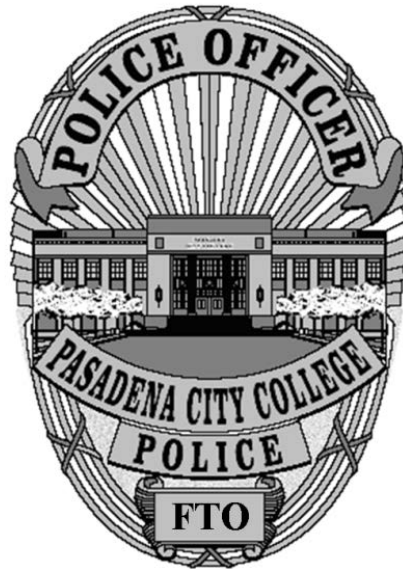


Pasadena City College Police Department

Vigilance, Honor, & Valor



Field Training Handbook

*Chief of Police
Steven Matchan*

LETTER FROM THE CHIEF

It is with great pride I welcome you to the Pasadena City College Police and Safety Department's family. As you journey through this training program, please remember we are here to support and assist you in every way possible. It is our goal to provide you with the general knowledge, resources, and experience to successfully complete the training program.

Even though we have the patience and will make every effort to assist you in completing the training program, we will not hesitate to stop the training process if at any time we feel there is no effort being made on your part to study, retain what you have been trained, or if we feel there is a safety concern that may compromise the safety of department personnel, campus community and our visitors.

I will always strive to ensure we provide the best personnel possible to serve our community. We are a department of public servants, always putting the needs of others before ours. Never forget how hard it was to get to this point, hold the public trust near and dear, as the people we serve depend on it.

Semper Fidelis,

Steven Matchan-Chief of Police

PASADENA CITY COLLEGE POLICE DEPARTMENT

MISSION STATEMENTS

Pasadena City College Police Department Mission Statement

The mission of the Pasadena City College Police Department is to provide a safe, secure and enriching environment for all members and guests of the institution. We recognize the need for a professional and dedicated team of safety professionals to provide these services, and therefore pledge to be ever mindful of our duties and responsibilities as enumerated in the Law Enforcement Code of Ethics.

Field Training Program Mission Statement

The mission of the Pasadena City College Police Department's Field Training Program is to develop officers who embody integrity, respect, and professional service reflective of the standard in this department. By providing leadership and training consistent with the relentless commitment to excellence.

The Pasadena City College Police Department Field Training Program is designed to provide you with the skills, ability, and knowledge necessary to serve our unique community. The instruction guides offered in this training manual will provide you with specific direction on a number of common problems you will encounter in the field. This knowledge, coupled with the guidance provided by your Field Training Officer(s), should result in training that will enhance your safety and the safety of the community we serve.

PASADENA CITY COLLEGE POLICE DEPARTMENT

Core Values

As a specialized entity of our campus community, all members of the Pasadena City College Police Department embrace our following core values. We value:

1. The spirit of the human soul;
2. The pursuit of happiness;
3. The freedom of self-expression;
4. Our compassion for fellow human beings;
5. The protection of life;
6. The promotion of moral and ethical standards;
7. The diversity of our community;
8. The principals of our constitution;
9. Our role as peace makers;
10. Our hard earned American freedoms;
11. Our opportunity to make a difference;
12. The laws that guide our society;
13. A safe learning environment;
14. The honor to don a badge of controlled influence;
15. Our motto — vigilance, honor, valor;
16. The privilege of serving our community;
17. The dearest love of our family and friends;
18. The fair application of justice;
19. The just application of fairness;
20. The foraging of trust in the truth;
21. Our devout dedication to each other and to our charge.

To these values we dedicate our gallant efforts and lives with a measure of humility.

Expectations for Pasadena City College Police Officer Trainees During Field Training

-**Appearance** is an absolute reflection of the department. Therefore, the Uniform and equipment you wear will be closely evaluated. All police uniforms will have a military press, be clean, tailored, and worn properly. Prepare to have a thorough inspection at the start of your shift.

-**Never** initiate any conversations with department staff until authorized to do so.

-**Never** disclose any information on your training or background to department or other college personnel except for your Field Training Officer(s), Police Sergeant(s), or the Chief of Police.

-**Never** be caught doing nothing while in the station. ALWAYS be busy. If you find yourself without a task you should be studying.

-**Always** address your Field Training Officer(s) as Officer or Sir.

-**Always** address Police Officers as Officer, Sir, or Ma'am

-**Always** address the Chief of Police or the Police Sergeant(s) by their rank, Sir, or Ma'am

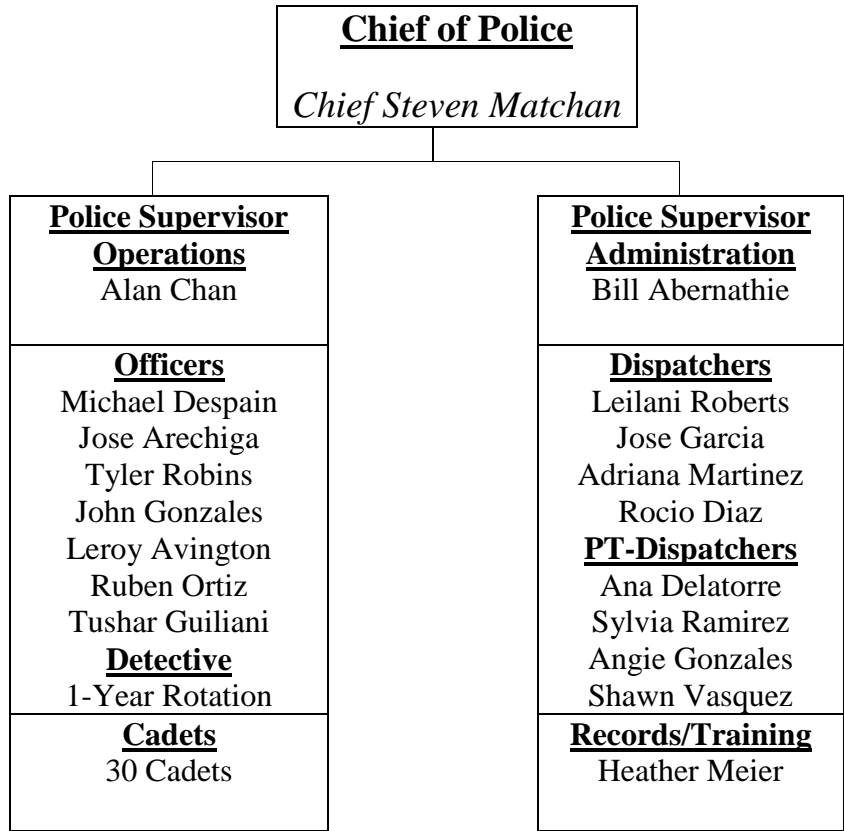
-**Always** address dispatchers and inner office personnel as Sir or Ma'am

-**Always** "stand clear" of personnel when they approach your path in the station

-**ALWAYS CONTACT ME FIRST.** If you have a question call me. If you are unsure about something, ask me. If I don't have the answer for you, I will find it out for you.

-**NEVER** ask any one for anything without my permission. This will eliminate potential training conflicts.

Pasadena City College Police Department Organizational Chart



FIELD TRAINING ORGANIZATIONAL CHART

During assignment to the Field Training Program probationary officers will comply with the Field Training Program Chain of Command regarding non-emergency training issues. The probationary officer will communicate to a supervisor if an incident involves a violation of Department Policy or law.

******CHIEF OF POLICE******

LIEUTENANT

(ADMINISTRATOR OF FTO PROGRAM)

FIELD TRAINING OFFICER

TRAINEE/PROBATIONARY OFFICER

Law Enforcement Code of Ethics

As a Law Enforcement Officer, my fundamental duty is to serve mankind; 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 persons 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 criminal, 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.

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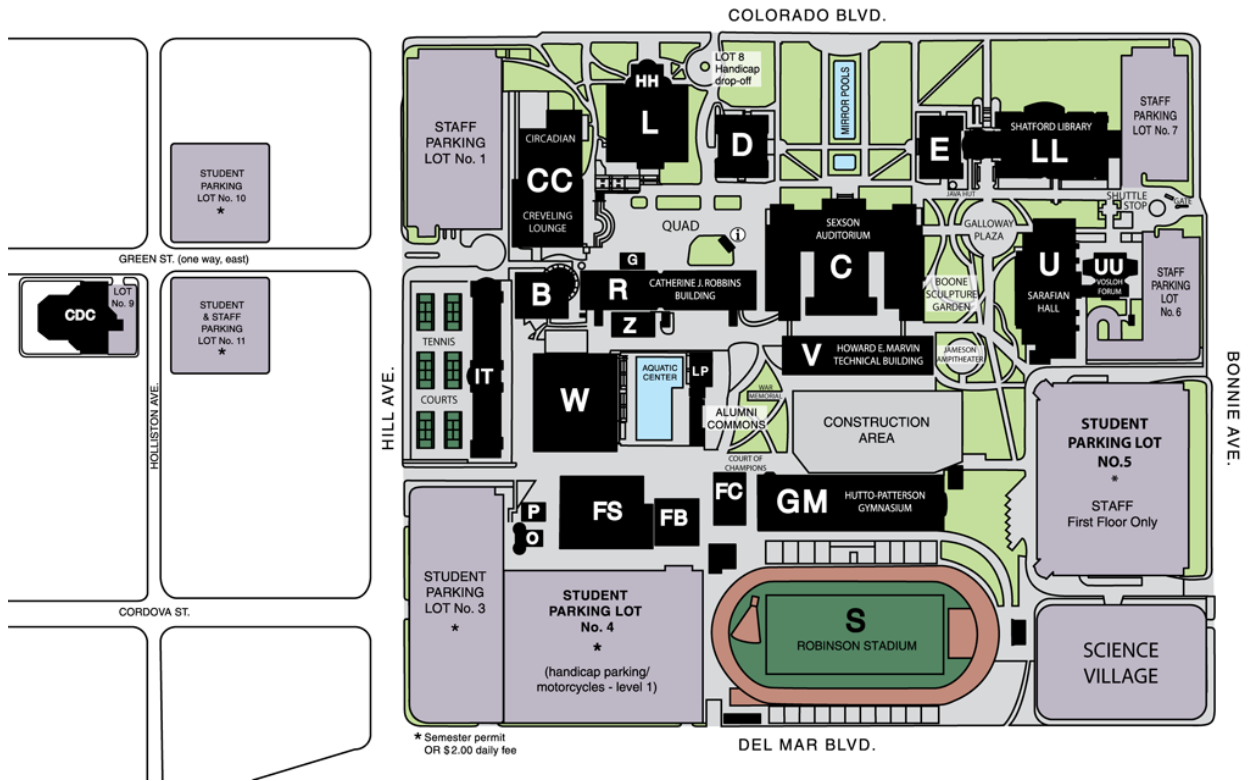
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Section I: Pasadena City College Campuses and Surrounding Areas

Main Campus & Child Development Center



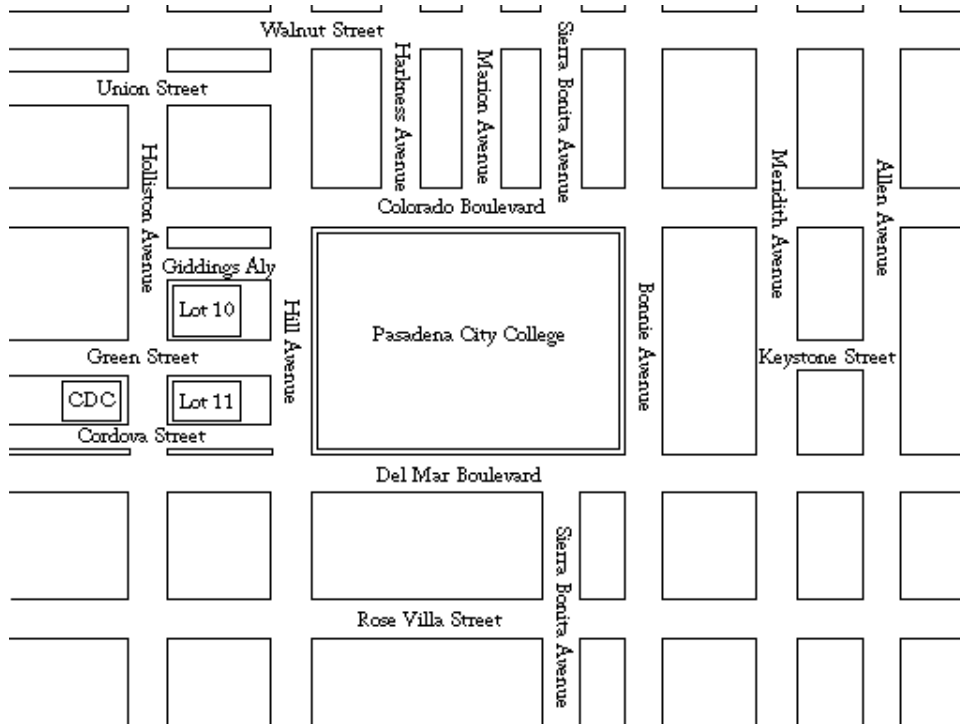
FOOTHILL CAMPUS



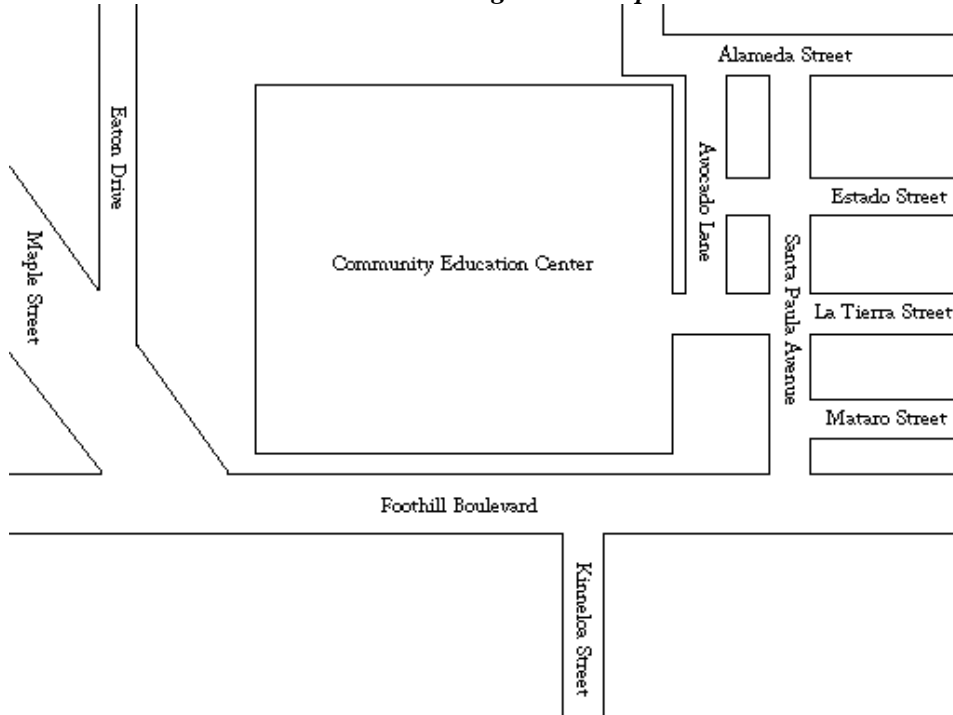
Section I: Pasadena City College Campuses and Surrounding Areas

Streets Surrounding PCC Main Campus

****Map is not to scale****



Streets Surrounding CEC Campus



DEPARTMENT MANUALS

The Pasadena City College Police Department Operations Manual, Crime Bulletins, and Informational Bulletins are available in the Police Officer's report writing room and are readily available for your use and reference.

PASADENA MUNICIPAL CODE

The City of Pasadena Municipal Code is available on the internet, via the City's main web page.

Municipal Code: <http://www.ci.pasadena.ca.us/cityclerk/municode.asp>

PASADENA CITY COLLEGE POLICY MANUAL

The Pasadena City College Policy Manual is available through hard copy and/or CD, on will be provided to you.

TRAINEE POLICE OFFICER RESOURCES

All Police Officer Trainees should possess the following books, manuals and guides, upon entering the Field Training Program:

- Field Training Hand Book
- Penal Code
- Vehicle Code
- Adult & Juvenile Citation Calendar

OTHER RESOURCES

Internet Resources:

- Pasadena City College <http://www.pasadena.edu>
- Alcohol Beverage Control <http://www.abc.ca.gov>
- Business & Profession <http://www.leginfo.ca.gov>
- Evidence Code <http://www.leginfo.ca.gov>
- Health & Safety Code <http://www.leginfo.ca.gov>
- Penal Code <http://www.leginfo.ca.gov>
- Welfare & Institution Code <http://www.leginfo.ca.gov>
- Vehicle Code <http://www.leginfo.ca.gov>
- Education Code <http://www.leginfo.ca.gov>

U S E O F F O R C E

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 human encounters and when warranted, may use force in carrying out their duties.

The Department recognizes and respects the value of all human life and dignity without prejudice to anyone. It is also understood that vesting officers with the authority to use reasonable force and protect the public welfare requires a careful balancing of all human interests.

PASADENA CITY COLLEGE POLICE DEPARTMENT POLICY

300.2 POLICY

It is the policy of this department that officers shall use only that amount of force that reasonably appears necessary, given the facts and circumstances perceived by the officer at the time of the event, to effectively bring an incident under control. "Reasonableness" of the force used must be judged from the perspective of a reasonable officer on the scene at the time of the incident. Any interpretation of reasonableness must allow for the fact that police officers are often forced to make split-second decisions in circumstances that are tense, uncertain and rapidly evolving about the amount of force that is necessary in a particular situation.

Given that no policy can realistically predict every possible situation an officer might encounter in the field, it is recognized that each officer must be entrusted with well-reasoned discretion in determining the appropriate use of force in each incident. While it is the ultimate objective of every law enforcement encounter to minimize injury to everyone involved, nothing in this policy requires an officer to actually sustain physical injury before applying reasonable force.

300.4 REPORTING THE USE OF FORCE

Any use of physical force by a member of this department shall be documented promptly, completely, and accurately in the police report involving the incident. The use of particular weapons such as chemical agents may require the completion of additional report forms as specified in departmental policy and/or law

REASONS WHY FORCE MAY NEED TO BE APPLIED

- To effect an arrest or detention
- To overcome resistance or non-compliance
- To prevent escape
- To protect oneself or others from a reasonably apparent danger of imminent bodily injury or death

DEGREE OF FORCE APPLIED

In determining the proper application of reasonable force, some of the factors to be considered are:

- The severity of the crime
- Whether the individual(s) poses an immediate threat to the safety of an officer or others
- Whether the individual(s) is actively resisting arrest

Section II: Physical Techniques / Handling of Persons

A R R E S T & C O N T R O L

If command presence and verbal authority have not been effective or are determined to be inappropriate based on the circumstances known to the Officer(s), Officers will utilize that weaponless defense technique which is reasonable to deescalate the incident and gain control as quickly and safely as possible.

The following are examples of weaponless defense techniques that Officers may use, but are not limited to:

Control techniques that have a minimal chance of causing injury. This will include wristlocks, joint locks, pressure points, and handcuffing.

Blocks, punches, strikes, and kicks may be used when lesser means of defense have been considered and/or are deemed inappropriate for the situation.

The weaponless defense techniques to be used will be those taught by approved POST arrest and control instructors. When properly employed, these techniques are considered non-lethal tactics.

Pasadena City College Police Officer Trainees will have to demonstrate some of these techniques to their Field Training Officer(s) during the field training program.

I M P A C T W E A P O N S

Pasadena City College Police Officers will only carry department approved impact weapons in which the Officer is qualified to use and carry set forth by POST guild lines. Currently Pasadena City College Police Department only approves Officers to carry one of the following impact weapons.

Strait Stick (standard wooden baton)

PR-24 (side handle baton)

Expandable Baton (similar to ASP style batons)

PASADENA CITY COLLEGE POLICE DEPARTMENT POLICY

308.2 BATON GUIDELINES

The baton is authorized for use when, based upon the circumstances perceived by the officer, such force reasonably appears justified and necessary to result in the safe control of the suspect.

The need to immediately incapacitate the 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 may cause serious bodily injury or death to the officer or others.

C H E M I C A L W E A P O N S

Pasadena City College Police Officers will only carry department approved chemical weapons in which the Officer is qualified to use and carry set forth by POST guild lines. Currently Pasadena City College Police Department only approves Officers to carry oleoresin capsicum spray (OC spray).

PASADENA CITY COLLEGE POLICE DEPARTMENT POLICY

308.4 CHEMICAL AGENTS SPRAY GUIDELINES

Only authorized personnel may possess and maintain department issued oleoresin capsicum spray. Chemical agents are weapons used to minimize the potential for injury to officers, offenders, or other persons. They should be used only in situations where such force reasonably appears justified and necessary.

R E S T R A I N T T O O L S

The Following are the only restraint tools approved by the Pasadena City College Police Department for use to restrain a suspect/detainee.

Handcuffs commonly used by the law enforcement community (examples: Smith & Wesson handcuffs, Perless handcuffs, and “quick cuffs” or “zip tie” style handcuffs)

Leg Restraints. Only the RIPP Hobble manufactured by RIPP Restraints, Inc. is authorized. Officers who choose to carry the RIPP Hobble must be qualified to do so through the guild lines set forth by POST.

H A N D C U F F I N G

PASADENA CITY COLLEGE POLICE DEPARTMENT POLICY

354.2 HANDCUFFING POLICY

Although recommended for most arrest situations, handcuffing is a discretionary procedure and not an absolute rule of the Department. When deciding whether to handcuff an arrestee, officers should carefully balance officer safety concerns with factors including, but not limited to the following:

- The circumstances leading to the arrest.
- The attitude and behavior of the arrested person.
- The age, sex and health of the person.
- 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.

It is not the intent of the Department to dissuade officers from handcuffing all persons they believe warrant that degree of restraint, nor is it the intent of this policy to create the atmosphere that in order to avoid risk, an officer should handcuff all persons regardless of the circumstances. In most situations handcuffs should be applied with the hands behind the person. Handcuffs should be removed as soon as the arrested person is safely confined within the jail.

354.2.2 JUVENILES

Juveniles 14-years of age or older may be handcuffed when the act committed is of a felonious nature or when their acts have amounted to crimes where the officer has a reasonable suspicion the suspect may have a desire to escape, injure themselves, injure the officer, or destroy property.

Juveniles under 14-years of age generally will not be handcuffed unless their acts have amounted to a dangerous felony or when they are of a state of mind which suggests a reasonable probability of their desire to escape, injure themselves, the officer, or to destroy property.

354.2.3 HANDCUFFING OF DETAINEES

Situations may arise where it may be reasonable to handcuff an individual who may, after subsequent investigation, be released prior to arrest. Such a situation is considered a detention, rather than an actual arrest. Unless arrested, the use of handcuffs on detainees should continue for only as long as is reasonably necessary to assure the safety of officers and others. Officers should continuously weigh the safety interests at hand against the intrusion upon the detainee when deciding to remove handcuffs from a detainee. When an individual is handcuffed and released without an arrest, a written report of the incident shall be made to document the details of the detention and need for use of handcuffs.

354.2.4 HANDCUFFING OF PREGNANT ARRESTEES

No arrestee who is in labor shall be handcuffed or restrained by the wrists, ankles or both unless it is reasonably necessary for the safety of the arrestee, officers or others (Penal Code § 6030).

ALL PASADENA CITY COLLEGE POLICE OFFICER TRAINEES WILL DEMONSTRATE THE ABILITY TO PROPERLY HANDCUFF.

S E A R C H I N G

PASADENA CITY COLLEGE POLICE DEPARTMENT POLICY

322.2

It is the policy of the Pasadena City College Police and Safety Services 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.

SEARCHES OF PERSONS

Search techniques will conform to those approved by POST and by this Field Training Program. The trainee will demonstrate proper and safe control and searching techniques.

There are 3 forms of searches: (1) cursory search/pat down search, which are field contact searches for weapons only, (2) exploratory searches that are conducted of the pockets and compartments of a person's outer clothing for weapons and other contraband, and (3) strip searches. All strip searches conducted by Officers will comply with legal requirements of search and seizure laws.

In the field, pat down searches and exploratory searches of a person's outer clothing are permitted under certain circumstances; however, strip searches are not permitted without a supervisor's approval and then only under very limited situations. Normally, strip searches are conducted in the Pasadena Police Department Jail facility. Strip searches are limited to visual searches of the suspect's body by the same sex Officer after the person has disrobed. No probing or touching is permitted.

ADDITIONAL POLICY

322.4 SEARCH PROTOCOL

Although conditions will vary and officer safety and other exigencies must be considered in every search situation, the following guidelines should be followed whenever circumstances permit:

- (a) Members of this department will strive to conduct searches with dignity and courtesy.

Section II: Physical Techniques / Handling of Persons

- (b) Officers should explain to the person being searched the reason for the search and how the search will be conducted.
- (c) Searches should be carried out with due regard and respect for private property interests and in a manner that minimizes damage. Property should be left in a condition as close as reasonably possible to its pre-search condition.
- (d) In order to minimize the need for forcible entry, an attempt should be made to obtain keys, combinations or access codes when a search of locked property is anticipated.
- (e) When the person to be searched is of the opposite sex as the searching officer, a reasonable effort should be made to summon an officer of the same sex as the subject to conduct the search. When it is not practicable to summon an officer of the same sex as the subject, the following guidelines should be followed:
 1. Another officer or a supervisor should witness the search.
 2. The officer should not search areas of the body covered by tight-fitting clothing, sheer clothing or clothing that could not reasonably conceal a weapon.

METHODOLOGY

All searches are based on a degree of control that affords the searching Officer a warning when resistance or attack is eminent. Understanding the limitations is the key to knowing whether the degree of control afforded by the technique is actually “control” or a means of receiving a warning of the suspect’s intent quick enough to respond defensively.

In all situations, searches must be conducted in a systematic manner to avoid missing weapons or other contraband. The suspect’s body should be quartered off using the horizontal waistline and a vertical line separating the right from the left.

****NOTE**

All Trainees should be mindful of the limitations Officers of the Pasadena City College Police Department must overcome on a daily bases in regards to Officer safety during searches. Examples of limitations (1) lack of additional Officers (back-up) often PCC Police Officers work alone. (2) Lack of a firearm and other safety tools.

VEHICLE SEARCHES

Officer safety is paramount. Due to Pasadena City College Police Officers often working alone and without additional Police Officers to assist in investigations, Officers must remember conducting vehicle searches are extremely dangerous and must be conducted with caution.

If at all possible have another Police Officer assist you in conducting the search so one Officer can maintain a visual of all suspects/subjects and of the surrounding area while the other Officer conducts the search. If no other Police Officer is available and the search must be conducted, Officers may consider securing the suspect(s)/detainee(s) in the rear of your police unit during the duration of the search.

Always conduct a thorough pat down search of all subjects prior to securing them in your police unit and before conducting any vehicle search.

T R A N S P O R T I N G P R I S O N E R S & B O O K I N G

TRANSPORTING PRISONERS

Any arrestee being transported by a member of the Pasadena City College Police Department shall be secured in the rear of a marked black and white Pasadena City College Police Department patrol vehicle by the vehicle's seatbelt restraints. Unless there are circumstances dictating otherwise all arrestees shall be handcuffed with their hands secured behind their back while being transported.

Officers will take the most direct route to the Pasadena Police Department Jail while transporting any arrestee. At the start of the transport the Officer will notify Dispatch of the start time of the transport via the police radio system. Once at the Jail the Officer shall notify Dispatch of the arrival time. If the radio system is down the Officer may notify Dispatch via telephone.

BOOKING PROCEDURES

All suspects arrested by the Pasadena City College Police Department and whom are to be formally booked for their arresting charges will be booked, processed, and housed at the Pasadena Police Department Jail.

Officers will bring arrestees from the Pasadena Police Department Jail drive-through sally port entrance and down to the jail level via the elevator. Once inside the pre-booking area, the arresting Officer will turn the arrestee over to the Pasadena Police Department Jail staff for processing. The arresting Officer will complete all necessary booking paperwork, inventory of arrestee's property, completion of any citation, complete any interviews if not already completed at the Pasadena City College Police Department. If an interview is needed it will be completed in the Pasadena Police Department interview room.

Prior to bring any arrestee into the Pasadena Police Department Jail a thorough pat down search will be completed of all arrestees unless circumstances dictate otherwise.

BOOKING PAPERWORK

All booking paperwork required to process the arrestee into the Pasadena Police Department Jail shall be completed prior to arrival at the jail or within the pre-booking area. All Officers should have blank copies of all necessary booking paperwork available to them at all times.

When writing the arrestee's charges on the pre-booking paperwork Officers must provide the section and sub-section of the booking violation(s) along with the title of the violation(s). Example: P.C. 647(f); Public Intoxication.

BOOKING JUVENILES

Juveniles may be booked into and detained in the Pasadena Police Department Jail Facility under certain circumstances. The reasons for booking the juvenile shall be made clear to the Jail staff.

Booking of a juvenile into the jail facility shall be approved by the Pasadena City College Police Department Supervisor, Pasadena Police Watch Commander, and the Pasadena Jail Supervisor. All juveniles brought into the Pasadena Police Department Jail for booking are deemed as "secure detention" or "non-secure custody" as soon as they pass through any of the Pasadena Police Department sally port entrances.

No juvenile will be held in "secure detention" or "non-secure custody" for more than 6 hours.

C O N T A C T & C O V E R

TERMS & DEFINITIONS

Contact and Cover is utilized when two or more Officers have one or more suspects stopped during an investigation and are conducting the searches in a safe manner. The movement and searches by Officers are to be done in a coordinated fashion to minimize problems with potentially hostile suspects. The Contact Officer conducts all investigations while the Cover Officer maintains a visual observation on all suspects. The Cover Officer never leaves the Contact Officer.

Communication-Communication between the Officers is crucial because subjects stopped often look for weaknesses in tactics and then will try to exploit them. A coordinated search leaves the suspect(s) with little chance to react. The goal is to have the “Contact” and “Cover” Officer in constant communication with one another so that movements are always deliberate and planned. After the suspects are searched, they are placed in a position of advantage for further interviewing.

Contact Officer-The role of the Contact Officer is to conduct the searches/interviews of the suspect(s) in a coordinated manner with the Cover Officer.

Cover Officer-The role of the Cover Officer is to be the back-up Officer to the Contact Officer. The Cover Officer does not search and moves in relation to the Contact Officer.

Assisting Officer- The role of the Assisting Officer is to assist as a Cover Officer as directed by the original Cover Officer. Assisting Officers should never walk in front of the original Cover Officer or the Contact Officer. The Assisting Officer is often utilized to watch suspect(s) who have already been searched or suspects that have yet to be searched.

OFFICERS POSITIONS DURING CONTACTS

Single Suspect- Single suspect searching is best completed with two Officers. While one Officer is searching the suspect, the second Officer acts as cover if the suspect becomes hostile or if other suspects appear and interfere with the investigation. The Contact and Cover Officer will triangulate around the suspect offering no avenues of escape.

Multiple Suspects- Searching when there are multiple suspects is ideally done with three or more Officers. As stated above, the Contact and Cover team never separates, but with larger groups stopped, a third Officer is useful to either watch the suspects already searched or suspects that have not been searched.

Movement of Officers- Move as a Team the contact and Cover Officers should always move together as a team. Separation of the two is a breakdown in communication and allows a separation of the Officers.

Position of Suspect During Search- When searching suspects, it is best to have the suspect step back away from any other suspects to create a safe distance and a position of advantage during searching.

Position of Advantage (Seated Position) - The seated position of suspects offers the Officer more control because the suspects are placed in a position of disadvantage. After the suspects have been searched, they can be seated on the curb with their feet extended out in front of them with their ankles crossed. In this position, any attempt to flee will be telegraphed sooner. All interviews are conducted behind the suspects to maintain the position of advantage and protection from any attacks from a suspect seated.

Standing Position- This position is not as secure as the seated position, but is utilized when the terrain dictates. After the suspects are searched, the suspects are told to stand facing away from the officer with their hands either on top of their heads or to their sides. The Officer then can complete the interview from behind the suspects.

F O R C E O P T I O N S

The reasonableness of a specific use of force will be assessed from the perspective of a reasonable Officer on the scene, under the facts and circumstances known to him at the time. In determining the proper application of reasonable force, some of the factors to be considered are:

- The severity of the crime
- Whether the individual poses an immediate threat to the safety of an Officer or others
- Whether the individual is actively resisting arrest.

EXCESSIVE FORCE

Excessive force or the force determined to be unnecessary and unreasonable, occurs when:

- The resistance, or non-compliance, of an individual clearly ceases.
- The force used is clearly out of proportion to the resistance, or non-compliance, of an individual

LOW LEVEL FORCE

A low level of force is that force which:

- o Has a low visual impact
- o Has no reasonable expectation of serious injury
- o Is designed to gain compliant behavior

Some force options reasonably considered within this low level of force include:

- o Uniform/Command Presence
- o Verbal commands
- o Firm grip or gestures
- o Department approved chemical agents (OC spray)

INTERMEDIATE FORCE

An intermediate level of force is that force which:

- o Has a high visual impact
- o Involves some pain compliance
- o Has some reasonable probability of injury
- o Has no reasonable expectation of great bodily injury or death
- o Is designed to gain control and/or overcome an actively resistant individual

Some force options reasonably considered within this intermediate level of force include Department approved:

- o Physical control holds
- o Personal body weapon offensive and defensive techniques, such as hands and feet
- o Impact weapons (baton)
- o "Less lethal" projectiles, such as bean bag projectiles or rubber bullets
- o Police canine contact

HIGH FORCE LEVEL

A high level of force is that force which:

Is likely to produce a reasonable expectation of great bodily injury or death. A force option reasonably considered within this level of force is the firearm. (PCC Officers are not currently authorized to carry firearms)

C O M M U N I T Y R E L A T I O N S & S E R V I C E

The Police Department's relationship with the campus community is based on trust. Trust is the value that underlies the partnership between the police and the community. A foundation of trust allows law enforcement to form a working relationship with the community members, which results in effective problem solving and the achievement of common goals.

Our commitment to fostering partnerships with the community has resulted in success in being able to provide public safety and maintain a vibrant and healthy learning environment for those that visit, attend, and work at Pasadena City College. We welcome the involvement and commitment that produces a greater quality of life with the community members.

The goal is to integrate members of the community into various facets of the police environment to enhance our ability to recognize community needs and assess an appropriate level of response. All members of the Pasadena City College Police Department are committed to providing the highest level of policing services to the community.

P R O F E S S I O N A L D E M E A N O R / C O M M U N I C A T I O N S

The Law Enforcement Code of Ethics clearly defines what conduct is expected both on and off-duty. Every employee is tasked with the pursuit of EXCELLENCE through hard work, perseverance, and enduring values.

Be conscious of your behavior. Serve as a positive role model. Take the initiative to make things better. Remember the impact of your behavior, not the intent that counts. If you think you may have offended someone, apologize and try to clear it up before it becomes a larger issue.

Know that you alone are responsible for your professional performance. Take every reasonable opportunity to enhance and improve your level of knowledge and competence. Ensure what you communicate, written or otherwise, clearly represent your willingness and commitment to providing service to the best of your ability.

C U L T U R A L A W A R E N E S S

Penal Code 13519.4 mandates training in cultural diversity. Understanding racial and cultural diversity fosters mutual respect and cooperation between law enforcement and members of all racial and cultural groups. The effectiveness of law enforcement to provide public safety and solve neighborhood problems is dependent on partnerships with individuals and organizations in the community. The goal is to develop awareness and understanding of an inclusive environment, which is void of non-inclusive behaviors.

P E R C E P T I O N S , B E L I E F S , V A L U E S & E X P E C T A T I O N S

Perception is the process of selecting, organizing and interpreting information gained through the five senses. Most of our perceptions are formed during early childhood, through our association with people who are similar in race, culture, lifestyle, religion, income, etc.

From our perceptions we develop beliefs that certain things are "right", "good", "expected" or "appropriate", while others are not. These beliefs, in turn, shape our values and expectations – the "measuring stick" we unconsciously use to guide our own actions, and to evaluate and judge the actions of others.

As we mature, we eventually come into contact with people who are "different". When this happens we tend to unconsciously reinforce our existing beliefs, values and expectations. With people whom we perceive to be "like us", for example, we usually emphasize the similarities while diminishing the differences. However, with people whom we perceive to be "different", we often do exactly the opposite.

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Too, “different” people may not measure up to our values and expectations. This can lead us to form negative perceptions, judgments and expectations of and about them.

GENERALIZING & STEREOTYPING

Generalizing is a useful and unavoidable mental process. The human brain must receive, process, categorize, store, and retrieve a tremendous amount of information. To accomplish this, it tends to “chunk” information into groups of similar things, assign labels to those chunks, and then categorize, store and process the information according to the labels.

Stereotyping occurs when we generalize about people. Stereotypes are unconscious assumptions, beliefs and expectations about everyone who “fits” a particular label – essentially which they all think and act in the same way. Once formed, stereotypes tend to become self-reinforcing. As previously mentioned, we easily see things that support our stereotypes, but tend to overlook, downplay, discount, or ignore things that contradict them.

FREQUENT BIASES

Ethnocentrism – the common feeling of belief that one’s own ethnic or cultural group (including its beliefs, values, modes of living and patterns of adaptation) is superior to other groups. It is typically coupled with a generalized contempt for members of the other group.

Prejudice – (1) a preconceived judgment of opinion; (2) an adverse opinion or learning formed without just grounds or sufficient knowledge, (3) an irrational attitude or hostility and/or contempt directed against an individual, a group, a race, or their supposed characteristics.

Bigotry – having very strong opinions and beliefs, especially on matters of politics, religion or ethnicity, and refusing to accept different views. Also typically coupled with an attitude of hostility and/or contempt toward those who have different views, opinions, or beliefs.

Chauvinism – a belief in the superiority of one’s own gender, group, or kind.

NON-INCLUSIVE BEHAVIORS

Non-inclusive behaviors are defined as behavior, language or conduct that unreasonably interferes with creating partnerships with the community. Non-inclusive behavior alters the nature of the working environment or relationship with the community to the point that it becomes intimidating, hostile, offensive, or conflicts with forming partnerships and building trust in the community. Examples:

Discrimination – treating someone differently on the basis of group membership or other distinguishing characteristic.

Harassment – troubling, worrying, and/or annoying someone on a persistent basis.

Intimidation – domineering, subjugating or driving someone into compliance by the unjustified use of threats or force.

Exclusion – preventing someone from being included or accepted or considered.

Ridicule – belittling or making fun of someone.

PASADENA CITY COLLEGE POLICE DEPARTMENT POLICY

328.3 DISCRIMINATION PROHIBITED

328.3.1 DISCRIMINATION

The Department prohibits all forms of discrimination, including any employment-related action by an employee that adversely affects an applicant or employee and is based on race, color, religion, sex, age, national origin or ancestry, genetic information, disability, military service, sexual orientation and other classifications protected by law.

Discriminatory harassment, including sexual harassment, is verbal or physical conduct that demeans or shows hostility or aversion toward an individual based upon that individual's protected class. It has the effect of interfering with an individual's work performance or creating a hostile or abusive work environment.

Conduct that may, under certain circumstances, constitute discriminatory harassment, can include making derogatory comments, crude and offensive statements or remarks, making slurs or off-color jokes, stereotyping, engaging in threatening acts, making indecent gestures, pictures, cartoons, posters or material, making inappropriate physical contact, or using written material or department equipment and/or systems to transmit or receive offensive material, statements or pictures. Such conduct is contrary to department policy and to the department's commitment to a discrimination free work environment. Retaliation is treating a person differently or engaging in acts of reprisal or intimidation against the person because he/she has engaged in protected activity, filed a charge of discrimination, participated in an investigation or opposed a discriminatory practice. Retaliation will not be tolerated.

R A C I A L P R O F I L I N G

Penal Code 13519.4(d) defines Racial Profiling “*as the practice of detaining a suspect based on a broad set of criteria, which casts suspicion upon an entire class of people without individualize suspicion of the particular person being stopped.*”

This same definition can be found in the California Peace Officers Legal Source Book, section 2.10d. On the other hand, race or ethnicity is still a proper factor or consider if it is part of a description of a specific suspect you are looking for. Even in such situations there would have to be additional factors, in addition to the suspect's race, which provided reasonable suspicion and thus justify the detention.

The practice of racial profiling occurs when law enforcement officers target suspects based solely on the basis or race, national origin, ethnicity, or religion. Racial profiling is not just an issue of who gets stopped, but why individuals are stopped, and how they are treated.

Racial profiling has a negative impact and presents a great danger to the fundamental principles of a democratic society and police-community relations. The risk of racial profiling is the alienation of communities while doing little to serve the purposes of law enforcement – providing public safety and solving community problems.

Every officer has an obligation to prevent, report, and respond to discriminatory or biased practices by fellow officers. Penal Code 13519.4(e) clearly states: “***a Law Enforcement Officer shall not engage in racial profiling.***”

The working men and women in California Law Enforcement risk their lives every day. The people of California greatly appreciate the hard work and dedication of law enforcement officers in protection public safety. The good name of these officers should not be tarnished by the actions of those who commit discriminatory practices.

LIABILITY

The practice of racial profiling can expose the College and the Officer(s) to substantial liability. In addition, the Officer(s) involved in an incident of racial profiling subjects himself/herself to even greater extent since the

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Officer(s) could be convicted of Civil Rights violations and incarcerated in addition to any monetary judgment levied.

RESOURCES

ACLU website at www.aclu.org. The ACLU, as well as other organizations, actively solicit and pursue complaints where an individual feels they were subjected to a police contact based solely on their race, ethnicity, or other protected class. This is an informative website with articles and court cases cited.

PASADENA CITY COLLEGE POLICE DEPARTMENT POLICY

402.3 POLICY

The practice of racial/bias based profiling is illegal and will not be tolerated by this Department (Penal Code § 13519.4(f)).

(a) It is the responsibility of every member of this department to prevent, report, and respond appropriately to clear discriminatory or biased practices.

(b) Every member of this department engaging in a non-consensual detention shall be prepared to articulate sufficient reasonable suspicion to justify the detention independent of the individual's membership in a protected class.

To the extent that written documentation would otherwise be completed (e.g., arrest report, F.I. card, etc.), the involved officer should include those facts giving rise to the officer's reasonable suspicion or probable cause for the contact.

Nothing in this policy shall require any officer to prepare documentation of a contact that would not otherwise involve such reporting.

While the practice of racial profiling is strictly prohibited, it is recognized that race or ethnicity may be legitimately considered by an officer in combination with other legitimate factors to establish reasonable suspicion or probable cause (e.g., suspect description is limited to a specific race or group).

The Pasadena City College Police and Safety Services will investigate all complaints of alleged racial/bias based profiling complaints against its members. Employees found to be in violation of this policy are subject to discipline in accordance with this department's disciplinary policy.

L E A D E R S H I P

Leadership is the ability to share a vision with a group of people, articulate the vision so everyone understands it, and show the group how to make the vision come true. Leaders are able to foster loyalty toward the mission and values of the organization.

A leader understands what needs to be done and the possible ways of accomplishing the task. They inspire others toward allegiance in the pursuit of excellence.

Leadership skills play an important role in being an effective police officer. There are many situations where the responding officer must assume a leadership role, this could not be truer within the Pasadena City College Police

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Department where there is often only one police officer and he/she must take control of a situation from start to finish. Therefore, it is beneficial to identify opportunities to assume a leadership role that will enhance performance through application of knowledge and decision making.

A leader takes the responsibility for developing an effective team effort by providing training in relevant skills and knowledge, and developing shared goals. Numerous publications and training are available for motivated individuals to strengthen their skills.

Leaders often combine instruction techniques that support learning. They create environments that engage individuals in authentic tasks that offer opportunities to develop knowledge, skills, and confidence. In high-achieving learning environments, the leader engages individuals or groups in complex problem solving, explores ideas and issues, draws on the experiences and knowledge of individuals or groups, and fosters motivation of individuals or groups to achieve a desired outcome.

****The trainee will assess and explain his/her leadership role within the Department with clear consideration of the Department's mission.****

Leaders must be skilled at getting things done, resolute and self-reliant in their decisions, and must also be energetic and committed to the success of the organization.

E T H I C S

Ethics refers to principles that define behavior as right, good and proper. Such principles do not always dictate a single "moral" course of action, but provide a means of evaluating and deciding among competing options. Your success in policing is depending on how well you understand that your mastery of the things police do can never replace the importance of why those things must be done from an ethical perspective.

The terms "ethics" and "values" are not interchangeable. Ethics is concerned with how a moral person should behave, whereas values are the inner judgments that determine how a person actually behaves. Values concern ethics when they pertain to beliefs about what is right and wrong. Most values, however, have nothing to do with ethics. For instance, the desire for health and wealth are values, but not ethical values.

Policing is a profession that requires a great deal of its members. Remember, the hiring process and background investigation was designed to ensure that you not only meet minimum legal requirements, but that you also have the personal qualities that will make you a credit to the Pasadena City College Police Department and the Law Enforcement profession. Policing is dynamic, challenging, and satisfying. The skills you are learning must be grounded in a clear and unambiguous understanding of the ethical responsibilities you have assumed as a police officer. The Pasadena City College Police Department believes that the authority a police officer uses to serve the community is guided by ethical conduct.

Ethics is about how we should behave, on duty and off duty. It is a conscious decision to act in accordance with the values of the police profession, even if that action may violate your personal values. It is more complicated than a decision between right and wrong, which may stand in stark contrast to one another. Ethical decision-making demands that we dig deeper and prioritize our values in order to make the most appropriate decision. The Pasadena City College Police Department believes that quality service to the public can only happen when the individual officer understands ethics. Ethics is about putting principles into action. Consistency between what we say we value and what our actions say we value is a matter of integrity. It is also about self-restraint.

The field training program is designed to provide you with the skills and knowledge necessary to serve the college community. While knowledge is important, you should remember that the training you receive is driven by the values of our organization, therefore, your decisions should be guided on ethical conduct and reflect those values.

MAKING ETHICAL DECISIONS, THE SIX PILLARS OF CHARACTER

Trustworthiness. Respect. Responsibility. Fairness. Caring. Citizenship. The six pillars of Character are ethical values to guide our choices. The standards of conduct that arise out of those values constitute the ground rules of ethics, and therefore of ethical decision-making.

Trustworthiness
Honesty
Integrity
Reliability
Loyalty
Respect
Civility, Courtesy and Decency
Dignity and Autonomy
Tolerant and accepting of differences
Responsibility
Accountability
Pursuit of Excellence
Self-restraint, self-disciplined
Fairness
Process
Imparity
Equity
Caring
Compassionate
Genuine concern
Gratitude
Citizenship
Cooperation
Reverence
Participation in community

LAW ENFORCEMENT CODE OF ETHICS

As a Law Enforcement Officer, my fundamental duty is to serve mankind; 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 persons 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 criminal, 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.

C R I M E P R E V E N T I O N

Crime prevention strategies can have a significant impact on the reduction of crime. Officers should be proactive and responsive to providing victims of crimes resources and information to improve security and promote safety.

Officers should be cognizant of their assigned beat and unique issues that can be addressed before a person is victimized.

Provide crime prevention tips and security measures to victims after completing investigations of theft, burglary, and crimes against persons.

RESOURCES

National Crime Prevention Council: www.ncpc.org. Offers tips on personal and community safety, and information on how states are fighting crime.

National Citizens' Campaign to Prevent Crime: www.weprevent.org. Provides information on their latest public service announcements.

C A M P U S P O L I C I N G

HISTORY

Campus policing originated with the establishment of the Yale Campus Police Department in 1894. Yale, located in New Haven, Connecticut, began an agreement with the New Haven Police Department to have two of their officers assigned exclusively to the campus as a means to deter crime on campus, and to better student-police relations. Shortly thereafter these two officers were hired by Yale to keep law and order on the campus. It was not until 73 years later that most college and university security departments became police departments. With the protest of the Vietnam War, the Kent State incident, and crime increasing on college campuses all over America, most of the 50 states did not pass laws authorizing colleges to have their own campus police department until the late 1960's. In September, 1967 Old Dominion College hired their first police officer and helped establish a regional police academy on their campus. By December 1977 the Commonwealth of Virginia and most states passed laws authorizing state colleges and universities to have a campus police department, and to require campus police officers to complete the same police academy training as the local police. During the late 1970's many private college and university public safety departments were still classified as campus security. The laws passed in 1977 only authorized state owned and controlled colleges and universities to maintain a campus police department. It would not be until years later that most states would recognize private campus policing. One of the first private university police departments in Virginia was the Hampton University Police Department. Like most private universities Hampton University had always carried the title institutional police or campus police, but it was not until 1987 when most private college campus police became state certified campus police.

C O M M U N I T Y P O L I C I N G

HISTORY

The roots of community oriented policing come from the history of policing itself and draw on many of the lessons taught by that history. Modern law enforcement began in England with the formation of the London Metropolitan Police District in 1829 by Sir Robert Peel. The new police force was created to address the soaring crime rates in

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Great Britain's capital. Peel, the first chief of the police force, is credited with developing several innovations that are still practiced today.

The 1960s police-citizen crisis, and subsequent research questioned the core philosophies underlying policing in America. Wilson and Kelling proposed the *broken windows* thesis postulating that a broken window in an abandoned building symbolized that no one cares about the property, making it ripe for criminal activity. They stressed the importance of controlling minor crimes and disorders in an effort to curb more serious crime. Making residents feel safer and improving their quality of life should be the goal of police. This idea sparked the development of a number of different police strategies and tactics designed to improve police-community relations. The philosophy of *community oriented policing* is built upon the premise that reducing citizens' fear of crime while forming a partnership between the police and the community is a worthwhile goal of police organizations.

CONCEPT

Community policing is a philosophy that promotes organizational strategies, which support the systematic use of partnerships and problem-solving techniques, to proactively address the immediate conditions that give rise to public safety issues such as crime, social disorder, and fear of crime.

Community Policing is comprised of three key components:

Community Partnerships

Collaborative partnerships between the law enforcement agency and the individuals and organizations they serve to develop solutions to problems and increase trust in police.

- Other Government Agencies
- Community Members/Groups
- Nonprofits/Service Providers
- Private Businesses
- Media

Organizational Transformation

The alignment of organizational management, structure, personnel, and information systems to support community partnerships and proactive problem solving.

Agency Management

- Climate and culture
- Leadership
- Labor relations
- Decision-making
- Strategic planning
- Policies
- Organizational evaluations
- Transparency
- Organizational Structure

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Geographic assignment of officers

- Despecialization
- Resources and finances

Personnel

- Recruitment, hiring, and selection
- Personnel supervision/evaluations
- Training

Information Systems (Technology)

- Communication/access to data
- Quality and accuracy of data

Problem Solving

The process of engaging in the proactive and systematic examination of identified problems to develop and rigorously evaluate effective responses.

- Scanning: Identifying and prioritizing problems
- Analysis: Researching what is known about the problem
- Response: Developing solutions to bring about lasting reductions in the number and extent of problems
- Assessment: Evaluating the success of the responses
- Using the crime triangle to focus on immediate conditions (victim/offender/location)

The community policing model can very easily be used in terms of ***Campus Policing***, campus policing is essentially community policing based on a college campus. The college community runs and acts as outside society does with the same rules, laws, and social expectations so community policing used on a college campus becomes *campus policing*.

V E H I C L E I N S P E C T I O N

In addition to any radio equipment located in the Pasadena City College Police Department patrol vehicles Officers are issued “portable/hand held” radios: Officers assigned to patrol are assigned a portable radio. The radio will be maintained by the Officer and normally will not be returned to the Police Department unless it is in need of servicing.

Officers must maintain a good working portable radio even while assigned to a marked police unit.

VEHICLE ASSIGNMENTS & INSPECTION

Prior to going into service, all Officers shall:

Check their assigned patrol vehicle for any previously unnoticed damage or mechanical defects. Document damage of defects to your vehicle on a vehicle inspection sheet and submit it to the police department transportation section. Notify your F.T.O., Sergeant or W/C

Check the patrol vehicle’s radio, PA system, air horn, code 3 equipment (lights and sirens) are in proper working order. Document any damage or malfunctions on a vehicle inspection sheet and submit it to the police department transportation section. Notify your F.T.O., Sergeant or W/C and take the vehicle out of service

Check the patrol vehicle’s road flares, crime scene tape, first aid kit, and fire extinguisher. Replace as needed. Most supplies are found within the police department or at the Hazmat office.

Check vehicle’s fuel level. Ensure vehicle has at least half a tank of fuel.

Check interior of the patrol vehicle for any contraband. Notify your F.T.O., Sergeant, or W/C if contraband is found.

Document found contraband according to report writing standards. Book found contraband into police evidence.

S A F E V E H I C L E O P E R A T I O N S

DEFENSIVE DRIVING

All Pasadena City College Police Department employees, while driving a college owned vehicle, shall drive in a manner that is courteous and with due regard to the safety of other motorists and pedestrians using the roadways, sidewalks, parking lots, and structures. Under normal driving conditions, employees shall obey the rules of the road and should not violate provisions of the California Vehicle Code except as provided when operating an emergency vehicle pursuant to Vehicle Codes 21806 and 21807. Police employees are expected to drive in a defensive manner to avoid movement of their vehicle into situations likely to result in collisions.

Section V: Patrol Vehicle Operations

All police employees operating college vehicles will wear a seatbelt in compliance with Police Department Policy 1022.2

EMERGENCY VEHICLE OPERATIONS (CODE 3)

Vehicle Code 21807 SHALL NOT operate to relieve the driver of an authorized emergency vehicle from the duty to drive with due regard for the safety of all persons and property.

In addition, all employees driving an authorized emergency vehicle will comply with all Pasadena City College Police Department Policies and Procedures.

VEHICLE PURSUITS

Pasadena City College Police Officers are not authorized to engage in vehicle pursuits due to the lack of needed safety equipment (firearms), per the department's Policy manual.

VEHICLE OPERATIONS LIABILITY

Liability ultimately lies with the driver of the motor vehicle. Incidents where the Officer is found at fault for a collision may result in liability exposure to the College as well as to the Officer if the driving was determined to be negligent. Whether operation a vehicle during normal conditions or during emergency responses, you are not relieved of driving with due regard for the safety of all persons and property.

TACTICAL COMMUNICATIONS

The ability for Officers to be able to tactically communicate furthers their ability to preserve law and order while maintaining their own safety by using appropriate presence and words as force options. Officers should strive to generate cooperation and gain voluntary compliance in others under stressful conditions, such as upset or frightened victims, hostile suspects, or any other situation that places the Officer and community at odds with each other.

Officers should be creative in devising strategies to resolve tense situation. Using good common sense and logic, the Officer needs to understand how to deal with difficult people using conflict management tactics to defuse confrontational encounters.

SAFETY: Officers should use words to prevent confrontations from becoming violent situations, reducing the potential injury to officers and citizens.

ENHANCED PROFESSIONALISM: Officers need to recognize the impact that their words have on the public and use language appropriate to each encounter. If Officers perform well to their audience, it will create a positive community attitude.

REDUCTION OF COMPLAINTS: Officers who handle citizen encounters skillfully and professionally are less likely to generate complaints.

Therefore, Pasadena City College Police Officers must:

- Use words tactfully and resist using language to express personal feelings.
- Be able to control themselves inside so they can exert control on the outside.
- Learn to employ empathy and maintain self-control.
- Deliver words on target by first understanding the receiver's point of view.

Additionally, it is important for Officers to understand the necessity to effectively communicate with one another in the field. Open dialog should occur between partners on such topics as, phrases to use when an arrest is to be made, hand signals that might be used during a stealthy building search, etc.

In summary, tactical communication gives officers a **TACTICAL ADVANTAGE**. The ability to communicate effectively may calm difficult people who may be under severe emotional stress, may redirect the behavior of hostile people, may diffuse potentially dangerous situations, and will exhibit professionalism for the Officer under all conditions. And of course, communication between Officers will increase Officer Safety.

HANDLEING DISPUTES

There are many incidents where police are summoned to resolve a conflict between two parties. Most likely the problem requiring resolution is not a violation of criminal law, however, the situation needs to be addressed before the conflict escalates to a violation of law. The following may help to guide your decisions when handling disputes:

- Officers should remain neutral and unbiased. Avoid allowing personal values to influence your ability to aid in resolution. Remember, both parties often feel they are right and the other is wrong.
- When possible separate the parties so they are not actively engaged in antagonistic behavior while you are attempting to gather information.
- Formulate a strategy for a long-term solution when possible. Try to obtain commitments from both parties on solving the problem. Advise involved persons to avoid acts that constitute violations of law.

Section VI: Radio & Tactical Communications

If a violation of law has occurred consider a private person's arrest. If the violation is in your presence determine if an arrest will best serve to resolve the conflict.

Some disputes cannot be resolved at the time you are called to the scene. In these instances refer the parties to mediation services and/or their attorney.

Remember you are there to prevent violence, de-escalate the situation and find a resolution, however, Officer safety and the safety of the involved parties is paramount. When the situation escalates and the propensity for a violent confrontation increases request additional assistance. Separate the parties and warn them about actions that may amount to statutory violations, which may result in their arrests.

HANDLING DISPUTES – DEMONSTRATIONS

As a Police Officer our primary concern at any demonstration is to maintain the peace. This can be accomplished by the careful enforcement of laws. More specifically, the police are to maintain an impartial, non-personal position and to protect the rights of those individuals who are exercising their rights to free expression. While maintain this idea, we must keep in mind that the laws enforced are designed to protect society from those who would express themselves irresponsibly and with no regard to the rights of others.

POLICE ACTIONS AT THE SCENE OF A DISTURBANCE

Each Officer at the scene of a demonstration must keep in mind that the news media is very concerned with what happens and may be taping your actions. There are several rules to follow:

Act in unison and only on command by the Officer or supervisor in charge.

When you act, act with restraint; temper your actions, keeping in mind that your actions are being closely scrutinized. Once you have a person controlled and restrained, consider options for control that would prevent the need to for additional force options. Do not over-react.

INDIVIDUAL BREACH OF PEACE

At a demonstration, individual breaches of the peace are not necessarily a reflection of the entire group. Because one or more persons in a picket line engage in unlawful activity it is no basis for the arrest or dispersal of the entire group. The action by Officers must be confined to the responsible individual rather than extended to the group. It is also imperative to advise the individuals that their activity is unlawful, and if continued they will be arrested. If the acts are, however, malicious or violent then there is no need to warn prior to arrest.

At certain times, an entire group can be in violation of the law, such as blocking building entrances, driveways, etc. If these circumstances occur, a warning should be given as prescribed in Penal Code 726 (Riotous Acts). Other applicable sections such as Penal Code 407, 408 (Unlawful Assembly), and 404 (Riot) are not uncommon violations.

**Remember to have a riot, the elements preclude the use of force or violence by two or more people acting together and without authority of law.

PICKETING

Picketing should not interfere with persons passing in and out of buildings or on sidewalks. If it does, it is unlawful. Persuasive picketing is not unlawful, but the picketers are not allowed by law to interfere with the ingress and egress of the customers to the establishment.

Section VI: Radio & Tactical Communications

If picketers occasionally stray across an entrance or driveway, then they should be warned of their conduct. If the action continues, then it becomes obvious that the object is not persuasion, but interference. It is important that proper warning via Penal Code 726 be given so as to allow persons not involved to leave. When Officers arrive at a picket line, the "Leader" should be identified and informed of establish ground rules.

ARRESTS

When making numerous arrests, Officers should fill out arrest information forms (booking sheets, citations, etc.) immediately. Attempt to have evidence (rocks, bottles, picket signs, etc.) photographed.

R A D I O C O M M U N I C A T I O N S

A Police Officer's radio is a vital link to emergency response from fellow Officers and medical personnel. Since only one individual can transmit on a frequency at a time, routine traffic has the potential of blocking emergency transmissions. Radio codes and abbreviations serve the purpose of shortening transmission time. It is important that routine traffic be kept to a minimum and each transmission as short as possible.

The following list includes codes commonly used throughout the state and some that are unique to Pasadena City College.

When using the police radio, consider the fact that many other departments as well as the public are monitoring us. Our Department will be judged by the business-like manner in which we give transmissions. Do not give information that would likely aid the criminal element. Unit – to – Unit transmissions shall be kept to an absolute minimum.

Use the telephone when a message is quite long or is of a sensitive nature. Again, remembering that many people monitor police frequencies these days.

Give all transmissions in a clear, calm, slow, and distinct voice. Keep all messages on an impersonal basis, speaking in the third person whenever possible. Avoid excitement or anger as emotions cause the voice to become distorted.

Portable Radios: The portable radios issued to field Officers were designed to provide immediate communication with the station when away from the patrol unit. Not only has the portable radio allowed the field Officer to become more mobile, but also it allows for a prompt response should he put out a call for assistance. As valuable as this equipment is, it does have limitations, and each Officer must know the radio's full capabilities.

The following are important considerations when operating a portable radio:

The portable radio is battery operated and as such operates on a decreasing flow of energy. Because of this the radio in the police vehicles should be the first choice whenever possible.

Radio transmissions are affected by atmospheric conditions. At certain times radio reception will be poor throughout the college and surrounding areas. Other occasions only certain areas will be affected. The typical reaction to poor reception is to assume that the battery is weak and in need of replacement.

Radio feedback problems can be virtually eliminated if care is taken to turn off or turn down your portable radio when the vehicle radio is being used. The same is true when broadcasting on the portable radio in the immediate proximity of the police vehicle radio or another Officer's portable radio.

It is good practice to turn on or turn up your portable radio upon exiting the police vehicle. This allows for immediate use in times of emergency, and for Dispatch to contact you immediately when needed.

Descriptions: The description of any person should contain the following information if possible:

Section VI: Radio & Tactical Communications

Name, race, age, DOB, address, height, weight, hair color, eye color, complexion, physical imperfections, and a description of clothing from head down.

Portable radios shall be the primary means of communication by the field units with Dispatch when the field unit is on foot patrol or away from their police vehicle. Portable radios shall also serve as a “back-up” should the vehicle radio fail.

Officers are to maintain contact with Dispatch at all times while on duty. Transmissions will be clear and articulate. The entire call sign and the phonetic alphabet shall be used.

CALL SIGN DESIGNATIONS

Staff 1	- Chief of Police
Staff 2	- Police Supervisor
Adam 1	- Graveyard/Early Morning Police Officer (1800 hours to 0600 hours)
Boy 1	- Day Shift Police Officer (0600 hours to 1800 hours)
Charles 1	- Mid watch Police Officer (0900 hours to 1900 hours)
Sam 1	- Cadet assigned as Cadet shift supervisor commander
Sam 2	- Cadet assigned as secondary Cadet shift supervisor
Ocean 1	- Cadet assigned as primary campus unsecure and securing unit (door locks and unlocks)
Foot beat 1, 2, 3, or 4	- Cadets assigned to foot patrol of inner campus
X-ray 1 or 2	- Cadets assigned to bicycle patrol
51	- Cadet assigned to foot patrol within parking structure 5
41	- Cadet assigned to foot patrol within parking structure 4
George 1	- Cadet assigned to customer service/gate arm boot in parking lot 1
George 2	- Cadet assigned to customer service/gate arm boot in parking lots 6 & 7
Zebra 1	- Cadet assigned to field training of new cadet(s)

ASSIGNMENT OF CALLS

All Pasadena City College Police Officers are to inform Dispatch of their status in the following situations:

When going in-service

When going off duty

When changing locations

Upon arrival at calls-for-service

Upon clearing calls-for-service

When checking in and out for breaks (code 7)

When engaged in any activity affecting availability to handle calls for service

When making an arrest

When transporting prisoners / subjects

When making contact with citizens, suspects, suspicious persons, students, staff, and instructors

When making traffic stops

When changing status such as “Code 4”, “10-6”, “Code 5”, etc.

Section VI: Radio & Tactical Communications

When stopping vehicles, Officers shall provide Dispatch with the following:

Location of stop and type of stop (traffic stop, suspicious vehicle etc.)

Vehicle's license plate number, if no license plate a description of the vehicle (make, model, color, any "paper plates", stickers, T/C damage, etc.)

Dispatch shall maintain a record of the current location and status of all on-duty Pasadena City College Police Personnel, when advised of their location, status and activity.

All Police personnel shall respond to all radio calls promptly, and return to service as soon as possible. An employee assigned as the primary "handling" unit on a call for service is responsible for the proper investigation of the incident and the scene.

If an Officer en route to a dispatched call for service observes an incident which needs to be addressed by the police department will notify Dispatch of the incident. If the incident demands immediate attention from the witnessing Officer, the Officer will advise Dispatch of the need to handle the witnessed incident prior to arriving at their dispatched call, or request the another Officer handle the dispatched call or witnessed incident.

BACK-UP UNITS REQUESTED

- Back-up units may be requested whenever necessary. Employees will advise by radio of their location when requesting a back-up unit.
 - i. If a back-up unit has been assigned or requested and Officers at the scene determine that one is not needed, they will immediately advise that there is no longer a need for assistance. All responding units not on the scene will return to service.
 - ii. Whenever undercover Officers request a back-up, they will identify themselves by call number and identify themselves to responding units as soon as practical.
- When responding to an emergency-officer/employee needs help request, responding units will use the assigned frequency of the unit initiating the request.
 - i. Officers should not state on the radio that they are responding. Under emergency circumstances, it is imperative that the radio be kept clear of unnecessary traffic. This procedure will ensure that the endangered officer/employee is not prevented from using the radio due to unnecessary traffic.
 - ii. When broadcasting a CODE 4 from the scene, the officer/employee will include the reason for the CODE 4 (e.g., suspect in custody, enough units, etc.)
- The amount of Officers responding to Emergency Radio Calls may vary depending on the situation and the number of units on duty at the time.
- Support units should go back into service after a CODE 4 is given and their service is no longer needed.

F R E Q U E N T L Y U S E D R A D I O P H R A S E S & C O D E S

PHONETIC ALPHABET

A	ADAM	N	NORA
B	BOY	O	OCEAN
C	CHARLES	P	PAUL
D	DAVID	Q	QUEEN

Section VI: Radio & Tactical Communications

E	EDWARD	R	ROBERT
F	FRANK	S	SAM
G	GEORGE	T	TOM
H	HENRY	U	UNION
I	IDA	V	VICTOR
J	JOHN	W	WILLIAM
K	KING	X	X-RAY
L	LINCOLN	Y	YOUNG
M	MARY	Z	ZEBRA

PHRASES

AKA	Also Known As
BLOODS	Black gang with members in Pasadena
B.O.	Bad Operation
BROADCAST	Radio transmission for an Officer or Dispatch
CAD	Computer Automated Dispatch
CDL	California Drivers License
DR	Case Number
CLEAR AND CURRENT	Dispatch response after checking a vehicle in the JADIC and discovering no wants, warrants, and the registration is current
CRIPS	Black gang with members in Pasadena
CVC	California Vehicle Code
DEUCE	Driving Under the Influence
DMV	Department of Motor Vehicles
DOA	Dead on Arrival
DOB	Date of Birth
DUI	Driving Under the Influence
DUSTED	Subject Under the Influence of PCP
EOW	End of Watch
GOA	Gone on Arrival
HBD	Had Been Drinking
HMH	Huntington Memorial Hospital
H&S	Health and Safety Code
KRAZY BOYS	Hispanic gang in Pasadena
L-1	Drivers License Check
NCIC	National Criminal Information Center (computer system)
NORTHSIDERS	Hispanic gang in Pasadena
PC	Probable Cause
PDL	Black Bloods gang specific to Pasadena (Pasadena Denver Lanes)
PLK	Pasadena Latin Kings, a Hispanic gang specific to Pasadena
PMC	Pasadena Municipal Code
PROJECT GANGSTER	Black gang specific to Pasadena, Also referred to as PJG
RO	Register Owner
SOUTHSIDERS	Hispanic gang specific to Pasadena, Also referred to as SSP
SQUIGGLY LANE	Black Bloods gang specific to Pasadena, a branch off of PDL
TAGGERS	Subjects who graffiti
TWIN TOWERS	Los Angeles County Jail
UTL	Unable to Locate
VILLA BOYS	Hispanic gang specific to Pasadena

Section VI: Radio & Tactical Communications

VPR	Vario Pasadena Rifa, a Hispanic gang specific to Pasadena
WIC	Welfare and Institution Code
28 ON A SUBJECT	Request for a NAMES Check on a Subject in the Police Computer System
28 ON A VEHICLE	DMV Registration Check
29 ON A SUBJECT	NCIC Wants and Warrants Check on a Subject
29 ON A VEHLCE	NCIC Wants and Warrants Check on a Vehicle
97	Short for 10-97 (Arrived at Scene)
98	Short for 10-98 (Back in Service)

NINE CODES

901	Injury Traffic Collision
902	Non-Injury Traffic Collision
909T	Traffic Hazard
911B	Meet With Officer
918	Mentally Unstable Person
925	Suspicious Person
925A	Suspicious Vehicle
998	Officer Needs Help
999	Emergency Call for Help All Units Respond Code-3

TEN CODES

10-1	Poor Radio Transmission
10-2	Clear Radio Transmission
10-4	OK
10-6	Busy
10-7	Out of Service
10-8	In Service
10-9	Repeat
10-10	Break
10-15	Prisoner in Custody
10-19	Return to Station
10-20	Location
10-21	Make a Telephone Call
10-22	Disregard
10-23	Stand-by
10-28	DMV / Police Computer System Check on a Subject or a Vehicle
10-29	Wants and Warrants Check on a Subject or a Vehicle
10-29F	Felony Warrant Issued to a Person or Vehicle
10-29M	Misdemeanor Warrant Issued to a Person or Vehicle
10-29V	Stolen Vehicle
10-35	Confidential Information
10-36	Correct Time
10-45	Refueling Vehicle
10-97	Arrived at Scene
10-98	Detail Completed

CODE

Code 2	Respond at Once, Obeying All Traffic Laws
Code 3	Emergency Response with Lights and Sirens
Code 4	No Further Assistance Needed
Code 5	Undercover Surveillance
Code 6	Busy
Code 7	Lunch Break

C R I M I N A L L A W

California does not recognize ex post facto laws, i.e., a retroactive statute written after conduct has already occurred which would make the conduct illegal, increase the punishment, or remove a defense.

Although crimes in California are governed generally by statutes in the Penal and other California codes, cities and counties often enact local laws (ordinances) to govern more specialized or localized problems and procedures.

“Substantive law” regulates conduct. It states what a person must do or not do by creating, defining, and regulating rights. “Procedural law” prescribes methods for enforcement those rights or for obtaining redress for their invasion.

TYPES OF CRIMES

The term “crime” and “public offense” mean the same thing. They include felonies, misdemeanors, and infractions.

A felony is a crime punishable with death or by imprisonment in the state prison. Every other crime or public offence is a misdemeanor except those offenses that are classified as infractions. An infraction is not punishable by imprisonment.

A person charged with an infraction shall not be entitled to a trial by jury or have the public defender or other counsel appointed at public expense to represent them unless he is arrested and not released on their written promise to appear, their own recognizance, or a deposit of bail.

CRIME ELEMENTS

There is a difference between the “corpus delicti” of a crime and the “elements” of a crime.

“Corpus Delicti” means the “body of the crime,” i.e., (1) the fact of the injury, loss or harm, and (2) the existence of a criminal agency as its cause. For example, in an arson prosecution, there would have to be (1) evidence that the building was destroyed by fire, plus (2) at least inferential evidence that the fire was started by a human being, as opposed to a natural act or a nonhuman act, such as a lightning strike.

The significance of the corpus delicti concept lies in the fact that it may not be established through an earlier-obtained admission or confession of the defendant. In other words, although the prosecution needs only “minimal”, “slight or prima facie” evidence to establish the corpus delicti, it cannot use any statements by the defendant. And if the prosecution cannot meet this burden, the case will be dismissed, although this very seldom happens.

Assuming (as is usually true) that establishing the corpus delicti presents no problem, the prosecutor must go on to prove all the “elements” of the crime (plus the fact that the defendant perpetrated the crime) beyond a reasonable doubt in order to gain a conviction.

The “elements” of a crime are those aspects or parts of it which the prosecution must prove in order to obtain a conviction.

However, as often happens, the elements of “intent” do not appear directly in the statute, but exists because of other more general criminal law statutes or concepts. Ordinarily, “motive” is not an element of a crime.

Section VII: Laws

It is important for you to understand the elements of common crimes so that you make an arrest for the appropriate offense.

INTENT

In every crime there must exist a union, or joint operation of act and intent, or criminal negligence (Penal Code 20).

The type of required intent varies with the crime charged. However, some type of intent, or criminal negligence, must be proved or legally inferred in every crime except so-called “regulations” or “public welfare” crimes. “Intent” refers to the accused’s state of mind during the commission of the crime.

Three types of criminal intent are recognized under California criminal law: general, specific, and transferred. In addition, criminal negligence suffices in lieu of intent in some instances. Most crimes are “general intent” crimes. For them, the intent requirement is met if the accused merely intended to do the prohibited act, even if they did not intend to violate the law.

“Specific intent” crimes require a designated state of mind—to do some particular prohibited act—which must be proved along with other elements of the crime, usually through circumstantial evidence. The specific intent requirement is usually written into the statute defining the crime and can be recognized by the inclusion of the language that requires a particular state of mind such as, “with the intent to...” or “for the purpose of...”

Criminal intent, in some instances, can be “transferred” from one object or victim to another. Example: “A” shoots at “B” with the intent to kill “B”, but “A” misses and strikes “C”, a bystander. “A” would be guilty of murder even though “A” did not have necessary intent to kill “C”. The doctrine of “transferred intent” would transfer the specific intent from “B” to “C”.

Criminal negligence cannot be substituted for “specific intent”, but can suffice as proof of some other required state of mind, such as the requirement that an act be “willfully” done.

“Criminal negligence” is something way beyond the “ordinary” negligence sufficient for recovery in a civil lawsuit. It amounts to a “gross” or “culpable” departure from the required standard of care, so aggravated or reckless that it shows indifference to the consequences and disregard for human life.

DEFENSES

Defenses falling under the category of “lack of capacity” would include insanity, tender age (children under 14 need clear proof that they knew the wrongfulness of their conduct), intoxication (voluntary intoxication is no defense to general intent crimes), and unconsciousness. “Diminished capacity” was abolished by Proposition 8.

Other fairly common defenses include mistaken identity, alibi, self-defense, mistake of law or of fact (ignorance of the law is no defense), compulsion or duress (i.e., life endangering threats can excuse every crime except murder), consent, and statute of limitations, i.e., the period within which prosecution must be commenced.

In 1999 the California Supreme Court ruled that the statute of limitation is actually not a “defense” that must be timely raised. Rather, the prosecutor must prove that the charge(s) were filed within the permissible time limit; otherwise a defendant cannot be legally convicted.

Section VII: Laws

This period, generally is one year from the time the crime was committed for misdemeanors, and three years from the time the crime was committed for felonies.

However there are several exceptions to this general rule. For example there is no statute of limitations for murder, embezzlement of public money, kidnapping for ransom, and falsifications of public records. The statute of limitations for certain specified sex felonies, for acceptance of a bribe by a public official, and for crimes punishable by eight or more years in prison, is six years after the crime's commission—indeed, even ten years for some recently committed sex crimes. Further, there are a number of felonies, such as grand theft, welfare fraud, perjury, etc., which have a three year statute of limitations that runs from the time the crime is discovered. Finally, a criminal complaint may be filed within one year after certain sex crimes are reported by a victim who was under the age of 18 at the time of the offense, if certain conditions are met (Penal Code 799—803) and this type of statute of limitations has been held constitutional.

Entrapment—which is a defense not a crime—means inducing a person to commit which was not contemplated by them, for the purpose of prosecuting them. Entrapment occurs if your conduct is likely to induce a mythical, innocent, normally law-abiding person to commit the offense.

On the other hand, if you just provide the opportunity for the crime to be committed by someone who was already of a mind to commit it on their own, then no entrapment takes place.

Thus it would be completely proper to simply set the stage for an attempted rape, car theft, or mugging, or to attempt an ordinary undercover “buy” of narcotics, but improper to take “affirmative action” of a type which might induce a normally law-abiding person to commit the crime, such as begging, cajoling, appealing to friendship or loyalty, offering an exorbitant amount of money, guaranteeing that the act is no illegal or that the offense will go undetected, etc.

While entrapment does not apply to the acts of a private person, it does if that person is acting at your direction.

The defense of “outrageous police conduct” is related to the defense of entrapment but is based on the due process clause. This defense exists where “other government actors, such as prosecutors, have acted so outrageously as to violate a non-entrapped defendant’s due process rights.” Note, however that this defense cannot be asserted vicariously by defendants who are not themselves affected by the alleged governmental overreaching.

P R O B A B L E C A U S E

DEFINED

“Probable cause” to arrest exists when the totality of the circumstances or “total atmosphere” of the case would cause a person of ordinary care and prudence to entertain an honest and strong suspicion that the person to be arrested is guilty of a crime. In laymen terms, to make a valid arrest without a warrant, you need enough factual information to make an average, reasonable person—who has your same training believe or strongly suspect that the individual is guilty of a crime.

If you understand this definition you should be able to see (1) that probable cause to arrest requires more than the “reasonable suspicion” required for a detention and (2) that probable cause to arrest (or search) is essentially the

same as the “probable cause” which is required to obtain an arrest warrant or a search warrant. Indeed, it will be tested by the same “totality of the circumstances” standard used to test the adequacy of a search warrant affidavit.

**As in other areas of Fourth Amendment law when courts assess whether you did or did not have probable cause to arrest, they will use an objective standard “without regard to the underlying intent or motivation of the Officers involved.” You are not required to definitely establish the truth of the facts you have or the certainty of the information you are relying on, because “probable cause” does not mean facts or information sufficient to convict someone; it just means enough to make him stand trial.

Furthermore the information is not limited to evidence which would be admissible at trial. In addition to the facts, knowledge, training, expertise, experience, observations, etc., that you personally have, probable cause can consist of information conveyed to you by others as long as this information is believed or credible under the totality of the circumstances. (Rosales (1987) 192 Cal. App.3d 759; Boissard (1992) 5 Cal. App.4th 972-979; Ngaue (1992) 8 Cal. App. 896, 906; Alcorn (1993) 15 Cal. App.4th 652, 655).

If all the information you possess, individually or collectively, does not rise to the level of probable cause at the moment of custody, the arrest (seizure) is unreasonable and all the evidence collected as a result of the arrest will be inadmissible. This is why it is so important that you don’t arrest someone by “accident”.

L A W S O F A R R E S T

ARREST DEFINED (Penal Code 834/835)

- The taking of a person into custody in a case and manner authorized by law.
 - An arrest made by a Peace Officer (Penal Code 836)
 - An arrest made by a private person (Penal Code 837)
- An arrest is made by the actual restraint of a person, or by submission to the custody of an Officer.
 - The person arrested may be subject to such restraint as is reasonable for their arrest and detention.

A PEACE OFFICER MAY MAKE AN ARREST (Penal Code 836)

- In obedience to an arrest warrant
- Without an arrest warrant
 - Whenever they have reasonable cause to believe that the person to be arrested has committed a public offense in the Officer’s presence.
 - When a person arrested has committed a felony, although not in the Officer’s presence
 - Whenever the Officer has reasonable cause to believe that the person has committed a felony, whether or not a felony has in fact been committed.

A PRIVATE PERSON MAY ARREST ANOTHER (Penal Code 837)

- For a public offense committed or attempted in their presence
- When a person has committed a felony, although not in their presence
- When a felony has in fact been committed and they have reasonable cause for believing the subject arrested had committed the act.

Section VII: Laws

The private person must deliver the arrestee to a magistrate or a peace officer (Penal Code 847). When a private person brings you an arrestee, you have an obligation to “receive” the arrestee; refusal to do so can constitute a felony (Penal Code 142). If the offense is a felony, you may take over the arrest and book the arrestee into the Pasadena City Police Department Jail, although the arresting party has no right to demand incarceration.

If the offense is a misdemeanor, handle it just as you would any other misdemeanor arrest—book, cite and release, or release under Penal Code 849(b)(1); Insufficient grounds for making a criminal complaint.

There is no requirement to assess or adjudge the private party’s probable cause before accepting the arrestee. For example: You need not decide who is telling the truth about a contested “disturbing the peace” or assault situation. You and your agency is immune for any liability or false imprisonment, as long as (1) the arrest was lawful, or (2) you had a reasonable basis for believing the arrest was lawful, or (3) the arrest was made pursuant to the requirements of Penal Code 142.

Your duty is simply to receive the arrestee and remove them from the scene. Indeed many agencies always “receive” no exceptions, bearing in mind that you always have the option of a section 849(b) release-even an immediate one right at the scene-if appropriate.

MANDATORY APPEARANCES PER CALIFORNIA (Vehicle Code 40302)

- The arrested person shall be taken without delay before a magistrate in the following cases:
 - When the person arrested fails to present California Driver’s License or other satisfactory evidence of their identity for examination.
 - When the person arrested refuses to give written promise to appear in court.
 - When the person arrested demands an immediate appearance before a magistrate.
 - Or when the person arrested is charged with violating Vehicle Code 23152 or Vehicle Code 23153.

OPTIONAL APPEARANCE PER CALIFORNIA (Vehicle Code 40303)

- When a person is arrested for any of the following offenses and is not required to be taken immediately before a magistrate, the arrested person shall in the judgment of the Officer, either be given a notice to appear or be taken before a magistrate without delay:
 - Section 10852 or 10853, injuring or tampering with a vehicle
 - Section 23103 or 23104, relating to reckless driving
 - Section 20002, failure to stop in the event of an accident
 - Section 23109, speed contest
 - Section 12500, expired/unlicensed driver
 - Section 14601, driver’s license suspended
 - Section 2100.5 DUI on a bicycle
 - When the person arrested has attempted to evade arrest

TIME OF ARREST (Penal Code 840)

An arrest for the commission of a felony may be made on any day and at any time of the day or night. An arrest for the commission of a misdemeanor or an infraction cannot be made between the hours of 2200 hours and 0600 hours of the succeeding day unless”

- The arrest is made without a warrant pursuant to Penal Code 836 or 837
- The arrest is made in a public place
- The arrest is made when the person is in custody pursuant to another lawful arrest
- 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.

**Misdemeanor arrests not in “public” (residence) may not be legal if the hours of the arrest are between 2200 hours and 0600 hours.

FORMALITIES WHEN MAKING AN ARREST (Penal Code 841)

- Officer or citizen must inform the person to be arrested of the intention of arrest
- Cause of arrest (violation)
- Authority to arrest must be established (identification as a Police Officer)

FORCIBLE ENTRY TO MAKE ARREST (Penal Code 844)

To make an arrest, a private person, if the offense is a felony, and in all cases a Peace Officer, may break open the door or window of the house in which the person to be arrested is, or in which they have reasonable grounds for believing the person to be, after having demanded admittance and explained the purpose for which admittance is desired.

Officers may disregard Penal Code 844 under certain limited circumstances. Penal Code 844 can be disregarded if there is reasonable belief that the suspect will:

- Destroy the evidence
- Frustrate the arrest
- Escape
- Cause injury to the Officers

ARREST IN HOMES-THE WARRANT REQUIREMENT

As a general rule you must have an arrest warrant to order to arrest someone inside of their home. Additionally, you must normally comply with the “knock and notice” provisions of Penal Code 844.

The warrant requirement applies to those portions of a business or office, which are not open to the general public.

THIRD PARTY'S RESIDENCE (Steagald Warrant)

If the person you seek to arrest turns out to be at someone else's house, you will need a search warrant (for the suspect) unless one of the expectations, such as consent or exigent circumstances exists.

ADVISING SUSPECTS OF THEIR MIRANDA RIGHTS

The Miranda admonition must be given whenever:

- The suspect is taken into "custody" and
- The suspect is to be interrogated

The Miranda warning should be:

- Read verbatim from the Department's "Admonition of Rights" card
- After admonishing and prior to questioning, it is necessary to obtain a valid waiver of rights from the suspect; the waiver may be *expressed* or *implied*.
- Express Waiver is the ideal and must be made:
 - Voluntarily
 - Knowingly
 - Intelligently
- Implied Waiver is when the suspect acknowledges his understanding of his rights and makes statements or answers questions without expressly stating their wishes to give up their rights.
 - Although not ideal, this type of waiver can be used where based on the Officer's experience and professional judgment, thinks it is not likely that the suspect is willing to provide an express waiver but seems willing to discuss the case.

JUVENILES

- When arrested juveniles should be given Miranda warnings at all times whether questioned or not.
- There is no Obligation to give the warning immediately upon arrest, but the warning shall be given at some point during the arrest and definitely prior to any questioning.
- The rules for obtaining waivers from juveniles are the same as those for adults.

C O N S E N S U A L E N C O U N T E R S & D E T E N T I O N S

When dealing with members of the public the law will classify it as a consensual encounter, a "detention", or an "arrest". A "consensual encounter" is the least intrusive of contacting people.

- Consensual encounter is a contact between a Police Officer and an individual, which is strictly *voluntary*. The key element is that the person remains totally free to leave or not cooperate. You must not restrain the person or exert any authority over them.
 - A Police Officer may approach an individual in a public place, identify themselves as a Police Officer and in a non-coercive manner, ask the individual a few questions, without converting the encounter into a detention.

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- The same distinction between expressing or implying that a person's cooperation is required vs. a truly voluntary situation likewise critical when it comes to a "knock and talk".
- You have no authority to conduct any kind of search during a consensual encounter unless; of course the person gives you voluntary consent.
 - Even a limited search for weapons will turn the consensual encounter into a detention.
 - It is always permissible to ask for consent
- You may always do whatever is reasonable to protect yourself, even during a consensual encounter. Indeed, even ordering a person to keep their hands in sight, or to remove them from their pockets, will not necessarily convert a consensual encounter into a detention, although it may.

DETENTIONS

- The purpose of a detention is to resolve whether or not suspicious behavior is "innocent" or relates to a crime.
 - Detention law "accepts the risk that Officers may stop innocent people." However, if during the detention, the Officer does not learn facts rising to the level of probable cause, the individual must be allowed to go on their way.
- A Police Officer has a right and duty to temporarily detain a citizen:
 - Where it appears some activity on the part of the citizen is out of the ordinary
 - There is some indication that the activity relates to crime
 - Specific facts indicate that some criminal activity will take or has taken place
 - The detention may only be long enough to dispel suspicion that the person is involved in criminal activity
- You cannot make a valid detention based solely on a hunch, rumor, intuition, instinct, or curiosity.
- The circumstances must be such that the activity of the detained person can be distinguished from the activity of the ordinary person.
 - Generally, during a detention you have no power to conduct a general, full, exploratory search of the suspect unless you have specific facts, which make you feel in danger.
 - Searches may only be of the outer clothing and only for weapons (Terry vs. Ohio, et. al.)
 - Officers may conduct a "pat-down" search or limited weapons search of someone you have detained, but only of outer clothing and only if you have "specific facts" which make you feel in danger. Standard procedure is not good enough. You must reasonably suspect that the person is armed or may be armed, although you do not need to be positive.
 - The courts are supportive of officer safety, but Officers must articulate a potentially dangerous situation or justify a "pat-down" search. The courts have ruled that dealing with a suspected DANGEROUS felon is definition enough.
 - Officers must be careful not to exceed the permissible scope of the search.
 - Officers are only permitted to look for weapons, so your search must be limited to that purpose. If a weapon is discovered, seize it. If you are not sure and the item could be a weapon, you are permitted to search further. HOWEVER, once you realize or decide that an object is not a weapon, you must move on.
 - Any additional feeling, grabbing, or manipulating of an item is outside the scope of a "Terry vs. Ohio, pat-down" search for weapons and will be considered an illegal search resulting in the suppression of evidence.
- For a detention to exist, the person must actually submit to your assertion of authority.
 - When a person refuses to stop, fleeing, there is no detention until the individual submits to your authority.

CONSENTUAL ENCOUNTERS & MIRANDA

- Generally, you do not have to give Miranda warnings to someone you have detained on reasonable suspicion, for a citation and release offense, or inquires – especially about identity made at the scene of a crime.
- Miranda warnings are not necessary unless you have both custody and interrogation. The person being detained, even through not free to leave is not normally considered to be in custody. Custody is defined as being under actual arrest or subject to the equivalent physical restraints.
 - If at the time of questioning, the level of force you use on the suspect – whether such force is reasonable or unreasonable – is equal to what you would use during an actual arrest then custody exists for the Miranda purposes.

J U V E N I L E L A W

The bulk of California juvenile law is found in the Welfare and Institutions Code. The basic philosophy and purpose of California juvenile procedures are spelled out in Welfare and Institutions Code sections 202 and 203. Briefly, the philosophy and purpose are twofold: to promote and protect the best interests of the child, and to protect the public. These statutes make clear; however, that “guidance” for the minor may include “punishment that is consistent with the rehabilitative objectives of this chapter.”

CLASSIFICATION OF JUVENILES IN THE COURT SYSTEM

The scope of authority of the juvenile court and the circumstances under which a juvenile comes within the juvenile court are set forth in Welfare and Institutions Code sections 300, 601, and 602. A juvenile comes within the jurisdiction of the juvenile court under one of three circumstances:

- If they do not have adequate parental care (dependent children – Welf. & Inst. Code 300);
- If they persistently violates his parents’ rules or the rules of society which pertain only to juveniles (e.g., curfew laws, school attendance laws) (status offenders – Welf. & Inst. Code 601).
- If they violate any laws (law violation – Welf. & Inst. Code 602).

Dependent Children (Welf. & Inst. Code 300), this type of minor who can wind up being declared “a dependent child of the court” is often referred to as a “300”.

A “300” may be thought of generally as a physically or mentally abused, neglected or abandoned child, and must fall in at least one of the following specific categories listed in section 300:

- The minor has suffered, or is at substantial risk of suffering, serious physical harm inflicted intentionally by their parents or guardian.
- The minor has suffered or is at substantial risk of suffering, serious physical harm or illness because of the willful or negligent failure of the parent or guardian to adequately supervise or protect the minor.
- The minor is suffering, or is at substantial risk of suffering, serious emotional damage, as a result of the conduct of the parent or guardian.
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- The minor has been, or there is a substantial risk that the minor will be sexually abused by their parent, guardian, member of the household, or the parent or guardian has failed to adequately protect the minor from such abuse.
- The minor is under the age of five and has suffered severe physical abuse by a parent or any person known by the parent, if the parent knew or should have known that the person was physically abusing the minor.
- The minor's parent or guardian has been convicted of causing the death of another child through abuse or neglect.
- The minor has been left without any provision for support, or the minor's parent has been incarcerated or institutionalized and cannot arrange for care for the minor, or the adult custodian with whom the minor resides or has been left is unable or unwilling to provide care and support for the minor.
- The minor has been freed for adoption from one or both parents for one year.
- The minor has been subjected to an act or acts of cruelty by the parent, guardian, a member of the household, or the parent or guardian has failed to protect the minor from such cruelty
- The minor's sibling has been abused or neglected as defined above, and there is a substantial risk that the minor will be abused or neglected.

Status Offenders (Welf. & Inst. Code 601), this type of minor who can end up as a “ward of the court” is often called a “601”.

A “601” may be thought of generally as a “status offender” that is a minor who is habitually disobedient or truant. More specifically the statute includes:

- Minors who are beyond the control of their parents, guardian, or custodian
- A minor who is a habitual truant or who persistently or habitually refuses to obey the reasonable and proper order or directions of school authorities. If the school attendance review board has determined that the available public and private services are insufficient or inappropriate to correct this type of behavior by the minor or the minor fails to respond to the directives of the board.
- A minor who because of their age alone violates any city or county curfew law.

Law Violators (Welf. & Inst. Code 602), this type of minor who can also wind up as a “ward of the courts” is often called a “602”. A “602” may be considered generally as a minor who has broken the law. The “law” includes any law of this state, the United States, any city, or county ordinance which defines a crime other than any ordinance establishing a curfew based solely on age.

AUTHORITY FOR TAKING JUVENILES INTO TEMPORARY CUSTODY

- Dependent Children
 - Temporary Custody/Non arrest (W.I.C 305)

“Any peace officer may, without a warrant, take into temporary custody a minor”

- (a) When the officer has reasonable [probable] cause for believing that the minor is a person described in Section 300, and in addition, that the minor has an immediate need for medical care, or the minor is in immediate danger of physical or sexual abuse, or the physical environment or the fact that the child is left unattended poses an immediate threat to the child's health or safety. In cases in which the child is left unattended, the peace officer shall first attempt to contact the child's parent or guardian to determine if the

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parent or guardian is able to assume custody of the child. If the parent or guardian cannot be contacted, the peace officer shall notify a social worker in the county welfare department to assume custody of the child.

- (b) Who is in a hospital and release of the minor to a parent poses an immediate danger to the child's health or safety.
- (c) Who is a dependent child of the juvenile court, or concerning whom an order has been made under Section 319, when the officer has reasonable cause for believing that the minor has violated an order of the juvenile court or has left any placement ordered by the juvenile court.
- (d) Who is found in any street or public place suffering from any sickness or injury which requires care, medical treatment, hospitalization, or other remedial care.

- Alternative Actions Once a Dependent Child is in Custody
 - Release to Probation Officer (W.I.C. 307)

"A peace officer or probation officer who takes a minor into temporary custody under the provisions of section 305 shall thereafter precede as follows:

- (a) The officer may release the minor.
- (b) The officer may prepare in duplicate a written notice for the parent or guardian of the minor to appear with the minor before the probation officer of the county in which the minor was taken into custody at a time and place specified in the notice. The notice shall also contain a concise statement of the reasons the minor was taken into custody. The officer shall deliver one copy of the notice to the minor and the parent to sign and may require the minor and the parent to sign a written promise that he or she shall appear at the time and place designated in the notice. Upon the execution of the promise to file one copy of the notice with the probation office.
- (c) The officer may take the minor without unnecessary delay before the probation officer of the county in which the minor was taken into custody, or in which the minor resides, or in which the acts take place or the circumstances exist which are alleged to bring the minor within the provisions of section 300, and deliver the minor into the custody of the probation officer.

"In determining which disposition of the minor shall be made, the officer shall give preference to the alternative which least interferes with the parents' or guardians' custody of the minor if this alternative is compatible with the safety of the minor. The officer shall also consider the needs of the minor for the least restrictive environment and the protection needs of the community."

- Status Offenders and Law Violators
 - Arrest and/or Temporary Detention

"A peace officer may, without warrant, take into temporary custody a minor."

- (a) Who is under the age of 18 years when such offender has reasonable cause for believing that such minor is a person described in section 601 or 602.
- (b) Who is a ward of the juvenile court or concerning whom an order has been made under section 636 or 702, when such officer has reasonable cause for believing that person has violated an order of the juvenile court or has escaped from any commitment ordered by the juvenile court.
- (c) Who is under the age of 18 years and who is found in any street or public place suffering from any sickness or injury which requires care, medical treatment, hospitalization, or other remedial care.

- Voluntary Urine Tests for Status Offenders (W.I.C. 625.1 & 625.2)
 - If you take a minor into temporary custody under section 625 for any reason except suspecting they are a "601" (truant or habitually disobedient), that is if you take a minor into custody whom

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you suspect has committed a criminal offense or who is already a ward or who is sick/ill, you may request the minor to submit to a voluntary chemical testing of their urine for the purpose of determining the presence of alcohol or unlawful drugs. The results of the test may be used by the court in considering the proper disposition of the case, but they may not be used by a prosecutor as the basis for a section 602 petition.

- Before administering the chemical test, you must give the following admonition:

“I am asking you to take a voluntary urine test to test for the presence of drugs or alcohol in your body. You have the right to refuse to take this test. If you do take the test, it cannot be used as the basis for filing any additional charges against you. It can be used by a court for the purpose of sentencing. You have the right to telephone your parents or guardian before you decide whether or not to take this test.”

** Do not give this admonition to the minor if you are already going to administer a chemical test pursuant to the “implied consent” law (Vehicle Code 23612) (W.I.C. 625.2).

- Alternative Actions Once a “601” or “602” is in custody other than juvenile court (W.I.C. 626)
 - “An officer who takes a minor into temporary custody under the provisions of section 625 may do any of the following:
 - (a) Release the minor
 - (b) Deliver or refer the minor to a public or private agency with which the city or county has an agreement or plan to provide shelter, counseling, or diversion services to minors so delivered.
 - (c) Release the minor after preparing in duplicate a written notice to appear before the probation officer, signed by the minor and/or their parent or guardian. Under specified circumstances this notice may require that the minor be fingerprinted and/or photographed upon the minor’s appearance before the probation officer.
 - (d) Take the minor without unnecessary delay to the probation officer. “The peace officer shall prepare a concise written statement of the probable cause for taking the minor into temporary custody and the reason the minor was taken into custody and shall provide that statement to the probation officer at the time the minor is delivered to the probation officer.”
- Probation Officer (W.I.C. 625.3 & 626.6)
 - When you take a minor who is 14 years of age or older into temporary custody for any felony or attempt felony listed in subsection (b) or section 707, or in which the minor used a firearm, you must take the minor to the probation officer of the county where they minor was taken into custody, they resides, or where the crime occurred. You are also required to give the probation officer a short written statement setting out the probable cause for taking the minor into temporary custody, and the reasons the minor was taken into custody. (W.I.C. 626.6) Minors in this category shall not be released until they have appeared in court before a judicial officer (W.I.C 625.3).
- Juvenile Court (W.I.C. 625.5)
 - If an officer who takes a minor into temporary custody under the provisions of section 625 determines that the minor should be brought to the attention of the juvenile court, they shall thereafter take the following actions:
 - (a) The officer may prepare in duplicate a written notice to appear before the probation officer of the county in which the minor was taken into custody at a time and place specified in the notice. The notice shall also contain a concise statement of the reason the minor was taken into custody. The officer shall deliver one copy of the notice to the minor or to a parent or guardian of the minor and may require the minor and/or their parent or guardian to sign a written promise that either or both will appear at the time and place

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designated in the notice. Upon the execution of the promise to appear the officer shall immediately release the minor. The officer shall as soon as practicable file one copy of the notice with the probation officer.

- (b) The officer may take the minor without unnecessary delay before the probation officer of the county in which the minor was taken into custody, where the minor resides, or in which the acts took place or the circumstances exist which are alleged to bring the minor within the provision of section 601 or 602, and deliver the custody of the minor to the probation officer. The officer shall prepare a concise written statement of the probable cause of taking the minor into temporary custody and the reasons the minor was taken into custody and shall provide that statement to the probation officer at the time the minor is delivered to the probation officer. In no case shall the officer delay the delivery of the minor to the probation officer for more than 24 hours if the minor has been taken into custody without a warrant on the belief that he or she has committed a misdemeanor.

DETENTION OF JUVENILES

Since 1987 major restrictions have existed regarding the circumstances under which minors may be detained or kept at a jail, substation, or other facility besides juvenile hall.

Regarding “300’s” while they have always had to be detained in facilities separate from “601’s” or “602’s”, they may not be held in any building that contains a jail or lockup for the confinement of adults, unless while in the building the minor is not permitted to come into contact with adults in custody and is under the direct and continuous supervision of a peace officer or other child protective agency worker, as specified, or trained volunteer for a maximum of 3 hours (W.I.C 206).

Regarding “601’s” (status offenders) they also may not be detained in any “jail, lockup, juvenile hall, or other secure facility,” but rather if detained must be referred to a sheltered care facility, crisis resolution home, or a non-secure facility, as specified (W.I.C 207).

Regarding “602’s” even they may not be detained in any “jail or lockup.” Therefore you will most commonly take such a minor to juvenile hall or other secure juvenile facility, unless the situation falls within either of 2 exceptions exist.

Under the first exception the minor as young as 14 may be detained in a “jail or other secure facility for the confinement of adults” if: (1) they are alleged to have committed one of a list of designated offenses has found unfit to be dealt with as a juvenile, and their case has been transferred to adult court; OR (2) he had been charged directly in or transferred to an adult court; and (3) the appropriate court makes a finding that the minor’s further detention in the juvenile hall would endanger the safety of the public or would be detrimental to the other minors there; and (4) contact between the minor and adults in the facility is restricted as specified; and (5) the minor is adequately exception permits temporary detention in a “lockup” facility (not jail) only if the minor is 14 years old or more and you reasonably believe that he or she “presents a serious security risk of harm to self or others.” Again numerous restrictions and conditions apply. These include:

- The temporary detention is for the purpose of investigating the case, facilitating release of the minor to a parent, guardian, or arranging transfer of the minor to an appropriate juvenile facility.
- The detention not exceed 6 hours unless specified exceptional circumstances exist.
- The minor is told the purpose, expected duration, and 6-hour maximum limit of the detention.
- Contact between adults and the minor is restricted in accordance with section 208.

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- A log or other written record is maintained showing the offence and other items prescribed in subdivision (d)(1)(f) of section 207.1

In addition there is a special exception for suspected DUI offenders. In this situation you are allowed to take the minor to a “detention facility or jail” for the purpose of “administering an evaluation, test, or chemical test” (Vehicle Code 23612) if (1) there is no equipment for administering the test at a juvenile facility within reasonable distance, (2) the minor is not locked in a cell or room, (3) the minor is under the continuous, personal supervision of a peace officer or employee of the detention facility or jail and does not come into contact with in custody adults and (4) the evaluation or test is performed as quickly as possible and the minor is removed from the facility afterwards as quickly as possible so that the minor under no circumstances remains at the facility longer than 2 hours.

JUVENILES CONSTITUTIONAL RIGHTS

- Miranda Warnings
 - All of Miranda’s “procedures” or “rules” i.e. all the things you must do in order to comply with Miranda, have the status of a “constitutional rule.” (Dickerson (2000) 530 U.S. 428) However they still relate solely to the admissibility of statements at a criminal trial, they are still not part of the actual Constitution itself (i.e. they are not part and parcel of the Fifth Amendment itself), and they still have all the usual exceptions and variations. (Dickerson (2000) U.S. 428) In other words, while Dickerson clarified the “status” of Miranda, it did not change any of the substantive law; indeed it made a point of saying that Miranda law remains the same.

One of the most basic aspects of Miranda law, of course, is that it is triggered by “custodial interrogation” i.e. does not apply unless both “custody” and “interrogation” exist at the same time. Another basic principle is that Miranda rules are the same for and apply equally to both minors and adults. Therefore if a minor is in “custody” and you are about to “interrogate” them you need to comply with Miranda by giving the advisements and obtaining a voluntary waiver, in order to obtain a statement that is admissible in court.

In addition to the usual, federal Miranda requirements for giving advisements or “warnings,” California also has a statute (W.I.C. 625) which requires you to give four advisements to any minor who is in temporary custody even if you are not about to interrogate them. This statute says: “in any case where a minor is taken into temporary custody on the ground that there is reasonable cause for believing that such minor is a person described in section 601 or 602, or that he has violated an order of the juvenile court or escaped from any commitment ordered by the juvenile court, the officer shall advise such minor [1] that anything they say can be used against them and shall advise them of his constitutional rights, including [2] their right to remain silent [3] their right to have counsel present during any interrogation, and [4] their right to have counsel appointed if he is unable to afford counsel.”

Obviously these four statutorily – required advisements are patterned after Miranda’s traditional advisements. However they do not change or add to substantive federal Miranda law because no state is permitted to do that. The so called “Supremacy Clause” of the U.S. constitution means that the United States Supreme Court’s interpretation of Miranda and the Fifth Amendment governs, and no state is permitted to add or subtract anything, by statute or otherwise. (Sullivan (2001) 121 S.Ct. 1876, 1878) All this is to stress that whatever Welfare and Institutions Code section 625 may require it is “only” a state statute. In other words it stands in addition to but separate from federal, constitutional Miranda law. This distinction can be very important as will be discussed below, if a court should ever decide that you have failed to comply with section 625.

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As a sworn peace officer of course you have an obligation to fully comply with section 625, but first you must understand what it says and does not say.

For example the statute says and requires absolutely nothing about asking if the minor understands these advisements or “rights”, nothing about obtaining a waiver of them, nothing about interrogation and, most importantly nothing about when (during the temporary custody) you must give the advisements. Nor are there any cases interpreting section 625. Thus, it appears that you fully comply with the statute simply by giving the four advisements at some point during the minor’s temporary custody, and that nothing more is required.

- Juvenile’s Invocation or Assertion of Miranda Rights.
 - A minor can validly waive their Miranda rights without his parents or other adult being present. (John S. (1988) 199 Cal.App3d 441, 445-446).
 - Peace Officers have no obligation to advise a minor that they have the right to contact their parents or other adult, or to have them present during questioning—even where the parent is present and wants to confer with the minor (John S. (1988) 199 Cal.App.3d 441, 445; Maestas (1987) 194 Cal.App.3d 1499, footnotes 8 & 9).
 - A minor’s request to see a parent, probation officer, or some other adult may or may not constitute in invocation of rights, depending on all the circumstances, with will be evaluated on a case-by-case basis (Michael C. (1979) 442 U.S. 707; Hector (2000) 83 Cal.App.4th 228, 234-237; Ahmad A (1989) 215 Cal.App.3d 528; Aven S. (1991) 1 Cal.App.4th 69).
 - Aside from the Miranda advisement, Welfare and Institutions Code 627 requires when a “601” or a “602” is going to be held in custody the arresting officer shall notify the juvenile’s parent(s) or guardian immediately. Section 627 also provides that after being taken into a place of confinement (juvenile hall) the juvenile must immediately be allowed to call their parents, guardian, other relative, employer, or attorney.
 - In the case of “300’s” the notification of parents and the juvenile’s right to make 2 telephone calls are the same, unless there is a court order that the parents are not to be notified of the exact whereabouts of the child, or unless the obtaining of such an order is impossible or impractical (W.I.C 308).

** NOTE: Under Penal Code 851.5 all arrested persons have the right to make 3 completed telephone calls. Furthermore it is a misdemeanor for any public officer or employee to willfully deprive a juvenile of the right to make these telephone calls**

- Voluntariness of Miranda Waiver
 - Although the same test for voluntariness of a Miranda waiver is used for juveniles as for adults—the “totality of the circumstances” – some of those circumstances are unique when it come to minors and can make proving the voluntariness of the Miranda waiver more difficult, for instance: their age, lack of sophistication, inexperience, susceptibility to intimidation, parental pressure, etc. Therefore before proceeding with interrogation it is wise to make sure a minor clearly understands his or her rights and that the decision to waive those rights is totally voluntary (Michael B. (1983) 149 Cal.App.3d 1073).
- Search and Seizure
 - In the area of consent, remember that while a parent generally does have authority to consent to a search of their child’s room and belongings, this power does not exist if the child has “staked out”
 - an area or object as exclusively their own, and the parent(s) make no claim of right, control or

possession over the object or its contents. In *Scott K.* (1979) 24 Cal.3d 395, for example the court held that the father could not give consent for the police to search a locked toolbox to which the minor had the only key and exercised exclusive control and ownership. However this is not the typical situation, since normally parents do retain at least joint control and/or possession over a room, area, or object.

You should also be very careful in relying on the consent of a minor to enter a residence and/or conduct a search; although the older the minor is the more “authority” they have to give such consent (*Jacobs* (1987) 43 Cal.3d 472, discussed under “Authority to Consent” in ch.3.). When it comes to schools and students, the standards for legal searches and seizures different, namely, more relaxed, because students in this state have a right to safe and secure campuses under California’s constitution.

S E A R C H & S E I Z U R E

CONDUCTING SEARCHES

Searches provide the means for officers to recover property, seize contraband, and provide officer safety. All searches should be conducted in a systematic manner. This applies to searches of persons, vehicles, residences, etc. Systematic searches decrease the likelihood that weapons or contraband will be missed.

PLAIN VIEW SEARCHES

Discovery of items that are immediately recognized as illegal or related to a crime from a location that the officer has a right to be present can be lawfully seized. The “plain view” searches are really nothing than observations of unlawful contraband from a place the officer can be without violating any provision of law.

SEARCH & SEIZURE DURING CONSENSUAL ENCOUNTERS

When you deal with a member of the public/campus community, the law will classify it as either a “consensual encounter”, a “detention”, or an “arrest”. A consensual encounter is the least intrusive of these.

A consensual encounter is a contact between the officer and an individual which is **strictly voluntary**. The individual is free to leave or refuse to comply with the officer’s requests. During a consensual encounter you have no authority to conduct any kind of a search unless, of course the person gives you voluntary consent. For more regarding the issue of searches during consensual encounters refer to the California Peace Officers Legal Source Book under “Consensual Encounters”.

A “non-consensual encounter” search requires probable cause. Even a limited search for weapons (pat down) turns a consensual encounter into a detention.

SEARCH & SEIZURE DURING DETENTIONS

Detentions must be based on “reasonable suspicion” which is less than probable cause necessary for an arrest. In order for the detention to be valid, you must have reasonable suspicion that criminal activity is afoot and the person you are stopping is related to that suspected criminal activity. You must show a nexus between the suspicious activity and the person you detain. Once the suspect is detained the detention may last as long as reasonable to resolve whether or not the suspicious behavior is innocent or relates to a crime. There is not a “bright line” rule for

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the length a detention may last, however, once the officer does not learn facts rising to the level of probable cause, the individual must be released.

You may, if you have specific facts or information making it reasonable for you to suspect that the person may be armed or dangerous (Terry vs. Ohio). The search is limited to weapons and does not allow the search of closed containers that could not contain a weapon, nor does it allow for exploratory searches of items that are obviously not weapons. Once you determine the item not to be a weapon you must move on. The exception to this is if the item, based on your training and experience, is immediately recognized as contraband.

MIRANDA DURING CONSENSUAL ENCOUNTERS & DENTIONS

Generally, you do not have to advise a person who is detained on reasonable suspicion, for a “cite and release” offense, or for inquires – especially about identity – made at the scene of a crime. Miranda warnings are required only when there is custody **and** interrogation.

SEARCH & SEIZURE INCIDENT TO ARREST

When you make a lawful arrest you may search the person incident to arrest. If the suspect was in a vehicle you may also search the driver and passenger’s compartment. However unless you are impounding the vehicle you may precluded from searching the trunk of the vehicle.

Should you find contraband in the interior of the vehicle that causes you to believe additional contraband is concealed in the truck, then you may search the trunk. If you are impounding the vehicle you may search the trunk area for inventory purposes.

When the person has been arrested inside a residence, you may search the immediate area where the suspect was seated or moved from prior to the arrest.

OFFICER SAFETY

You may always do whatever is reasonable to protect yourself, even during a consensual encounter. Ordering a person to remove their hands from their pockets or keep their hands in plain view will not necessarily convert a consensual encounter into a detention, providing you can articulate a justification supporting your safety (i.e. PCC Officers are under equipped (no firearms) and often work without any backup Officers).

CONSENT SEARCHES

Consent searches are a valid way to conduct a warrantless search of a person, place, vehicle, or container. You should always try to obtain consent. However there are problems you must watch for, such as whether the consent is “voluntary.”

To be valid a person’s consent must be clear, specific and unequivocal. The voluntariness of the consent must be the product of free will. It cannot be given in submission to authority, expressed, or implied. The key is whether a reasonable innocent person would feel free to decline your request.

SEARCH & SEIZURE INCIDENT TO SEARCH WARRANT

A search of a person, vehicle, residence, office, incident to a valid search warrant allows police officers to search the person, vehicle, or location listed on the search warrant for the items described in the warrant. Searching outside the scope of the search warrant may cause the items seized to be excluded as “fruits of the poisonous tree” unless, the items are immediately recognized as items specific to criminal activity.

ARREST WARRANTS

PENAL CODE SECTIONS

Penal Code 842; Arrest Warrant Possession:

An arrest by a peace officer acting under a warrant is lawful even though the officer does not have the warrant in his possession at the time of the arrest, but if the person arrested requests it, the warrant shall be shown to him as soon as practicable.

Penal Code 843; Flight or Resistance from Warrant;

When the arrest is being made by an officer under the authority of a warrant, after information of the intention to make the arrest, if the person to be arrested either flees or forcibly resists, the officer may use all necessary means to affect the arrest.

FELONY WARRANTS

You may make an arrest for a felony warrant at any time of the day or night (Penal Code 840).

MISDEMEANOR WARRANTS

Arrest by Warrant – Penal Code 827.1

This section applies only to persons named on the misdemeanor arrest warrants. Under this section you may cite and release the named person, instead of taking them into physical custody, unless one of the following conditions exists: (1) The misdemeanor cited in the warrant involves violence, a firearm, resisting arrest, or giving false information to a peace officer. (2) The person is a danger to themselves because of alcohol, drugs, or narcotics. (3) The person has other ineligible charges pending against them. (4) The person refuses to sign the notice to appear. (5) The person cannot provide satisfactory evidence of personal identification. (6) There is a reasonable likelihood that the offense would continue or resume if you released the person, or that the safety of persons or property would be immediately endangered. (7) The arrest warrant states that the person is not eligible to be released on a citation.

You must make the arrest for a misdemeanor between 0600 hours and 2200 hours unless:

- the arrest is made in a public place
- you have a warrant which is endorsed for nighttime service
- the arrestee is already in custody on another charge

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On occasion officers will respond to calls that justify their presence in a residence after 2200 hours. If probable cause does not exist to arrest for a “fresh” charge but the officers discover an active misdemeanor warrant for one of the occupants, the officers may not arrest the person in the home.

For all arrest pursuant to a warrant, every effort must be made to determine that the person you have in custody is in fact the subject named on the warrant by comparing:

- Birth dates
- Physical descriptions
- Tattoos or scars (if listed on the warrant)
- Past or present addresses
- Past or present vehicle ownership

SEARCH WARRANTS

- Definition:
 - A search warrant is an order in writing, in the name of the people, signed by a magistrate, directed to a peace officer, commanding them to search for a person(s), item, or personal property, and in the case of a thing, things, or personal property, bring the same before a magistrate (Penal Code 1523).
- Statutory Grounds for Issuance (Penal Code 1524a)
 - A search warrant may be issued on the following grounds:
 - When the property was stolen or embezzled
 - When the property or thing(s) were used as the means of committing a felony
 - When the property or things are in the possession of any person with the intent to use it as a means of committing a public offense, or in the possession of another to whom he or she may have delivered it for the purpose of concealing it or preventing its being discovered
 - When the property or things to be seized consist of any item or constitute any evidence that tends to show a felony has been committed, or tends to show that a particular person has committed a felony
 - When the property or thing(s) to be seized consist of evidence that tends to show that sexual exploitation of a child, in violation of Penal Code 311.3 or possession of matter depicting sexual conduct of a person under the age of 18 years, in violation of Penal Code 311.1, has occurred or is occurring.
 - When there is a warrant to arrest a person
- Form/Format a Warrant (Penal Code 1529)
 - Each search warrant must include but is not limited to the following:
 - The name of every person whose affidavit has been taken
 - The statutory grounds for issuance
 - A description, with reasonable particularity, of persons, places, and vehicles to be searched. The description should be specific enough so that an officer with no knowledge of the case would be able to locate the place, recognize the vehicle, item, or identify the person to be searched.
 - A description with reasonable particularity, of the property and/or person(s) to be seized.
 - The signature of the magistrate
 - The date issued
- Affidavit
 - For search warrant purposes, an affidavit is a statement made under the penalty of perjury before a magistrate. Affidavits should be in chronological and narrative form, and should include all of the

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information the affiant has regarding the crime in question. The affiant has an obligation to ensure to the best of their ability that the information contained in the affidavit is accurate. An affidavit should also contain the affiant's pertinent training, experience and expertise which, when combined with the aforementioned criminal information, would lead a reasonable person to

conclude that there is a fair probability the items sought will be located at the location(s) to be searched. Affidavits are normally in writing as part of the search warrant presented to the magistrate, but may be oral if recorded.

- Magistrates
 - Penal Code 808 designates a magistrates; judges of the Justice Courts, judges of the Municipal Courts, judges of the Superior Courts, judges of the Courts of Appeal, and judges of the Supreme Court. Any of these judges is empowered to act as a magistrate and issue a search warrant. A commissioner, a judge pro temp and a referee are not magistrates and as such do not have the authority to issue a search warrant. **DO NOT MAKE ANY CHANGES TO A SEARCH WARRANT AFTER IT HAS BEEN SIGNED BY A MAGISTRATE.**
- Jurisdiction – Out of County Warrants
 - A magistrate can issue a search warrant for any location within the county in which they sit. A magistrate may issue a search warrant for a location outside the county in which they sit so long as it relates to an offense that can be prosecuted in the magistrate's county.
- Execution Period
 - Penal Code 1534(a) states in part: "A search warrant shall be executed and returned within 10 days after date of issuance. A warrant executed within the 10-day period shall be deemed to have been timely executed and no further showing of timeliness need be made. After expiration of 10 days, the warrant unless executed, is void..."

In calculating the 10 days the day the warrant is signed is "day zero" and the entire next day is day one. Saturdays, Sundays, and holidays are included in the counting of days. If a search warrant is signed on May1 at 12:01 am it can be served anytime up to 11:59 pm on May 11.

If the warrant is not served within the 10 day period, a new affidavit and search warrant can be submitted to a magistrate or the original affidavit and search warrant can be submitted and should include information explaining why the original warrant was not served. Indicate any change in probable cause, and update any stale information.

- Prior to Service
 - Officers should take the following steps and precautions prior to the execution of a search warrant:
 - All people, places, vehicles, and telephone numbers that are being targeted must be verified and documented. Recent verification of the accuracy of all information is a must and potential risk to officers, citizens, and children must be identified.
 - If necessary the District Attorney's Office should be consulted at the 24-hour hotline number for technical advice.
 - If the search warrant is narcotics related, the L.A. CLEAR War Room shall be notified of all anticipated field operations, preferably 24 hours prior to service. These phone numbers can be obtained from the Pasadena Police Department's Special Investigations Section.
 - If the search warrant is served way from Pasadena City College the local agency's watch sergeant or watch commander shall be notified prior to the field operation. Sufficient notice will be given if their assistance will be needed. The local agency will be notified upon completion of the operation.
- Tactical Considerations

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- Due to the lack of personal and safety equipment any search warrant served away from Pasadena City College should include the assistance of the local law enforcement agency (i.e. Pasadena Police Department, Los Angeles Sheriff's Department) for tactical assistance.
- The local law enforcement agency shall "clear" the targeted area and stand by for any other tactical assistance that may be needed.
- The search, photographs, documentation, interviews, etc. shall be conducted by PCC Police Officers.

NIGHTTIME WARRANT:

Unless specifically endorsed by a magistrate for nighttime service, a search warrant must be served between the hours of 0700 hours and 2200 hours. A warrant is considered to be "daytime" service even if the search continues past 2200 hours as long as it was served prior to 220 hours.

If nighttime service is desired (service between 2200 hours and 0700 hours) it must be specifically endorsed for such by the signing magistrate. Reasons for nighttime service include but are not limited to the following:

- Evidence demonstrating that the item(s) sought may be moved, destroyed, secreted or made otherwise unavailable if the warrant cannot be served at night.
- Continuing investigations, typically situations where evidence from one location reveals that additional evidence may be at another location and a delay in searching the new location would result in the destruction or removal of said evidence. Such additional warrants are typically referred to as "piggyback" or "rollback" warrants.
- Geographic concerns, such as proximity to a school or daycare facility, may be of sufficient concern to request night service.
- Evidence indicating that narcotic sales are occurring between 2200 hours and 0700 hours and failure to serve the warrant would result in the evidence becoming non-existent through use, sales, or transfer.
- The arrest of a suspect where it is believed that their associates would destroy or secrete evidence once it is learned the suspect has been arrested.
- Avoiding an all night vigil. Generally, this would be an officer making an arrest inside a residence after 2200 hours and observing evidence of a crime that requires them to obtain a search warrant for further investigation. Rather than wait until 0700 hours the officer can request nighttime service due to the circumstances.

F R E Q U E N T L Y U S E D C O D E S

PENAL CODES

148	Interfering with Investigation / Resisting Arrest
187	Homicide
207	Kidnapping
211	Robbery
243	Battery
243.5	Battery on School Grounds
245	Assault with a Deadly Weapon
246	Assault with a Deadly Weapon on a Peace Officer
261	Rape
273.5	Spousal Abuse
273d	Child Endangerment
288	Lewd and Lascivious Acts on a Minor

Section VII: Laws

303a	Begging of Soliciting Purchase of Alcoholic Beverages
314	Indecent Exposure
330	Gambling
415	Disturbing the Peace
417	Brandishing a Weapon
422	Criminal Threats
459	Burglary
470	Forgery
484	Petty Theft
487(a)	Grand Theft
487(c)	Grand Theft Person
487(d)	Grand Auto Theft
496	Receiving Stolen Property
594	Malicious Mischief / Vandalism
602	Trespass
626.10(a)	Possession of a Knife on School Grounds Locking or Fixed Blade Longer than 2 1/2"
647f	Public Intoxication / Drunk in Public
653m	Annoying Phone Calls
664	Attempt

HEALHD & SAFETY CODES

11350	Possession of a Controlled Substance (cocaine, methamphetamine, etc.)
11357(b)	Possession of Marijuana (less than one ounce)
11359	Possession of Marijuana for Sale
11364	Possession of Drug Paraphernalia
11377	Possession of PCP, LSD, or Methamphetamine
11550	Under if Influence of a Controlled Substance

VEHICLE CODES

31	Making False Statements to a Peace Officer During a Traffic Investigation
2800.1	Evading Peace Officer
12500(a)	Unlicensed Driver
14601.1(a)	Driving on a Suspended License
22350	Speeding
22450(a)	Stop Sign
23103	Reckless Driving
23110	Throwing Objects at Vehicle
23152	D.U.I.

PASADENA MUNICIPAL CODES

8.60.310	Theft of Recyclables
8.64.030	Littering
9.24.010	Drinking in Public
9.26.020	Urinating or Defecating in Public
9.52.010	Unlawful Dumping
9.56.010	Unlawful blocking of Sidewalk or Highway
9.68.010	Curfew
9.76.020	Air guns/Archery Prohibited

Section VII: Laws

9.84.020	Carrying a Concealed Knife
10.32.020	Jaywalking
10.36.020	Clinging to a Moving Vehicle
10.36.040	Driving Through Cone, Barrier, or Markings
10.60.030(a)	Bicycle Registration Required
10.60.140(a)	Riding a Bike on a sidewalk near church, school, pr public assembly
10.61.020	Skateboard and Roller-skates Yield to Peds on Sidewalk
10.61.030	Skateboard and Roller-skates Obey Traffic and Ped. Signs
12.12.080	Person Obstructing Street, Alley, Sidewalk, Crosswalk
14.30.020	Unlawful Fireworks

BUSINESS & PROFESSION CODE

25662	Minor (under 21 yrs old) in Possession of Alcohol
25608(a)	Possession of Alcohol on School Grounds

F I E L D I N T E R V I E W

The documentation of a Police Officer's activity during their shift is one of the most important functions of police work. With the amount of contacts an officer makes with the citizens of the community, it is impossible to remember, without notes, what you have done, who you have spoken to, or what information has been given out during briefings. The following is a guideline of how to take notes that will assist you in effectively documenting your activity.

- Write bulletin information into your pocket notebook.
- When a bulletin is read in briefing or any other form of sharing information within the department, make a note that the information is from the bulletin. The entry should show the crime, any suspect/vehicle information, the location, and the report number.
- Make headings detailing what the information is for. For instance, G.T.A., Wants, Info Only, F.I. Only, etc.

During field contacts, record information relevant to the contact. This would minimally include the persons identifying information but also the location and time of the stop and the reason for the stop. This info is for your recollection and to assist you in remembering the people you come into contact with.

Other points to think about regarding notes, in many situations the information given out at briefing will provide you with the probable cause to make a detention out in the field. It may be helpful to keep two notebooks; one for information that contains only what is given out at briefing and one for your field contacts and investigations. It is frustrating to try and look for information that was given to you in briefing among all the other scribbles from quick notes made in the field. While both notebooks should be neat and orderly, the notebook containing briefing info should be kept orderly and clear with all the details contained in the bulletin. Remember that all notes in your notebook(s) are discoverable; be careful about what you write down. You do not want to have to explain your personal opinions about an individual that may be inappropriate.

Again, these are only guidelines. The most important thing to remember is use a system that works for you. When starting out in police work, you will make mistakes and forget to write things down and backtracking to find the information will make your life miserable. Perfecting an effective system will greatly increase your effectiveness on the street.

If you don't wish to use a notebook system for field contacts you can always use a department issued "FI" card.

Attached is a sample of "notebook" entries from briefing and from a field contact. Also attached is a sample of a department issued "FI" card used in a field contact.

Section VIII: Report Writing

EXAMPLE OF BRIEFING NOTES (using notebook paper)

01-01-2012 (date)
BULL: (bulletin information)
211 (crime)
2012-00001 (case #) **C-211** (location)
Susp: (suspect description)
**M/O; 18-20; 5'7"; Blk/Bro; Blk shirt, jeans
NFD**

WANT: (want information)
459 (crime)
2012-00002 (case #) **President's Office** (location)
Susp: (suspect description)
**Smith, John; M/O 30; 5'10"; 160; 12-12-79;
Bro/Blu; Blk shirt, TT of eagle on right
arm
LNA: (last known address)
1570 E. Colorado Blvd.**

EXAMPLE OF CONTACT NOTES (using notebook paper)

01-01-12 (date) **2145 hours** (time)
Quad (location)
**Smith, John 12-12-1955 CDL A1234567
5'7" 180 bro/blu black shirt blue jeans
white shoes TT: dragon chest**
(name, DOB, License #, height, weight, hair color, eye
color, clothing, tattoos)
Panhandling / loitering (reason for contact)
Warned and escorted off campus
(disposition)

New contact area

EXAMPLE OF FI CARD USED

(FRONT OF CARD)

PASADENA AREA COMMUNITY COLLEGE DISTRICT FIELD INTERVIEW CARD							
Name (Last name first) <i>Smith, Jonathan Bill</i>				Nicknames <i>"Wild Bill"</i>			
Residence Address <i>123 N. Lake, Pasadena 91101</i>				Residence Phone <i>(123) 456-7890</i>			
Student ID No. <i>123-456-7890123</i>		Drivers Lic. No. <i>A1234567</i>		Non-Student <input type="checkbox"/>			
Sex <i>Male</i>	Race <i>White</i>	D.O.B. <i>01-01-55</i>	Ht. <i>5'7"</i>	Wt. <i>180</i>	Hair <i>Brown</i>	Eyes <i>Blue</i>	
Dress <i>Blue hat, black shirt, blue jeans, white shoes, Tattoo: "\$" right hand</i>							
Vehicle Make <i>Chevy</i>		Type <i>2 Door</i>		Color <i>Blue</i>		License No. <i>SAM123</i>	
Location of Occurrence <i>Lot 4 level 4 Row A</i>				Date and Time of Interview <i>01-01-12 2330 hours</i>			
SS11				SEC069 2/08			

(BACK OF CARD)

Co-Subject(s) <i>Smith, Becky</i>	
Reason for Interview <i>Subjects were smoking marijuana and drinking beer while parked in their Vehicle.</i>	
Disposition <i>Subjects were counseled, S.F.S.T, and checked in JADIC, no wants or warrants Found. Instructed to leave campus, and advised on Penal Code 602.</i>	
Report Made Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<i>FI Only</i>	
Reporting Officer <i>Officer Jones</i>	I.D. No. <i>0111</i>

R E P O R T W R I T I N G

This section discusses the importance of Officers' reports, some principles of clarity, and the legal problems which may result from officers' reports.

IMPORTANCE

Most Officers underestimate the importance of their reports. It is very important to remember that as far as the investigation of a case is concerned, **YOU ARE WHAT YOU WRITE IN YOUR REPORTS**. Great investigators and "testifiers" have often been made to appear incompetent because they failed to take the time to write clear and accurate reports... and because they failed to review them before going to court.

USE AND CHARACTERISTICS OF POLICE REPORTS

Police reports are used to record facts into a permanent record, to provide coordination of follow-up activities and investigative leads, and to provide a basis for prosecution. In addition, they are used by the defense for impeachment and provide a source for officer evaluation, statistical data and reference material.

Characteristics of a good report include accuracy, conciseness, completeness, clarity, legibility and objectivity. Words should be accurately spelled and the text should be grammatically correct.

Questions that should be answered in a complete report are: Who, What, When, Where, Why, and How?

In many agencies a superior officer reads a report before a case is filed. When you write an unclear, ungrammatical, or inaccurate report, the superior officer is understandably disappointed in your performance.

Reports which are incomplete, ambiguous, or which conflict with other reports often result in the district attorney's refusal to file a complaint, in plea bargaining to an undeserved lesser offense, or in returning the report for further investigation. Unless the district attorney gets the entire, accurate picture, he cannot possibly make the proper choice of whether and how to proceed.

Defense attorneys will often base their impression of your ability to testify on the manner in which you prepared your report. A well-written report that pays close attention to detail will have an effect on a defense attorney's recommendation as to how to dispose of the case.

Judges, prosecutors, defense attorneys will tell you the officer's report is often the most powerful weapon in the defendant's arsenal at trial because of its inaccuracy or incompleteness.

In many cases, the only defense the defendant has is to show the jury that there is a reasonable doubt that you were correct or truthful in your report or your testimony. Even one misstatement may lead a juror to become convinced that nothing you say is true or accurate. Therefore, at the trial or other hearing, a good defense attorney will make you "eat" every conclusion, inconsistency, opinion, exaggeration, etc., in your report.

Write each report knowing that you may have to defend every word at trial. If two or more officers prepare separate reports on the same incident, talk over and discrepancies to see if they can be resolved.

PRINCIPLES OF CLARITY

Officers should establish a priority system in writing their reports. The system should take into consideration the seriousness of the crime, its likelihood of going to trial and any possible involvement of civil liability. Many officers hate to write, especially at the end of their shift. They are tired and want to go home. It is crucial, though, to the success of the case that you think clearly in order to report clearly. You must realize that if your report is inadequate or confusing, it can have a devastating effect upon the case. The following simple suggestions should help you to write clearer, more accurate reports.

Consider writing an outline of exactly what you want to include in the report, preferably in chronological order of events.

- Use short simple words
- Never use big words when little words will do the job
- If you are not sure of the meaning of a word, don't use it
- When referring to more than one victim, suspect, or officer, use their names, rather than "he", "she", "they", "victim 1", "subject 2", "officer #1234", etc.
- Avoid the use of slang or jargon (except when quoted), nonstandard abbreviations, and vague words such as "undersigned officer", "indicated", or "noted."
- Use short concise sentences

It is very important that you always use the "active voice". Start your sentences with the person who did the act, then what the person did, then to whom (or what) the subject did it. The "active voice" forces you to be more precise and usually results in the use of fewer words.

Example: "Officer Smith found a silver semi-automatic hand gun in Brown's nightstand drawer." This was written in the "active voice". "A semi-automatic hand gun was found in Brown's nightstand drawer." Notice that the "passive" construction doesn't tell the reader who found the gun.

When possible restrict each paragraph to one topic.

Always proofread your reports. Often there are a number of changes which could be made in a report.

DOCUMENTATION

Documentation means including in your reports the specific facts which occurred, usually in chronological order, so that everything is "tied down" and no obvious questions are left unanswered. The following are important principles of documentation.

Personal Knowledge – If you personally saw, heard, smelled, etc., whatever happened, say so.

Hearsay - If someone else saw, heard, smelled, etc., whatever happened, say who the person was and explain the circumstances fully.

Statements – You should always take statements from all persons who were in any way involved in the incident. Statements relating to facts surrounding a case are often crucial to the success of the prosecution's case and are seldom harmful.

Hostile Witnesses – If a witness is hostile to the state's case or if they are a friend of the suspect, you should always try to obtain and document a statement from them. The reason is that if the hostile witness is called to testify for the

Section VIII: Report Writing

defense, the prosecution would dearly love to have some time to contradict their testimony, since the witness' story at the time of the offense will probably not be well-developed, sophisticated, or coordinated with the suspect's story.

If the witness' of the suspect's statement contradicts the facts which can be proven, be sure to note the inconsistency. Then, after you've taped the statement or have written out the inconsistency for the witness to sign, confront them with the inconsistency to see if they retract what they had said. Often the witness will respond with profanity or make some other remark which they will have a difficult time explaining at trial.

Friendly Witnesses – Always get the name, address and means of contacting a “friendly” witness. Never initially take a written or taped statement from a truthful, but emotional, friendly witness. Take an oral statement first. If there are inconsistencies in the statement, be sure they are resolved – truthfully – before taking a written or taped statement. Do not put words in the witness' mouth.

Property Descriptions and Values – Always list all property involved, any distinguishing characteristics (serial number, trade name, scratches, etc.) and the value. An inaccurate description or incomplete list of property is worse than not documenting at all.

Times – Time is sometimes the essence of the case. Always document the time:

- You are dispatched
- You arrive
- You completed your investigation at the scene
- You contacted the suspect
- All other important time elements

Apparently Insignificant Facts – It is impossible to know at the beginning of an investigation what apparently insignificant facts will become important and result in the arrest and conviction of the perpetrator. For that reason, you should “err” on the side of including too many details rather than too few.

Information Tending to Disprove or Minimize the Suspect's Guilt – Normally, facts which tend to minimize or disprove the suspect's guilt should be documented in your report. (This of course does not include opinions, theories, conclusions, etc.). Reasons for such documentation include:

- The prosecutor can be better prepared to meet those facts if he knows what they are prior to trial
- A jury is impressed by an officer who records all of the facts, rather than just those which are prejudicial to the defendant
- If evidence favorable to the defendant is withheld from the defense, the case may be midstride, reversed, or dismissed.

Non-Facts – A police report should document only facts – not assumptions, opinions, conclusions, or theories of the officer.

Opinions – A report should not contain opinions, except under limited conditions, such as (1) where required by departmental directives, or (2) where an observation supports probable cause for certain action, such as for a vehicle search or search warrant. Typically, the report should state only the facts underlying your opinion.

Theories – Your documented factual or legal theories of the case often come back to haunt you at trial. Instead of stating a theory, just state what you did, i.e., your actions.

Assumptions – When writing your report, never assume anything – include only facts which you saw, heard, smelled, etc. If you are not absolutely certain something occurred, find out for sure or leave it out.

Section VIII: Report Writing

Conclusions – Be careful how you handle conclusions in your reports. Sometimes they are necessary, but usually a factually and substantially documented report will cause others to arrive at appropriate conclusions.

REPORT NARRATIVE GUIDE

Police reports are written for non-police personnel. They should avoid police jargon, abbreviations, and slang. When there is a choice, the simplest word that clearly conveys your meaning should be used. The text of the report should be divided into paragraphs that keep sentences involving specific parts of the investigation together. Headings should be used to set off major parts of the report as noted below:

Assignment:

Describe your assignment at the time you became aware of the crime(s). Describe how you became aware. (Received a radio call, observations, etc.)

Background:

Describe any past pertinent history, leading up to the arrest. Describe the area where the incident took place. Give any pertinent background information on any person(s) involved in the incident.

Investigation:

This is where your narrative begins.

Observations:

Describe anything you saw, smelled, touched, etc. Describe the discovery of evidence and in the order and manner in which it was discovered and by whom.

Statements:

Document any statements you collected during your investigation and place them in chronological order.

Injury:

This heading is used to record any and all injuries received.

- Visible injuries
- Complaint of pain
- If treated at the scene and by whom
- List the name of the hospital, if transported to a medical facility

Property Damage:

Describe all damage any property related to you investigation may have sustained and an approximate value of the cost to repair the damage.

Loss:

Give a total value for all property lost/stolen.

Section VIII: Report Writing

Arrest:

Based on your observations and investigation, clearly state you placed the suspect(s) and for what statute(s).

In a private person's arrest clearly state the arresting person summoned you to take custody of the arrestee and for what statute.

Booking:

Clearly state the suspect was booked, where they were booked, what statute(s) they were booked under, any and all booking number assigned to the suspect(s).

If the suspect(s) were issued a citation indicated the suspect was issued a citation in lieu of formal booking and list the citation number.

Photographs:

Describe what photographs were taken, by whom, how many photographs were taken, and how they were stored.

Evidence:

List and describe all evidence collected, who recovered it, who booked it into evidence, and where it was booked (number of the evidence locker).

Notifications:

Indicate all persons you notified and intend to notify of your incident.

PATROL TECHNIQUES

Patrol is defined by police authorities as the “eyes and ears of the Police Department.” Field patrol is generally the initial contact between the police and the public, affording an excellent opportunity for good public relations.

TYPES OF PATROL		
Foot Fixed or Stationary	Auto Stakeouts	Bicycle Cart

PURPOSE OF POLICE PATROL		
Crime Suppression Crime Prevention Address Quality of Life Issues	Enforcement of Laws Enforcement of Ordinances Miscellaneous Services	Preservation of Peace Apprehension of Offenders

Preparation for patrol begins at briefing. In briefings, wanted bulletins, teletypes, department orders, special instructions, and in-service training are covered.

The appearance and demeanor of a police officer is all-important. If an officer looks and acts like they know what they are doing, it will enhance his authority with the public.

Immediately after going in service, the officer, if practical, should first check out the entire campus. Attention should be directed toward special problems and hazards such as construction areas and other potential trouble spots.

A black and white patrol car attracts attention and should be driven in a prudent manner at all times. When driving in a slow patrol manner, stay to the right and do not permit traffic to form a parade behind you. Pull to the curb and stop. This will also allow the officer to observe any suspicious vehicle to the rear.

Officers shall be available for radio calls at all times when in service. Your portable radio should be on and monitored for emergency calls at all times.

Graveyard shift – vary your patrol patter. Double back and recheck areas. Check alleys and the rear of buildings. Stop and observe traffic and pedestrians. Become completely familiar with the college campuses and their surrounding areas. Know regular vehicles, facilities workers, and the times of opening and closing of the buildings. Field interview cards should be completed and entered into the Police CAD system on all persons contacted due to suspicious circumstances.

Day shift – stay in the public view. This in itself is believed to suppress crime and create public confidence. Special attention should be given to potential robbery and burglary targets such as; parking lots, parking structures, library, mirror pools area, and off main campus facilities. The surrounding streets should be patrolled for loiterers, traffic hazards, traffic violations, and other violations of law especially during hours when students are heavily going to or from the campus.

Section IX: Patrol

Traffic enforcement is not the primary responsibility of an officer assigned to patrol; however citations should be issued to violators when observed. Under some circumstances, traffic enforcement is an effective tool for decreasing collisions where the primary collision factor is the common cause for a high number of collisions within an area.

Keep in mind that traffic enforcement is a valid form of creating a detention or arrest to pursue suspicions of other illegal activity. This type of stop is referred to as a “pre-text” stop. A pretext stop is based on a lawful stop for a violation. The reason for the stop **MUST** exist before the stop. That is to say that if an officer stops a vehicle then realizes the registration is expired the officer cannot claim the violation as the reason for the stop – the stop may be interpreted by the courts as invalid.

Once a valid pretext stop is made an officer may pursue other leads that develop, which may create reasonable suspicion to continue the detention or probable cause to arrest.

PERSONS with MENTAL ILLNESS

Law enforcement routinely encounters persons with mental illness in a variety of settings. The causes and impacts of mental illness vary and are not bound by race, gender, or socioeconomic status.

How officers respond to persons living with a mental disorder can have a tremendous impact on how these encounters will be resolved. The basic philosophy of any law enforcement officer should be to respond in a manner that is humane, compassionate, and supportive.

MENTAL ILLNESS

Mental illnesses are a medical condition that affects a person’s thinking, feeling, mood, ability to relate to others, and disrupts daily functioning. Persons managing a mental illness can have a substantially diminished capacity for coping with the ordinary demands in life. Mental illnesses can affect people of any age, race, religion, income, or background.

MENTAL DISORDERS

Mental disorder is not defined by law, and officers are not required to make a medical diagnosis of a mental disorder. A Mental disorder:

- Is primary a brain disorder
- Creates problems with feeling, thinking, and perception
- Affects a person’s behavior by causing bizarre and/or inappropriate behavior
- Can be either short or long term
- Can occur at any time during a person’s life

Intellectual disability, epilepsy, or other developmental disabilities, alcoholism, or other drug abuse, or repeated antisocial behavior do not, by themselves, constitute a mental disorder. (WIC 5585.25)

THOUGHT DISORDERS

A thought disorder is a condition where the person’s thought process is disrupted causing that person to experience delusions, hallucinations, and/or irrational fears, or they may exhibit unusual behaviors.

MOOD DISORDERS

A mood disorder' also referred to as an affective disorder, is a condition where the person experiences periodic disturbances in mood, concentration, sleep, activity, appetite, or social behavior. Mood disorders can be marked by periods of extreme sadness (depression) or excitement (mania).

Mood disorders tend to be episodic. Between episodes the individual may have no remarkable symptoms or difficulties.

FIELD CONTACTS

Officers must make difficult judgements and decisions about the behaviors and intent of any individual they think may be affected by a mental illness. This requires special considerations to avoid unnecessary violence or civil liability.

OFFICER SAFETY

People affected by mental illness can be unpredictable and sometimes violent. Officers should never compromise or jeopardize their own safety or the safety of others when dealing with individuals who display symptoms of a mental illness. Once the scene is stabilized and there is no threat to life then the officer has a duty to reasonably accommodate the person's disability, not before.

Not all people with mental illness are dangerous, while some may represent danger only under certain circumstances or conditions. Some may be capable of going very quickly from a state of calm to being extremely agitated.

INDICATORS

There are many indicators that officers may use to help determine if people who appear to be affected by mental illness are dangerous to themselves or others.

- The availability of weapons
- Statements made by the person that suggests the he or she is prepared to commit a violent or dangerous act. These could range from subtle innuendos to direct threats.
- A personal history of prior violent acts under similar or related conditions. Information may come from previous law enforcement contact or others familiar with that person.
- Signs of violence at the scene prior to the officer arriving
- Officers shall consider statements made by a credible third party indicating that the subject may be prepared to commit a violent or dangerous act.
- The amount of self-control the person is able to demonstrate. This can include signs of rage, anger, fright or agitation. Signs of lack of control can include an inability to sit or stand still, wide eyes. Rambling speech, etc.
- Begging to be left alone or offering frantic assurances that one is fine may also suggest that a person is close to losing control.

SUICIDE AWARENESS

There are several factors that may help officers determine how serious a threat is. Officers should ask:

- If the person has the intent, a plan, or the means to carry out the act of attempting suicide
- If he or she has made previous attempts to commit suicide
- The method used in a previous attempt
- About knowledge and/or history of someone who has completed suicide
- Individuals close to the person about the person's history and mental state

SUICIDE AWARENESS cont.

Note: Excessive use of alcohol and/or other drugs can markedly increase the danger of a person successfully attempting suicide.

Note: Officers are responsible for knowing and complying with specific policies and guidelines regarding contacts with individuals who may be suicidal.

The following identifies appropriate tactical options officers should consider:

- Request Back up
- Stabilize the scene
- Calm the situation
- Communicate
- Do not make threats
- Be Truthful

RESOLUTION OPTIONS

- **Provide urgent medical attention**-Once an officer has taken control of the situation, determine the type of medical treatment if any is needed and provide accordingly
- **Arrest of individual**-If a crime has been committed, officer discretion should be used regarding arrests for minor issues
- **Referral mental health services**-Officers should become familiar with local intake sites
- **Cite and release when applicable**-If it is determined that the individual meets the criteria under Penal code section 849 (b) and it is safe to release the individual, officers may consider citing and releasing the individual
- **No further action**-If no urgent medical care is necessary, no crime has been committed, and no referral is needed, the officer may choose to take no further action

W.I.C. 5150

- Danger to self or others
- Or is gravely disabled as a result of a mental disorder, they are unable to provide for their basic personal needs of food, clothing and shelter.
- Telephone and transport to the nearest psychiatric facility

WELFARE AND INSTITUTIONS CODE SECTIONS

Officers should become familiar with the following code sections:

- 5150
- 5150.05 (a) & (b)
- 5150.1
- 5150.2
- 5585.50
- 8102 (a) & (b)
- 8103 (a) 1 & (f) 1
- 7325
- 1799.111

P E D E S T R I A N S T O P S

PEDESTRIAN CONTACTS/STOPS

The phrase “pedestrian stop” or “ped stop” is synonymous with pedestrian contacts. Not all contacts are ped-stops. Pedestrian contacts and stops are interactive contacts vital to law enforcement. In addition to deterring minor offenses, pedestrian contacts and stops provide law enforcement visibility and can deter more serious crimes.

An officer may contact any person under circumstances of a “consensual contact.” However, to lawfully effect a pedestrian stop the officer must have (1) reasonable suspicion that the person about to be detained is involved in criminal activity or (2) probable cause to arrest a person.

Officers shall not engage in racial profiling. Pedestrian contacts and pedestrian stops are prohibited when the reason for the stop, detention, search, or arrest is based primarily because of the person’s race, national origin, citizenship, religion, ethnicity, age, gender, or sexual orientation.

OFFICER SAFETY

Pedestrian contacts are inherently dangerous. The initial approach poses the first concern and consideration should always be given to the surroundings in terms of available cover. When possible, the officer should try to stage the stop at a location that maximizes the officer’s available cover, concealment, and position of advantage.

Maintaining an awareness of the subject’s hands, clothing, immediate surroundings (available weapons), and possible escape routes during all approaches and contact.

APPROACHES FROM PATROL CAR

Making approaches from a patrol car essentially are the same as approaching from foot patrol; however, the vehicle provides cover and concealment if used properly when staging the pedestrian contact or stop.

Ideally all approaches should be made from behind the suspect and having them remove their hands from concealment before turning around to face the officer while the officer maintains a position behind cover. This method of contact provides the foundation for variations of approaches and contacts.

From a patrol car, stop behind the subject to be contacted. The distance is subjective but should be sufficient to provide a safety buffer should the subject stop and turn in the direction of the vehicle. The distance should allow time to exit the vehicle or back the vehicle to increase the distance between the officer and the subject.

When the subject is walking toward the vehicle’s direction of travel, the vehicle should be stopped at a distance that would allow the officer to exit the patrol car and move to a position on the passenger’s side of the patrol car – out of the traffic lane. The officer may take a position near the rear of the car and initiate contact from this position. Remember once the officer is out of the patrol car, the approach and contact is essential a contact from foot patrol. The vehicle provides additional cover or concealment.

There are situations where contact must be made after passing a subject. The method for this contact is the same as for a subject approaching the direction the vehicle is traveling. It is important that the distance provide the officer with sufficient time to exit the vehicle and assess the contact.

APPROACHES ON FOOT

Subject walking away – Officers should have a position of cover or concealment before alerting the subject. If the subject has their hands concealed have the subject remove them before facing you. This will limit the opportunity the subject will be able to obtain target acquisition with a weapon upon removing their hands from concealment.

If the subject has already turned to face you and still has their hands concealed, order them to remove their hands from their clothing before you approach from your position of advantage. Give clear instructions on how you want the subject to remove their hands – be prepared that the subject may not comply as expected, so maintain a position of advantage. Direct them to keep their hands where you can see them.

The technique used for a subject approaching the officer begins with contact from cover or concealment when possible. The officer directs the subject to move their hands into view.

Once contact is made, the officer may conduct a cursory or “pat-down” search for weapons providing the officer can articulate the need to conduct a weapons search for his safety. Obtaining consent to search is always permissible and recommended.

S E A R C H I N G P E R S O N S

FIELD CONTACT SEARCHES

Search techniques will conform to those approved by a POST Basic Academy and recognized by the Field Training Program. All control and search techniques will be reviewed with each officer to ensure compliance with the above and prevent any misunderstanding about expected performance.

There three forms of searches:

- Cursory searches, which are field contact search for weapons only
- Exploratory searches that are conducted of the pockets and compartments of a person’s outer clothing for weapons and contraband
- Strip searches. All strip searches conducted by officers will comply with legal requirements of search and seizure.

In the field, cursory searches and exploratory searches of a person’s outer clothing are permitted under certain circumstances; however, strip searches are not permitted without a supervisor’s approval and then only under very limited situations. Normally strip searches are conducted in the Pasadena Police Department Jail strip search room. Strip searches are limited to visual searches of the suspect’s body by the same sex officer after the suspect has disrobed. No probing or touching is permitted; however, the suspect may be restrained to prevent attack to the officer or destruction of evidence.

METHODOLOGY

All searches are based on a degree of control that affords the searching officer a warning when resistance or attack is eminent. Understanding that all control holds applied during searches have limitations. Understanding the limitations is the key to knowing whether the degree of control afforded by the technique is actually “control” or a means of receiving a warning of the suspect’s intent quick enough to react defensively.

In all situations, searches must be conducted in a systematic manner to avoid missing weapons or contraband. The suspect’s body should be quartered off using the horizontal waistline and a vertical line separating the right from left.

The depth of the search will be dictated by what is reasonable under the circumstances. Regardless of whether you are conducting a cursory search for weapons or an exploratory search of the person’s clothing, the search needs to be systematic. Do not become distracted or complacent after a single weapon or package of contraband has been found, there may still be a threat or additional contraband.

V E H I C L E S E A R C H E S

Officer safety is paramount. A solo officer cannot safely search a vehicle and maintain surveillance of suspects or the surroundings. If a search of the vehicle is necessary ask for an additional officer to assist. If you are working alone

or there is no additional officer available to assist you consider searching your suspect(s) and securing them in the rear of your police unit while you conduct your search.

If the occupants are still in the vehicle have them remain seated until an assisting officer arrives, or until you can safely remove the occupants one at a time. It is much easier to maintain control of the subjects if they remain seated in the vehicle with the doors closed. When a second officer arrives or it is safe for you to do so, remove the occupants one at a time out of the right side of the vehicle when possible. This prevents them from stepping into traffic or running into traffic as an escape device.

If the circumstances allow a search to be conducted, the occupants should be given a pat-down search for weapons by the contact officer immediately upon exiting.

Once the occupants have exited and the cover officer acknowledges that he has control of the subjects or the subject(s) are secured in the rear of a police unit, the contact officer can conduct the search of the vehicle. It should be systematic and thorough; giving special attention to small recesses and places that may be used to secrete weapons or contraband (e.g., in under the dashboard, heater vents, etc.). Any evidence found should be placed in the police unit and out of the reach of suspects. Do not stop the search when an article of contraband or evidence is recovered as a complete search may reveal evidence of another crime, or the same crime.

If no weapons or contraband is found but there is a high probability that weapons or contraband are concealed in the vehicle consider changing roles with the cover officer if available, and let the cover officer conduct a secondary search.

If narcotics are the focus of the search, close the vehicle and request a canine unit from the Pasadena Police Department. Closing the vehicle doors will prevent the odor emitting from the narcotics or other drugs from becoming diluted with fresh air.

V E H I C L E S T O P S

UNKNOWN RISKS

Vehicle stops are categorized as either (1) “high risk” or “felony stops” and (2) “unknown risk”. There is a misconception that a traffic stop that is not “high risk” is a “low risk” stop. This implies that the danger associated with the stop is somewhat known and that very little treat exist. No police contact is “low risk” and absolutely not “routine.” Every contact has the potential to escalate without warning for motives that the officer is usually not aware of. Stops that do not present themselves as high risk are merely stops where the risk is unknown. These types of stops are usually treated by officers in a less authoritative manner without compromising officer safety.

In general, normal enforcement stops resemble the procedures used for high risk stops except for the level of authority and control that is exerted. The following are guidelines; however, in all instances officers must exercise sound officer safety tactics.

T R A F F I C

A violation of some traffic regulation is the cause of most traffic collisions. To achieve public compliance with traffic regulations and thus reduce incidents of traffic collisions, it is necessary to enforce traffic laws.

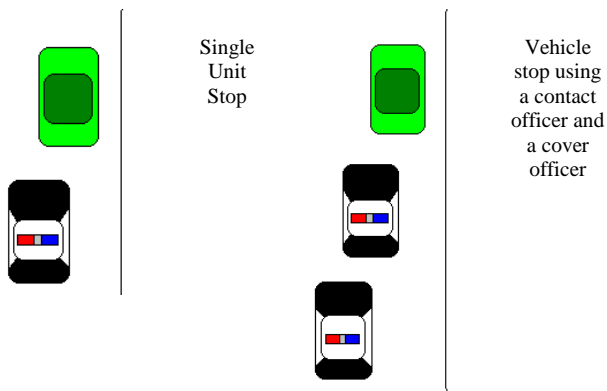
Law enforcement officers has a duty imposed by statute to arrest (or cite) persons who commit traffic violations in the officer’s presence.

INITIAL TRAFFIC STOP

The first 60 seconds of a traffic stop are critical. Any traffic stop could become a life or death situation. The act of issuing traffic cites can easily become ROUTINE, thereby lessening the officer's awareness. Always be alert for danger.

Most traffic violators are law-abiding citizens and their only contact with the Police will be with a traffic officer. We should make this a positive experience that will result in a good public image for law enforcement.

- Advise Dispatch of your intent to make a traffic stop
- Give Dispatch the license number of the vehicle and the location of the stop
- Keep your eyes on the violator for any suspicious movement and be ready for any possible action. Keep a check on passengers.
- Position unit six to twelve feet to the rear of the violator's vehicle and offset three feet to the left to protect you on approach.



VIOLATOR CONTACT

Proceed in a positive manner, taking into consideration person with varying degrees of shock, fear, nervousness and, most important, temperament. Avoid lecturing, but explain the violation. Your tone of voice, choice of words, posture, and attitude has a great bearing on the public's acceptance of law enforcement. Be alert to the fact that a traffic violator may be a fleeing felon. Take extra care during dark time hours.

- Obtain the driver's license, registration, and proof of insurance. Ascertain the present owner of the vehicle. Never take a violator's wallet.
- State the elements of the offense, giving a brief explanation of the violation. Do not enter into a long discussion or argument of the case.
- Move to the police unit to complete the citation from a position of advantage, (stand away from your unit, subjects expect you to be at your unit) keeping aware of the violator's actions.
- Base your decision to admonish or cite on the facts and not on the attitude of the violator.

COMPLETING THE CITATION

- Fill in appropriate spaces on citation accurately and completely (fill top to bottom, left to right)
- Set "Date of Appearance" in accordance with Department practices (60 day court date)
- Cite violators under the age of 18 years to "Juvenile Traffic Court" and if the offense warrants, instruct them to appear with a parent or guardian. Advise them to read the back of their citation for additional information
- Show violations of Vehicle Code number with subsections example: 21453(a) VC Red Signal
- Sing the citation and write in your serial number

- Keep information to a minimum, but give pertinent facts. No changes will be made on the citation unless such changes can be made on the violator's copy. Vehicle Code Section 40505 prohibits any additions or deletions on a citation delivered to a magistrate if the same information does not appear on the violator's copy.
- The violator's signature on the citation is required. If the violator refuses to sign the citation, the violator must be booked into jail. Explain that the signature is a promise to appear and not an admission of guilt; this will usually help people to comply.
- Place absentee parking citations under the windshield wiper of the vehicle.
- Persons driving on a suspended or revoked license should be cited. Officers should conduct an investigation, confiscate the driver's license, and complete the DMV Verbal Notice form (DMV 310). Cite for the applicable subsection of Vehicle Code 14601
- At violator's request, they can be cited to appear at the county seat, 1945 Hill Street, Los Angeles CA.

CITATION ERRORS/DISMISSAL

If citation errors are discovered after the citation has been issued and you are unable to contact the violator, officers shall fill out a "Citation Correction" form. Send the violator, court, and retain a copy of the completed form with the department's copy of the citation.

Sample of Traffic Citation

PASADENA CITY COLLEGE		<input type="checkbox"/> MISDEMEANOR	
NOTICE TO APPEAR		<input checked="" type="checkbox"/> Traffic	<input type="checkbox"/> Nontraffic
1001234			
Date 7/19/12	Time 0001	<input checked="" type="checkbox"/> AM <input type="checkbox"/> PM	Day of Week S M T W T F S
Name (First, Middle, Last) JOHN BILL SMITH		Case No. 12-0001	
Address 1570 EAST COLORADO BOULEVARD			
City PASADENA	State CA	Zip Code 91106	
Driver Lic. No. D1111111	State CA	Class C	Commercial <input type="checkbox"/> Yes <input type="checkbox"/> No
Sex M	Hair BRO	Eyes BLU	Age 60
Height 5'7"	Weight 180	Race W	Birth Date 7/19/52
Veh. Lic. No. or VIN SAM123		State CA	Reg. MO/YR 12/13
Yr. of Veh. 1970	Make CHEVY	Model CHEVELLE	Body Style 2 DOOR
Color BLUE			
Evidence of Financial Responsibility YES / AAA # CHV-1234567890			
Registered Owner or Lessee JANE SMITH		<input type="checkbox"/> Same as Driver	
Address 3035 EAST FOOTHILL BOULEVARD			
City PASADENA		State CA	Zip Code 91106
Correctable Violation (Veh. Code, / 40610)		<input type="checkbox"/> Booking Required (see reverse)	
Yes	No	Code and Section	Description
<input type="checkbox"/>	<input checked="" type="checkbox"/>	22350 VC	SPEED
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
Speed Approx 55		P.F. /Max Spd. 10	Veh. Lmt. 10
Safe 10		Radar	<input type="checkbox"/> Continuation From Issued
Location of Violation(s) City/County of Occurrence 1570 E. COLORADO BLVD., PASADENA/L.A. (LOT 4)			
TRAFFIC		WEATHER	
LT.	MED.	HVY.	CLR
		CLDY	RAIN
		FOG	DRY
		WET	DAY
		DUSK	DARK
		RES.	BUS.
		SCH.	FWY.
<input type="checkbox"/> Violation not committed in my presence, declared on information and belief.			
I declare under penalty of perjury under the laws of the State of California the foregoing is true and correct.			
Officer Jones		0001	
Arresting or Citing Officer		Serial No.	
7/21/12		0001	
Date		Serial No.	
Name of Arresting Officer, if Different from Citing Officer			
WITHOUT ADMITTING GUILT, I PROMISE TO APPEAR AT THE TIME AND PLACE INDICATED BELOW.			
X Signature John Smith			
<input type="checkbox"/> PASADENA SUPERIOR COURT 300 E. WALNUT ST. PASADENA, CA 91101			
<input checked="" type="checkbox"/> ADULT WHEN: ON OR BEFORE THIS DATE: 7/22/12 TIME: 8:30 A.M.			
FOLLOW THE INSTRUCTIONS ON THE REVERSE ADULT INFORMATION: (213) 742-1928.			
<input type="checkbox"/> To be notified <input type="checkbox"/> You may arrange with the clerk to appear at a night session of the court.			
JUVENILE (Accompanied by parent or guardian) ON: _____ TIME: 8:30 A.M.			

VEHICLE IMPOUNDS

A vehicle may be impounded for one of the following reasons:

- The vehicle is parked or standing in such a manner as to create an immediate public hazard or an obstruction of pedestrian or vehicle traffic; CVC 22651(b)
- The vehicle is parked in a posted tow away zone; CVC 22651(n)
- There is reasonable cause to believe that the vehicle or any part of the vehicle is stolen; CVC 22651©
- The vehicle may be sized to preserve evidence of a crime or there is reasonable cause to believe that the vehicle was used in the commission of a crime; CVC 22655.5
- Removal is necessary in the interest of public safety because of fire, flood, storm, natural or man-made disaster, or other emergency; CVC 22654(e)
- The vehicle is hampering the use of private property by the owner or person in charge of that property or is parked in a manner, which impedes the movement of another vehicle; CVC 22658a
- The driver is taken into custody and such vehicle would thereby be left unattended; CVC 22651(h)
- Removal is necessary to permit street construction, cleaning, or repair, tree work, or for the installation of underground utilities, and giving notice that the vehicle may be removed are erected or placed at least 24 hours prior to the removal; CVC 22651(1)
- A vehicle is unattended and the registered owner of the vehicle has over five unpaid and outstanding citations for parking violations over a period of five or more days, to which the owner or person in control of the vehicle has not responded to the agency responsible for processing notices of parking ; CVC 22651(i)(1)
- When a vehicle’s registration is expired for over 6 months; CVC 22651(o)
- When the driver of the vehicle has no license, an expired license, or a suspended license do to child support payments 22651(p)

C R I M E S I N P R O G R E S S

ROBBERY

A robbery in progress is potentially the most dangerous call that a police officer can receive. These calls are best handled in a teamwork method. Safety of the officers and public is of prime consideration during robbery in progress calls. Response to robbery calls requires teamwork and communication, which is applied in a professional manner.

- Response and arrival to the robbery in progress call
 - Respond on an adjacent street if possible so as to avoid detection.
 - Be alert and observe closely the immediate area of the robbery and your response route. Look for possible lookouts (persons who appear nervous or persons who attempt to leave the scene upon your arrival). Also, be observant for possible getaway vehicles (vehicles leaving the scene at a high rate of speed, driving erratically, or driving with the lights out, vehicles double parked near the scene or parked with someone at the wheel, etc.).
- Deployment

The following are procedures that should be used if only one unit is responding, as is the case under normal situations.

 - Park the patrol unit as far out of traffic as possible and back from the area. Transmit to dispatch that you are 10-97, where you are located, and if you see any signs of criminal activity.

Section IX: *Patrol*

- Passenger officer (if available) will exit the unit first and proceed to a place of cover. You may want to allow the passenger officer to exit before parking so that the officer avoids detection by a possible suspect or lookout.
 - Driver officer exits the unit and proceeds to a place of cover where visual of the area can be made. Communicating between partners must be made allowing each to know the others observations and positions.
 - Passenger officer proceeds to the establishment and then gets in position so as to see inside.
 - Visually inspect the exterior of the building for any forced entry and look inside for signs of a possible suspect. Do not enter the building until additional back-up units have arrived.
 - Only enter the building when dispatch has received a call from inside stating that it is not a true robbery. It is preferred to have a staff member exit the building and contact you outside the location.
 - If it is a confirmed robbery with suspects still inside, then contain the location and call for additional units (you may want to request armed units from PPD) – wait for the suspect(s) to exit.
 - Except in an emergency requiring immediate action, officers should not enter the location without being ordered to do so by a supervisor.
 - If additional units are responding, second unit on scene will become the cover unit and all other units will fan out in the area for a possible search. Keep a unit mobile of possible for quick response if suspects enter a vehicle and become mobile.
- **Apprehension Action**
 - Obtain initial description of the suspect(s) and their mode or direction of escape. Remember to get an initial description out as soon as possible.
 - People – Race, sex, hair, (head, facial), color, and type of clothing and any noticeable marks, scars, and/or tattoos.
 - Vehicles – Color, make, model, and any noticeable marks or damage. Always remember a direction of travel and time delay if available.
 - **BROADCAST AS SOON AS POSSIBLE.**
 - Obtain the additional descriptions and information needed for the report and start the actual crime scene investigation, broadcast any additional information needed as you get it.

BURGLARY

- **Response and arrival**
 - Acknowledge that you received the call and give your location or advise of your observations of the crime in progress.
 - When responding
 - Do not get too excited
 - Remain alert of your surroundings
 - Make a plan
 - When approaching the scene
 - During darkness, turn your lights out far enough away so that they cannot be seen by suspects
 - Look for suspicious vehicles/persons
 - Park your vehicle a good distance away, quietly, and give your location
 - **NEVER PARK IN FRONT OF THE LOCATION**
 - Allow for quick exit from your vehicle if needed. Remember you are always vulnerable when exiting your vehicle. Give yourself enough space to allow your partner to get out (if you are riding with a partner)
 - Never slam your door

Section IX: Patrol

- Surveying the location
 - Locate the crime scene – stop, look, and listen. Wait in the shadows for a minute and become acclimated to the surroundings.
 - Check for a point of entry
 - Direct back-up units to assist. Start a perimeter
 - Determine if a suspect is still on-scene
 - Search the scene
 - Locate any victims and witnesses
 - Obtain descriptions of the suspect(s) and broadcast
 - Request additional assistance to secure the building (if needed)
- Conducting a building search
 - Always use additional officers if available
 - Use a PPD K-9 if available
 - Set up a command post if necessary
 - Enter the building from one point only
 - Search from top to bottom to cop depending on the perimeter security. Be systematic.
 - Bring all elevators to the bottom floor and shut them off
 - Search all stairways
 - Search any and all hiding places (a suspect can hide themselves in very small places)
 - Be cautious and move slowly and quietly
 - Use a flashlight. Never illuminate your fellow officers or silhouette your self
 - Code-4 as soon as possible
 - When it is determined that there is no merit for the call or after the location has been searched and it is determined that all suspects are in custody or “GOA” (gone on arrival)
 - The investigation – assigned unit to conduct
 - Locate the point of entry and secure it
 - Locate tools / evidence
 - Determine the loss
 - Determine all possible suspects
- Notifications to be made when necessary
 - Supervisor
 - Chief of Police
- Securing the premises prior to leaving
 - Have facilities respond if damage was made

REMEMBER: In the case of a good burglary, you may have a trapped felon – **USE CAUTION.**

ATTEMPT SUICIDES

- Officer Safety is paramount. Use sound officer safety tactics on arrival and foot approach to the scene. Be aware that officers may become a target for hostilities. Don't rush your approach – look and assess the scene for potential threats.
- Medical personnel or other citizens may already be on scene. Gather information relevant to the victim's condition if injured or stationary. Determine the immediate concern (preservation of life, limiting potential of injury, threats to safety). Remove unnecessary personnel.
- Provide aid to the victim if necessary. Use appropriate level of control to ensure safety. Secure scene to avoid contamination or confusion.
- Contain victim to a confined area, limiting opportunity for escape or endangering others. If victim becomes barricaded request appropriate assistance.
- If paramedics were not on scene, stage them at a safe location until any threat has been addressed.

PROTECTION OF THE SCENE

- Preserve the scene. The investigation may turn into a death investigation or possible homicide. Treat the scene like a homicide. Sometimes a homicide may be made to look like a suicide in an effort to cover up the criminal act.
 - Direct/keep unauthorized or unnecessary personnel (including officer) out of the scene.
 - DO NOT STEP ON OR TOUCH ANYTHING until the situation dictates your actions

USUAL METHODS OF SUICIDE

- Gunshot
- Drug Overdose – usually a form of a barbituric acid group (downers/central nervous system depressants)
- Carbon monoxide (i.e. vehicle enclosed garage with engine running)
- Hanging
- Miscellaneous: stabbing, cutting wrists, poison, jumping, drowning, etc.

USUAL MOTIVES FOR SUICIDE

- Mental and physical health
- Family difficulties
- Financial difficulties
- Death of close relative
- Involvement in a crime
- Crisis – Other (known only to the friends or relatives of the victim)

PHYSICAL EVIDENCE

- Check for presence of suicide notes. Suicide notes shall be quoted in your report – or quoted in substance if lengthy.
 - Book any notes into evidence with proper identification
 - If the Coroner requests provide a copy of the note, do not give out the original. Always book the original note into evidence.
- Weapons that were used or attempted to be used should also be collected and booked into evidence.
- If medication was suspected in an overdose attempt, collect the medication bottle(s). Record the types of medication and provide the information collected from the medication label to the Paramedics or hospital staff if necessary. Book the bottles into evidence.

DISPO OF THE VICTIM

When medical treatment was necessary, respond to the hospital. Notify the on-duty hospital social worker of the circumstances. Normally the social worker will arrange for an evaluation of the victim for a 72 hour hold after the victim is stabilized. Complete an Incident Report, document the circumstances and that the social worker will evaluate the need for a hold after medical treatment is administered.

If the victim does not need medical treatment and meets the criteria for a 72 hours hold, complete the required hold pursuant to WIC5150. Transport the victim to the appropriate mental health detention facility. Normally this will be Los Angeles Medical Center Psychiatric Ward.

IMPORTANT! IF ANY PERSON EITHER ATTEMPTS SUICIDE OR TELLS SOMEONE THAT THEY ARE GOING TO KILL THEMSELVES, THE PERSON SHOULD BE HELD FOR A PSYCHIATRIC EVALUATION.

H A T E C R I M E S

PASADENA CITY COLLEGE POLICE DEPARTMENT POLICY

338.1

This department recognizes and places a high priority on the rights of all individuals guaranteed under the Constitution and the laws of this state. When such rights are infringed upon by violence, threats or other harassment, this department will utilize all available resources to see that justice is served under the law.

338.3 PREVENTING AND PREPARING FOR LIKELY HATE CRIMES

While it is recognized that not all crime can be prevented, this department is committed to taking a proactive approach to preventing and preparing for likely hate crimes by, among other things:

- (a) Officers should make an affirmative effort to establish contact with persons and groups within the community, who are likely targets of hate crimes, to form and cooperate with prevention and response networks.
- (b) Accessing assistance by, among other things, activating the California Department of Justice Hate Crime Rapid Response Protocol when necessary.
- (c) Providing victim assistance and follow-up as outlined below, including community follow-up.

REPORTING OF RACIAL & RELIGIOUS INCIDENTS

A written report and a thorough follow-up investigation will be made for all hate motivated acts. The report will be made regardless of the victim's desire for prosecution. In some cases, the motivation behind the act will be unclear. If an incident appears that it may be the result of racial or religious hostility, the case will be documented. Verification will be made later in the investigation.

All personnel initiating a report of a racial or religiously motivated act shall document this in the "Police Related #" section of the report.

When arriving at the scene of a racially or religiously targeted incident, an officer shall:

- Take all possible enforcement and investigative action
- Request a Supervisor (if one is not available, notify via telephone)
- Protect the scene
- Collect and photograph all evidence
- Respond in a sensitive and empathetic manner to the feelings and needs of the victim and provide appropriate support
- Provide prevention and precautionary advice
- Prepare a detailed report and forward a copy to
 - The Chief of Police
 - College President
 - College Vice President
 - College General Council

G A N G A W A R E N E S S

PASADENA CITY COLLEGE POLICE DEPARTMENT POLICY

442.1 PURPOSE AND SCOPE

It is the policy of this department to establish a procedure for identifying criminal street gangs, participants of criminal street gangs, and patterns of criminal activity as outlined in Penal Code § 186.20 through Penal Code § 186.33 of the "Street Terrorism Enforcement and Prevention Act."

The intent of this policy is to provide for the collection and management of criminal street gang information so as to enhance officer safety and the criminal prosecution of criminal street gang participants. This policy is not intended or designed to establish a formal gang intelligence database.

442.5 FIELD CONTACTS

Officers who contact individuals who are, or may be participants in criminal street gang activity should complete a FI card and document the reasonable suspicion underlying the contact and the exact circumstances leading to the suspicion that the individual is a criminal street gang participant (e.g., subject states he or she is a member of XYZ gang; XYZ tattoo on right hand near thumb; wearing ball cap with gang name printed in blue or red ink). Photographing known or suspected criminal street gang participants shall be done in accordance with the provisions of Policy Manual § 440 (Photographing of Field Detainees).

442.8 REPORTING CRITERIA AND ROUTING

Incidents that appear to be criminal street gang related shall be documented on a report form and shall at minimum include the following:

- (a) A description of any document, statements, actions, dress or other information that would tend to support the officer's belief that the incident may be related to the activities of a criminal street gang.
- (b) Whether any photographs were taken and a brief description of what they depict.
- (c) What physical evidence, if any, was observed, collected or booked.
- (d) A specific request to that a copy of the report be routed to the Gang Unit. Any photographs taken or evidence collected shall be booked in accordance with current evidence booking procedures.

CRIMINAL STREET GANGS

A gang is a group of three or more persons who have a common identifying sign, symbol, name, and whose members individually or collectively engage in or have engaged in a pattern of criminal activity creating an atmosphere of fear and intimidation within the community.

MEMBERSHIP CRITERIA

- Self admission
- Resides in or frequents gang area and affects their style of dress, use of hand signs, symbols, or tattoos
- Associates with known gang members
- Individual has been arrested several times in the company of identified gang members for offenses which are consistent with gang activity
- Reliable information identifies individual as a gang member
- When an untested informant identifies an individual and it is corroborated by independent information

COMMON GANG IDENTIFIERS

- Self admission
- Associates with known gang members
- Gang related tattoos
- Wears gang related / identified clothing, symbols, etc.
- Poses in gang photographs
- Name appears in gang documents (photo albums, hit lists, graffiti, etc.)
- Identified by reliable sources
- Writes graffiti on books, school papers, book bag, walls, etc.
- Arrested with known gang members

PASADENA GANGS

BLACK GANGS

Pasadena Denver Lane Bloods (PDL)
Altadena Denver Lane (ADL)
Project Gangster Blood (PJG)
Squiggly Lane Bloods (SLG)
Pasadena Raymond Avenue Crips (RAC)
Altadena Block Crips (ABC)
18th Street (Various members from differ sets)

HISPANIC GANGS

Villa Boys Pasadena (VBP)
Pasadena Latin Kings (PLK)
Northside Pasadena (NSP)
Southside Pasadena (SSP)
Vario Pasadena Rifa (VPR)
Marasalvatrucha (MS or MSPLS)

GANG TRAITS OF BLACK PASADENA GANGS

GENERAL TRAITS

Narcotic Based
Monetary Gain
Territorial / Pride

CLOTHING

Belts with lettered buckles
Red, Black, or Blue baseball caps
Bandanas on head, face, or pocket

MONIKERS

Street name given by fellow gang members, or taken from person who brought them into the gang
Most commonly used by gang members when talking to or about each other

TATTOOS

Gang name or picture symbolizing the gang
Gang moniker
Numbers symbolizing their loyalty to the gang (i.e. Project Gangster Bloods “754” or “7”)
Names of dead “homies” (B.I.P. = “Blood in Peace”, or gang specific L.I.P. = “Lanes in Peace”)

HAND SIGNS

Gang name or set
Identifies gangs without having to verbalize it
Talking to other gang members without verbalizing (i.e. “stacking”)

GRAFFITI

Identifies turf
Usually involves challenge to rival gang (i.e. “CK” = Crip Killer)
Usually indicative of a potential war

GANG TRAITS OF HISPANIC PASADENA GANGS

GENERAL TRAITS

Territory / Turf oriented

Pride / Respect / Power
Monetary gain

MONIKERS

Normally resembles member's physical appearance or personality trait (i.e. Happy, Dopy, Scrappy, Sad Boy, Trigger, etc.)

Used by gang members when talking to or about each other

Used when authoring graffiti

HAND SIGNS

Gang name or set

Identifies gang without verbalization

CLOTHING

Baggy pants and shirt (usually pressed)

Flannel shirt
Nike "Cortez" tennis shoes (preferably white)
Belts with metal buckles
Various baseball caps
Bandanas on head, face, or pocket

TATTOOS

Gang name or pictures symbolizing gang

Gang moniker (i.e. crown for PLK)

Numbers symbolizing territory (area codes – 626)
Three dots (Mi Vida Loca) or clown faces (smile now cry later)
Many designed in County Jail or State Prison (i.e. prison ink)

GRAFFITI

Identifies Turf (gang name & set)

Cross outs (disrespectful to other gangs)

"187" with cross out (threat of death)

Author's moniker on top followed by other gang member associates

"13" for Sureno (Southern California gang)

The above information was compiled by the Pasadena Police Department's Special Enforcement Section. The information provides very basic orientation to the Pasadena gang environment. Gang locations were not included in this guide since the areas the gangs change. Field Training Officers will provide current trends in regards to activity level and current locations of gang activity.

M I S S I N G P E R S O N S

PASADENA CITY COLLEGE POLICE DEPARTMENT POLICY

332.2 POLICY

The Pasadena City College Police and Safety Services 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 the facts reveal otherwise. The Pasadena City College Police and Safety Services 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 § 14205).

State law is very clear that a missing person can be reported to any police agency in the state.

Never refuse to take a missing person report even if the person did not go missing from PCC.

There is no minimum time period that a person must be missing before a report can be taken. The Missing Persons report may be made by anyone with knowledge of the incident, and able to provide basic investigative details about the missing person.

PROCEDURE

- Initial Response

The reporting party and any witnesses shall be interviewed to determine:

- Type of missing person case (i.e. runaway, parental abduction, etc.)
- Indications the person is at risk – or existence of any suspicious circumstances
- Description of missing person
- Information regarding missing persons under 16 years of age, or where there is evidence the missing person is at risk, should be entered into the missing unidentified person’s system (MUPS) within 4 hours (Penal Code 14205(b)). In other cases the information should be entered as soon as practical.
- Details of the missing case shall be documented in a written missing person report. When a report is taken on a missing person or runaway who resides outside our department’s jurisdiction, the police or sheriff’s department having jurisdiction over the missing person’s residence address and where the missing person was last seen should receive a copy of the report without delay. In cases involving children under the age of 16 years or persons at risk, this notification should be within 24 hours (Penal Code 14205(c)).
- If it is determined the person is at risk, a victim of a crime, foul play, or in any case under the age of 12, the case shall be handled with urgency. Based upon the circumstances of such report, appropriate action by officers or designated personnel may include:
 - Making a “be on lookout” broadcast via the police radio
 - Identifying person(s) on the scene
 - Preserving the scene, if necessary
 - Searching the area, including the missing person’s home and yard
 - Notify a supervisor
 - Examining court orders regarding custody matters
 - Notifying other agencies
 - Securing a recent photo
 - Utilizing additional resources (Pasadena Police Department)
 - Attempting to locate the missing based on information obtained from witnesses
 - Beginning an activity log
 - Provide reporting party with Department of Justice Form #SS8567, authorizing the release of dental/skeletal x-rays, or both, including instructions on when to obtain these and submit them to the Police Department (Penal Code 14206(a)(1)).
 - When a child is at risk or missing suspicious circumstances, the Police Department may immediately obtain the dental/skeletal x-rays and medical records by “written declaration”. In such cases, the Police Department should immediately confer with the coroner or medical examiner and submit the agency’s report, dental/skeletal x-rays, medical records and photograph to the Department of Justice within 24 hours (Penal Code 14206(a)(2)).
 - The declaration should state that an active investigation seeking the location of the missing person is being conducted and that the dental/skeletal x-rays, or both, are necessary to proceed with the investigation. The written declaration, signed by a peace officer, is sufficient authority for the appropriate medical authority to release the dental/skeletal x-rays or both.
 - Obtaining recently worn clothing or the bedding of the missing
- The following conditions should be considered regarding the nature and level of response to a report of a missing person.
 - Age
 - Background on missing person
 - Missing person’s knowledge of the area

Section IX: Patrol

- Suspicious circumstances
- Mental or emotional condition
- Medical or physical condition
- Weather
- Time of day
- Resources available to the missing person
- Length of time missing
- Custody status

FOLLOW-UP INVESTIGATION

Based on the circumstance of each report, the officer investigating the case should consider the following:

- Re-interview the witnesses
- Monitoring search efforts
- Obtaining copies of all related reports
- Identifying resources
- Utilizing media (Chief's authorization needed)
- Notifying the FBI
- Obtaining the dental/skeletal x-rays and medical record form and items from the reporting party when a person is missing after 30 days. The reporting party cannot be reached, you may prepare a "written declaration" addressed to the appropriate medical and dental facility (Penal Code 14206(a)(1)).
- Submitting a copy of the missing person report, the dental/skeletal x-ray, and/or photograph to the Department of Justice when any missing person has not been found within 45 days (Penal Code 14206(b)).
- The person conducting the investigation should confer with the coroner or medical examiner for comparison to unidentified deceased persons, when any missing person has not been found within 45 days (Penal Code 14206(b)).
- When a missing person is found, the Pasadena City College Police Department must report this to the Department of Justice and should report to other agencies as appropriate (Penal Code 14207)).
 - When any reported person is found, the officer shall immediately report that information in writing to the Department of Justice – Missing/Unidentified Person's Unit
 - The reporting party and other involved agencies should be notified that the missing person was located
 - Any automated system entries shall be cancelled
 - Information regarding any found, unidentified persons, alive or deceased, should be entered into the CJIS UPS (Unidentified Persons System)
 - When a child under 12 years of age or a person who is at risk is found, the report of finding shall be made within 24 hours (Penal Code 14207(b))
 - If the Pasadena City College Police Department is the locating agency, it shall also report to the law enforcement agency that took the initial report (Penal Code 14207(b))
 - When a missing person is found alive or deceased, in less than 24 hours, and is suspected to have been abducted, the law enforcement agency shall submit a report to the Department of Justice (Penal Code 14207(c))
 - In the event that a missing person is found before being reported missing to the Department of Justice, a missing person report shall still be submitted to the Department of Justice (Penal Code 14207(c))

Pasadena City College Police Department personnel shall complete a full and detailed investigation of any missing persons reported to this agency.

I N V E S T I G A T I O N S / E V I D E N C E

INTERVIEWING, INTERROGATION TECHNIQUES, & NOTE TAKING

As patrol officer we realize the importance of a crime report. It is the bases for which all investigation are followed-up, by which court cases are built on, or dismissed. The crime report is the source of information and descriptions for our fellow officers. It is the department's permanent record of incidents which the department has handled. The list of uses of crime reports is a long one; it is essential to our job. It is also essential that the report be accurate and understandable. To accomplish this, you must discover what took place and be able to relate that information to others, in writing. Those objectives should dictate your technique in observing, interviewing, and note taking.

WHAT HAPPENED

If you have been given an assignment with a specific code from dispatch, you may already have a direction to proceed with you interview. Do not assume that the information you have been give is completely accurate. After all, the dispatcher is receiving the information from a third party and may not have the whole story as to what has happened. Therefore you should keep an open and inquisitive attitude toward all assignments. Your first objective in your interview is:

- **WHO** are you to speak to, to interview, to interrogate? Who is the victim, the witness, the suspect?
- **WHAT** took place? Is there a crime? What crime?
- **WHEN** did this take place?
- **WHERE** did this incident take place? Where are the individuals involved and where can they be reached?
- **HOW** did this take place? This might take a bit of investigation on your part. Asking questions, making observations and evaluating the information you compile.
- **WHY** This question is frequently overlooked as being so obvious that it need not be asked. The answer might hold the solution to who did what.

To find the answers to these questions is not easy. You must not only ask the correct questions but you must listen. **PAY ATTENTION**

Seek all of this information during your interviews. The progression probably won't follow this sequence exactly, and you may not get every question answered to your full satisfaction, but you certainly should attempt to obtain what is available.

Each person will experience and interpret an incident differently. Their personality will determine how you will deal with them, how they react to police officers, and what they tell you.

While there is no single best approach, some approaches that must be avoided:

- ***Talking constantly.*** You of course must be curious and ask questions but you will never learn anything if you don't stop talking, asking questions, and LISTEN. Don't just hear the words and wait for your turn to talk but actively listen and try to learn what your victim, witness, or suspect is really saying.
- ***Talking too little or without sufficient self-confidence.*** If you don't assert yourself, as the police officer that you are, and control the conversation, some people will control it for you and talk about anything and everything. This situation has to be avoided if you are to complete your report.
- ***Being overly aggressive.*** Remember that you are speaking to human beings. Your effectiveness as a report taker, and as a police officer and a department representative, is measured by your contacts with the public.
- ***Being meek.*** If you aren't confident and positive, your effectiveness will be completely lost. You must give an impression that will give the person to whom you are speaking confidence in your ability.

TAKING NOTE OF THE INTERVIEW

This is the next step in preparing your report and relies on your ability to take notes in such a manner that you can fill out the report accurately and in an understandable manner.

Your notebook should be used to give you a record of what you have done. It should be organized in such a manner that you can find what you are looking for, and in such a manner that when you look at it, you recognize what you see. Hopefully, the following format will aid you in accomplishing this:

WHO?	HOW?
WHAT?	WHY?
WHEN?	VEHICLE?
WHERE?	PROPERTY?

If you can assemble your notes in this manner, you will have what you need to complete a report and to help you recall incidents at a later time. The best of memories can use a little help. , If you taken proper notes, your memory will be much better served than someone who takes haphazard notes or none at all.

Note-taking will also include recording thing other than conversations. Such things as diagrams and personal observations will be in order here. As long as the notes are kept in some order and as long as you keep in mind the objectives of taking notes (namely compiling information so that it may be shared and reported). You should put whatever you deem important down in your notebook.

INTERVIEWING & INTERROGATION

- As soon as possible, separate the subjects being interviewed or interrogated.
- There are two considerations when interviewing / interrogating relating to advising of Miranda rights.
 - Is the field officer conducting a field investigation to determine if a detained person is a suspect of a known or suspected crime?
 - Is the field officer or investigator conducting an interrogation following a suspect’s arrest, seeking a confession, an admission, or other information to establish the suspect(s) involvement?
 - In order to obtain an admissible statement, Miranda advisements must be given only if the person about to be questioned is in “custody”. “Custody” exists for Miranda purposes when two requirements are met:
 - The suspect must fact have been formally arrested, or had their freedom restrained to a degree associated with a formal arrest
 - The suspect must personally be aware of this lack of freedom or reasonably believe that it exists.
- Interrogation is a basic part of most police work. It is most important to know the difference between an admission and a confession, as well as what conversation may be used as admissible evidence.
 - **CONFESSION** – an acknowledgment by the defendant of his guilt of the crime for which he is being tried.
 - **ADMISSION** – a statement of the accused in which he admits acts pertinent to the crime and which tend, in connection with other facts, to prove his guilt.
- Questions should always be kept on a practical basis and related to the point. In most instances, courtesy will bring forth more than a rough attitude. Use the “logical approach” in dealing with appropriate groups, sympathy with individuals such as in sex crimes, flattery such as in case involving the “show off type.”

Section IX: *Patrol*

- Do not make use of the notebook until the basic part of the interrogation is completed, as it tends to create a psychological deterrent possibly resulting in the lack of cooperation on the part of the person being interrogated. When the interrogation is complete then record all pertinent information. In major felony cases, a written and taped statement should be obtained.
- Be alert for the suspect who tells a “too perfect” story (preplanned). Be suspicious of all suspects, never taking anyone’s word for anything. Seek specifics, not generalities. The interrogator should not “roam” but should stick to the case being investigated.
- Do not jump to conclusions. An honest person may give some inaccurate information which could later be cleared up by additional interrogation or evidence.
- The technique of playing on a suspect’s ego and allowing him to play the role, or boast, will often break through their defense. Remember that a lie is soon forgotten and may be used to “cross up” a suspect in later questioning. Allow the suspect to include in his written statement a known lie. When confronted with the fact that the lie was detected, the suspect’s interrogation defense may falter, thus giving the interrogator the “edge” to achieve his goal.
- Confessions obtained by threat, duress, or promise are of no value and the use of “third degree methods” definitely will not be tolerated. The suspect should be subject to only such inconveniences as are reasonable. Consider the hours of questioning, smoking, eating, making use of the rest room, etc., always bearing in mind which is reasonable. **DO NOT FORGET THE TIME ELEMENT IN BOOKING.** (too long might be termed duress).
- The psychological effect of carrying on an interrogation at the police department is a point of advantage. The interrogation room should be private with no distracting objects present. The suspect should be seated in a straight – backed chair, away from desks and tables (if suspect(s) are made comfortable, they may enjoy the interrogation). **INTERRUPTIONS SHOULD BE AVOIDED WHENEVER POSSIBLE.**
- The tone of voice and the actions of the interrogator are most important. The interrogator must be thoroughly acquainted with the particular offense, and must be familiar with the “jargon” of the suspect’s age group or class.
- If at the time of the interrogation it is felt that the suspect is going to be tested on the “lie detector” it is important “not” to divulge “key points” regarding the case. His knowledge of these facts would adversely affect the final outcome.
- The interrogator should be on the lookout for various signs of emotions, such as physical nervousness, change in breathing, difficulty in swallowing, facial color changes, etc. These symptoms are not proof of guilt but, are indications which can be used as a guide to break down the suspect’s defense.
- The interrogator should allow the suspect to do the talking except under questioning in which a direct answer is desired. He should allow the suspect to “ramble” on, but should not allow the suspect to go too far afield. Each suspect should be studied, catalogued and the appropriate interrogating technique employed that best suits their personality.
- Patience and practice are essential in becoming a good interrogator. **RREMEMBER** – you have an idea of what has occurred but the suspect knows exactly what transpired. Through the suspect, you can attain the goal desired, but only when you apply the techniques of interrogation, and keeping in mind the laws governing interrogations and the admissibility of the confessions or admissions received.
- If a suspect who has been advised of their Miranda rights says they do not want to discuss the matter further, the questioning must stop. If they want an attorney present, any further questioning must be done in the presence of an attorney.

HANDLING FIRE CALLS

The first unit on scene at a fire or rescue incident will have the responsibility of making an initial determination of the manpower required for the incident. This responsibility will transfer to the first supervisor on scene in the event a supervisor is available.

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- Respond to a fire call immediately unless otherwise designated by a supervisor or dispatch. Keep in mind that the Fire Department is rolling “Code 3” and that extreme care should be used to avoid conflict.
- Officers designated by the first responding unit or supervisor are responsible for roadblocks and traffic control.
- Officers at the scene should check with ranking fire personnel and determine if the fire is of a suspected criminal nature. If this is the case, work with the Fire Department personnel, calling for an investigator to collect physical evidence, etc. Advise the Chief of Police.
- The police function at a fire scene is to assist the Fire Department with their equipment and to prevent property from being damaged by onlookers.
 - Remove onlookers from the area to prevent further damage to District property, fire hoses, and other fire equipment
 - The best method is to move the onlookers across the street, getting them out of danger and to prevent them from hindering fire personnel from their duties
- In case of false alarms caused by pranksters, check suspicious persons who have no business being in the area. Also, check for witnesses who may have seen person(s) loitering in the area.
- Normally a supervisor will respond to a fire scene. However if none are available call for further assistance as needed. If the fire is too big for the Pasadena City College Police Department to maintain a safe perimeter, remember you may call upon the Pasadena Police Department, but control over the scene remains with the Pasadena City College Police Department unless relinquished by your supervisor to the Pasadena Police Department.

ARSON

When dispatched to any arson call, the first unit at the scene is responsible for traffic control, requesting further assistance (if the Fire Department has not yet arrived), crowd control, scene containment, and aiding the injured until the arrival of an ambulance or other medical personnel (use your resources).

The initial crime report in cases of arson is the responsibility of the police department (this includes any and all physical evidence).

The Fire Department has the final responsibility for the investigation of suspicious fires. It may be the desire of the Fire Department incident commander to have Fire Department personnel handle to conclusion any arson investigation, including the collection of physical evidence. If this is the case police personnel will be responsible only for the initial crime report and any ancillary assistance requested by the fire incident commander.

EXPLOSIVES & BOMB THREATS

PASADENA CITY COLLEGE POLICE DEPARTMENT POLICY

416.1 PURPOSE AND SCOPE

These guidelines have been prepared to assist officers in their initial response to incidents involving explosives, explosive devices, or explosion/bombing 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 shall always be the primary consideration.

416.2 FOUND EXPLOSIVES/SUSPECT DEVICES

When handling an incident involving a suspected explosive device, the following guidelines should be followed:

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- (a) No known or suspected explosive item should be considered safe regardless of its size or apparent packaging. The Pasadena Police Department and Pasadena Fire Department should be summoned for assistance. The Incident Commander should be determined by the established protocol of the Pasadena Police and Fire Departments.
- (b) A minimum perimeter of 300 feet should be established around the device. An access point should be provided for support personnel.
- (c) As much information as is available should be promptly relayed to the Watch Commander including:
1. The stated threat.
 2. Exact comments.
 3. Time of discovery.
 4. Exact location of the device.
 5. Full description (e.g., size, shape, markings, construction) of the device.
- (d) The device should not be touched or moved except by qualified bomb squad personnel.
- (e) All equipment within 300 feet of the suspected device capable of producing radio frequency energy should be turned off. This includes two-way radios, cell phones and other personal communication devices.
- (f) Consideration should be given to evacuating any buildings near the device.
- (g) A search of the area should be conducted for secondary devices or other objects that are either hazardous or foreign to the area and a perimeter should be established around any additional suspicious device found. Explosive or military ordnance of any type should be handled only by the bomb squad or military ordnance disposal team.

416.3 EXPLOSION/BOMBING INCIDENTS

When an explosion has occurred, there are multitudes of considerations which may confront the responding officers. As in other catastrophic incidents, a rapid response may help to minimize injury to victims, contamination of the scene by gathering crowds, or additional damage by resulting fires or unstable structures. Whether the explosion was the result of an accident or a criminal act, the responding officers should consider the following actions:

- Assess the scope of the incident, including the number of victims and extent of injuries.
- Assist with first aid (Pasadena Fire Department has primary responsibility).
- Assist with evacuation of victims (Pasadena Fire Department has primary responsibility).
- Identify and take appropriate precautions to mitigate scene hazards such as collapsed structures, blood borne pathogens, hazardous materials and secondary explosive devices.
- Request additional resources as needed. The Pasadena Police Department shall be notified and requested to respond. The Incident Commander for the incident will be determined by established protocol of the Pasadena Police and Fire Departments.
- Identify witnesses.
- Preserve evidence.

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416.3.1 NOTIFICATIONS

When an explosion has occurred, the following people shall be notified as soon as practicable if their assistance is needed:

- (a) Pasadena Fire Department
- (b) Pasadena Police Department
- (c) Los Angeles County Bomb Squad (this notification should only be made at the request of either the Pasadena Police and Fire Departments)
- (d) Additional officers
- (e) Watch Commander
- (f) Operations Sergeant
- (g) Chief of Police (Chief of Police of a Department Sergeant will make any required notifications to the College President and Vice President of Administration)
- (h) Forensic Science Services (this notification should only be made at the request of either the Pasadena Police and Fire Departments)

416.3.2 CROWD CONTROL

Only authorized personnel with a legitimate need shall be permitted access to the scene. Spectators and other unauthorized individuals shall be excluded to a safe distance as is reasonably practicable given the available resources and personnel.

416.3.3 SCENE OF INCIDENT

As in any other crime scene, steps should immediately be taken to preserve the scene. The scene could extend over a long distance. Evidence may be imbedded in nearby structures or hanging in trees and bushes.

416.4 BOMB THREATS RECEIVED AT POLICE FACILITY

This procedure shall be followed should a bomb threat call be received at the police facility.

416.4.1 BOMB THREATS RECEIVED BY TELEPHONE

The following questions should be asked if a call of a bomb threat is received at the Police Department:

- When is the bomb going to explode?
- Where is the bomb?
- What kind of bomb is it?
- What does it look like?
- Why did you place the bomb?
- Who are you? (to avoid possible termination of the call this should be the last question asked)

Attempt to keep the caller on the line as long as possible and obtain expanded answers to these five basic questions. During this time, document the following:

- Time of the call.
- Exact words of the person as accurately as possible.
- Estimated age and gender of the caller.

Section IX: Patrol

- Speech patterns and/or accents.
- Background noises.

If the incoming call is received at the police facility on a recorded line, steps shall be taken to ensure that the recording is preserved in accordance with current department evidence procedures.

416.4.2 RESPONSIBILITIES

The employee handling the call shall ensure that the Watch Commander is immediately advised and fully informed of the details. The Watch Commander will then direct and assign officers as required for coordinating a general building search or evacuation as he/she deems appropriate.

RAPE CASES

In all rape cases (acts where penetration is involved) you will taken crime report and thoroughly document the incident. Do to the lack of needed rescors the investigation of these crimes will be handled by the Pasadena Police Department.

All other sexual assault crimes (i.e. sexual assaults, sexual battery) will be handled by the Pasadena Area Community College District, Police and Safety Services Department.

Memorandum of Understanding Between Pasadena City College Police Department & Pasadena Police Department

Sex Crimes - Sexual Assaults involving rape or any form of sexual penetration (rapes) will be handled by the Pasadena Police Department. Any child molestation cases brought to the attention of the Pasadena Area Community College District, Police and Safety Services Department will be handled by the Pasadena Police Department. Other sexual assaults, i.e.. sexual battery, will be handled by the Pasadena Area Community College District, Police and Safety Services Department.

DEATH & HOMICIDE CASES

PASADENA CITY COLLEGE POLICE DEPARTMENT POLICY

360.1 PURPOSE AND SCOPE

The investigations of cases involving death include those ranging from natural cause to homicide. Some causes of death may not be readily apparent and some cases differ substantially from what they appeared to be initially. The thoroughness of death investigations cannot be emphasized enough. As part of the Memorandum of Understanding between Pasadena Police Department and the Pasadena Area Community College District, Policy and Safety Service Department dated September 1, 2005 (see General Order 352.1.3 for complete Memorandum of Understanding), the Pasadena Police Department shall be called and shall conduct the investigation.

360.2 INVESTIGATION CONSIDERATIONS

Death investigation cases require certain actions be taken. Paramedics shall be called in all suspected death cases unless the death is obvious (decapitated, decomposed, etc.). The Chief of Police and Operations Sergeant shall be notified in all suspected death cases.

Memorandum of Understanding Between Pasadena City College Police Department & Pasadena Police Department

Homicide - The Pasadena Police Department, or any other outside agency deemed appropriate under the existing circumstances, will conduct all homicide investigations.

LINE UPS & SHOW UPS

Lineups – A lineup is a physical or photographic group of people from whom a witness may pick the suspect of a crime.

Show ups – A show up is a one on one confrontation between a witness and a suspect, usually in the field.

Suggestively:

The Supreme Court has held that a violation of due process occurs if the pre trial identification procedure is so suggestive as to give the rise to a very substantial likelihood of irreparable misidentification.

In other words it is unfair and therefore a violation of due process under the fifth and fourth amendments for you to suggest in any way to a witness or victim that the person they are about to view has committed the crime in question.

Things to avoid prior to the identification of a suspect which might be ruled suggestive – NEVER tell a witness or a victim:

- The person they are about to view committed the crime
- The victim's property was in possession of the suspect
- The suspect made admissions or confessed to the crime
- The person to be viewed is the suspect

Prior to asking the witness or victim to identify a person as the suspect you must read the Department's field identification admonishment to the victim / witness.

OFFICER CONDUCT DURING SHOW UPS

You should get into the habit of not saying or doing anything during the identification process. This will avoid you from encountering any problems when your identification is questioned later.

WITNESS OR VICTIM CONDUCT

When more than one witness or victim is present, explain that each person must view the detained person separately. Do not permit them to hear one another's comments or to compare notes on the suspect's description.

CONSIDERATIONS DURING SHOW UP

- Lighting in the area where the suspect is to be viewed
- Witness or victim's sobriety
- The amount of time gone by from the crime to the identification of the suspect
- The certainty of the identification

AFTER THE IDENTIFICATION

If you tell the witness/victim they have picked the right one, it may jeopardize the admissibility of later court room identification. Once your identification is complete, you should document exactly what was said at the show up i.e. “the guy in the red shirt,” “the short guy,” “the tattoo on his neck.”

Always determine exactly which suspect did what then documenting the results of the show up, For example, if your victim says “that one,” inquire more about what exactly that one did.

FIELD SHOW UPS

This is a very critical phase in any crime investigation. Some precautions must be followed so as not to jeopardize the case in court.

- If a stop is made, remember that a determining factor should be the close proximity of the time and place of the scope to the actual crime. The suspect resembles the description given or the vehicle closely resembles the one given.
- If the stop is to be made, remember to follow normal high-risk stop procedures. Don't assume anything.
- Never transport detained persons to the victim or witness if at all possible. An exception can be made when a victim or witness is injured.
- Proper admonishments must be given to the victim/witness prior to the actual field show up. The admonishment should be read off the department's admonishment card.

EVIDENCE & CRIME SCENE INVESTIGATION

One of the most important duties in any investigation is the protection of a crime scene. The primary responsibility of the first officer on scene is to secure the crime scene and the collection of evidence. The initial method in which a crime scene is handled often determines the outcome of a case and can lead to a possible dismissal of a case and/or evidence. All evidentiary items recovered, as evidence shall be collected and packaged in a manner that ensures its integrity.

Officers should make sure crime scene investigations are conducted in an organized and methodical fashion. Every effort must be made to maintain the evidence as close to its original condition by marking and handling the evidence properly, selecting suitable original condition by materials, and using appropriate packaging/tagging methods to prevent damage, tampering, contamination or injury.

When investigating crime scenes, Departmental personnel should ensure that the following steps are taken:

- Locate crime scene and establish perimeter
- Contain and protect the crime scene
- Restrict access to necessary personnel
- Initiate Crime Scene Log on major incidents
- Document the condition of the crime scene
- Photograph the scene
- Document the location of evidence prior to disturbing the scene
- Make every effort to locate fingerprint evidence
- Collect and preserve evidence in a manner that ensures integrity and proper chain of custody
- Guard against contamination of evidence
- Prepare a thorough and detailed report of the crime scene investigation

Section IX: Patrol

In the event that the nature of the crime or the complexity of the crime scene exceeds the expertise and/or training of the on scene personnel, the incident shall be identified as a major crime scene. The handling officer shall be responsible for ensuring that the crime scene is secure, and advise a supervisor. The Sergeant shall respond to the crime scene and determine if additional call-out is needed.

All evidence or property collected will be inventoried and booked into evidence pursuant to department policy.

When evidence or property comes into the possession of the Pasadena City College Police Department a public trust is created. In order to fulfill this trust the department's Property technician is responsible for the custody, control, and disposition of all evidence and property coming into possession of this department so as to minimize liability exposure.

PASADENA CITY COLLEGE POLICE DEPARTMENT POLICY

804.3 PROPERTY HANDLING

Any employee who first comes into possession of any property, shall retain such property in his/her possession until it is properly tagged and placed in the designated property along with the property form. Care shall be taken to maintain the chain of custody for all evidence. A case number shall be issued whenever property is taken in.

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 if the owner is located at the time or a short time after the property is found. The property form must be completed to document the release of property not booked and the owner shall sign the form acknowledging receipt of the item(s). A case number shall be taken for tracking purposes and to provide a permanent record that we took possession of the property and released it to its owner.

804.3.1 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 property form describing each item of property separately, listing all serial numbers, owner's name, finder's name, and other identifying information or markings.
- (b) Mark each item of evidence with the booking employee's initials and the date booked using the appropriate method so as not to deface or damage the value of the property.
- (c) Complete an evidence/property tag and attach it to each package or envelope in which the property is stored.
- (d) Place the case number in the upper right hand corner of the bag.
- (e) The original property form shall be submitted with the case report. A copy shall be placed with the property in the temporary property locker or with the property if property is stored somewhere other than a property locker.
- (f) When the property is too large to be placed in a locker, the item shall be placed in the W Building bicycle storage area. A copy of the property report shall be placed into an evidence locker so the property officer is aware of the property and its location.
- (g) All photos taken in conjunction with a police report shall be booked into evidence as follows:
 - 1. Officers shall download photos from the camera used onto a CD and into CAD.
 - 2. Officers shall then book the CD into evidence.
 - 3. Officers shall attach the evidence form with their report and indicate in the report that the photos taken were placed into evidence.

804.3.2 NARCOTICS AND DANGEROUS DRUGS

All narcotics and dangerous drugs shall be booked separately using a separate property record. Paraphernalia as defined by Health & Safety Code § 11364 shall also be booked separately.

The officer seizing the narcotics and dangerous drugs shall place them in the designated locker accompanied by the property report form. The original property report form shall be attached to the case.

804.3.3 EXPLOSIVES

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.

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. The property and evidence technician is responsible for transporting to the Fire Department, on a regular basis, any fireworks or signaling devices that are not retained as evidence.

804.3.4 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. Items that have moist bodily fluids on them shall not be aired dried within the police facility. This is necessary to avoid the unpleasant odors that these items give off during the drying process from contaminating the work environment. When possible, such items shall be delivered to the Pasadena Police Department for proper drying utilizing their blood drying facilities. It is the responsibility of the officer who delivers items to the Pasadena Police Department to retrieve once dried so that they can be placed into our evidence system.

(b) All bicycles and bicycle frames require a property form and case number. Property tags will be securely attached to each bicycle or bicycle frame. The property may be released directly to the property and evidence technician, or placed in the bicycle storage area (located in the W Building, Police Locker Room area). The officer shall than place a copy of the property report form into an evidence locker so the property officer will be aware that a bicycle has been brought in and where it is located.

(c) All cash shall be counted in the presence of two employees and the envelope containing the money shall be sealed and initialed by both employees. District property, unless connected to a known criminal case, should be released directly to the appropriate District 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.

804.4 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 and Business and Profession Code § 4140
- (e) Fireworks
- (f) Contraband

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804.4.1 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 should be used to package syringes and needles.

A property tag shall be securely attached to the outside of all items or group of items packaged together.

804.4.2 PACKAGING NARCOTICS

The officer seizing narcotics and dangerous drugs shall retain such property in their possession until it is properly weighed, packaged, tagged, and placed in the property locker, accompanied by the property record. Prior to packaging and if the quantity allows, a presumptive test should be made on all suspected narcotics. If conducted, the results of this test shall be included in the officer's report.

Narcotics and dangerous drugs shall be packaged in an envelope of appropriate size. The booking officer shall initial the sealed envelope and the initials covered with cellophane tape. Narcotics and dangerous drugs shall not be packaged with other property. A completed property tag shall be attached to the outside of the container. The chain of evidence shall be recorded on the back of this tag.

804.5 RECORDING OF PROPERTY

The property 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 on the property control card.

A property number shall be obtained for each item or group of items. This number shall be recorded on property tag and the property control card.

Any changes in the location of property held by the Pasadena City College Police and Safety Services shall be noted in the property logbook.

804.6 PROPERTY CONTROL

Each time the property officer receives property or releases property to another person, he/she shall enter this information on the property control report. Officers desiring property for court shall contact the Property and Evidence Clerk prior to the court date to ensure that they can take possession of the property in time for their court appearance. This must be coordinated with the working hours of the Property and Evidence Clerk.

Officers who are signing out evidence for court shall provide a copy of their court subpoena to the Property and Evidence Clerk when checking out items of evidence. The copy of the subpoena shall be retained by the Property and Evidence Clerk for tracking purposes. At the time evidence is removed from the Property and Evidence Unit, a "Receipt of Evidence Form" shall be provided to the requesting officer along with the evidence to take to court to document the transaction.

When evidence is entered as a court exhibit, the "Property Release Form" shall be completed by the PCCPD employee and signed by the person taking custody of the evidence (Court Clerk, Deputy D.A., Investigator, etc.). The completed signed form shall be returned to the Property and Evidence Unit or placed in the Temporary Evidence Storage Units prior to the end of the Officer's shift on the same day the evidence was checked out. When the evidence is not received as a court exhibit, it shall be the responsibility of the employee to return the property to the Property and Evidence Unit or place it in the Temporary Evidence Storage Units prior to the end of the Officer's shift on the same day the evidence was checked out.

If the evidence or a "Receipt of Evidence Form" is not returned to the Property and Evidence Unit by the end of the court day, it shall be the responsibility of the Property and Evidence Unit personnel to immediately notify the Administration Sergeant of the policy violation.

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It shall be the responsibility of the Administration Sergeant to determine the location and status of the property and evidence.

804.6.3 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 on the property control report form, stating the date, time and to whom released.

The property 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 on the property control report form, indicating date, time, and the person who returned the property.

804.6.4 AUTHORITY TO RELEASE PROPERTY

The Administration Sergeant shall authorize the disposition or release of all evidence and property coming into the care and custody of the Department.

804.6.7 CONTROL OF NARCOTICS & DANGEROUS DRUGS

The Administration Sergeant 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 & Safety Code § 11364.

804.7 DISPOSITION OF PROPERTY

All property not held for evidence, other than Lost and Found Property, in a pending criminal investigation or proceeding, and held for six months or longer where the owner has not been located or fails to claim the property, may be disposed of in compliance with existing laws upon receipt of proper authorization for disposal. The property and evidence technician shall request a disposition or status on all property which has been held in excess of 120 days, and for which no disposition has been received from a supervisor or detective.

804.7.3 RETENTION OF BIOLOGICAL EVIDENCE

The Property Officer or the Administrative Sergeant shall ensure that no biological evidence held by the Department is destroyed without adequate notification to the following persons, when applicable:

- (a) The defendant
- (b) The defendant's attorney
- (c) The appropriate prosecutor and Attorney General
- (d) Any sexual assault victim
- (e) The Operations Sergeant

Biological evidence shall be retained for a minimum period established by law (Penal Code § 1417.9), the Property and Evidence Section Supervisor or the expiration of any sentence imposed 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

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order to retain the sample is filed and served on the Department within 90 days of the date of the notification. A record of all certified mail receipts shall be retained in the appropriate file. Any objection to, or motion regarding, the destruction of the biological evidence should be retained in the appropriate file and a copy forwarded to the Field Services Division supervisor.

Biological evidence related to a homicide shall be retained indefinitely and may only be destroyed with the written approval of the Chief of Police and the head of the applicable prosecutor's office.

Biological evidence from an unsolved sexual assault should not be disposed of prior to expiration of the statute of limitations. Even after expiration of an applicable statute of limitations, the Field Services Division supervisor should be consulted and the sexual assault victim should be notified.

COURTROOM DEMEANOR & TESTIMONY & SUBPOENAS

The ultimate objective of any arrest or criminal investigation is the successful prosecution of the responsible party. There are several factors involved in accomplishing that goal. When all of the components are working together in a cohesive manner, the trial will be successful and the defendant will be found guilty. Apart from circumstantial and physical evidence, eyewitness testimony is the most critical part of the process.

As a Police Officer you will be called on to testify as a witness in a criminal or civil proceeding. Eventually, as you dedicate more time to the job and you gather more experience, you may be relied on for your expert testimony. As a representative of this department you should always conduct yourself in a professional manner. The same is especially true when viewed by the public while appearing in court.

THE COURT PROCESS

Below are some of the steps normally associated with court appearances:

- The subpoena process – If either a deputy District Attorney (for all felonies and selected misdemeanors) or a City Prosecutor (for most misdemeanor cases) makes a determination that you will be needed to testify in a proceeding, you will receive a subpoena. The subpoena is an order to appear and is usually served by the department Sergeant.

The court appearance date may be on a day that you are working or may fall on your day off. In either case unless the subpoena states that you are on call, you have to appear. If you are unable to appear, due to your being on vacation or an extenuating set of circumstances, you should notify the City Attorney or the District Attorney.

There may be instances when you will have to appear outside of the city. Those subpoenas should be handled the same as if you were appearing in Pasadena.

- Attire – could of either wearing your uniform, especially if you are on duty, or wearing business – type clothing. If the case is a jury trial it is strongly recommended that you wear business attire. Provocative clothing and excessive jewelry should be avoided.
- Attorney interaction – as a general rule of thumb, you should consult with the prosecuting attorney, to inform them of your part in the case. This is also helpful, as it will give you an idea as to what to expect when you take the stand.

Unless the prosecuting attorney approves it, you should not discuss the case with the defense attorney. If you are subpoenaed by the defense or if the matter is a civil one, you should notify your immediate supervisor and ultimately may end up consulting with the City Attorney to discuss your involvement in the matter.

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As a side note, you should avoid interacting with any juror. This could be construed, by some defense attorney's as an attempt, by you, to unduly influence the case. A motion to dismiss may then be granted.

Memorandum of Understanding Between Pasadena City College Police Department & Pasadena Police Department

It is the intent and purpose of this memorandum to set forth the total and complete understanding and agreement between the City of Pasadena, Police Department and the Pasadena Area Community College District, Police and Safety Services Department, regarding crime report taking and criminal investigation responsibilities that occur on college district property, within the City of Pasadena.

This Memorandum shall remain in effect indefinitely, revoked by mutual consent. Further, the provisions of this Memorandum shall remain in effect while the parties are meeting and conferring on a successor Memorandum of understanding.

This Memorandum shall in all respects be subject and subordinated to the provisions of the Pasadena City Charter and statutory provisions of the Federal Government and the State of California in effect at the time of the execution of this Memorandum.

Incident reports (these reports shall be routed in the same fashion as do reports received from field services units) Services Department campuses will generally be the responsibility of the Pasadena area Community College District, Police and Safety Services Department with the following categorical exceptions:

Homicide - The Pasadena Police Department, or any other outside agency deemed appropriate under the existing circumstances, will conduct all homicide investigations.

Robbery - Pasadena Area Community College District, Police and Safety Services Department personnel will take the first report. Absent any urgency or Exigent circumstances, they will forward a copy of their report to the Special Operations Division at the Pasadena Police Department.

Kidnapping - The Pasadena Police Department and any other outside agency deemed appropriate will conduct all investigations with the exception of any such crime occurring completely within the confines of the campus inclusive of the arrest of the suspect.

Assaults - Pasadena Area Community College District, Police and Safety Services Department personnel will conduct all investigations occurring on the campus between students. In shooting, stabbing, or other serious bodily injury incidents the Chief of the Pasadena Area Community College District, Police and Safety Services Department, or his designee, will notify the on duty Watch Commander immediately, jointly assessing the need for Pasadena Police Department resources.

Auto Thefts - Pasadena Area Community College District, Police and Safety Services Department will take the initial signed stolen reports and notify the Pasadena Police Department, Communications Section, as soon as possible, to notify field personnel. A copy of the stolen report will be sent to the Special Operations Division, Detective Section/Auto Theft Unit, for informational purposes.

Thefts - Pasadena Area Community College District, Police and Safety Services Department will handle all theft reports, inclusive of bicycles. Any information on stolen property will be provided by Pasadena Area Community College District, Police and Safety Services Department based on specific requests by Pasadena Police Department investigative personnel.

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Drugs - First reports will be taken by Pasadena Area Community College District, Police and Safety Services Department.

Sex Crimes - Sexual Assaults involving rape or any form of sexual penetration (rapes) will be handled by the Pasadena Police Department. Any child molestation cases brought to the attention of the Pasadena Area Community College District, Police and Safety Services Department will be handled by the Pasadena Police Department. Other sexual assaults, i.e.. sexual battery, will be handled by the Pasadena Area Community College District, Police and Safety Services Department.

Officer Involved Shootings - The Pasadena Police Department's Officer involved Shooting Team will investigate all shooting incidents, within the City of Pasadena involving officers from the Pasadena Area Community College District, Police and Safety Services Department, whenever a weapon is intentionally discharged (except during lawful range training or sporting activities) or when someone is injured as a result of the discharge, be that discharge intentional or accidental. This includes shooting incidents where an officer from the Pasadena Area Community College District, Police and Safety Services Department is the victim of shooting whether injured or not.

ADDITIONAL POINTS OF THIS AGREEMENT:

(a) On request of the Chief/Director of the Pasadena Area Community College District, Police and Safety Services Department, or his designee, the campus agency may call upon the assistance of the Pasadena Police Department on any investigation requiring special expertise not available within the Pasadena Area Community College District, Police and Safety Services Department. Any requests for follow up by a Field Operations Division police officer must be cleared with the on-duty Watch Commander.

(b) Pasadena Police Department case numbers shall be assigned to all cases occurring on Pasadena Area Community College District, Police and Safety Services Department, campuses that are handled by the Pasadena Police Department or when Pasadena Police Department personnel conduct follow up to an existing Pasadena Area Community College District, Police and Safety Services Department case. A Pasadena Police Department case number will not be assigned to Pasadena Area Community College District, Police and Safety Services Department for informational purposes only.

(c) Any extraordinary incident occurring on Pasadena Area Community College District, Police and Safety Services Department campuses that warrant notification of the Pasadena Police Department should be immediately reported to the on-duty Watch Commander.

(d) When Pasadena Police officers on-view an incident on any Pasadena Area Community College District, Police and Safety Services Department campuses that warrant notifications of the Pasadena and initiate a case incident, the incident will be handled by the Pasadena Police Department in total and a copy of the report will be forwarded to the Chief/Director of the Pasadena Area Community College District, Police and Safety Services Department for informational purposes.

(e) Collection of physical evidence will be handled by the agency with jurisdiction for the case as defined by this agreement. Should special handling of evidence be required, the Pasadena Police Department may be called upon to perform that duty. The Pasadena police will store all physical evidence.

(f) When an arrest is made by Pasadena Area Community College District, Police and Safety Services personnel they will provide for transportation of the prisoner to the Pasadena jail for booking. An officer from the Pasadena Area Community College District, Police and Safety Services will also be present to complete the booking information, and to prepare a citation release, if appropriate.

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(g) Pasadena Area Community College District, Police and Safety Services will be responsible for due process provisions and guarantees of the arrestee up to and through the booking process.

(h) Pasadena Area Community College District, Police and Safety Services shall comply with all jail procedures and regulations established by the Pasadena Police Department.

(i) For any Pasadena Area Community College District, Police and Safety Services arrest that requires a probable cause hearing for the arrestee pursuant to County of Riverside v. McLaughlin (1991), usually occurring immediately preceding weekends and holidays, Pasadena Area Community College District, Police and Safety Services officer shall ensure that a probable cause declaration form is filled out and approved by their supervisor and both a copy of the report and probable cause declaration left with the Pasadena Watch Commander. Failure to do so may result of the arrestee being released without notice.

(j) Pasadena Police Records Section personnel will provide the Pasadena Area Community College District, Police and Safety Services police personnel, upon verification of the latter employee's credentials, necessary records information to assist in bona fide investigations, subject to the compelling needs criteria of Penal Code Section 13300 (c) as it applies to personnel listed under Penal Code Section 830.32.

(k) The Pasadena Area Community College District, Police and Safety Services Department, will assure that peace officer functions authorized under this memorandum of understanding will only be performed by persons employed as peace officers.

(l) The Pasadena Area Community College District, Police and Safety Services Department further agrees to defend, hold harmless and indemnify the City of Pasadena from all claims, loss, damage, liability, including, but not limited to the payment of attorney's fees and cost, resulting from or occurring during the exercise of any function or activity on the part of any employee or agent of the Pasadena Area Community College District, Police and Safety Services Department pursuant to this memorandum of understanding.

(m) It is understood that the Pasadena Police Department retains original jurisdiction and that this memorandum of understanding does not preclude the Pasadena Police Department from investigating, with cooperation from the Pasadena Area Community College District, Police and Safety Services Department, any legitimate criminal investigation.

(n) The procedures established in the memorandum of understanding may be evaluated and amended in the future on the mutual agreement of both agencies. Such amendment shall be in writing, signed by appropriate representatives of the both parties. It is further understood that an evaluation shall be made of this amended agreement twelve months from the date of execution.

(o) The Pasadena Police Department Counter-Terrorism Section will be immediately notified of any National Security Incident coming to the attention of the Pasadena Area Community College District, Police and Safety Services Department.

(p) This Memorandum of Understanding will become effective on 12-17-2017.

SELF INITIATED ACTIVITY

VEHICLE STOPS

Officers are expected to be proactive in their enforcement actions and contacts. Although traffic enforcement is not the primary role of a patrol officer it is important that traffic violations be addressed in an appropriate manner.

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Officers should take enforcement action in areas identified as having high incidents of collisions, complaints or where officers observe frequent violations.

In addition to enforcement actions, officers must be aware of current investigations with vehicle descriptions. Being aware of suspect vehicle descriptions and stolen vehicle descriptions officer may find justification to conduct an investigative stop to determine where the vehicle and occupants are related to the investigation.

Lawful vehicle stops provide officers with contacts that may evolve into investigations related to other offenses, such as, drug investigations, burglary investigations, warrant arrests, etc...

Generally vehicle stops are contacts initiated by the officer for one of three reasons:

- Enforcement stop for a traffic violation to correct or change the driver's behavior by either a warning or citation.
- Investigative stop based on reasonable suspicion that the vehicle or driver was or is involved in criminal activity. The detention may only last as long as necessary to determine whether a nexus exists between the investigation and the person/vehicle stopped.
- A "Wall Stop" (pretext stop) is a stop made on a vehicle or person based on information from a confidential police source requesting the vehicle or person stopped. The stop must be made independently from the information received from the source. This is to maintain the integrity of the investigation by the source. For example: an enforcement stop is made for expired registration – the pretext stop. The true reason for the stop is that the person in the car needs to be identified for the Vice Unit. **NEVER ELUDE TO THE SOURCE AS THE REASON FOR THE STOP.**

PEDESTRIAN STOPS

Officers are expected to initiate lawful pedestrian stops. Pedestrian stops are conducted for a variety of reasons. The stop may be consensual in nature with the motive of identifying the person and his/her reason for being in a particular area. This will allow opportunities to complete Field Contact Cards and run warrant checks, which may result in the person's arrest.

Pedestrian contacts allow officers to interrupt potential criminal activity or discourage a person from creating a conflict because the officer now knows his/her name. These contacts are invaluable to detectives in the form of leads on persons who may match suspects descriptions or are in an area of reported criminal activity.

Not all pedestrians stopped are involved in criminal or suspicious activity. Keep in mind that a perfectly innocent person may be in the proximity of a crime and have no knowledge of police presence until contacted. In such a case it is important to take the time to explain the reason for the contact and answer any questions the person may have about the contact. This may be all that is necessary to regain support for your actions and prevent the person from complaining about the contact.

When the contact is based on suspicious circumstances, complete a Field Interview Card and save the information into CAD.

DIRECTED PATROL

Directed patrol is best described as a focused patrol effort in an area to address a specific problem through either high visibility to deter crime or through covert patrol tactics to identify and arrest the responsible persons. Directed patrols may vary from shift to shift and service area to service.

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For directed patrol efforts to be effective the officer must have a working knowledge of their service area. This knowledge, coupled with an understanding of the root problem, will determine the goal of directed patrol efforts. For example, officers may feel that frequent high visibility presence in an area may deter loitering. If effective, this method would become a routine maintenance simply by conducting drive-bys of the location.

Foot patrol is another effective tool in directive patrol efforts. Frequently targeting a parking lot with foot patrol may reduce incidents of crime or complaints about drinking and drugs.

Covert patrol operations that focus on a specific problem is another form of directed patrol. These efforts are organized at the patrol level with the approval of a supervisor. The purpose of these operations is to address a specific problem that the officer believes can be resolved through enforcement, or at least make a significant impact.

Preparation for patrol begins at briefing. In briefings, wanted bulletins, teletypes, department orders, special instructions, and in-service training are covered. This information provides officers with locations and conduct that must be addressed – that may require directed patrol efforts rather than the random patrol used to provide a police presence.

Traffic enforcement specific to violations and locations is another form of directed patrol designed to reduce collisions or traffic complaints. Various approaches to enforcement through individual officers or through a collaborated effort may prove effective. Keep in mind that traffic enforcement is a valid form of creating a detention or arrest to pursue suspicions of other unlawful activity.

ACKNOWLEDGEMENTS

The previous and current success of the Field Training Program is credited to the members of the Pasadena City College Police Department. Without their hard work and dedication the continued success of providing a safe and enriching learning environment for the students, faculty, staff, and guest of Pasadena City College would not be possible.

A special thanks is given to the following entities for their assistance regarding the development of this field training hand book:

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&

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