Restraints:

Vehicle Pursuit:

K-9 Utilization: ☐ K-9 Officer: K-9 Report: ☐

Physical Force Used: ☐ Wrist Lock ☐ Takedown ☐ Hand Strike ☐ Knee Strike ☐

Elbow Strike ☐ Foot Strike ☐ Other

Impact Projectiles Used: ☐

Sage: ☐ S/N: 40mm: ☐ S/N: Type: # of Cartridges Fired:

Taser Used: ☐ Taser Serial #: Contact Tase: ☐

# of Cartridges Fired: # of Contact Tases: Taser Downloaded: ☐

OC Spray Used: ☐ Name/Model: Exp. Date: Mfr. Date:

Number of Times Sprayed: Distance from Suspect: Duration of Spray:

Pointing a Firearm at a Person: ☐

Were There Effects From the Use of Force (if yes, select all that apply below)?:

Choking ☐ Fell to Ground ☐ Resistance Continued ☐ Suspect Incapacitated ☐

Residual Effect on Officer ☐ Eye Closure ☐ Coughing ☐ Attacked Officer ☐

Stopped Resistance ☐ Suspect Unconscious ☐ Other:

801 - Attachment - Dispatch Procedure Manual.pdf

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TORRANCE POLICE DEPARTMENT

DISPATCH PROCEDURE

DATE ISSUED: October 5, 2017

PURPOSE

The rules for dispatching police services in the field.

DISPATCH PROTOCOL

A. GENERAL. Communications shall dispatch the appropriate unit as designated below:

1. PRIORITY ONE CALLS. The nearest available unit shall be dispatched without delay.
2. LOWER PRIORITY CALLS. The first available unit from the appropriate uniformed bureau and beat shall be dispatched as soon as possible.

B. TRAFFIC-RELATED CALL. Traffic-related calls such as racing vehicle calls shall be handled by the nearest available unit regardless of bureau assignment. Illegal parking calls shall be assigned to Parking Enforcement units. If a Parking Enforcement unit is not available, the nearest available unit shall be assigned the call, regardless of bureau assignment.

1. The nearest available unit shall be dispatched to traffic collisions. If the Property Damage Only report (TPD 554) is appropriate, the initial responding unit shall complete the report. If a long form report is necessary, Communications shall dispatch units in the following order:
   a. Motor Unit
   b. Parking Enforcement Unit (PDOs only)
   c. Any other Traffic Unit
   d. Beat Unit
2. If the collision occurs on a major highway or street where traffic may be disrupted, a Motor shall be dispatched for traffic control if available.

C. TRAFFIC COLLISION. A field unit shall be dispatched to all collisions occurring on public property. A unit shall be dispatched to the scene of a reported traffic collision on private property when:

1. There is a reported injury or death.
2. There is an intoxicated person, disturbance or other crime involved.
3. The caller insists, there is a doubt as to whether to send a unit or not, or if the complaint officer feels dispatch is necessary.
4. A public utility, City, County, State or Federal vehicle, equipment, or property is involved.
5. A possibility of public liability exists.
6. On a hit-run when there is injury or workable information and in all cases of hit-run that just occurred.

DISPATCH RECORD (TPD 3)

A. USE. The Dispatch Record (TPD 3) has been designated as the automatic data card source document to be used whenever the Computer Aided Dispatch System is off-line for any reason. It shall serve as a control for the status of field units, personnel and as a source of information.

B. COMPLETION. In the absence of a functioning CAD System, each complaint received by the Communications Division which requires a police unit to be dispatched, and all field observations shall be recorded on a Dispatch Record (TPD 3).

C. DISPOSITION. When the Computer Aided Dispatch System is again operational, after being off-line for any period of time, the Officer-in-Charge (OIC) or Communications Supervisor is responsible for ensuring the computer entry of data recorded on Dispatch Records while the computer was off-line. After computer entry, the Dispatch Records shall be destroyed.

DISPATCH PROCEDURES

A. UNIT LEAVING CITY. Under no circumstances is the Communications Operator to send a unit out of the City without first requesting and/or being granted permission by the Watch Commander or the Officer-in-Charge.

B. PRIORITY ONE CALL. Whenever a unit has arrived at an emergency scene to which other units have also been dispatched, and advises the station that the call is unfounded or the situation is "Code 4," the Communications Operator shall IMMEDIATELY notify other responding units either to disregard the call or to slow their response as the case warrants.

C. UNIT OFF THE AIR. Any unit that calls "TEN-10" is subject to call and shall be dispatched to calls within its beat. If the unit is not on the air, the officers assigned to that unit shall be called by telephone. Units shall be considered "TEN-7" unless available by radio or telephone.

D. EXPEDITING CALLS. All calls, regardless of type, that require a unit at the scene, shall be dispatched as quickly as possible and no calls shall be held over for the oncoming watch as long as there is a unit available on the air to answer the call. If all units are off the air, the call shall be relayed immediately to the Watch Commander for assignment.

E. TOW SERVICE REQUEST. When a tow truck is requested by a unit at the scene, the Communications Operator shall cause a tow truck, from an authorized agency, to be dispatched to the scene.

CRIME BROADCAST

A. INITIAL BROADCAST. The first officers to arrive at the scene of a crime shall conduct a brief interview with the victim or witnesses. Information, when applicable, shall be transmitted in the following sequence, to the Communications Operator, without delay:

1. Type of crime.
2. Time of occurrence.
3. Location of occurrence.
4. Name and type of business.
5. Number, sex and descent of suspects.
6. Anything unusual concerning the suspects' appearance.
7. Weapons used.
8. Direction left scene.
9. How departed (foot, vehicle, etc.).
10. Description of vehicle used.
11. Property taken.

B. SUPPLEMENTAL BROADCAST As soon as practicable after the initial brief information concerning the occurrence of a crime has been relayed to the Communications Operator for broadcast, supplemental information, including a detailed description of the suspects, shall be relayed to the Communications Operator. These suspect descriptions shall follow the sequence as outlined in the related crime report.

PRIORITY ONE

A. IN PROGRESS. The Communications Operator shall assign the closest unit in the area of the incident and sufficient amount of back-up units, if possible, to proceed directly to the scene. All other assigned units shall proceed to the general area.

B. JUST OCCURRED. The closest unit in the area of the incident, after being assigned, shall proceed directly to the scene and go "Code Six." Other units assigned shall concentrate their efforts to searching the surrounding area.

C. DELAYED RESPONSE. The Communications Operator shall be notified by the officers assigned to a priority one call when they are engaged in duties which will delay their arrival at the scene.

D. IMMEDIATE INVESTIGATION. When an immediate follow-up investigation should be made, the officer assigned to the call shall notify the Watch Commander. The Detective Division shall then be notified by the Watch Commander.

LETTERHEAD OATH (2).pdf

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POLICE DEPARTMENT

MICHAEL J. BROWNE
INTERIM CHIEF OF POLICE

CITY OF TORRANCE

OATH OF OFFICE

STATE OF CALIFORNIA }
}
City of Torrance and County of Los Angeles }

I, _____, do solemnly swear (or affirm) that I will
(Print Name)

support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter and during such time as I hold the office of

_____.
(Job Title)

Signature: _____

Subscribed and sworn to before me
this _____ day of _____, _____
(day) (month) (year)

_____
Michael J. Browne
INTERIM CHIEF OF POLICE

3300 Civic Center Drive • Torrance, California 90503-5056 • Telephone 310/328-3456 • Facsimile 310/618-5532

TORRANCE POLICE DEPARTMENT

SERVICES OFFICER, POLICE OPERATIONS SUPERVISOR, ANIMAL CONTROL, FORENSIC IDENTIFICATION SPECIALIST, AND COMMUNICATIONS STAFF UNIFORMS

PURPOSE

Approved uniform and accessories for Services Officers, Police Operations Supervisors, Animal Control, and Forensic Identification Specialists.

SERVICES OFFICER UNIFORM

APPROVED USE. The Services Officer Class A or Class B uniform shall be the normal everyday uniform. Services Officers may be directed by the Department to wear the Class A uniform for special occasions. The Services Officer uniform consists of the following:

A. CLASS A UNIFORM SHIRT.

1. STYLE. The shirt shall be a LAPD style long or short sleeve shirt.
2. MATERIAL. The shirt shall be a cotton/polyester blend. The color shall be that which is commonly and commercially known as light blue. All thread used in the construction shall match the material. It should be wash and wear, permanent press, and wrinkle free.
3. BUTTONS. Standard buttons shall be worn with this shirt.
4. SHOULDER PATCH. The approved shoulder patches shall be worn with this uniform.
5. BADGE. The Department-issued cloth badge shall normally be worn with the Class A uniform shirt. The Department issued hard badge may be worn during special events with the approval of a Division Commander
6. UNDERSHIRT. When this uniform is worn a standard white crew neck undershirt shall be worn under the shirt. The sleeves on the undershirt shall not extend beyond the shirtsleeves of the shirt.
7. NAMEPLATE. The nameplate shall be one-half inch by two and one-quarter inches polished brass metal, with recessed one-quarter inch blue letters. This nameplate may be worn during special events with the approval of a Division Commander. An embroidered nametag shall normally be worn on the Class A uniform shirt.

B. CLASS A UNIFORM PANTS.

1. STYLE. The pants shall be properly tailored regulation LAPD style slacks. There shall be at least two hip, two side, and two sap pockets.
2. MATERIAL. The material for the basic uniform pants shall be made of 100% wool, or wool blend, commercially produced as tropical worsted. The color of the material shall be that which is commonly and commercially known as midnight blue.

C. CLASS B UNIFORM SHIRT.

1. Gray, short or long sleeve, Elbeco UFX Tactical polo with button down V-neck and full collar. The shirt shall not have breast pockets or epaulets, and “SERVICES OFFICER” shall be applied in white three-inch block letters on the back of the shirt.
2. EMBROIDERED BADGE. The approved badge shall be embroidered on the uniform.
3. NAME. The last name shall be embroidered on the right breast area in one-half inch white letters.

4. UNDERSHIRT. When this uniform is worn a standard black crew neck undershirt shall be worn under the shirt.

D. CLASS B UNIFORM PANTS.

1. The Department authorized alternate pant shall be worn. The color shall be black.

E. BELT. The uniform trousers belt shall be made of top grain leather. It shall be one and one-half inches in width and all exposed surfaces and edges shall be dyed black. The belt shall be basket-weave design and shall have a plain white metal buckle. It shall have a belt loop one-half inch in width.

F. SOCKS. Socks shall be black in color and without a design. White socks may be worn provided none of the white shows over the top of the shoe.

G. SHOES. Shoes shall be plain toed, smooth polished finished, center laced, black in color, with standard soles.

H. BOOTS. Boots shall be plain toed, smooth polished finished, center-laced, black in color, with a one-inch maximum heel height. The boot shall have a full grain leather upper and leather reinforced toe and heel. The tongue and ankles shall be padded with heavy duty stitching.

I. SUMMER UNIFORM. From May 1 through October 31, Services Officers assigned to Parking Enforcement, Property Room and Motor Transport have the option of wearing a modified uniform.

1. SHIRT. Gray, short sleeve, Elbeco UFX Tacticalpolo with button down V-neck and full collar. The shirt shall not have breast pockets or epaulets, and SERVICES OFFICER shall be applied in white three-inch block letters on the back of the shirt. The last name of the officer shall be embroidered on the right breast area in white half-inch block letters.

2. SHORTS. Black, 5.11 Tactical shorts.

3. SHOES. Black athletic shoes with rubber soles.

4. SOCKS. Standard crew length black cotton gym socks.

5. CAP. Approved optional baseball cap.

6. EMBROIDERED BADGE. The approved badge shall be embroidered on the summer uniform.

J. RAINCOAT. Effective November 2, 2015, the Department issued raincoat is the LawPro reversible, 48” deluxe raincoat. The approved insignia for the rain coat is “SERVICES OFFICER” silk-screened on both the black and yellow sides of the garment for identification as a services officer.

K. OPTIONAL RAINCOATS. Optional raincoats can be available for purchase at the Officers expense. All optional raincoats shall be made of nylon or other waterproof material and be reversible black and yellow in color with reflective striping. The approved insignia for the rain coat is “SERVICES OFFICER” silk-screened in white, on the black side and in reflective silver on the yellow side of the garment for identification as a services officer.

POLICE OPERATIONS SUPERVISOR UNIFORM

A. APPROVED USE. The Police Operations Supervisor Class A or class B uniform shall be the normal everyday uniform. Police Operations Supervisors may be directed by the Department to wear the Class A uniform on special occasions.

B. CLASS A UNIFORM. The Police Operations Supervisor Class A uniform shall be the same as the Services Officer except for the following:

1. POLICE SUPERVISOR INSIGNIA. The supervisor insignia shall be a rectangular box with radius corners, approximately ¾ inch deep and 1 ½ inches wide. It shall have a border and field of midnight blue with letters (approximately ¼ inch high) of white thread. The supervisor insignia shall be located ½ inch below the Department shoulder patch.

2. HARD BADGE AND NAMEPLATE. The Police Operations Supervisor shall wear the Department issued hard badge and nameplate.

C. CLASS B UNIFORM. The Police Supervisor Class B uniform shall be the same as the Services Officer except for the following:

1. The back of the shirt shall have “SUPERVISOR” applied in white three-inch block letters.

2. EMBROIDERED BADGE. The approved badge shall be embroidered on the uniform. “SUPERVISOR” will be embroidered and arched in the top portion of the badge in blue letters.

ANIMAL CONTROL UNIFORM

A. UNIFORM. Animal control officers and supervisors shall wear the designated uniform while on duty. The uniform will be the 100% cotton canvas made by “5.11 Tactical.” The “tactical style” shirt may be either a standard, short or long sleeve, and will be silver tan in color. The pants will be the “5.11 Tactical TDU” model, brown in color.

1. BADGE. The Department-issued badge shall be worn with this uniform.

2. NAME. The name shall be embroidered in one-half inch brown letters in the appropriate location for 5.11 uniforms.

3. SHOULDER PATCH. The approved Animal Control shoulder patch shall be worn on this uniform. Beneath the shoulder patch will be the Animal Control special unit patch and any appropriate rank patch.

4. UNDERSHIRT. A standard white crew neck undershirt shall be worn under the shirt.

5. BUTTONS. Buttons shall be normal for the shirt pockets and shirt front.

6. UNIFORM BELT. The standard uniform belt with a basket-weave design and a plain white metal buckle shall be worn with the uniform.

7. SOCKS. Socks shall be black in color without a design. White socks may be worn provided none of the white shows over the top of the shoe.

8. SHOES. Shoes shall be plain toed, smooth finished, center laced, black in color, with standard soles. Officers shall maintain a military dress style shoe as directed by the Chief of Police.

9. BOOTS. Boots shall be plain toed, smooth finished, center-laced, black in color, with a one-inch maximum heel height. The boot shall have a full grain leather upper and leather reinforced toe and heel. The tongue and ankles shall be padded with heavy duty stitching used.

10. HAT. Hat shall be the 5.11 Taclite baseball model and be tan in color to match the Animal Control uniform. The front of the hat shall have TORRANCE POLICE and ANIMAL CONTROL stacked in formation. Embroidered lettering will match the size and brown thread color as the Animal Control uniform.

B. RAINCOAT. Effective November 2, 2015, the Department issued raincoat is the LawPro reversible, 48” deluxe raincoat. The approved insignia for the rain coat is “ANIMAL CONTROL” silk-screened on both the black and yellow sides of the garment for identification as animal control.

C. OPTIONAL RAINCOATS. Optional raincoats can be available for purchase at the Officers expense. All optional raincoats shall be made of nylon or other waterproof material and be reversible black and yellow in color with reflective striping. The approved insignia for the rain coat is “ANIMAL CONTROL” silk-screened in white, on the black side and reflective silver on the yellow side of the garment for identification as animal control.

FORENSIC IDENTIFICATION SPECIALIST UNIFORM

A. The Forensic Identification Specialist (FIS) uniform shall consist of the following:

1. SHIRT. The shirt shall be the short sleeve 5.11 Performance polo and the long sleeve Elbeco UFX Tactical polo shirt (without epaulets), black in color. The shirt shall have "FORENSICS" applied to the back in three inch white letters with a white border. It will have an embroidered gold badge. The word "TORRANCE" will be embroidered and arched over the badge in one-half inch, white letters. "FORENSICS" will be embroidered in the top portion of the badge and "SPECIALIST" in the bottom portion, both in blue lettering. The word "CRIME LAB" will be embroidered horizontally under the badge in one-half inch, white letters. The employee's name (first initial and last name) will be embroidered on the right breast area using one-half inch, white letters. The shirt will not have silk screened shoulder patches.

2. PANTS. The Department authorized alternate pant shall be worn.

3. BELT. The standard uniform belt with basket weave design and a plain white metal buckle shall be worn with the uniform.

4. BOOTS. Boots shall be plain toed, smooth polished finished, center-laced, black in color, with a one-inch maximum heel height.

5. JACKET. FIS staff shall have the option of wearing the Department approved medium weight jacket or windbreaker style jacket in black. Jacket markings will be identical to the polo shirt except screening on the back will not include a border.

6. OPTIONAL BASEBALL STYLE SOFT HAT. The Department approved baseball cap may be worn when weather conditions indicate the need for protective headgear.

7. FIELD GARMENTS. When in the field, FIS staff may wear either of the following to protect the Department authorized uniform:

a. JUMPSUIT. The front zippered jumpsuit shall be the Tru Spec Flight suit, black in color. Jumpsuit markings shall be identical to the uniform jacket except name embroidery will include last name only.

b. LAB COAT. The button down lab coat shall be long sleeve with front pockets and black in color. Markings shall be identical to the jumpsuit.

B. RAINCOAT. Effective November 2, 2015, the Department issued raincoat is the LawPro reversible, 48" deluxe raincoat. The approved insignia for the rain coat is "FORENSICS" silk-screened on both the black and yellow sides of the garment for identification as a forensic identification specialist.

C. OPTIONAL RAINCOATS. Optional raincoats can be available for purchase at the Officers expense. All optional raincoats shall be made of nylon or other waterproof material and be reversible black and yellow in color with reflective striping. The approved insignia for the rain coat is "FORENSICS" silk-screened in white on the black side and in reflective silver on the yellow side of the garment for identification as forensic identification specialist.

COMMUNICATIONS STAFF

A. DISPATCH SUPERVISORS

1. JACKET. Dispatch supervisors shall wear the LawPro Lined Windbreaker Jacket in navy blue. The City of Torrance logo shall be embroidered in white on the left chest with the words "DISPATCH SUPERVISOR" embroidered and arched above the City Logo. The supervisor's last name shall be embroidered in white, block lettering over the right chest. DISPATCH SUPERVISOR shall be silk screened onto the back of the jacket in white, block lettering and stacked in appearance.

B. TACTICAL DISPATCHER

1. POLO SHIRT. Tactical Dispatchers shall wear the short sleeve 5.11 Performance Polo, dark gray in color. The City of Torrance logo shall be embroidered in white on the left chest with the words “TACTICAL DISPATCHER” embroidered and arched above the City Logo. The employee’s last name shall be embroidered in white, block lettering, over the right chest. The back of the polo shirt shall have TACTICAL DISPATCHER silk screened in white block lettering and stacked in appearance.
2. JACKET. Tactical Dispatchers shall wear the 5.11 Big Horn Jacket in black. The jacket shall have the City of Torrance logo embroidered on the left chest with the words “TACTICAL DISPATCHER” embroidered and arched above the City Logo. The employees last name shall be embroidered in white, block lettering, over the right chest. The back of the jacket shall have TACTICAL DISPATCHER silk screened in white, block lettering and stacked in appearance.

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