CHIEF'S PREFACE

Our Mission is to Provide a Safe and Secure Community
While Treating all People with Dignity and Respect

This policy manual is designed to guide employees of the El Segundo Police Department in carrying out their assigned responsibilities. It is our collective commitment as a Police Department to do our jobs in the most professional, ethical, and legal manner. This manual is critically important to our overall success as a Police Department and it is a vital component of community trust and transparency.

The content of this manual reflects our official position on a range of issues relevant to our operations. It is crucial for each member of this agency to read, understand, and accept these policies. Use this manual as a tool to help in your decision making. While it is our intent this manual be all encompassing, it is not possible to anticipate every situation an employee may face. You are always expected to use your best judgment consistent with our Mission Statement of providing a safe community while treating all people with dignity and respect and our core values of Respect, Integrity, Service, and Excellence.

Thank you for your service and commitment to the El Segundo community.

Saul Rodriguez
Chief of Police

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LAW ENFORCEMENT CODE OF ETHICS

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

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

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

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

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

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

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DEPARTMENT VISION, MISSION, AND VALUES STATEMENT

VISION STATEMENT: The El Segundo Police Department will be recognized as an organization that provides unparalleled service through professionalism, training, innovation, and partnership with the community.

MISSION STATEMENT DEFINED: Our MISSION is to provide a safe and secure community while treating all people with dignity and respect.

OUR VALUES: We RISE to the challenge of the following common VALUES:

(a) RESPECT: We value all people and treat all people with respect, sensitivity, compassion, and understanding.

(b) INTEGRITY: We hold ourselves to the highest standards and are accountable for our actions both personally and as an organization.

(c) SERVICE: We value the community we serve and meeting their needs while working together to build and maintain channels of communication. We do this by being personally involved in our community, fostering a team effort among ourselves and those we serve, and working cooperatively together in an effort to identify and resolve problems.

(d) EXCELLENCE: We are committed to and pride ourselves in our personal and organizational excellence and professionalism, acting responsibly and carrying out our duties through innovative approaches with competence and efficiency.

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Chapter 1 - Law Enforcement Role and Authority

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Law Enforcement Authority

100.1 PURPOSE AND SCOPE

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

100.2 POLICY

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

100.3 PEACE OFFICER POWERS

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

100.3.1 ARREST AUTHORITY INSIDE THE JURISDICTION OF THE EL SEGUNDO POLICE DEPARTMENT

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

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

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

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

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

(e) In compliance with an arrest warrant.

100.3.2 ARREST AUTHORITY OUTSIDE THE JURISDICTION OF THE EL SEGUNDO POLICE DEPARTMENT

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

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

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

(c) When the officer has probable cause to believe the person has committed a misdemeanor for which an arrest is authorized even if not committed in the presence of

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the officer such as certain domestic violence offenses and there is immediate danger to person or property or of escape or the arrest is mandated by statute.

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

(e) In compliance with an arrest warrant.

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

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

100.3.3 DELIVERY TO NEAREST MAGISTRATE

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

100.3.4 TIME OF MISDEMEANOR ARRESTS

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

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

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

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

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

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

100.4 INTERSTATE PEACE OFFICER POWERS

Peace officer powers may be extended to other states:

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

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

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

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100.5 CONSTITUTIONAL REQUIREMENTS

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

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Chief Executive Officer

101.1 PURPOSE AND SCOPE

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

101.1.1 CHIEF EXECUTIVE OFFICER REQUIREMENTS

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

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Oath of Office

102.1 PURPOSE AND SCOPE

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

102.2 POLICY

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

102.3 OATH OF OFFICE

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

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

102.4 MAINTENANCE OF RECORDS

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

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Policy Manual

103.1 PURPOSE AND SCOPE

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

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

103.2 POLICY

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

103.2.1 DISCLAIMER

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

103.3 AUTHORITY

The Chief of Police shall be considered the ultimate authority for the content and adoption of the provisions of this manual and shall ensure compliance with all applicable federal, state and local laws. The Chief of Police or the authorized designee is authorized to issue General Orders, which shall modify those provisions of the manual to which they pertain. General Orders shall remain in effect until such time as they may be permanently incorporated into the manual.

103.4 DEFINITIONS

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

Adult - Any person 18 years of age or older.

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

CHP- The California Highway Patrol.

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Policy Manual

CFR - Code of Federal Regulations.

City - The City of El Segundo.

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

Department/ESPD - The El Segundo Police Department.

DMV - The Department of Motor Vehicles.

Employee - Any person employed by the Department.

Juvenile- Any person under the age of 18 years.

Manual - The El Segundo Police Department Policy Manual.

May - Indicates a permissive, discretionary or conditional action.

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

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

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

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

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

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

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

Shall or will - Indicates a mandatory action.

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

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

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

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

USC - United States Code.

103.5 ISSUING THE POLICY MANUAL

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

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

103.6 PERIODIC REVIEW OF THE POLICY MANUAL

The Chief of Police will ensure that the Policy Manual is periodically reviewed and updated as necessary.

103.7 REVISIONS TO POLICIES

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

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

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

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

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Chapter 2 - Organization and Administration

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Organizational Structure and Responsibility

200.1 PURPOSE AND SCOPE

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

200.2 BUREAUS

The Chief of Police is responsible for administering and managing the El Segundo Police Department. There are two bureaus in the Police Department as follows:

- Administrative Services Bureau
- Field Operations Bureau

See attachment: Organizational Chart.pdf

200.2.1 ADMINISTRATIVE SERVICES BUREAU

The Administrative Services Bureau is commanded by a Captain, whose primary responsibility is to provide general management direction and control for the Administrative Services Bureau. The Administrative Services Bureau consists of the Administrative Services Division, Special Operations Division, Records Division, and the Senior Management Analyst. The Administrative Services Division includes the Training Section, Personnel, Property, and Crime Prevention. The Special Operations Division includes Motor Officers (Traffic Enforcement/Accident Investigation) and Police Cadets.

200.2.2 FIELD OPERATIONS BUREAU

The Field Operations Bureau is commanded by a Captain, whose primary responsibility is to provide general management direction and control for the Field Operations Bureau. The Field Operations Bureau consists of the Patrol Division (Patrol/K-9 Officers) and the Investigative Division (Detectives). The Investigative Division includes School Resource Officers (SROs), Community Lead Officers (CLOs), a Crime Scene Investigator, a Crime Analyst, and Police Service Officers (PSOs).

200.3 COMMAND PROTOCOL

200.3.1 SUCCESSION OF COMMAND

The Chief of Police exercises command over all personnel in the Department. During planned absences the Chief of Police will designate a Bureau Commander to serve as the acting Chief of Police.

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

(a) Field Operations Bureau Captain

(b) Administrative Services Bureau Captain

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(c) Watch Commander on Duty

200.3.2 UNITY OF COMMAND

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

200.3.3 ORDERS

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

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General Orders

201.1 PURPOSE AND SCOPE

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

201.1.1 GENERAL ORDER PROTOCOL

General Orders will be incorporated into the manual as required upon approval of Staff. General Orders will modify existing policies or create a new policy as appropriate and will be rescinded upon incorporation into the manual.

All existing General Orders have now been incorporated in the updated Policy Manual as of the below revision date.

Any General Orders issued after publication of the manual shall be numbered consecutively starting with the last two digits of the year, followed by the number 01. For example, 12-01 signifies the first General Order for the year 2012.

201.2 RESPONSIBILITIES

201.2.1 STAFF

The staff shall review and approve revisions of the Policy Manual, which will incorporate changes originally made by a General Order.

201.2.2 CHIEF OF POLICE

The Chief of Police shall issue all General Orders.

201.3 ACCEPTANCE OF GENERAL ORDERS

All employees are required to read and obtain any necessary clarification of all General Orders. All employees are required to acknowledge in writing the receipt and review of any new General Order. Signed acknowledgement forms and/or e-mail receipts showing an employee's acknowledgement will be maintained by the Training Sergeant.

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Emergency Management Plan

202.1 PURPOSE AND SCOPE

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

202.2 ACTIVATING THE EMERGENCY PLAN

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

202.2.1 RECALL OF PERSONNEL

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

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

202.3 LOCATION OF THE PLAN

The Emergency Management Plan is available in the Watch Commander's office. All supervisors should familiarize themselves with the Emergency Management Plan. The Bureau Commander should ensure that department personnel are familiar with the roles police personnel will play when the plan is implemented.

202.4 SUPERVISOR RESPONSIBILITY

All supervisors shall be familiar with the role of the Department along with his own responsibilities and duties, shall maintain plans for his activities in the event of a major disaster.

202.5 UPDATING OF MANUALS

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

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Training

203.1 PURPOSE AND SCOPE

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

203.2 PHILOSOPHY

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

203.3 OBJECTIVES

The objectives of the Training Program are to:

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

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

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

(d) Ensure compliance with POST rules and regulations concerning law enforcement training.

203.4 TRAINING PLAN

A training plan will be developed and maintained by the Training Sergeant. It is the responsibility of the Training Sergeant to maintain, review, and update the training plan on an annual basis.

203.5 TRAINING NEEDS ASSESSMENT

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

203.6 TRAINING COMMITTEE

The Training Sergeant shall establish a Training Committee, which will serve to assist with identifying training needs for the Department.

The Training Committee shall be comprised of at least three members, with the senior ranking member of the committee acting as the chairperson. Members should be selected based on their abilities at post-incident evaluation and at assessing related training needs. The Training Sergeant may remove or replace members of the committee at his/her discretion.

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The Training Committee should review certain incidents to determine whether training would likely improve future outcomes or reduce or prevent the recurrence of the undesirable issues related to the incident. Specific incidents the Training Committee should review include, but are not limited to:

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

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

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

The Training Committee should convene on a regular basis as determined by the Training Sergeant to review the identified incidents. The committee shall determine by consensus whether a training need exists and then submit written recommendations of its findings to the Training Sergeant. The recommendation should not identify specific facts of any incidents, such as identities of employees involved or the date, time and location of the incident, but should focus on the type of training being recommended.

The Training Sergeant will consider the recommendations of the committee and determine what training should be addressed, taking into consideration the mission of the Department and available resources.

203.7 TRAINING PROCEDURES

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

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

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

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

203.8 DAILY TRAINING BULLETINS

The Lexipol Daily Training Bulletins (DTBs) is a web-accessed system that provides training on the El Segundo Police Department Policy Manual and other important topics. Generally, one training

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bulletin is available for each day of the month. However, the number of DTBs may be adjusted by the Training Sergeant.

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

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

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

203.9 POLICY

The Department shall administer a training program that will meet the standards of federal, state, local, and POST training requirements. It is a priority of this department to provide continuing education and training for the professional growth and development of its members.

203.10 TRAINING SERGEANT

The Chief of Police shall designate a Training Sergeant who is responsible for developing, reviewing, updating, and maintaining the department training plan so that required training is completed. The Training Sergeant should review the training plan annually.

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Electronic Mail

204.1 PURPOSE AND SCOPE

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

204.2 EMAIL RIGHT OF PRIVACY

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

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

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

204.3 PROHIBITED USE OF EMAIL

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

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

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

204.4 EMAIL RECORD MANAGEMENT

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

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Electronic Mail

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

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Administrative Communications

205.1 PURPOSE AND SCOPE

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

205.2 PERSONNEL ORDERS

Personnel Orders may be issued periodically by the Chief of Police to announce and document all promotions, transfers, hiring of new personnel, separations, personnel and group commendations, or other changes in status.

205.3 CORRESPONDENCE

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

205.4 SURVEYS

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

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Staffing Levels

206.1 PURPOSE AND SCOPE

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

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License to Carry a Firearm

207.1 PURPOSE AND SCOPE

The purpose of this policy is to provide a written process for the application, issuance, denial, appeal, and revocation of a license to carry a firearm (Penal Code § 26150; Penal Code § 26155).

207.2 POLICY

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

207.3 QUALIFIED APPLICANTS

In order to qualify for a license to carry a firearm, the applicant must:

(a) Be deemed not to be a disqualified person as provided in Penal Code § 26202.

(b) Be deemed not to be prohibited by state or federal law from possessing, receiving, owning, or purchasing a firearm (Penal Code § 26185; Penal Code § 26195).

(c) Be a resident of the City of El Segundo or meet the non-residential jurisdictional requirements (Penal Code § 26150; Penal Code § 26155)

1. Non-resident applicants may be eligible for a license if they are members of the California Rifle & Pistol Association, Inc., Gun Owners of America, Inc., Gun Owners of California, Inc., the Second Amendment Foundation, or the Firearms Policy Coalition and are not otherwise prohibited from possessing firearms under federal or California law. Proof of membership is required.

(d) Be at least 21 years of age, and present clear evidence of identity and age as defined in Penal Code § 16400 (Penal Code § 26150; Penal Code § 26155).

(e) Fully complete the California Department of Justice (DOJ) application (Penal Code § 26175).

(f) Submit fingerprints and a complete criminal background check (Penal Code § 26185).

(g) Pay all associated application fees (Penal Code § 26190).

(h) Be the recorded owner of the firearm, with the California DOJ, for which the license will be issued, as determined by the El Segundo Police Department (Penal Code § 26162).

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

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

207.3.1 NON-RESIDENT APPLICANTS

Non-resident applicants are required to meet the resident criteria described in the Qualified Applicants section of this policy, where applicable, as well as the requirements in Penal Code § 26150(b) and Penal Code §26155(b).

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207.3.2 APPLICANT DISQUALIFICATION

The Department shall not issue a license when (Penal Code § 26195):

(a) The applicant fails to comply with all reporting requirements concerning any restraining orders, arrests, convictions, or charges as specified in Penal Code § 26202.

(b) The applicant knowingly provided false, inaccurate, or incomplete information in connection with any application for a license, license renewal, or license amendment pursuant to Penal Code § 26175(e).

207.4 APPLICATION PROCESS

The application process for a license to carry a firearm shall consist of two phases. Upon the successful completion of each phase, the applicant will advance to the next phase until the process is completed and the license is either issued or denied.

207.4.1 PHASE ONE (TO BE COMPLETED BY ALL APPLICANTS)

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

1. If an incomplete application package is received, the Chief of Police or the authorized designee may do any of the following:

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

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

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

(b) Applicant fees shall be submitted and processed according to department-established procedures and Penal Code § 26190.

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

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

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

(c) Additional documents may be requested of the applicant as required to complete the application process (e.g., photograph).

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

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Within 90 days of receiving the completed application for a new license, the Department shall give written notice to the applicant of the Department's initial determination, based on its preliminary investigation, whether or not the applicant is a disqualified person. This shall include a final determination on whether the applicant is an unlawful user of or addicted to any controlled substance described in 18 USC 922 (g)(3) (Penal Code § 26202).

If the determination is that the applicant is not a disqualified person, the notice shall inform the applicant to proceed with the training requirements as specified in Penal Code § 26165.

207.4.2 PHASE TWO

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

(a) Fingerprints and related information required by the California DOJ shall be submitted to the California DOJ as provided in Penal Code § 26185.

(b) The Chief of Police may, based upon criteria established by the Chief of Police, require that the applicant be referred to an authorized psychologist used by the Department for psychological testing. The cost of such psychological testing shall be paid by the applicant but shall not exceed the reasonable costs to the Department. The Chief of Police may allow non-resident applicants to complete the psychological assessment virtually or at an approved location in the applicant's state of residence (Penal Code § 26190).

(c) The applicant shall complete a course of training approved by the Department, which complies with Penal Code § 26165.

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

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

Once the Chief of Police or authorized designee has verified the successful completion of phase two, the license to carry a firearm will either be granted or denied (Penal Code § 26170).

207.5 ISSUED FIREARMS PERMITS

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

(a) The license will be subject to any and all reasonable restrictions or conditions the Chief of Police has deemed warranted, including restrictions as to the time, place, manner, and circumstances under which a person may carry the firearm (Penal Code § 26200(b)).

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1. All such restrictions or conditions shall be conspicuously noted on any license issued (Penal Code § 26200(c)).
2. The licensee will be required to sign a Restrictions and Conditions Agreement. Any violation of any of the restrictions and conditions may result in the immediate revocation of the license.

(b) The license shall clearly identify the licensee, bear a photograph and fingerprints of the licensee with the expiration date, type of firearm, restrictions, and other pertinent information as described by Penal Code § 26175. The license may be laminated (Penal Code § 26175).

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

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

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

(e) The licensee shall notify this department in writing within 10 days of any change of place of residency. Within 10 days of receiving such notice, the Department shall notify the California DOJ (Penal Code § 26210).

207.5.1 AMENDMENTS TO LICENSES

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

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

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

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

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

207.5.2 REVOCATION OF LICENSES

Any license issued pursuant to this policy shall be revoked by the Chief of Police for any of the following reasons (Penal Code § 26195):

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(a) The licensee is prohibited by state or federal law from owning or purchasing a firearm.

(b) The licensee has become a disqualified person and cannot receive such a license in accordance with the standards set forth in Penal Code § 26202.

(c) The licensee has breached any of the conditions or restrictions described in Penal Code § 26200.

(d) Any information provided by a licensee in connection with an application for a new license or an application to amend a license was knowingly inaccurate or incomplete.

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

(f) The licensee fails to notify the issuing department of a restraining order, arrest, charge, or conviction of a crime in Penal Code § 26202.

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

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

207.5.3 LICENSE RENEWAL

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

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

(b) Completing a training course pursuant to Penal Code § 26165.

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

(d) Paying the applicable renewal application fee.

Within 90 days of receiving the completed application for a renewal license, the Department shall give written notice to the applicant of the department's initial determination whether or not the applicant is a disqualified person (Penal Code § 26202).

If the determination is that the applicant is not a disqualified person, the notice shall inform the applicant to proceed with the training requirements as specified in Penal Code § 26165. The Department shall then submit the renewal notification to the California DOJ as provided in Penal Code § 26185.

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

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The Department shall not issue a renewal license unless confirmation has been received from the California DOJ that the applicant is eligible to possess, receive, own, or purchase a firearm (Penal Code § 26185).

207.6 DEPARTMENT REPORTING AND RECORDS

The Department shall maintain a record of the following and immediately provide copies of each to the California DOJ (Penal Code § 26225):

(a) The denial of a license

(b) The denial of an amendment to a license

(c) The issuance of a license

(d) The amendment of a license

(e) The revocation of a license

The Chief of Police shall annually submit to the State Attorney General the total number of licenses to carry firearms issued to reserve peace officers and judges.

207.7 CONFIDENTIAL RECORDS

The home address and telephone numbers of any peace officer, public defender, prosecutor, magistrate, court commissioner, or judge contained in an application shall not be considered a public record (Government Code § 7923.805).

207.8 WRITTEN NOTICE FOR DENIAL OF LICENSE

The Chief of Police or the authorized designee shall give written notice to the applicant for a new license that the license is approved or denied within 120 days of the initial application or within 30 days after receipt of the applicant's criminal background check from the California DOJ, whichever is later (Penal Code § 26205).

Written notice to an applicant for a renewal license that is approved or denied shall be given within 120 days of receiving the completed application (Penal Code § 26205).

Additionally, regardless of the type of license, if the license is denied, the notice shall state which requirement was not satisfied (Penal Code § 26205).

207.8.1 ADDITIONAL REQUIREMENTS

If an application for a new license, renewal of a license, or revocation is denied based on a determination that the person is a disqualified person as provided by Penal Code § 26202, the Chief of Police or the authorized designee shall provide the person with the notice of determination as provided by Penal Code § 26202(d), Penal Code § 26205, or Penal Code § 26195(b)(3). The notice shall state the reason why the determination was made and inform the applicant that they may request a hearing from a court. The Department shall also provide the most recent California DOJ hearing request form to the applicant (Penal Code § 26206).

If an application for a new license, renewal of a license, or revocation is denied for any other reason as described in Penal Code § 26206(i), the Chief of Police or the authorized designee shall

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provide the person with the notice required under Penal Code § 26205 or Penal Code § 26195(b)(3), as applicable, and inform the applicant they may apply to the county Superior Court for a writ of mandate pursuant to Code of Civil Procedure § 1085 (Penal Code § 26206).

207.8.2 ADDITIONAL REPORTING REQUIREMENTS

The Department shall submit the required prescribed information in Penal Code § 26202(f) to the National Instant Criminal Background Check System Index within 5 days upon determination that an applicant is a disqualified person due to being an unlawful user of, or addicted to, any controlled substance (Penal Code § 26202(f)).

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Permits for Concealed Weapons-Retired Peace Officers

208.1 PURPOSE AND SCOPE

An honorably retired peace officer of the El Segundo Police Department may obtain certification to carry a concealed weapon from this agency by complying with the provisions established by the Penal Code of the State of California and the provisions of this policy.If the officer wishes to carry a concealed weapon outside of California, additional regulations and requirements apply.See Volume 2, Chapter 800, Section 874, Law Enforcement Officers Safety Act of 2004 for more details.

208.1.1 IDENTIFICATION CARD

Retired sworn personnel shall be issued a picture retirement identification card bearing either an authorization to carry a concealed weapon with the date the endorsement is to be renewed or a clear and explicit restriction withholding the privilege.

208.2 CONCEALED WEAPON PERMIT

Every peace officer honorably retired from the El Segundo Police Department, after January 1, 1981, who desires authority to carry a concealed firearm shall:

(a) Initially upon retirement, and before the lapse of five years thereafter, request authorization to carry a concealed weapon from the Chief of Police.

(b) During the term of the permit, report all major physical or mental conditions or illnesses to the Chief of Police as soon as practical.

(c) Submit, as soon as practical, a written report to the Chief of Police all incidents involving the discharge of a concealed weapon if other than on a firing range, or other legal recreational shooting.

(d) Carry the issued identification card at all times while carrying a concealed weapon.

208.2.1 PERMIT RENEWAL

Authorization to carry a concealed weapon, by officers honorably retired after January 1, 1981, shall be granted for a maximum period of five years from the date of issue.Retired officers must apply for renewal to the Office of the Chief of Police before the lapse of each five-year period thereafter or the privilege of carrying a concealed weapon shall automatically lapse. The retiree shall qualify with the firearm at the time of renewal.

(a) The retiree may contact department range staff, the range staff from another police agency, or a range staff member of a public shooting range for qualification purposes.

(b) The retiree must demonstrate competency by firing on the department range under the supervision of a range staff member, or by submitting a certified copy of the El Segundo Police Department Firearms Proficiency Test, signed by a range staff member from another police agency or public range. The department will provide this form to the retiree upon request. (This form can be found at P:/Super/Range).

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(c) Upon request for renewal, the range staff shall request a Department of Justice records check from the Records Division and forward the results to the Chief of Police.

(d) The Chief of Police shall review Department of Justice records to determine any relevant information in considering whether the permit should be renewed.

(e) The retiree shall supply the department with two recent digital photographs suitable for use on the renewed ID card.

(f) This section does not apply to officers who retired prior to January 1, 1981.

208.2.2 PERMIT DENIED OR REVOKED

The Chief of Police may deny or revoke a retired officer's privilege to carry a concealed weapon upon a showing of good cause. A retired peace officer may have the privilege to carry a concealed and loaded firearm revoked or denied by violating any Departmental rule, or state or federal law that, if violated by an officer on active duty, would result in that officer's arrest, suspension, or removal from the agency. A retired officer whose authorization to carry a concealed weapon is revoked or denied has the right to a hearing as specified in Penal Code § 12027.1.

(a) Notice of the hearing shall be served either personally on the retiree or sent by first-class mail, postage pre-paid, return receipt requested to the retiree's last known place of residence. Upon the date the agency receives the signed registered receipt or upon the date the notice is served personally on the retiree, the retiree shall have 15 days to respond to the notification. A retired police officer who fails to respond to the notice of the hearing shall forfeit his or her right to respond.

(b) An officer who retired because of a psychological disability after January 1, 1989, shall not be issued an endorsement to carry a concealed weapon.

(c) Any retiree whose privilege to carry a concealed weapon is revoked shall, upon notification, immediately surrender to the Chief of Police his identification card containing permission to carry a concealed weapon.

(d) Should the privilege to carry a concealed weapon be revoked or denied, the Chief of Police shall issue the retiree a new identification card with the stamp "No CCW Privilege".

208.3 ADDITIONAL REQUIREMENTS BY RETIRED POLICE OFFICERS

Retired officers are required to fulfill the following additional requirements.

(a) The certification, when granted, does not relieve the person of any legal responsibilities regarding the use of firearms, nor does it grant any special privileges in the use or carrying of firearms, or of the powers of arrest, except as an exemption to § 25400 P.C.

(b) Every retired peace officer that is authorized to carry a concealed weapon must furnish and maintain their legal residence (domicile) address with the Office of the Chief of Police.

(c) Every retired peace officer that is authorized to carry a concealed weapon must be knowledgeable of, understand, and agree to abide by the provisions in the General

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Orders Manual of the El Segundo Police Department and all other legal requirements regarding the carrying and use of firearms.

208.4 LAW ENFORCEMENT OFFICERS SAFETY ACT OF 2004 (HR 218)

The Law Enforcement Officers Safety Act was signed into law in July 2004. The law intends to assist in increasing homeland security by relaxing the current restrictions imposed upon law enforcement officers who wish to carry a concealed weapon outside their home state.

The law addresses two specific concerns: qualified law enforcement officers carrying concealed weapons across state boundaries; and the ability of qualified retired law enforcement officers to carry a concealed weapon across state boundaries.

208.5 QUALIFIED LAW ENFORCEMENT OFFICERS

Active sworn personnel may carry a concealed weapon across state boundaries if they meet each of the following conditions:

(a) Be an employee of a governmental agency who is authorized by law to engage in or supervise the prevention, detection, investigation, or prosecution of, or the incarceration of any person for any violation of the law.

(b) Has statutory powers of arrest.

(c) Is authorized by the agency to carry a firearm.

(d) Not be the subject of any disciplinary action by the department.

(e) Meet the qualification standards for the firearm being carried as set forth by the department.

(f) not be under the influence of alcohol or another intoxicating or hallucinatory drug or substance.

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

(h) Carry photographic identification issued by the department, identifying the individual as a law enforcement officer.

Notes:

(a) The term firearm does not include any machine gun, any firearm silencer, or any destructive device.

(b) Nothing in this section supersedes the laws of any state that permit private persons to prohibit or restrict the possession of firearms on private property or the laws of any state to prohibit or restrict the possession of firearms on state or local government property, installation, building, base or park.

208.5.1 FORMER LAW ENFORCEMENT OFFICERS

Former law enforcement personnel may carry a concealed firearm across state boundaries if they meet the following conditions:

(a) Must be separated from service in good standing with the department as a sworn law enforcement officer, other than for reasons of mental instability.

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(b) Prior to separation, was authorized by law to engage in or supervise the prevention, detection, investigation, or prosecution of, or the incarceration of any person for, any violation of law.

(c) Had statutory powers of arrest.

(d) Prior to separation, was regularly employed as a law enforcement officer for an aggregate of 10 years or more; or retired from service, after completing probation, due to a service-connected disability.

(e) During the most recent 12-month period has met the standards established by the El Segundo Police Department for separated officers.

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

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

(h) Carry the photographic identification issued by the department identifying the individual as a separated law enforcement officer in good standing.

Notes:

(a) The term firearm does not include any machine gun, any firearm silencer, or any destructive device.

(b) Nothing in this section supersedes the laws of any state that permit private persons to prohibit or restrict the possession of firearms on private property or the laws of any state to prohibit or restrict the possession of firearms on state or local government property, installation, building, base, or park.

208.6 HR 218 IDENTIFICATION REQUIREMENTS

The stipulations set forth in the law provide an agency the choice of two identification options. Both of the below listed options are acceptable and legal under the stipulations of HR 218.

(a) Option #1. A photo ID card issued by the agency from which the individual separated.It must indicate the separated officer has, within the past 12 months, been tested or otherwise found to meet the qualification standards established by the El Segundo Police Department for separated police officers.

(b) Option #2. A photo ID card issued by the agency from which the individual separated.It must indicate the separated officer has, within the past 12 months, been tested or otherwise found by the state in which the officer resides, to meet the qualification standards established by the El Segundo Police Department for separated police officers.

208.7 ACTIVE EMPLOYEE OR FORMER EMPLOYEE RESPONSIBILITY

Active employees or employees separated in good standing must fulfill the following criteria:

(a) Active sworn personnel must have a current qualification with their primary firearm.

(b) Any active or separated employee involved in the use or threatened use of deadly force shall immediately report the incident to the on-duty watch commander.

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(c) Separated sworn employees must have a current firearms proficiency test on file with the department. This can be accomplished by qualifying with department range personnel or with the range staff of another police agency or public shooting range.

1. The department will provide a copy of the department firearms proficiency test when requested.(The form can be found at P:/Super/Range).

2. The separated sworn employee shall schedule an appointment with the department range staff.

(d) The separated sworn employee shall provide the department range staff with sufficient information (i.e., name and date of birth) so as to allow a criminal history check to be conducted prior to qualification.

1. The criminal history check is conducted to ensure the separated sworn employee is free of any domestic violence convictions, felony convictions or other criminal convictions that would prevent them from lawfully possessing a firearm.

208.8 RANGE STAFF RESPONSIBILITIES

The range staff is responsible for the following duties:

(a) The range staff member shall use sound professional judgment when evaluating the separated sworn employee and their firearm. If the range staff member determines, through the criminal history check or through evaluation on the firing line, the separated sworn employee is unable to perform the required tasks or is unable to safely manipulate the firearm, the range staff member shall submit a confidential memorandum through channels to the Administrative Services Bureau Commander. If serious safety concerns arise in regards to the separated sworn employee carrying a firearm, telephonic notification to the Administrative Services Bureau Commander would be appropriate. Following the telephonic notification, a confidential memorandum will be prepared outlining the circumstances surrounding the disqualification and forwarded through channels to the Administrative Services Bureau Commander.

(b) The separated sworn employee shall be given three attempts to qualify. If the separated sworn employee is unable to qualify, they may make an appointment with the range staff for another scheduled range date. The retired sworn employee shall be limited to two range dates to qualify in a calendar year.

(c) Upon qualification of the separated sworn employee, an HR 218 Compliance Certification will be issued, which is valid for one year. The separated sworn employee shall keep the proof of certification with their photographic identification issued by the department.

208.9 GUIDELINES-OFFICER CONTACT WITH LAW ENFORCEMENT OFFICERS FROM OTHER STATES

When ESPD personnel come in contact with active or separated law enforcement officers from another state who are carrying a concealed firearm, the following actions shall be taken:

(a) Inspect the officer’s agency issued identification.

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(b) Verify the officer's state issued driver license.

(c) Officers should use sound, professional judgment when encountering an active or separated law enforcement officer from another state who is carrying a concealed weapon.

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Flag Display

209.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members of the El Segundo Police Department regarding the proper display of the flags of both the United States and the State of California.

209.2 POLICY

It is the policy of the El Segundo Police Department to display flags at department facilities in compliance with California and federal laws.

209.3 DISPLAYING THE FLAG OF THE UNITED STATES

Federal law providing for the use and the display of the U.S. flag is contained in Title 4 Chapter 1 of the United States Code, commonly referred to as "The Flag Code." Members of this department will display the flag of the United States in accordance with the provisions of 4 USC § 1 through 4 USC § 10.

209.3.1 DISPLAY OF THE U.S. FLAG IN DAILY OPERATIONS

Department members should consult the Flag Code for guidance whenever the flag of the United States is to be displayed in any manner. This is to ensure that the display is presented in accordance with the Flag Code and as follows:

(a) The United States flag should be conspicuously posted on all department facilities during hours of operation (Government Code § 431).

(b) It is the universal custom to display the flag only from sunrise to sunset on buildings and on a stationary flagstaff in the open. However, the flag may be displayed 24 hours a day if it is properly illuminated during the hours of darkness (4 USC § 6).

(c) The flag should not be displayed on days when the weather is inclement, except when an all-weather flag is displayed (4 USC § 6).

(d) The U.S. flag may only be flown at half-staff by Presidential or Gubernatorial decree, and on Memorial Day until noon (4 USC § 7).

Whenever the U.S. flag is displayed in conjunction with other flags or symbols it should occupy the "Place of Honor" (4 USC § 7).

209.4 DISPLAY OF THE CALIFORNIA STATE FLAG

State law provides for the use and the display of the flag of the State of California. Members of the El Segundo Police Department will display it in accordance with these provisions (Government Code § 430 et seq.).

209.4.1 DISPLAY OF THE CALIFORNIA FLAG IN DAILY OPERATIONS

Department members should consult the Adjutant General's rules for guidance whenever the California flag is to be displayed in any manner, to ensure that the display is presented appropriately. Displays of the California flag should be as provided by the Adjutant General's rules and as follows:

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Flag Display

(a) The California flag should be conspicuously posted on all department facilities during hours of operation (Government Code § 431).

(b) Generally, the California flag should be displayed only from sunrise to sunset on buildings and on a stationary flagstaff in the open. However, the flag may be displayed 24 hours a day if it is properly illuminated during the hours of darkness.

(c) The California flag should not be displayed on days when the weather is inclement, except when an all-weather flag is displayed.

(d) The California flag shall be flown at half-staff whenever the flag of the United States is flown at half-staff, and may only be flown at half-staff at other times by order of the Governor of California.

(e) Whenever the California flag is displayed in conjunction with the United States flag, the United States flag shall occupy the position of first honor (Government Code § 436). When the California flag is displayed in conjunction with other flags or symbols, it should occupy the position of honor.

For flag display protocol subsequent to a line-of-duty death, see the Line-of-Duty Deaths Policy.

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Chapter 3 - General Operations

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Use of Force

300.1 PURPOSE AND SCOPE

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

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

Retaliation prohibitions for reporting suspected violations are addressed in the Anti-Retaliation Policy.

300.1.1 DEFINITIONS

Definitions related to this policy include:

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

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

300.2 POLICY

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

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

The Department recognizes and respects the value of all human life and dignity without prejudice to anyone. Vesting officers with the authority to use reasonable force and to protect the public welfare requires monitoring, evaluation and a careful balancing of all interests. An officer has the duty to intervene to prevent or stop the use of excessive force by another officer when it is safe and reasonable to do so.

300.2.1 FAIR AND UNBIASED USE OF FORCE

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

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300.2.2 DUTY TO REPORT EXCESSIVE FORCE

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

As used in this subsection, "immediately" means as soon as it is safe and feasible to do so.

300.2.3 FAILURE TO INTERCEDE

An officer who has received the required training on the duty to intercede and then fails to act to intercede when required by law, may be disciplined in the same manner as the officer who used force beyond that which is necessary (Government Code § 7286(b)).

300.3 USE OF FORCE

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

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

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

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

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

300.3.1 USE OF FORCE TO EFFECT AN ARREST

Any peace officer may use objectively reasonable force to effect an arrest, to prevent escape, or to overcome resistance. A peace officer who makes or attempts to make an arrest need not retreat or desist from his/her efforts by reason of resistance or threatened resistance on the part of the person being arrested; nor shall an officer be deemed the aggressor or lose his/her right to

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self-defense by the use of reasonable force to effect the arrest, prevent escape, or to overcome resistance. Retreat does not mean tactical repositioning or other de-escalation techniques (Penal Code § 835a).

300.3.2 FACTORS USED TO DETERMINE THE REASONABLENESS OF FORCE

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

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

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

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

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

(e) The effects of suspected drugs or alcohol.

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

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

(h) Proximity of weapons or dangerous improvised devices.

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

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

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

(l) Training and experience of the officer.

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

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

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

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

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

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

(s) Any other exigent circumstances.

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300.3.3 PAIN COMPLIANCE TECHNIQUES

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

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

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

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

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

300.3.4 RESTRICTIONS ON THE USE OF CAROTID CONTROL HOLD

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

300.3.5 RESTRICTIONS ON THE USE OF A CHOKE HOLD

Officers of this department are not authorized to use a choke hold unless the officer believes there is an imminent risk of serious bodily injury or death to the officer or another person. A choke hold means any defensive tactic or force option in which direct pressure is applied to a person's trachea or windpipe (Government Code § 7286.5).

300.3.6 USE OF FORCE TO SEIZE EVIDENCE

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

300.3.7 ALTERNATIVE TACTICS - DE-ESCALATION

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

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

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

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

In addition, when reasonable and feasible, officers shall evaluate the totality of circumstances presented at the time in each situation and, when reasonable and feasible, shall determine and utilize reasonably available de-escalation techniques, crisis intervention tactics, and other alternatives, if any, that may persuade an individual to voluntarily comply or may mitigate the need to use a higher level of force to resolve the situation before applying force (Government Code § 7286(b)).

300.3.8 ADDITIONAL RESTRICTIONS

Terms such as "positional asphyxia," "restraint asphyxia," and "excited delirium" continue to remain the subject of debate among experts and medical professionals, are not universally recognized medical conditions, and frequently involve other collateral or controlling factors such as narcotics or alcohol influence or pre-existing medical conditions. While it is impractical to restrict an officer's use of reasonable control methods when attempting to restrain a combative individual, officers are not authorized to use any restraint or transportation method which might unreasonably impair an individual's breathing or respiratory capacity for a period beyond the point when the individual has been adequately and safely controlled. Once the individual is safely secured, officers should promptly check and continuously monitor the individual's condition for signs of medical distress (Government Code § 7286.5).

300.4 DEADLY FORCE APPLICATIONS

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

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

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

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

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

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

Additionally, an officer shall not use deadly force against a person whose actions are a threat solely to property unless the person poses an imminent danger of death or serious physical injury to the officer or others in close proximity.

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

300.4.1 SHOOTING AT OR FROM MOVING VEHICLES

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

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

300.4.2 WARNING SHOTS

Warning shots are inherently dangerous. Therefore, a warning shot must have a defined target and shall not be fired unless:

(a) The use of deadly force is justified.

(b) The warning shot will not pose a substantial risk of injury or death to the officer or others.

(c) The officer reasonably believes that the warning shot will reduce the possibility that deadly force will have to be used.

300.4.3 DISPLAYING OF FIREARMS

Given that individuals might perceive the display of a firearm as a potential application of force, officers should carefully evaluate each tactical situation and use sound discretion when drawing a firearm in public by considering the following guidelines (Government Code § 7286(b)):

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

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

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

300.5 REPORTING THE USE OF FORCE

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

Use of force reporting is not required when a firm grip or department approved control hold is applied to a non-resistant subject as a preventive measure to facilitate handcuffing. Use of force applications shall be documented in the original police report. A Use of Force Report Form will also be completed and submitted through channels to the Field Operations Bureau Commander for review.

300.5.1 NOTIFICATION TO SUPERVISORS

Any use of force by an officer shall be reported immediately to a supervisor, including but not limited to the following circumstances (Penal Code § 832.13):

(a) The application caused a visible injury.

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

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

(d) The individual indicates intent to pursue litigation.

(e) Any application of a conducted energy device or control device.

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

(g) The individual subjected to the force was rendered unconscious.

(h) An individual was struck or kicked.

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

As used in this subsection, "immediately" means as soon as it is safe and feasible to do so.

300.5.2 REPORTING TO CALIFORNIA DEPARTMENT OF JUSTICE

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

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300.5.3 REPORT RESTRICTIONS
Officers shall not use the term "excited delirium" to describe an individual in an incident report. Officers may describe the characteristics of an individual's conduct, but shall not generally describe the individual's demeanor, conduct, or physical and mental condition at issue as "excited delirium" (Health and Safety Code § 24402).

300.6 MEDICAL CONSIDERATIONS

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

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

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

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

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

See the Medical Aid and Response Policy for additional guidelines.

300.7 SUPERVISOR RESPONSIBILITY

A supervisor should respond to any reported use of force, if reasonably available. The responding supervisor is expected to (Government Code § 7286(b)):

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

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

(c) When possible, separately obtain a recorded interview with the subject upon whom force was applied. If this interview is conducted without the person having voluntarily waived his/her *Miranda* rights, the following shall apply:

1. The content of the interview should not be summarized or included in any related criminal charges.
2. The fact that a recorded interview was conducted should be documented in a property or other report.
3. The recording of the interview should be distinctly marked for retention until all potential for civil litigation has expired.

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

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

(f) Review and approve all related reports.

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

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

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

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

300.7.1 WATCH COMMANDER RESPONSIBILITY

The Watch Commander shall review each use of force by any personnel within his/her command to ensure compliance with this policy.

300.8 TRAINING

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

300.8.1 TRAINING REQUIREMENTS

Required annual training shall include:

(a) Legal updates.

(b) De-escalation tactics, including alternatives to force.

(c) The duty to intercede.

(d) The duty to request and/or render medical aid.

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(e) Warning shots (see the Firearms Policy).

(f) All other subjects covered in this policy (e.g., use of deadly force, chokeholds and carotid holds, discharge of a firearm at or from a moving vehicle, verbal warnings).

See the Training Policy for restrictions relating to officers who are the subject of a sustained use of force complaint.

300.8.2 STATE-SPECIFIC TRAINING REQUIREMENTS
Required state-specific training shall include guidelines regarding vulnerable populations, including but not limited to children, elderly persons, pregnant individuals, and individuals with physical, mental, and developmental disabilities (Government Code § 7286(b)).

Additionally, training should include training courses required by and consistent with POST guidelines set forth in Penal Code § 13519.10.

300.9 USE OF FORCE COMPLAINTS

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

300.10 POLICY REVIEW

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

300.11 POLICY AVAILABILITY

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

300.12 PUBLIC RECORDS REQUESTS

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

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Use of Force Review

301.1 PURPOSE AND SCOPE

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

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

All uses of force will be reviewed by the Division Commander via the following process:

1. Officer completes a Use of Force Report which is reviewed by the Sergeant.
2. Division Commander completes a Use of Force Review Form which includes the incident details, incident synopsis, video review, and recommendations.
3. The Use of Force Review Form will be forwarded to the Field Operations Bureau Commander for review.

301.2 POLICY

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

301.3 REMOVAL FROM LINE DUTY ASSIGNMENT

Generally, whenever an employee's actions or use of force in an official capacity, or while using department equipment, results in death or very serious injury to another, that employee will be placed in a temporary administrative assignment pending an administrative review. The Chief of Police may exercise discretion and choose not to place an employee in an administrative assignment in any case.

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Handcuffing and Restraints

302.1 PURPOSE AND SCOPE

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

302.2 POLICY

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

302.3 USE OF RESTRAINTS

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

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

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

302.3.1 RESTRAINT OF DETAINEES

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

302.3.2 RESTRAINT OF PREGNANT PERSONS

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

No person who is in labor, delivery, or recovery after delivery shall be handcuffed or restrained except in extraordinary circumstances, and only when a supervisor makes an individualized determination that such restraints are necessary for the safety of the detainee, officers, or others

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(Penal Code § 3407; Penal Code § 6030). See the Transporting Persons in Custody Policy for guidelines relating to transporting pregnant persons.

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

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

302.4 APPLICATION OF HANDCUFFS OR PLASTIC CUFFS

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

The primary purpose in handcuffing is to maintain control of the person handcuffed and to minimize the possibility of escalating the situation to a point that would necessitate additional use of force.

A. Felony and misdemeanor arrestees shall be handcuffed unless specific and articulable reasons dictate otherwise.

B. An arrestee shall be handcuffed with the hands behind the back unless specific and articulable reasons dictate otherwise. Handcuffs should always be double locked.

C. Mentally disturbed persons may be handcuffed only if padded restraints are unavailable.

D. Persons may be handcuffed under circumstances other than arrest.

Stop and frisk doctrine provides that a person may be detained when there is some indication that the activity relates to some crime, or specific facts indicate that some criminal activity has taken, is taking, or will take place.

A. If the requirements for detention have been met, person(s) may be handcuffed if:

   1. There is a need to control due to the possibility that the detainee may flee, or;

   2. There is a threat to the safety of the officer, detainee or any other person.

B. Persons detained and handcuffed under these circumstances shall be released in the field when the officer is satisfied that the subject has committed no crime.

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

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

302.5 APPLICATION OF SPIT HOODS

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

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

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

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

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

302.6 APPLICATION OF RESTRAINT DEVICES

When an officer deems it reasonable to restrain the legs and/or torso of a violent or potentially violent person during the course of detention, arrest and/or transportation, only the Hobble, WrapStrap (manufactured by Gracie University LLC, Torrance, CA) or WRAP device (manufactured by Safe Restraints Inc., Walnut Creek, CA) shall be used, and only in the departmentally approved manner for such temporary immobilization of the legs and/or torso. Officers shall only use the WRAP device supplied by the Department.

In determining whether to use the Hobble, WrapStrap, or WRAP device, officers should consider:

(a) When attempting to restrain a combative individual against whom conventional handcuffing methods alone are or may be ineffective.

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

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

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

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(e) The restraint shall be used only after a person has been handcuffedunless a circumstance exists where traditional handcuffing would not be reasonable, including, but not limited to, an amputee or injury that would prevent the use of handcuffs.

302.6.1 GUIDELINES FOR USE OF RESTRAINTS

When applying the Hobble, WrapStrap, or Wrap restraint devices, the following guidelines should be followed:

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

(b) When the Hobble and/or WrapStrap is attached to the ankles or legs, it shall not be attached to the handcuffs, hands, wrists, or arms. A separate Hobble or WrapStrap may be applied to the arms as long as there is no feet-to-hand/wrist connection.

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

(d) Arrestees shall not be HOG TIED. This is described as using a Hobble, WrapStrap, or any restraint device, in a manner that fastens the hands and feet together behind a person's back.

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

(f) The restrained person should be continually monitored by an officer while in the restraint. The person should NEVER be left unattended. The officer should ensure that the person does not roll onto and remain on his/her stomach.

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

(h) When the WRAP is applied, officers should check the ankle straps, leg straps, and harness for tightness and make adjustments as necessary until the WRAP has been removed by officers, jailers, or medical personnel.

(i) In any circumstance when a restrained individual is likely to cause injury to their own head, the officer should protect the individual's head by applying the WRAP protective helmet to minimize injury.

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

302.6.2 CARE AND MAINTENANCE

The restraints should be inspected after each use for signs of wear and/or fatigue. The restraints should be free from tears, fraying, worn or damaged fasteners, or damaged stitching. If cleaning is

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necessary after use, use a mild soapy solution or disinfectant for use on vinyl and nylon materials. Following cleaning, the restraints should be allowed to thoroughly air dry.

302.6.3 MEDICAL TREATMENT
A restrained subject who exhibits difficulty breathing from possible substance abuse, or other symptoms requiring medical attention, shall be taken as soon as possible to a medical facility unless there is an immediate need to treat the subject at the location by paramedics.

302.6.4 REPORTING USE
The on-duty supervisor shall be notified of the use of the restraint device as soon as possible. The application shall be documented in the original police report. A Use of Force Report Form will also be completed and submitted through channels to the Field Operations Bureau Commander for review. If the Hobble and/or WrapStrap was used on the arms to assist with handcuffing, no Use of Force Report form needs to be completed unless the on-duty supervisor requests it.

302.7 TRAINING
The Training Sergeant should ensure that officers receive periodic training on the proper use of handcuffs and other restraints, including:

(a) Proper placement and fit of handcuffs.

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

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

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

(e) Proper placement of safely secured persons into an upright or seated position to avoid placement on the stomach for an extended period, as this could reduce the person's ability to breathe.

(f) Proper use of the Hobble, WrapStrap, and WRAP device, to include briefing training for all officers on how to apply and remove the device.

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Control Devices and Techniques

303.1 PURPOSE AND SCOPE

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

303.2 POLICY

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

303.3 ISSUING, CARRYING AND USING CONTROL DEVICES

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

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

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

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

303.4 RESPONSIBILITIES

303.4.1 WATCH COMMANDER RESPONSIBILITIES

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

303.4.2 RANGEMASTER RESPONSIBILITIES

The Rangemaster shall control the inventory and issuance of all control devices and shall ensure that all damaged, inoperative, outdated or expended control devices or munitions are properly disposed of, repaired or replaced.

Every control device will be periodically inspected by the Rangemaster or the designated instructor for a particular control device. The inspection shall be documented.

303.4.3 USER RESPONSIBILITIES

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

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

303.5 BATON AND SAP

303.5.1 POLICY

The policy of the Department is to require sworn officers working a uniformed field assignment to carry an approved baton, the primary police impact instrument, while on-duty. Plain-clothes sworn personnel may carry a baton when engaged in enforcement or potential arrest activities. The following batons are acceptable to meet this requirement : side handle baton (PR-24), expandable side handle baton, straight baton, and expandable straight baton. All batons shall be commercially manufactured. Expandable batons shall be between 21-26 inches (when expanded) and straight batons shall be between the length of 26-29 inches.

303.5.2 GUIDELINES

The baton/sap shall be used only in accordance with this policy and authorized Department training. Officers employing this impact instrument shall exercise good judgment, discretion and the proper application of established techniques. The officer should not attempt to handle an aggressive subject on a hand-to-hand basis when the baton/sap can be used. The purpose of the baton/sap is to minimize assault and exposure time, thereby decreasing the potential for injury to the officer as well as the subject. Considerations for its use would include aggressive actions by a subject, threats accompanied by an aggressive act, or general circumstances threatening officer safety or the safety of others.

303.5.3 AREAS OF THE BODY TO AVOID

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

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

303.5.4 PROFICIENCY

Officer shall only carry the type of baton that they were instructed with in the basic academy. If an officer wishes to carry a different type of baton (side-handle, straight, or expandable) they must complete an authorized course. If an officer wishes to carry a sap, they also must complete an authorized course.

(a) The authorized course may be taught by an outside agency or by a department approved in-house impact weapons instructor.

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(b) All officers shall qualify with their police baton/sap on a biennial basis during a Department approved basic re-certification course.

303.5.5 MEDICAL TREATMENT

Subject(s) who have received an impact weapon application and exhibit difficulty breathing or display any symptoms requiring medical attention, shall be taken as soon as possible to a medical facility unless there is an immediate need to treat the subject at the location by paramedics.

303.5.6 REPORTING USE

The on-duty supervisor shall be notified of the use of an impact weapon as soon as possible. The impact weapon application shall be documented in the original police report. A Use of Force Report Form will also be completed and submitted through channels to the Field Operations Bureau Commander for review.

303.5.7 DEPARTMENT APPROVED BATONS/SAP

Straight Baton. The regulation straight baton is between 26-29 inches in length and made from hardwood, black nylon plastic, or black anodized aluminum. The wood baton shall be stained with natural wood colors or black and smooth sanded. The straight baton shall not be weighed or loaded in any manner. The baton shall be one and one-eight to one and one quarter inches in diameter. The straight baton will be equipped with a black neoprene sleeve or grommet.

Side Handle Baton. The regulation side handle baton is 24 inches in overall length and one and one-quarter inches in diameter. The baton shall be constructed of plastic or aluminum.

Expandable Straight Baton (Optional). Officers working a uniformed field assignment electing to carry the expandable straight baton are still required to have their standard side handle or straight baton in their radio car for immediate access while on duty. Plain-clothes personnel are required to have their side handle or straight baton available with their emergency response/ mutual aid equipment. Approved expandable straight batons are either the positive-lock by Monadnock or friction-lock batons by Monadnock, Winchester or Armament Systems Procedures. The expandable baton length shall be between 21-26 inches when expanded. All expandable straight batons shall be secured in a holder that is black leather, ballistic nylon or alike nylon or multi-positional polycarbonate plastic.

Expandable Side Handle Baton (Optional). An expandable side handle baton shall be a two stage, positive-lock baton with a side handle fastened to a one and one-quarter inch diameter aluminum frame. The frame finish will be black anodized. The shaft shall be made from aluminum or polycarbonate plastic. The maximum overall length shall be 24 inches.

SAP. The regulation sap shall be manufactured by Boston Leather or another commercially run reputable company that sells police saps. The sap must be 8-11 inches and weigh between 10-14 ounces. It is approved and may be purchased and used by officers as a optional impact instrument. The sap may be carried as a secondary impact device only.

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303.5 KINETIC ENERGY PROJECTILES

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

303.5.1 POLICY

The following munitions are approved for use by Department sworn personnel:

(a) 12-gauge drag-stabilized (DS) beanbag round.

(b) 40mm sponge round.

(c) 40mm extended range round.

Additionally, specialty impact munitions, e.g., 12-gauge beanbag round and 40mm impact round may be used in skip-fire situations to breach windows, and as distraction devices.

303.5.2 AREAS OF THE BODY TO AVOID

Rounds deployed above the shoulder (to the head and neck area) are prohibited unless circumstances justify the use of deadly force. Rounds should not be intentionally aimed at the spine, solar plexus, groin, or kidneys, however, an officer may deploy rounds to the above areas if, in the officer's judgment, it is a reasonable option.

303.5.3 MEDICAL TREATMENT

Subject(s) who have received a less then lethal weapon application and exhibit difficulty breathing or display any symptoms requiring medical attention, shall be taken as soon as possible to a medical facility unless there is an immediate need to treat the subject at the location by paramedics.

303.5.4 REPORTING USE

The on-duty supervisor shall be notified of the use of kinetic energy projectiles as soon as possible. The application shall be documented in the original police report. A Use of Force Report Form will also be completed and submitted through channels to the Field Operations Bureau Commander for review.

303.5.5 DEPLOYMENT

303.7 KINETIC ENERGY PROJECTILE USE GUIDELINES

303.7.1 DEPLOYMENT AND USE

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

Officers are not required or compelled to use approved munitions in lieu of other reasonable tactics if the involved officer determines that deployment of these munitions cannot be done safely, or it is not likely effective to stop a perceived threat to the officer or others. The safety of hostages,

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innocent persons and officers takes priority over the safety of subjects engaged in criminal or suicidal behavior.

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

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

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

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

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

303.7.2 DEPLOYMENT CONSIDERATIONS

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

(a) Distance and angle to target.

(b) Type of munitions employed.

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

(d) The subject's proximity to others.

(e) The location of the subject.

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

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

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

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

303.7.3 SAFETY PROCEDURES

The 12-gauge DS rounds will be deployed from department shotguns that are clearly designated with an orange fore guard. The orange fore guards signify that the shotguns are to be loaded with less then lethal munitions only. The officer designated to deploy the less then lethal rounds should do all loading and clearing of the shotgun.

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

When it is not deployed, the shotgun will be unloaded and properly and securely stored in the vehicle. When deploying the kinetic energy projectile shotgun, the officer shall visually inspect the kinetic energy projectiles to ensure that conventional ammunition is not being loaded into the shotgun.

Absent compelling circumstances, officers who must transition from conventional ammunition to kinetic energy projectiles will employ the two-person rule for loading. The two-person rule is a safety measure in which a second officer watches the unloading and loading process to ensure that the weapon is completely emptied of conventional ammunition.

The patrol sergeant's unit will have other less then lethal munitions/weapons available for deployment. Supervisors will respond to requests from field units for the use of these munitions/ weapons and upon evaluating the circumstances, take appropriate action. The Special Weapons and Tactics Team will have access to other less then lethal munitions.

303.7 KINETIC ENERGY PROJECTILE TRAINING

Only sworn personnel having received the mandated classroom instruction and practical application training are authorized to use the beanbag and 40mm impact rounds.

(a) Training of personnel in the correct use and care of the above weapons/rounds shall be the responsibility of the training unit supervisor or other approved designated person.

(b) Every two years a familiarization course shall be conducted in which each of the personnel trained shall fire two practice 12-gauge drag-stabilized beanbag and 40mm impact rounds. Personnel who deploy the sting ball grenades will compete an additional qualification course every two years.

(c) The person responsible for conducting the familiarization shall compete a training record on each officer instructed and file the record with the training unit supervisor.

(d) The following standards of deployment are recommended for the 12-gauge drag-stabilized (DS) ROUND:

1. The 12-gauge DS round is a tear shaped projectile, which is more aerodynamic then traditional square rounds. Because of this, the round has accuracy that allows the operator to select specific target areas, depending upon distance and level of threat.

2. The 12-gauge DS round proves most successful for incapacitation when used within its optimal energy range of approximately twenty (20) to fifty (50) feet and should be avoided if possible at distances less then twenty (20) feet.

3. This optimal range of twenty (20) to fifty (50) feet offers the necessary energy and accuracy to target large muscle groups of the buttocks and thighs and even the knees of the subject.

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4. However, if a situation exists at a distance less then twenty (20) feet, the 12-gauge DS round can be utilized at a non-vital region of the body (i.e. limb or buttocks) to neutralize the threat.

(e) The following standards of deployment are recommended for the 40mm Sponge round:

1. The 40mm round proves most successful for incapacitation when used within its optimal energy range of fifteen (15) to one hundred twenty (120) feet and should be avoided if possible at distances less then six (6) feet.
2. This optimal range of fifteen (15) to one hundred twenty (120) feet offers the necessary energy and accuracy to target the large muscle groups of the buttocks and thighs and even the knees of the subject.
3. However, if a situation exists at a distance less than six (6) feet, the 40mm Sponge round can be utilized at a non-vital region of the body (i.e. limb or buttocks) to neutralize the threat.

(f) The following standards of deployment are recommended for the 40mm OC Crushable Foam round:

1. The 40mm OC round proves most successful for incapacitation when used within its optimal energy range of thirty (30) to one hundred and twenty (120) feet and should be avoided if possible at distances less than thirty (30) feet.
2. This optimal range of thirty (30) to one hundred twenty (120) feet offers the necessary energy and accuracy to target the large muscle groups of the buttocks and thighs and even the knees of the subject.
3. However, if a situation exists at a distance less then thirty (30) feet, the 40mm OC round can be utilized at a non-vital region of the body (i.e. limb or buttocks) to neutralize the threat.

303.9 OLEORESIN CAPSICUM (OC) GUIDELINES

303.9.1 POLICY

Uniformed personnel carrying OC spray shall carry the device in its authorized holster. Plainclothes and non-field personnel may carry OC spray as authorized, in accordance with the needs of their assignment or at the direction of their supervisor.

O/C may be used in accordance with this policy and authorized Department training. Officers may draw their O/C canister during the course of an arrest or an investigation when the officer deems it reasonable for their safety or that of another officer or civilian. O/C shall not be used when taking non-resistant or non-combative persons into custody. O/C may be used as an alternative to other means of controlling violent, or potentially violent, situations. Understand that words or threats made by a person are insufficient grounds for use of O/C without the present ability to carry out the threats.

Department approved O/C shall be the Defensive Technologies brand and contain an O/C intensity level of 1.3 percent of major capsaicinoids in either the 1oz. or 3 oz canister.

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303.9.2 APPLICATION OF O/C

The use of a chemical agent is regarded as non-lethal force which is capable of inflicting significant pain. Officers should not attempt to handle a physically threatening or actively resistant subject on a hand-to-hand basis when the chemical agent can be used. Before deployment of O/C the officer should consider the following:

(a) The severity of the crime

(b) When practical give verbal announcements O/C is going to be deployed

(c) Individuals whose position or activity may result in collateral injury, i.e. falls from heights, operating a vehicle and the subject is posing a threat to the officer or others

(d) A subject who has committed a non-violent misdemeanor and is not physically combative

(e) A subject who is known to the officer to be mentally ill and does not display threatening or combative behavior

(f) A non-violent subject who fails to comply with verbal commands is considered "passive resistant" and therefore, officers shall not use O/C as a means of compliance

303.9.3 TREATMENT FOR OC SPRAY EXPOSURE

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

303.9.4 REPORTING USE

The on-duty supervisor shall be notified of the use of O/C as soon as possible. The O/C application shall be documented in the original police report. A Use of Force Report Form will also be completed and submitted through channels to the Field Operations Bureau Commander for review. The report shall explain the time and circumstances when the face was flushed. If flushing is not accomplished, the report must state the reason for failure to do so.

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

303.9 TEAR GAS GUIDELINES

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

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

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303.10 PEPPER PROJECTILE SYSTEMS

Pepper projectiles are plastic spheres that are filled with a derivative of OC powder. Because the compressed gas launcher delivers the projectiles with enough force to burst the projectiles on impact and release the OC powder, the potential exists for the projectiles to inflict injury if they strike the head, neck, spine or groin. Therefore, personnel using a pepper projectile system should not intentionally target those areas, except when the officer reasonably believes the suspect poses an imminent threat of serious bodily injury or death to the officer or others.

Officers encountering a situation that warrants the use of a pepper projectile system shall notify a supervisor as soon as practicable. A supervisor shall respond to all pepper projectile system incidents where the suspect has been hit or exposed to the chemical agent. The supervisor shall ensure that all notifications and reports are completed as required by the Use of Force Policy.

Each deployment of a pepper projectile system shall be documented. Unintentional discharges shall be promptly reported to a supervisor and documented on the appropriate report form. Only non-incident use of a pepper projectile system, such as training and product demonstrations, is exempt from the reporting requirement.

303.12 POST APPLICATION NOTICE

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

303.13 REMOTE RESTRAINT DEVICE (BOLAWRAP)

POLICY. The BolaWrap device is intended to immobilize and control resistive/non-compliant persons and persons with known or suspected mental health issues. The BolaWrap is also intended to control violent or potentially violent individuals. The BolaWrap is a hand-held remote restraint device that discharges an eight-foot bola style Kevlar tether to entangle an individual at an optimal range of 10-25 feet.

ISSUANCE AND CARRYING BOLAWRAP DEVICES. The following guidelines shall be adhered to:

(a) Only a department-approved BolaWrap device that has been issued by the Department shall be utilized by personnel.

(b) Only members who have successfully completed department-approved training may be authorized to carry and deploy the BolaWrap device.

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

(d) Uniformed and non-uniformed sworn staff who have been authorized to carry the BolaWrap device shall wear the device in an approved holster on their person or keep the device safely & properly stored in their city vehicle.

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

(f) An officer should not hold both a firearm and the BolaWrap device at the same time to avoid accidental discharge.

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

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

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

The aiming laser should never be intentionally directed into the eyes of another as it may permanently impair his/her vision.

USE OF THE BOLAWRAP DEVICE. The BolaWrap device has limitations and restrictions requiring consideration before its use. The device should only be used when its operator can safely approach the subject within the ideal operational range of 10 to 25 feet. The minimum recommended standoff distance is 10 feet. Officers should be aware that the device may not achieve the intended results and be prepared to transition to other force options.

APPLICATION OF THE BOLAWRAP DEVICE. The BolaWrap device may be used in any of the following circumstances, when the circumstances perceived by the officer at the time indicate that such application is objectively reasonable to control a person:

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

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

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

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

(a) Individuals who are known to be pregnant.

(b) Elderly individuals or obvious juveniles.

(c) Individuals who are handcuffed or otherwise restrained.

(d) Individuals detained in a police vehicle.

(e) Individuals in confined spaces that may prohibit the eight-foot wide tether expansion.

The BolaWrap shall not be used on the following, unless when deadly force would be justified:

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(a) Individuals in danger of becoming entangled in machinery or heavy equipment, which could result in death or serious bodily injury.

(b) Individuals near any body of water that may present a drowning risk.

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

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

ACTIONS FOLLOWING DEPLOYMENTS. Following the use of the BolaWrap device:

(a) Personnel shall request a supervisor to the scene.

(b) The supervisor shall determine whether transporting the person to a medical facility is necessary to remove the barbs.

(c) If the supervisor determines that removal of non-penetrating Kevlar tether and barbs from subjects is appropriate at the scene, the supervisor or officer shall remove the tether using medical scissors.

(d) The expended cartridge, barbs and cord should be collected and submitted into evidence. The barbs removed by medical personnel shall be retained by the medical staff due to their biohazard nature, while the expended cartridge shall be booked into evidence unless circumstances exist where the cartridge cannot be maintained. If the expended cartridge cannot be maintained, these circumstances shall be documented in the police report.

DANGEROUS ANIMALS. The BolaWrap device should not be deployed against an animal as part of a plan to deal with a potentially dangerous animal, such as a dog, etc. This device was not intended for use against animals. However, if the animal reasonably appears to pose an imminent threat to human safety and alternative methods are not reasonably available or would likely be ineffective, the BolaWrap may be deployed to protect against harm to suspects, subjects and officers.

REPORTING THE USE OF THE BOLAWRAP. Officers shall notify a supervisor as soon as practical when the BolaWrap is deployed.

(a) The deployment of the BolaWrap shall be documented in the police report and the use of force report by the officer.

(b) The supervisor shall determine whether further documentation of the incident is necessary, in accordance with department policy.

OFF-DUTY CONSIDERATIONS. Officers are not authorized to carry department BolaWrap devices while off-duty.

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

DOCUMENTATION. The BolaWrap application shall be documented in the original police report. A Use of Force Report Form must also be completed and submitted through channels to the Field Operations Commander for review.

REPORTS. The officer should include the following in the appropriate police report:

(a) Identification of all personnel firing BolaWrap devices.

(b) Identification of all witnesses.

(c) Whether or not injuries sustained by involved parties.

(d) Medical care provided to any affected subjects.

(e) Observations of the subject's physical and physiological actions.

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

MEDICAL TREATMENT. Consistent with local medical personnel protocols and absent extenuating circumstances, only appropriate medical personnel should remove BolaWrap device, when they penetrate a person's body.

All persons who have been struck by the BolaWrap device, that has penetrated the skin, shall be medically assessed prior to booking. Additionally, any such individual who falls under any of the following categories should, as soon as practicable, be examined by paramedics or other qualified medical personnel:

(a) The person may be pregnant.

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

(c) The person requests medical treatment.

Any individual exhibiting signs of distress shall be transported to a medical facility for examination or medically evaluated prior to booking. If any individual refuses medical attention, such a refusal should be witnessed by another officer and/or medical personnel and shall be fully documented in related reports.

SUPERVISOR RESPONSIBILITIES. When possible, a supervisor will respond to calls when they reasonably believe there is likelihood the BolaWrap device may be used or has been used.

A supervisor shall review each incident where a person has been exposed to a deployment of the BolaWrap device. A supervisor will conduct an appropriate use of force inquiry and ensure a proper investigation is conducted.

TRAINING. Personnel who are authorized to carry the BolaWrap device shall be permitted to do so only after successfully completing the initial department-approved training. Any personnel who have not carried the BolaWrap device as a part of their assignment for a period of one year or more shall be recertified by a department-approved BolaWrap device instructor prior to again carrying or using the device.

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Proficiency training for personnel who have been authorized to carry BolaWrap devices should occur every two years. A reassessment of an officer's knowledge and/or practical skill may be required at any time if deemed appropriate. All training and proficiency for BolaWrap devices will be documented in the officer's training file.

Command staff, supervisors and investigators should receive BolaWrap device training as appropriate for the investigations they conduct and review.

Officers who do not carry BolaWrap devices should receive training that is sufficient to familiarize them with the device and with officers who use the device.

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

The Training Section should ensure that all training includes:

(a) A review of this policy.

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

(c) Device nomenclature, function, manipulation, deployment, storage and maintenance.

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

(e) Handcuffing a subject during the application of the BolaWrap device and transitioning to other force options.

(f) De-escalation techniques.

(g) Restraint techniques that do not impair respiration following the application of the BolaWrap device.

303.14 TRAINING FOR CONTROL DEVICES

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

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

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

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

303.14 REPORTING USE OF CONTROL DEVICES AND TECHNIQUES

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

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Conducted Energy Device

304.1 PURPOSE AND SCOPE

This policy provides guidelines for the issuance and use of the Conducted Energy Device (CED).

304.2 POLICY

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

304.3 ISSUANCE AND CARRYING CEDS

Only members who have successfully completed department-approved training may be issued and carry the CED. Command staff members may elect not to carry the device.

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

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

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

When carried while in uniform officers shall carry the CED in a weak-side holster on the side opposite the duty weapon.

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

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

  1. Officers shall have the 12-degree cartridge in bay 1 and the 3.5-degree cartridge in bay 2.

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

  1. Officers shall conduct a spark test and examine the battery life of the TASER before every shift.
  2. If battery is low, officers should dock their battery in the Dock and Walk system and grab a charged battery.
  3. Officers shall change out their battery after every TASER deployment.
  4. Officers should change out their battery at the end of every month, so the device is properly updated.

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

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304.4 VERBAL AND VISUAL WARNINGS

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

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

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

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

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

304.5 USE OF THE CED

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

304.5.1 APPLICATION OF THE CED

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

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

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

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

304.5.2 SPECIAL DEPLOYMENT CONSIDERATIONS

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

(a) Individuals who are known to be pregnant.

(b) Elderly individuals or obvious juveniles.

(c) Individuals with obviously low body mass.

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(d) Individuals who are handcuffed or otherwise restrained.

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

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

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

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

304.5.3 TARGETING CONSIDERATIONS

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

304.5.4 MULTIPLE APPLICATIONS OF THE ECD

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

If the first application of the CED appears to be ineffective in gaining control of an individual, the officer should consider certain factors before additional applications of the CED, including:

(a) Whether the probes are making proper contact.

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

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

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

304.5.5 DANGEROUS ANIMALS

The CED may be deployed against an animal if the animal reasonably appears to pose an imminent threat to human safety.

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304.5.6 OFF-DUTY CONSIDERATIONS
Officers are not authorized to carry department CEDs while off-duty.

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

304.6 DOCUMENTATION

Officers shall document all CED discharges in the related arrest/crime report and the Use of Force report form. Notification shall also be made to a supervisor in compliance with the Use of Force Policy. Any unintentional or accidental discharge, regardless of circumstances of the discharge, shall be reported to a supervisor as soon as practical.

304.6.1 REPORTS
The officer should include the following in the arrest/crime report:

(a) Identification of all personnel firing CEDs

(b) Identification of all witnesses

(c) Medical care provided to the subject

(d) Observations of the subject's physical and physiological actions

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

304.7 MEDICAL TREATMENT

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

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

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

(b) The person may be pregnant.

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

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

(e) The person requests medical treatment.

Any individual exhibiting signs of distress or who is exposed to multiple or prolonged applications (i.e., more than 15 seconds) shall be transported to a medical facility for examination or medically evaluated prior to booking. If any individual refuses medical attention, such a refusal should be witnessed by another officer and/or medical personnel and shall be fully documented in related

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reports. If an audio recording is made of the contact or an interview with the individual, any refusal should be included, if possible.

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

304.8 SUPERVISOR RESPONSIBILITIES

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

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

304.9 TRAINING

Personnel who are authorized to carry the CED shall be permitted to do so only after successfully completing the initial department-approved training. Any personnel who have not carried the CED as a part of their assignment for a period of six months or more shall be re-certified by a department-approved CED instructor prior to again carrying or using the device.

Proficiency training for personnel who have been issued CEDs should occur every two years. A reassessment of an officer's knowledge and/or practical skill may be required at any time if deemed appropriate by the Training Sergeant. All training and proficiency for CEDs will be documented in the officer's training file.

Command staff, supervisors and investigators should receive CED training as appropriate for the investigations they conduct and review.

Officers who do not carry CEDs should receive training that is sufficient to familiarize them with the device and with working with officers who use the device.

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

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

The Training Sergeant and Defensive Tactics staff supervisor should ensure that all training includes:

(a) A review of this policy.

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

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

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

(e) Handcuffing a subject during the application of the CED and transitioning to other force options.

(f) De-escalation techniques.

(g) Restraint techniques that do not impair respiration following the application of the CED.

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Officer-Involved Shootings and Deaths

305.1 PURPOSE AND SCOPE

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

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

305.2 POLICY

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

305.3 TYPES OF INVESTIGATIONS

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

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

305.4 USE OF OUTSIDE AGENCY ASSISTANCE

Upon being notified of an officer-involved shooting, the Field Operations Bureau Commander will respond to complete an on-scene assessment. A recommendation will then be made to the Chief of Police by the Bureau Commander whether to request outside agency assistance.

305.4.1 LOS ANGELES COUNTY SHERIFF'S DEPARTMENT HOMICIDE BUREAU

If the investigation is complex and requires resources beyond what is available within the Investigative Division, it will be the policy of this Department, to request the Sheriff's Homicide Bureau for assistance. The Homicide Bureau response team will assume control of the scene and complete civilian and officer interviews as well as evidence collection by the Scientific Services Bureau.

305.4.2 LOS ANGELES COUNTY DISTRICT ATTORNEY'S OFFICE OIS RESPONSE TEAM

In any OIS where there is an injury or death, it will be the policy of this Department, to request the District Attorney's Officer-Involved Shooting and Response Team for assistance.This can be accomplished by contacting the District Attorney Command Center at 213-974-3607.The policies and procedures regarding this program are outlined in detail in the Protocol for District Attorney Officer-Involved Shooting Response Program located at: https://da.lacounty.gov/sites/default/files/policies/JSID%20DART%20Protocol%202014.pdf

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305.4.3 CRIMES AGAINST PEACE OFFICERS SECTION (CAPOS)
CAPOS is staffed by highly experienced county prosecutors who are responsible for the vertical prosecution of murders, and other serious assaults against on-duty peace officers in the county. In cases in which a Department peace officer is seriously injured or killed in the line of duty as a result of an assault, the Field Operations Bureau Commander may request the immediate presence of CAPOS deputies to assist with crime scene investigation, composition of search warrants, suspect and witness interviews, emergency wiretaps and general legal advise. CAPOS staff may be notified by contacting the District Attorney Command Center.

305.5 CONTROL OF INVESTIGATIONS

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

305.5.1 CRIMINAL INVESTIGATION OF SUSPECT ACTIONS
The investigation of any possible criminal conduct by the suspect is controlled by the agency in whose jurisdiction the suspect’s crime occurred. For example, the El Segundo Police Department would control the investigation if the suspect’s crime occurred in El Segundo.

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

305.5.2 CRIMINAL INVESTIGATION OF OFFICER ACTIONS
The control of the criminal investigation into the involved officer’s conduct during the incident will be the responsibility of the District Attorney's Office. When an officer from this department is involved, the criminal investigation will be handled according to the Criminal Investigation section of this policy.

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

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

305.6 INVESTIGATION PROCESS

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

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305.6.1 UNINVOLVED OFFICER RESPONSIBILITIES

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

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

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

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

(d) Coordinate a perimeter or pursuit of suspects.

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

(f) Brief the supervisor upon arrival.

305.6.2 SUPERVISOR RESPONSIBILITIES

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

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

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

(b) If necessary, the supervisor may administratively order any ESPD officer to immediately provide public safety information necessary to secure the scene, identify injured parties and pursue suspects. Public safety information shall be limited to such things as outstanding suspect information, number and direction of any shots fired, perimeter of the incident scene, identity of known or potential witnesses, and any other pertinent information.See attachment: Public Safety Statement.pdf

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

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

(e) As soon as practicable, ensure that involved officers are transported (separately, if feasible) to a suitable location for further direction.

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

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

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305.6.3 WATCH COMMANDER RESPONSIBILITIES

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

All outside inquiries about the incident shall be directed to the Watch Commander.

305.6.4 NOTIFICATIONS

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

- Chief of Police
- Investigations Division Commander
- Firearm Discharge Policy rollout team
- Outside agency investigator (if appropriate)
- Professional Standards Unit supervisor
- Civil liability response team
- Psychological/peer support personnel
- Chaplain
- Coroner (if necessary)
- Involved officer's agency representative (if requested)
- Public Information Officer

305.6.5 INVOLVED OFFICERS

The following shall be considered for the involved officer:

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

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

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

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

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

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

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

(e) Communications between the involved officer and a peer support member are addressed in the Wellness Program Policy.

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

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

305.6.6 NOTIFICATION TO DEPARTMENT OF JUSTICE

The California Department of Justice (DOJ) is required to investigate an officer-involved shooting resulting in the death of an unarmed civilian. The Watch Commander should promptly notify the DOJ in all incidents involving an officer-involved shooting resulting in the death of an unarmed civilian, including where it is undetermined if the civilian was unarmed.

For purposes of notification, “unarmed civilian” means anyone who is not in possession of a deadly weapon (Government Code § 12525.3).

305.7 CRIMINAL INVESTIGATION

The District Attorney's Office is responsible for the criminal investigation into the circumstances of any officer-involved shooting or death.

If available, investigative personnel from this department may be assigned to partner with investigators from outside agencies or the District Attorney's Office to avoid duplicating efforts in related criminal investigations.

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

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

(b) If requested, any involved officer will be afforded the opportunity to consult individually with a representative of the officer's choosing or an attorney prior to speaking with criminal investigators. However, in order to maintain the integrity of each involved

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officer's statement, involved officers shall not consult or meet with a representative or an attorney collectively or in groups prior to being interviewed.

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

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

305.7.1 REPORTS BY INVOLVED ESPD OFFICERS

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

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

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

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

305.7.2 INVESTIGATIVE PERSONNEL

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

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

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305.7.2 WITNESS IDENTIFICATION AND INTERVIEWS

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

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

1. When feasible, a recorded statement should be obtained from those persons who claim not to have witnessed the incident but who were present at the time it occurred.

2. Any potential witness who is unwilling or unable to remain available for a formal interview should not be detained absent reasonable suspicion to detain or probable cause to arrest. Without detaining the individual for the sole purpose of identification, officers should attempt to identify the witness prior to his/her departure.

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

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

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

305.8 ADMINISTRATIVE INVESTIGATION

In addition to all other investigations associated with an officer-involved shooting or death, this department will conduct an internal administrative investigation of ESPD officers to determine conformance with department policy. The investigation will be conducted under the supervision of the Administartive Services Bureau Commander and will be considered a confidential officer personnel file.

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

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

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

1. If a further interview of the officer is deemed necessary to determine policy compliance, care should be taken to limit the inquiry to new areas with minimal, if any, duplication of questions addressed in the voluntary statement.

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

1. Although this interview should not be unreasonably delayed, care should be taken to ensure that the officer's physical and psychological needs have been addressed before commencing the interview.
2. If requested, the officer shall have the opportunity to select an uninvolved representative to be present during the interview. However, in order to maintain the integrity of each individual officer's statement, involved officers shall not consult or meet with a representative or attorney collectively or in groups prior to being interviewed (Government Code § 3303(i)).
3. Administrative interviews should be recorded by the investigator. The officer may also record the interview (Government Code § 3303(g)).
4. The officer shall be informed of the nature of the investigation. If an officer refuses to answer questions, he/she should be given his/her *Lybarger* or *Garrity* rights and ordered to provide full and truthful answers to all questions. The officer shall be informed that the interview will be for administrative purposes only and that the statement cannot be used criminally.
5. The Professional Standards Unit shall compile all relevant information and reports necessary for the Department to determine compliance with applicable policies.
6. The completed administrative investigation shall be submitted to the Chief of Police through channels for review will.
7. Any other indications of potential policy violations shall be determined in accordance with standard disciplinary procedures.

305.9 CIVIL LIABILITY RESPONSE

When an officer involved shooting occurs which results in death or injury, the Bureau Commander, with Chief of Police approval, shall notify the City Attorney. The purpose of the attorney roll out is solely to evaluate and mitigate any potential civil liability on the part of the City. It is not the intent of this policy to eliminate the rights and protections afforded to officer(s) individually. Depending on the circumstances, an officer may also request an attorney as per the Public Safety Officers Procedural Bill of Rights Act (Government Code §3300, et al).

A member of this department may be assigned to work exclusively under the direction of the legal counsel for the Department to assist in the preparation of materials deemed necessary in anticipation of potential civil litigation.

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All materials generated in this capacity shall be considered attorney work product and may not be used for any other purpose. The civil liability response is not intended to interfere with any other investigation but shall be given reasonable access to all other investigations.

305.10 AUDIO AND VIDEO RECORDINGS

With Chief of Police approval, an employee being interviewed in connection with an administrative or criminal investigation may be permitted to receive and review his or her BWC recording(s) sufficiently prior to such interview to review it with his or her chosen representative (see Body Work Camera Policy - Review and Use of Video Recordings).

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

Any MAV, body-worn and other known video or audio recordings of an incident should not be publicly released during an ongoing investigation without consulting the prosecuting attorney or City Attorney's Office, as appropriate.

305.11 DEBRIEFING

Following an officer-involved shooting or death, the El Segundo Police Department should conduct both a Critical Incident Stress Debriefing and a tactical debriefing. See the Wellness Program Policy for guidance on Critical Incident Stress Debriefings.

305.11.1 TACTICAL DEBRIEFING

A tactical debriefing should take place to identify any training or areas of policy that need improvement. The Chief of Police should identify the appropriate participants. This debriefing should not be conducted until all involved members have previously provided recorded or formal statements to criminal and/or administrative investigators.

305.12 MEDIA RELATIONS

Any media release shall be prepared with input and concurrence from the supervisor and department representative responsible for each phase of the investigation. Releases will be available to the Watch Commander, Investigations Division Commander and Public Information Officer in the event of inquiries from the media.

The Department shall not subject any involved ESPD officer to visits by the media (Government Code § 3303(e)). No involved ESPD officer shall make any comment to the media unless he/she is authorized by the Chief of Police or a Division Commander. Department members receiving inquiries regarding officer-involved shootings or deaths occurring in other jurisdictions shall refrain from public comment and will direct those inquiries to the agency having jurisdiction and primary responsibility for the investigation.

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305.13 REPORTING

If the death of an individual occurs in the El Segundo Police Department jurisdiction and qualifies to be reported to the state as a justifiable homicide, the Field Operations Division Commander will ensure that the Records Supervisor is provided with enough information to meet the reporting requirements (Penal Code § 196; Penal Code § 13022).

305.14 OFFICER INVOLVED SHOOTING IN OTHER JURISDICTION

When an off-duty Officer has discharged his firearm outside the City, and no gunshot wound is inflicted on any person, a Professional Standards Supervisor should be requested by the Watch Commander, and if practical, respond to the scene of the incident and complete any reports necessary for this Department. If a supervisor is not sent to investigate the incident, the off duty officer shall immediately thereafter submit a report of such incident, through channels, to the Chief of Police. The written report shall be submitted as soon as practical.

Officers on-duty who are involved in a shooting incident in another police jurisdiction, shall have the on-duty Watch Commander at the El Segundo Police Department notified. The Watch Commander will make proper notifications. Investigators of this Department will coordinate the investigation with the reporting jurisdictional police department.

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Firearms

306.1 PURPOSE AND SCOPE

This policy provides guidelines for issuing firearms, the safe and legal carrying of firearms, firearms maintenance and firearms training.

This policy does not apply to issues related to the use of firearms that are addressed in the Use of Force or Officer-Involved Shootings and Deaths policies.

This policy only applies to those members who are authorized to carry firearms.

306.2 POLICY

The El Segundo Police Department will equip its members with firearms to address the risks posed to the public and department members by violent and sometimes well-armed persons. The Department will ensure firearms are appropriate and in good working order and that relevant training is provided as resources allow.

306.3 AUTHORIZED FIREARMS, AMMUNITION AND OTHER WEAPONS

Members shall only use the Glock Model 17 or Glock Model 47 for on-duty use as approved by the Department. Except in an emergency or as directed by a supervisor, no firearm shall be carried by a member who has not qualified with that firearm at an authorized department range.

The Chief of Police, Administrative Services Bureau Commander, Field Operations Bureau Commander, or Investigative Division Commander may authorize other types of firearms for on-duty use for special circumstances. Such authorization must be given in writing.

All other weapons not provided by the Department, including, but not limited to, edged weapons, chemical or electronic weapons, impact weapons or any weapon prohibited or restricted by law or that is not covered elsewhere by department policy, may not be carried by members in the performance of their official duties without the express written authorization of the member's Division Commander. This exclusion does not apply to the carrying of a single folding pocketknife that is not otherwise prohibited by law.

306.3.1 HANDGUNS

The authorized department-issued handgun is the Glock Model 17 or Glock Model 47.

306.3.2 SHOTGUNS

The authorized department-issued shotgun is the Remington 870 12 gauge.

When not deployed, the shotgun shall be properly secured consistent with department training in a locking weapons rack in the patrol vehicle.

306.3.3 PATROL RIFLES

The authorized department-issued patrol rifle is the Colt EPR (Enhanced Patrol Rifle) AR-15.

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Members may deploy the patrol rifle in any circumstance where the member can articulate a reasonable expectation that the rifle may be needed. Examples of some general guidelines for deploying the patrol rifle may include, but are not limited to:

(a) Situations where the member reasonably anticipates an armed encounter.

(b) When a member is faced with a situation that may require accurate and effective fire at long range.

(c) Situations where a member reasonably expects the need to meet or exceed a suspect's firepower.

(d) When a member reasonably believes that there may be a need to fire on a barricaded person or a person with a hostage.

(e) When a member reasonably believes that a suspect may be wearing body armor.

(f) When authorized or requested by a supervisor.

(g) When needed to euthanize an animal.

When not deployed, the patrol rifle shall be properly secured consistent with department training in a locking weapons rack in the patrol vehicle.

306.3.4 AMMUNITION

Members shall carry only department-authorized ammunition. Members shall be issued fresh duty ammunition in the specified quantity for all department-issued firearms during the member’s initial firearms qualification. Replacements for unserviceable or depleted ammunition issued by the Department shall be dispensed by the Rangemaster when needed, in accordance with established policy.

Members carrying personally owned authorized firearms of a caliber differing from department-issued firearms shall be responsible for obtaining fresh duty ammunition in accordance with the above, at their own expense.

306.3.5 ALTERNATIVE COMPACT FIREARMS

Plainclothes Assignments: Sworn personnel assigned to plainclothes assignments have the option of carrying an alternate Glock model as their primary weapon when the following conditions have been met:

(a) The firearm is purchased and maintained by the officer.

(b) The firearm magazine has the minimum capacity of 10 rounds.

(c) The firearm is a 9mm or 45 caliber

(d) The firearm's condition has been inspected and approved by the range staff.

(e) The officer has qualified with the weapon on the department range and has been approved to carry it by the Range Master.

(f) The firearm has been entered on the officer's firearm registration card by the range staff.

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(g) The officer must qualify with the weapon monthly and be in compliance with all firearms training sections of this policy.

(h) The officer must qualify quarterly with the Glock model 17, in addition to the alternative compact firearm.

306.3.6 AUTHORIZED OFF-DUTY AND SECOND WEAPON ON-DUTY

Secondary weapons carried in conjunction with the regulation on-duty weapon, and weapon carried off-duty, shall be concealed on the person of the officer in such a manner that its presence will not be discernible through casual observation. Off-duty firearms will not be carried while:

(a) Under the influence of an intoxicating beverage or drug

(b) Participating in sporting events

(c) Otherwise impractical

Any off-duty or second on-duty firearm shall be a semi-automatic pistol or double action revolver, and:

(a) Be no smaller caliber than 9 mm (380 caliber).

(b) Be a make of Browning, Colt, Glock, Beretta, Ruger, Sig Sauer, Springfield Armory, Smith & Wesson, or Walther. Any other makes must be with the approval of the Department Range Master.

(c) Have a minimum capacity of five (5) rounds of ammunition.

(d) Authorized ammunition for second weapons and/or off duty weapons will be of a type approved by the Department Range Master. Magnum ammunition is not allowed.

(e) If the proposed weapon does not meet the listed criteria, the officer must submit a memorandum to the Administrative Services Bureau Commander, indicating:

1. Make and caliber
2. Serial number
3. Type of ammunition which will be carried
4. Certification of inspection and proficiency (weapon and ammunition) by the Range Master

(f) The expense of secondary and/or off-duty weapons and ammunition will be the responsibility of the individual owner.

306.4 EQUIPMENT

Firearms carried on- or off-duty shall be maintained in a clean, serviceable condition. Maintenance and repair of authorized personally owned firearms are the responsibility of the individual member.

306.4.1 REPAIRS OR MODIFICATIONS

Each member shall be responsible for promptly reporting any damage or malfunction of an assigned firearm to a supervisor or the Rangemaster.

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Firearms that are the property of the Department or personally owned firearms that are approved for department use may be repaired or modified only by a person who is department-approved and certified as an armorer or gunsmith in the repair of the specific firearm. Such modification or repair must be authorized in advance by the Rangemaster.

Any repairs or modifications to the member's personally owned firearm shall be done at his/her expense and must be approved by the Rangemaster.

306.4.2 HOLSTERS

Only department-approved holsters shall be used and worn by members. Members shall periodically inspect their holsters to make sure they are serviceable and provide the proper security and retention of the handgun.

306.4.3 TACTICAL LIGHTS

Tactical lights may only be installed on a firearm carried on- or off-duty after they have been examined and approved by the Rangemaster. Once the approved tactical lights have been properly installed on any firearm, the member shall qualify with the firearm to ensure proper functionality and sighting of the firearm prior to carrying it.

306.5 SAFE HANDLING, INSPECTION AND STORAGE

Members shall maintain the highest level of safety when handling firearms and shall consider the following:

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

(b) Members shall be governed by all rules and regulations pertaining to the use of the range and shall obey all orders issued by the Rangemaster. Members shall not dry fire or practice quick draws except as instructed by the Rangemaster or other firearms training staff.

(c) Members shall not clean, repair, load or unload a firearm anywhere in the Department, except where clearing barrels are present.

(d) Shotguns or rifles removed from vehicles or the equipment storage room shall be loaded and unloaded in the parking lot and outside of the vehicle, using clearing barrels.

(e) Members shall not place or store any firearm or other weapon on department premises except where the place of storage is locked. No one shall carry firearms into the jail section or any part thereof when securing or processing an arrestee, but shall place all firearms in a secured location. Members providing access to the jail section to persons from outside agencies are responsible for ensuring firearms are not brought into the jail section.

(f) Members shall not use any automatic firearm, heavy caliber rifle, gas or other type of chemical weapon or firearm from the armory, except with approval of a supervisor.

(g) Any firearm authorized by the Department to be carried on- or off-duty that is determined by a member to be malfunctioning or in need of service or repair shall not be carried. It shall be promptly presented to the Department or a Rangemaster

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approved by the Department for inspection and repair. Any firearm deemed in need of repair or service by the Rangemaster will be immediately removed from service. If the firearm is the member's primary duty firearm, a replacement firearm will be issued to the member until the duty firearm is serviceable.

306.5.1 INSPECTION AND STORAGE

Handguns shall be inspected regularly and upon access or possession by another person. Shotguns and rifles shall be inspected at the beginning of the shift by the member to whom the weapon is issued. The member shall ensure that the firearm is carried in the proper condition and loaded with approved ammunition. Inspection of the shotgun and rifle shall be done while standing outside of the patrol vehicle. All firearms shall be pointed in a safe direction or into clearing barrels.

Personally owned/Department issued firearms may be safely stored in lockers at the end of the shift. Handguns may remain loaded if they are secured in an appropriate holster. Shotguns and rifles shall be unloaded in a safe manner outside the building and then stored in the appropriate equipment storage room.

306.5.2 STORAGE AT HOME

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

306.5.3 STORAGE IN VEHICLES

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

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

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

306.5.4 ALCOHOL AND DRUGS

Firearms shall not be carried by any member, either on- or off-duty, who has consumed any amount of an alcoholic beverage, taken any drugs or medication, or has taken any combination thereof that would tend to adversely affect the member's senses or judgment.

306.6 FIREARMS TRAINING AND QUALIFICATIONS

All members who carry a firearm is required to shoot once a month for familiarization or qualification of the Department issued handgun or shotgun. Members will qualify with off-duty

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and secondary firearms at least twice a year. Training and qualifications must be on an approved range course.

At least annually, all members carrying a firearm should receive practical training designed to simulate field situations including low-light shooting.

Every Police Service Officer (PSO) is required to qualify at least once per calendar year for familiarization with the Department issued shotgun.

Members exempted from the requirements of shooting qualification are as follows:

(a) Employees on restricted duty assignments who have a written request for exemption from a physician which is approved by the Chief of Police.

(b) Personal Exemption: Members having personal reasons for requesting exemption from a shooting requirement (vacation, illness, etc.), shall prepare (if physically possible) a memo stating their reasons prior to the qualification date. The memo will be forwarded through channels, for approval, to the Administrative Services Bureau Commander.

(c) Executive Command Staff (Captains and above) must qualify with their weapons four times a year.

Any member who carries a firearm is required to shoot the Department authorized Colt EPR (Enhanced Patrol Rifle) AR-15 for familiarization and qualification on a biennial basis. Exemptions are possible as outlined in 306.6 (a) and (b). Executive Command Staff is exempt from this qualification requirement.

306.6.1 NON-CERTIFICATION OR NON-QUALIFICATION

Members may have two unexcused absences per calendar year; however, upon the third or more unexcused absence, they will be subject to appropriate disciplinary action.

Members failing to qualify shall be given an opportunity to remediate. Additional rounds of ammunition will be issued and instruction will be given by the range staff.

(a) There will be no time compensation awarded to those attempting to qualify after the scheduled qualification range days.

(b) Failure to qualify after the scheduled qualification range days may result in a reassignment or disciplinary action.

Members who repeatedly fail to meet minimum standards will be removed from field assignment and may be subject to disciplinary action.

306.7 FIREARM DISCHARGE

Except during training or recreational use, any member who discharges a firearm intentionally or unintentionally, on- or off-duty, shall make a verbal report to his/her supervisor as soon as circumstances permit. If the discharge results in injury or death to another person, additional statements and reports shall be made in accordance with the Officer-Involved Shootings and

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Deaths Policy. If a firearm was discharged as a use of force, the involved member shall adhere to the additional reporting requirements set forth in the Use of Force Policy.

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

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

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

306.7.1 DESTRUCTION OF ANIMALS

Members are authorized to use firearms to stop an animal in circumstances where the animal reasonably appears to pose an imminent threat to human safety and alternative methods are not reasonably available or would likely be ineffective.

In circumstances where there is sufficient advance notice that a potentially dangerous animal may be encountered, department members should develop reasonable contingency plans for dealing with the animal (e.g., fire extinguisher, conducted energy device, oleoresin capsicum (OC) spray, animal control officer). Nothing in this policy shall prohibit any member from shooting a dangerous animal if circumstances reasonably dictate that a contingency plan has failed, becomes impractical, or if the animal reasonably appears to pose an imminent threat to human safety.

306.7.2 INJURED ANIMALS

With the approval of a supervisor, a member may euthanize an animal that is so badly injured that human compassion requires its removal from further suffering and where other dispositions are impractical.

Stray or abandoned injured animals that may be moved or taken to an available veterinarian should not be euthanized. With supervisor approval, abandoned injured animals (with the exception of dogs and cats) may only be euthanized after a reasonable search to locate the owner has been made. Injured dogs and cats found without their owners shall be taken to an appropriate veterinarian for determination of whether they should be treated or humanely destroyed (Penal Code § 597.1).

306.7.3 WARNING AND OTHER SHOTS

Generally, warning shots or shots fired for the purpose of summoning aid are discouraged and may not be discharged unless the member reasonably believes that they appear necessary, effective and reasonably safe.

Exceptions:

(a) Shots fired intending to stop an assault upon an officer, innocent victims, or prisoners.

(b) Shots fired for the purpose of summoning aid when conventional communications are not available or effective, and the safety of others has been considered.

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306.8 RANGEMASTER DUTIES

The range will be under the exclusive control of the Rangemaster. All members attending will follow the directions of the Rangemaster. The Rangemaster will maintain a roster of all members attending the range and will submit the roster to the Training Sergeant after each range date. Failure of any member to sign in and out with the Rangemaster may result in non-qualification.

The range shall remain operational and accessible to department members during hours established by the Department.

The Rangemaster has the responsibility of making periodic inspection, at least once a year, of all duty firearms carried by members of this department to verify proper operation. The Rangemaster has the authority to deem any department-issued or personally owned firearm unfit for service. The member will be responsible for all repairs to his/her personally owned firearm and it will not be returned to service until inspected by the Rangemaster.

The Rangemaster has the responsibility for ensuring each member meets the minimum requirements during training shoots and, on at least a yearly basis, can demonstrate proficiency in the care, cleaning and safety of all firearms the member is authorized to carry.

The Rangemaster shall complete and submit to the Training Sergeant documentation of the training courses provided. Documentation shall include a description of the training provided and, on a form that has been approved by the Department, a list of each member who completes the training. The Rangemaster should keep accurate records of all training shoots, qualifications, repairs, maintenance or other records as directed by the Training Sergeant.

306.9 FLYING WHILE ARMED

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

(a) Officers wishing to fly while armed must be flying in an official capacity, not for vacation or pleasure, and must have a need to have the firearm accessible, as determined by the Department based on the law and published TSA rules.

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

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

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

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

(f) It is the officer's responsibility to notify the air carrier in advance of the intended armed travel. This notification should be accomplished by early check-in at the carrier's check-in counter.

(g) Any officer flying while armed should discreetly contact the flight crew prior to take-off and notify them of his/her assigned seat.

(h) Discretion must be used to avoid alarming passengers or crew by displaying a firearm. The officer must keep the firearm concealed on his/her person at all times. Firearms are not permitted in carry-on luggage and may not be stored in an overhead compartment.

(i) Officers should try to resolve any problems associated with flying armed through the flight captain, ground security manager, TSA representative or other management representative of the air carrier.

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

306.10 CARRYING FIREARMS OUT OF STATE

Qualified, active, full-time officers of this department are authorized to carry a concealed firearm in all other states subject to the following conditions (18 USC § 926B):

(a) The officer shall carry his/her El Segundo Police Department identification card whenever carrying such firearm.

(b) The officer is not the subject of any current disciplinary action.

(c) The officer may not be under the influence of alcohol or any other intoxicating or hallucinatory drug.

(d) The officer will remain subject to this and all other department policies (including qualifying and training).

Officers are cautioned that individual states may enact local regulations that permit private persons or entities to prohibit or restrict the possession of concealed firearms on their property, or that prohibit or restrict the possession of firearms on any state or local government property, installation, building, base or park. Federal authority may not shield an officer from arrest and prosecution in such locally restricted areas.

Active law enforcement officers from other states are subject to all requirements set forth in 18 USC § 926B.

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Officer Response to Calls

308.1 PURPOSE AND SCOPE

This policy provides for the safe and appropriate response to emergency and non-emergency situations whether dispatched or self-initiated.

308.2 RESPONSE TO CALLS

Officers dispatched "Code-3" shall consider the call an emergency response and proceed immediately. Officers responding Code-3 shall continuously operate emergency lighting equipment, including at minimum a steady forward facing red light, and shall sound the siren as reasonably necessary pursuant to Vehicle Code § 21055.

Responding with emergency light(s) and siren does not relieve the officer of the duty to continue to drive with due regard for the safety of all persons. The use of any other warning equipment without a red light and siren does not provide any exemption from the Vehicle Code.

Officers should only respond Code-3 when so dispatched or when circumstances reasonably indicate an emergency response is required. Officers not authorized to respond Code-3 shall observe all traffic laws and proceed without the use of emergency lights and siren.

308.3 REQUESTING EMERGENCY ASSISTANCE

Requests for emergency assistance should be limited to those situations where the involved personnel reasonably believe that there is an immediate threat to the safety of officers, or assistance is needed to prevent imminent serious harm to a citizen. In any event, where a situation has stabilized and emergency response is not required, the requesting officer shall immediately notify the Dispatch Center.

If circumstances permit, the requesting officer should give the following information:

- The unit call sign
- The location
- The reason for the request and type of emergency
- The number of units required

308.3.1 NUMBER OF UNITS ASSIGNED

Normally, only one unit should respond to an emergency call Code-3 unless the Watch Commander or the field supervisor authorizes an additional unit(s).

308.4 INITIATING CODE 3 RESPONSE

If an officer believes a Code-3 response to any call is appropriate, the officer shall promptly notify the Dispatch Center. Generally, only one unit should respond Code-3 to any situation. Should another officer believe a Code-3 response is appropriate, the Dispatch Center shall be notified and the Watch Commander or field supervisor will make a determination as to whether one or more officers driving Code-3 is appropriate.

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308.5 RESPONSIBILITIES OF RESPONDING OFFICERS

Officers shall exercise sound judgment and care with due regard for life and property when responding to an emergency call. Officers shall reduce speed at all street intersections to such a degree that they shall have complete control of the vehicle.

The decision to continue a Code-3 response is at the discretion of the officer. If, in the officer's judgment, the roadway conditions or traffic congestion does not permit such a response without unreasonable risk, the officer may elect to respond to the call without the use of red lights and siren at the legal speed limit. In such an event, the officer should immediately notify the Dispatch Center. An officer shall also discontinue the Code-3 response when directed by a supervisor.

Upon receiving authorization or determining a Code-3 response is appropriate, an officer shall promptly give the location from which he/she is responding.

308.6 COMMUNICATIONS RESPONSIBILITIES

A dispatcher may assign a Code-3 response when an officer requests emergency assistance or available information reasonably indicates that the public is threatened with serious injury or death and immediate police response is needed. In all other circumstances, the dispatcher shall obtain authorization from the Watch Commander or a field supervisor prior to assigning units Code-3. The dispatcher shall:

(a) Attempt to assign the closest available unit to the location requiring assistance

(b) Immediately notify the Watch Commander

(c) Confirm the location from which the unit is responding

(d) Notify and coordinate allied emergency services (e.g., fire and ambulance)

(e) Continue to obtain and broadcast information as necessary concerning the response and monitor the situation until it is stabilized or terminated

(f) Control all radio communications during the emergency and coordinate assistance under the direction of the Watch Commander or field supervisor

308.7 SUPERVISORY RESPONSIBILITIES

Upon being notified that a Code-3 response has been initiated, the Watch Commander or the field supervisor shall verify the following:

(a) The proper response has been initiated

(b) No more than those units reasonably necessary under the circumstances are involved in the response

(c) Affected outside jurisdictions are being notified as practical

The field supervisor shall monitor the response until it has been stabilized or terminated and assert control by directing units into or out of the response if necessary. If, in the supervisor's judgment, the circumstances require additional units to be assigned a Code-3 response, the supervisor may do so.

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It is the supervisor's responsibility to terminate a Code-3 response that, in his/her judgment is inappropriate due to the circumstances.

When making the decision to authorize a Code-3 response, the Watch Commander or the field supervisor should consider the following:

- The type of call
- The necessity of a timely response
- Traffic and roadway conditions
- The location of the responding units

308.8 FAILURE OF EMERGENCY EQUIPMENT

If the emergency equipment on the vehicle should fail to operate, the officer must terminate the Code-3 response and respond accordingly. In all cases, the officer shall notify the Watch Commander, field supervisor, or the Dispatch Center of the equipment failure so that another unit may be assigned to the emergency response.

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Domestic Violence

309.1 PURPOSE AND SCOPE

The purpose of this policy is to provide the guidelines necessary to deter, prevent and reduce domestic violence through vigorous enforcement and to address domestic violence as a serious crime against society. The policy specifically addresses the commitment of this department to take enforcement action when appropriate, to provide assistance to victims and to guide officers in the investigation of domestic violence.

309.1.1 DEFINITIONS

Definitions related to this policy include:

Court order - All forms of orders related to domestic violence that have been issued by a court of this state or another, whether civil or criminal, regardless of whether service has been made.

309.2 POLICY

The El Segundo Police Department's response to incidents of domestic violence and violations of related court orders shall stress enforcement of the law to protect the victim and shall communicate the philosophy that domestic violence is criminal behavior. It is also the policy of this department to facilitate victims' and offenders' access to appropriate civil remedies and community resources whenever feasible.

309.3 OFFICER SAFETY

The investigation of domestic violence cases often places officers in emotionally charged and sometimes highly dangerous environments. No provision of this policy is intended to supersede the responsibility of all officers to exercise due caution and reasonable care in providing for the safety of any officers and parties involved.

309.4 INVESTIGATIONS

The following guidelines should be followed by officers when investigating domestic violence cases:

(a) Calls of reported, threatened, imminent, or ongoing domestic violence and the violation of any court order are of extreme importance and should be considered among the highest response priorities. This includes incomplete 9-1-1 calls.

(b) When practicable, officers should obtain and document statements from the victim, the suspect, and any witnesses, including children, in or around the household or location of occurrence.

(c) Officers should list the full name and date of birth (and school if available) of each child who was present in the household at the time of the offense. The names of other children who may not have been in the house at that particular time should also be obtained for follow-up.

(d) When practicable and legally permitted, video or audio record all significant statements and observations.

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(e) All injuries should be photographed, regardless of severity, taking care to preserve the victim's personal privacy. Where practicable, photographs should be taken by a person of the same sex. Victims whose injuries are not visible at the time of the incident should be asked to contact the Investigative Division in the event that the injuries later become visible.

(f) Officers should request that the victim complete and sign an authorization for release of medical records related to the incident when applicable.

(g) If the suspect is no longer at the scene, officers should make reasonable efforts to locate the suspect to further the investigation, provide the suspect with an opportunity to make a statement, and make an arrest or seek an arrest warrant if appropriate.

(h) Seize any firearms or other dangerous weapons in the home, if appropriate and legally permitted, for safekeeping or as evidence. If the domestic violence involved threats of bodily harm, any firearm discovered in plain view or pursuant to consent or other lawful search must be taken into temporary custody (Penal Code § 18250).

(i) When completing an incident or arrest report for violation of a court order, officers should include specific information that establishes that the offender has been served, including the date the offender was served, the name of the agency that served the order, and the provision of the order that the subject is alleged to have violated. When reasonably available, the arresting officer should attach a copy of the order to the incident or arrest report.

(j) Officers should take appropriate enforcement action when there is probable cause to believe an offense has occurred. Factors that should not be used as sole justification for declining to take enforcement action include:

1. Whether the suspect lives on the premises with the victim.
2. Claims by the suspect that the victim provoked or perpetuated the violence.
3. The potential financial or child custody consequences of arrest.
4. The physical or emotional state of either party.
5. Use of drugs or alcohol by either party.
6. Denial that the abuse occurred where evidence indicates otherwise.
7. A request by the victim not to arrest the suspect.
8. Location of the incident (public/private).
9. Speculation that the complainant may not follow through with the prosecution.
10. Actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, disability, or marital status of the victim or suspect.
11. The social status, community status, or professional position of the victim or suspect.

309.4.1 IF A SUSPECT IS ARRESTED

If a suspect is arrested, officers should:

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(a) Advise the victim that there is no guarantee the suspect will remain in custody.

(b) Inform the victim regarding the Victim Information and Notification Everyday (VINE) system to obtain information regarding the suspect's release from jail (https://www.vinelink.com or they may call 1-877-VINE-4-LA.

(c) Advise the victim whether any type of court order will be in effect when the suspect is released from jail.

309.4.2 IF NO ARREST IS MADE

If no arrest is made, the officer should:

(a) Advise the parties of any options, including but not limited to:

1. Voluntary separation of the parties.

2. Appropriate resource referrals (e.g., counselors, friends, relatives, shelter homes, victim witness unit).

(b) Document the resolution in a report.

309.4.3 ARRESTING OFFICERS' RESPONSIBILITIES REGARDING FIREARMS

If a suspect is arrested, officers shall (Penal Code § 273.76):

(a) Query the Automated Firearms System through the California Law Enforcement Telecommunications System (CLETS) for any firearms owned or possessed by the arrestee.

1. The investigating or filing officer shall include a copy of the Automated Firearms System report when filing the case with the district attorney or prosecuting city attorney.

(b) Ask the arrestee, victim, and any other household members, if applicable, about any firearms owned or possessed by the arrestee.

(c) Ensure that any firearm or other deadly weapon in plain sight or discovered pursuant to a consensual or other lawful search is taken into temporary custody pursuant to Penal Code § 18250.

(d) Document in the arrest report the detailed actions taken required by Penal Code § 273.76.

309.5 VICTIM ASSISTANCE

Because victims may be traumatized or confused, officers should be aware that a victim's behavior and actions may be affected:

(a) Victims should be provided with the department's domestic violence information handout, even if the incident may not rise to the level of a crime.

(b) Victims should also be alerted to any available victim advocates, shelters, and community resources.

(c) When an involved person requests law enforcement assistance while removing essential items of personal property, officers should stand by for a reasonable amount of time.

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(d) If the victim has sustained injury or complaints of pain, officers should seek medical assistance as soon as practicable.

(e) Officers should ask the victim whether the victim has a safe place to stay and assist in arranging transportation to an alternate shelter if the victim expresses a concern for the victim's safety or if the officer determines that a need exists.

(f) Officers should make reasonable efforts to ensure that children or dependent adults who are under the supervision of the suspect or victim are being properly cared for.

(g) If appropriate, officers should seek or assist the victim in obtaining an emergency order if appropriate.

An officer shall advise an individual protected by a Canadian domestic violence protection order of available local victim services (Family Code § 6452).

309.6 DISPATCH ASSISTANCE

All calls of domestic violence, including incomplete 9-1-1 calls, should be dispatched as soon as practicable.

Dispatchers are not required to verify the validity of a court order before responding to a request for assistance. Officers should request that dispatchers check whether any of the involved persons are subject to the terms of a court order.

309.7 FOREIGN COURT ORDERS

Various types of orders may be issued in domestic violence cases. Any foreign court order properly issued by a court of another state, Indian tribe, or territory shall be enforced by officers as if it were the order of a court in this state. An order should be considered properly issued when it reasonably appears that the issuing court has jurisdiction over the parties and reasonable notice and opportunity to respond was given to the party against whom the order was issued (18 USC § 2265). An otherwise valid out-of-state court or foreign order shall be enforced, regardless of whether the order has been properly registered with this state (Family Code § 6403).

Canadian domestic violence protection orders shall also be enforced in the same manner as if issued in this state (Family Code § 6452).

309.8 VERIFICATION OF COURT ORDERS

Determining the validity of a court order, particularly an order from another jurisdiction, can be challenging. Therefore, in determining whether there is probable cause to make an arrest for a violation of any court order, officers should carefully review the actual order when available, and where appropriate and practicable:

(a) Ask the subject of the order about his/her notice or receipt of the order, his/her knowledge of its terms and efforts to respond to the order.

1. If a determination is made that a valid foreign order cannot be enforced because the subject has not been notified or served the order, the officer shall inform the subject of the order, make a reasonable effort to serve the order upon the subject, and allow the subject a reasonable opportunity to comply with the order

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before enforcing the order. Verbal notice of the terms of the order is sufficient notice (Family Code § 6403).

(b) Check available records or databases that may show the status or conditions of the order.

1. Registration or filing of an order in California is not required for the enforcement of a valid foreign order (Family Code § 6403).

(c) Contact the issuing court to verify the validity of the order.

(d) Contact a law enforcement official from the jurisdiction where the order was issued to verify information.

Officers should document in an appropriate report their efforts to verify the validity of an order, regardless of whether an arrest is made. Officers should contact a supervisor for clarification when needed.

309.9 STANDARDS FOR ARRESTS

Officers investigating a domestic violence report should consider the following:

(a) An arrest should be made when there is probable cause to believe that a felony or misdemeanor domestic violence offense has been committed (Penal Code § 13701). Any decision to not arrest an adult when there is probable cause to do so requires supervisor approval.

1. Officers are only authorized to make an arrest without a warrant for a misdemeanor domestic violence offense if the officer makes the arrest as soon as probable cause arises (Penal Code § 836).

(b) An officer responding to a domestic violence call who cannot make an arrest will advise the victim of the victim's right to make a private person's arrest. The advisement should be made out of the presence of the suspect and shall include advising the victim how to safely execute the arrest. Officers shall not dissuade victims from making a lawful private person's arrest. Officers should refer to the provisions in the Private Persons Arrests Policy for options regarding the disposition of private person's arrests (Penal Code § 836(b)).

(c) Officers shall not cite and release a person for the following offenses (Penal Code § 853.6(a)(3)):

1. Penal Code § 243(e)(1) (battery against spouse, cohabitant)

2. Penal Code § 273.5 (corporal injury on spouse, cohabitant, fiancé/fiancée, person of a previous dating or engagement relationship, mother/father of the offender's child)

3. Penal Code § 273.6 (violation of protective order) if violence or threats of violence have occurred or the suspect has gone to the workplace or residence of the protected party

4. Penal Code § 646.9 (stalking)

5. Other serious or violent felonies specified in Penal Code § 1270.1

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(d) In responding to domestic violence incidents, including mutual protective order violations, officers should generally be reluctant to make dual arrests. Officers shall make reasonable efforts to identify the dominant aggressor in any incident. The dominant aggressor is the person who has been determined to be the most significant, rather than the first, aggressor (Penal Code § 13701). In identifying the dominant aggressor, an officer shall consider:

1. The intent of the law to protect victims of domestic violence from continuing abuse.
2. The threats creating fear of physical injury.
3. The history of domestic violence between the persons involved.
4. Whether either person acted in self-defense.

(e) An arrest shall be made when there is probable cause to believe that a violation of a domestic violence court order has been committed (Penal Code § 13701; Penal Code § 836), regardless of whether the offense was committed in the officer's presence. After arrest, the officer shall confirm that a copy of the order has been registered, unless the victim provides a copy (Penal Code § 836).

309.10 REPORTS AND RECORDS

(a) A written domestic violence incident report shall be completed on all incidents of domestic violence. All such reports should be documented on the appropriate form, which includes information and notations specific to domestic violence incidents, including notations for any court order served that are subject to the report requirements (Penal Code § 13730; Code of Civil Procedure § 527.12).

(b) Reporting officers should provide the victim with the case number of the report. The case number may be placed in the space provided on the domestic violence victim information handout provided to the victim. If the case number is not immediately available, an explanation should be given regarding how the victim can obtain the information at a later time.

(c) Officers who seize any firearm, ammunition, or other deadly weapon in a domestic violence incident shall issue the individual possessing such weapon a receipt that includes the name and residential mailing address of the owner or person who possessed the weapon and notice of where the weapon may be recovered, along with the applicable time limit for recovery (Penal Code § 18250; Penal Code § 18255; Penal Code § 33800; Family Code § 6389(c)).

309.11 RECORD-KEEPING AND DATA COLLECTION

The Records Section shall maintain records of court orders related to domestic violence and the service status of each order (Penal Code § 13710).

Additionally, records shall be maintained on the number of domestic violence related calls reported to the Department, including whether weapons were used in the incident or whether the incident involved strangulation or suffocation. This information is to be reported monthly to the California

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Department of Justice (DOJ). The Records Supervisor has the responsibility to ensure that records are maintained and the required information is reported to the DOJ (Penal Code § 13730).

309.12 PUBLIC ACCESS TO POLICY

A copy of this domestic violence policy will be provided to members of the public upon request (Penal Code § 13701).

309.13 DECLARATION IN SUPPORT OF BAIL INCREASE

Any officer who makes a warrantless arrest for a felony or misdemeanor violation of a domestic violence restraining order shall evaluate the totality of the circumstances to determine whether reasonable cause exists to seek an increased bail amount. If there is reasonable cause to believe that the scheduled bail amount is insufficient to assure the arrestee's appearance or to protect the victim or family member of a victim, the officer shall prepare a declaration in support of increased bail (Penal Code § 1269c).

309.14 DOMESTIC VIOLENCE DEATH REVIEW TEAM

This department should cooperate with any interagency domestic violence death review team investigation. Written and oral information relating to a domestic violence death that would otherwise be subject to release restrictions may be disclosed to the domestic violence death review team upon written request and approval of a supervisor (Penal Code § 11163.3).

309.15 SERVICE OF COURT ORDERS

(a) An officer who obtains an emergency protective order from the court shall serve it on the restrained person if the person can be reasonably located and shall provide the person protected or the person's parent/guardian with a copy of the order. The officer shall file a copy with the court as soon as practicable and shall have the order entered into the computer database system for protective and restraining orders maintained by the Department of Justice (Family Code § 6271; Penal Code § 646.91).

(b) A temporary restraining order, emergency protective order, or an order issued after a hearing shall, at the request of the petitioner, be served on the restrained person by an officer who is present at the scene of a reported domestic violence incident or when the officer receives a request from the petitioner to provide service of the order (Family Code § 6383; Penal Code § 13710).

(c) Any officer serving a protective order that indicates that the respondent possesses weapons or ammunition shall request that the firearm/ammunition be immediately surrendered (Family Code § 6389(c)).

(d) During the service of a protective order any firearm discovered in plain view or pursuant to consent or other lawful search shall be taken into temporary custody (Penal Code § 18250).

    1. An officer should ensure that the Records Section is notified of any firearm obtained for entry into the Automated Firearms System (Family Code § 6383) (see the Records Section Policy for additional guidance).

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(e) If a valid Canadian order cannot be enforced because the person subject to the order has not been notified or served with the order, the officer shall notify the protected individual that reasonable efforts shall be made to contact the person subject to the order. The officer shall make a reasonable effort to inform the person subject to the order of the existence and terms of the order and provide the person with a record of the order, if available, and shall allow the person a reasonable opportunity to comply with the order before taking enforcement action (Family Code § 6452).

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Search and Seizure

310.1 PURPOSE AND SCOPE

Both the federal and state Constitutions provide every individual with the right to be free from unreasonable searches and seizures. This policy provides general guidelines for El Segundo Police Department personnel to consider when dealing with search and seizure issues.

310.2 POLICY

It is the policy of the El Segundo Police Department to respect the fundamental privacy rights of individuals. Members of this department will conduct searches in strict observance of the constitutional rights of persons being searched. All seizures by this department will comply with relevant federal and state law governing the seizure of persons and property.

The Department will provide relevant and current training to officers as guidance for the application of current law, local community standards and prosecutorial considerations regarding specific search and seizure situations, as appropriate.

310.3 SEARCHES

The U.S. Constitution generally provides that a valid warrant is required in order for a search to be valid. There are, however, several exceptions that permit a warrantless search.

Examples of law enforcement activities that are exceptions to the general warrant requirement include, but are not limited to, searches pursuant to the following:

- Valid consent
- Incident to a lawful arrest
- Legitimate community caretaking interests
- Vehicle searches under certain circumstances
- Exigent circumstances

Certain other activities are recognized by federal and state courts and by certain statutes as legitimate law enforcement activities that also do not require a warrant. Such activities may include seizure and examination of abandoned property, and observations of activities and property located on open public areas.

Because case law regarding search and seizure is constantly changing and subject to interpretation by the courts, each member of this department is expected to act in each situation according to current training and his/her familiarity with clearly established rights as determined by case law.

Whenever practicable, officers are encouraged to contact a supervisor to resolve questions regarding search and seizure issues prior to electing a course of action.

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310.4 SEARCH PROTOCOL

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

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

(b) Officers should explain to the person who is or was being searched the reason for the search.

(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.

310.5 DOCUMENTATION

Officers are responsible to ensure that any required reports are sufficient including, at minimum, documentation of the following:

- Reason for the search
- Any efforts used to minimize the intrusiveness of any search (e.g., asking for consent or keys)
- What, if any, injuries or damage occurred
- All steps taken to secure property
- The results of the search, including a description of any property or contraband seized
- If the person searched is the opposite sex

Supervisors shall review reports to ensure the reports are accurate, that actions are properly documented and that current legal requirements and department policy have been met.

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Temporary Custody of Juveniles

311.1 PURPOSE AND SCOPE

This policy provides guidelines consistent with the Juvenile Justice and Delinquency Prevention Act for juveniles taken into temporary custody by members of the El Segundo Police Department (34 USC § 11133).

Guidance regarding contacting juveniles at schools or who may be victims is provided in the Child Abuse Policy.

311.1.1 DEFINITIONS

Definitions related to this policy include:

Juvenile non-offender - An abused, neglected, dependent, or alien juvenile who may be legally held for the juvenile's own safety or welfare. This also includes any juvenile who may have initially been contacted for an offense that would not subject an adult to arrest (e.g., fine-only offense) but was taken into custody for the juvenile's protection or for purposes of reuniting the juvenile with a parent, guardian, or other responsible person. Juveniles 11 years of age or younger are considered juvenile non-offenders even if they have committed an offense that would subject an adult to arrest.

Juvenile offender - A juvenile 12 to 17 years of age who is alleged to have committed an offense that would subject an adult to arrest (a non-status offense) (Welfare and Institutions Code § 602). It also includes an offense under Penal Code § 29610 for underage possession of a handgun or concealable firearm (28 CFR 31.303).

Non-secure custody - When a juvenile is held in the presence of an officer or other custody employee at all times and is not placed in a locked room, cell, or behind any locked doors. Juveniles in non-secure custody may be handcuffed but not to a stationary or secure object. Personal supervision, through direct visual monitoring and audio two-way communication is maintained. Monitoring through electronic devices, such as video, does not replace direct visual observation (Welfare and Institutions Code § 207.1; 15 CCR 1150).

Safety checks - Direct, visual observation personally by a member of this department performed at random intervals within time frames prescribed in this policy to provide for the health and welfare of juveniles in temporary custody.

Secure custody - When a juvenile offender is held in a locked room, a set of rooms, or a cell. Secure custody also includes being physically secured to a stationary object (15 CCR 1146).

Examples of secure custody include:

(a) A juvenile left alone in an unlocked room within the secure perimeter of the adult temporary holding area.

(b) A juvenile handcuffed to a rail.

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(c) A juvenile placed in a room that contains doors with delayed egress devices that have a delay of more than 30 seconds.

(d) A juvenile being processed in a secure booking area when a non-secure booking area is available.

(e) A juvenile left alone in a secure booking area after being photographed and fingerprinted.

(f) A juvenile placed in a cell within the adult temporary holding area, whether or not the cell door is locked.

(g) A juvenile placed in a room that is capable of being locked or contains a fixed object designed for cuffing or restricting movement.

Sight and sound separation - Located or arranged to prevent physical, visual, or auditory contact that is more than brief or inadvertent.

Status offender - A juvenile suspected of committing a criminal violation of the law that would not be a criminal violation but for the age of the offender. Examples may include running away, underage possession of tobacco, curfew violation, and truancy. A juvenile in custody on a court order or warrant based upon a status offense is also a status offender. This includes the habitually disobedient or truant juvenile under Welfare and Institutions Code § 601 and any juvenile suspected of an offense that would not subject an adult to arrest (e.g., fine-only offense).

311.2 POLICY

The El Segundo Police Department is committed to releasing juveniles from temporary custody as soon as reasonably practicable and keeping juveniles safe while they are in temporary custody at the El Segundo Police Department. Juveniles should be held in temporary custody only for as long as reasonably necessary for processing, transfer, or release.

311.3 JUVENILES WHO SHOULD NOT BE HELD

Juveniles who exhibit any of the following conditions should not be held at the El Segundo Police Department or other holding facility:

(a) Unconscious

(b) Seriously injured

(c) A known suicide risk or obviously severely emotionally disturbed

(d) Significantly intoxicated except when approved by the Watch Commander. A medical clearance shall be obtained for minors who are under the influence of drugs, alcohol, or any other intoxicating substance to the extent that they are unable to care for themselves (15 CCR 1151).

(e) Extremely violent or continuously violent

Officers taking custody of a juvenile who exhibits any of the above conditions should take reasonable steps to provide medical attention or mental health assistance and notify a supervisor of the situation (15 CCR 1142; 15 CCR 1151).

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These juveniles should not be held at the El Segundo Police Department or other holding facility unless they have been evaluated by a qualified medical and/or mental health professional (15 CCR 1142).

If the officer taking custody of the juvenile believes the juvenile may be a suicide risk, the juvenile shall be under continuous direct supervision until evaluation, release, or a transfer is completed (15 CCR 1142).

311.3.1 EMERGENCY MEDICAL CARE OF JUVENILES IN CUSTODY

When emergency medical attention is required for a juvenile, medical assistance will be called immediately. The Watch Commander shall be notified of the need for medical attention for the juvenile. Department members should administer first aid as applicable (15 CCR 1142).

311.3.2 SUICIDE PREVENTION OF JUVENILES IN CUSTODY

Department members should be alert to potential symptoms based upon exhibited behavior that may indicate the juvenile is a suicide risk. These symptoms may include depression, refusal to communicate, verbally threatening to kill themself, or any unusual behavior which may indicate the juvenile may harm themself while in either secure or non-secure custody (15 CCR 1142).

311.4 CUSTODY OF JUVENILES

Officers should take custody of a juvenile and temporarily hold the juvenile at the El Segundo Police Department when there is no other lawful and practicable alternative to temporary custody. Refer to the Child Abuse Policy for additional information regarding detaining a juvenile that is suspected of being a victim.

No juvenile should be held in temporary custody at the El Segundo Police Department without authorization of the arresting officer's supervisor or the Watch Commander. Juveniles taken into custody shall be held in non-secure custody unless otherwise authorized by this policy.

Any juvenile taken into custody shall be released to the care of the juvenile's parent or other responsible adult or transferred to a juvenile custody facility or to other authority as soon as practicable and in no event shall a juvenile be held beyond six hours from the time of the juvenile's entry into the El Segundo Police Department (34 USC § 11133; Welfare and Institutions Code § 207.1).

311.4.1 CUSTODY OF JUVENILE NON-OFFENDERS

Non-offenders taken into protective custody in compliance with the Child Abuse Policy should generally not be held at the El Segundo Police Department. Custodial arrangements should be made for non-offenders as soon as reasonably possible. Juvenile non-offenders shall not be held in secure custody (34 USC § 11133; Welfare and Institutions Code § 206).

Juveniles 11 years of age or younger who have committed an offense that would subject an adult to arrest may be held in non-secure custody for the offenses listed in Welfare and Institutions Code § 602(b) (murder and the sexual assault offenses) and should be referred to a probation officer for a placement determination (Welfare and Institutions Code § 602.1).

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311.4.2 CUSTODY OF JUVENILE STATUS OFFENDERS

Status offenders should generally be released by citation or with a warning rather than taken into temporary custody. However, officers may take custody of a status offender if requested to do so by a parent or legal guardian in order to facilitate reunification (e.g., transported home or to the station to await a parent). Juvenile status offenders shall not be held in secure custody (34 USC § 11133).

311.4.3 CUSTODY OF JUVENILE OFFENDERS

Juvenile offenders should be held in non-secure custody while at the El Segundo Police Department unless another form of custody is authorized by this policy or is necessary due to exigent circumstances.

Generally, a juvenile offender may be taken into custody when authorized by a court order or when there is probable cause to believe the juvenile has committed an offense that would subject an adult to arrest (Welfare and Institutions Code § 625).

A juvenile offender who is 14 years of age or older and taken into custody for committing or attempting to commit a felony with a firearm shall not be released and be transported to a juvenile facility (Welfare and Institutions Code § 625.3).

A juvenile offender suspected of committing murder, a sex offense described in Welfare and Institutions Code § 602(b) that may subject the juvenile to criminal jurisdiction under Welfare and Institutions Code § 707, or a serious or violent felony should be referred to a probation officer for a decision on further detention.

In all other cases the juvenile offender may be:

(a) Released upon warning or citation.

(b) Released to a parent or other responsible adult after processing at the Department.

(c) Referred to a probation officer for a decision regarding whether to transport the juvenile offender to a juvenile facility.

(d) Transported to the juvenile offender's home or to the place where the juvenile offender was taken into custody (Welfare and Institutions Code § 207.2).

In determining which disposition is appropriate, the investigating officer or supervisor shall prefer the alternative that least restricts the juvenile's freedom of movement, provided that alternative is compatible with the best interests of the juvenile and the community (Welfare and Institutions Code § 626).

Whenever a juvenile offender under the age of 14 is taken into custody, the officer should take reasonable steps to verify and document the child's ability to differentiate between right and wrong, particularly in relation to the alleged offense (Penal Code § 26).

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311.5 ADVISEMENTS

Officers shall take immediate steps to notify the juvenile's parent, guardian, or a responsible relative that the juvenile is in custody, the location where the juvenile is being held, and the intended disposition (Welfare and Institutions Code § 627).

Whenever a juvenile is taken into temporary custody, the juvenile shall be given the *Miranda* rights advisement regardless of whether questioning is intended. This does not apply to juvenile non-offenders taken into temporary custody for their safety or welfare (Welfare and Institutions Code § 625).

Anytime a juvenile offender is placed in secure custody, the juvenile offender shall be informed of the purpose of the secure custody, the length of time the secure custody is expected to last, and of the maximum six-hour limitation (Welfare and Institutions Code § 207.1).

Juveniles taken into custody for an offense shall immediately be advised (or at least within one hour from being taken into custody, if possible) that they may make three telephone calls: one call completed to their parent or guardian; one to a responsible relative or their employer; and another call completed to an attorney. The calls shall be at no expense to the juvenile when completed to telephone numbers within the local calling area. Juveniles should be asked whether they are a caregiver and provided two more phone calls in the same manner as provided to adults in the Temporary Custody of Adults Policy (Welfare and Institutions Code § 627; Penal Code § 851.5).

311.6 JUVENILE CUSTODY LOGS

Any time a juvenile is held in custody at the Department, the custody shall be promptly and properly documented in the juvenile custody log, including:

(a) Identifying information about the juvenile.

(b) Date and time of arrival and release from the El Segundo Police Department (15 CCR 1150).

(c) Watch Commander notification and approval to temporarily hold the juvenile.

(d) Any charges for which the juvenile is being held and classification of the juvenile as a juvenile offender, status offender, or non-offender.

(e) Any changes in status (e.g., emergency situations, unusual incidents).

(f) Time of all safety checks.

(g) Any medical and other screening requested and completed (15 CCR 1142).

(h) Circumstances that justify any secure custody (Welfare and Institutions Code § 207.1; 15 CCR 1145).

(i) Any other information that may be required by other authorities, such as compliance inspectors or a local juvenile court authority.

The Watch Commander shall initial the log to approve the custody, including any secure custody, and shall also initial the log when the juvenile is released.

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311.7 NO-CONTACT REQUIREMENTS

Sight and sound separation shall be maintained between all juveniles and adults while in custody at the Department (34 USC § 11133; Welfare and Institutions Code § 207.1; Welfare and Institutions Code § 208; 15 CCR 1144). There should also be sight and sound separation between non-offenders and juvenile and status offenders.

In situations where brief or accidental contact may occur (e.g., during the brief time a juvenile is being fingerprinted and/or photographed in booking), a member of the El Segundo Police Department (trained in the supervision of persons in custody) shall maintain a constant, immediate, side-by-side presence with the juvenile or the adult to minimize any contact. If inadvertent or accidental contact does occur, reasonable efforts shall be taken to end the contact (15 CCR 1144).

311.8 TEMPORARY CUSTODY REQUIREMENTS

Members and supervisors assigned to monitor or process any juvenile at the El Segundo Police Department shall ensure the following:

(a) The Watch Commander should be notified if it is anticipated that a juvenile may need to remain at the El Segundo Police Department more than four hours. This will enable the Watch Commander to ensure no juvenile is held at the El Segundo Police Department more than six hours.

(b) A staff member of the same sex shall supervise personal hygiene activities and care, such as changing clothing or using the restroom, without direct observation to allow for privacy.

(c) Personal safety checks and significant incidents/activities shall be noted on the log.

(d) Juveniles in custody are informed that they will be monitored at all times, except when using the toilet.

    1. There shall be no viewing devices, such as peep holes or mirrors, of which the juvenile is not aware.

    2. This does not apply to surreptitious and legally obtained recorded interrogations.

(e) Juveniles shall have reasonable access to toilets and wash basins (15 CCR 1143).

(f) Juveniles shall be provided sanitary napkins, panty liners, and tampons as requested (15 CCR 1143).

(g) Food shall be provided if a juvenile has not eaten within the past four hours or is otherwise in need of nourishment, including any special diet required for the health of the juvenile (15 CCR 1143).

(h) Juveniles shall have reasonable access to a drinking fountain or water (15 CCR 1143).

(i) Juveniles shall have reasonable opportunities to stand and stretch, particularly if handcuffed or restrained in any way.

(j) Juveniles shall have privacy during family, guardian, and/or lawyer visits (15 CCR 1143).

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(k) Juveniles shall be permitted to remain in their personal clothing unless the clothing is taken as evidence or is otherwise unsuitable or inadequate for continued wear while in custody (15 CCR 1143).

(l) Blankets shall be provided as reasonably necessary (15 CCR 1143).

1. The supervisor should ensure that there is an adequate supply of clean blankets.

(m) Adequate shelter, heat, light, and ventilation should be provided without compromising security or enabling escape.

(n) Juveniles shall have adequate furnishings, including suitable chairs or benches.

(o) Juveniles shall have the right to the same number of telephone calls as an adult in temporary custody.

(p) Juveniles shall have access to language services (15 CCR 1143).

(q) Juveniles shall have access to disability services (15 CCR 1143).

(r) No discipline may be administered to any juvenile, nor may juveniles be subjected to corporal or unusual punishment, humiliation, or mental abuse (15 CCR 1142).

While held in temporary custody, juveniles shall be informed in writing of what is available to them pursuant to 15 CCR 1143 and it shall be posted in at least one conspicuous place to which they have access (15 CCR 1143).

311.9 RELIGIOUS ACCOMMODATION

Juveniles have the right to the same religious accommodation as adults in temporary custody (see the Temporary Custody of Adults Policy).

311.10 USE OF RESTRAINT DEVICES

Juvenile offenders may be handcuffed in accordance with the Handcuffing and Restraints Policy. A juvenile offender may be handcuffed at the El Segundo Police Department when the juvenile presents a heightened risk. However, non-offenders and status offenders should not be handcuffed unless they are combative or threatening (15 CCR 1142).

Other restraints shall only be used after less restrictive measures have failed and with the approval of the Watch Commander. Restraints shall only be used so long as it reasonably appears necessary for the juvenile's protection or the protection of others (15 CCR 1142).

Juveniles in restraints shall be kept away from other unrestrained juveniles or monitored in such a way as to protect the juvenile from abuse (15 CCR 1142).

311.11 PERSONAL PROPERTY

The officer taking custody of a juvenile offender or status offender at the El Segundo Police Department shall ensure a thorough search of the juvenile’s property is made and all property is removed from the juvenile, especially those items that could compromise safety, such as pens, pencils, and belts.

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The personal property of a juvenile should be placed in a property bag. The property should be inventoried in the juvenile's presence and sealed into the bag. The property should be kept in a monitored or secure location until the juvenile is released from the custody of the El Segundo Police Department.

311.12 SECURE CUSTODY

Only juvenile offenders 14 years of age or older may be placed in secure custody (Welfare and Institutions Code § 207; 15 CCR 1145). Watch Commander approval is required before placing a juvenile offender in secure custody.

Secure custody should only be used for juvenile offenders when there is a reasonable belief that the juvenile is a serious risk of harm to themselves or others. Factors to be considered when determining if the juvenile offender presents a serious security risk to themselves or others include the following (15 CCR 1145):

(a) Age, maturity, and delinquent history

(b) Severity of offense for which the juvenile was taken into custody

(c) The juvenile offender's behavior

(d) Availability of staff to provide adequate supervision or protection of the juvenile offender

(e) Age, type, and number of other individuals in custody at the facility

Members of this department shall not use secure custody for convenience when non-secure custody is, or later becomes, a reasonable option (15 CCR 1145).

When practicable and when no locked enclosure is available, handcuffing one hand of a juvenile offender to a fixed object while otherwise maintaining the juvenile in non-secure custody should be considered as the method of secure custody. An employee must be present at all times to ensure the juvenile's safety while secured to a stationary object (15 CCR 1148).

Juveniles shall not be secured to a stationary object for more than 60 minutes. Supervisor approval is required to secure a juvenile to a stationary object for longer than 60 minutes and every 30 minutes thereafter (15 CCR 1148). Supervisor approval should be documented.

The decision for securing a minor to a stationary object for longer than 60 minutes and every 30 minutes thereafter shall be based upon the best interests of the juvenile offender (15 CCR 1148).

311.12.1 LOCKED ENCLOSURES

A thorough inspection of the area shall be conducted before placing a juvenile into the enclosure. A second inspection shall be conducted after removing the juvenile. Any damage noted to the room should be photographed and documented in the crime report.

The following requirements shall apply to a juvenile offender who is held inside a locked enclosure:

(a) The juvenile shall constantly be monitored by an audio/video system during the entire custody.

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(b) Juveniles shall have constant auditory access to department members (15 CCR 1147).

(c) Initial placement into and removal from a locked enclosure shall be logged (Welfare and Institutions Code § 207.1).

(d) Unscheduled safety checks to provide for the health and welfare of the juvenile by a staff member, no less than once every 15 minutes, shall occur (15 CCR 1147; 15 CCR 1151).

1. All safety checks shall be logged.
2. The safety check should involve questioning the juvenile as to the juvenile's well-being (sleeping juveniles or apparently sleeping juveniles should be awakened).
3. Requests or concerns of the juvenile should be logged.

(e) Juveniles of different genders shall not be placed in the same locked room (15 CCR 1147).

(f) Juvenile offenders should be separated according to severity of the crime (e.g., felony or misdemeanor).

(g) Restrained juveniles shall not be mixed in a cell or room with unrestrained juveniles.

311.13 SUICIDE ATTEMPT, DEATH, OR SERIOUS INJURY OF A JUVENILE

The Watch Commander will ensure procedures are in place to address the suicide attempt, death, or serious injury of any juvenile held at the El Segundo Police Department (15 CCR 1142; 15 CCR 1047). The procedures will address:

(a) Immediate notification of the on-duty supervisor, Chief of Police, and Investigations Bureau Supervisor.

(b) Notification of the parent, guardian, or person standing in loco parentis of the juvenile.

(c) Notification of the appropriate prosecutor.

(d) Notification of the City attorney.

(e) Notification to the coroner.

(f) Notification of the juvenile court.

(g) In the case of a death, providing a report to the Attorney General under Government Code § 12525 within 10 calendar days of the death, and forwarding the same report to the Board of State and Community Corrections (BSCC) within the same time frame (15 CCR 1046).

(h) A medical and operational review of deaths pursuant to 15 CCR 1046.

1. A copy of the review report shall be provided to BSCC within 60 days of the death (15 CCR 1046).

(i) Evidence preservation.

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311.13.1 IN-CUSTODY DEATH PUBLICATION

The Chief of Police or the authorized designee should ensure that specified information relating to an in-custody death of a juvenile is posted on the department website as prescribed and within the time frames provided in Penal Code § 10008.

311.14 INTERVIEWING OR INTERROGATING JUVENILE SUSPECTS

No interview or interrogation of a juvenile should occur unless the juvenile has the apparent capacity to consent, and does consent, to an interview or interrogation.

Prior to conducting a custodial interrogation, including the waiver of *Miranda* rights, an officer shall permit a juvenile 17 years of age or younger to consult with legal counsel in person, by telephone, or by video conference. The consultation may not be waived by the juvenile (Welfare and Institutions Code § 625.6).

Threats, physical harm, deception, or psychologically manipulative interrogation tactics shall not be used by an officer during a custodial interrogation of a juvenile (Welfare and Institutions Code § 625.7).

The requirements to consult with legal counsel or to refrain from the use of prohibited interrogation techniques do not apply when (Welfare and Institutions Code § 625.6; Welfare and Institutions Code § 625.7):

(a) Information is necessary to protect life or property from an imminent threat.

1. The questions are limited to what is reasonably necessary to obtain the information relating to the threat.

311.14.1 MANDATORY RECORDINGS OF JUVENILES

Any interrogation of an individual under 18 years of age who is in custody and suspected of committing murder shall be audio and video recorded when the interview takes place at a department facility, jail, detention facility, or other fixed place of detention. The recording shall include the entire interview and a *Miranda* advisement preceding the interrogation (Penal Code § 859.5).

This recording is not mandatory when (Penal Code § 859.5):

(a) Recording is not feasible because of exigent circumstances that are later documented in a report.

(b) The individual refuses to have the interrogation recorded, including a refusal any time during the interrogation, and the refusal is documented in a report. If feasible, the refusal shall be electronically recorded.

(c) The custodial interrogation occurred in another state by law enforcement officers of that state, unless the interrogation was conducted with the intent to avoid the requirements of Penal Code § 859.5.

(d) The interrogation occurs when no member conducting the interrogation has a reason to believe that the individual may have committed murder. Continued

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custodial interrogation concerning that offense shall be electronically recorded if the interrogating member develops a reason to believe the individual committed murder.

(e) The interrogation would disclose the identity of a confidential informant or would jeopardize the safety of an officer, the individual being interrogated, or another individual. Such circumstances shall be documented in a report.

(f) A recording device fails despite reasonable maintenance and the timely repair or replacement is not feasible.

(g) The questions are part of a routine processing or booking, and are not an interrogation.

(h) The suspect is in custody for murder and the interrogation is unrelated to a murder. However, if any information concerning a murder is mentioned during the interrogation, the remainder of the interrogation shall be recorded.

These recordings shall be retained until a conviction is final and all direct and habeas corpus appeals are exhausted, a court no longer has any jurisdiction over the individual, or the prosecution for that offense is barred (Penal Code § 859.5; Welfare and Institutions Code § 626.8).

311.15 FORMAL BOOKING

No juvenile offender shall be formally booked without the authorization of the arresting officer's supervisor, or in the supervisor's absence, the Watch Commander.

Any juvenile 14 years of age or older who is taken into custody for a felony, or any juvenile whose acts amount to a sex crime, shall be booked, fingerprinted, and photographed.

For all other acts defined as crimes, juveniles may be booked, fingerprinted, or photographed upon the approval from the Watch Commander or the Investigative Division supervisor, giving due consideration to the following:

(a) The gravity of the offense

(b) The past record of the offender

(c) The age of the offender

311.16 RELEASE OF INFORMATION CONCERNING JUVENILES

Court decisions and legislation have combined to carefully specify situations in which information may be given out or exchanged when a case involves a juvenile. Members of this department shall not divulge any information regarding juveniles unless they are certain of the legal authority to do so.

Welfare and Institutions Code § 828 authorizes the release of certain information to other agencies. It shall be the responsibility of the Records Supervisor and the appropriate Investigative Division supervisors to ensure that personnel of those bureaus act within legal guidelines.

311.17 BOARD OF STATE AND COMMUNITY CORRECTIONS CERTIFICATION

The Field Operations Division Commander shall coordinate the procedures related to the custody of juveniles held at the El Segundo Police Department and ensure any required certification is maintained (Welfare and Institution Code § 210.2).

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311.18 TRAINING

Department members should be trained on and familiar with this policy and any supplemental procedures.

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Senior and Disability Victimization

312.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the investigation and reporting of suspected abuse of certain adults who may be more vulnerable than others. This policy also addresses mandatory notification for El Segundo Police Department members as required by law (Penal Code § 368.6).

The El Segundo Police Department is committed to providing equal protection and demonstrating respect for all persons regardless of age or disabilities, and to conscientiously enforcing all criminal laws protecting elders, and adults and children with disabilities, regardless of whether these crimes also carry civil penalties (Penal Code § 368.6) (see Child Abuse Policy for child abuse investigations and reporting).

312.1.1 DEFINITIONS

Definitions related to this policy include:

Abuse of an elder (age 65 or older) or dependent adult - Physical abuse, neglect, financial abuse, abandonment, isolation, abduction, or other treatment with resulting physical harm or pain or mental suffering; or the deprivation by a care custodian of goods or services that are necessary to avoid physical harm or mental suffering. Neglect includes self-neglect (Welfare and Institutions Code § 15610.05 et seq.; Penal Code § 368.5).

Department protocols (or protocols) - A procedure adopted by a local law enforcement agency consistent with the agency's organizational structure and stated in a policy adopted pursuant to this section, to effectively and accountably carry out a particular agency responsibility.

Dependent adult - An individual, regardless of whether the individual lives independently, between 18 and 64 years of age who has physical or mental limitations that restrict their ability to carry out normal activities or to protect their rights, including but not limited to persons who have physical or developmental disabilities or whose physical or mental abilities have diminished because of age. This also includes those admitted as inpatients to a 24-hour health facility, as defined in state law (Penal Code § 368; Welfare and Institutions Code § 15610.23).

Elder and dependent adult abuse - Any offense or attempted offense involving violence or neglect of an adult victim when committed by a person responsible for the adult's care, or any other act that would mandate reporting or notification to a social service agency or law enforcement (Penal Code § 368).

Senior and disability victimization - Means any of the following (Penal Code § 368.6):

(a) Elder and dependent adult abuse

(b) Unlawful interference with a mandated report

(c) Homicide of an elder, dependent adult, or other adult or child with a disability

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(d) Sex crimes against elders, dependent adults, or other adults and children with disabilities

(e) Child abuse of children with disabilities

(f) Violation of relevant protective orders

(g) Hate crimes against persons with actual or perceived disabilities, including but not limited to disabilities caused by advanced age, or those associated with them

(h) Domestic violence against elders, dependent adults, and adults and children with disabilities, including disabilities caused by advanced age

312.2 POLICY

The El Segundo Police Department will investigate all reported incidents of alleged elder and dependent adult abuse and ensure proper reporting and notification as required by law.

312.2.1 ARREST POLICY

It is the department policy to make arrests or to seek arrest warrants for elder and dependent adult abuse in accordance with Penal Code § 836 and, in the case of domestic violence, as allowed by Penal Code § 13701 (Penal Code § 368.6) (see Law Enforcement Authority and Domestic Violence policies for additional guidance).

312.2.2 ADHERENCE TO POLICY

All officers are required to be familiar with the policy and carry out the policy at all times, except in the case of an unusual compelling circumstance as determined and approved by a supervisor (Penal Code § 368.6).

Any supervisor who determines and approves an officer's deviation from this policy shall provide a written report to the Chief of Police that states the unusual compelling circumstances regarding the deviation. A copy of this report will be made available to the alleged victim and reporting party pursuant to department protocols (Penal Code § 368.6(c)(27)).

The Chief of Police shall retain the report for a minimum of five years and shall make it available to the state protection and advocacy agency upon request (Penal Code § 368.6(c)(27)).

312.3 INVESTIGATIONS AND REPORTING

All reported or suspected cases of elder and dependent adult abuse require investigation, even if the allegations appear unfounded or unsubstantiated (Penal Code § 368.6).

Investigations and reports related to suspected cases of elder and dependent adult abuse should address, as applicable:

(a) The overall basis for the contact. This should be done by the investigating officer in all circumstances where a suspected elder and dependent adult abuse victim is contacted.

(b) Any relevant statements the victim may have made and to whom he/she made the statements.

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(c) If a person is taken into protective custody, the reasons, the name and title of the person making the decision, and why other alternatives were not appropriate.

(d) Documentation of any visible injuries or any injuries identified by the victim. This should include photographs of such injuries, if practicable.

(e) Whether the victim was transported for medical treatment or a medical examination.

(f) Whether the victim identified a household member as the alleged perpetrator, and a list of the names of any other potential victims or witnesses who may reside in the residence.

(g) Identification of any prior related reports or allegations of abuse, including other jurisdictions, as reasonably known.

(h) Previous addresses of the victim and suspect.

(i) Other potential witnesses who have not yet been interviewed, such as relatives or others close to the victim's environment.

(j) Witness and suspect statements if available.

(k) Review of all portable audio/video recorders, devices, and other available video.

(l) Call history related to the elder or dependent adult including calls from mandated reporters or other individuals.

(m) Whether the abuse is related to a disability-bias hate crime and related bias motivations (Penal Code § 368.6) (see the Hate Crimes Policy for additional guidance).

(n) Results of investigations shall be provided to those agencies (Adult Protective Services (APS), long-term ombudsman) that referred or reported the elder or dependent adult abuse (Welfare and Institutions Code § 15640(f)).

(o) Whether a death involved the End of Life Option Act:

1. Whether or not assistance was provided to the person beyond that allowed by law (Health and Safety Code § 443.14).

2. Whether an individual knowingly altered or forged a request for an aid-in-dying drug to end a person's life without his/her authorization, or concealed or destroyed a withdrawal or rescission of a request for an aid-in-dying drug (Health and Safety Code § 443.17).

3. Whether coercion or undue influence was exerted on the person to request or ingest an aid-in-dying drug or to destroy a withdrawal or rescission of a request for such medication (Health and Safety Code § 443.17).

4. Whether an aid-in-dying drug was administered to a person without his/her knowledge or consent (Health and Safety Code § 443.17).

Any unexplained death of an adult who was in the care of a guardian or caretaker should be considered as potential elder or dependent adult abuse and investigated similarly.

An unexplained or suspicious death of an elder, dependent adult, or other adult or child with a disability should be treated as a potential homicide until a complete investigation including an

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autopsy is completed, and it should not be assumed that the death of an elder or person with a disability is natural simply because of the age or disability of the deceased (Penal Code § 368.6(c)(18)).

312.3.1 ADDITIONAL INVESTIGATIVE CONSIDERATIONS

The following factors as provided in Penal Code § 368.6 should be considered when investigating incidents of elder and dependent adult abuse:

(a) Elder and dependent adult abuse, sex crimes, child abuse, domestic violence, and any other criminal act, when committed in whole or in part because of the victim's actual or perceived disability, including disability caused by advanced age, is also a hate crime (Penal Code § 368.6) (see the Hate Crimes Policy for additional guidance).

(b) Senior and disability victimization crimes are also domestic violence subject to the mandatory arrest requirements of Penal Code § 836 if they meet the elements described in Penal Code § 273.5, including but not limited to a violation by a caretaker or other person who is or was a cohabitant of the victim, regardless of whether the cohabitant is or was a relative of, or in an intimate personal relationship with, the victim (Penal Code § 368.6(c)(10)).

(c) Many victims of sexual assault and other sex crimes delay disclosing the crimes for reasons including but not limited to shame, embarrassment, self-doubt, fear of being disbelieved, and fear of retaliation by the perpetrator or others (Penal Code § 368.6(c)(11)).

(d) Victims and witnesses with disabilities, including cognitive and communication disabilities, can be highly credible witnesses when interviewed appropriately by trained officers or other trained persons (Penal Code § 368.6(c)(14)).

312.4 QUALIFIED INVESTIGATORS

Qualified investigators should be available to investigate cases of elder and dependent adult abuse. These investigators should:

(a) Conduct interviews in appropriate interview facilities.

(b) Be familiar with forensic interview techniques specific to elder and dependent adult abuse investigations.

(c) Present all cases of alleged elder and dependent adult abuse to the prosecutor for review.

(d) Coordinate with other enforcement agencies, social service agencies, and facility administrators as needed (Welfare and Institutions Code § 15650).

(e) Provide referrals to therapy services, victim advocates, guardians, and support for the victim and family as appropriate (see the Victim and Witness Assistance Policy for additional guidance).

1. Ensure victims of sex crimes know their right to have a support person of their choice present at all times during an interview or contact (Penal Code § 368.6) (see the Sexual Assault Investigations Policy for additional guidance).

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2. Referrals to the crime victim liaison as appropriate for victims requiring further assistance or information regarding benefits from crime victim resources.

(f) Participate in or coordinate with multidisciplinary investigative teams as applicable (Welfare and Institutions Code § 15610.55).

(g) Make reasonable efforts to determine whether any person committed unlawful interference in a mandated report.

312.5 MANDATORY NOTIFICATION

Members of the El Segundo Police Department shall notify the local office of the California Department of Social Services (CDSS) APS agency of known, suspected, or alleged instances of abuse when they reasonably suspect, have observed, or have knowledge of an incident that reasonably appears to be abuse of an elder or dependent adult, or are told by an elder or dependent adult that the person has experienced abuse (Welfare and Institutions Code § 15630(b)).

Notification shall be made by telephone or through a confidential internet reporting tool as soon as practicable. If notification is made by telephone, a written report shall be sent or internet report shall be made through the confidential internet reporting tool within two working days, as provided in Welfare and Institutions Code § 15630(b).

Notification shall also be made to the following agencies as soon as practicable or as provided below (Welfare and Institutions Code § 15630):

(a) If the abuse occurred in a long-term care facility (not a state mental health hospital or a state developmental center), notification shall be made as follows (Welfare and Institutions Code § 15630(b)(1)):

1. If there is serious bodily injury, notification shall be made by telephone and, within two hours, a written report shall be made to the local ombudsman and the corresponding licensing agency.

2. If the abuse is allegedly caused by a resident with dementia and there is no serious bodily injury, notification shall be made by a written report to the local ombudsman within 24 hours.

3. If there is any other abuse in a long-term care facility (not a state mental health or a state developmental center), a written report shall be made to the local ombudsman and corresponding state licensing agency within 24 hours.

(b) The California Department of Public Health (DPH) shall be notified of all known or suspected abuse in a long-term care facility.

(c) The CDSS shall be notified of all known or suspected abuse occurring in a residential care facility for the elderly or in an adult day program.

(d) If the abuse occurred in an adult day health care center, DPH and the California Department of Aging shall be notified.

(e) The Division of Medi-Cal Fraud and Elder Abuse shall be notified of all abuse that constitutes criminal activity in a long-term care facility.

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(f) The District Attorney's office shall be notified of all cases of physical abuse and financial abuse in a long-term care facility.

(g) If the abuse occurred at a state mental hospital or a state developmental center, notification shall be made to the designated investigators of the California Department of State Hospitals or the California Department of Developmental Services as soon as practicable but no later than two hours after law enforcement becomes aware of the abuse (Welfare and Institutions Code § 15630(b)).

1. When a report of abuse is received by the Department, investigation efforts shall be coordinated with the designated investigators of the California Department of State Hospitals or the California Department of Developmental Services (Welfare and Institutions Code § 15630(b)).

(h) If during an investigation it is determined that the elder or dependent adult abuse is being committed by a licensed health practitioner as identified in Welfare and Institutions Code § 15640(b), the appropriate licensing agency shall be immediately notified (Welfare and Institutions Code 15640(b)).

(i) When the Department receives a report of abuse, neglect, or abandonment of an elder or dependent adult alleged to have occurred in a long-term care facility, the licensing agency shall be notified by telephone as soon as practicable (Welfare and Institutions Code § 15640(e)).

The Investigative Division supervisor is responsible for ensuring that proper notifications have occurred to the District Attorney's Office and any other regulatory agency that may be applicable based upon where the abuse took place (e.g., care facility, hospital) per Welfare and Institutions Code § 15630(b).

Notification is not required for a person who was merely present when a person self-administered a prescribed aid-in-dying drug or a person prepared an aid-in-dying drug so long as the person did not assist the individual in ingesting the aid-in-dying drug (Health and Safety Code § 443.14; Health and Safety Code § 443.18).

Failure to report or impeding or inhibiting a report of abuse of an elder or dependent adult is a misdemeanor (Welfare and Institutions Code §15630(h)).

312.5.1 NOTIFICATION PROCEDURE

Notification should include the following information, if known (Welfare and Institutions Code § 15630(e)):

(a) The name of the person making the report.

(b) The name and age of the elder or dependent adult.

(c) The present location of the elder or dependent adult.

(d) The names and addresses of family members or any other adult responsible for the care of the elder or dependent adult.

(e) The nature and extent of the condition of the elder or dependent adult.

(f) The date of incident.

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(g) Any other information, including information that led the person to suspect elder or dependent adult abuse.

312.6 PROTECTIVE CUSTODY

Before taking an elder or dependent adult abuse victim into protective custody when facts indicate the adult may not be able to care for him/herself, the officer should make reasonable attempts to contact APS. Generally, removal of an adult abuse victim from his/her family, guardian, or other responsible adult should be left to the welfare authorities when they are present or have become involved in an investigation.

Generally, members of this department should remove an elder or dependent adult abuse victim from his/her family or guardian without a court order only when no other effective alternative is reasonably available and immediate action reasonably appears necessary to protect the victim. Prior to taking an elder or dependent adult abuse victim into protective custody, the officer should take reasonable steps to deliver the adult to another qualified legal guardian, unless it reasonably appears that the release would endanger the victim or result in abduction. If this is not a reasonable option, the officer shall ensure that the adult is delivered to APS.

Whenever practicable, the officer should inform a supervisor of the circumstances prior to taking an elder or dependent adult abuse victim into protective custody. If prior notification is not practicable, officers should contact a supervisor promptly after taking the adult into protective custody.

When elder or dependent adult abuse victims are under state control, have a state-appointed guardian, or there are other legal holdings for guardianship, it may be necessary or reasonable to seek a court order on behalf of the adult victim to either remove the adult from a dangerous environment (protective custody) or restrain a person from contact with the adult.

312.6.1 EMERGENCY PROTECTIVE ORDERS

In any situation which an officer reasonably believes that an elder or dependent adult is in immediate and present danger of abuse based on an allegation of a recent incident of abuse or threat of abuse (other than financial abuse alone), the officer may seek an emergency protective order against the person alleged to have committed or threatened such abuse (Family Code § 6250(d)).

312.6.2 VERIFICATION OF PROTECTIVE ORDER

Whenever an officer verifies that a relevant protective order has been issued, the officer shall make reasonable efforts to determine if the order prohibits the person from possession of firearms or requires the relinquishment of firearms, and if the order does so, the officer shall make reasonable efforts to (Penal Code § 368.6(c)(19)):

(a) Inquire whether the restrained person possesses firearms. The officer should make this effort by asking the restrained person and the protected person.

(b) Query the California Law Enforcement Telecommunications System to determine if any firearms are registered to the restrained person.

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(c) Receive or seize prohibited firearms located in plain view or pursuant to a consensual or other lawful search in compliance with Penal Code § 18250 et seq. and in accordance with department procedures.

312.7 INTERVIEWS

312.7.1 PRELIMINARY INTERVIEWS

Absent extenuating circumstances or impracticality, officers should audio record the preliminary interview with a suspected elder or dependent adult abuse victim. Officers should avoid multiple interviews with the victim and should attempt to gather only the information necessary to begin an investigation. When practicable, investigating officers should defer interviews until a person who is specially trained in such interviews is available.

312.7.2 DETAINING VICTIMS FOR INTERVIEWS

An officer should not detain an adult involuntarily who is suspected of being a victim of abuse solely for the purpose of an interview or physical exam without his/her consent or the consent of a guardian unless one of the following applies:

(a) Exigent circumstances exist, such as:

1. A reasonable belief that medical issues of the adult need to be addressed immediately.
2. A reasonable belief that the adult is or will be in danger of harm if the interview or physical exam is not immediately completed.
3. The alleged offender is a family member or guardian and there is reason to believe the adult may be in continued danger.

(b) A court order or warrant has been issued.

312.7.3 INTERVIEWS WITH A PERSON WITH DEAFNESS OR HEARING LOSS

An officer who is interviewing a victim or witness who reports or demonstrates deafness or hearing loss should secure the services of a qualified interpreter (as defined by Evidence Code § 754) prior to the start of the interview (Penal Code § 368.6) (see the Communications with Persons with Disabilities Policy for additional guidance).

312.8 MEDICAL EXAMINATIONS

When an elder or dependent adult abuse investigation requires a medical examination, the investigating officer should obtain consent for such examination from the victim, guardian, agency, or entity having legal custody of the adult. The officer should also arrange for the adult's transportation to the appropriate medical facility.

In cases where the alleged offender is a family member, guardian, agency, or entity having legal custody and is refusing to give consent for the medical examination, officers should notify a supervisor before proceeding. If exigent circumstances do not exist or if state law does not provide for officers to take the adult for a medical examination, the supervisor should consider other government agencies or services that may obtain a court order for such an examination.

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312.9 DRUG-ENDANGERED VICTIMS

A coordinated response by law enforcement and social services agencies is appropriate to meet the immediate and longer-term medical and safety needs of an elder or dependent adult abuse victim who has been exposed to the manufacturing, trafficking, or use of narcotics.

312.9.1 OFFICER RESPONSIBILITIES

Officers responding to a drug lab or other narcotics crime scene where an elder or dependent adult abuse victim is present or where there is evidence that an elder or dependent adult abuse victim lives should:

(a) Document the environmental, medical, social, and other conditions of the adult, using photography as appropriate and the checklist or form developed for this purpose.

(b) Notify the Investigative Division supervisor so an interagency response can begin.

312.9.2 SUPERVISOR RESPONSIBILITIES

The Investigative Division supervisor should:

(a) Work with professionals from the appropriate agencies, including APS, other law enforcement agencies, medical service providers, and local prosecutors, to develop community specific procedures for responding to situations where there are elder or dependent adult abuse victims endangered by exposure to methamphetamine labs or the manufacture and trafficking of other drugs.

(b) Activate any available interagency response when an officer notifies the Investigative Division supervisor that he/she has responded to a drug lab or other narcotics crime scene where an elder or dependent adult abuse victim is present or where evidence indicates that an elder or dependent adult abuse victim lives.

(c) Develop a report format or checklist for use when officers respond to drug labs or other narcotics crime scenes. The checklist will help officers document the environmental, medical, social, and other conditions that may affect the adult.

312.10 TRAINING

The Department should provide training on best practices in elder and dependent adult abuse investigations to members tasked with investigating these cases. The training should include:

(a) Participating in multidisciplinary investigations, as appropriate.

(b) Conducting interviews.

(c) Availability of therapy services for adults and families.

(d) Availability of specialized forensic medical exams.

(e) Cultural competence (including interpretive services) related to elder and dependent adult abuse investigations.

(f) Availability of victim advocates or other support.

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312.10.1 MANDATORY TRAINING

The Training Sergeant shall ensure that appropriate personnel receive the required training, including:

(a) Materials from POST as described in Penal Code § 368.6(c)(5)(A).

(b) Advanced training on senior and disability victimization available from POST, the United States Department of Justice, the Disability and Abuse Project of the Spectrum Institute, or other sources as provided by Penal Code § 368.6(c)(16)(A).

1. Training should include the following:

(a) Information on the wide prevalence of elder and dependent adult abuse, sexual assault, other sex crimes, hate crimes, domestic violence, human trafficking, and homicide against adults and children with disabilities, including disabilities caused by advanced age, and including those crimes often committed by caretakers (Penal Code § 368.6(c)(1)).

(b) Information on the history of elder and dependent adult abuse and crimes against individuals with disabilities (see the POST Senior and Disability Victimization Policy Guidelines).

The Training Sergeant shall also ensure that appropriate training is provided on this policy to dispatchers, community services officers, front desk personnel, and other civilian personnel who interact with the public (Penal Code § 368.6 (c)(7)).

312.11 RECORDS DIVISION RESPONSIBILITIES

The Records Section is responsible for:

(a) Providing a copy of the elder or dependent adult abuse report to the APS, ombudsman or other agency as applicable within two working days or as required by law (Welfare and Institutions Code § 15630; Welfare and Institutions Code § 15640(c)).

(b) Retaining the original elder or dependent adult abuse report with the initial case file.

312.12 JURISDICTION

The El Segundo Police Department has concurrent jurisdiction with state law enforcement agencies when investigating elder and dependent adult abuse and all other crimes against elder victims and victims with disabilities (Penal Code § 368.5).

Adult protective services agencies and local long-term care ombudsman programs also have jurisdiction within their statutory authority to investigate elder and dependent adult abuse and criminal neglect and may assist in criminal investigations upon request, if consistent with federal law, in such cases. However, this department will retain responsibility for the criminal investigations (Penal Code § 368.5).

Additional jurisdiction responsibilities for investigations of abuse involving various facilities and agencies may be found in Welfare and Institutions Code § 15650.

312.13 RELEVANT STATUTES

Penal Code § 288 (a) and Penal Code § 288 (b)(2)

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(a) Except as provided in subdivision (i), a person who willfully and lewdly commits any lewd or lascivious act, including any of the acts constituting other crimes provided for in Part 1 (Of Crimes and Punishments of the Penal Code) upon or with the body, or any part or member thereof, of a child who is under the age of 14 years, with the intent of arousing, appealing to, or gratifying the lust, passions, or sexual desires of that person or the child, is guilty of a felony and shall be punished by imprisonment in the state prison for three, six, or eight years.

(b)(2) A person who is a caretaker and commits an act described in subdivision (a) upon a dependent person by use of force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the victim or another person, with the intent described in subdivision (a), is guilty of a felony and shall be punished by imprisonment in the state prison for 5, 8, or 10 years.

Penal Code § 368 (c)

A person who knows or reasonably should know that a person is an elder or dependent adult and who, under circumstances or conditions other than those likely to produce great bodily harm or death, willfully causes or permits any elder or dependent adult to suffer, or inflicts thereon unjustifiable physical pain or mental suffering, or having the care or custody of any elder or dependent adult, willfully causes or permits the person or health of the elder or dependent adult to be injured or willfully causes or permits the elder or dependent adult to be placed in a situation in which their person or health may be endangered, is guilty of a misdemeanor.

Penal Code § 368 (f)

A person who commits the false imprisonment of an elder or a dependent adult by the use of violence, menace, fraud, or deceit is punishable by imprisonment pursuant to subdivision (h) of Section 1170 for two, three, or four years.

Protections provided by the above Penal Code § 288 and Penal Code § 368 protect many persons with disabilities regardless of the fact they live independently.

Welfare and Institutions Code § 15610.05

"Abandonment" means the desertion or willful forsaking of an elder or a dependent adult by anyone having care or custody of that person under circumstances in which a reasonable person would continue to provide care and custody.

Welfare and Institutions Code § 15610.06

"Abduction" means the removal from this state and the restraint from returning to this state, or the restraint from returning to this state, of any elder or dependent adult who does not have the capacity to consent to the removal from this state and the restraint from returning to this state, or the restraint from returning to this state, as well as the removal from this state or the restraint from returning to this state, of any conservatee without the consent of the conservator or the court.

Welfare and Institutions Code § 15610.30

(a) "Financial abuse" of an elder or dependent adult occurs when a person or entity does any of the following:

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1. Takes, secretes, appropriates, obtains, or retains real or personal property of an elder or dependent adult for a wrongful use or with intent to defraud, or both.
2. Assists in taking, secreting, appropriating, obtaining, or retaining real or personal property of an elder or dependent adult for a wrongful use or with intent to defraud, or both.
3. Takes, secretes, appropriates, obtains, or retains, or assists in taking, secreting, appropriating, obtaining, or retaining, real or personal property of an elder or dependent adult by undue influence, as defined in Section 15610.70.

(b) A person or entity shall be deemed to have taken, secreted, appropriated, obtained, or retained property for a wrongful use if, among other things, the person or entity takes, secretes, appropriates, obtains, or retains the property and the person or entity knew or should have known that this conduct is likely to be harmful to the elder or dependent adult.

(c) For purposes of this section, a person or entity takes, secretes, appropriates, obtains, or retains real or personal property when an elder or dependent adult is deprived of any property right, including by means of an agreement, donative transfer, or testamentary bequest, regardless of whether the property is held directly or by a representative of an elder or dependent adult.

(d) For purposes of this section, "representative" means a person or entity that is either of the following:

1. A conservator, trustee, or other representative of the estate of an elder or dependent adult.
2. An attorney-in-fact of an elder or dependent adult who acts within the authority of the power of attorney.

Welfare and Institutions Code § 15610.43

(a) "Isolation" means any of the following:

1. Acts intentionally committed for the purpose of preventing, and that do serve to prevent, an elder or dependent adult from receiving his or her mail or telephone calls.
2. Telling a caller or prospective visitor that an elder or dependent adult is not present, or does not wish to talk with the caller, or does not wish to meet with the visitor where the statement is false, is contrary to the express wishes of the elder or the dependent adult, whether he or she is competent or not, and is made for the purpose of preventing the elder or dependent adult from having contact with family, friends, or concerned persons.
3. False imprisonment, as defined in Section 236 of the Penal Code.
4. Physical restraint of an elder or dependent adult, for the purpose of preventing the elder or dependent adult from meeting with visitors.

(b) The acts set forth in subdivision (a) shall be subject to a rebuttable presumption that they do not constitute isolation if they are performed pursuant to the instructions of a

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physician and surgeon licensed to practice. medicine in the state, who is caring for the elder or dependent adult at the time the instructions are given, and who gives the instructions as part of his or her medical care.

(c) The acts set forth in subdivision (a) shall not constitute isolation if they are performed in response to a reasonably perceived threat of danger to property or physical safe.

Welfare and Institutions Code § 15610.57

(a) "Neglect" means either of the following:

1. The negligent failure of any person having the care or custody of an elder or a dependent adult to exercise that degree of care that a reasonable person in a like position would exercise.
2. The negligent failure of an elder or dependent adult to exercise that degree of self care that a reasonable person in a like position would exercise.

(b) Neglect includes, but is not limited to, all of the following:

1. Failure to assist in personal hygiene, or in the provision of food, clothing, or shelter.
2. Failure to provide medical care for physical and mental health needs. A person shall not be deemed neglected or abused for the sole reason that the person voluntarily relies on treatment by spiritual means through prayer alone in lieu of medical treatment.
3. Failure to protect from health and safety hazards.
4. Failure to prevent malnutrition or dehydration.
5. Substantial inability or failure of an elder or dependent adult to manage personal finances.
6. Failure of an elder or dependent adult to satisfy any of the needs specified in paragraphs (1) to (5), inclusive, for themselves as a result of poor cognitive functioning, mental limitation, substance abuse, or chronic poor health.

(c) Neglect includes being homeless if the elder or dependent adult is also unable to meet any of the needs specified in paragraphs (1) to (5), inclusive, of subdivision (b).

Welfare and Institutions Code § 15610.63

"Physical abuse" means any of the following:

(a) Assault, as defined in Section 240 of the Penal Code.

(b) Battery, as defined in Section 242 of the Penal Code.

(c) Assault with a deadly weapon or force likely to produce great bodily injury, as defined in Section 245 of the Penal Code.

(d) Unreasonable physical constraint, or prolonged or continual deprivation of food or water.

(e) Sexual assault, that means any of the following:

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1. Sexual battery, as defined in Section 243.4 of the Penal Code.
2. Rape, as defined in Section 261 of the Penal Code, or former Section 262 of the Penal Code.
3. Rape in concert, as described in Section 264.1 of the Penal Code.
4. Incest, as defined in Section 285 of the Penal Code.
5. Sodomy, as defined in Section 286 of the Penal Code.
6. Oral copulation, as defined in Section 287 or former Section 288a of the Penal Code.
7. Sexual penetration, as defined in Section 289 of the Penal Code.
8. Lewd or lascivious acts as defined in paragraph (2) of subdivision (b) of Section 288 of the Penal Code.

(f) Use of a physical or chemical restraint or psychotropic medication under any of the following conditions:

1. For punishment.
2. For a period beyond that for which the medication was ordered pursuant to the instructions of a physician and surgeon licensed in the State of California, who is providing medical care to the elder or dependent adult at the time the instructions are given.
3. For any purpose not authorized by the physician and surgeon.

312.14 CHIEF OF POLICE RESPONSIBILITIES

The Chief of Police or the authorized designee responsibilities include but are not limited to (Penal Code § 368.6):

(a) Taking leadership within the Department and in the community, including by speaking out publicly in major cases of senior and disability victimization, to assure the community of department support for the victims and their families and for others in the community who are terrorized and traumatized by the crimes, and to encourage victims and witnesses to the crimes or similar past or future crimes to report those crimes to help bring the perpetrators to justice and prevent further crimes.

(b) Developing and including department protocols in this policy, including but not limited to the following:

1. Protocols for seeking emergency protective orders by phone from a court at any time of day or night pursuant to Family Code § 6250(d).
2. Protocols for arrest warrants and arrests for senior and disability victimization for matters other than domestic violence and consistent with the requirements of Penal Code § 368.6(c)(9)(B) that include the following:

    (a) In the case of a senior and disability victimization committed in an officer's presence, including but not limited to a violation of a relevant protective

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order, the officer shall make a warrantless arrest based on probable cause when necessary or advisable to protect the safety of the victim or others.

(b) In the case of a felony not committed in an officer's presence, the officer shall make a warrantless arrest based on probable cause when necessary or advisable to protect the safety of the victim or others.

(c) In the case of a misdemeanor not committed in the officer's presence, including but not limited to misdemeanor unlawful interference with a mandated report or a misdemeanor violation of a relevant protective order, or when necessary or advisable to protect the safety of the victim or others, the agency shall seek an arrest warrant based on probable cause.

(d) Protocol for seeking arrest warrants based on probable cause for crimes for which no arrest has been made.

3. Procedures for first responding officers to follow when interviewing persons with cognitive and communication disabilities until officers, or staff of other responsible agencies with more advanced training, are available. The procedure shall include an instruction to avoid repeated interviews whenever possible.

(c) For each department protocol, include either a specific title-by-title list of officer responsibilities or a specific office or unit in the Department responsible for implementing the protocol.

(d) Ensuring an appendix is created and attached to this policy that describes requirements for elder and dependent adult abuse investigations consistent with Penal Code § 368.6(c)(8)(B).

(e) Ensuring a detailed checklist is created and attached to this policy regarding first responding responsibilities that includes but is not limited to the requirements of Penal Code § 368.6(c)(23).

(f) Ensuring that all members carry out their responsibilities under this policy.

(g) Verifying a process is in place for transmitting and periodically retransmitting this policy and related orders to officers, including a simple and immediate way for officers to access the policy in the field when needed.

(h) Ensuring this policy is available to the Protection and Advocacy Agency upon request.

312.15 ELDER AND DEPENDENT ADULT ABUSE LIAISON

A department member appointed by the Chief of Police or the authorized designee will serve as the Elder and Dependent Adult Abuse Liaison. Responsibilities of the liaison include but are not limited to (Penal Code § 368.6):

(a) Acting as a liaison to other responsible agencies (defined by Penal Code § 368.6(b)(15)) to increase cooperation and collaboration among them while retaining the law enforcement agency’s exclusive responsibility for criminal investigations (Welfare and Institutions Code § 15650).

(b) Reaching out to the senior and disability communities and to the public to encourage prevention and reporting of senior and disability victimization.

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Discriminatory Harassment

313.1 PURPOSE AND SCOPE

The purpose of this policy is to prevent department members from being subjected to discriminatory harassment, including sexual harassment and retaliation. Nothing in this policy is intended to create a legal or employment right or duty that is not created by law.

313.2 POLICY

The El Segundo Police Department is an equal opportunity employer and is committed to creating and maintaining a work environment that is free of all forms of discriminatory harassment, including sexual harassment and retaliation (Government Code § 12940(k); 2 CCR 11023). The Department will not tolerate discrimination against a member in hiring, promotion, discharge, compensation, fringe benefits and other privileges of employment. The Department will take preventive and corrective action to address any behavior that violates this policy or the rights it is designed to protect.

The nondiscrimination policies of the Department may be more comprehensive than state or federal law. Conduct that violates this policy may not violate state or federal law but still could subject a member to discipline.

313.3 DEFINITIONS

Definitions related to this policy include:

313.3.1 DISCRIMINATION

The Department prohibits all forms of discrimination, including any employment-related action by a member that adversely affects an applicant or member and is based on actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law.

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; making crude and offensive statements or remarks; making slurs or off-color jokes, stereotyping; engaging in threatening acts; making indecent gestures, pictures, cartoons, posters, or material; making inappropriate physical contact; or using written material or department equipment and/or systems to transmit or receive offensive material, statements, or pictures. Such conduct is contrary to department policy and to a work environment that is free of discrimination.

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313.3.2 RETALIATION

Retaliation is treating a person differently or engaging in acts of reprisal or intimidation against the person because the person has engaged in protected activity, filed a charge of discrimination, participated in an investigation, or opposed a discriminatory practice. Retaliation will not be tolerated.

313.3.3 SEXUAL HARASSMENT

The Department prohibits all forms of discrimination and discriminatory harassment, including sexual harassment. It is unlawful to harass an applicant or a member because of that person's sex.

Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature when:

(a) Submission to such conduct is made either explicitly or implicitly a term or condition of employment, position, or compensation.

(b) Submission to, or rejection of, such conduct is used as the basis for any employment decisions affecting the member.

(c) Such conduct has the purpose or effect of substantially interfering with a member's work performance or creating an intimidating, hostile, or offensive work environment.

313.3.4 ADDITIONAL CONSIDERATIONS

Discrimination and discriminatory harassment do not include actions that are in accordance with established rules, principles, or standards, including:

(a) Acts or omission of acts based solely upon bona fide occupational qualifications under the Equal Employment Opportunity Commission (EEOC) and the California Civil Rights Council guidelines.

(b) Bona fide requests or demands by a supervisor that the member improve the member's work quality or output, that the member report to the job site on time, that the member comply with City or department rules or regulations, or any other appropriate work-related communication between supervisor and member.

313.4 RESPONSIBILITIES

This policy applies to all department personnel. All members shall follow the intent of these guidelines in a manner that reflects department policy, professional standards, and the best interest of the Department and its mission.

Members are encouraged to promptly report any discriminatory, retaliatory, or harassing conduct or known violations of this policy to a supervisor. Any member who is not comfortable with reporting violations of this policy to the member's immediate supervisor may bypass the chain of command and make the report to a higher-ranking supervisor or manager. Complaints may also be filed with the Chief of Police, the Director of Human Resources, or the City Manager.

Any member who believes, in good faith, that the member has been discriminated against, harassed, or subjected to retaliation, or who has observed harassment, discrimination, or

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retaliation, is encouraged to promptly report such conduct in accordance with the procedures set forth in this policy.

Supervisors and managers receiving information regarding alleged violations of this policy shall determine if there is any basis for the allegation and shall proceed with resolution as stated below.

313.4.1 QUESTIONS OR CLARIFICATION

Members with questions regarding what constitutes discrimination, sexual harassment, or retaliation are encouraged to contact a supervisor, a manager, the Chief of Police, the Director of Human Resources, the City Manager, or the California Civil Rights Department for further information, direction, or clarification (Government Code § 12950).

313.4.2 SUPERVISOR RESPONSIBILITIES

The responsibilities of supervisors and managers shall include but are not limited to:

(a) Continually monitoring the work environment and striving to ensure that it is free from all types of unlawful discrimination, including harassment or retaliation.

(b) Taking prompt, appropriate action within their work units to avoid and minimize the incidence of any form of discrimination, harassment, or retaliation.

(c) Ensuring that their subordinates understand their responsibilities under this policy.

(d) Ensuring that members who make complaints or who oppose any unlawful employment practices are protected from retaliation and that such matters are kept confidential to the extent possible.

(e) Making a timely determination regarding the substance of any allegation based upon all available facts.

(f) Notifying the Chief of Police or the Director of Human Resources in writing of the circumstances surrounding any reported allegations or observed acts of discrimination, harassment, or retaliation no later than the next business day.

313.4.3 SUPERVISOR’S ROLE

Supervisors and managers shall be aware of the following:

(a) Behavior of supervisors and managers should represent the values of the Department and professional standards.

(b) False or mistaken accusations of discrimination, harassment, or retaliation can have negative effects on the careers of innocent members.

Nothing in this section shall be construed to prevent supervisors or managers from discharging supervisory or management responsibilities, such as determining duty assignments, evaluating or counseling members, or issuing discipline, in a manner that is consistent with established procedures.

313.5 INVESTIGATION OF COMPLAINTS

Various methods of resolution exist. During the pendency of any such investigation, the supervisor of the involved member should take prompt and reasonable steps to mitigate or eliminate

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any continuing abusive or hostile work environment. It is the policy of the Department that all complaints of discrimination, retaliation, or harassment shall be fully documented and promptly and thoroughly investigated.

313.5.1 SUPERVISOR RESOLUTION

Members who believe they are experiencing discrimination, harassment, or retaliation should be encouraged to inform the individual that the behavior is unwelcome, offensive, unprofessional, or inappropriate. However, if the member feels uncomfortable or threatened or has difficulty expressing the member's concern, or if this does not resolve the concern, assistance should be sought from a supervisor or manager who is a rank higher than the alleged transgressor.

313.5.2 FORMAL INVESTIGATION

If the complaint cannot be satisfactorily resolved through the supervisory resolution process, a formal investigation will be conducted.

The person assigned to investigate the complaint will have full authority to investigate all aspects of the complaint. Investigative authority includes access to records and the cooperation of any members involved. No influence will be used to suppress any complaint and no member will be subject to retaliation or reprisal for filing a complaint, encouraging others to file a complaint, or for offering testimony or evidence in an investigation.

Formal investigation of the complaint will be confidential to the extent possible and will include but is not limited to details of the specific incident, frequency and dates of occurrences, and names of any witnesses. Witnesses will be advised regarding the prohibition against retaliation, and that a disciplinary process, up to and including termination, may result if retaliation occurs.

Members who believe they have been discriminated against, harassed, or retaliated against because of their protected status, are encouraged to follow the chain of command but may also file a complaint directly with the Chief of Police, the Director of Human Resources, or the City Manager.

313.5.3 ALTERNATIVE COMPLAINT PROCESS

No provision of this policy shall be construed to prevent any member from seeking legal redress outside the Department. Members who believe that they have been harassed, discriminated against, or retaliated against are entitled to bring complaints of employment discrimination to federal, state, and/or local agencies responsible for investigating such allegations. Specific time limitations apply to the filing of such charges. Members are advised that proceeding with complaints under the provisions of this policy does not in any way affect those filing requirements.

313.6 DOCUMENTATION OF COMPLAINTS

All complaints or allegations shall be thoroughly documented on forms and in a manner designated by the Chief of Police. The outcome of all reports shall be:

(a) Approved by the Chief of Police, the City Manager, or the Director of Human Resources, depending on the ranks of the involved parties.

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(b) Maintained in accordance with the department's established records retention schedule.

313.6.1 NOTIFICATION OF DISPOSITION
The complainant and/or victim will be notified in writing of the disposition of the investigation and the actions taken to remedy or address the circumstances giving rise to the complaint.

313.7 WORKING CONDITIONS

The Administrative Services Bureau Commander or the authorized designee should be responsible for reviewing facility design and working conditions for discriminatory practices. This person should collaborate with other City employees who are similarly tasked (2 CCR 11034).

313.8 TRAINING

All new members shall be provided with a copy of this policy as part of their orientation. The policy shall be reviewed with each new member. The member shall certify by signing the prescribed form that the member has been advised of this policy, is aware of and understands its contents, and agrees to abide by its provisions during the member's term with the Department.

All members shall receive training every two years on the requirements of this policy and shall certify by signing the prescribed form that they have reviewed the policy, understand its contents, and agree that they will continue to abide by its provisions (SB 1343).

313.8.1 STATE-REQUIRED TRAINING
The Training Sergeant should ensure that employees receive the required state training and education regarding sexual harassment, prevention of abusive conduct, and harassment based on gender identity, gender expression, and sexual orientation as follows (Government Code § 12950.1; 2 CCR 11024):

(a) Supervisory employees shall receive two hours of classroom or other effective interactive training and education within six months of assuming a supervisory position.

(b) All other employees shall receive one hour of classroom or other effective interactive training and education within six months of their employment or sooner for seasonal or temporary employees as described in Government Code § 12950.1.

(c) All employees shall receive refresher training every two years thereafter.

If the required training is to be provided by the Civil Rights Department online training courses, the Training Sergeant should ensure that employees are provided the following website address to the training course: https://calcivilrights.ca.gov (Government Code § 12950; 2 CCR 11023).

313.8.2 TRAINING RECORDS
The Training Sergeant shall be responsible for maintaining records of all discriminatory harassment training provided to members. Records shall be retained in accordance with established records retention schedules and for a minimum of two years (2 CCR 11024).

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313.9 REQUIRED POSTERS

The Department shall display the required posters regarding discrimination, harassment and transgender rights in a prominent and accessible location for members (Government Code § 12950).

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Child Abuse

314.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the investigation of suspected child abuse. This policy also addresses when El Segundo Police Department members are required to notify the county Child Protective Services (CPS) of suspected child abuse.

314.1.1 DEFINITIONS

Definitions related to this policy include:

Child - Unless otherwise specified by a cited statute, a child is any person under the age of 18 years.

Child abuse - Any offense or attempted offense involving violence or neglect with a child victim when committed by a person responsible for the child's care or any other act that would mandate notification to a social service agency or law enforcement (Penal Code § 11165.9; Penal Code § 11166).

314.2 POLICY

The El Segundo Police Department will investigate all reported incidents of alleged criminal child abuse and ensure CPS is notified as required by law.

314.3 MANDATORY NOTIFICATION

The child protection agency shall be notified when (Penal Code § 11166):

(a) There is a known or suspected instance of child abuse or neglect reported, which is alleged to have occurred as a result of the action of a person responsible for the child's welfare, or

(b) A person responsible for the child's welfare fails to adequately protect the child from abuse when the person knew or reasonably should have known that the child was in danger of abuse.

The District Attorney's office shall be notified in all instances of known or suspected child abuse or neglect reported to this department. Notification of the District Attorney is not required for reports only involving neglect by a person, who has the care or custody of a child, to provide adequate food, clothing, shelter, medical care, or supervision where no physical injury to the child has occurred (Penal Code § 11166).

When the abuse or neglect occurs at a licensed facility or is alleged to have resulted from the actions of a person who is required to have a state license (e.g., foster homes, group homes, day care), notification shall also be made to the California Department of Social Services or other applicable licensing authority. When the alleged abuse or neglect involves a child of a minor parent or a dependent adult, notification shall also be made to the attorney of the minor or the dependent adult within 36 hours (Penal Code 11166.1; Penal Code 11166.2).

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For purposes of notification, the abuse or neglect includes physical injury or death inflicted by other than accidental means upon a child by another person; sexual abuse (Penal Code § 11165.1); neglect (Penal Code § 11165.2); the willful harming or injuring of a child or the endangering of the person or health of a child (Penal Code § 11165.3); and unlawful corporal punishment or injury (Penal Code § 11165.4). Child abuse or neglect does not include a mutual affray between minors, nor does it include an injury caused by the reasonable and necessary force used by a peace officer acting within the course and scope of the peace officer's employment as a peace officer.

314.3.1 NOTIFICATION PROCEDURE

Notification should occur as follows (Penal Code § 11166):

(a) Notification shall be made immediately, or as soon as practicable, by telephone, fax or electronic transmission.

(b) A written follow-up report should be forwarded within 36 hours of receiving the information concerning the incident.

314.4 QUALIFIED INVESTIGATORS

Qualified investigators should be available for child abuse investigations. These investigators should:

(a) Conduct interviews in child appropriate interview facilities.

(b) Be familiar with forensic interview techniques specific to child abuse investigations.

(c) Present all cases of alleged child abuse to the prosecutor for review.

(d) Coordinate with other enforcement agencies, social service agencies and school administrators as needed.

(e) Provide referrals to therapy services, victim advocates, guardians and support for the child and family as appropriate.

(f) Participate in or coordinate with multidisciplinary investigative teams as applicable (Welfare and Institutions Code § 18961.7).

314.5 INVESTIGATIONS AND REPORTING

In all reported or suspected cases of child abuse, a report will be written. Officers shall write a report even if the allegations appear unfounded or unsubstantiated.

Investigations and reports related to suspected cases of child abuse should address, as applicable:

(a) The overall basis for the contact. This should be done by the investigating officer in all circumstances where a suspected child abuse victim was contacted.

(b) The exigent circumstances that existed if officers interviewed the child victim without the presence of a parent or guardian.

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(c) Any relevant statements the child may have made and to whom he/she made the statements.

(d) If a child was taken into protective custody, the reasons, the name and title of the person making the decision, and why other alternatives were not appropriate.

(e) Documentation of any visible injuries or any injuries identified by the child. This should include photographs of such injuries, if practicable.

(f) Whether the child victim was transported for medical treatment or a medical examination.

(g) Whether the victim identified a household member as the alleged perpetrator, and a list of the names of any other children who may reside in the residence.

(h) Identification of any prior related reports or allegations of child abuse, including other jurisdictions, as reasonably known.

(i) Previous addresses of the victim and suspect.

(j) Other potential witnesses who have not yet been interviewed, such as relatives or others close to the victim's environment.

All cases of the unexplained death of a child should be investigated as thoroughly as if it had been a case of suspected child abuse (e.g., a sudden or unexplained death of an infant).

314.5.1 EXTRA JURISDICTIONAL REPORTS

If a report of known or suspected child abuse or neglect that is alleged to have occurred outside this jurisdiction is received, department members shall ensure that the caller is immediately transferred to the agency with proper jurisdiction for the investigation of the case. If the caller cannot be successfully transferred to the appropriate agency, a report shall be taken and immediately referred by telephone, fax or electronic transfer to the agency with proper jurisdiction (Penal Code 11165.9).

314.6 PROTECTIVE CUSTODY

Before taking any child into protective custody, the officer should make reasonable attempts to contact CPS. Generally, removal of a child from the child's family, guardian, or other responsible adult should be left to the child welfare authorities when they are present or have become involved in an investigation.

Generally, members of this department should remove a child from the child's parent or guardian without a court order only when no other effective alternative is reasonably available and immediate action reasonably appears necessary to protect the child. Prior to taking a child into protective custody, the officer should take reasonable steps to deliver the child to another qualified parent or legal guardian, unless it reasonably appears that the release would endanger the child or result in abduction. If this is not a reasonable option, the officer shall ensure that the child is delivered to CPS.

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Whenever practicable, the officer should inform a supervisor of the circumstances prior to taking a child into protective custody. If prior notification is not practicable, officers should contact a supervisor promptly after taking a child into protective custody.

Children may only be removed from a parent or guardian in the following situations when a court order cannot reasonably be obtained in a timely manner (Welfare and Institutions Code § 305):

(a) The officer reasonably believes the child is a person described in Welfare and Institutions Code § 300, and further has good cause to believe that any of the following conditions exist:

1. The child has an immediate need for medical care.
2. The child is in immediate danger of physical or sexual abuse.
3. The physical environment or the fact that the child is left unattended poses an immediate threat to the child's health or safety. In the case of a child left unattended, the officer shall first attempt to locate and determine if a responsible parent or guardian is available and capable of assuming custody before taking the child into protective custody.

(b) The officer reasonably believes the child requires protective custody under the provisions of Penal Code § 279.6, in one of the following circumstances:

1. It reasonably appears to the officer that a person is likely to conceal the child, flee the jurisdiction with the child or, by flight or concealment, evade the authority of the court.
2. There is no lawful custodian available to take custody of the child.
3. There are conflicting custody orders or conflicting claims to custody and the parties cannot agree which party should take custody of the child.
4. The child is an abducted child.

(c) The child is in the company of, or under the control of, a person arrested for Penal Code § 278 (Detainment or concealment of child from legal custodian) or Penal Code § 278.5 (Deprivation of custody of a child or right to visitation) (Penal Code § 279.6).

A child taken into protective custody shall be delivered to CPS unless otherwise directed by court order.

314.6.1 CALIFORNIA SAFELY SURRENDERED BABY LAW

An individual having lawful custody of an infant less than 72 hours old is not guilty of abandonment if the individual voluntarily surrenders physical custody of the infant to personnel on-duty at a safe-surrender site, such as a hospital or fire department (Penal Code § 271.5). The law requires the surrender site to notify CPS.

314.6.2 NEWBORNS TESTING POSITIVE FOR DRUGS

Under certain circumstances, officers can be prohibited from taking a newborn who is the subject of a proposed adoption into protective custody, even when the newborn has tested positive for illegal drugs or the birth mother tested positive for illegal drugs.

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Officers shall instead follow the provisions of Welfare and Institutions Code § 305.6 to ensure that the newborn is placed with the adoptive parents when it is appropriate.

314.7 INTERVIEWS

314.7.1 PRELIMINARY INTERVIEWS

Absent extenuating circumstances or impracticality, officers should record the preliminary interview with suspected child abuse victims. Officers should avoid multiple interviews with a child victim and should attempt to gather only the information necessary to begin an investigation. When practicable, investigating officers should defer interviews until a person who is specially trained in such interviews is available. Generally, child victims should not be interviewed in the home or location where the alleged abuse occurred.

314.7.2 DETAINING SUSPECTED CHILD ABUSE VICTIMS FOR AN INTERVIEW

An officer should not detain a child involuntarily who is suspected of being a victim of child abuse solely for the purpose of an interview or physical exam without the consent of a parent or guardian unless one of the following applies:

(a) Exigent circumstances exist, such as:

1. A reasonable belief that medical issues of the child need to be addressed immediately.
2. A reasonable belief that the child is or will be in danger of harm if the interview or physical exam is not immediately completed.
3. The alleged offender is the custodial parent or guardian and there is reason to believe the child may be in continued danger.

(b) A court order or warrant has been issued.

314.7.3 INTERVIEWS AT A SCHOOL

Any student at school who is a suspected victim of child abuse shall be afforded the option of being interviewed in private or selecting any qualified available adult member of the school staff to be present. The purpose of the staff member's presence is to provide comfort and support. The staff member shall not participate in the interview. The selection of a staff member should be such that it does not burden the school with costs or hardship (Penal Code § 11174.3).

314.8 MEDICAL EXAMINATIONS

If the child has been the victim of abuse that requires a medical examination, the investigating officer should obtain consent for such examination from the appropriate parent, guardian or agency having legal custody of the child. The officer should also arrange for the child's transportation to the appropriate medical facility.

In cases where the alleged offender is the custodial parent or guardian and is refusing consent for the medical examination, officers should notify a supervisor before proceeding. If exigent circumstances do not exist or if state law does not provide for officers to take the child for a

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medical examination, the notified supervisor should consider obtaining a court order for such an examination.

314.9 DRUG-ENDANGERED CHILDREN

A coordinated response by law enforcement and social services agencies is appropriate to meet the immediate and longer-term medical and safety needs of children exposed to the manufacturing, trafficking or use of narcotics.

314.9.1 SUPERVISOR RESPONSIBILITIES

The Investigative Division supervisor should:

(a) Work with professionals from the appropriate agencies, including CPS, other law enforcement agencies, medical service providers and local prosecutors to develop community specific procedures for responding to situations where there are children endangered by exposure to methamphetamine labs or the manufacture and trafficking of other drugs.

(b) Activate any available interagency response when an officer notifies the Investigative Division supervisor that the officer has responded to a drug lab or other narcotics crime scene where a child is present or where evidence indicates that a child lives there.

(c) Develop a report format or checklist for use when officers respond to drug labs or other narcotics crime scenes. The checklist will help officers document the environmental, medical, social and other conditions that may affect the child.

314.9.2 OFFICER RESPONSIBILITIES

Officers responding to a drug lab or other narcotics crime scene where a child is present or where there is evidence that a child lives should:

(a) Document the environmental, medical, social and other conditions of the child using photography as appropriate and the checklist or form developed for this purpose.

(b) Notify the Investigative Division supervisor so an interagency response can begin.

314.10 STATE MANDATES AND OTHER RELEVANT LAWS

California requires or permits the following:

314.10.1 RELEASE OF REPORTS

Information related to incidents of child abuse or suspected child abuse shall be confidential and may only be disclosed pursuant to state law and the Records Maintenance and Release Policy (Penal Code 841.5; Penal Code § 11167.5).

314.10.2 REQUESTS FOR REMOVAL FROM THE CHILD ABUSECENTRAL INDEX (CACI)

Any person whose name has been forwarded to the California Department of Justice (DOJ) for placement in California's CACI, as a result of an investigation, may request that his/her name be removed from the CACI list. Requests shall not qualify for consideration if there is an active

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case, ongoing investigation or pending prosecution that precipitated the entry to CACI (Penal Code § 11169). All requests for removal shall be submitted in writing by the requesting person and promptly routed to the CACI hearing officer.

314.10.3 CACI HEARING OFFICER

The Investigative Division supervisor will normally serve as the hearing officer but must not be actively connected with the case that resulted in the person's name being submitted to CACI. Upon receiving a qualified request for removal, the hearing officer shall promptly schedule a hearing to take place during normal business hours and provide written notification of the time and place of the hearing to the requesting party.

314.10.4 CACI HEARING PROCEDURES

The hearing is an informal process where the person requesting removal from the CACI list will be permitted to present relevant evidence (e.g., certified copy of an acquittal, factual finding of innocence) as to why his/her name should be removed. The person requesting the hearing may record the hearing at his/her own expense.

Formal rules of evidence will not apply and the hearing officer may consider, in addition to evidence submitted by the person requesting the hearing, any relevant information including, but not limited to, the following:

(a) Case reports including any supplemental reports

(b) Statements by investigators

(c) Statements from representatives of the District Attorney's Office

(d) Statements by representatives of a child protective agency who may be familiar with the case

After considering all information presented, the hearing officer shall make a determination as to whether the requesting party's name should be removed from the CACI list. Such determination shall be based on a finding that the allegations in the investigation are not substantiated (Penal Code § 11169).

If, after considering the evidence, the hearing officer finds that the allegations are not substantiated, he/she shall cause a request to be completed and forwarded to the DOJ that the person's name be removed from the CACI list. A copy of the hearing results and the request for removal will be attached to the case reports.

The findings of the hearing officer shall be considered final and binding.

314.10.5 CHILD DEATH REVIEW TEAM

This department should cooperate with any interagency child death review team investigation. Written and oral information relating to the death of a child that would otherwise be subject to release restrictions may be disclosed to the child death review team upon written request and approval of a supervisor (Penal Code § 11174.32).

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314.11 TRAINING

The Department should provide training on best practices in child abuse investigations to members tasked with investigating these cases. The training should include:

(a) Participating in multidisciplinary investigations, as appropriate.

(b) Conducting forensic interviews.

(c) Availability of therapy services for children and families.

(d) Availability of specialized forensic medical exams.

(e) Cultural competence (including interpretive services) related to child abuse investigations.

(f) Availability of victim advocate or guardian ad litem support.

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Missing Persons

315.1 PURPOSE AND SCOPE

This policy provides guidance for handling missing person investigations.

315.1.1 DEFINITIONS

Definitions related to this policy include:

At risk - Includes but is not limited to (Penal Code § 14215):

- A victim of a crime or foul play
- A person missing and in need of medical attention
- A missing person with no pattern of running away or disappearing
- A missing person who may be the victim of parental abduction
- A mentally impaired missing person, including cognitively impaired or developmentally disabled

Missing person - Any person who is reported missing to law enforcement when the person's location is unknown. This includes a child who has been taken, detained, concealed, enticed away, or kept by a parent in violation of the law (Penal Code § 277 et seq.). It also includes any child who is missing voluntarily, involuntarily, or under circumstances that do not conform to their ordinary habits or behavior, and who may be in need of assistance (Penal Code § 14215).

Missing person networks - Databases or computer networks that are available to law enforcement and that are suitable for obtaining information related to missing persons investigations. This includes the National Crime Information Center (NCIC), the National Missing and Unidentified Persons System (NamUs), the California Law Enforcement Telecommunications System (CLETS), the Missing Person System (MPS), and the Unidentified Persons System (UPS).

315.2 POLICY

The El Segundo Police Department does not consider any report of a missing person to be routine and assumes that the missing person is in need of immediate assistance until an investigation reveals otherwise. The El Segundo Police Department gives missing person cases priority over property-related cases and will not require any time frame to pass before beginning a missing person investigation (Penal Code § 14211).

315.3 REQUIRED FORMS AND BIOLOGICAL SAMPLE COLLECTION KITS

The Investigations supervisor should ensure the forms and kits are developed and available in accordance with this policy, state law, federal law and the California Peace Officer Standards and Training (POST) Missing Persons Investigations guidelines, including:

- Department report form for use in missing person cases

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- Missing person investigation checklist that provides investigation guidelines and resources that could be helpful in the early hours of a missing person investigation (Penal Code § 13519.07)
- Missing person school notification form
- Medical records release form from the California Department of Justice
- California DOJ missing person forms as appropriate
- Biological sample collection kits

315.4 ACCEPTANCE OF REPORTS

Any member encountering a person who wishes to report a missing person or runaway shall render assistance without delay (Penal Code § 14211). This can be accomplished by accepting the report via telephone or in-person and initiating the investigation. Those members who do not take such reports or who are unable to render immediate assistance shall promptly dispatch or alert a member who can take the report.

A report shall be accepted in all cases and regardless of where the person was last seen, where the person resides or any other question of jurisdiction (Penal Code § 14211).

315.5 INITIAL INVESTIGATION

Officers or other members conducting the initial investigation of a missing person should take the following investigative actions, as applicable:

(a) Respond to a dispatched call as soon as practicable.

(b) Interview the reporting party and any witnesses to determine whether the person qualifies as a missing person and, if so, whether the person may be at risk.

(c) Notify a supervisor immediately if there is evidence that a missing person is either at risk or may qualify for a public alert, or both (see the Public Alerts Policy).

(d) Broadcast a "Be on the Look-Out (BOLO) bulletin" if the person is under 21 years of age or there is evidence that the missing person is at risk. The BOLO should be broadcast as soon as practicable but in no event more than one hour after determining the missing person is under 21 years of age or may be at risk (Penal Code § 14211).

(e) Ensure that entries are made into the appropriate missing person networks as follows:

1. Immediately, when the missing person is at risk.
2. In all other cases, as soon as practicable, but not later than two hours from the time of the initial report (34 USC § 41308).

(f) Complete the appropriate report forms accurately and completely and initiate a search as applicable according to the facts.

(g) Collect and/or review:

1. A photograph and a fingerprint card of the missing person, if available.
2. A voluntarily provided biological sample of the missing person, if available (e.g., toothbrush, hairbrush).

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3. Any documents that may assist in the investigation, such as court orders regarding custody.
4. Any other evidence that may assist in the investigation, including personal electronic devices (e.g., cell phones, computers).

(h) When circumstances permit and if appropriate, attempt to determine the missing person's location through their telecommunications carrier.

(i) Contact the appropriate agency if the report relates to a missing person report previously made to another agency and that agency is actively investigating the report. When this is not practicable, the information should be documented in an appropriate report for transmission to the appropriate agency. If the information relates to an at-risk missing person, the member should notify a supervisor and proceed with reasonable steps to locate the missing person.

315.6 REPORT PROCEDURES AND ROUTING

Employees should complete all missing person reports and forms promptly and advise the appropriate supervisor as soon as a missing person report is ready for review. A missing persons report face page shall be competed and submitted to records prior to end of shift. The entire report shall be completed within 24 hours (Penal Code § 14205 (c)).

315.6.1 SUPERVISOR RESPONSIBILITIES

The responsibilities of the supervisor shall include, but are not limited to:

(a) Reviewing and approving missing person reports upon receipt.
1. The reports should be promptly sent to the Records Section.

(b) Ensuring resources are deployed as appropriate.

(c) Initiating a command post as needed.

(d) Ensuring applicable notifications and public alerts are made and documented.

(e) Ensuring that records have been entered into the appropriate missing persons networks.

(f) Taking reasonable steps to identify and address any jurisdictional issues to ensure cooperation among agencies.

If the case falls within the jurisdiction of another agency, the supervisor should facilitate transfer of the case to the agency of jurisdiction.

315.6.2 RECORDS SECTION RESPONSIBILITIES

The responsibilities of the receiving member shall include but are not limited to:

(a) As soon as reasonable under the circumstances, notifying and forwarding a copy of the report to the agency of jurisdiction for the missing person's residence in cases where the missing person is a resident of another jurisdiction (Penal Code § 14211).

(b) Notifying and forwarding a copy of the report to the agency of jurisdiction where the missing person was last seen (Penal Code § 14211).

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(c) Notifying and forwarding a copy of the report to the agency of jurisdiction for the missing person's intended or possible destination, if known.

(d) Forwarding a copy of the report to the Investigative Division.

(e) Coordinating with the NCIC Terminal Contractor for California to have the missing person record in the NCIC computer networks updated with additional information obtained from missing person investigations (34 USC § 41308).

315.7 INVESTIGATIVE DIVISION FOLLOW-UP

In addition to completing or continuing any actions listed above, the investigator assigned to a missing person investigation:

(a) Shall ensure that the missing person's school is notified within 10 days if the missing person is a juvenile.

1. The notice shall be in writing and should also include a photograph (Education Code § 49068.6).

2. The investigator should meet with school officials as appropriate to stress the importance of including the notice in the child's student file, along with the investigator's contact information if the school receives a call requesting the transfer of the missing child's files to another school.

(b) Should recontact the reporting party and/or other witnesses within 30 days of the initial report and within 30 days thereafter to keep them informed, as appropriate, and to determine if any additional information has become available.

(c) Should consider contacting other agencies involved in the case to determine if any additional information is available.

(d) Shall verify and update CLETS, NCIC, and any other applicable missing person networks within 30 days of the original entry into the networks and every 30 days thereafter until the missing person is located (34 USC § 41308).

(e) Should continue to make reasonable efforts to locate the missing person and document these efforts at least every 30 days.

(f) Shall maintain a close liaison with state and local child welfare systems and the National Center for Missing and Exploited Children (NCMEC) if the missing person is under the age of 21 and shall promptly notify NCMEC when the person is missing from a foster care family home or childcare institution (34 USC § 41308).

(g) Should make appropriate inquiry with the Coroner.

(h) Should obtain and forward medical and dental records, photos, X-rays, and biological samples pursuant to Penal Code § 14212 and Penal Code § 14250.

(i) Shall attempt to obtain the most recent photograph for persons under 18 years of age if it has not been obtained previously and forward the photograph to California DOJ (Penal Code § 14210) and enter the photograph into applicable missing person networks (34 USC § 41308).

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(j) In the case of an at-risk missing person or a person who has been missing for an extended time, should consult with a supervisor regarding seeking federal assistance from the FBI and the U.S. Marshals Service (28 USC § 566).

315.8 WHEN A MISSING PERSON IS FOUND

When any person reported missing is found, the assigned investigator shall document the location of the missing person in the appropriate report, notify the relatives and/or reporting party, as appropriate, and other involved agencies and refer the case for additional investigation if warranted.

The Records Supervisor shall ensure that, upon receipt of information that a missing person has been located, the following occurs (Penal Code § 14213):

(a) Notification is made to California DOJ.

(b) The missing person's school is notified.

(c) Entries are made in the applicable missing person networks.

(d) Immediately notify the Attorney General's Office.

(e) Notification shall be made to any other law enforcement agency that took the initial report or participated in the investigation within 24 hours.

315.8.1 UNIDENTIFIED PERSONS

Members investigating a case of an unidentified person who is deceased or a living person who cannot assist in identifying themself should:

(a) Obtain a complete description of the person.

(b) Enter the unidentified person's description into the NCIC Unidentified Person File and the NamUs database.

(c) Use available resources, such as those related to missing persons, to identify the person.

315.9 CASE CLOSURE

The Investigative Division supervisor may authorize the closure of a missing person case after considering the following:

(a) Closure is appropriate when the missing person is confirmed returned or evidence has matched an unidentified person or body.

(b) If the missing person is a resident of El Segundo or this department is the lead agency, the case should be kept under active investigation for as long as the person may still be alive. Exhaustion of leads in the investigation should not be a reason for closing a case.

(c) If this department is not the lead agency, the case can be made inactive if all investigative leads have been exhausted, the lead agency has been notified, and entries are made in the applicable missing person networks as appropriate.

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(d) A missing person case should not be closed or reclassified because the person would have reached a certain age or adulthood or because the person is now the subject of a criminal or civil warrant.

315.10 TRAINING

Subject to available resources, the Training Sergeant should ensure that members of this department whose duties include missing person investigations and reports receive regular training that includes:

(a) The initial investigation:

1. Assessments and interviews
2. Use of current resources, such as Mobile Audio Video (MAV)
3. Confirming missing status and custody status of minors
4. Evaluating the need for a heightened response
5. Identifying the zone of safety based on chronological age and developmental stage

(b) Briefing of department members at the scene.

(c) Identifying NCIC Missing Person File categories (e.g., disability, endangered, involuntary, juvenile and catastrophe).

(d) Verifying the accuracy of all descriptive information.

(e) Initiating a neighborhood investigation.

(f) Investigating any relevant recent family dynamics.

(g) Addressing conflicting information.

(h) Key investigative and coordination steps.

(i) Managing a missing person case.

(j) Additional resources and specialized services.

(k) Update procedures for case information and descriptions.

(l) Preserving scenes.

(m) Internet and technology issues (e.g., Internet use, cell phone use).

(n) Media relations.

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Public Alerts

316.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for alerting the public to important information and soliciting public aid when appropriate.

316.2 POLICY

Public alerts may be employed using the Emergency Alert System (EAS), local radio, television and press organizations and other groups to notify the public of incidents, or enlist the aid of the public, when the exchange of information may enhance the safety of the community. Various types of alerts may be available based upon each situation and the alert system's individual criteria.

316.3 RESPONSIBILITIES

316.3.1 MEMBER RESPONSIBILITIES

Members of the El Segundo Police Department should notify their supervisor, Watch Commander, or Investigative Division Supervisor as soon as practicable upon learning of a situation where public notification, a warning, or enlisting the help of the media and public could assist in locating a missing person, apprehending a dangerous person, or gathering information.

316.3.2 SUPERVISOR RESPONSIBILITIES

A supervisor apprised of the need for a public alert is responsible to make the appropriate notifications based upon the circumstances of each situation. The supervisor shall promptly notify the Chief of Police, the appropriate Division Commander and the Public Information Officer when any public alert is generated.

The supervisor in charge of the investigation to which the alert relates is responsible for the following:

(a) Updating alerts

(b) Canceling alerts

(c) Ensuring all appropriate reports are completed

(d) Preparing an after-action evaluation of the investigation to be forwarded to the Division Commander

316.4 AMBER ALERTS

The AMBER Alert™ Program is a voluntary partnership between law enforcement agencies, broadcasters, transportation agencies and the wireless industry, to activate urgent bulletins in child abduction cases.

316.4.1 CRITERIA FOR AMBER ALERT

The following conditions must be met before activating an AMBER Alert (Government Code § 8594(a)):

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(a) A child has been abducted or taken by anyone, including but not limited to a custodial parent or guardian.

(b) The victim is 17 years of age or younger, or has a proven mental or physical disability.

(c) The victim is in imminent danger of serious injury or death.

(d) There is information available that, if provided to the public, could assist in the child's safe recovery.

316.4.2 PROCEDURE FOR AMBER ALERT

The supervisor in charge will ensure the following:

(a) An initial press release is prepared that includes all available information that might aid in locating the child:

1. The child's identity, age and description
2. Photograph if available
3. The suspect's identity, age and description, if known
4. Pertinent vehicle description
5. Detail regarding location of incident, direction of travel, potential destinations, if known
6. Name and telephone number of the Public Information Officer or other authorized individual to handle media liaison
7. A telephone number for the public to call with leads or information

(b) The local California Highway Patrol communications center should be contacted to initiate a multi-regional or statewide EAS broadcast, following any policies and procedures developed by CHP (Government Code § 8594).

(c) The press release information is forwarded to the Sheriff's Department Emergency Communications Bureau so that general broadcasts can be made to local law enforcement agencies.

(d) Information regarding the missing person should be entered into the California Law Enforcement Telecommunication System (CLETS).

(e) Information regarding the missing person should be entered into the California Department of Justice Missing and Unidentified Persons System (MUPS)/National Crime Information Center (NCIC).

(f) The following resources should be considered as circumstances dictate:

1. The local FBI office
2. National Center for Missing and Exploited Children (NCMEC)

316.5 BLUE ALERTS

Blue Alerts may be issued when an officer is killed, injured or assaulted and the suspect may pose a threat to the public or other law enforcement personnel.

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316.5.1 CRITERIA FOR BLUE ALERTS

All of the following conditions must be met before activating a Blue Alert (Government Code § 8594.5):

(a) A law enforcement officer has been killed, suffered serious bodily injury or has been assaulted with a deadly weapon, and the suspect has fled the scene of the offense.

(b) The investigating law enforcement agency has determined that the suspect poses an imminent threat to the public or other law enforcement personnel.

(c) A detailed description of the suspect's vehicle or license plate is available for broadcast.

(d) Public dissemination of available information may help avert further harm or accelerate apprehension of the suspect.

316.5.2 PROCEDURE FOR BLUE ALERT

The supervisor in charge should ensure the following:

(a) An initial press release is prepared that includes all available information that might aid in locating the suspect:

1. The license number and/or any other available description or photograph of the vehicle
2. Photograph, description and/or identification of the suspect
3. The suspect's identity, age and description, if known
4. Detail regarding location of incident, direction of travel, potential destinations, if known
5. Name and telephone number of the Public Information Officer or other authorized individual to handle media liaison
6. A telephone number for the public to call with leads or information

(b) The local California Highway Patrol communications center is contacted to initiate a multi-regional or statewide EAS broadcast.

(c) The information in the press release is forwarded to the Sheriff's Department Emergency Communications Bureau so that general broadcasts can be made to local law enforcement agencies.

(d) The following resources should be considered as circumstances dictate:

1. Entry into the California Law Enforcement Telecommunication System (CLETS)
2. The FBI local office

316.6 SILVER ALERTS

Silver Alerts® is an emergency notification system for people who are 65 years of age or older, developmentally disabled or cognitively impaired and have been reported missing (Government Code § 8594.10).

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316.6.1 CRITERIA FOR SILVER ALERTS
All of the following conditions must be met before activating a Silver Alert (Government Code § 8594.10):

(a) The missing person is 65 years of age or older, developmentally disabled or cognitively impaired.

(b) The department has utilized all available local resources.

(c) The investigating officer or supervisor has determined that the person is missing under unexplained or suspicious circumstances.

(d) The investigating officer or supervisor believes that the person is in danger because of age, health, mental or physical disability, environment or weather conditions, that the person is in the company of a potentially dangerous person, or that there are other factors indicating that the person may be in peril.

(e) There is information available that, if disseminated to the public, could assist in the safe recovery of the missing person.

316.6.2 PROCEDURE FOR SILVER ALERT
Requests for a Silver Alert shall be made through the California Highway Patrol (Government Code § 8594.10).

316.7 ADDITIONAL ALERTS FOR PUBLIC SAFETY EMERGENCIES
Additional public safety emergency alerts may be authorized that utilize wireless emergency alert system (WEA) and emergency alert system (EAS) equipment for alerting and warning the public to protect lives and save property (Government Code § 8593.7).

316.7.1 CRITERIA
Public safety emergency alerts may be issued to alert or warn the public about events including but not limited to:

(a) Evacuation orders (including evacuation routes, shelter information, key information).

(b) Shelter-in-place guidance due to severe weather.

(c) Terrorist threats.

(d) HazMat incidents.

316.7.2 PROCEDURE
Public safety emergency alerts should be activated by following the guidelines issued by the Office of Emergency Services (Government Code § 8593.7).

316.8 YELLOW ALERT
A Yellow Alert may be issued when a person is killed due to a hit-and-run incident and the department has specified information concerning the suspect or the suspect's vehicle (Government Code § 8594.15).

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316.8.1 CRITERIA FOR YELLOW ALERT

All of the following conditions must be met before activating a Yellow Alert (Government Code § 8594.15):

(a) A person has been killed due to a hit-and-run incident.

(b) There is an indication that a suspect has fled the scene utilizing the state highway system or is likely to be observed by the public on the state highway system.

(c) The department has additional information concerning the suspect or the suspect's vehicle including but not limited to the following:

1. The complete license plate number of the suspect's vehicle.
2. A partial license plate number and additional unique identifying characteristics, such as the make, model, and color of the suspect's vehicle, which could reasonably lead to the apprehension of a suspect.
3. The identity of a suspect.
4. Public dissemination of available information could either help avert further harm or accelerate apprehension of a suspect based on any factor, including but not limited to the time elapsed between a hit-and-run incident and the request or the likelihood that an activation would reasonably lead to the apprehension of a suspect.

316.8.2 PROCEDURE FOR YELLOW ALERT

Requests for a Yellow Alert shall be made through the California Highway Patrol (Government Code § 8594.15).

316.9 FEATHER ALERT

A Feather Alert may be issued when an Indigenous person is reported missing. The determination that criteria has been met for the alert shall be made within 24 hours following the initial report being made to the Department (Government Code § 8594.13).

316.9.1 CRITERIA FOR FEATHER ALERT

The Department may request that a Feather Alert be activated if it is determined that the alert would be an effective tool in the investigation of missing and murdered Indigenous persons, including young women or girls. The following factors shall be considered to make that determination (Government Code § 8594.13):

(a) The missing person is an Indigenous person.

(b) The Department has utilized local and tribal resources.

(c) The investigating officer has determined the person is missing.

(d) The investigating officer or supervisor believes that the person is in danger and missing under circumstances that indicate any of the following:

1. The missing person's physical safety may be endangered.
2. The missing person may be subject to trafficking.

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3. The missing person suffers from a mental or physical disability, or substance use disorder.

(e) There is information available that, if disseminated to the public, could assist in the safe recovery of the missing person.

316.9.2 PROCEDURE FOR FEATHER ALERT

Requests for a Feather Alert shall be made through the California Highway Patrol (Government Code § 8594.13).

316.10 ENDANGERED MISSING ADVISORY

An Endangered Missing Advisory may be requested when a person is reported missing who is developmentally disabled, or cognitively impaired, or has been abducted, or is unable to otherwise care for themselves, placing their physical safety at risk (Government Code § 8594.11).

316.10.1 CRITERIA FOR ENDANGERED MISSING ADVISORY

All of the following conditions must be met before activating an Endangered Missing Advisory (Government Code § 8594.11):

(a) The missing person is developmentally disabled, cognitively impaired, has been abducted or is otherwise unable to care for themselves, placing their physical safety at risk.

(b) The Department has utilized all available local resources.

(c) The investigating officer has determined the person has gone missing under unexplained or suspicious circumstances.

(d) The investigating officer or supervisor believes that the person is in danger because of age, health, mental or physical disability, environment or weather conditions, that the person is in the company of a potentially dangerous person, or that there are other factors indicating that the person may be in peril.

(e) There is information available that, if disseminated to the public, could assist in the safe recovery of the missing person.

316.10.2 PROCEDURE FOR ENDANGERED MISSING ADVISORIES

Requests for an endangered missing advisory shall be made through the California Highway Patrol (Government Code § 8594.11).

316.11 EBONY ALERT

An Ebony Alert may be requested when it is determined the alert would be an effective tool in the investigation of missing Black youth, including a young woman or girl (Government Code § 8594.14).

316.11.1 CRITERIA FOR EBONY ALERT

The investigating officer may consider the following factors to make the determination that an Ebony Alert would be an effective tool (Government Code § 8594.14):

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(a) The missing person is between the ages of 12 and 25 years old, inclusive.

(b) The missing person is missing under circumstances that indicate their physical safety is endangered or they have been subject to trafficking.

(c) The missing person suffers from a mental or physical disability.

(d) Determination that the person has gone missing under unexplained or suspicious circumstances.

(e) Belief that the person is in danger because of age, health, mental or physical disability, environment or weather conditions, that the person is in the company of a potentially dangerous person, or that there are other factors indicating that the person may be in peril.

(f) The Department has utilized all available local resources.

(g) There is information available that, if disseminated to the public, could assist in the safe recovery of the missing person.

316.11.2 PROCEDURE FOR EBONY ALERT

Requests for an Ebony Alert shall be made through the California Highway Patrol (Government Code § 8594.14).

316.12 LANGUAGE REQUIREMENTS FOR PUBLIC EMERGENCIES

In the event of an emergency, as defined in Government Code § 7299.7, the El Segundo Police Department shall provide information to the public relating to the emergency in all languages jointly spoken by the local population as provided in Government Code § 7299.7.

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Victim and Witness Assistance

317.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that crime victims and witnesses receive appropriate assistance, that they are provided with information from government and private resources, and that the agency meets all related legal mandates.

317.2 POLICY

The El Segundo Police Department is committed to providing guidance and assistance to the victims and witnesses of crime. The members of the El Segundo Police Department will show compassion and understanding for victims and witnesses and will make reasonable efforts to provide the support and information identified in this policy.

317.3 CRIME VICTIM LIAISON

The Crime Prevention Analyst in the Community Engagement Division will serve as the crime victim liaison (2 CCR 649.36). The crime victim liaison will be the point of contact for individuals requiring further assistance or information from the El Segundo Police Department regarding benefits from crime victim resources. This person shall also be responsible for maintaining compliance with all legal mandates related to crime victims and/or witnesses.

317.3.1 CRIME VICTIM LIAISON DUTIES

The crime victim liaison is specifically tasked with the following:

(a) Developing and implementing written procedures for notifying and providing forms for filing with the California Victim Compensation Board (CalVCB) to crime victims, their dependents, or family. Access to information or an application for victim compensation shall not be denied based on the victim's or derivative victim's designation as a gang member, associate, or affiliate, or on the person's documentation or immigration status (Government Code § 13962; 2 CCR 649.35; 2 CCR 649.36).

(b) Responding to inquiries concerning the procedures for filing a claim with CalVCB (2 CCR 649.36).

(c) Providing copies of crime reports requested by CalVCB or victim witness assistance centers. Disclosure of reports must comply with the Records Maintenance and Release Policy.

(d) Annually providing CalVCB with the crime victim liaison's contact information (Government Code § 13962).

(e) Developing in consultation with sexual assault experts a sexual assault victim card explaining the rights of victims under California law (Penal Code § 680.2).

    1. Ensuring that sufficient copies of the rights of sexual assault victim card are provided to each provider of medical evidentiary examinations or physical examinations arising out of sexual assault in the El Segundo Police Department jurisdiction (Penal Code § 680.2).

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(f) Providing information required by Penal Code § 679.09 of a deceased minor to a parent or guardian of the minor whose death is being investigated.

1. In cases where the parent or guardian of the deceased minor cannot be located, information required by Penal Code § 679.09 shall be provided to the victim's immediate family, upon their request.

317.4 CRIME VICTIMS

Officers should provide all victims with the applicable victim information handouts.

Officers should never guarantee a victim's safety from future harm but may make practical safety suggestions to victims who express fear of future harm or retaliation. Officers should never guarantee that a person qualifies as a victim for the purpose of compensation or restitution but may direct him/her to the proper written department material or available victim resources.

317.4.1 VICTIMS OF HUMAN TRAFFICKING

Officers investigating or receiving a report involving a victim of human trafficking shall inform the victim, or the victim's parent or guardian if the victim is a minor, that upon the request of the victim the names and images of the victim and his/her immediate family members may be withheld from becoming a matter of public record until the conclusion of the investigation or prosecution (Penal Code § 293).

317.5 VICTIM INFORMATION

The Community Engagement Division Supervisor shall ensure that victim information handouts are available and current. These should include as appropriate:

(a) Shelters and other community resources for victims of domestic violence.

(b) Community resources for victims of sexual assault.

(c) Assurance that sexual assault victims will not incur out-of-pocket expenses for forensic medical exams, and information about evidence collection, storage, and preservation in sexual assault cases (34 USC § 10449; 34 USC § 20109; Penal Code § 13823.95(a)).

(d) An explanation that victims of sexual assault who seek a standardized medical evidentiary examination shall not be required to participate or agree to participate in the criminal justice system, either prior to the examination or at any other time (Penal Code § 13823.95(b)).

(e) An advisement that a person who was arrested may be released on bond or some other form of release and that the victim should not rely upon an arrest as a guarantee of safety.

(f) A clear explanation of relevant court orders and how they can be obtained.

(g) Information regarding available compensation for qualifying victims of crime (Government Code § 13962).

(h) VINE® information (Victim Information and Notification Everyday), including the telephone number and whether this free service is available to allow victims to check

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on an offender's custody status and to register for automatic notification when a person is released from jail.

(i) Notice regarding U visa and T visa application processes.

(j) Resources available for victims of identity theft.

(k) A place for the officer's name, badge number, and any applicable case or incident number.

(l) The "Victims of Domestic Violence" card containing the names, phone numbers, or local county hotlines of local shelters for battered women and rape victim counseling centers within the county and their 24-hour counseling service telephone numbers (Penal Code § 264.2).

(m) The rights of sexual assault victims card with the required information as provided in Penal Code § 680.2.

(n) Any additional information required by state law (Penal Code § 13701; Penal Code § 679.02; Penal Code § 679.04; Penal Code § 679.05; Penal Code § 679.026).

317.6 WITNESSES

Officers should never guarantee a witness' safety from future harm or that his/her identity will always remain confidential. Officers may make practical safety suggestions to witnesses who express fear of future harm or retaliation.

Officers should investigate allegations of witness intimidation and take enforcement action when lawful and reasonable.

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Hate Crimes

318.1 PURPOSE AND SCOPE

This policy is designed to assist in identifying and handling crimes motivated by hate or other bias toward individuals and groups with legally defined protected characteristics, to define appropriate steps for assisting victims, and to provide a guide to conducting related investigations. It outlines the general policy framework for prevention, response, accessing assistance, victim assistance and follow-up, and reporting as related to law enforcement's role in handling hate crimes. It also serves as a declaration that hate crimes are taken seriously and demonstrates how the El Segundo Police Department may best use its resources to investigate and solve an offense, in addition to building community trust and increasing police legitimacy (Penal Code § 13519.6; Penal Code § 422.87).

318.1.1 DEFINITION AND LAWS

In accordance with Penal Code § 422.55; Penal Code § 422.56; Penal Code § 422.6; and Penal Code § 422.87, for purposes of all other state law, unless an explicit provision of law or the context clearly requires a different meaning, the following shall apply:

Bias motivation - Bias motivation is a pre-existing negative attitude toward actual or perceived characteristics referenced in Penal Code § 422.55. Depending on the circumstances of each case, bias motivation may include but is not limited to hatred, animosity, discriminatory selection of victims, resentment, revulsion, contempt, unreasonable fear, paranoia, callousness, thrill-seeking, desire for social dominance, desire for social bonding with those of one's "own kind," or a perception of the vulnerability of the victim due to the victim being perceived as being weak, worthless, or fair game because of a protected characteristic, including but not limited to disability or gender.

Disability - Disability includes mental disability and physical disability as defined in Government Code § 12926, regardless of whether those disabilities are temporary, permanent, congenital, or acquired by heredity, accident, injury, advanced age, or illness.

Disability bias - In recognizing suspected disability-bias hate crimes, officers should consider whether there is any indication that the perpetrator was motivated by hostility or other bias, occasioned by factors such as but not limited to dislike of persons who arouse fear or guilt, a perception that persons with disabilities are inferior and therefore "deserving victims," a fear of persons whose visible traits are perceived as being disturbing to others, or resentment of those who need, demand, or receive alternative educational, physical, or social accommodations.

In recognizing suspected disability-bias hate crimes, officers should consider whether there is any indication that the perpetrator perceived the victim to be vulnerable and, if so, if this perception is grounded, in whole or in part, in anti-disability bias. This includes but is not limited to situations where a perpetrator targets a person with a particular perceived disability while avoiding other vulnerable-appearing persons, such as inebriated persons or persons with perceived disabilities different from those of the victim. Such circumstances could be evidence that the perpetrator's

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motivations included bias against persons with the perceived disability of the victim and that the crime must be reported as a suspected hate crime and not a mere crime of opportunity.

Gender - Gender means sex and includes a person's gender identity and gender expression.

Gender expression -Gender expression means a person's gender-related appearance and behavior, regardless of whether it is stereotypically associated with the person's assigned sex at birth.

Gender identity - Gender identity means each person's internal understanding of their gender, or the perception of a person's gender identity, which may include male, female, a combination of male and female, neither male nor female, a gender different from the person's sex assigned at birth, or transgender (2 CCR § 11030).

Hate crime - "Hate crime" includes but is not limited to a violation of Penal Code § 422.6, and means a criminal act committed, in whole or in part, because of one or more of the following actual or perceived characteristics of the victim:

(a) Disability

(b) Gender

(c) Nationality

(d) Race or ethnicity

(e) Religion

(f) Sexual orientation

(g) Association with a person or group with one or more of these actual or perceived characteristics:

1. "Association with a person or group with one or more of these actual or perceived characteristics" includes advocacy for, identification with, or being on the premises owned or rented by, or adjacent to, any of the following: a community center, educational facility, family, individual, office, meeting hall, place of worship, private institution, public agency, library, or other entity, group, or person that has, or is identified with people who have, one or more of the characteristics listed in the definition of "hate crime" under paragraphs 1 to 6, inclusive, of Penal Code § 422.55(a).

Note: A "hate crime" need not be motivated by hate but may be motivated by any bias against a protected characteristic.

Hate incident - A hate incident is an action or behavior motivated by hate or bias but legally protected by the First Amendment right to freedom of expression. Examples of hate incidents include:

- Name-calling
- Insults and epithets
- Distributing hate material in public places

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- Displaying hate material on your own property

Hate speech - The First Amendment to the U.S. Constitution protects most speech, even when it is disagreeable, offensive, or hurtful. The following types of speech are generally not protected:

- Fighting words
- True threats
- Perjury
- Blackmail
- Incitement to lawless action
- Conspiracy
- Solicitation to commit any crime

In whole or in part - "In whole or in part because of" means that the bias motivation must be a cause in fact of the offense whether or not other causes also exist. When multiple concurrent motives exist, the prohibited bias must be a substantial factor in bringing about the particular result. There is no requirement that the bias be a main factor, or that a crime would not have been committed but for the actual or perceived characteristic.

Nationality - Nationality means country of origin, immigration status, including citizenship, and national origin.

Race or ethnicity - Race or ethnicity includes ancestry, color, and ethnic background.

Religion - Religion includes all aspects of religious belief, observance, and practice and includes agnosticism and atheism.

Religious bias - In recognizing suspected religion-bias hate crimes, officers should consider whether there were targeted attacks on, or biased references to, symbols of importance to a particular religion or articles considered of spiritual significance in a particular religion (e.g., crosses, hijabs, Stars of David, turbans, head coverings, statues of the Buddha).

Sexual orientation - Sexual orientation means heterosexuality, homosexuality, or bisexuality.

Victim - Victim includes but is not limited to:

- Community center
- Educational facility
- Entity
- Family
- Group
- Individual
- Office

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- Meeting hall
- Person
- Place of worship
- Private institution
- Public agency
- Library
- Other victim or intended victim of the offense

318.2 POLICY

It is the policy of this department to safeguard the rights of all individuals irrespective of their disability, gender, nationality, race or ethnicity, religion, sexual orientation, and/or association with a person or group with one or more of these actual or perceived characteristics. Any acts or threats of violence, property damage, harassment, intimidation, or other crimes motivated by hate or bias should be viewed very seriously and given high priority.

This department will employ reasonably available resources and vigorous law enforcement action to identify and arrest hate crime perpetrators. Also, recognizing the particular fears and distress typically suffered by victims, the potential for reprisal and escalation of violence, and the far-reaching negative consequences of these crimes on the community, this department should take all reasonable steps to attend to the security and related concerns of the immediate victims and their families as feasible.

All officers are required to be familiar with the policy and use reasonable diligence to carry out the policy unless directed by the Chief of Police or other command-level officer to whom the Chief of Police formally delegates this responsibility.

318.3 PLANNING AND PREVENTION

In order to facilitate the guidelines contained within this policy, department members will continuously work to build and strengthen relationships with the community, engage in dialogue, and provide education to the community about this policy. Department personnel are also encouraged to learn about the inherent issues concerning their communities in relation to hate crimes.

Although hate incidents are not criminal events, they can be indicators of, or precursors to, hate crimes. Hate incidents should be investigated and documented as part of an overall strategy to prevent hate crimes.

318.3.1 HATE CRIMES COORDINATOR

A department member appointed by the Chief of Police or the authorized designee will serve as the Hate Crimes Coordinator. The responsibilities of the Hate Crimes Coordinator should include but not be limited to (Penal Code § 422.87):

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(a) Meeting with residents in target communities to allay fears; emphasizing the department's concern over hate crimes and related incidents; reducing the potential for counter-violence; and providing safety, security, and crime-prevention information. Cultural diversity education and immersion programs (if available) could facilitate this process.

(b) Finding, evaluating, and monitoring public social media sources to identify possible suspects in reported hate crimes; to identify suspects or suspect groups in future hate crimes or hate incidents affecting individuals, groups, or communities that may be victimized; and to predict future hate-based events.

(c) Providing direct and referral assistance to the victim and the victim's family.

(d) Conducting public meetings on hate crime threats and violence in general.

(e) Establishing relationships with formal community-based organizations and leaders.

(f) Expanding, where appropriate, preventive programs such as hate, bias, and crime-reduction seminars for students.

(g) Reviewing the Attorney General's latest opinion on hate crime statistics and targets in order to prepare and plan for future crimes, specifically for Arab, Middle Eastern, Islamic, lesbian, gay, bisexual, transgender, and queer or questioning (LGBTQ), Black, Native American, immigrant, Jewish, Asian American, and Pacific Islander communities (Penal Code § 13519.6(b)(8)).

(h) Providing orientation of and with communities of specific targeted victims such as immigrant, Muslim, Arab, LGBTQ, Black or African-American, Jewish, and Sikh persons and persons with disabilities.

(i) Coordinating with the Training Sergeant to develop a schedule of required hate-crime training and include in a training plan recognition of hate crime bias characteristics, including information on general underreporting of hate crimes.

(j) Verifying a process is in place to provide this policy and related orders to officers in the field and taking reasonable steps to rectify the situation if such a process is not in place.

(k) Taking reasonable steps to ensure hate crime data is provided to the Records Section for mandated reporting to the California Department of Justice.

    1. Ensure the California Department of Justice crime data is posted monthly on the department website (Penal Code § 13023).

(l) Reporting any suspected multi-mission extremist crimes to the department Terrorism Liaison Officer, the assigned designee, or other appropriate resource; and verifying that such data is transmitted to the Joint Regional Information Exchange System in accordance with the protocols of the Records Section Policy.

(m) Maintaining the department's supply of up-to-date hate crimes brochures (Penal Code § 422.92; Penal Code § 422.87).

(n) Submitting required hate crime materials to the California Department of Justice in accordance with the timeline established by state law (Penal Code § 13023).

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(o) Annually assessing this policy, including:

1. Keeping abreast of POST model policy framework for hate crimes for revisions or additions, including definitions, responsibilities, training resources, the supplemental hate crime report, and planning and prevention methods.
2. Analysis of the department's data collection as well as the available outside data (e.g., annual California Attorney General's report on hate crime) in preparation for and response to future hate crimes.

318.3.2 RELEASE OF INFORMATION

Establishing a relationship with stakeholders, before any incident occurs, to develop a network and protocol for disclosure often assists greatly in any disclosure.

The benefit of public disclosure of hate crime incidents includes:

(a) Dissemination of correct information.

(b) Assurance to affected communities or groups that the matter is being properly and promptly investigated.

(c) The ability to request information regarding the commission of the crimes from the victimized community.

Information or records relating to hate crimes subject to public disclosure shall be released as provided by the Records Maintenance and Release Policy or as allowed by law. In accordance with the Media Relations Policy, the supervisor, public information officer, or the authorized designee should be provided with information that can be responsibly reported to the media. When appropriate, the department spokesperson should reiterate that hate crimes will not be tolerated, will be investigated seriously, and will be prosecuted to the fullest extent of the law.

The Department should consider the following when releasing information to the public regarding hate crimes and hate incidents that have been reported within the jurisdiction:

- Inform community organizations in a timely manner when a community group has been the target of a hate crime.
- Inform the community of the impact of these crimes on the victim, the victim’s family, and the community, and of the assistance and compensation available to victims.
- Inform the community regarding hate crime law and the legal rights of, and remedies available to, victims of hate crimes.
- Provide the community with ongoing information regarding hate crimes and/or hate incidents.

318.4 RESPONSE, VICTIM ASSISTANCE, AND FOLLOW-UP

318.4.1 INITIAL RESPONSE

First responding officers should know the role of all department personnel as they relate to the department's investigation of hate crimes and/or incidents. Responding officers should evaluate

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the need for additional assistance and, working with supervision and/or investigations, access needed assistance if applicable.

At the scene of a suspected hate or bias crime, officers should take preliminary actions reasonably deemed necessary, including but not limited to the following:

(a) Use agency checklist (per Penal Code § 422.87) to assist in the investigation of any hate crime (see Appendix).

(b) Stabilize the victims and request medical attention when necessary.

(c) Properly protect the safety of victims, witnesses, and perpetrators.

1. Assist victims in seeking a Temporary Restraining Order (if applicable).

(d) Notify other appropriate personnel in the chain of command, depending on the nature and seriousness of the offense and its potential inflammatory and related impact on the community.

(e) Properly protect, preserve, and process the crime scene, and remove all physical evidence of the incident as soon as possible after the offense is documented. If evidence of an inflammatory nature cannot be physically removed, the property owner should be contacted to facilitate removal or covering as soon as reasonably possible. Department personnel should follow up with the property owner to determine if this was accomplished in a timely manner.

(f) Collect and photograph physical evidence or indicators of hate crimes such as:

1. Hate literature.
2. Spray paint cans.
3. Threatening letters.
4. Symbols used by hate groups.

(g) Identify criminal evidence on the victim.

(h) Request the assistance of translators or interpreters when needed to establish effective communication with witnesses, victims, or others as appropriate.

(i) Conduct a preliminary investigation and record pertinent information including but not limited to:

1. Identity of suspected perpetrators.
2. Identity of witnesses, including those no longer at the scene.
3. The offer of victim confidentiality per Government Code § 7923.615.
4. Prior occurrences in this area or with this victim.
5. Statements made by suspects; exact wording is critical.
6. The victim's protected characteristics and determine if bias was a motivation "in whole or in part" in the commission of the crime.

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(j) Adhere to Penal Code § 422.93, which protects hate crime victims and witnesses from being reported to federal immigration authorities if they have not committed any crime under state law.

(k) Provide information regarding immigration remedies available to victims of crime (e.g., U-Visa, T-Visa, S-Visa).

(l) Provide the department's Hate Crimes Brochure (per Penal Code § 422.92) if asked, if necessary, or per policy.

(m) Utilize proper techniques for interviewing people with disabilities and be aware of and provide appropriate accommodations (e.g., ADA standards, Braille, visuals, translators for the deaf or hard of hearing).

(n) Document any suspected multi-mission extremist crimes.

318.4.2 INVESTIGATION

Investigators at the scene of, or performing follow-up investigation on, a suspected hate or bias crime or hate incident should take all actions deemed reasonably necessary, including but not limited to the following:

(a) Consider typologies of perpetrators of hate crimes and incidents, including but not limited to thrill, reactive/defensive, and mission (hard core).

(b) Utilize investigative techniques and methods to handle hate crimes or hate incidents in a professional manner.

(c) Utilize proper techniques for interviewing people with disabilities and be aware of and provide appropriate accommodations (e.g., ADA standards, Braille, visuals, translators for the deaf or hard of hearing).

(d) Properly investigate any report of a hate crime committed under the color of authority per Penal Code § 422.6 and Penal Code § 13519.6.

(e) Document physical evidence or indicators of hate crimes, in accordance with the provisions of the Property and Evidence Policy, such as:

1. Hate literature.
2. Spray paint cans.
3. Threatening letters.
4. Symbols used by hate groups.
5. Desecration of religious symbols, objects, or buildings.

(f) Request the assistance of translators or interpreters when needed to establish effective communication.

(g) Conduct a preliminary investigation and record information regarding:

1. Identity of suspected perpetrators.
2. Identity of witnesses, including those no longer at the scene.
3. Offer of victim confidentiality per Government Code § 7923.615.

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4. Prior occurrences, in this area or with this victim.
5. Statements made by suspects; exact wording is critical.
6. Document the victim's protected characteristics.

(h) Provide victim assistance and follow-up.

(i) Canvass the area for additional witnesses.

(j) Examine suspect's social media activity for potential evidence of bias motivation.

(k) Coordinate the investigation with department, state, and regional intelligence operations. These sources can provide the investigator with an analysis of any patterns, organized hate groups, and suspects potentially involved in the offense.

(l) Coordinate the investigation with the crime scene investigation unit (if applicable) or other appropriate units of the Department.

(m) Determine if the incident should be classified as a hate crime.

(n) Take reasonable steps to provide appropriate assistance to hate crime victims, including the following measures:

1. Contact victims periodically to determine whether they are receiving adequate and appropriate assistance.
2. Provide ongoing information to victims about the status of the criminal investigation.
3. Provide victims and any other interested persons the brochure on hate crimes per Penal Code § 422.92 and information on any local advocacy groups (if asked).

(o) Document any suspected multi-mission extremist crimes.

(p) Coordinate with other law enforcement agencies in the area to assess patterns of hate crimes and/or hate incidents, and determine if organized hate groups are involved.

318.4.3 SUPERVISION

The supervisor shall confer with the initial responding officer and take reasonable steps to ensure that necessary preliminary actions have been taken. The supervisor shall request any appropriate personnel necessary to accomplish the following:

(a) Provide immediate assistance to the crime victim by:

1. Expressing the department's official position on the importance of these cases and the measures that will be taken to apprehend the perpetrators.
2. Expressing the department's interest in protecting victims' anonymity (confidentiality forms, Government Code § 7923.615) to the extent reasonably possible. Allow the victims to convey their immediate concerns and feelings.
3. Identifying individuals or agencies that may provide victim assistance and support. Local victim assistance resources may include family members or close acquaintances, clergy, or a department chaplain, as well as community service

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agencies that provide shelter, food, clothing, child care, or other related services (per Penal Code § 422.92).

(b) Take reasonable steps to ensure that all relevant facts are documented on an incident and/or arrest report and make an initial determination as to whether the incident should be classified as a hate crime for federal and state bias-crimes reporting purposes.

(c) Notify other appropriate personnel in the chain of command, depending on the nature and seriousness of the offense and its potential inflammatory and related impact on the community.

(d) In cases of large-scale hate crime waves, or in circumstances where the potential exists for subsequent hate crimes or incidents, consider directing resources to protect vulnerable sites (such as assigning an officer to specific locations that could become targets).

(e) Verify hate crimes are being properly reported, including reporting to the Department of Justice, pursuant to Penal Code § 13023.

(f) Verify adherence to Penal Code § 422.93, which protects hate crime victims and witnesses from being reported to federal immigration authorities if they have not committed any crime under state law. Supervisors should also be aware of the immigration remedies available to victims of crime (e.g., U-Visa, T-Visa, S-Visa).

(g) Respond to and properly initiate an investigation of any reports of hate crimes committed under the color of authority.

(h) Provide appropriate assistance, including activating the California Department of Justice hate crime rapid response protocol if necessary. For additional information refer to the California Department of Justice website.

(i) Verify reporting of any suspected multi-mission extremist crimes to the agency Hate Crimes Coordinator.

(j) Make a final determination as to whether the incident should be classified as a hate crime and forward to the Chief of Police for approval.

318.5 TRAINING

All members of this department will receive POST-approved training on hate crime recognition and investigation (Penal Code § 13519.6).

Training should include (Penal Code § 422.87):

(a) Recognition of bias motivators such as ranges of attitudes and perceptions toward a specific characteristic or group, including disability bias, gender bias, and religion bias.

(b) Accurate reporting by officers, including information on the general underreporting of hate crimes.

(c) Distribution of hate crime brochures.

(d) When a gun violence restraining order may be appropriate for prevention of hate crimes (Penal Code § 13519.6).

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318.6 APPENDIX

See attachments:

Statutes and Legal Requirements.pdf

Hate Crime Checklist.pdf

Supplemental Hate Crime Report.pdf

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Standards of Conduct

319.1 PURPOSE AND SCOPE

This policy establishes standards of conduct that are consistent with the values and mission of the El Segundo Police Department and are expected of all department members. The standards contained in this policy are not intended to be an exhaustive list of requirements and prohibitions but they do identify many of the important matters concerning conduct. In addition to the provisions of this policy, members are subject to all other provisions contained in this manual, as well as any additional guidance on conduct that may be disseminated by this department or a member's supervisors.

319.2 POLICY

The continued employment or appointment of every member of the El Segundo Police Department shall be based on conduct that reasonably conforms to the guidelines set forth herein. Failure to meet the guidelines set forth in this policy, whether on- or off-duty, may be cause for disciplinary action.

319.3 DIRECTIVES AND ORDERS

Members shall comply with lawful directives and orders from any department supervisor or person in a position of authority, absent a reasonable and bona fide justification.

319.3.1 UNLAWFUL OR CONFLICTING ORDERS

Supervisors shall not knowingly issue orders or directives that, if carried out, would result in a violation of any law or department policy. Supervisors should not issue orders that conflict with any previous order without making reasonable clarification that the new order is intended to countermand the earlier order.

No member is required to obey any order that appears to be in direct conflict with any federal law, state law or local ordinance. Following a known unlawful order is not a defense and does not relieve the member from criminal or civil prosecution or administrative discipline. If the legality of an order is in doubt, the affected member shall ask the issuing supervisor to clarify the order or shall confer with a higher authority. The responsibility for refusal to obey rests with the member, who shall subsequently be required to justify the refusal.

Unless it would jeopardize the safety of any individual, members who are presented with a lawful order that is in conflict with a previous lawful order, department policy or other directive shall respectfully inform the issuing supervisor of the conflict. The issuing supervisor is responsible for either resolving the conflict or clarifying that the lawful order is intended to countermand the previous lawful order or directive, in which case the member is obliged to comply. Members who are compelled to follow a conflicting lawful order after having given the issuing supervisor the opportunity to correct the conflict, will not be held accountable for disobedience of the lawful order or directive that was initially issued.

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The person countermanding the original order shall notify, in writing, the person issuing the original order, indicating the action taken and the reason.

319.3.2 SUPERVISOR RESPONSIBILITIES

Supervisors and managers are required to follow all policies and procedures and may be subject to discipline for:

(a) Failure to be reasonably aware of the performance of their subordinates or to provide appropriate guidance and control.

(b) Failure to promptly and fully report any known misconduct of a member to his/her immediate supervisor or to document such misconduct appropriately or as required by policy.

(c) Directing a subordinate to violate a policy or directive, acquiesce to such a violation, or are indifferent to any such violation by a subordinate.

(d) The unequal or disparate exercise of authority on the part of a supervisor toward any member for malicious or other improper purpose.

319.4 GENERAL STANDARDS

Members shall conduct themselves, whether on- or off-duty, in accordance with the United States and California constitutions and all applicable laws, ordinances, and rules enacted or established pursuant to legal authority.

Members shall familiarize themselves with policies and procedures and are responsible for compliance with each. Members should seek clarification and guidance from supervisors in the event of any perceived ambiguity or uncertainty.

Discipline may be initiated for any good cause. It is not mandatory that a specific policy or rule violation be cited to sustain discipline. This policy is not intended to cover every possible type of misconduct.

319.5 CAUSES FOR DISCIPLINE

The following are illustrative of causes for disciplinary action. This list is not intended to cover every possible type of misconduct and does not preclude the recommendation of disciplinary action for violation of other rules, standards, ethics and specific action or inaction that is detrimental to efficient department service:

319.5.1 LAWS, RULES AND ORDERS

(a) Violation of, or ordering or instructing a subordinate to violate any policy, procedure, rule, order, directive, requirement or failure to follow instructions contained in department or City manuals.

(b) Disobedience of any legal directive or order issued by any department member of a higher rank.

(c) Violation of federal, state, local or administrative laws, rules or regulations.

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319.5.2 ETHICS

(a) Using or disclosing one's status as a member of the El Segundo Police Department in any way that could reasonably be perceived as an attempt to gain influence or authority for nondepartment business or activity.

(b) The wrongful or unlawful exercise of authority on the part of any member for malicious purpose, personal gain, willful deceit or any other improper purpose.

(c) The receipt or acceptance of a reward, fee or gift from any person for service incident to the performance of the member's duties (lawful subpoena fees and authorized work permits excepted).

(d) Acceptance of fees, gifts or money contrary to the rules of this department and/or laws of the state.

(e) Offer or acceptance of a bribe or gratuity.

(f) Misappropriation or misuse of public funds, property, personnel or services.

(g) Any other failure to abide by the standards of ethical conduct.

319.5.3 DISCRIMINATION, OPPRESSION, OR FAVORITISM

Unless required by law or policy, discriminating against, oppressing, or providing favoritism to any person because of actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, economic status, cultural group, veteran status, marital status, and any other classification or status protected by law, or intentionally denying or impeding another in the exercise or enjoyment of any right, privilege, power, or immunity, knowing the conduct is unlawful.

319.5.4 RELATIONSHIPS

(a) Unwelcome solicitation of a personal or sexual relationship while onduty or through the use of one's official capacity.

(b) Engaging in on-duty sexual activity, including but not limited to sexual intercourse, excessive displays of public affection, or other sexual contact.

(c) Establishing or maintaining an inappropriate personal or financial relationship, as a result of an investigation, with a known victim, witness, suspect, or defendant while a case is being investigated or prosecuted, or as a direct result of any official contact.

(d) Associating with or joining a criminal gang, organized crime, and/or criminal syndicate when the member knows or reasonably should know of the criminal nature of the organization. This includes any organization involved in a definable criminal activity or enterprise, except as specifically directed and authorized by this department.

(e) Associating on a personal, rather than official basis with persons who demonstrate recurring involvement in serious violations of state or federal laws after the member knows, or reasonably should know of such criminal activities, except as specifically directed and authorized by this department.

(f) Participation in a law enforcement gang as defined by Penal Code § 13670. Participation is grounds for termination (Penal Code § 13670).

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319.5.5 ATTENDANCE

(a) Leaving the job to which the member is assigned during duty hours without reasonable excuse and proper permission and approval.

(b) Unexcused or unauthorized absence or tardiness.

(c) Excessive absenteeism or abuse of leave privileges.

(d) Failure to report to work or to the place of assignment at the time specified and fully prepared to perform duties without reasonable excuse.

319.5.6 UNAUTHORIZED ACCESS, DISCLOSURE, OR USE

(a) Unauthorized and inappropriate intentional release of confidential or protected information, materials, data, forms, or reports obtained as a result of the member's position with this department.

i. Members of this department shall not disclose the name, address, or image of any victim of human trafficking except as authorized by law (Penal Code § 293).

ii. A first responder, operating under color of authority, shall not capture the image of a deceased person by any means, including, but not limited to use of a personal electronic device or a device belonging to employing agency, for any purpose other than an official law enforcement purpose or a genuine public interest (Penal Code § 647.9)

(b) Disclosing to any unauthorized person any active investigation information.

(c) The use of any information, photograph, video, or other recording obtained or accessed as a result of employment or appointment to this department for personal or financial gain or without the express authorization of the Chief of Police or the authorized designee.

(d) Loaning, selling, allowing unauthorized use, giving away, or appropriating any department property for personal use, personal gain, or any other improper or unauthorized use or purpose.

(e) Using department resources in association with any portion of an independent civil action. These resources include but are not limited to personnel, vehicles, equipment, and nonsubpoenaed records.

319.5.7 EFFICIENCY

(a) Neglect of duty.

(b) Unsatisfactory work performance including but not limited to failure, incompetence, inefficiency, or delay in performing and/or carrying out proper orders, work assignments, or the instructions of supervisors without a reasonable and bona fide excuse.

(c) Concealing, attempting to conceal, removing, or destroying defective or incompetent work.

(d) Unauthorized sleeping during on-duty time or assignments.

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(e) Failure to notify the Department within 24 hours of any change in residence address or contact numbers.

(f) Failure to notify the Human Resources of changes in relevant personal information (e.g., information associated with benefits determination) in a timely fashion.

319.5.8 PERFORMANCE

(a) Failure to disclose or misrepresenting material facts, or making any false or misleading statement on any application, examination form, or other official document, report or form, or during the course of any work related investigation.

(b) The falsification of any work-related records, making misleading entries or statements with the intent to deceive or the willful and unauthorized removal, alteration, destruction and/or mutilation of any department record, public record, book, paper or document.

(c) Failure to participate in, or giving false or misleading statements, or misrepresenting or omitting material information to a supervisor or other person in a position of authority, in connection with any investigation or in the reporting of any department related business.

(d) Being untruthful or knowingly making false, misleading or malicious statements that are reasonably calculated to harm the reputation, authority or official standing of this department or its members.

(e) Disparaging remarks or conduct concerning duly constituted authority to the extent that such conduct disrupts the efficiency of this department or subverts the good order, efficiency and discipline of this department or that would tend to discredit any of its members.

(f) Unlawful gambling or unlawful betting at any time or any place. Legal gambling or betting under any of the following conditions:

1. While on department premises.
2. At any work site, while onduty or while in uniform, or while using any department equipment or system.
3. Gambling activity undertaken as part of an officer official duties and with the express knowledge and permission of a direct supervisor is exempt from this prohibition.

(g) Improper political activity including:

1. Unauthorized attendance while onduty at official legislative or political sessions.
2. Solicitations, speeches or distribution of campaign literature for or against any political candidate or position while onduty or, on department property except as expressly authorized by City policy, the memorandum of understanding, or the Chief of Police.

(h) Engaging in political activities during assigned working hours except as expressly authorized by City policy, the memorandum of understanding, or the Chief of Police.

(i) Any act on or offduty that brings discredit to this department.

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319.5.9 CONDUCT

(a) Failure of any member to promptly and fully report activities on his/her part or the part of any other member where such activities resulted in contact with any other law enforcement agency or that may result in criminal prosecution or discipline under this policy.

(b) Unreasonable and unwarranted force to a person encountered or a person under arrest.

(c) Exceeding lawful peace officer powers by unreasonable, unlawful or excessive conduct.

(d) Unauthorized or unlawful fighting, threatening or attempting to inflict unlawful bodily harm on another.

(e) Engaging in horseplay that reasonably could result in injury or property damage.

(f) Discourteous, disrespectful or discriminatory treatment of any member of the public or any member of this department or the City.

(g) Use of obscene, indecent, profane or derogatory language while onduty or in uniform.

(h) Criminal, dishonest, or disgraceful conduct, whether on- or off-duty, that adversely affects the member's relationship with this department.

(i) Unauthorized possession of, loss of, or damage to department property or the property of others, or endangering it through carelessness or maliciousness.

(j) Attempted or actual theft of department property; misappropriation or misuse of public funds, property, personnel or the services or property of others; unauthorized removal or possession of department property or the property of another person.

(k) Activity that is incompatible with a member's conditions of employment or appointment as established by law or that violates a provision of any memorandum of understanding or contract to include fraud in securing the appointment or hire.

(l) Initiating any civil action for recovery of any damages or injuries incurred in the course and scope of employment or appointment without first notifying the Chief of Police of such action.

(m) Any other on or offduty conduct which any member knows or reasonably should know is unbecoming a member of this department, is contrary to good order, efficiency or morale, or tends to reflect unfavorably upon this department or its members.

319.5.10 SAFETY

(a) Failure to observe or violating department safety standards or safe working practices.

(b) Failure to maintain current licenses or certifications required for the assignment or position (e.g., driver license, first aid).

(c) Failure to maintain good physical condition sufficient to adequately and safely perform law enforcement duties.

(d) Unsafe firearm or other dangerous weapon handling to include loading or unloading firearms in an unsafe manner, either on- or off- duty.

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(e) Carrying, while on the premises of the work place, any firearm or other lethal weapon that is not authorized by the member's appointing authority.

(f) Unsafe or improper driving habits or actions in the course of employment or appointment.

(g) Any personal action contributing to a preventable traffic collision.

(h) Concealing or knowingly failing to report any on-the-job or work-related accident or injury as soon as practicable but within 24 hours.

319.5.11 INTOXICANTS

(a) Reporting for work or being at work while intoxicated or when the member's ability to perform assigned duties is impaired due to the use of alcohol, medication or drugs, whether legal, prescribed or illegal.

(b) Possession or use of alcohol at any work site or while on-duty, except as authorized in the performance of an official assignment. A member who is authorized to consume alcohol is not permitted to do so to such a degree that it may impair on-duty performance.

(c) Unauthorized possession, use of, or attempting to bring a controlled substance, illegal drug or non-prescribed medication to any work site.

319.6 USE OF DEPARTMENT TELEPHONES

ANSWERING TELEPHONES: All employees shall answer a telephone call originating from an outside telephone line in a friendly and courteous manner. An employee answering a call originating from an outside line must state:

(a) El Segundo Police Department, division when appropriate, and rank or position.

(b) First or last name.

(c) The employee should also explicitly offer immediate assistance to the caller (Example: How may I help you?).

(d) For example, "El Segundo Police Department, PSO Smith, how may I help you?" Or "El Segundo Police Department, Records Division, this is Jane, how may I help you?"

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Information Technology Use

320.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the proper use of department information technology resources, including computers, electronic devices, hardware, software and systems.

320.1.1 DEFINITIONS

Definitions related to this policy include:

Computer system - All computers (on-site and portable), electronic devices, hardware, software, and resources owned, leased, rented, or licensed by the El Segundo Police Department that are provided for official use by its members. This includes all access to, and use of, Internet Service Providers (ISP) or other service providers provided by or through the Department or department funding.

Hardware - Includes but is not limited to computers, computer terminals, network equipment, electronic devices, telephones (including cellular and satellite), modems, or any other tangible computer device generally understood to comprise hardware.

Software - Includes but is not limited to all computer programs, systems, and applications, including shareware and firmware. This does not include files created by the individual user.

Temporary file, permanent file, or file - Any electronic document, information, or data residing or located, in whole or in part, on the system including but not limited to spreadsheets, calendar entries, appointments, tasks, notes, letters, reports, messages, photographs, or videos.

320.2 POLICY

It is the policy of the El Segundo Police Department that members shall use information technology resources, including computers, software and systems, that are issued or maintained by the Department in a professional manner and in accordance with this policy.

320.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to emails, texts, or anything published, shared, transmitted, or maintained through file-sharing software or any internet site that is accessed, transmitted, received, or reviewed on any department computer system.

The Department reserves the right to access, audit, and disclose, for whatever reason, any message, including attachments, and any information accessed, transmitted, received, or reviewed over any technology that is issued or maintained by the Department, including the department email system, computer network, and/or any information placed into storage on any department system or device. This includes records of all keystrokes or web-browsing history made at any department computer or over any department network. The fact that access to a database, service, or website requires a username or password will not create an expectation of privacy if it is accessed through department computers, electronic devices, or networks.

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320.4 RESTRICTED USE

Members shall not access computers, devices, software or systems for which they have not received prior authorization or the required training. Members shall immediately report unauthorized access or use of computers, devices, software or systems by another member to their supervisors or Watch Commanders.

Members shall not use another person's access passwords, logon information and other individual security data, protocols and procedures unless directed to do so by a supervisor.

320.4.1 SOFTWARE

Members shall not copy or duplicate any copyrighted or licensed software except for a single copy for backup purposes in accordance with the software company's copyright and license agreement.

To reduce the risk of a computer virus or malicious software, members shall not install any unlicensed or unauthorized software on any department computer. Members shall not install personal copies of any software onto any department computer.

When related to criminal investigations, software program files may be downloaded only with the approval of the information systems technology (IT) staff and with the authorization of the Chief of Police or the authorized designee.

No member shall knowingly make, acquire or use unauthorized copies of computer software that is not licensed to the Department while on department premises, computer systems or electronic devices. Such unauthorized use of software exposes the Department and involved members to severe civil and criminal penalties.

Introduction of software by members should only occur as part of the automated maintenance or update process of department- or City-approved or installed programs by the original manufacturer, producer or developer of the software.

Any other introduction of software requires prior authorization from IT staff and a full scan for malicious attachments.

320.4.2 HARDWARE

Access to technology resources provided by or through the Department shall be strictly limited to department-related activities. Data stored on or available through department computer systems shall only be accessed by authorized members who are engaged in an active investigation or assisting in an active investigation, or who otherwise have a legitimate law enforcement or department-related purpose to access such data. Any exceptions to this policy must be approved by a supervisor.

320.4.3 INTERNET USE

Internet access provided by or through the Department shall be strictly limited to department-related activities. Internet sites containing information that is not appropriate or applicable to department use and which shall not be intentionally accessed include but are not limited to adult forums, pornography, gambling, chat rooms, and similar or related internet sites. Certain

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exceptions may be permitted with the express approval of a supervisor as a function of a member's assignment.

Downloaded information from the internet shall be limited to messages, mail, and data files.

320.4.4 OFF-DUTY USE

Members shall only use technology resources provided by the Department while on-duty or in conjunction with specific on-call assignments unless specifically authorized by a supervisor. This also applies to personally owned devices that are used to access department resources. A member is allowed to access an email, scheduling, or report writing technology resource while "off the clock"

Refer to the Personal Communication Devices Policy for guidelines regarding off-duty use of personally owned technology.

320.5 PROTECTION OF SYSTEMS AND FILES

All members have a duty to protect the computer system and related systems and devices from physical and environmental damage and are responsible for the correct use, operation, care, and maintenance of the computer system.

Members shall ensure department computers and access terminals are not viewable by persons who are not authorized users. Computers and terminals should be secured, users logged off and password protections enabled whenever the user is not present. Access passwords, logon information, and other individual security data, protocols, and procedures are confidential information and are not to be shared. Password length, format, structure, and content shall meet the prescribed standards required by the computer system or as directed by a supervisor and shall be changed at intervals as directed by IT staff or a supervisor. Passwords for accounts that access CJI are governed by the CJIS Access, Maintenance, and Security Policy.

It is prohibited for a member to allow an unauthorized user to access the computer system at any time or for any reason. Members shall promptly report any unauthorized access to the computer system or suspected intrusion from outside sources (including the internet) to a supervisor.

320.6 INSPECTION OR REVIEW

A supervisor or the authorized designee has the express authority to inspect or review the computer system, all temporary or permanent files, related electronic systems or devices, and any contents thereof, whether such inspection or review is in the ordinary course of his/her supervisory duties or based on cause.

Reasons for inspection or review may include, but are not limited to, computer system malfunctions, problems or general computer system failure, a lawsuit against the Department involving one of its members or a member’s duties, an alleged or suspected violation of any department policy, a request for disclosure of data, or a need to perform or provide a service.

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The IT staff may extract, download or otherwise obtain any and all temporary or permanent files residing or located in or on the department computer system when requested by a supervisor or during the course of regular duties that require such information.

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Department Use of Social Media

321.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that any use of social media on behalf of the Department is consistent with the department mission.

This policy does not address all aspects of social media use. Specifically, it does not address:

- Personal use of social media by department members (see the Employee Speech, Expression and Social Networking Policy).
- Use of social media in personnel processes (see the Recruitment and Selection Policy).
- Use of social media as part of a criminal investigation, other than disseminating information to the public on behalf of this department (see the Investigation and Prosecution Policy).

321.1.1 DEFINITIONS

Definitions related to this policy include:

Social media - Any of a wide array of internet-based tools and platforms that allow for the sharing of information, such as the department website or social networking services

321.2 POLICY

The El Segundo Police Department may use social media as a method of effectively informing the public about department services, issues, investigations and other relevant events.

Department members shall ensure that the use or access of social media is done in a manner that protects the constitutional rights of all.

321.3 AUTHORIZED USERS

Only members authorized by the Chief of Police or the authorized designee may utilize social media on behalf of the Department. Authorized members shall use only department-approved equipment during the normal course of duties to post and monitor department-related social media, unless they are specifically authorized to do otherwise by their supervisors.

The Chief of Police may develop specific guidelines identifying the type of content that may be posted. Any content that does not strictly conform to the guidelines should be approved by a supervisor prior to posting.

321.4 AUTHORIZED CONTENT

Only content that is appropriate for public release, that supports the department mission and that conforms to all department policies regarding the release of information may be posted.

Examples of appropriate content include:

(a) Announcements.

(b) Tips and information related to crime prevention.

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(c) Investigative requests for information.

(d) Requests that ask the community to engage in projects that are relevant to the department mission.

(e) Real-time safety information that is related to in-progress crimes, geographical warnings, or disaster information.

(f) Traffic information.

(g) Media releases.

(h) Recruitment of personnel.

Authorized members shall review all content prior to posting to ensure that the posting does not contain prohibited content.

321.4.1 INCIDENT-SPECIFIC USE

In instances of active incidents where speed, accuracy and frequent updates are paramount (e.g., crime alerts, public safety information, traffic issues), the Public Information Officer or the authorized designee will be responsible for the compilation of information to be released, subject to the approval of the Incident Commander.

321.5 PROHIBITED CONTENT

Content that is prohibited from posting includes, but is not limited to:

(a) Content that is abusive, discriminatory, inflammatory or sexually explicit.

(b) Any information that violates individual rights, including confidentiality and/or privacy rights and those provided under state, federal or local laws.

(c) Any information that could compromise an ongoing investigation.

(d) Any information that could tend to compromise or damage the mission, function, reputation or professionalism of the El Segundo Police Department or its members.

(e) Any information that could compromise the safety and security of department operations, members of the Department, victims, suspects or the public.

(f) Any content posted for personal use.

(g) Any content that has not been properly authorized by this policy or a supervisor.

Any member who becomes aware of content on this department's social media site that he/she believes is unauthorized or inappropriate should promptly report such content to a supervisor. The supervisor will ensure its removal from public view and investigate the cause of the entry.

321.5.1 PUBLIC POSTING PROHIBITED

Department social media sites shall be designed and maintained to prevent posting of content by the public.

The Department may provide a method for members of the public to contact department members directly.

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321.6 MONITORING CONTENT

The Community Outreach Division Commander or designee will review, at least annually, the use of department social media and report back to the Administrative Services Bureau Commander on, at a minimum, the resources being used, the effectiveness of the content, any unauthorized or inappropriate content and the resolution of any issues.

321.7 RETENTION OF RECORDS

The Administrative Services Bureau Commander should work with the Custodian of Records to establish a method of ensuring that public records generated in the process of social media use are retained in accordance with established records retention schedules.

321.8 TRAINING

Authorized members should receive training that, at a minimum, addresses legal issues concerning the appropriate use of social media sites, as well as privacy, civil rights, dissemination and retention of information posted on department sites.

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Report Preparation

322.1 PURPOSE AND SCOPE

Report preparation is a major part of each officer's job. The purpose of reports is to document sufficient information to refresh the officer's memory and to provide sufficient information for follow-up investigation and successful prosecution. Report writing is the subject of substantial formalized training and on-the-job training.

322.1.1 REPORT PREPARATION

Employees should ensure that reports are sufficiently detailed for their purpose and free from errors prior to submission. It is the responsibility of the assigned employee to complete and submit all reports taken during the shift before going off-duty unless permission to hold the report has been approved by a supervisor. Generally, reports requiring prompt follow-up action on active leads, or arrest reports where the suspect remains in custody should not be held.

Handwritten reports must be prepared legibly in black ink. If the report is not legible, the submitting employee will be required by the reviewing supervisor to promptly make corrections and resubmit the report. Employees who generate reports on computers are subject to all requirements of this policy.

All reports shall accurately reflect the identity of the persons involved, all pertinent information seen, heard or assimilated by any other sense, and any actions taken. Employees shall not suppress, conceal or distort the facts of any reported incident, nor shall any employee make a false report orally or in writing. Generally, the reporting employee's opinions should not be included in reports unless specifically identified as such.

322.2 REQUIRED REPORTING

Written reports are required in all of the following situations on the appropriate department approved form unless otherwise approved by a supervisor.

322.2.1 CRIMINAL ACTIVITY

When a member responds to a call for service, or as a result of self-initiated activity becomes aware of any activity where a crime has occurred, the member shall document the incident regardless of whether a victim desires prosecution. Activity to be documented in a written report includes:

(a) All arrests

(b) All felony crimes

(c) Non-Felony incidents involving threats or stalking behavior

(d) Situations covered by separate policy. These include:

1. Use of Force Policy
2. Domestic Violence Policy

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3. Child Abuse Policy
4. Senior and Disability Victimization Policy
5. Hate Crimes Policy
6. Suspicious Activity Reporting Policy

(e) All misdemeanor crimes where the victim desires a report

Misdemeanor crimes where the victim does not desire a report shall be documented using the department-approved alternative reporting method (e.g., dispatch log).

322.2.2 NON-CRIMINAL ACTIVITY

The following incidents shall be documented using the appropriate approved report:

(a) Any use of force against any person by a member of this department (see the Use of Force Policy)

(b) Any firearm discharge (see the Firearms Policy)

(c) Anytime a person is reported missing, regardless of jurisdiction (see the Missing Persons Policy)

(d) Any found property or found evidence

(e) Any traffic collisions above the minimum reporting level (see Traffic Collision Reporting Policy)

(f) Suspicious incidents that may indicate a potential for crimes against children or that a child's safety is in jeopardy

(g) All protective custody detentions

(h) Suspicious incidents that may place the public or others at risk

(i) Whenever the employee believes the circumstances should be documented or at the direction of a supervisor

322.2.3 DEATH CASES

Death investigations require specific investigation methods depending on circumstances and should be handled in accordance with the Death Investigations Policy. The handling officer should notify and apprise a supervisor of the circumstances surrounding the incident to determine how to proceed. The following cases shall be appropriately investigated and documented using the approved report:

(a) Sudden or accidental deaths.

(b) Suicides.

(c) Homicide or suspected homicide.

(d) Unattended deaths (No physician or qualified hospice care in the 20 days preceding death).

(e) Found dead bodies or body parts.

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322.2.4 INJURY OR DAMAGE BY CITY PERSONNEL

Reports shall be taken if an injury occurs that is a result of an act of a City employee. Additionally, a memo shall be submitted through channels to the Bureau Commander involving damage to City property or City equipment.

322.2.5 MISCELLANEOUS INJURIES

Any injury that is reported to this department shall require a report when:

(a) The injury is a result of drug overdose

(b) Attempted suicide

(c) The injury is major/serious, whereas death could result

(d) The circumstances surrounding the incident are suspicious in nature and it is desirable to record the event

The above reporting requirements are not intended to be all-inclusive. A supervisor may direct an employee to document any incident he/she deems necessary.

322.2.6 MANDATORY REPORTING OF JUVENILE GUNSHOT INJURIES

A report shall be taken when any incident in which a child 18 years or younger suffered an unintentional or self-inflicted gunshot wound. The Records Section shall notify the California Department of Public Health (CDPH) of the incident as required by CDPH (Penal Code § 23685).

322.2.7 ALTERNATE REPORTING FOR VICTIMS

The intent of the online reporting system (https://www.elsegundopd.org/patrol/citizen-online-police-report/-fsiteid-5) is to provide a simple and convenient method for the public to report certain pre-designated crimes. The public can be referred to the online reporting system by front desk and/or dispatch. Reports that may be submitted by the public via online reporting system include:

(a) Lost property.

(b) Misdemeanor thefts of property, other than firearms or materials that threaten public safety, when there is no suspect information, serial number or ability to trace the item.

  (a) Misdemeanor thefts of cellular telephones may be reported even though they have a serial number.

(c) Misdemeanor vandalism with no suspect information and no hate crime implications.

(d) Vehicle burglaries with no suspect information or evidence.

(e) Stolen vehicle attempts with no suspect information or evidence.

(f) Annoying telephone calls with no suspect information.

(g) Identity theft without an identifiable suspect.

(h) Online or email fraud solicitations without an identifiable suspect and if the financial loss classifies the crime as a misdemeanor.

(i) Hit-and-run vehicle collisions with no suspect or suspect vehicle.

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Members may refer victims to online victim assistance programs (e.g., Federal Communications Commission (FCC) website for identity theft, Internet Crime Complaint Center (IC3) website for computer crimes). While use of this system should be encouraged when appropriate, it is voluntary and all reporting parties will have the option to speak to an officer in person if that is their preference.

322.2.8 ACCEPTING AND APPROVING ONLINE REPORT

(a) A Police Service Officer (PSO) shall review and approve all online reports that are submitted during their shift.

(b) If the online report is misclassified, the reviewing PSO will classify the report according to the elements of the offense described by the reporting party.

(c) The reviewing PSO should refrain from making grammatical corrections to online reports unless they are minor in nature and do not change the intended facts.

(d) If there is a question as to the reports content, the reviewer should attempt to contact the reporting citizen by telephone for clarification prior to rejecting the report.

(e) If the citizen is reporting an incident that occurred in another jurisdiction but is a resident or is employed in El Segundo, the report should be classified as a courtesy report.

(f) If the reviewing PSO rejects a report, the reason for rejection must be noted in the rejection box.

(g) In the event a report is filed without prior police contact and the initial reviewer recognizes police response is appropriate, the reviewer will reject the report and refer the facts to dispatch to arrange appropriate police personnel respond to the location of the victim.

322.3 GENERAL POLICY OF EXPEDITIOUS REPORTING

In general, all officers and supervisors shall act with promptness and efficiency in the preparation and processing of all reports. An incomplete report, unorganized reports or reports delayed without supervisory approval are not acceptable. Reports shall be processed according to established priorities or according to special priority necessary under exceptional circumstances.

322.3.1 GENERAL POLICY OF HANDWRITTEN REPORTS

Some incidents and report forms lend themselves to block print rather than typing. In general, the narrative portion of those reports where an arrest is made or when there is a long narrative should be typed.

Supervisors may require, with the foregoing general policy in mind, block printing or typing of reports of any nature for department consistency.

322.3.2 GENERAL USE OF OTHER HANDWRITTEN FORMS

County, state and federal agency forms may be block printed as appropriate. In general, the form itself may make the requirement for typing apparent.

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322.4 REPORT CORRECTIONS

Supervisors shall review reports for content and accuracy. If a correction is necessary, the reviewing supervisor should reject the report via the online report writing portal. The original report should be returned to the reporting employee for correction as soon as practical. It shall be the responsibility of the originating officer to ensure that any report returned for correction is processed in a timely manner.

322.5 REPORT CHANGES OR ALTERATIONS

Reports that have been approved by a supervisor and submitted to the Records Section for filing and distribution shall not be modified or altered except by way of a supplemental report. Reviewed reports that have not yet been submitted to the Records Section may be corrected or modified by the authoring officer only with the knowledge and authorization of the reviewing supervisor.

322.6 ELECTRONIC SIGNATURES

The El Segundo Police Department has established an electronic signature procedure for use by all employees of the El Segundo Police Department. The Records Section Supervisor shall be responsible for maintaining the electronic signature system and ensuring that each employee creates a unique, confidential password for his/her electronic signature.

- Employees may only use their electronic signature for official reports or other official communications.
- Each employee shall be responsible for the security and use of his/her electronic signature and shall promptly notify a supervisor if the electronic signature has or may have been compromised or misused.

322.7 USE OF ARTIFICIAL INTELLIGENCE IN PREPARATION OF REPORTS

Official reports that are generated using artificial intelligence (AI) either fully or partially shall contain the following (Penal Code § 13663)

(a) On each page of an official report, or within the body of the text, identify every specific AI program used in a manner that makes such identification readily apparent to the reader and prominently state the following: "This report was written either fully or in part using Centerline AI, the Department-approved artificial intelligence software." This statement can be altered to reflect any AI program or software approved by the Department.

(b) The signature of the member who is preparing the official report, either in physical or electronic form, verifying that they reviewed the contents of the report and that the facts contained in the official report are true and correct. Except for the official report, a draft of any report created with the use of AI shall not constitute a member's statement.

For purposes of this section artificial intelligence means an engineered or machine-based system that varies in its level of autonomy and that can, for explicit or implicit objectives, infer from the input it receives how to generate outputs that can influence physical or virtual environments. AI as used in this section applies to AI systems that automatically draft police report narratives based upon an analysis of in-car or dash-mounted cameras, or body-worn camera audio or video, and

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AI systems that analyze a law enforcement officer's dictated report to generate a police report narrative automatically enhanced by generative AI (Penal Code § 13663).

See the Generative Artificial Intelligence Use policy for additional guidance on generative AI.

322.7.1 ARTIFICIAL INTELLIGENCE AUDIT TRAIL

The Department shall maintain an audit trail for AI generated first drafts or official reports for as long as the official report is retained that, at a minimum, identifies both of the following (Penal Code § 13663):

(a) The name of the person who used AI to create the report.

(b) The video and audio footage that is used to create a report, if any.

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Media Relations

323.1 PURPOSE AND SCOPE

This policy provides guidelines for media releases and media access to scenes of disasters, criminal investigations, emergencies and other law enforcement activities.

323.2 RESPONSIBILITIES

The ultimate authority and responsibility for the release of information to the media shall remain with the Chief of Police. In situations not warranting immediate notice to the Chief of Police and in situations where the Chief of Police has given prior approval, Division Commanders, Watch Commanders, and designated Public Information Officers (PIOs) may prepare and release information to the media in accordance with this policy and the applicable laws regarding confidentiality.

323.2.1 MEDIA REQUEST

Any media request for information or access to a law enforcement situation shall be referred to the designated department media representative, or if unavailable, to the first available supervisor. Prior to releasing any information to the media, employees shall consider the following:

(a) At no time shall any employee of this department make any comment or release any official information to the media without prior approval from a supervisor or the designated department media representative.

(b) In situations involving multiple law enforcement agencies, every reasonable effort should be made to coordinate media releases with the authorized representative of each involved agency prior to the release of any information by this department.

(c) Under no circumstance should any member of this department make any comments to the media regarding any law enforcement incident not involving this department without prior approval of the Chief of Police.

323.3 ACCESS

Authorized media representatives shall be provided access to scenes of disasters, criminal investigations, emergencies, and other law enforcement activities as required by law.

Access by the media is subject to the following conditions (Penal Code § 409.5(d)):

(a) The media representative shall produce valid press credentials that shall be prominently displayed at all times while in areas otherwise closed to the public.

(b) Media representatives may be prevented from interfering with emergency operations and criminal investigations.

1. Based upon available resources, reasonable effort should be made to provide a safe staging area for the media that is near the incident and that will not interfere with emergency or criminal investigation operations. All information released

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to the media should be coordinated through the PIO or other designated spokesperson.

(c) No member of this department who is under investigation shall be subjected to media visits or interviews without the consent of the involved member (Government Code § 3303(e)).

(d) Media interviews with individuals who are in custody should not be permitted without the approval of the Chief of Police and the express consent of the person in custody.

323.3.1 CRITICAL OPERATIONS

A critical incident or tactical operation should be handled in the same manner as a crime scene, except the media should not be permitted within the inner perimeter of the incident, subject to any restrictions as determined by the supervisor in charge. Department members shall not jeopardize a critical incident or tactical operation in order to accommodate the media. All comments to the media shall be coordinated through a supervisor or the PIO.

323.4 SCOPE OF INFORMATION SUBJECT TO RELEASE

The Department will maintain a daily information log of significant law enforcement activities that shall be made available, upon request, to media representatives through the Watch Commander. This log will generally contain the following information:

(a) The date, time, location, case number, type of crime, extent of injury or loss, and names of individuals (except confidential informants) involved in crimes occurring within this jurisdiction unless the release of such information would endanger the safety of any individual or jeopardize the successful completion of any ongoing investigation

(b) The date, time, location, case number, name, birth date and charges for each person arrested by this department unless the release of such information would endanger the safety of any individual or jeopardize the successful completion of any ongoing investigation

(c) The time and location of other significant law enforcement activities or requests for service with a brief summary of the incident subject to the restrictions of this policy and applicable law

At no time shall identifying information pertaining to a juvenile arrestee (13 years of age and under), victim or witness be publicly released without prior approval of a competent court. The identity of a minor 14 years of age or older shall not be publicly disclosed unless the minor has been arrested for a serious felony and the release of such information has been approved by the Watch Commander (Welfare and Institutions Code § 827.5).

Identifying information concerning deceased individuals shall not be released to the media until notification of next of kin or otherwise cleared through the Coroner's Office.

Any requests for copies of related reports or additional information not contained in this log shall be referred to the designated department media representative, the custodian of records, or if

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unavailable, to the Watch Commander. Such requests will generally be processed in accordance with the provisions of the Public Records Act (Government Code § 6250, et seq.).

323.4.1 RESTRICTED INFORMATION
It shall be the responsibility of the authorized employee dealing with media requests to ensure that restricted information is not inappropriately released to the media by this department. When in doubt, authorized and available legal counsel should be obtained.

323.5 POLICY
It is the policy of the El Segundo Police Department to protect the privacy rights of individuals, while releasing non-confidential information to the media regarding topics of public concern. Information that has the potential to negatively affect investigations will not be released.

323.6 PROVIDING ADVANCE INFORMATION
To protect the safety and rights of officers and other persons, advance information about planned actions by law enforcement personnel, such as movement of persons in custody or the execution of an arrest or search warrant, should not be disclosed to the media, nor should media representatives be invited to be present at such actions except with the prior approval of the Chief of Police.

Any exceptions to the above should only be considered for the furtherance of legitimate law enforcement purposes. Prior to approving any exception, the Chief of Police will consider, at a minimum, whether the release of information or presence of the media would unreasonably endanger any individual, prejudice the rights of any person, or is otherwise prohibited by law.

323.7 MEDIA REQUESTS
Any media request for information or access to a law enforcement incident shall be referred to the PIO, or if unavailable, to the first available supervisor. Prior to releasing any information to the media, members shall consider the following:

(a) At no time shall any member of this department make any comment or release any official information to the media without prior approval from a supervisor or the PIO.

(b) In situations involving multiple agencies or government departments, every reasonable effort should be made to coordinate media releases with the authorized representative of each involved agency prior to the release of any information by this department.

(c) Under no circumstance should any member of this department make any comments to the media regarding any law enforcement incident not involving this department without prior approval of the Chief of Police. Under these circumstances the member should direct the media to the agency handling the incident.

323.8 CONFIDENTIAL OR RESTRICTED INFORMATION
It shall be the responsibility of the PIO to ensure that confidential or restricted information is not inappropriately released to the media (see the Records Maintenance and Release and Personnel

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Records policies). When in doubt, authorized and available legal counsel should be consulted prior to releasing any information.

323.8.1 EMPLOYEE INFORMATION

The identities of officers involved in shootings or other critical incidents may only be released to the media upon the consent of the involved officer or upon a formal request filed.

Any requests for copies of related reports or additional information not contained in the information log (see the Information Log section in this policy), including the identity of officers involved in shootings or other critical incidents, shall be referred to the PIO.

Requests should be reviewed and fulfilled by the Custodian of Records, or if unavailable, the Watch Commander or the authorized designee. Such requests will be processed in accordance with the provisions of the Records Maintenance and Release Policy and public records laws.

323.9 RELEASE OF INFORMATION

The Department may routinely release information to the media without receiving a specific request. This may include media releases regarding critical incidents, information of public concern, updates regarding significant incidents, or requests for public assistance in solving crimes or identifying suspects. This information may also be released through the department website or other electronic data sources.

323.9.1 INFORMATION LOG

The Department will maintain a daily information log of significant law enforcement activities. Log entries shall only contain information that is deemed public information and not restricted or confidential by this policy or applicable law. Upon request, the log entries shall be made available to media representatives through the Watch Commander.

The daily information log will generally include:

(a) The date, time, location, case number, type of crime, extent of injury or loss, and names of individuals involved in crimes occurring within this jurisdiction, unless the release of such information would endanger the safety of any individual or jeopardize the successful completion of any ongoing investigation, or the information is confidential (e.g., juveniles or certain victims).

(b) The date, time, location, case number, name, birth date, and charges for each person arrested by this department, unless the release of such information would endanger the safety of any individual or jeopardize the successful completion of any ongoing investigation or the information is confidential (e.g., juveniles).

(c) The time and location of other significant law enforcement activities or requests for service with a brief summary of the incident.

At no time shall identifying information pertaining to a juvenile arrestee (13 years of age and under), victim, or witness be publicly released without prior approval of a competent court. The identity of a minor 14 years of age or older shall not be publicly disclosed unless the minor has

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been arrested for a serious felony and the release of such information has been approved by the Watch Commander (Welfare and Institutions Code § 827.5).

Identifying information concerning deceased individuals shall not be released to the media until notification of next of kin or otherwise cleared through the Coroner.

Any requests for copies of related reports or additional information not contained in this log shall be referred to the designated department media representative, the custodian of records, or if unavailable, to the Watch Commander. Such requests will generally be processed in accordance with the provisions of the Public Records Act (see the Records Maintenance and Release Policy).

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Subpoenas and Court Appearances

324.1 PURPOSE AND SCOPE

This policy establishes the guidelines for department members who must appear in court. It will allow the El Segundo Police Department to cover any related work absences and keep the Department informed about relevant legal matters.

324.2 POLICY

El Segundo Police Department members will respond appropriately to all subpoenas and any other court-ordered appearances.

324.3 SUBPOENAS

Only department members authorized to receive a subpoena on behalf of this department or any of its members may do so. This may be accomplished by personal service to the officer or by delivery of two copies of the subpoena to the officer's supervisor or other authorized department agent (Government Code § 68097.1; Penal Code § 1328(c)).

The party that issues a civil subpoena to an officer to testify as a witness must tender the statutory fee of $275 with the subpoena for each day that an appearance is required before service is accepted of the subpoena (Government Code § 68097.2).

An immediate supervisor or authorized individual may refuse to accept service for a criminal subpoena if (Penal Code § 1328(d)(e)):

(a) He/she knows that he/she will be unable to deliver a copy of the subpoena to the named officer within sufficient time for the named officer to comply with the subpoena.

(b) It is less than five working days prior to the date listed for an appearance and he/she is not reasonably certain that service can be completed.

If, after initially accepting service of a criminal subpoena, a supervisor or other authorized individual determines that he/she is unable to deliver a copy of the subpoena to the named officer within sufficient time for the named officer to comply with the subpoena, the supervisor or the court liaison shall notify the server or the attorney named on the subpoena of such not less than 48 hours prior to the date listed for the appearance (Penal Code § 1328(f)).

324.3.1 SPECIAL NOTIFICATION REQUIREMENTS

Any member who is subpoenaed to testify, agrees to testify or provides information on behalf of or at the request of any party other than the City Attorney or the prosecutor shall notify his/her immediate supervisor without delay regarding:

(a) Any civil case where the City or one of its members, as a result of his/her official capacity, is a party.

(b) Any civil case where any other city, county, state or federal unit of government or a member of any such unit of government, as a result of his/her official capacity, is a party.

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(c) Any criminal proceeding where the member is called to testify or provide information on behalf of the defense.

(d) Any civil action stemming from the member's on-duty activity or because of his/her association with the El Segundo Police Department.

(e) Any personnel or disciplinary matter when called to testify or to provide information by a government entity other than the El Segundo Police Department.

The supervisor will then notify the Chief of Police and the appropriate prosecuting attorney as may be indicated by the case. The Chief of Police should determine if additional legal support is necessary.

No member shall be retaliated against for testifying in any matter.

324.3.2 CIVIL SUBPOENA

The Department will compensate members who appear in their official capacities on civil matters arising out of their official duties, as directed by the current memorandum of understanding or collective bargaining agreement.

The Department should seek reimbursement for the member's compensation through the civil attorney of record who subpoenaed the member.

324.3.3 OFF-DUTY RELATED SUBPOENAS

Members receiving valid subpoenas for off-duty actions not related to their employment or appointment will not be compensated for their appearance. Arrangements for time off shall be coordinated through their immediate supervisors.

324.4 FAILURE TO APPEAR

Any member who fails to comply with the terms of any properly served subpoena or court-ordered appearance may be subject to discipline. This includes properly served orders to appear that were issued by a state administrative agency.

324.5 STANDBY

To facilitate standby agreements, members are required to provide and maintain current information on their addresses and contact telephone numbers with the Department.

If a member on standby changes his/her location during the day, the member shall notify the designated department member of how he/she can be reached. Members are required to remain on standby until released by the court or the party that issued the subpoena.

324.6 COURTROOM PROTOCOL

When appearing in court, members shall:

(a) Be punctual and prepared to proceed immediately with the case for which they are scheduled to appear.

(b) Dress in the department uniform or business attire.

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(c) Observe all rules of the court in which they are appearing and remain alert to changes in the assigned courtroom where their matter is to be heard.

324.6.1 TESTIMONY

Before the date of testifying, the subpoenaed member shall request a copy of relevant reports and become familiar with the content in order to be prepared for court.

324.7 OVERTIME APPEARANCES

When a member appears in court on his/her off-duty time, he/she will be compensated in accordance with the current memorandum of understanding or collective bargaining agreement.

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Outside Agency Assistance

325.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members when requesting or responding to a request for mutual aid or when assisting another law enforcement agency.

325.2 POLICY

It is the policy of the El Segundo Police Department to promptly respond to requests for assistance by other law enforcement agencies, subject to available resources and consistent with the applicable laws and policies of this department.

325.3 ASSISTING OUTSIDE AGENCIES

Generally, requests for any type of assistance from another agency should be routed to the Watch Commander's office for approval. In some instances, a memorandum of understanding or other established protocol may exist that eliminates the need for approval of individual requests.

When another law enforcement agency requests assistance from this department, the Watch Commander may authorize, if available, an appropriate number of personnel to assist. Members are reminded that their actions when rendering assistance must conform with applicable laws and be consistent with the policies of this department.

Officers may respond to a request for emergency assistance, however, they shall notify a supervisor of their activity as soon as practicable.

Arrestees may be temporarily detained by this department until arrangements for transportation are made by the outside agency. Probation violators who are temporarily detained by this department will not ordinarily be booked at this department. Only in exceptional circumstances, and subject to supervisor approval, will this department provide transportation of arrestees to other facilities on behalf of another agency.

When transportation assistance is rendered, a report shall be prepared and submitted by the handling member unless otherwise directed by a supervisor.

325.3.1 INITIATED ACTIVITY

Any on-duty officer who engages in law enforcement activities of any type that are not part of a mutual aid request and take place outside the jurisdiction of the El Segundo Police Department shall notify his/her supervisor or the Watch Commander and the Dispatch Center as soon as practicable. This requirement does not apply to special enforcement details or multi-agency units that regularly work in multiple jurisdictions.

325.4 REQUESTING OUTSIDE ASSISTANCE

If assistance is needed from another agency, the member requesting assistance should, if practicable, first notify a supervisor. The handling member or supervisor should direct assisting personnel to where they are needed and to whom they should report when they arrive.

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The requesting member should arrange for appropriate radio communication capabilities, if necessary and available, so that communication can be coordinated between assisting personnel.

325.5 REPORTING REQUIREMENTS

Incidents of outside assistance or law enforcement activities that are not documented in a crime report shall be documented in a general case report or as directed by the Watch Commander.

325.6 MANDATORY SHARING

Equipment and supplies purchased with federal funds or grants that require such equipment and supplies be shared with other agencies should be documented and updated as necessary by the Administratve Services Bureau Commander or the authorized designee.

The documentation should include:

(a) The conditions relative to sharing.

(b) The training requirements for:

1. The use of the supplies and equipment.
2. The members trained in the use of the supplies and equipment.

(c) Any other requirements for use of the equipment and supplies.

Copies of the documentation should be provided to Division Commanders to ensure use of the equipment and supplies is in compliance with the applicable sharing agreements.

The Training Sergeant should maintain documentation that the appropriate members have received the required training.

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Registered Offender Information

326.1 PURPOSE AND SCOPE

This policy establishes guidelines by which the El Segundo Police Department will address issues associated with certain offenders who are residing in the jurisdiction and how the Department will disseminate information and respond to public inquiries for information about registered sex, arson and drug offenders.

326.2 POLICY

It is the policy of the El Segundo Police Department to identify and monitor registered offenders living within this jurisdiction and to take reasonable steps to address the risks those persons may pose.

326.3 REGISTRATION

The Investigative Division supervisor shall establish a process to reasonably accommodate registration of certain offenders. The process should rebut any allegation on the part of the offender that the registration process was too confusing, burdensome, or difficult for compliance. If it is reasonable to do so, an investigator assigned to related investigations should conduct the registration in order to best evaluate any threat the person may pose to the community. Those assigned to register offenders should receive appropriate training regarding the registration process.

Upon conclusion of the registration process, the investigator shall ensure that the registration information is provided to the California Department of Justice (DOJ) in accordance with applicable law (Penal Code § 457.1; Penal Code § 290 et seq.).

The refusal of a registrant to provide any of the required information or complete the process should initiate a criminal investigation for failure to register.

326.3.1 CONTENTS OF REGISTRATION

The information collected from the registering offenders shall include a signed statement as required by the California DOJ, fingerprints and a photograph, and any other information required by applicable law (Penal Code § 457.1; Penal Code § 290 et seq.).

326.4 MONITORING OF REGISTERED OFFENDERS

The Investigative Division supervisor should establish a system to periodically, and at least once annually, verify that a registrant remains in compliance with his/her registration requirements after the initial registration. This verification should include:

(a) Efforts to confirm residence using an unobtrusive method, such as an internet search or drive-by of the declared residence.

(b) Review of information on the California DOJ website for sex offenders.

(c) Contact with a registrant's parole or probation officer.

Any discrepancies should be reported to the California DOJ.

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The Investigative Division supervisor should also establish a procedure to routinely disseminate information regarding registered offenders to El Segundo Police Department personnel, including timely updates regarding new or relocated registrants.

326.5 DISSEMINATION OF PUBLIC INFORMATION

Members will not unilaterally make a public notification advising the community of a particular registrant's presence in the community. Members who identify a significant risk or other public safety issue associated with a registrant should promptly advise their supervisor. The supervisor should evaluate the request and forward the information to the Chief of Police if warranted. A determination will be made by the Chief of Police, with the assistance of legal counsel as necessary, whether such a public alert should be made.

Members of the public requesting information on sex registrants should be provided the Megan's Law website or the El Segundo Police Department's website. Information on sex registrants placed on the El Segundo Police Department's website shall comply with the requirements of Penal Code § 290.46.

The Records Supervisor may release local registered offender information to residents only in accordance with applicable law and in compliance with a California Public Records Act request (Government Code § 7920.000 et seq.; Penal Code § 290.45; Penal Code § 290.46; Penal Code § 457.1).

326.5.1 LIMITED RELEASE WITHIN COLLEGE CAMPUS COMMUNITY

California law allows the following additional information regarding a registered sex offender on campus, whose information is not available to the public via the internet website, to be released to a campus community (Penal Code § 290.01(d)):

(a) The offender’s full name

(b) The offender’s known aliases

(c) The offender’s sex

(d) The offender’s race

(e) The offender’s physical description

(f) The offender’s photograph

(g) The offender’s date of birth

(h) Crimes resulting in the registration of the offender under Penal Code § 290

(i) The date of last registration

For purposes of this section, campus community shall be defined as those persons present at or regularly frequenting any place constituting campus property, satellite facilities, laboratories, public areas contiguous to the campus and other areas set forth in Penal Code § 290.01(d).

326.5.2 RELEASE NOTIFICATIONS

Registrant information that is released should include notification that:

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(a) The offender registry includes only those persons who have been required by law to register and who are in compliance with the offender registration laws.

(b) The information is provided as a public service and may not be current or accurate.

(c) Persons should not rely solely on the offender registry as a safeguard against offenses in their communities.

(d) The crime for which a person is convicted may not accurately reflect the level of risk.

(e) Anyone who uses information contained in the registry to harass registrants or commit any crime may be subject to criminal prosecution.

(f) The purpose of the release of information is to allow members of the public to protect themselves and their children from sex offenders (Penal Code 290.45).

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Major Incident Notification

327.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members of this department in determining when, how and to whom notification of major incidents should be made.

327.2 POLICY

The El Segundo Police Department recognizes that certain incidents should be brought to the attention of supervisors or other specified personnel of this department to facilitate the coordination of activities and ensure that inquiries from the media and the public may be properly addressed.

327.3 MINIMUM CRITERIA FOR NOTIFICATION

Most situations where the media show a strong interest are also of interest to the Chief of Police and the affected Bureau Commander. The following list of incident types is provided as a guide for notification and is not intended to be all inclusive:

- Homicides
- Any serious/violent felony crime ARRESTS (i.e., murder, rape, robbery, burglary, arson, and aggravated assaults)
- Any REPORT taken of a violent felony crime (i.e., murder, rape, robbery, aggravated assault)
- Any serious offense/incident at any school
- Vehicle pursuits and uses of force (excluding direct pointing of a firearm)
- Traffic accidents with fatalities
- Officer-involved shooting - on or off duty (see Officer-Involved Shootings and Deaths Policy for special notifications)
- Significant injury or death to employee - on or off duty
- Death of a prominent El Segundo official
- Arrest of a department employee, city employee or prominent El Segundo official
- In-custody deaths
- Any other incident/crime/report that may cause questions to be asked (e.g., serious case of vandalism, a crime at a location that has been a continuous problem, etc.)
- Any other significant event (e.g., DBR, an injury sustained by a department employee, a Haz-Mat spill, burn-off at the Chevron Refinery, etc.)

327.4 WATCH COMMANDER RESPONSIBILITY

The Watch Commander or designee is responsible for making the appropriate notifications. The Watch Commanderor designee shall make reasonable attempts to obtain as much information on the incident as possible before notification. The Watch Commander shall attempt to make the

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notifications as soon as practicable. Notification should be made by calling the cellular telephone number first and then by any other available contact numbers.

327.4.1 STAFF NOTIFICATION

In the event an incident occurs described in the Major Incident Notification Policy, the Chief of Police shall be notified along with the affected Division Commander, Bureau Commander, and the Administrative Lieutenant if that division is affected.

327.4.2 DETECTIVE NOTIFICATION

If the incident requires that a detective respond from home, the immediate supervisor of the appropriate detail shall be contacted who will then contact the appropriate detective/s.

327.4.3 SPECIAL OPERATIONS DIVISION NOTIFICATION

In the event of a traffic fatality or major injury, the Special Operations Sergeant or his designee shall be notified who will then contact the appropriate accident investigator. The Special Operations Sergeant will notify the Special Operations Lieutenant.

327.4.4 PUBLIC INFORMATION OFFICER (PIO)

The Public Information Officer shall be called after members of staff have been notified that it appears the media may have a significant interest in the incident.

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Death Investigation

328.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for situations where officers initially respond to and investigate the circumstances of a deceased person.

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 and use of appropriate resources and evidence gathering techniques is critical.

328.2 INVESTIGATION CONSIDERATIONS

Emergency medical services shall be called in all suspected death cases unless the death is obvious (e.g., decapitated, decomposed).

A supervisor shall be notified as soon as possible to assist and provide appropriate personnel and resources. The on-scene supervisor should determine whether follow-up investigation is required and notify the Investigations Bureau Commander as necessary. The Watch Commander will make notification to command staff in accordance with the Major Incident Notification Policy.

328.2.1 CORONER REQUEST

Government Code § 27491 and Health and Safety Code § 102850 direct the Coroner to inquire into and determine the circumstances, manner, and cause of certain deaths. The Coroner shall be called in any of the following cases:

(a) Unattended deaths (No physician in attendance or during the continued absence of the attending physician. This also includes all deaths outside hospitals and nursing care facilities.)

(b) Deaths where the deceased has not been attended by either a physician or a registered nurse who is a member of a hospice care interdisciplinary team, as defined by Health and Safety Code § 1746, in the 20 days prior to death

(c) Deaths where the physician is unable to state the cause of death. Unwillingness does not apply. This includes all sudden, unexpected, and unusual deaths, and fetal deaths when the underlying cause is unknown.

(d) Known or suspected homicide

(e) Known or suspected suicide (including suicide where the deceased has a history of being victimized by domestic violence)

(f) Deaths involving any criminal action or suspicion of a criminal act. This includes child and dependent adult negligence and abuse.

(g) Deaths related to or following known or suspected self-induced or criminal abortion

(h) Deaths associated with a known or alleged rape or crime against nature

(i) Deaths following an accident or injury (primary or contributory). This includes deaths known or suspected as resulting (in whole or in part) from or related to accident or injury, either old or recent.

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(j) Deaths from drowning, fire, hanging, gunshot, stabbing, cutting, starvation, exposure, alcoholism, drug addiction, strangulation, or aspiration

(k) Deaths from accidental poisoning (e.g., food, chemical, drug, therapeutic agents)

(l) Deaths from occupational diseases or occupational hazards

(m) Deaths from known or suspected contagious disease and constituting a public hazard

(n) All deaths in operating rooms and all deaths where a patient has not fully recovered from an anesthetic, whether in surgery, recovery room, or elsewhere

(o) Deaths that occur in prison or while under sentence. This includes all in-custody and police-involved deaths.

(p) All deaths of unidentified persons

(q) All deaths of state hospital patients

(r) Suspected Sudden Infant Death Syndrome (SIDS) deaths

(s) All deaths where the patient is comatose throughout the period of the physician's attendance. This includes patients that are admitted to hospitals unresponsive and expire without regaining consciousness.

The body shall not be disturbed or moved from the position or place of death without permission of the Coroner.

328.2.2 SEARCHING DEAD BODIES

(a) The Coroner or a designee is generally the only person permitted to search a body known to be dead from any of the circumstances set forth in Government Code § 27491. The only exception is that an officer is permitted to search the body of a person killed in a traffic collision for the limited purpose of locating an anatomical donor card. If such a donor card is located, the Coroner or a designee shall be promptly notified (Government Code § 27491.3).

(b) The Coroner, with the permission of the Department, may take property, objects, or articles found on the deceased or in the immediate vicinity of the deceased that may be necessary for conducting an investigation to determine the identity of the deceased or the cause or manner of death (Government Code § 27491.3).

(c) Should exigent circumstances indicate to an officer that any other search of a known dead body is warranted prior to the arrival of the Coroner or a designee, the investigating officer should first obtain verbal consent from the Coroner or a designee (Government Code § 27491.2).

(d) Whenever reasonably possible, a witness, preferably a relative to the deceased or a member of the household, should be requested to remain nearby the scene and available to the officer pending the arrival of the Coroner or a designee. The name and address of this person shall be included in the narrative of the death report.

(e) Whenever personal effects are removed from the body of the deceased by the Coroner or a designee, a receipt shall be obtained. This receipt shall be attached to the death report.

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328.2.3 DEATH NOTIFICATION

When practical, and if not handled by the Coroner's Office, notification to the next-of-kin of the deceased person shall be made, in person, by the officer assigned to the incident. If the next-of-kin lives in another jurisdiction, a law enforcement official from that jurisdiction shall be requested to make the personal notification. If the relatives live outside this county, the Coroner may be requested to make the notification. The Coroner needs to know if notification has been made. Assigned detectives may need to talk to the next-of-kin.

328.2.4 REPORTING

All incidents involving a death shall be documented on the appropriate form.

328.2.5 SUSPECTED HOMICIDE

If the initially assigned officer suspects that the death involves a homicide or other suspicious circumstances, the officer shall take steps to protect the scene. The Investigative Division shall be notified to determine the possible need for an investigator to respond to the scene.

If the on-scene supervisor, through consultation with the Watch Commander or Investigative Division supervisor, is unable to determine the manner of death, the investigation shall proceed as though it is a homicide.

The investigator assigned to investigate a homicide or death that occurred under suspicious circumstances may, with the approval of their supervisor, request the Coroner to conduct physical examinations and tests, and to provide a report.

328.2.6 EMPLOYMENT-RELATED DEATHS OR INJURIES

Any member of this agency who responds to a death, serious illness, or serious injury and determines that it has occurred as a result of an accident at or in connection with the victim's employment shall ensure that the nearest office of Cal-OSHA is notified by telephone immediately or as soon as practicable with all pertinent information (8 CCR 342(b)).

328.2.7 DEATHS OF VICTIMS WITH AN IDENTIFIABLE HISTORY OF VICTIMIZED DOMESTIC VIOLENCE

Prior to making any findings as to the manner and cause of death of a deceased individual with an identifiable history of being victimized by domestic violence, investigating officers should consider factors identified in Penal Code § 679.07 (e.g., premature or untimely death, partner wanting to end relationship, scene gives appearance of death due to suicide or accident) and proceed with the investigation according to the code's requirements.

328.3 POLICY

It is the policy of the El Segundo Police Department to respond to, document, and investigate incidents where a person is deceased. Investigations involving the death of a person, including deaths from natural causes, accidents, workplace incidents, suicide, and homicide, shall be initiated, conducted, and properly documented.

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Identity Theft

329.1 PURPOSE AND SCOPE

Identity theft is a growing trend that frequently involves related crimes in multiple jurisdictions. This policy is intended to provide guidelines for the reporting and investigation of such crimes.

329.2 REPORTING

(a) In an effort to maintain uniformity in reporting, officers presented with the crime of identity theft (Penal Code § 530.6) shall initiate a report for victims residing within the jurisdiction of this department when the crime occurred. For incidents of identity theft occurring outside this jurisdiction, officers should observe the following:

1. For any victim not residing within this jurisdiction, the officer may either take a courtesy report to be forwarded to the victim's residence agency or the victim should be encouraged to promptly report the identity theft to the law enforcement agency where he or she resides.

(b) While the crime of identity theft should be reported to the law enforcement agency where the victim resides, officers of this department should investigate and report crimes occurring within this jurisdiction which have resulted from the original identity theft (e.g., the identity theft occurred elsewhere, but the credit card fraud occurred and is reported in this jurisdiction).

(c) Officers should include all known incidents of fraudulent activity (e.g., credit card number applied for in victim's name when the victim has never made such an application).

(d) Officers should also cross-reference all known reports made by the victim (e.g., U.S. Secret Service, credit reporting bureaus, U.S. Postal Service and DMV) with all known report numbers.

(e) The reporting officer should inform victims of identity theft that the California Identity Theft Registry is available to help those who are wrongly linked to crimes. The registry can be checked by law enforcement and other authorized persons to investigate whether a criminal history or want was created in the victim's name (Penal Code § 530.7). Information regarding the California Identity Theft Registry can be obtained by calling toll free (888) 880-0240.

(f) Following supervisory review and department processing, the initial report should be forwarded to the appropriate detective for follow up investigation, coordination with other agencies and prosecution as circumstances dictate.

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Private Persons Arrests

331.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance for the handling of private person's arrests made pursuant to Penal Code § 837.

331.2 ADVISING PRIVATE PERSONS OF THE ARREST PROCESS

Penal Code § 836(b) expressly mandates that all officers shall advise victims of domestic violence of the right to make a private person's arrest, including advice on how to safely execute such an arrest. In all other situations, officers should use sound discretion in determining whether or not to advise an individual of the arrest process.

(a) When advising any individual regarding the right to make a private person's arrest, officers should refrain from encouraging or dissuading any individual from making such an arrest and should instead limit advice to the legal requirements for such an arrest as listed below.

(b) Private individuals should be discouraged from using force to effect a private person's arrest, and absent immediate threat to their own safety or the safety of others, private individuals should be encouraged to refer matters to law enforcement officials for further investigation or arrest.

331.3 ARRESTS BY PRIVATE PERSONS

Penal Code § 837 provides that a private person may arrest another:

(a) For a public offense committed or attempted in his or her presence;

(b) When the person arrested has committed a felony, although not in his or her presence;

(c) When a felony has been in fact committed, and he or she has reasonable cause for believing the person arrested has committed it.

Unlike peace officers, private persons may not make an arrest on suspicion that a felony has been committed - the felony must in fact have taken place.

331.4 OFFICER RESPONSIBILITIES

Any officer presented with a private person wishing to make an arrest must determine whether or not there is reasonable cause to believe that such an arrest would be lawful (Penal Code § 847).

(a) Should any officer determine that there is no reasonable cause to believe that a private person's arrest is lawful, the officer should take no action to further detain or restrain the individual beyond that which reasonably appears necessary to investigate the matter, determine the lawfulness of the arrest and protect the public safety.

1. Any officer who determines that a private person's arrest appears to be unlawful should promptly release the arrested individual pursuant to Penal Code § 849(b)(1). The officer must include the basis of such a determination in a related report.

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2. Absent reasonable cause to support a private person's arrest or other lawful grounds to support an independent arrest by the officer, the officer should advise the parties that no arrest will be made and that the circumstances will be documented in a related report.

(b) Whenever an officer determines that there is reasonable cause to believe that a private person's arrest is lawful, the officer may exercise any of the following options:

1. Take the individual into physical custody for booking
2. Release the individual pursuant to a Notice to Appear
3. Release the individual pursuant to Penal Code § 849

331.5 REPORTING REQUIREMENTS

In all circumstances in which a private person is claiming to have made an arrest, the individual must complete and sign a department Private Person's Arrest form under penalty of perjury.

In addition to the Private Person's Arrest Form (and any other related documents such as citations, booking forms, etc.), officers shall complete a narrative report regarding the circumstances and disposition of the incident.

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Limited English Proficiency Services

333.1 PURPOSE AND SCOPE

This policy provides guidance to members when communicating with individuals with limited English proficiency (LEP) (42 USC § 2000d).

333.1.1 DEFINITIONS

Definitions related to this policy include:

Authorized interpreter - A person who has been screened and authorized by the Department to act as an interpreter and/or translator for others.

Interpret or interpretation - The act of listening to a communication in one language (source language) and orally converting it to another language (target language), while retaining the same meaning.

Limited English proficient (LEP) - Any individual whose primary language is not English and who has a limited ability to read, write, speak or understand English. These individuals may be competent in certain types of communication (e.g., speaking or understanding) but still be LEP for other purposes (e.g., reading or writing). Similarly, LEP designations are context-specific; an individual may possess sufficient English language skills to function in one setting but these skills may be insufficient in other situations.

Qualified bilingual member - A member of the El Segundo Police Department, designated by the Department, who has the ability to communicate fluently, directly and accurately in both English and another language. Bilingual members may be fluent enough to communicate in a non-English language but may not be sufficiently fluent to interpret or translate from one language into another.

Translate or translation - The replacement of written text from one language (source language) into an equivalent written text (target language).

333.2 POLICY

It is the policy of the El Segundo Police Department to reasonably ensure that LEP individuals have meaningful access to law enforcement services, programs and activities, while not imposing undue burdens on its members.

The Department will not discriminate against or deny any individual access to services, rights or programs based upon national origin or any other protected interest or right.

333.3 LEP COORDINATOR

The Chief of Police may delegate certain responsibilities to an LEP Coordinator. The LEP Coordinator would be appointed by, and directly responsible to, the Field Operations Bureau Commander or the authorized designee.

The responsibilities of the LEP Coordinator include, but are not limited to:

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(a) Coordinating and implementing all aspects of the El Segundo Police Department's LEP services to LEP individuals.

(b) Developing procedures that will enable members to access LEP services, including telephonic interpreters, and ensuring the procedures are available to all members.

(c) Ensuring that a list of all qualified bilingual members and authorized interpreters is maintained and available to each Watch Commander. The list should include information regarding the following:

1. Languages spoken
2. Contact information

(d) Reviewing existing and newly developed documents to determine which are vital documents and should be translated, and into which languages the documents should be translated.

(e) Annually assessing demographic data and other resources, including contracted language services utilization data and community-based organizations, to determine if there are additional documents or languages that are appropriate for translation.

(f) Identifying standards and assessments to be used by the Department to qualify individuals as qualified bilingual members or authorized interpreters.

(g) Periodically reviewing efforts of the Department in providing meaningful access to LEP individuals, and, as appropriate, developing reports, new procedures or recommending modifications to this policy.

(h) Receiving and responding to complaints regarding department LEP services.

(i) Ensuring appropriate processes are in place to provide for the prompt and equitable resolution of complaints and inquiries regarding discrimination in access to department services, programs and activities.

333.4 FOUR-FACTOR ANALYSIS

Since there are many different languages that members could encounter, the Department will utilize the four-factor analysis outlined in the U.S. Department of Justice (DOJ) Guidance to Federal Financial Assistance Recipients, available at the DOJ website, to determine which measures will provide meaningful access to its services and programs. It is recognized that law enforcement contacts and circumstances will vary considerably. This analysis, therefore, must remain flexible and will require an ongoing balance of four factors, which are:

(a) The number or proportion of LEP individuals eligible to be served or likely to be encountered by department members, or who may benefit from programs or services within the jurisdiction of the Department or a particular geographic area.

(b) The frequency with which LEP individuals are likely to come in contact with department members, programs or services.

(c) The nature and importance of the contact, program, information or service provided.

(d) The cost of providing LEP assistance and the resources available.

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333.5 TYPES OF LEP ASSISTANCE AVAILABLE

El Segundo Police Department members should never refuse service to an LEP individual who is requesting assistance, nor should they require an LEP individual to furnish an interpreter as a condition for receiving assistance. The Department will make every reasonable effort to provide meaningful and timely assistance to LEP individuals through a variety of services.

The Department will utilize all reasonably available tools, such as language identification cards, when attempting to determine an LEP individual's primary language.

LEP individuals may choose to accept department-provided LEP services at no cost or they may choose to provide their own.

Department-provided LEP services may include, but are not limited to, the assistance methods described in this policy.

333.6 WRITTEN FORMS AND GUIDELINES

Vital documents or those that are frequently used should be translated into languages most likely to be encountered. The LEP Coordinator will arrange to make these translated documents available to members and other appropriate individuals, as necessary.

333.7 AUDIO RECORDINGS

The Department may develop audio recordings of important or frequently requested information in a language most likely to be understood by those LEP individuals who are representative of the community being served.

333.8 QUALIFIED BILINGUAL MEMBERS

Bilingual members may be qualified to provide LEP services when they have demonstrated through established department procedures a sufficient level of skill and competence to fluently communicate in both English and a non-English language. Members utilized for LEP services must demonstrate knowledge of the functions of an interpreter/translator and the ethical issues involved when acting as a language conduit. Additionally, bilingual members must be able to communicate technical and law enforcement terminology, and be sufficiently proficient in the non-English language to perform complicated tasks, such as conducting interrogations, taking statements, collecting evidence or conveying rights or responsibilities.

When a qualified bilingual member from this department is not available, personnel from other City departments, who have been identified by the Department as having the requisite skills and competence, may be requested.

333.9 AUTHORIZED INTERPRETERS

Any person designated by the Department to act as an authorized interpreter and/or translator must have demonstrated competence in both English and the involved non-English language, must have an understanding of the functions of an interpreter that allows for correct and effective translation, and should not be a person with an interest in the department case or investigation involving the LEP individual. A person providing interpretation or translation services may be

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required to establish the accuracy and trustworthiness of the interpretation or translation in a court proceeding.

Authorized interpreters must pass a screening process established by the LEP Coordinator which demonstrates that their skills and abilities include:

(a) The competence and ability to communicate information accurately in both English and in the target language.

(b) Knowledge, in both languages, of any specialized terms or concepts peculiar to this department and of any particularized vocabulary or phraseology used by the LEP individual.

(c) The ability to understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.

(d) Knowledge of the ethical issues involved when acting as a language conduit.

333.9.1 SOURCES OF AUTHORIZED INTERPRETERS

The Department may contract with authorized interpreters who are available over the telephone. Members may use these services with the approval of a supervisor and in compliance with established procedures.

Other sources may include:

- Qualified bilingual members of this department or personnel from other City departments.
- Individuals employed exclusively to perform interpretation services.
- Contracted in-person interpreters, such as state or federal court interpreters, among others.
- Interpreters from other agencies who have been qualified as interpreters by this department, and with whom the Department has a resource-sharing or other arrangement that they will interpret according to department guidelines.

333.9.2 COMMUNITY VOLUNTEERS AND OTHER SOURCES OF LANGUAGE ASSISTANCE

Language assistance may be available from community volunteers who have demonstrated competence in either monolingual (direct) communication and/or in interpretation or translation (as noted in above), and have been approved by the Department to communicate with LEP individuals.

Where qualified bilingual members or other authorized interpreters are unavailable to assist, approved community volunteers who have demonstrated competence may be called upon when appropriate. However, department members must carefully consider the nature of the contact and the relationship between the LEP individual and the volunteer to ensure that the volunteer can provide neutral and unbiased assistance.

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While family or friends of an LEP individual may offer to assist with communication or interpretation, members should carefully consider the circumstances before relying on such individuals. For example, children should not be relied upon except in exigent or very informal and non-confrontational situations.

333.10 CONTACT AND REPORTING

While all law enforcement contacts, services and individual rights are important, this department will utilize the four-factor analysis to prioritize service to LEP individuals so that such services may be targeted where they are most needed, according to the nature and importance of the particular law enforcement activity involved.

Whenever any member of this department is required to complete a report or other documentation, and interpretation services are provided to any involved LEP individual, such services should be noted in the related report. Members should document the type of interpretation services utilized and whether the individual elected to use services provided by the Department or some other identified source.

333.11 RECEIVING AND RESPONDING TO REQUESTS FOR ASSISTANCE

The El Segundo Police Department will take reasonable steps and will work with the Human Resources to develop in-house language capacity by hiring or appointing qualified members proficient in languages representative of the community being served.

333.11.1 EMERGENCY CALLS TO 9-1-1

Department members will make every reasonable effort to promptly accommodate LEP individuals utilizing 9-1-1 lines. When a 9-1-1 call-taker receives a call and determines that the caller is an LEP individual, the call-taker shall quickly determine whether sufficient information can be obtained to initiate an appropriate emergency response. If language assistance is still needed, the language is known and a qualified bilingual member is available in the Dispatch Center, the call shall immediately be handled by the qualified bilingual member.

If a qualified bilingual member is not available or the call-taker is unable to identify the caller's language, the call-taker will contact the contracted telephone interpretation service and establish a three-way call between the call-taker, the LEP individual and the interpreter.

Dispatchers will make every reasonable effort to dispatch a qualified bilingual member to the assignment, if available and appropriate.

While 9-1-1 calls shall receive top priority, reasonable efforts should also be made to accommodate LEP individuals seeking routine access to services and information by utilizing the resources listed in this policy.

333.12 FIELD ENFORCEMENT

Field enforcement will generally include such contacts as traffic stops, pedestrian stops, serving warrants and restraining orders, crowd/traffic control and other routine field contacts that may involve LEP individuals. The scope and nature of these activities and contacts will inevitably vary.

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Members and/or supervisors must assess each situation to determine the need and availability of language assistance to all involved LEP individuals and utilize the methods outlined in this policy to provide such assistance.

Although not every situation can be addressed in this policy, it is important that members are able to effectively communicate the reason for a contact, the need for information and the meaning or consequences of any enforcement action. For example, it would be meaningless to request consent to search if the officer is unable to effectively communicate with an LEP individual.

If available, officers should obtain the assistance of a qualified bilingual member or an authorized interpreter before placing an LEP individual under arrest.

333.13 INVESTIGATIVE FIELD INTERVIEWS

In any situation where an interview may reveal information that could be used as the basis for arrest or prosecution of an LEP individual and a qualified bilingual member is unavailable or lacks the skills to directly communicate with the LEP individual, an authorized interpreter should be used. This includes interviews conducted during an investigation with victims, witnesses and suspects. In such situations, audio recordings of the interviews should be made when reasonably possible. Identification and contact information for the interpreter (e.g., name, address) should be documented so that the person can be subpoenaed for trial if necessary.

If an authorized interpreter is needed, officers should consider calling for an authorized interpreter in the following order:

- An authorized department member or allied agency interpreter
- An authorized telephone interpreter
- Any other authorized interpreter

Any *Miranda* warnings shall be provided to suspects in their primary language by an authorized interpreter or, if the suspect is literate, by providing a translated *Miranda* warning card.

The use of an LEP individual's bilingual friends, family members, children, neighbors or bystanders may be used only when a qualified bilingual member or authorized interpreter is unavailable and there is an immediate need to interview an LEP individual.

333.14 CUSTODIAL INTERROGATIONS

Miscommunication during custodial interrogations may have a substantial impact on the evidence presented in a criminal prosecution. Only qualified bilingual members or, if none is available or appropriate, authorized interpreters shall be used during custodial interrogations. *Miranda* warnings shall be provided to suspects in their primary language by the qualified bilingual member or an authorized interpreter.

In order to ensure that translations during custodial interrogations are accurately documented and are admissible as evidence, interrogations should be recorded whenever reasonably possible. See guidance on recording custodial interrogations in the Investigation and Prosecution Policy.

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333.15 BOOKINGS

When gathering information during the booking process, members should remain alert to the impediments that language barriers can create. In the interest of the arrestee's health and welfare, the safety and security of the facility, and to protect individual rights, it is important that accurate medical screening and booking information be obtained. Members should seek the assistance of a qualified bilingual member whenever there is concern that accurate information cannot be obtained or that booking instructions may not be properly understood by an LEP individual.

333.16 COMPLAINTS

The Department shall ensure that LEP individuals who wish to file a complaint regarding members of this department are able to do so. The Department may provide an authorized interpreter or translated forms, as appropriate. Complaints will be referred to the LEP Coordinator.

Investigations into such complaints shall be handled in accordance with the Personnel Complaints Policy. Authorized interpreters used for any interview with an LEP individual during an investigation should not be members of this department.

Any notice required to be sent to an LEP individual as a complaining party pursuant to the Personnel Complaints Policy should be translated or otherwise communicated in a language-accessible manner.

333.17 COMMUNITY OUTREACH

Community outreach programs and other such services offered by this department are important to the ultimate success of more traditional law enforcement duties. This department will continue to work with community groups, local businesses and neighborhoods to provide equal access to such programs and services.

333.18 TRAINING

To ensure that all members who may have contact with LEP individuals are properly trained, the Department will provide periodic training on this policy and related procedures, including how to access department-authorized telephonic and in-person interpreters and other available resources.

The Training Sergeant shall be responsible for ensuring new members receive LEP training. Those who may have contact with LEP individuals should receive refresher training at least once every two years thereafter. The Training Sergeant shall maintain records of all LEP training provided, and will retain a copy in each member's training file in accordance with established records retention schedules.

333.18.1 TRAINING FOR AUTHORIZED INTERPRETERS

All members on the authorized interpreter list must successfully complete prescribed interpreter training. To complete interpreter training successfully, an interpreter must demonstrate proficiency in and ability to communicate information accurately in both English and in the target language, demonstrate knowledge in both languages of any specialized terms or phraseology, and

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understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.

Members on the authorized interpreter list must receive refresher training annually or they will be removed from the authorized interpreter list. This annual training should include language skills competency (including specialized terminology) and ethical considerations.

The Training Sergeant shall be responsible for coordinating the annual refresher training and will maintain a record of all training the interpreters have received.

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Mandatory Employer Notification

334.1 PURPOSE AND SCOPE

The purpose of this policy is to describe the requirements and procedures to follow when a public or private school employee (teacher and non-teacher) has been arrested under certain circumstances.

334.2 POLICY

The El Segundo Police Department will meet the reporting requirements of California law to minimize the risks to children and others.

334.3 MANDATORY SCHOOL EMPLOYEE ARREST REPORTING

In the event a school employee is arrested for any offense enumerated below, the Chief of Police or his/her designee is required to report the arrest as follows.

334.3.1 ARREST OF PUBLIC SCHOOL TEACHER

In the event a public school teacher is arrested for any controlled substance offense enumerated in Health and Safety Code § 11591 or Health and Safety Code § 11364, in so far as that section relates to Health and Safety Code § 11054(d)(12), or for any of the offenses enumerated in Penal Code § 290, Penal Code § 261(a), or Education Code § 44010, the Chief of Police or his/her designee is mandated to immediately notify by telephone the superintendent of the school district employing the teacher and to immediately give written notice of the arrest to the Commission on Teacher Credentialing and to the superintendent of schools in the county where the person is employed (Health and Safety Code § 11591; Penal Code § 291).

334.3.2 ARREST OF PUBLIC SCHOOL NON-TEACHER EMPLOYEE

In the event a public school non-teacher employee is arrested for any controlled substance offense enumerated in Health and Safety Code § 11591 or Health and Safety Code § 11364, in so far as that section relates to Health and Safety Code § 11054(d)(12), or for any of the offenses enumerated in Penal Code § 290, Penal Code § 261(a), or Education Code § 44010, the Chief of Police or his/her designee is mandated to immediately notify by telephone the superintendent of the school district employing the non-teacher and to immediately give written notice of the arrest to the governing board of the school district employing the person (Health and Safety Code § 11591; Penal Code § 291).

334.3.3 ARREST OF PRIVATE SCHOOL TEACHER

In the event a private school teacher is arrested for any controlled substance offense enumerated in Health and Safety Code § 11591 or Health and Safety Code § 11364, in so far as that section relates to Health and Safety Code § 11054(d)(12), or for any of the offenses enumerated in Penal Code § 290 or Education Code § 44010, the Chief of Police or his/her designee is mandated to immediately notify by telephone the private school authority employing the teacher and to immediately give written notice of the arrest to the private school authority employing the teacher (Health and Safety Code § 11591; Penal Code § 291.1).

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334.3.4 ARREST OF COMMUNITY COLLEGE INSTRUCTOR

In the event a teacher or instructor employed in a community college district school is arrested for any controlled substance offense enumerated in Health and Safety Code § 11591.5 or Health and Safety § 11364, in so far as that section relates to Health and Safety Code § 11054(d)(9), or for any of the offenses enumerated in Penal Code § 290 or in Penal Code § 261(a)(1), the Chief of Police or the authorized designee is mandated to immediately notify by telephone the superintendent of the community college district employing the person, and shall immediately give written notice of the arrest to the California Community Colleges Chancellor's Office (Health and Safety Code § 11591.5; Penal Code § 291.5).

334.4 ARREST OF PERSONS EMPLOYED IN COMMUNITY CARE FACILITIES

In the event an employee of a community treatment facility, a day treatment facility, a group home, a short-term residential therapeutic program or a foster family agency is arrested for child abuse (as defined in Penal Code § 11165.6) and the employee is free to return to work where children are present, the investigating member shall notify the licensee of the charge of abuse (Health and Safety Code § 1522.2).

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Biological Samples

335.1 PURPOSE AND SCOPE

This policy provides guidelines for the collection of biological samples from those individuals required to provide samples upon conviction or arrest for certain offenses. This policy does not apply to biological samples collected at a crime scene or taken from a person in conjunction with a criminal investigation. Nor does it apply to biological samples from those required to register, for example, sex offenders.

335.2 POLICY

The El Segundo Police Department will assist in the expeditious collection of required biological samples from offenders in accordance with the laws of this state and with as little reliance on force as practicable.

335.3 PERSONS SUBJECT TO DNA COLLECTION

Those who must submit a biological sample include (Penal Code § 296):

(a) A person, including a juvenile, upon conviction or other adjudication of any felony offense.

(b) A person, including a juvenile, upon conviction or other adjudication of any offense if the person has a prior felony on record.

(c) An adult arrested or charged with any felony.

335.4 PROCEDURE

When an individual is required to provide a biological sample, a trained employee shall obtain the sample in accordance with this policy.

335.4.1 COLLECTION

The following steps should be taken to collect a sample:

(a) Verify that the individual is required to provide a sample pursuant to Penal Code § 296; Penal Code § 296.1.

(b) Verify that a biological sample has not been previously collected from the offender by querying the individual's criminal history record for a DNA collection flag or, during regular business hours, calling the California Department of Justice (DOJ) designated DNA laboratory. There is no need to obtain a biological sample if one has been previously obtained.

(c) Use a DNA buccal swab collection kit provided by the California DOJ to perform the collection and take steps to avoid cross contamination.

335.5 USE OF FORCE TO OBTAIN SAMPLES

If a person refuses to cooperate with the sample collection process, officers should attempt to identify the reason for refusal and seek voluntary compliance without resorting to using force. Force will not be used in the collection of samples except as authorized by court order and only

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with the approval of a supervisor. Methods to consider when seeking voluntary compliance include contacting:

(a) The person's parole or probation officer when applicable.

(b) The prosecuting attorney to seek additional charges against the person for failure to comply or to otherwise bring the refusal before a judge.

(c) The judge at the person's next court appearance.

(d) The person's attorney.

(e) A chaplain.

(f) Another custody facility with additional resources, where an arrestee can be transferred to better facilitate sample collection.

(g) A supervisor who may be able to authorize custodial disciplinary actions to compel compliance, if any are available.

The supervisor shall review and approve any plan to use force and be present to document the process.

335.5.1 VIDEO RECORDING

A video recording should be made anytime force is used to obtain a biological sample. The recording should document all staff participating in the process, in addition to the methods and all force used during the collection. The recording should be part of the investigation file, if any, or otherwise retained in accordance with the department’s records retention schedule (15 CCR 1059).

335.5.2 CELL EXTRACTIONS

If the use of force includes a cell extraction, the extraction shall be video recorded, including audio. Video shall be directed at the cell extraction event. The video recording shall be retained by the Department for the length of time required by statute. Notwithstanding the use of the video as evidence in a criminal proceeding, the tape shall be retained administratively (15 CCR 1059).

335.6 LEGAL MANDATES AND RELEVANT LAWS

California law provides for the following:

335.6.1 DOCUMENTATION RELATED TO FORCE

The Watch Commander or the on-duty authorized designee shall prepare prior written authorization for the use of any force (15 CCR 1059). The written authorization shall include information that the subject was asked to provide the requisite specimen, sample, or impression and refused, as well as the related court order authorizing the force.

335.6.2 BLOOD SAMPLES

A blood sample should only be obtained under this policy when:

(a) The California DOJ requests a blood sample and the subject consents, or

(b) A court orders a blood sample following a refusal.

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The withdrawal of blood may only be performed in a medically approved manner by health care providers trained and qualified to draw blood. A California DOJ collection kit shall be used for this purpose (Penal Code § 298(a); Penal Code § 298(b)(2)).

335.6.3 LITIGATION

The Chief of Police or authorized designee should notify the California DOJ's DNA Legal Unit in the event this department is named in a lawsuit involving the DNA Data Bank sample collection, sample use or any aspect of the state's DNA Data Bank Program.

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Chaplains

336.1 PURPOSE AND SCOPE

This policy establishes the guidelines for El Segundo Police Department chaplains to provide counseling or emotional support to members of the Department, their families and members of the public.

336.2 POLICY

The El Segundo Police Department shall ensure that department chaplains are properly appointed, trained and supervised to carry out their responsibilities without financial compensation.

336.3 ELIGIBILITY

Requirements for participation as a chaplain for the Department may include, but are not limited to:

(a) Being above reproach, temperate, prudent, respectable, hospitable, able to teach, be free from addiction to alcohol or other drugs, and excessive debt.

(b) Managing their households, families and personal affairs well.

(c) Having a good reputation in the community.

(d) Successful completion of an appropriate-level background investigation.

(e) A minimum of five years of successful counseling experience.

(f) Possession of a valid driver license.

The Chief of Police may apply exceptions for eligibility based on organizational needs and the qualifications of the individual.

336.4 RECRUITMENT, SELECTION AND APPOINTMENT

The El Segundo Police Department shall endeavor to recruit and appoint only those applicants who meet the high ethical, moral and professional standards set forth by this department.

All applicants shall be required to meet and pass the same pre-employment procedures as department volunteer personnel before appointment.

336.4.1 SELECTION AND APPOINTMENT

Chaplain candidates shall successfully complete the following process prior to appointment as a chaplain:

(a) Submit the appropriate written application.

(b) Include a recommendation from current church board or council.

(c) Interview with the Chief of Police and the chaplain coordinator.

(d) Successfully complete an appropriate-level background investigation.

(e) Complete an appropriate probationary period as designated by the Chief of Police.

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Chaplains are volunteers and serve at the discretion of the Chief of Police. Chaplains shall have no property interest in continued appointment. However, if a chaplain is removed for alleged misconduct, the chaplain will be afforded an opportunity solely to clear his/her name through a liberty interest hearing, which shall be limited to a single appearance before the Chief of Police or the authorized designee.

336.5 IDENTIFICATION AND UNIFORMS

As representatives of the Department, chaplains are responsible for presenting a professional image to the community. Chaplains shall dress appropriately for the conditions and performance of their duties. Uniforms and necessary safety equipment will be provided for each chaplain. Identification symbols worn by chaplains shall be different and distinct from those worn by officers through the inclusion of "Chaplain" on the uniform and not reflect any religious affiliation.

Chaplains will be issued El Segundo Police Department identification cards, which must be carried at all times while on-duty. The identification cards will be the standard El Segundo Police Department identification cards, with the exception that “Chaplain” will be indicated on the cards. Chaplains shall be required to return any issued uniforms or department property at the termination of service.

Chaplains shall conform to all uniform regulations and appearance standards of this department.

336.6 CHAPLAIN COORDINATOR

The Community Engagement Division supervisors are designated as chaplain coordinators. The coordinator shall be appointed by and directly responsible to the Administrative Services Bureau Commander or the authorized designee.

The chaplain coordinator shall serve as the liaison between the chaplains and the Chief of Police. The function of the coordinator is to provide a central coordinating point for effective chaplain management within the Department, and to direct and assist efforts to jointly provide more productive chaplain services. Under the general direction of the Chief of Police or the authorized designee, chaplains shall report to the chaplain coordinator and/or Watch Commander.

The chaplain coordinator may appoint a senior chaplain or other designee to assist in the coordination of chaplains and their activities.

The responsibilities of the coordinator or the authorized designee include, but are not limited to:

(a) Recruiting, selecting and training qualified chaplains.

(b) Conducting chaplain meetings.

(c) Establishing and maintaining a chaplain callout roster.

(d) Maintaining records for each chaplain.

(e) Tracking and evaluating the contribution of chaplains.

(f) Maintaining a record of chaplain schedules and work hours.

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(g) Completing and disseminating, as appropriate, all necessary paperwork and information.

(h) Planning periodic recognition events.

(i) Maintaining liaison with other agency chaplain coordinators.

An evaluation of the overall use of chaplains will be conducted on an annual basis by the coordinator.

336.7 DUTIES AND RESPONSIBILITIES

Chaplains assist the Department, its members and the community, as needed. Assignments of chaplains will usually be to augment the Field Operations Bureau. Chaplains may be assigned to other areas within the Department as needed. Chaplains should be placed only in assignments or programs that are consistent with their knowledge, skills, abilities and the needs of the Department.

All chaplains will be assigned to duties by the chaplain coordinator or the authorized designee.

Chaplains may not proselytize or attempt to recruit members of the Department or the public into a religious affiliation while representing themselves as chaplains with this department. If there is any question as to the receiving person's intent, chaplains should verify that the person is desirous of spiritual counseling or guidance before engaging in such discussion.

Chaplains may not accept gratuities for any service or any subsequent actions or follow-up contacts that were provided while functioning as a chaplain for the El Segundo Police Department.

336.7.1 COMPLIANCE

Chaplains are volunteer members of this department, and except as otherwise specified within this policy, are required to comply with the Volunteer Program Policy and other applicable policies.

336.7.2 OPERATIONAL GUIDELINES

(a) Chaplains will be scheduled to be on-call for the period designated by the chaplain coordinator.

(b) Generally, each chaplain will serve with El Segundo Police Department personnel a minimum of eight hours per month.

(c) At the end of each monththe chaplain coordinator will complete a chaplain activity report and submit it to the Chief of Police or the authorized designee.

(d) Chaplains shall be permitted to ride with officers during any shift and observe El Segundo Police Department operations, provided the Watch Commander has been notified and has approved the activity.

(e) Chaplains shall not be evaluators of members of the Department.

(f) In responding to incidents, a chaplain shall never function as an officer.

(g) When responding to in-progress calls for service, chaplains may be required to stand-by in a secure area until the situation has been deemed safe.

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(h) Chaplains shall serve only within the jurisdiction of the El Segundo Police Department unless otherwise authorized by the Chief of Police or the authorized designee.

(i) Each chaplain shall have access to current department member rosters, addresses, telephone numbers, duty assignments and other information that may assist in his/her duties. Such information will be considered confidential and each chaplain will exercise appropriate security measures to prevent distribution of the data.

336.7.3 ASSISTING DEPARTMENT MEMBERS

The responsibilities of a chaplain related to department members include, but are not limited to:

(a) Assisting in making notification to families of members who have been seriously injured or killed and, after notification, responding to the hospital or home of the member.

(b) Visiting sick or injured members in the hospital or at home.

(c) Attending and participating, when requested, in funerals of active or retired members.

(d) Serving as a resource for members when dealing with the public in incidents, such as accidental deaths, suicides, suicidal subjects, serious accidents, drug and alcohol abuse and other such situations that may arise.

(e) Providing counseling and support for members and their families.

(f) Being alert to the needs of members and their families.

336.7.4 ASSISTING THE DEPARTMENT

The responsibilities of a chaplain related to this department include, but are not limited to:

(a) Assisting members in the diffusion of a conflict or incident, when requested.

(b) Responding to natural and accidental deaths, suicides and attempted suicides, family disturbances and any other incident that in the judgment of the Watch Commander or supervisor aids in accomplishing the mission of the Department.

(c) Responding to all major disasters, such as natural disasters, bombings and similar critical incidents.

(d) Being on-call and, if possible, on-duty during major demonstrations or any public function that requires the presence of a large number of department members.

(e) Attending department and academy graduations, ceremonies and social events and offering invocations and benedictions, as requested.

(f) Participating in in-service training classes.

(g) Willingness to train others to enhance the effectiveness of the Department.

336.7.5 ASSISTING THE COMMUNITY

The duties of a chaplain related to the community include, but are not limited to:

(a) Fostering familiarity with the role of law enforcement in the community.

(b) Providing an additional link between the community, other chaplain coordinators and the Department.

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(c) Providing liaison with various civic, business and religious organizations.

(d) Promptly facilitating requests for representatives or leaders of various denominations.

(e) Assisting the community in any other function as needed or requested.

(f) Making referrals in cases where specialized attention is needed or in cases that are beyond the chaplain's ability to assist.

336.7.6 CHAPLAIN MEETINGS

All chaplains are required to attend scheduled meetings. Any absences must be satisfactorily explained to the chaplain coordinator.

336.8 PRIVILEGED COMMUNICATIONS

Department chaplains shall be familiar with state evidentiary laws and rules pertaining to the limits of the clergy-penitent, psychotherapist-patient and other potentially applicable privileges and shall inform members when it appears reasonably likely that the member is discussing matters that are not subject to privileged communications. In such cases, the chaplain should consider referring the member to a non-department counseling resource.

No chaplain shall provide counsel to or receive confidential communications from any El Segundo Police Department member concerning an incident personally witnessed by the chaplain or concerning an incident involving the chaplain.

336.9 TRAINING

The Department will establish a minimum number of training hours and standards for department chaplains. The training, as approved by the Training Sergeant, may include:

- Stress management
- Death notifications
- Symptoms of post-traumatic stress
- Burnout for members of law enforcement and chaplains
- Legal liability and confidentiality
- Ethics
- Responding to crisis situations
- The law enforcement family
- Substance abuse
- Suicide
- Officer injury or death
- Sensitivity and diversity

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Child and Dependent Adult Safety

337.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that children and dependent adults are not left without appropriate care in the event their caregiver or guardian is arrested or otherwise prevented from providing care due to actions taken by members of this department (Penal Code § 833.2(a)).

This policy does not address the actions to be taken during the course of a child abuse or dependent adult investigation. These are covered in the Child Abuse and Senior and Disability Victimization policies.

337.2 POLICY

It is the policy of this department to mitigate, to the extent reasonably possible, the stressful experience individuals may have when their parent or caregiver is arrested. The El Segundo Police Department will endeavor to create a strong, cooperative relationship with local, state and community-based social services to ensure an effective, collaborative response that addresses the needs of those affected, including call-out availability and follow-up responsibilities.

337.3 PROCEDURES DURING AN ARREST

When encountering an arrest or prolonged detention situation, officers should make reasonable attempts to determine if the arrestee is responsible for children or dependent adults. In some cases this may be obvious, such as when children or dependent adults are present. However, officers should inquire if the arrestee has caregiver responsibilities for any children or dependent adults who are without appropriate supervision. The following steps should be taken (Penal Code § 13517.7(b)(1)):

(a) Inquire about and confirm the location of any children or dependent adults.

(b) Look for evidence of children and dependent adults. Officers should be mindful that some arrestees may conceal the fact that they have a dependent for fear the individual may be taken from them.

(c) Consider inquiring of witnesses, neighbors, friends and relatives of the arrestee as to whether the person is responsible for a child or dependent adult.

Whenever reasonably possible, officers should take reasonable steps to accomplish the arrest of a parent, guardian or caregiver out of the presence of his/her child or dependent adult. Removing children or dependent adults from the scene in advance of the arrest will generally ensure the best outcome for the individual.

Whenever it is safe to do so, officers should allow the parent or caregiver to assure children or dependent adults that they will be provided care. If this is not safe or if the demeanor of the parent or caregiver suggests this conversation would be non-productive, the officer at the scene should explain the reason for the arrest in age-appropriate language and offer reassurance to the child or dependent adult that he/she will receive appropriate care.

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337.3.1 AFTER AN ARREST

Whenever an arrest is made, the officer should take all reasonable steps to ensure the safety of the arrestee's disclosed or discovered children or dependent adults.

Officers should allow the arrestee reasonable time to arrange for care of children and dependent adults. Temporary placement with family or friends may be appropriate. However, any decision should give priority to a care solution that is in the best interest of the child or dependent adult. In such cases the following guidelines should be followed:

(a) Allow the person reasonable time to arrange for the care of children and dependent adults with a responsible party, as appropriate.

  1. Officers should consider allowing the person to use his/her cell phone to facilitate arrangements through access to contact phone numbers, and to lessen the likelihood of call screening by the recipients due to calls from unknown sources.

(b) Unless there is evidence to the contrary (e.g., signs of abuse, drug use, unsafe environment), officers should respect the parent or caregiver's judgment regarding arrangements for care. It is generally best if the child or dependent adult remains with relatives or family friends that he/she knows and trusts because familiarity with surroundings and consideration for comfort, emotional state and safety are important.

  1. Except when a court order exists limiting contact, the officer should attempt to locate and place children or dependent adults with the non-arrested parent, guardian or caregiver.

(c) Provide for the immediate supervision of children or dependent adults until an appropriate caregiver arrives.

(d) Notify Child Protective Services or the Division of Aging and Adult Services, if appropriate.

(e) Notify the field supervisor or Watch Commander of the disposition of children or dependent adults.

If children or dependent adults are at school or another known location outside the household at the time of arrest, the arresting officer should attempt to contact the school or other known location and inform the principal or appropriate responsible adult of the caregiver's arrest and of the arrangements being made for the care of the arrestee's dependent. The result of such actions should be documented in the associated report.

337.3.2 DURING THE BOOKING PROCESS

During the booking process the arrestee shall be allowed to make additional telephone calls to relatives or other responsible individuals as is reasonably necessary to arrange for the care of any child or dependent adult. These telephone calls should be given as soon as practicable and are in addition to any other telephone calls allowed by law (Penal Code § 851.5(c)).

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If an arrestee is unable to resolve the care of any child or dependent adult through this process, a supervisor should be contacted to determine the appropriate steps to arrange for care. These steps may include additional telephone calls or contacting a local, county or state services agency.

337.3.3 REPORTING

(a) For all arrests where children are present or living in the household, the reporting member will document the following information:

1. Name
2. Sex
3. Age
4. Special needs (e.g., medical, mental health)
5. How, where and with whom or which agency the child was placed
6. Identities and contact information for other potential caregivers
7. Notifications made to other adults (e.g., schools, relatives)

(b) For all arrests where dependent adults are present or living in the household, the reporting member will document the following information:

1. Name
2. Sex
3. Age
4. Whether he/she reasonably appears able to care for him/herself
5. Disposition or placement information if he/she is unable to care for him/herself

337.3.4 SUPPORT AND COUNSELING REFERRAL

If, in the judgment of the handling officers, the child or dependent adult would benefit from additional assistance, such as counseling services, contact with a victim advocate or a crisis telephone number, the appropriate referral information may be provided.

337.4 DEPENDENT WELFARE SERVICES

Whenever an arrestee is unwilling or incapable of arranging for the appropriate care of any child or dependent adult, the handling officer should contact the appropriate welfare service or other department-approved social service to determine whether protective custody is appropriate (Welfare and Institutions Code § 305).

Only when other reasonable options are exhausted should a child or dependent adult be transported to the police facility, transported in a marked patrol car, or taken into formal protective custody.

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Under no circumstances should a child or dependent adult be left unattended or without appropriate care.

337.5 TRAINING

The Training Sergeant is responsible to ensure that all personnel of this department who may be involved in arrests affecting children or dependent adults receive POST-approved training on effective safety measures when a parent, guardian or caregiver is arrested (Penal Code § 13517.7).

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Service Animals

338.1 PURPOSE AND SCOPE

The purpose of this policy is to provide the guidelines necessary to ensure that the rights of individuals who use service animals to assist with disabilities are protected in accordance with Title II of the Americans with Disabilities Act (ADA).

338.1.1 DEFINITIONS

Definitions related to this policy include:

Service animal - A dog that is trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a service animal must be directly related to the individual's disability (28 CFR 35.104; Civil Code § 54.1; Health and Safety Code § 113903).

Service animal also includes a miniature horse if the horse is trained to do work or perform tasks for people with disabilities, provided the horse is housebroken, is under the handler's control, the facility can accommodate the horse's type, size, and weight, and the horse's presence will not compromise legitimate safety requirements necessary for safe operation of the facility (28 CFR 35.136(i)).

338.2 POLICY

It is the policy of the El Segundo Police Department to provide equal access to services, programs, and activities of the Department to persons with service animals. Department members shall protect the rights of persons assisted by service animals in accordance with state and federal law. This protection extends to a person authorized to train a service dog (Civil Code § 54.2).

338.3 IDENTIFICATION AND USE OF SERVICE ANIMALS

Service animals that are assisting individuals with disabilities are permitted in all public facilities and areas where the general public is allowed. Department members are expected to treat individuals with service animals with the same courtesy and respect that the El Segundo Police Department affords to all members of the public (28 CFR 35.136).

Some service animals may be readily identifiable. However, many do not have a distinctive symbol, harness, or collar.

Service animals may be used in a number of ways to provide assistance, including:

- Guiding people who are blind or have low vision.
- Alerting people who are deaf or hard of hearing.
- Retrieving or picking up items, opening doors, or flipping switches for people who have limited use of their hands, arms, or legs.
- Pulling wheelchairs.
- Providing physical support and assisting with stability and balance.

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- Doing work or performing tasks for persons with traumatic brain injury, intellectual disabilities, or psychiatric disabilities, such as reminding a person with depression to take medication.
- Alerting a person with anxiety to the onset of panic attacks, providing tactile stimulation to calm a person with post-traumatic stress disorder, assisting people with schizophrenia to distinguish between hallucinations and reality, and helping people with traumatic brain injury to locate misplaced items or follow daily routines.

338.4 MEMBER RESPONSIBILITIES

Service animals that are assisting individuals with disabilities are permitted in all public facilities and areas where the general public is allowed. Department members are expected to treat individuals with service animals with the same courtesy and respect that the El Segundo Police Department affords to all members of the public (28 CFR 35.136).

338.4.1 INQUIRY

If it is apparent or if a member is aware that an animal is a service animal, the individual generally should not be asked any questions as to the status of the animal. If it is unclear whether an animal meets the definition of a service animal, the member should ask the individual only the following questions (28 CFR 35.136(f)):

- Is the animal required because of a disability?
- What task or service has the service animal been trained to perform?

If the individual explains that the animal is required because of a disability and has been trained to work or perform at least one task, the animal meets the definition of a service animal and no further questions as to the animal's status should be asked. The individual should not be questioned about his/her disability nor should the person be asked to provide any license, certification or identification card for the service animal.

338.4.2 CONTACT

Service animals are not pets. Department members should not interfere with the important work performed by a service animal by talking to, petting or otherwise initiating contact with a service animal.

338.4.3 REMOVAL

If a service animal is not housebroken or exhibits vicious behavior, poses a direct threat to the health of others, or unreasonably disrupts or interferes with normal business operations, an officer may direct the handler to remove the animal from the premises. Barking alone is not a threat nor does a direct threat exist if the person takes prompt, effective action to control the service animal (28 CFR 35.136(b)).

Each incident must be considered individually and past incidents alone are not cause for excluding a service animal. Removal of a service animal may not be used as a reason to refuse service to an individual with disabilities. Members of this department are expected to provide all services as are reasonably available to an individual with a disability, with or without a service animal.

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338.4.4 COMPLAINTS

When handling calls of a complaint regarding a service animal, members of this department should remain neutral and should be prepared to explain the ADA requirements concerning service animals to the concerned parties. Businesses are required to allow service animals to accompany their handlers into the same areas that other customers or members of the public are allowed (28 CFR 36.302).

Absent a violation of law independent of the ADA, officers should take no enforcement action beyond keeping the peace. Individuals who believe they have been discriminated against as a result of a disability should be referred to the Civil Rights Division of the U.S. Department of Justice (DOJ).

338.5 INQUIRIES REGARDING SERVICE ANIMALS

If it is apparent or if a member is aware that an animal is a service animal, the individual generally should not be asked any questions as to the status of the animal. If it is unclear whether an animal meets the definition of a service animal, the member should ask the individual only the following questions (28 CFR 35.136(f)):

- Is the animal required because of a disability?
- What task or service has the service animal been trained to perform?

If the individual explains that the animal is required because of a disability and has been trained to work or perform at least one task, the animal meets the definition of a service animal and no further questions as to the animal's status should be asked. The individual should not be questioned about their disabilities nor should members ask any individual to provide any license, certification, or identification card for the service animal.

338.6 CONTACT WITH SERVICE ANIMALS

Service animals are not pets. Department members should not interfere with a service animal by talking to, petting, or otherwise initiating contact.

338.7 REMOVAL OF SERVICE ANIMALS

If a service animal is not housebroken, exhibits vicious behavior, poses a direct threat to the health of others, or unreasonably disrupts or interferes with normal business operations, a department supervisor may direct the handler to remove the animal from the premises. Barking alone is not a threat nor does a direct threat exist if the person takes prompt, effective action to control the service animal (28 CFR 35.136 (b); 28 CFR 35.139).

Each incident must be considered individually, and past incidents alone are not cause for excluding a service animal. Removal of a service animal may not be used as a reason to refuse access to services, programs, and activities to an individual with a disability. Members are expected to provide all services, programs, and activities that are reasonably available to an individual with a disability, with or without a service animal.

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338.8 COMPLAINTS

When handling calls of a complaint regarding a service animal, members should remain neutral and should be prepared to explain the ADA requirements concerning service animals to the concerned parties. Businesses are required to allow service animals to accompany their handlers into the same areas that other customers or members of the public are allowed (28 CFR 36.302).

Absent a violation of law independent of the ADA, officers should take no enforcement action beyond keeping the peace. Individuals who believe they have been discriminated against as a result of a disability should be referred to the Civil Rights Division of the U.S. Department of Justice (DOJ).

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Volunteer Program

339.1 PURPOSE AND SCOPE

It is the policy of this department to use qualified volunteers for specified tasks and duties in order to create efficiencies for the Department and improve services to the community. Volunteers are intended to supplement and support, rather than supplant, sworn officers and civilian personnel. Volunteers can be an important part of any organization and are proven to be a valuable asset to law enforcement agencies. Volunteers help to increase department responsiveness, delivery of services and information input, and provide new program opportunities. In addition, volunteers bring new skills and expertise to the Department and prompt new enthusiasm.

339.1.1 DEFINITION OF VOLUNTEER

An individual who performs a service for the Department without promise, expectation or receipt of compensation for services rendered. This may include unpaid chaplains, unpaid reserve officers, interns, persons providing administrative support and youth involved in a law enforcement Explorer Post, among others.

339.2 VOLUNTEER MANAGEMENT

339.2.1 VOLUNTEER COORDINATOR

The Volunteer Coordinator shall be the supervisor or designee in the Community Engagement Division. The function of the Volunteer Coordinator is to provide a central coordinating point for effective volunteer management within the Department, and to direct and assist staff and volunteer efforts to jointly provide more productive services. The Volunteer Coordinator should work with other Department staff on an ongoing basis to assist in the development and implementation of volunteer-staffed positions.

The Volunteer Coordinator, or his/her designee, shall be responsible for the following:

(a) Recruiting, selecting and training qualified volunteers for various positions.

(b) Facilitating the implementation of new volunteer activities and assignments.

(c) Maintaining records for each volunteer.

(d) Tracking and evaluating the contribution of volunteers.

(e) Maintaining the volunteer handbook and outlining expectations, policies and responsibilities for all volunteers.

(f) Maintaining a record of volunteer schedules and work hours.

(g) Completion and dissemination as appropriate of all necessary paperwork and information.

(h) Planning periodic recognition events.

(i) Administering discipline when warranted.

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(j) Maintaining liaison with other volunteer-utilizing programs in the community and assisting in community-wide efforts to recognize and promote volunteering.

339.2.2 RECRUITMENT

Volunteers should be recruited on a continuous and ongoing basis consistent with department policy on equal opportunity nondiscriminatory employment. A primary qualification for participation in the application process should be an interest in, and an ability to assist the Department in serving the public.

Requests for volunteers should be submitted in writing by interested staff to the Volunteer Coordinator through the requester's immediate supervisor. A complete position description and a requested time-frame should be included in the request. All parties should understand that the recruitment of volunteers is enhanced by creative and interesting assignments. The Volunteer Coordinator may withhold assignment of any volunteer until such time as the requesting unit is prepared to make effective use of volunteer resources.

339.2.3 SCREENING

All prospective volunteers should complete the volunteer application form. The Volunteer Coordinator or designee should conduct a face-to-face interview with an applicant under consideration.

A documented background investigation shall be completed on each volunteer applicant and shall include but not limited to the following:

(a) Local, state, and national criminal history background check. Fingerprints shall be obtained from all applicants and submitted to the California Department of Justice (Penal Code § 11105.05; Penal Code § 11105.002).

(b) Traffic history check

(c) Employment

(d) References

(e) Credit check

A polygraph exam may be required of each applicant depending on the type of assignment.

339.2.4 SELECTION AND PLACEMENT

Service as a volunteer with the Department shall begin with an official notice of acceptance or appointment to a volunteer position. Notice may only be given by an authorized representative of the Department, who will normally be the Volunteer Coordinator. No volunteer should begin any assignment until they have been officially accepted for that position and completed all required screening and paperwork. At the time of final acceptance, each volunteer should complete all required enrollment paperwork and will receive a copy of their position description and agreement of service with the Department.

Volunteers should be placed only in assignments or programs that are consistent with their knowledge, skills, abilities and the needs of the Department.

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339.2.5 TRAINING

Volunteers will be provided with an orientation program to acquaint them with the Department, personnel, policies and procedures that have a direct impact on their work assignment. Attendance at the Community Police Academy should be completed as soon as practical.

Volunteers should receive position-specific training to ensure they have adequate knowledge and skills to complete tasks required by the position and should receive periodic ongoing training as deemed appropriate by their supervisor or the Volunteer Coordinator.

Training should reinforce to volunteers that they may not intentionally represent themselves as, or by omission infer that they are sworn officers or other full-time members of the Department. They shall always represent themselves as volunteers.

All volunteers shall comply with the rules of conduct and with all orders and directives, either oral or written, issued by the Department.

339.2.6 FITNESS FOR DUTY

No volunteer shall report to work or be on-duty when his/her judgment or physical condition has been impaired by alcohol, medication, other substances, illness or injury.

Volunteers shall report to their supervisor any changes in status that may affect their ability to fulfill their duties. This includes, but is not limited to, the following:

(a) Driver license

(b) Medical condition

(c) Arrests

(d) Criminal investigations

All volunteers shall adhere to the guidelines set forth by this department regarding drug and alcohol use.

339.2.7 DRESS CODE

As representatives of the Department, volunteers are responsible for presenting a professional image to the community. Volunteers shall dress appropriately for the conditions and performance of their duties.

Volunteers shall conform to department-approved dress consistent with their duty assignment. Uniforms authorized for volunteers should be readily distinguishable from those worn by sworn officers. The uniform or identifiable parts of the uniform shall not be worn while off-duty. Volunteers may choose to wear the uniform while in transit to or from official department assignments or functions provided an outer garment is worn over the uniform shirt so as not to bring attention to the volunteer while he/she is off duty.

Volunteers shall be required to return any issued uniform or department property at the termination of service.

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339.3 SUPERVISION OF VOLUNTEERS

Each volunteer who is accepted to a position with the Department must have a clearly identified supervisor who is responsible for direct management of that volunteer. This supervisor will be responsible for day-to-day management and guidance of the work of the volunteer and should be available to the volunteer for consultation and assistance.

A volunteer may be assigned as and act as a supervisor of other volunteers provided that the supervising volunteer is under the direct supervision of a paid staff member.

Functional supervision of volunteers is the responsibility of the supervisor in charge of the unit where the volunteer is assigned. Following are some considerations to keep in mind while supervising volunteers:

(a) Take the time to introduce volunteers to employees on all levels.

(b) Ensure volunteers have work space and necessary office supplies.

(c) Make sure the work is challenging. Do not hesitate to give them an assignment or task that will tap these valuable resources.

339.4 CONFIDENTIALITY

With appropriate security clearance, volunteers may have access to confidential information such as criminal histories or investigative files. Unless otherwise directed by a supervisor or department policy, all information shall be considered confidential. Only that information specifically identified and approved by authorized personnel shall be released. Confidential information shall be given only to persons who have a need and a right to know as determined by department policy and supervisory personnel.

Each volunteer will be required to sign a nondisclosure agreement before being given an assignment with the Department. Subsequent unauthorized disclosure of any confidential information, verbally, in writing, or by any other means, by the volunteer is grounds for immediate dismissal and possible criminal prosecution.

Volunteers shall not address public gatherings, appear on radio or television, prepare any article for publication, act as correspondents to a newspaper or other periodical, release or divulge any information concerning the activities of the Department, or maintain that they represent the Department in such matters without permission from the proper department personnel.

339.5 PROPERTY AND EQUIPMENT

Volunteers will be issued an identification card that must be worn at all times while on-duty. Any fixed and portable equipment issued by the Department shall be for official and authorized use only. Any property or equipment issued to a volunteer shall remain the property of the Department and shall be returned at the termination of service.

339.5.1 VEHICLE USE

Volunteers assigned to duties such as vacation house checks or other assignments that require the use of a vehicle must first complete the following:

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(a) A driving safety briefing and department approved driver safety course.

(b) Verification that the volunteer possesses a valid California Driver License.

(c) Verification that the volunteer carries current vehicle insurance.

The Volunteer Coordinator should insure that all volunteers receive safety briefing updates and license and insurance verification at least once a year.

When operating a Department vehicle, volunteers shall obey all rules of the road, including seat belt requirements. Smoking is prohibited in all Department vehicles.

Volunteers should not operate a marked patrol car unless there is a prominently placed sign indicating that it is out of service and are not authorized to operate a Department vehicle Code-3.

339.5.2 RADIO AND MDC USAGE

Volunteers shall successfully complete CLETS (if appropriate) and radio procedures training prior to using the police radio or MDC and comply with all related provisions. The Volunteer Coordinator should ensure that radio and CLETS training is provided for volunteers whenever necessary.

339.6 DISCIPLINARY PROCEDURES/TERMINATION

A volunteer may be removed from the volunteer program at the discretion of the Chief of Police or the Volunteer Coordinator. Volunteers shall have no property interests in their continued appointment. However, if a volunteer is removed for alleged misconduct, the volunteer will be afforded an opportunity solely to clear his/her name through a liberty interest hearing which shall be limited to a single appearance before the Chief of Police or authorized designee.

Volunteers may resign from volunteer service with the Department at any time. It is requested that volunteers who intend to resign provide advance notice of their departure and a reason for their decision.

339.6.1 EXIT INTERVIEWS

Exit interviews, where possible, should be conducted with volunteers who are leaving their positions. The interview should ascertain why the volunteer is leaving the position and solicit the volunteer's suggestions on improving the position. When appropriate, the interview should also include a discussion on the possibility of involvement in some other capacity with the Department.

339.7 EVALUATION

An evaluation of the overall volunteer program will be conducted on an annual basis by the Volunteer Coordinator. Regular evaluations should be conducted with volunteers to ensure the best use of human resources available, to ensure personnel problems can be identified and dealt with promptly and fairly, and to ensure optimum satisfaction on the part of volunteers.

339.8 POLICY

The El Segundo Police Department shall ensure that volunteers are properly appointed, trained, and supervised to carry out specified tasks and duties in order to create an efficient department and improve services to the community.

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Off-Duty Law Enforcement Actions

340.1 PURPOSE AND SCOPE

The decision to become involved in a law enforcement action when off-duty can place an officer as well as others at great risk and must be done with careful consideration. This policy is intended to provide guidelines for officers of the El Segundo Police Department with respect to taking law enforcement action while off-duty.

340.2 POLICY

Initiating law enforcement action while off-duty is generally discouraged. Officers should not attempt to initiate enforcement action when witnessing minor crimes, such as suspected intoxicated drivers, reckless driving or minor property crimes. Such incidents should be promptly reported to the appropriate law enforcement agency.

Officers are not expected to place themselves in unreasonable peril. However, any sworn member of this department who becomes aware of an incident or circumstance that he/she reasonably believes poses an imminent threat of serious bodily injury or death, or significant property damage may take reasonable action to minimize the threat.

When public safety or the prevention of major property damage requires immediate action, officers should first consider reporting and monitoring the activity and only take direct action as a last resort.

340.3 FIREARMS

Officers of this department may carry firearms while off-duty in accordance with federal regulations and department policy. All firearms and ammunition must meet guidelines as described in the department Firearms Policy. When carrying firearms while off-duty officers shall also carry their department-issued police identification.

Officers should refrain from carrying firearms when the consumption of alcohol is likely or when the need to carry a firearm is outweighed by safety considerations. Firearms shall not be carried by any officer who has consumed an amount of an alcoholic beverage or taken any drugs or medications or any combination thereof that would tend to adversely affect the officer's senses or judgment.

340.4 DECISION TO INTERVENE

There is no legal requirement for off-duty officers to take law enforcement action. However, should officers decide to intervene, they must evaluate whether the action is necessary or desirable, and should take into consideration the following:

(a) The tactical disadvantage of being alone and the fact there may be multiple or hidden suspects.

(b) The inability to communicate with responding units.

(c) The lack of equipment, such as handcuffs, OC or baton.

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(d) The lack of cover.

(e) The potential for increased risk to bystanders if the off-duty officer were to intervene.

(f) Unfamiliarity with the surroundings.

(g) The potential for the off-duty officer to be misidentified by other peace officers or members of the public.

Officers should consider waiting for on-duty uniformed officers to arrive, and gather as much accurate intelligence as possible instead of immediately intervening.

340.4.1 INTERVENTION PROCEDURE

If involvement is reasonably necessary the officer should attempt to call or have someone else call 9-1-1 to request immediate assistance. The dispatcher should be informed that an off-duty officer is on-scene and should be provided a description of the officer if possible.

Whenever practicable, the officer should loudly and repeatedly identify him/herself as an El Segundo Police Department officer until acknowledged. Official identification should also be displayed.

340.4.2 INCIDENTS OF PERSONAL INTEREST

Officers should refrain from handling incidents of personal interest, (e.g., family or neighbor disputes) and should remain neutral. In such circumstances officers should call the responsible agency to handle the matter.

340.4.3 CIVILIAN RESPONSIBILITIES

Civilian personnel should not become involved in any law enforcement actions while off-duty except to notify the local law enforcement authority and remain at the scene, if safe and practicable.

340.4.4 OTHER CONSIDERATIONS

When encountering a non-uniformed officer in public, uniformed officers should wait for acknowledgement by the non-uniformed officer in case he/she needs to maintain an undercover capability.

340.5 REPORTING

Any off-duty officer who engages in any law enforcement activity, regardless of jurisdiction, shall notify the Watch Commander as soon as practicable. The Watch Commander shall determine whether a report should be filed by the employee.

Officers should cooperate fully with the agency having jurisdiction in providing statements or reports as requested or as appropriate.

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Gun Violence Restraining Orders

341.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for petitioning and serving gun violence restraining orders and accounting for the firearms obtained pursuant to those orders (Penal Code § 18108).

341.1.1 DEFINITIONS

Definitions related to this policy include:

Gun violence restraining order - Civil restraining order prohibiting a named person from controlling, owning, purchasing, possessing, receiving, or otherwise having custody of any firearms or ammunition, including an ammunition magazine (Penal Code § 18100).

341.2 POLICY

It is the policy of the El Segundo Police Department to petition for and serve gun violence restraining orders in compliance with state law and to properly account for firearms and ammunition obtained by the Department pursuant to such orders.

341.3 GUN VIOLENCE RESTRAINING ORDERS

An officer who reasonably believes a person is a present danger to self or another person by controlling, owning, purchasing, possessing, receiving, or otherwise having custody of a firearm may request permission from the officer's supervisor to petition the court for a gun violence restraining order.

Officers petitioning the court should use the forms established by the Judicial Council (Penal Code § 18105). The petition should describe the number, types, and locations of any firearms and ammunition that the officer believes to be possessed or controlled by the person (Penal Code § 18107). The petition should also describe why less-restrictive alternatives are ineffective or inadequate for the circumstances (Penal Code § 18125; Penal Code § 18150; Penal Code § 18175).

If it is not practical under the circumstances to submit a written petition, an officer may submit the petition electronically or orally request a temporary order (Penal Code § 18122; Penal Code § 18140).

341.3.1 ADDITIONAL CONSIDERATIONS

Officers should also consider requesting permission to petition the court for a gun violence restraining order (Penal Code § 18108):

(a) When responding to a residence that is associated with a firearm registration or record.

(b) When responding to any call or incident when a firearm is present or when one of the involved parties owns, possesses, or expresses an intent to acquire a firearm.

(c) During a contact with a person exhibiting mental health issues, including suicidal thoughts, statements, or actions, if that person owns or possesses a firearm.

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Officers should consider obtaining a mental health evaluation if the encounter involves a situation where there is a reasonable cause to believe that the person poses an immediate and present danger of causing personal injury to themself or another person by having custody or control of a firearm or expresses intent to obtain a firearm (see the Mental Illness Commitments Policy) (Penal Code § 18108).

341.4 SERVICE OF GUN VIOLENCE RESTRAINING ORDERS

An officer serving any gun violence restraining order shall:

(a) Verbally ask the subject of the order if he/she has any firearm, ammunition, or magazine in his/her possession or under his/her custody or control (Penal Code § 18160).

(b) Request that any firearms or ammunition be immediately surrendered and issue a receipt for the surrendered items (Penal Code § 18120).

(c) Take into temporary custody any firearm or other deadly weapon discovered in plain view or pursuant to consent or other lawful search (Penal Code § 18250).

(d) Inform the restrained person of any scheduled hearing regarding the order (Penal Code § 18160).

(e) Transmit the original proof of service form to the issuing court as soon as practicable but within one business day (Penal Code § 18115).

(f) As soon as practicable, but by the end of his/her shift, submit proof of service to the Records Supervisor for prompt entry into the California Restraining and Protective Order System (Penal Code § 18115).

The officer should also inform the restrained person that he/she is required, within 24 hours, to surrender to a law enforcement agency any other firearms and ammunition he/she owns or that are in his/her custody or control or sell them to a firearms dealer. This notification should be documented.

All firearms and ammunition collected shall be handled and booked in accordance with the Property and Evidence Policy.

341.4.1 TEMPORARY EMERGENCY GUN VIOLENCE RESTRAINING ORDERS

An officer requesting a temporary emergency gun violence restraining order shall (Penal Code § 18140):

(a) For oral requests, sign a declaration under penalty of perjury reciting the oral statements provided to the judicial officer and memorialize the order of the court on the form approved by the Judicial Council.

(b) Serve the order on the restrained person if the person can be reasonably located.

(c) Forward a copy of the order to the Records Supervisor for filing with the court and appropriate databases.

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341.5 SEARCH WARRANTS

If a person who has been served with a gun violence restraining order refuses to surrender any firearm or ammunition, the officer should consider whether to seek a search warrant. If a search warrant is to be obtained, the preparation and service of the search warrant shall be done in accordance with the Warrant Service Policy. Additionally, (Penal Code § 1542.5):

(a) The officer serving the warrant shall take custody of any firearm or ammunition that is controlled, possessed or owned by the person who is the subject of the gun violence restraining order, including any discovered pursuant to the warrant, a consensual search or other lawful search.

(b) If the location being searched is jointly occupied and the firearm or ammunition is owned by a person other than the restrained person, the firearm or ammunition should not be seized if the following conditions are met:

1. The firearm or ammunition can be stored in a manner that does not allow the restrained person to have control or access.
2. There is no evidence that the owner unlawfully possesses the firearm or ammunition.

(c) If a locked gun safe belonging to someone other than the subject of a gun violence restraining order is discovered, the officer shall not search the contents of the safe unless the owner consents or there is a valid search warrant for the safe. Any search of the safe must be done in the owner's presence.

341.6 RECORDS SUPERVISOR RESPONSIBILITIES

The Records Supervisor is responsible for ensuring:

(a) Proof of service of any gun violence restraining order served by an officer or received from the clerk of the court is entered in the computer database system for protective and restraining orders maintained by the Department of Justice within one business day of service if served by an officer, or within one business day of receipt of proof of service if served by a person other than a law enforcement officer (Penal Code § 18115).

(b) Temporary orders are entered into the California Restraining and Protective Order System (Penal Code § 18140).

(c) Copies of temporary orders are filed with the court as soon as practicable, but no later than three court days, after issuance (Penal Code § 18140).

(d) Copies of receipts of surrendered firearms or ammunition issued by other agencies for gun violence restraining orders issued by the Department are properly maintained (Penal Code § 18120).

(e) Any relinquishment of firearm rights form received from the court is entered into the California Restraining and Protective Order System within one business day of receipt (Penal Code § 18115).

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341.7 COURT-ORDERED FIREARMS AND AMMUNITION SURRENDERS

Authorized members shall accept firearms and ammunition from any individual who is the subject of a gun violence restraining order. The member receiving any firearm or ammunition shall:

(a) Record the individual's name, address and telephone number.

(b) Record the serial number of the firearm.

(c) Prepare an incident report and property report.

(d) Provide a property receipt to the individual who surrendered the firearms and ammunition.

(e) Package and submit the firearms and ammunition in accordance with the Property and Evidence Policy.

341.8 STORAGE AND RELEASE OF FIREARMS AND AMMUNITION

Firearms and ammunition that were taken into temporary custody or surrendered pursuant to a gun violence restraining order shall be stored in accordance with the Property and Evidence Policy.

Firearms and ammunition shall be returned to the restrained person upon the expiration of the order in accordance with Penal Code § 18120 and the Property and Evidence Policy (Penal Code § 18108).

341.9 GUN VIOLENCE RESTRAINING ORDER COORDINATOR

The Chief of Police will appoint a gun violence restraining order coordinator. The responsibilities of the coordinator include:

(a) Developing and maintaining procedures for the filing of a petition for an order or a renewal of an order by department members, also including procedures for requesting and serving (Penal Code § 18108):

1. A temporary emergency gun violence restraining order.
2. An ex parte gun violence restraining order.
3. A gun violence restraining order issued after notice and hearing.
4. Renewal orders.

(b) Developing and maintaining factors to consider when assessing the need to seek an order, including (Penal Code § 18108; Penal Code § 18155):

1. Whether threats have been made, and if so, whether the threats are credible and specific.
2. Whether the potential victim is within close proximity.
3. Whether the person has expressed suicidal tendencies.
4. Whether the person has access to firearms.
5. The criminal history of the person, in particular any history of criminal violence, including whether the person is currently on parole, probation, or monitored release.

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6. The mental health history of the person, in particular whether the person has any history of mental illness or has ever been detained for being a danger to themselves or others.
7. Any upcoming holidays, anniversaries, or other dates of significance that may serve as a trigger for the person, such as the death of a family member.
8. Whether the person has any history of drug or alcohol abuse.

(c) Developing and maintaining procedures for the receipt and service of orders consistent with the requirements of Penal Code § 18115; Penal Code § 18120; Penal Code § 18135; Penal Code § 18140; and Penal Code § 18160. Procedures should include:

1. Evaluation of an order to determine appropriate service and necessary precautions (see the Warrant Service Policy and the Operations Planning and Deconfliction Policy).
2. Forwarding orders to the Records Supervisor for recording in appropriate databases and required notice to the court, as applicable.
3. Preparing or obtaining a search warrant prior to attempting service of an order, when appropriate (Penal Code § 18108).
4. Seizure procedures of firearms and ammunition at the time of issuance of a temporary emergency gun violence restraining order.
5. Verification procedures for the removal of firearms and ammunition from the subject of a gun violence restraining order (Penal Code § 18108).

(d) Coordinating with the Training Sergeant to provide officers who may be involved in petitioning for or serving orders with training on such orders. Training should include determining when a petition is appropriate, the process for seeking an order, and the service of such orders.

(e) Reviewing each petition and any associated court documents for an order prepared by members, for compliance with this policy, department procedures, and state law.

(f) Developing and maintaining procedures for members to accept voluntarily surrendered prohibited items at times other than when an order is being served by the Department.

1. Procedures should include preparing and providing a receipt identifying all prohibited items to the person surrendering the items.

(g) Coordinating review of notices of court hearings and providing notice to the appropriate officer of the hearing date and the responsibility to appear and participate in the evidence presentation process (Penal Code § 18108).

(h) Coordinating with the Training Sergeant to ensure officers remain current with the following (Penal Code § 18108):

1. Types of evidence a court considers when determining whether grounds exist for the issuance of a gun violence restraining order as provided in Penal Code § 18155 (Grounds for gun violence restraining order; examination by court).

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2. The different procedures and protections afforded by different types of firearm-prohibiting emergency protective orders that are available to law enforcement petitioners.

(i) Establishing standards and procedures for addressing violations of a gun violence restraining order (Penal Code § 18108).

(j) Establishing procedures for officers to provide information about mental health referral services during contact with persons exhibiting mental health issues (Penal Code § 18108).

341.10 RENEWAL OF GUN VIOLENCE RESTRAINING ORDERS

The Investigative Division supervisor is responsible for the review of a gun violence restraining order (including temporary or ex parte orders) obtained by the Department to determine if renewal should be requested within the time prescribed by law (Penal Code § 18190).

341.11 POLICY AVAILABILITY

The Chief of Police or the authorized designee shall be responsible for making this policy available to the public upon request (Penal Code § 18108).

341.12 TRAINING

The Training Sergeant should ensure that members receive periodic training on the requirements of this policy (Penal Code § 18108).

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Native American Graves Protection and Repatriation

342.1 PURPOSE AND SCOPE

This policy is intended to ensure the protection and security of ancient or historic grave sites, including notification of personnel responsible for cultural items, in compliance with the Native American Graves Protection and Repatriation Act (NAGPRA) (25 USC § 3001 et seq.).

342.1.1 DEFINITIONS

Definitions related to this policy include (43 CFR 10.2):

Funerary objects - Objects that, as part of the death rite or ceremony of a Native American culture, are reasonably believed to have been placed intentionally at the time of death or later with or near individual human remains. Funerary objects are either associated funerary objects or unassociated funerary objects.

Associated funerary objects are any funerary objects related to removed human remains, where the location of the human remains is known. This includes objects that were made exclusively for burial purposes or to contain human remains, regardless of the physical location or existence of any related human remains.

Unassociated funerary objects are any other funerary objects that are identified by a preponderance of the evidence such as:

- Related to human remains but the remains were not removed, or the location of the remains is unknown.
- Related to specific individuals or families.
- Removed from specific burial sites with Native American cultural affiliation.
- Removed from an area where such burial sites are known to have existed, but the site no longer exists.

Native American human remains - Any physical part of the body of a Native American individual.

Objects of cultural patrimony - Objects having ongoing historical, traditional, or cultural importance that is central to the Native American group or culture itself and, therefore, cannot be appropriated or conveyed by any individual, including members of the Native American group or Native Hawaiian organization. Such objects must have been considered inalienable by the Native American group at the time the object was separated from the group.

Sacred objects - Specific ceremonial objects needed by traditional Native American religious leaders for the practice of traditional Native American religions.

342.2 POLICY

It is the policy of the El Segundo Police Department that the protection of Native American human remains, funerary objects, associated funerary objects, unassociated funerary objects, sacred

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objects, or objects of cultural patrimony is the responsibility of all members. Such protection includes minimizing destruction, contamination, inadvertent disruption, or complicated custody transfer processes.

342.3 COMPLIANCE WITH THE NATIVE AMERICAN GRAVES PROTECTION AND REPATRIATION ACT

Upon discovery or arrival upon a scene where it reasonably appears that a Native American grave, human remains, funerary objects, associated funerary objects, unassociated funerary objects, sacred objects, or objects of cultural patrimony are exposed or otherwise unsecured, members shall secure the site in the same manner as a crime scene. All activity at the scene other than scene preservation activity must cease (43 CFR 10.5).

No photography or video recording may be permitted by the media or any group or individual who may wish to exhibit the remains.

Without delay, the appropriate agency or group shall be notified to respond and take control of the scene. These include the following (43 CFR 10.5):

- Federal land - Appropriate agency at the U.S. Department of the Interior or U.S. Department of Agriculture
- State land/Private land - Coroner, when appropriate (Health and Safety Code § 7050.5)
- Tribal land - Responsible Indian tribal official

342.4 EVIDENCE AND PROPERTY

If the location has been investigated as a possible homicide scene prior to identification as a NAGPRA site, investigators shall work with other appropriate agencies and individuals to ensure the proper transfer and repatriation of any material collected. Members shall ensure that any remains or artifacts located at the site are expediently processed (43 CFR 10.7).

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Community Relations

343.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for community relationship-building.

Additional guidance on community relations and outreach is provided in other policies, including the:

- Hate Crimes Policy.
- Limited English Proficiency Services Policy.
- Communications with Persons with Disabilities Policy.
- Patrol Function Policy.
- Suspicious Activity Reporting Policy.

343.2 POLICY

It is the policy of the El Segundo Police Department to promote positive relationships between members of the department and the community by treating community members with dignity and respect and engaging them in public safety strategy development and relationship-building activities, and by making relevant policy and operations information available to the community in a transparent manner.

343.3 MEMBER RESPONSIBILITIES

Officers should, as time and circumstances reasonably permit:

(a) Make casual and consensual contacts with community members to promote positive community relationships (see the Detentions and Photographing Detainees Policy).

(b) Become reasonably familiar with the schools, businesses and community groups in their assigned jurisdictional areas.

(c) Work with community members and the department community relations coordinator to identify issues and solve problems related to community relations and public safety.

(d) Conduct periodic foot patrols of their assigned areas to facilitate interaction with community members. Officers carrying out foot patrols should notify an appropriate supervisor and the Dispatch Center of their status (i.e., on foot patrol) and location before beginning and upon completion of the foot patrol. They should also periodically inform the Dispatch Center of their location and status during the foot patrol.

343.4 COMMUNITY RELATIONS COORDINATOR

The supervisors in the Community Engagement Division will serve as the community relations coordinators. He/she is responsible for:

(a) Obtaining department-approved training related to his/her responsibilities.

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(b) Responding to requests from department members and the community for assistance in identifying issues and solving problems related to community relations and public safety.

(c) Organizing surveys to measure the condition of the department's relationship with the community.

(d) Working with community groups, department members and other community resources to:

  (a) Identify and solve public safety problems within the community.

  (b) Organize programs and activities that help build positive relationships between department members and the community and provide community members with an improved understanding of department operations.

(e) Working with the Administrative Services Bureau Commander to develop tactical action plans that allow officers the time to participate in community engagement and problem-solving activities.

(f) Recognizing department and community members for exceptional work or performance in community relations efforts.

(g) Attending City council and other community meetings to obtain information on community relations needs.

(h) Assisting with the department's response to events that may affect community relations, such as an incident where the conduct of a department member is called into public question.

(i) Informing the Chief of Police and others of developments and needs related to the furtherance of the department's community relations goals, as appropriate.

343.5 SURVEYS

The community relations coordinator should consistently gauge the sentiment of community members and department members to assess the condition of the relationship between the Department and the community. The coordinator should use social media, surveys, and other department approved platforms to evaluate perceptions of the following:

(a) Overall performance of the Department

(b) Overall competence of department members

(c) Attitude and behavior of department members

(d) Level of community trust in the Department

(e) Safety, security or other concerns

343.6 COMMUNITY AND YOUTH ACTIVITIES AND PROGRAMS

The community relations coordinator should organize or assist with programs and activities that create opportunities for department members and community members, especially youth, to interact in a positive setting. Examples of such programs and events include:

(a) Department-sponsored athletic programs (e.g., baseball, basketball, soccer, bowling).

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(b) Police-community get-togethers (e.g., cookouts, meals, charity events).

(c) Youth leadership and life skills mentoring.

(d) School resource officer/Drug Abuse Resistance Education (D.A.R.E.®) programs.

(e) Neighborhood Watch and crime prevention programs.

343.7 INFORMATION SHARING

The community relations coordinator should work with the Public Information Officer to develop methods and procedures for the convenient sharing of information (e.g., major incident notifications, significant changes in department operations, comments, feedback, positive events) between the Department and community members. Examples of information-sharing methods include:

(a) Community meetings.

(b) Social media (see the Department Use of Social Media Policy).

(c) Department website postings.

Information should be regularly refreshed to inform and engage community members continuously.

343.8 LAW ENFORCEMENT OPERATIONS EDUCATION

The community relations coordinator should develop methods to educate community members on general law enforcement operations so they may understand the work that officers do to keep the community safe. Examples of educational methods include:

(a) Development and distribution of informational cards/flyers.

(b) Department website postings.

(c) Presentations to driver education classes.

(d) Instruction in schools.

(e) Department ride-alongs (see the Ride-Along Policy).

(f) Scenario/Simulation exercises with community member participation.

(g) Youth internships at the Department.

(h) Citizen academies.

Instructional information should include direction on how community members should interact with the police during enforcement or investigative contacts and how community members can make a complaint to the department regarding alleged misconduct or inappropriate job performance by department members.

343.9 SAFETY AND OTHER CONSIDERATIONS

Department members responsible for community relations activities should consider the safety of the community participants and, as much as reasonably practicable, not allow them to be present in any location or situation that would jeopardize their safety.

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Department members in charge of community relations events should ensure that participating community members have completed waiver forms before participation, if appropriate. A parent or guardian must complete the waiver form if the participating community member has not reached 18 years of age.

Community members are subject to a criminal history check before approval for participation in certain activities, such as citizen academies.

343.10 TRANSPARENCY

The Department should periodically publish statistical data and analysis regarding the department's operations. The reports should not contain the names of officers, suspects or case numbers. The community relations coordinator should work with the community advisory committee to identify information that may increase transparency regarding department operations.

343.11 TRAINING

Subject to available resources, members should receive training related to this policy, including training on topics such as:

(a) Effective social interaction and communication skills.

(b) Cultural, racial and ethnic diversity and relations.

(c) Building community partnerships.

(d) Community policing and problem-solving principles.

(e) Enforcement actions and their effects on community relations.

Where practicable and appropriate, community members, especially those with relevant expertise, should be involved in the training to provide input from a community perspective.

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Facial Recognition Technology

344.1 PURPOSE AND SCOPE

This policy aims to establish procedures for the acceptable use of the images (probe and candidate), information, and tools within the facial recognition system. Facial recognition shall only be used when there is reasonable suspicion that such use will provide information relevant to an active investigation, imminent threat to health or safety ("at-risk") or help in the identification of deceased persons or persons unable to identify themselves. This policy applies to all law enforcement personnel who are granted direct access to the facial recognition system and the personnel permitted to request facial recognition searches. Any outside agency, or personnel from an outside agency, requesting facial recognition assistance with an investigation must also adhere to this policy and fill out a request form (see link below for sample forms) which affirms adherence to these policies.

344.2 DEFINITIONS & TERMS AS DEFINED BY LACRIS

Los Angeles County Regional Identification System (LACRIS) – The California Department of Justice's CAL-ID program is responsible for providing biometric identification services to Los Angeles County law enforcement agencies.

Digital Mugshot System (DMS) – DMS is the repository of all criminal booking photos (mugshots) associated with criminal tenprint fingerprints and a criminal history record, including a Facial Recognition application.

Facial Recognition – The automated searching of a facial image (probe) against a known database(s), resulting in a list of candidates ranked by computer-evaluated similarity score. This is commonly referred to as a one-to-many comparison.

Facial Reviewer – A person who successfully completed facial recognition training by the Federal Bureau of Investigations (FBI) or LACRIS capable of performing comparisons of candidate images against probe images.

Probe – The facial image or template is searched against a known mugshot database in a Facial Recognition System.

Surveillance – Lawful close watch kept over someone or something.

344.3 POLICY

The policy of the **El Segundo Police Department** is to solely utilize facial recognition technology as an investigative tool during investigations while protecting the privacy of the public and civil liberties.

344.4 PROHIBITIVE USES

A. Members shall not use facial recognition to actively surveil members of the public through any camera or video device unless the person(s) are under an active criminal investigation or the surveillance is in response to an imminent threat of life.

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B. Members shall not use facial recognition on live stream video unless there is an imminent threat to life or it involves at-risk individuals.

C. Members shall not use facial recognition for predictive analysis

344.5 FIRST AMENDMENT ACTIVITY

Facial recognition must be used in accordance with all federal and state laws, and all Departmental policies.

The **El Segundo Police Department** and its personnel will not perform or request facial recognition searches about individuals or organizations that will violate the First, Fourth, and Fourteenth Amendments of the US Constitution and shall not be based solely on any of the following:

A. Their religious, political, or social views or activities.

B. Their participation in a particular noncriminal organization.

C. Their race, ethnicity, citizenship, place of origin, age, disability, gender, gender identification, sexual orientation, or other protected classification.

344.6 DATABASE AND DATA LIMITATIONS

A. The **El Segundo Police Department** will not maintain, utilize, or keep any database to conduct facial recognition searches.

B. The **El Segundo Police Department** will only utilize the LACRIS DMS facial recognition system to conduct facial recognition searches.

C. No non-mugshot databases, such as the California driver's license photo database, or publicly sourced image databases, are linked to or accessible via the LACRIS DMS.

D. Potential matches returned by the facial recognition system are to be considered investigative leads only and cannot be used as the sole basis for an arrest, detention, or identification. Investigative leads require investigative follow-up to corroborate the lead before any action is taken.

344.7 DOCUMENTATION

With any potential match where an investigative lead is generated on the facial recognition software, the facial reviewer and/or investigator should write a detailed report on the information they have obtained.

344.8 INVESTIGATIVE SEARCHES

A. Probe images will only be used from legally obtained sources.

B. Facial reviewers will determine if probe image(s) is suitable for facial recognition searches and may process images to conduct a facial recognition search.

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344.9 TRAINING

El Segundo Police Department personnel accessing the facial recognition system shall have successfully completed training provided by the FBI or LACRIS, which meets the Criminal Justice Information Services (CJIS) minimum training criteria for using facial recognition systems. Investigative searches shall only be conducted by trained facial reviewers. Trained facial reviewers are qualified to assess image quality and suitability for face recognition searches and to perform one-to-many and one-to-one face image comparisons.

344.10 AUDITS

The use of the LACRIS facial recognition system is controlled by state law pertaining to Criminal Offender Record Information (CORI). All use(s) of the LACRIS Facial Recognition System shall be performed on a right-to-know and need-to-know basis per CORI regulations. All use(s) of the LACRIS facial recognition system and search requests are subject to audit by the Cal-DOJ, LACRIS, and the local administrator from the **El Segundo Police Department**. In the event of an audit, the user will be required to provide appropriate justification for the use or request of a facial recognition search.

The local administrator must conduct monthly audits of all User activities within the Facial Recognition system as defined by LACRIS. Monthly audits shall be retained for a period of five (5) years and submitted to Cal-DOJ or LACRIS upon request.

Appropriate justification shall include a situation description and purpose for the search, including a detailed account of circumstances amounting to reasonable suspicion, a case/complaint number, and a file class/crime type, if available.

344.11 ATTACHMENTS

See attachment: Facial Recognition Search Request Sample Forms.pdf

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K-9 PROGRAM

345.1 OBJECTIVES

The Canine Units' primary objectives are as follows:

(a) Reduce injuries to police officers resulting from criminal attacks by timely response to incidents that manifest high police officer hazard.

(b) Minimize the total number of burglaries in the city.

(c) Minimize the number of commercial burglaries in the city.

(d) Reduce the manpower needed to thoroughly search a building or structure.

(e) Reduce the time spent conducting a search of a building or structure.

(f) Increase the number of suspects apprehended while in the process of committing a criminal act. Deter aggression by a suspect against a police officer and thus avoid the use of force during the course of a lawful arrest.

345.2 ORGANIZATION

The Canine Unit shall be an element of the Patrol Division, Field Operations Bureau.

(a) A Police Lieutenant shall be designated as the canine unit Program Manager.

(b) A Police sergeant shall be designated as the canine unit Program Supervisor.

(c) The Canine Unit shall consist of a Police Lieutenant, Police Sergeant and selected canine handlers under the direction of the Field Operations Bureau Commander. The Canine Program Manager and Supervisor oversee the program to ensure consistent training for both officers and dogs.

345.3 RESPONSIBILITIES OF THE CANINE UNIT

The Canine Unit shall operate as a supportive police unit responsible for providing effective general and specialized law enforcement service to the community by:

(a) Providing for 24 hour a day emergency call-out service.

(b) Conducting building intrusion searches.

(c) Conducting suspect and evidence searches.

(d) Conducting preventative burglary and street robbery patrols.

(e) Providing for timely response to crimes in progress and officer assistance calls.

(f) Rendering assistance to foreign jurisdictions on approval of the canine Program Manager, canine Program Supervisor, Watch Commander or Field Sergeant.

(g) Searching disaster scenes for victims or evidence.

(h) Providing for crowd control.

(i) Protecting police officers and citizens from acts of violence.

(j) Providing for public relations appearances and demonstrations.

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(k) Providing police assistance in any situation where the canine unit's capabilities can be effectively utilized.

345.4 CANINE PROGRAM MANAGER DUTIES AND RESPONSIBILITIES

The Canine Program Manager and Supervisor shall be directly responsible to the Field Operations Bureau Commander.

The Canine Program Manager and Supervisor shall be responsible for the supervision of the unit's operation and staff.

The Canine Program Manager's and Supervisor's primary functions will be the following:

(a) The functional supervision of all canine officers assigned to the unit.

(b) The procurement of all police service dogs.

(c) The development and training of all police officer handlers including the maintenance of a continuous training program as delineated in the "Training" section of this policy.

(d) The procurement of all equipment necessary for effective canine service, maintenance and training.

(e) To ensure that canine vehicles and all related equipment are in good working order and ensure that necessary repairs or replacements are made.

(f) To personally inspect the residence of selected canine handlers to insure all gates and fences are serviceable and secure. Inspections will be completed under any of the following circumstances:

1. When a new canine handler is selected.
2. When a handler moves to a new residence.
3. When the handler's residence has undergone any renovations which may impact the security of the yard.
4. When a new Program Manager or Supervisor assumes his/her new duties.
5. When the Program Manager or Supervisor deems an inspection is warranted.

(g) Liaison between the canine unit and other agencies requesting specialized canine service from the police department.

(h) The preparation and dissemination of all training and factual information pertinent to the use of canines by the police department.

(i) The coordination of public relations appearances and demonstrations.

(j) Review all police canine bite reports and accompanying documentation.

(k) Review each canine handler's monthly canine use report and summarize the reports in an electronic fashion.

(l) Preparation of canine annual report to the Field Operations Bureau Commander analyzing the effectiveness of the canine program. The annual report shall document the following: type and number of hours of training received by the unit, statistics

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delineating the specific uses of the canine unit, outside department canine assists, canine demonstrations, bites and finds, and narcotic related finds and seizures.

(m) Maintain electronic files on each canine handler and their canine which shall include all training documentation, monthly canine use reports, and annual reports from the canine Program Manager to the Field Operations Bureau Commander. The canine Program Manager shall also maintain the copies of all canine incident reports and the supporting documents which are more specifically delineated in the "Canine Incident Reporting" and "Monthly Recap Reports" sections of this policy. The files shall be indexed by handler and shall be maintained for a period of 5 years.

(n) Maintain a high level of expertise relating to the operation, training and supervision of the canine unit in order to minimize any possible criminal or civil liability.

345.5 CANINE HANDLERS DUTIES AND RESPONSIBILITIES

It shall be the responsibility of every police officer handler to perform his duties as required or directed by law, department rule, policy or order, or by order of a superior officer.

(a) A canine handler's duties and responsibilities include but are not limited to the following:

1. Respond to all radio calls when and where the unit's presence will further police service objectives.
2. Provide for timely back-up and assistance request from other police units.
3. Maintain required standards of proficiency for their assigned canines through continual training.
4. Maintain 24-hour a day call-out service.
5. Care for and maintain assigned canine in officer's home at the city's expense.
6. Provide for medical care and treatment of the officer's assigned canineby a veterinarian at any time such treatment is required.
7. Maintain his service and training equipment in a clean and orderly manner, and in a manner that conforms to departmental specifications.
8. Prepare and file all appropriate reports and logs pertinent to the canine team's activities as delineated in Sections 347.1 - 347.33 of this manual using the RMS reporting portal and any other forms designated by the canine Program Manager or Supervisor.

345.6 CANINE HANDLER QUALIFICATIONS

The following requirements must be met by officers desirous of becoming a canine handler:

(a) Must have completed probation as a police officer with the city.

(b) Must be physically fit.(Sick time, past physical record will be considered in selection criteria.)

(c) Assume "on-call" assignments.

(d) Devote a minimum of five years to the program.

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(e) Officer must have a sincere interest in the canine program and should possess an aggressive attitude toward becoming a successful, dedicated canine handler.

(f) Must maintain a securely fenced yard. Gates and fences will be inspected by the Program Manager or Supervisor to see if they are serviceable and secure.

(g) Must maintain a residence where a department approved kennel can be placed in a manner allowing uninterrupted solitude for the dog in its off hours.

(h) Must have no pets at home that are capable of adversely affecting the police dog

345.7 POLICE SERVICE DOG - SELECTION CRITERIA

Canines providing service for the Police Department shall upon appointment:

(a) Be a male or female (which shall be spayed as soon as practicable) which is deemed suitable for police service by the canine Program Manager and Supervisor and trainer.

(b) Be a minimum of 18 months of age or a maximum of 4 years of age.

(c) Be x-rayed for hip dysplasia or any other abnormalities in the stifles, shoulders, elbows and lower back.

(d) Have a general physical examination to include a fecal examination and DHL, Rabies and Parvo Boosters.

(e) Before any canine is considered for police training, it must be tested and evaluated as to its fitness for service.The purpose of pretesting is to determine if the animal has any undesirable temperament characteristics that would adversely affect his/her serviceability.

(f) Pretesting shall measure the following qualities for all canines considered for service with the police department:

1. Temperament (friendliness). NOTE: Under no circumstances will a canine showing a predisposition toward indiscriminate biting, fear of biting or hate biting be considered for police service.
2. Alertness.
3. Courage and Drive.
4. Trainability.
5. Physical fitness.

345.8 TRAINING

The following training is recommended for all canine handlers:

(a) Monthly - 8 hours.

(b) Weekly - 4 hours.

(c) Daily - 15 to 20 minutes on working days.

(d) As assigned to correct specific problems.

(e) Annual retraining and certification through a POST certified canine handler course.

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All training shall be approved by the canine Program Manager or Supervisor.

Canine teams will be continuously evaluated on their performance.

Canine unit handlers shall attend all training sessions, as directed by the canine Program Manager or Supervisor unless prior approval is given.

Canine handlers will report any injury or bite occurring during training to the Watch Commander, and canine Program Manager or Supervisor immediately and file the appropriate injury reports. The handler will notify the canine Program Manager and Supervisor by memo detailing the incident, as soon as possible.

All training will be documented electronically using a method approved by the canine Program Manager and Supervisor.

345.9 CANINE EQUIPMENT

Each canine handler will be required to maintain the following equipment:

(a) A lead or leash.

(b) Choke collar (pinch and fur saver).

(c) Grooming equipment.

(d) Water and food bowl.

(e) Muzzle.

(f) Protective sleeve.

(g) Bite suit.

(h) Electronic collar

345.10 CANINE VEHICLE SPECIFICATIONS

The canine vehicle will be of the same color combination as those designed for patrol services, with the following exception:

(a) The vehicle shall be lettered on the left, right and rear sides designating it as a " K-9" unit.

345.11 USE OF CANINE VEHICLE

A properly equipped vehicle will be assigned to each canine handler, and shall be used by him only in the performance of his duties, or other police related functions such as training, public relations programs, transportation to the veterinarian, obtaining canine supplies, court appearances and 24-hour call-outs.The canine handler shall be responsible for coordinating with the Fleet Maintenance Program Manager to ensure the proper maintenance of his vehicle. The officer is also responsible for keeping his vehicle clean and monitoring the vehicle's fluid levels and tire pressure.

While the vehicle is being stored at the officer's residence, it will be garaged or parked in a secured area away from public view to protect it from theft, damage or tampering.

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345.12 HANDLER DUTIES IF CANINE IS INJURED OR ILL

If a police canine is unfit for duty, due to illness or injury, the assigned handler will inform his Watch Commander and, unless otherwise directed, the handler will report to his respective shift assignment without the dog. The handler will advise the canine Program Manager or Supervisor of the dog's condition and problem, in writing.

345.13 DOG BITES

(a) In the event of a dog bite, on or off duty, the handler will notify the canine Program Manager or Supervisor as soon as possible. The handler must advise the Watch Commander immediately.

(b) The incident shall be reported by the handler in accordance with department policy.

(c) Arrangements will be made by the handler to transport the subject to the nearest medical facility.

(d) In-custody suspects will be examined and treated in accordance with department policy.

345.13.1 BITE REPORTS

(a) The canine handler shall prepare a supplemental report with complete details of the circumstances surrounding the bite. The report will contain the subject's name, date of birth, address, telephone number, extent of injuries, hospital, physician's name, and list all witnesses, including officers.

(b) The canine handler shall prepare a supplemental in the event that the handler is not the officer assigned to prepare the narrative arrest report. The supplemental report will contain only those facts necessary to support the crime and arrest.

(c) The canine handler shall prepare a report through the department RMS and a departmental use of force report.

(d) Photographs of the subject and the injuries shall accompany the foregoing reports.The photographs should show the location of the bite clearly and should be taken after the wound(s) is cleaned by medical personnel and before and after stitches, if any, are applied.

(e) The foregoing reports and photographs, including the narrative arrest report, shall be provided to the canine Program Manager and Supervisor as soon as possible.

(f) If the subject refused treatment or transportation for medical attention, this must be included along with the reason for refusal, if it can be obtained. If possible have a supervisor or another officer witness the refusal.

(g) The handler and at least one other officer, preferably the Field Supervisor, shall observe the injuries caused by the bite. These injuries shall be carefully documented and witnessed in the supplemental reports submitted by the handler. Use video and audio taping whenever possible.

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345.14 CANINE INCIDENT REPORTING

The handler will be responsible for completion of canine incident reporting using the RMS in all of the following situations in which a canine is used, in a timely manner:

(a) To conduct a search, whether or not a find is made by the canine.

(b) To make an arrest, whether or not a bite occurs.

(c) To assist in crowd control.

(d) Where the dog played a direct role in affecting the arrest of a suspect whether the dog is deployed or not.

(e) When the dog is used for a public demonstration.

345.15 MONTHLY RECAP REPORTS

Each handler is responsible for preparing a monthly recap report. This report will be routed through the canine Program Supervisor as soon as possible.

345.16 OPERATIONAL HANDLING

A police canine may be used under the following circumstances:

(a) Searches for felony suspects, or armed misdemeanor suspects, and the circumstances of the situation present a clear danger to police officer personnel who would otherwise conduct a search without a canine.

(b) Searches for lost persons and articles, including evidence, weapons, narcotics or other contraband or other property, which may have value as evidence in a criminal case.

(c) For the protection of the handler, the police canine, or other officers or citizens where the suspect poses an immediate threat of harm to the safety of the officer or others.

345.16.1 RESTRICTIONS

(a) No persons shall work, train or handle a police canine without proper certification or approval of the canine Program Manager.

(b) Police department personnel shall not tease or agitate a police canine nor allow others to do so.

(c) Prisoners will not be transported in canine cars without approval of a supervisor.

(d) All canine handlers and police officer personnel assisting in the canine searches shall abide by the Department's use of force policy.

(e) Use of the canine in field situations will be as follows:

1. The Watch Commander or Field Sergeant shall be advised when the canine unit is deployed.

2. To ensure availability, canine units should not normally be assigned to lengthy investigations unless directly involved in the case.

3. During searches, the canine handler shall report directly to the supervising officer at the scene. The supervising officer shall assume control of the search and direct back-up units to support positions as needed.

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4. During field contacts with other officers, a canine handler should function as a "back-up unit. "As a "back-up unit," the handler and canine are to prevent or control violent or aggressive acts directed at officers or citizens.
5. During contacts involving "high risk" persons or vehicle stops, the canine handler and canine should generally function as a back-up unit. In the event the canine unit has assumed the position of making the initial contact with a high risk person or in a vehicle stop, the handler should relinquish this role, officer safety permitting, to the first uniformed unit arriving at the scene. The canine unit will remain as a "back-up unit" until the incident is under control.
6. The Watch Commander or Field Sergeant shall make the final decision regarding the assignment of the canine unit to a specific police operation. The decision to deploy a canine in a specific police operation shall remain with the supervising officer and the canine handler at the scene.

345.17 APPREHENSION OF SUSPECTS

Police canines are trained to pursue and apprehend persons on command. When a canine is used to pursue, it is essential that each handler adhere to the following guidelines:

(a) Before the dog is released, the handler must take every prudent step to ensure that the person to be apprehended is the suspect. The handler shall, when practical, verbally warn the suspect that the dog will be released and the warning shall be substantially in the following form:

1. "POLICE, STOP OR I'LL SENDMY DOG.”
2. “POLICE, STOP OR I'LLSEND MY DOG. YOU MAY BE BIT"

(b) When the dog is released, advise the dispatcher, when practicable, that the dog is in pursuit and the distance between the handler and the dog in pursuit.The handler or dispatch should warn all other officers in the area that the handler and the dog are in pursuit of a suspect.The handler will follow the dog until the suspect is apprehended.

(c) When the dog finds a suspect, if the suspect is passive, the dog should remain with or near the suspect and bark until the handler can take control of the dog and direct the cover back-up to take control of the suspect. If the suspect attempts to flee or is aggressive toward the dog, the dog should bite and hold on to the suspect until commanded to release by the handler.

(d) In case of a bite, the canine handler should immediately take control of the dog and remove the dog from the bite if a back-up officer is available to take the suspect into custody and the suspect is not actively resisting arrest or attempting to evade arrest. The cover officer should be directed to take custody of the suspect and the handler shall take physical control of his dog.

(e) In the event that no back-up officer is available during a bite to assist the canine handler in taking the suspect into custody, the dog will be left on the bite until the suspect can be safely taken into custody by the handler. The handler will order the suspect to stop fighting the dog and for the suspect to show his hands to the canine handler. The canine handler will then command the dog to release the bite.

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345.18 CANINE TACTICS

The tactics and manner in which a police canine is to be utilized in a specific police operation shall be the decision of the handler, within the dog's ability and department policy. If a question of tactics arises, the on-duty Supervisor should be notified immediately.

345.19 CROWD CONTROL

Canine teams should remain behind the front line of officers to be used as a psychological advantage.

(a) In those instances when a police canine is deployed in riot conditions, police officers will advance to the front line. The rioters will be warned of the intended application of the police dog. The dogs should not be used in the same line as officers.

(b) In all like situations, the police canine will be worked on a 6' leash.

(c) The canine Program Manager or Supervisor will be on hand prior to deployment of the dogs in a crowd control situation, time permitting.

345.20 SEARCHING PROCEDURES

Building and Area Searches: Before conducting any building search, the canine handler shall contact the primary unit at the scene and:

(a) Verify perimeter security.

(b) Verify entry and method used.

(c) Develop intelligence from officers at the scene on the best location to start.

(d) Check to see if any officers have entered the building and are still inside.

(e) Conduct perimeter survey. Unless tactically necessary, the dog shall be on a lead during the survey.

(f) Establish time of occurrence.

345.20.1 COMMERCIAL BUILDINGS

Before entering the building, the canine handler shall:

(a) If practical, give the following warning at least two times loudly and clearly:

1. "THIS IS THE POLICE DEPARTMENT. COME OUT NOW OR I WILL SEND IN MY DOG.’

2. “THIS IS THE POLICE DEPARTMENT. COME OUT NOW OR I WILL SEND IN MY DOG. THIS IS YOUR LAST CHANCE. YOU MAY BE BIT"

(b) After allowing a sufficient period of time for a response from the suspect, send in the dog with the command to search.

(c) Allow the dog to clear the immediate area before entering.

(d) Once inside the building, the back-up officer shall remain behind and with the canine handler.

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345.20.2 RESIDENTIAL BUILDINGS

The handler should use the same procedures for residential searches as in commercial searches, however, the following shall also apply:

(a) Before conducting a search of a residence, the handler shall make every effort to ensure the safety of any of the residents and animals who might be present.

(b) Residential searches should be conducted on a leash unless the handler can determine there are no residents at home. This can be done through witness or victim statements.

345.20.3 OPEN AREA SEARCHES

Before conducting a search for a suspect in an open area, the handler shall contact the officer in charge of the scene and determine the following:

(a) Nature of the crime.

(b) Suspect description.

(c) Location at which suspect last seen and direction of travel.

(d) Length of time since suspect last seen.

(e) If any officers have entered the search area and are still in the search area.

(f) Has a perimeter been established and is it still maintained.

345.20.4 ADDITIONAL RESPONSIBILITIES

When entering the search area, the handler shall ensure that the following has been accomplished:

(a) Assign and brief a back-up officer.

(b) Advise communications that a search is going to be conducted with a police canine and the location of the search. Communications shall then advise all officers at the site of the intended canine search.

(c) Use proper surveillance position as dictated by the circumstances.

(d) If practical, give the following announcement twice with a short pause,

1. "THIS IS THE POLICE DEPARTMENT. COME OUT NOW OR I WILL SEND IN MY DOG.”

2. “THIS IS THE POLICE DEPARTMENT. COME OUT NOW OR I WILL SEND IN MY DOG. THIS IS YOUR LAST CHANCE. YOU MAY BE BIT"

(e) Allow a sufficient period of time for a response from the suspect before sending the dog.

(f) When conducting an open area search, the handler shall make every effort to maintain sight or sound of the dog.

(g) The back-up unit shall remain with the canine handler and follow the handler's directions.

(h) When the dog finds a passive suspect he should remain with the suspect and bark at the suspect until the handler arrives. If the suspect attempts to flee or is aggressive

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toward the dog, the dog should bite and hold on to the suspect until commanded to release by the handler.

(i) The back-up officer will be used to make the physical arrest of the suspect.The handler will maintain physical control of the dog.

(j) In the case of a bite during an apprehension, follow the procedures outlined in Section 627.

(k) If there is only one suspect, the handler will follow the back-up officer and suspect out of the area with the dog on the lead.

345.20.5 FOOT PURSUITS

In the event a foot pursuit develops, the handler will advise communications immediately.

(a) Care must be taken during foot pursuits to avoid injury to bystanders. Handlers should weigh the need for a foot pursuit in residential areas with onlookers and officers present.

(b) When beginning a foot pursuit, the handler should, when practical, loudly shout the following warning,

1. "POLICE. STOP OR I WILL SEND MY DOG”
2. “POLICE. STOP OR I WILL SEND MY DOG. YOU MAY BE BIT"

345.21 GENERAL SAFETY GUIDELINES

It is necessary to request the full cooperation of all personnel in order to prevent unnecessary accidents and injuries and the following suggestions should be scrutinized by all officers:

(a) Do not approach the dog and the handler without the handler knowing of your presence. Do not make any aggressive moves toward the handler because the dog will sense this action and protect his partner.

(b) No officer other than the dog's handler should give the dog commands.

(c) Do not feed the dog.

(d) Do not attempt to get anything out of the canine vehicle if the dog is inside.

(e) Do not run away from the dog; avoid eye contact with the dog.

(f) In the event you are bitten, do not pull away, but, remain as still as possible until the handler arrives and orders the dog to release his hold.

(g) Do not engage in horseplay with the handler.

345.22 ASSISTANCE TO OTHER AGENCIES

(See The South Bay Mutual Aid Policy)

(a) The Watch Commander, Field Sergeant or canine Program Manager or Supervisor are authorized to approve requests by outside agencies for the assistance of the canine unit.

(b) In no instance will the normal function of the police department be jeopardized to provide such assistance to an outside agency. In all instances when assistance is

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rendered, it shall be the responsibility of the assigned canine handler to file an incident report to the canine Program Manager or Supervisor indicating the nature of the assistance, the agency, the supervisor in charge and the results.

345.23 INJURED HANDLER - PROCEDURES

The following course of action shall be considered by all officers in the event that a canine handler is injured and unable to command his canine. If the handler is downed, his canine in all probability will stand guard and prevent anyone from approaching.

(a) Do not rush in on the handler or dog.

(b) Call to the handler, if he can he will call the dog off.

(c) If the handler does not respond, position the canine vehicle near the canine with all windows up and either rear door open. Using an authoritative voice, call the canine by name and command to "auto" (get into the car). Close the door behind him and wait for another officer to transport the canine to the station.

(d) Request the assistance of another canine officer immediately.

(e) Notify the canine Program Manager and Supervisor.

(f) The canine unit vehicle has protective sleeves and additional leads in the trunk. If the dog cannot be called off, he can be secured by allowing him to attack the protective sleeve. Once he has a grasp, he should not let go. The canine can then be secured in the unit.

(g) After the canine is secured, another handler will transport him to the station.

(h) In the event a canine is also injured, request that communications contact the veterinarian and advise of the emergency. Request the assistance of another canine unit to transport the dog to the veterinarian.

(i) Non-handlers should only command the canine in emergency situations when no handler is present, and only if proper commands are known.

(j) The dog and handlers train together, and work together. The dog's attitude will change if the handler is hurt or in danger.

345.24 CANINE CALL-OUTS

The Watch Commander, Field Sergeant and canine Program Manager and Supervisor are authorized to approve requests for calling out canine units:

(a) When requests are made and no canine unit is on duty.

(b) When the request is made by the Investigative Division.

345.25 PUBLIC RELATIONS AND REQUEST FOR CANINE DEMONSTRATIONS

All outside requests must be directed by letter to the Chief of Police. Assignments for talks, demonstrations, or public exhibitions will be made by the canine Program Manager or Supervisor, with consideration of departmental manpower needs.

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All canine personnel assigned public relations duties shall prepare themselves, their dogs, and their equipment in such a manner as to present a professional image.

345.26 VACATION KENNELS

The canine may be boarded at an authorized kennel while the officer is on vacation. The Department will pay the boarding expense for a period not to exceed 30 days in a 365 day period. The authorized kennels are as follows:

Animal Friends Pet Hotel

13200 S Euclid Street

Garden Grove, CA 92843

(714)537-4500

Adlerhorst International, LLC

3951 Vernon Avenue

Jurapa Valley, CA 92509

Kennel Club LAX

5325 W 102nd Street

Los Angeles, CA 90045

345.27 VETERINARIAN SERVICES

In the event that a canine becomes sick or injured to the extent that professional medical attention is required, it shall be incumbent upon the handler to transport the canine to the veterinarian.

The handler will direct an inter-office memorandum to the canine Program Manager or Supervisor indicating all of the circumstances surrounding the need for medical attention and the treatment received.

345.27.1 ROUTINE CARE

Routine medical care should be handled by:

Country Hills Animal Clinic
2919 Rolling Hills Road
Torrance, 90501
(310) 539-3851

345.27.2 EMERGENCY CARE

For medical emergencies, the following facility should be used. In the event this facility is unavailable or is too far away from the handler's current location based on the circumstances of the emergency, it will be the handler's responsibility to choose a suitable alternative and to notify the canine Program Manager or Supervisor as soon as practicable.

Access Specialty Hospital

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2551 W 190th Street

Torrance, CA 90504

(310) 320-8300

345.28 CANINE KENNELS AND CARE

Canine handlers are to care for their assigned dog in the following manner:

(a) Yards and kennels will be kept clean and in a sanitary condition at all times. (Dog warning signs shall be posted on all gates to premises).

(b) When off-duty, canines will be secured in the residence or the yard of their handler, which has been previously inspected by the Program Manager or Supervisor. When not under the direct control or supervision of their handler, canines will be securely kenneled in a department approved enclosure.

DEFINITION OF DIRECT CONTROL - Direct control is having the dog on leash/lead or in close enough proximity where the handler can control the canine's movements with verbal commands.

DEFINITION OF SUPERVISION -Supervision is maintaining visual contact with the dog in the handler's yard with the ability to physically respond to the canine if needed.

345.29 CANINE HANDLER'S FIELD UNIFORM

All canine handlers shall comply with the Police Department uniform regulations as follows:

(a) Regular police service uniform.

(b) Washable black jumpsuit with cloth name tag and badge.

(c) Black t-shirts and boot blousers authorized.

345.30 UNATTENDED POLICE CANINES

As a general rule, police canines are never to be left unattended. When not under the immediate control of their respective handler, the dog is to be secured in a department approved enclosure.There will be instances when it may become necessary to leave the dog unattended for a short period of time. When this becomes necessary, the following rules must be followed:

(a) When securing the dog outside the canine vehicle, steps should be taken to ensure that the dog cannot injure himself or others.

(b) Ensure that the dog has sufficient shade during warm weather.

(c) Ensure that the dog has an adequate supply of water.

(d) It is essential that the dog is checked at least every 20 minutes to ensure that it is not in distress if it is not in a department approved enclosure.

345.31 BREEDING OF POLICE CANINES

A canine handler shall not knowingly permit his canine to breed with any other dog, without the written approval of the Chief of Police.

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345.32 DISPOSITION OF CANINES

Whenever a canine handler leaves the unit, the canine assigned to him will remain in the unit, unless the canine is unfit for duty.

Canines considered unfit for duty may be made available to the last handler and that officer may purchase the animal for a nominal fee, upon recommendation of the Chief of Police. If the officer purchases the animal the officer will sign a “hold harmless” agreement releasing the city, the police department, the canine unit and its personnel from anything which concerns the animal from that date forward.

345.33 INSPECTIONS

The handler will be subject to a regular inspection process completed by the canine Program Manager or Supervisor. The areas inspected will consist of the handler's personal appearance, dog's appearance, kennel upkeep, vehicle care, equipment maintenance, and location where canine is housed.

The handler must maintain a satisfactory evaluation. In the case of an unsatisfactory finding, the handler must correct it prior to the next inspection. Failure to comply could result in the handler's removal from the canine unit.

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Beach Patrol Program

346.1 PURPOSE AND SCOPE

The purpose of the El Segundo Police Department Beach Patrol Program is to provide a safe and secure environment for the public at our City beach, the adjacent bike path and shoreline within City limits.

346.2 OBJECTIVES

Officers participating in this program will be assigned to the El Segundo Beach on specific dates and times as designated by the Field Operations Bureau Commander or his designee. During a typical shift, Officers will conduct the following:

(a) Enforce applicable state laws and violations of the El Segundo municipal code;

(b) Address homeless encampments and provide community outreach/resources;

(c) Conduct proactive patrols on the beach;

(d) Provide support to all on-duty Los Angeles County Lifeguards;

(e) Be a positive ambassador of the El Segundo Police Department.

346.3 EQUIPMENT

Officers will utilize the Textron “Prowler” electric off-road vehicle during deployment hours. Prior to each shift, Officers shall perform an inspection of the vehicle for damage, battery charge and cleanliness. Any damage will be reported to the on-duty Watch Commander and a repair order shall be completed. At the conclusion of each shift, Officers will ensure the vehicle is clean and plugged in for battery re-charging.

346.4 UNIFORM

Officers working this detail shall wear the following Beach Patrol uniform:

(a) Navy-blue Blauer polo-shirt with white or black undershirt, cloth badge and El Segundo shoulder patches;

(b) Navy-blue Blauer shorts or pants;

(c) White ankle socks and black athletic shoes;

(d) Duty-belt with all associated patrol equipment;

(e) Black ESPD baseball cap (optional);

(f) Body-worn camera.

346.5 MANDATORY TRAINING

All Beach Patrol personnel will complete the following training prior to operating the Textron “Prowler” electric off-road vehicle:

(a) Department staff will provide orientation and familiarization on the following:

1. Safety belts;

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2. Gauges, state of charge meter and 12 volt power outlet;
3. Key switch, direction selector and light switch;
4. Accelerator and brake pedals;
5. Park break and emergency park brake release;
6. Winch operation;
7. Battery charging port.
8. Battery maintenance and electrolyte water levels;

(b) Vehicle operation:

1. Starting, braking and stopping;
2. Driving in reverse;
3. Driving on pavement;
4. Turning radius;
5. Parking on a hill;
6. Driving in sand.

(c) Los Angeles County Lifeguard beach patrol safety class or equivalent course for operating vehicles on the beach.

346.6 PAY AND COMPENSATION

Beach patrol personnel are entitled to overtime compensation as set forth in the member's applicable Memorandum of Understanding (MOU) when working this special detail. Officers working this voluntary collateral duty are not entitled to special assignment pay.

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ADA Compliance

347.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for equal access to El Segundo Police Department services, programs, and activities for persons with disabilities, in accordance with Title II of the Americans with Disabilities Act (ADA).

This policy also includes guidelines to provide effective communication with persons with disabilities. See the Service Animals Policy for guidance on protecting the rights of individuals who use service animals in accordance with the ADA.

347.1.1 DEFINITIONS

Definitions related to this policy include (28 CFR 35.104):

ADA coordinator - The Special Operations Division Commander or another member designated by the Chief of Police to coordinate the department's efforts to comply with the ADA (28 CFR 35.107).

Assistive devices, auxiliary aids, and services - Tools used by persons with disabilities to facilitate their participation in services, programs, and activities offered by the El Segundo Police Department and to facilitate effective communication. They include but are not limited to the use of gestures or visual aids to supplement oral communication; a notepad and pen or pencil to exchange written notes; a computer or typewriter; an assistive listening system or device to amplify sound; a teletypewriter (TTY) or videophones (video relay service or VRS); taped text; a qualified reader; or a qualified interpreter.

Disability - A physical or mental impairment that substantially limits a major life activity including hearing, seeing, or speaking, regardless of whether the person uses assistive devices, auxiliary aids, and services. Individuals who wear ordinary eyeglasses or contact lenses are not considered to have a disability (42 USC § 12102; 28 CFR 35.108).

Facility - All aspects of department buildings, structures, sites, complexes, equipment, rolling stock or other conveyances, roads, walkways, parking areas, and other real or personal property (28 CFR 35.108).

Modification - Any change, adjustment, alteration, adaptation, or accommodation that renders a department service, program, or activity suitable for use, enjoyment, or participation by a person with a disability. This may include alteration of existing buildings and facilities.

A modification includes any change or exception to a policy, practice, or procedure that allows a person with a disability to have equal access to services, programs, and activities. It also includes the provision or use of assistive devices, auxiliary aids, and services.

Qualified interpreter - A person who is able to interpret effectively, accurately, and impartially, both receptively and expressively, using any necessary specialized vocabulary. Qualified

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interpreters include oral interpreters, transliterators, sign language interpreters, and intermediary interpreters.

347.2 POLICY

It is the policy of the El Segundo Police Department that persons with disabilities, including victims, witnesses, suspects, and arrestees, have equal access to services, programs, and activities of the Department.

The Department will not discriminate against or deny any individual access to services, programs, or activities based upon the presence or suspected presence of disabilities.

347.3 ADA COORDINATOR RESPONSIBILITIES

The responsibilities of the ADA coordinator include but are not limited to (28 CFR 35.130):

(a) Collaborating with the City ADA coordinator regarding the El Segundo Police Department's efforts to provide equal access to services, programs, and activities.

1. Maintaining department compliance with accessibility standards for department web content and mobile applications as required by 28 CFR 35 Subpart H (28 CFR 35.200).

(b) Collaborating with the City ADA coordinator to facilitate a process of periodic self-evaluation. The process should include:

1. Inspection of current department facilities to identify access issues.
2. Review of current department services, activities, and programs for access issues.
3. Assessment and update, if necessary, of current compliance measures.
4. Identification of recurring areas of complaint for which new methods of modification should be considered.
5. Review of the department's emergency programs, services, and activities as they apply to persons with disabilities.
6. Recommendation of a schedule to implement needed improvements.

(c) Acting as a liaison with local disability advocacy groups or other disability-focused groups regarding access to department services, programs, and activities.

(d) Developing procedures that will enable members to access assistive devices, auxiliary aids, and services, and making the procedures available as appropriate.

1. A list of qualified interpreter services with contact and availability information should be maintained and easily accessible to members.

(e) Developing procedures for the review and processing of requests for modifications that will help members provide persons with disabilities access to department services, programs, and activities, as appropriate.

(f) Establishing procedures for the booking process to assist members with managing commonly encountered disabilities such as sight or mobility impairments and intellectual or developmental disabilities.

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(g) Providing notice to the public regarding the rights and protections afforded by the ADA. This may include posters, published notices, handbooks, manuals, and pamphlets describing department services, programs, and activities and the availability of assistive devices, auxiliary aids, and services, as well as modifications (28 CFR 35.106).

(h) Collaborating with other [city/county] departments during the planning process to provide that new construction and any alteration to an existing building or facility are undertaken in compliance with the ADA (28 CFR 35.151).

(i) Developing, implementing, and publishing appropriate procedures to provide for the prompt and equitable resolution of complaints and inquiries regarding discrimination in access to services, programs, and activities. The complaint procedures should include an appeal process (28 CFR 35.107).

(j) Verifying that third parties providing department services, programs, or activities through contract, outsourcing, licensing, or other arrangement have established reasonable policies and procedures to prevent discrimination against and denial of access to persons with disabilities.

(k) Recommending amendments to this policy as needed.

347.4 REQUESTS

The goal of any modification should be to allow a person with a disability to participate in a service, program, or activity the same as a person who does not have a disability.

Upon receiving a request for a modification, members should make reasonable efforts to accommodate the request based on the preference of the person with the disability. Members should not ask about the nature and extent of a person's disability but should limit questions to elicit information necessary to determine the need for a modification and the appropriate type of modification.

If the requested modification or an alternative modification can reasonably be made at the time of the request, the member should make the modification. A member who is unable to accommodate a request or unsure about whether a request should be accommodated should contact a supervisor.

The supervisor should review and approve the request, if practicable and appropriate. Otherwise, the supervisor should document the requesting person's contact information and the modification being requested and forward the request to the ADA coordinator for processing as soon as reasonably practicable.

347.4.1 DENIAL OF A REQUEST

The following should be considered before denying a request for modification:

(a) Requests for modifications should be approved unless complying with the request would result in (28 CFR 35.150):

1. A substantial alteration of the service, program, or activity.

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2. An undue financial or administrative burden on the Department. All resources available for use in the funding and operation of the service, program, or activity at issue should be considered in this determination.
3. A threat to or the destruction of the historic significance of a historic property.
4. A direct threat to the health or safety of others (28 CFR 35.139).

(b) If any of these circumstances are present, the ADA coordinator should work with department members and the person requesting the modification to determine if an alternative modification is available.

(c) Where new construction or physical modification of an existing building or facility would be unfeasible or unduly burdensome, the ADA coordinator should work with department members to determine whether alternative modifications are available. Alternative methods that should be considered include (28 CFR 35.150):

1. Reassigning services, programs, or activities to accessible buildings or facilities.
2. Utilizing technology, equipment, rolling stock, or other conveyances.
3. Delivering the services, programs, or activities directly to a person with a disability by way of home visits or meeting the person at an accessible location.
4. Any other means or methods that would make services, programs, or activities readily accessible.

(d) If no alternative modification is appropriate, the ADA coordinator shall issue a written statement explaining why a modification of the service, program, or activity will not be made (28 CFR 35.150).

347.4.2 PERSONAL DEVICES AND ASSISTANCE

Although members should make every effort to comply with requests, the provision of personal devices or assistance (e.g., wheelchairs, eyeglasses, hearing aids, personal assistance in eating or using the restroom) to persons with disabilities is not required (28 CFR 35.135).

347.4.3 SURCHARGES

Surcharges shall not be imposed upon persons with disabilities to cover the costs of providing modifications (28 CFR 35.130(f)).

347.5 COMMUNICATIONS WITH PERSONS WITH DISABILITIES

Members should remain alert to the possibility of communication problems when engaging with persons with disabilities. When a member knows or suspects an individual requires assistance to effectively communicate, the member should identify the individual's choice of assistive devices, auxiliary aids, and services. The individual's preferred communication method should be honored unless another effective method of communication exists under the circumstances (28 CFR 35.160).

Factors to consider when determining whether an alternative method may be effective include:

(a) The methods of communication usually used by the individual.

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(b) The nature, length, and complexity of the communication involved.

(c) The context of the communication.

In emergency situations involving an imminent threat to the safety or welfare of any person, members may use whatever modification reasonably appears effective under the circumstances. This may include exchanging written notes or using the services of a person who knows sign language but is not a qualified interpreter, even if the person who is deaf or hard of hearing would prefer a qualified sign language interpreter. Once the emergency has ended, the method of communication should be reconsidered. The member should inquire as to the individual's preference and give primary consideration to that preference.

347.5.1 TYPES OF ASSISTANCE AVAILABLE

Department members shall not refuse an available type of assistive device, auxiliary aid, or service to a person with a disability who is requesting assistance. The Department will not require persons with disabilities to furnish their own assistive device, auxiliary aid, or service as a condition for receiving access to department services, programs, and activities. The Department will make every reasonable effort to provide equal access and timely assistance to persons with disabilities through a variety of assistive devices, auxiliary aids, and services (28 CFR 35.160).

The Department will not require that persons with disabilities use department-provided assistive devices, auxiliary aids, and services. Department-provided assistive devices, auxiliary aids, and services may include but are not limited to the means described in this policy.

347.5.2 AUDIO RECORDINGS AND ENLARGED PRINT

The Department may develop audio recordings to assist people who are blind or have a visual impairment. If such a recording is not available, members may read aloud from the appropriate form or provide forms with enlarged print.

347.5.3 QUALIFIED INTERPRETERS

A qualified interpreter may be needed in lengthy or complex transactions (e.g., interviewing a victim, witness, suspect, or arrestee) with individuals who normally rely on sign language or speechreading (i.e., lip-reading) to understand what others are saying. The qualified interpreter should not be a person with an interest in the matter. A person providing interpretation services may be required to establish the accuracy and trustworthiness of the interpretation in a legal proceeding.

Qualified interpreters should be:

(a) Available within a reasonable amount of time.

(b) Experienced in providing interpretation services related to law enforcement matters in the person's primary language.

(c) Familiar with the use of text- and video-based communications products and systems.

(d) Certified in either American Sign Language (ASL) or Signing Exact English (SEE).

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(e) Able to understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.

(f) Knowledgeable of the ethical issues involved when providing interpreter services.

Members should use department-approved procedures to request a qualified interpreter at the earliest reasonable opportunity or when it is reasonably apparent that an interpreter is needed. The use of a video remote interpreting service should be considered, where appropriate, if a live interpreter is not available. Persons with disabilities shall not be required to provide an interpreter (28 CFR 35.160).

347.5.4 TELECOMMUNICATION SERVICES

In situations where an individual without a disability would have access to a telephone (e.g., during booking or attorney contacts), members must also provide those with communication-related disabilities the opportunity to place calls using an available TTY, TDD, or other voice, text, or video-based communications product or system. Members shall provide additional time, as needed, for effective communication due to the slower nature of assisted communications.

The Department will accept all TDD and computer modem calls placed by individuals with communications-related disabilities and received via a telecommunications relay service (28 CFR 35.162).

347.5.5 COMMUNITY VOLUNTEERS

Where qualified interpreters are unavailable to assist members, department-approved community volunteers who have demonstrated competence in communication services, such as ASL or SEE, may be called upon to provide interpreter services when appropriate. However, department members must carefully consider the nature of the interaction and the relationship between the individual with the disability and the volunteer to be reasonably satisfied that the volunteer can provide neutral and unbiased assistance.

347.5.6 FAMILY AND FRIENDS

While family or friends may offer to assist with interpretation, members should carefully consider the circumstances before relying on such individuals. The nature of the interaction and relationship between the individual with the disability and the person offering services must be carefully considered to determine whether the family member or friend can provide neutral and unbiased assistance.

Except in an emergency involving an imminent threat to the safety or welfare of any person and no qualified interpreter is reasonably available, members shall not use a minor child as an interpreter (28 CFR 35.160).

347.5.7 FIELD ENFORCEMENT CONSIDERATIONS

Due to the unpredictable and varied nature of field enforcement, the Department recognizes that it is impracticable to provide immediate access to a comprehensive supply of assistive devices, auxiliary aids, and services to every member of this department. Members involved in interactions with persons with disabilities that occur in the field should assess each situation to

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determine if communication assistance is necessary. The length, complexity, and importance of the communication, as well as the individual's preferred method of communication, should be considered when determining what, if any, resources should be used and whether a qualified interpreter or other service is needed.

347.5.8 WITNESS OR VICTIM INTERVIEWS
Members who interview a witness or victim who demonstrates or states they are deaf or have a hearing loss shall make a good faith effort to secure the services of an interpreter without any unnecessary delay, unless the individual affirmatively indicates they do not need or cannot use an interpreter (Evidence Code § 754).

347.6 CUSTODIAL INTERROGATIONS

In an effort to ensure that the rights of individuals with disabilities are protected during a custodial interrogation, this department will provide reasonable modifications before beginning an interrogation, unless exigent circumstances exist or the individual has made a clear indication that the individual understands the process and desires to proceed without receiving a modification. *Miranda* warnings should be provided to a suspect via the individual's preferred method of communication.

Interrogations should be recorded whenever reasonably practicable. See guidance on recording custodial interrogations in the Investigation and Prosecution Policy.

347.7 ARREST

If an individual with a communication-related disability is arrested, the arresting officer shall use department-approved procedures to provide a qualified interpreter as soon as reasonably practicable, unless the individual indicates a preference for a different assistive device, auxiliary aid, or service, or the officer reasonably determines another effective method of communication exists under the circumstances.

Individuals who are arrested and are assisted by service animals should be permitted to make arrangements for the care of such animals prior to transport.

347.8 WEBSITE ACCESS

The ADA coordinator should work with the appropriate parties to develop online content that is readily accessible to persons with disabilities. Department web content should be developed in conformance with the most current guidelines issued by the U.S. Department of Justice and federal regulations (28 CFR 35 Subpart H; 28 CFR 35.200).

Department website content should also be made available to persons with disabilities in an alternative format upon request, if reasonably practicable.

347.9 DOCUMENTATION

Whenever any modification has been provided, the member involved should document:

(a) The type of modification, assistive device, auxiliary aid, or service provided.

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(b) Whether the individual elected to use an assistive device, auxiliary aid, or service provided by the Department or another identified source, as applicable.

(c) Whether the individual's express preference for the modification was not honored and the reason why an alternative method was used.

The documentation and any written communications exchanged should be maintained consistent with the Records Maintenance and Release Policy.

All written communications exchanged in a criminal case shall be attached to the member's report or placed into evidence.

347.10 COMPLAINTS

A member who receives a complaint or becomes aware of potential disability discrimination, an ADA violation, or a person's inability to access the department's programs, services, or activities should document the complaint and promptly refer the matter to the ADA coordinator (28 CFR 35.107). The Department shall assist persons with disabilities who require assistance to file a complaint regarding members of this department. The Department may provide a qualified interpreter or forms in enlarged print, as appropriate.

347.11 TRAINING

Members should receive periodic training on ADA compliance, to include:

(a) Awareness and understanding of this policy, related procedures, forms, and available resources.

(b) Procedures for handling requests for modifications.

(c) Accessing assistive devices, auxiliary aids, and services needed to accommodate requests for modifications.

(d) General requirements of the ADA, including modifying policies and practices, communicating with individuals with disabilities, and identifying alternate ways to provide access to programs, services, and activities as appropriate to the member's job duties.

Management staff, even if they do not interact regularly with individuals with disabilities, should receive training as appropriate to understand and reinforce this policy.

The Training Sergeant should maintain records of all training provided and retain a copy in each member's training file in accordance with the established records retention schedule.

347.11.1 CALL-TAKER TRAINING

Emergency call-takers shall be trained in the use of department assistive devices, auxiliary aids, and services for communicating with individuals with communication-related disabilities. Such training and information should include:

(a) The requirements of the ADA and Section 504 of the Rehabilitation Act for telephone emergency service providers.

(b) ASL syntax and accepted abbreviations.

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(c) Practical instruction on identifying and processing calls using TTY, TDD, or other voice, text, and video-based communications products and systems.

(d) Hands-on experience in using TTY, TDD, or other voice, text, and video-based communications products and systems.

Training should be provided for all the Dispatch Center members who may have contact with individuals from the public who have communication-related disabilities. Refresher training should be provided as appropriate.

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Vehicle Pursuits

348.1 PURPOSE AND SCOPE

This policy provides guidelines for vehicle pursuits in order to protect the safety of involved officers, the public, and fleeing suspects (Vehicle Code § 17004.7).

348.1.1 DEFINITIONS

Definitions related to this policy include:

Blocking - A preventive maneuver where emergency vehicles are strategically positioned to prevent a suspect from moving their vehicle, usually before a pursuit starts or at low speeds.

Boxing-in - A low-speed tactic designed to stop a fleeing vehicle by surrounding it with emergency vehicles and then slowing all vehicles to a stop.

Pursuit Intervention Technique (PIT) - A low-speed tactic designed to apply lateral pressure to the rear quarter panel of a fleeing vehicle, causing it to spin out, stall, and come to a stop (also known as a Precision Immobilization Technique).

Ramming - The deliberate act of impacting a fleeing vehicle with another vehicle to functionally damage or otherwise force the fleeing vehicle to stop.

Roadblock - A tactic designed to stop a fleeing vehicle by intentionally placing an emergency vehicle or other immovable object in the path of the fleeing vehicle.

Tire deflation device - A device designed to be placed on the roadway and puncture the tires of a fleeing vehicle, sometimes referred to as spike strips.

Vehicle pursuit - An event involving one or more law enforcement officers attempting to apprehend a suspect who is attempting to avoid arrest while operating a motor vehicle by using high-speed driving or other evasive tactics, such as driving off a highway, turning suddenly, or driving in a legal manner but willfully failing to yield to an officer's signal to stop.

348.2 POLICY

It is the policy of this department to balance the need to apprehend a fleeing suspect with the risks associated with vehicle pursuits.

348.3 INITIATING A PURSUIT

Officers who have received appropriate training are authorized to initiate a vehicle pursuit when the need to apprehend a fleeing suspect clearly outweighs the risks a vehicle pursuit poses for officers and the public.

When balancing the risk of a pursuit with the need to apprehend the suspect, officers shall consider:

(a) The seriousness of the known or reasonably suspected crime committed by the suspect and the threat to the safety of the public if the suspect remains at large.

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(b) Whether the identity of the suspect is known with enough certainty to enable apprehension at a later time.

(c) The speed of the vehicles relative to the conditions of the area, such as the population density, amount of vehicular and pedestrian traffic (e.g., school zones), time of day, road conditions, environmental conditions (e.g., hills, curves, mountains), and weather conditions.

(d) The pursuing officer's driving capabilities, familiarity with the area, and quality of radio communications with the dispatcher/supervisor.

(e) The nature of the pursuing unit (e.g., marked vs. unmarked) and its speed and performance capabilities in relation to the fleeing vehicle (e.g., performance motorcycle).

(f) Whether there are other persons in or on the fleeing vehicle and their relationship to the situation (e.g., passengers, co-offenders, hostages).

(g) Whether the pursuing unit is carrying passengers other than on-duty policeofficers. Pursuits should not be undertaken with an arrestee in the pursuit vehicle unless exigent circumstances exist.

(h) The availability of other resources such as air support or vehicle locator/deactivation technology.

348.4 PURSUIT UNITS

Vehicle pursuits should be limited to three policedepartment emergency vehicles (two pursuit units and the supervisor vehicle). However, an officer or supervisor may request that additional units join a pursuit if, after assessing the factors outlined above, it reasonably appears that the number of officers involved may be insufficient to safely arrest the number of suspects.

348.4.1 EMERGENCY EQUIPMENT

Vehicle pursuits shall only be conducted using authorized policedepartment vehicles that are equipped with emergency lighting and sirens as required by Vehicle Code § 21055. Each pursuit unit's emergency lights and sirens should remain activated throughout the unit's participation in the pursuit.

Officers operating vehicles not equipped with emergency lights and siren are prohibited from pursuing a fleeing vehicle or joining a pursuit. Officers in such vehicles may provide support to pursuing units when needed, but should operate the vehicle in compliance with all traffic laws and should discontinue such support immediately upon arrival of a sufficient number of authorized emergency vehicles or any air support.

348.4.2 MOTORCYCLES AND UNMARKED UNITS

When involved in a pursuit, policedepartment motorcycles and unmarked vehicles should be replaced by marked four-wheel emergency vehicles as soon as practicable.

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348.4.3 PRIMARY UNIT

The initial pursuing officer should be designated as the primary unit and will be responsible for the conduct of the pursuit unless that unit is unable to remain reasonably close to the suspect's vehicle. The primary responsibility of the officer initiating the pursuit is the apprehension of the suspect without unreasonable danger to themself or others.

As soon as practicable, the primary unit should notify the Dispatch Center of the pursuit, request priority radio traffic, and provide appropriate information including:

(a) The location, direction of travel, and estimated speed of the pursuit.

(b) The description of the fleeing vehicle, including the license plate number, if known.

(c) The reason for the pursuit.

(d) A description of the fleeing vehicle's evasive driving behavior (e.g., rapid lane changes, no headlights, driving on the wrong side of the road).

(e) Known or suspected weapons, threat of force, violence, injuries, hostages, or other unusual hazards.

(f) The suspected number of occupants and their identities or descriptions.

(g) The weather, road, and traffic conditions.

(h) The need for any additional resources or equipment.

(i) The identities of other law enforcement agencies involved in the pursuit.

The primary unit is responsible for broadcasting the progress of the pursuit until a secondary or air unit joins the pursuit. Once an additional unit joins the pursuit, the primary unit should relinquish the responsibility of broadcasting the progress to the secondary or air unit unless circumstances reasonably indicate otherwise.

348.4.4 SECONDARY UNIT

The second officer in the pursuit should be designated as the secondary unit and is responsible for:

(a) Notifying the Dispatch Center of their entry into the pursuit.

(b) Broadcasting the progress of the pursuit, updating known or critical information, and providing changes in the pursuit, unless the situation indicates otherwise.

(c) Identifying the need for and requesting additional resources or equipment as appropriate.

(d) Serving as backup to the primary unit once the fleeing vehicle has been stopped.

348.4.5 AIR UNITS

When available, air unit assistance should be requested. The air unit should assume responsibility of broadcasting the pursuit once they have established visual content with the fleeing vehicle. Ground units should maintain operational control and consider whether the continued close proximity and/or involvement in the pursuit is warranted.

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The air unit should coordinate the activities of resources on the ground, report progress of the pursuit, and provide pursuing units with details of upcoming traffic congestion, road hazards, or other information pertinent to evaluating whether to continue the pursuit. If ground units are not within visual contact of the fleeing vehicle and the air unit determines that it is unsafe to continue the pursuit, the air unit should recommend termination.

348.5 PURSUIT DRIVING

The decision to use specific driving tactics requires consideration of the same factors as initiating a pursuit. In addition, officers involved in the pursuit should adhere to the following:

(a) Pursuing units should space themselves far enough from other involved vehicles to be able to see and avoid hazards and react safely to maneuvers by the fleeing vehicle.

(b) Pursuing units should exercise caution and slow down as necessary when proceeding through intersections.

(c) Pursuing units should not follow a fleeing vehicle driving against traffic (wrong way) and should instead:

1. Request assistance from available air support.
2. Maintain visual contact with the fleeing vehicle by paralleling it on the correct side of the roadway.
3. Request other units to observe exits available to the fleeing vehicle.

(d) Pursuing units should request that the Dispatch Center notify the California Highway Patrol (CHP) and/or another law enforcement agency if it appears that the pursuit may enter its jurisdiction.

(e) Pursuing units should not attempt to pass other pursuit units unless the situation indicates otherwise or they are requested to do so. Passing another pursuit unit should only be attempted with a clear understanding of the maneuver.

348.5.1 RULES OF THE ROAD

The speed of a vehicle pursuit is a factor that should be evaluated on a continuing basis by the officer and supervisor. Evaluation of vehicle speeds should take into consideration public safety, officer safety, and the safety of the occupants of the fleeing vehicle.

Should high vehicle speeds be reached during a pursuit, officers and supervisors should also consider these factors when determining the reasonableness of the speed of the pursuit:

(a) Pursuit speeds have become unreasonably unsafe for the surrounding conditions.

(b) Pursuit speeds have exceeded the driving ability of the officer.

(c) Pursuit speeds are beyond the capabilities of the pursuit vehicle, thus making its operation unsafe.

348.5.2 OFFICERS NOT INVOLVED IN THE PURSUIT

Officers not directly involved in the pursuit should stay alert to its progress and location and may proceed safely to intersections ahead of the pursuit to warn cross traffic. When clearing

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intersections along the pursuit path, officers are authorized to use emergency equipment and should attempt to place their vehicles in locations that provide some safety or an escape route in the event of an unintended collision or a suspect intentionally trying to ram the policedepartment vehicle.

Other than clearing intersections along the pursuit path, uninvolved officers should avoid operating under emergency conditions (emergency lights and siren) and should remain in their assigned areas unless directed otherwise by a supervisor.

When needed, non-pursuing officers and officers who have dropped out of the pursuit should respond to the pursuit termination point in a non-emergency manner, observing the rules of the road. Officers should not parallel the pursuit route.

348.6 SUPERVISORY CONTROL AND RESPONSIBILITIES

The field supervisor of the officer initiating the pursuit, or if unavailable, the nearest field supervisor, will be responsible for:

(a) Immediately notifying the involved units and the dispatcher of supervisory presence and ascertaining all reasonably available information in order to continuously assess the situation and risk factors associated with the pursuit.

(b) Exercising management and control of the pursuit and, when appropriate, engaging in the pursuit to provide on-scene supervision.

(c) Confirming that no more pursuing units than required are involved in the pursuit.

(d) Directing that the pursuit be terminated if, in the supervisor's judgment, continuing the pursuit is not justified under the guidelines of this policy.

(e) Assessing the emotional state of the officers involved and directing an officer to disengage from the pursuit if it appears they are unable to control their emotions.

(f) Requesting additional assistance from air support, canines, or other resources, if available and appropriate.

(g) Verifying that the proper radio channel is being used.

(h) Confirming the Watch Commander has been notified of the pursuit.

(i) Overseeing the notification and/or coordination of outside agencies if the pursuit leaves or is likely to leave the jurisdiction of this department.

(j) Continuing the management and control of El Segundo Police Department units when a pursuit enters another jurisdiction.

(k) Preparing documentation of the pursuit and conducting a post-pursuit review, as required.

348.6.1 WATCH COMMANDER RESPONSIBILITIES

Upon becoming aware that a pursuit has been initiated, the Watch Commander should monitor and continually assess the situation and ensure the pursuit is conducted within the guidelines and

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requirements of this policy. The Watch Commander has the final responsibility for the coordination, control, and termination of a vehicle pursuit and shall be in overall command.

The Watch Commander shall review all pertinent reports for content and forward to the Bureau Commander.

348.7 THE DISPATCH CENTER

Radio communications during a pursuit should be conducted on the primary channel unless instructed otherwise by a supervisor or dispatcher. If the pursuit leaves the jurisdiction of this department or such is imminent, involved units should, whenever available, switch radio communications to a tactical or emergency channel most accessible by participating agencies.

348.7.1 THE DISPATCH CENTER RESPONSIBILITIES

Upon notification or becoming aware that a pursuit has been initiated, the dispatcher is responsible for:

(a) Clearing the radio channel of non-emergency traffic.

(b) Coordinating pursuit communications of the involved units and personnel.

(c) Broadcasting pursuit updates as well as other pertinent information as necessary.

(d) Ensuring that a field supervisor is notified of the pursuit.

(e) Notifying and coordinating with other involved or affected agencies as practicable.

(f) Notifying the Watch Commander as soon as practicable.

(g) Assigning an incident number and logging all pursuit activities.

348.8 INTERJURISDICTIONAL CONSIDERATIONS

Unless entry into another jurisdiction is expected to be brief, the primary unit or supervisor should ensure that notification is provided to each outside jurisdiction into which the pursuit is reasonably expected to enter, regardless of whether such jurisdiction is expected to assist.

348.8.1 ASSUMPTION OF PURSUIT BY ANOTHER AGENCY

When a pursuit enters another agency's jurisdiction, the primary unit or the supervisor should determine whether to request the other agency assume the pursuit, taking into consideration the distance traveled, familiarity with the area, and other pertinent facts.

Once another agency has agreed to assume the pursuit, pursuing units should relinquish control and discontinue participation unless the continued assistance of the El Segundo Police Department is requested by the agency assuming the pursuit. Upon relinquishing control of the pursuit, the involved officers may, with supervisory approval, proceed to the termination point in order to provide information and assistance for the arrest of the suspect and reporting of the incident. The supervisor should coordinate such assistance with the assuming agency and obtain any information that is necessary for department reports.

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348.8.2 PURSUITS EXTENDING INTO THIS JURISDICTION

Officers from this department should not join a pursuit being conducted by another agency unless specifically requested to do so by that agency and with approval from a supervisor.

When a request is made for this department to assist or take over a pursuit that has entered the jurisdiction of the El Segundo Police Department, the Watch Commander or supervisor should review the request as soon as practicable, taking into consideration:

(a) Whether the need to apprehend the fleeing suspect outweighs the risks of the pursuit to officers and the public.

(b) Whether there is adequate staffing to continue the pursuit.

(c) The available units' capabilities to maintain the pursuit.

(d) The number of available units and other resources of the pursuing agency.

Assistance to a pursuing agency by officers of this department should terminate at the City limits, provided that the pursuing agency has sufficient assistance from other sources. Ongoing participation from this department should continue only until sufficient assistance is present.

In the event that a pursuit from another agency terminates within this jurisdiction, officers should provide appropriate assistance to the pursuing agency such as scene control, inter-agency coordination, completion of supplemental reports, and any other reasonable assistance requested or needed.

348.9 PURSUIT INTERVENTION

Pursuit interventions should only be used when it reasonably appears that using the intervention will contain or prevent the pursuit, and the need to immediately stop the fleeing vehicle outweighs the risks of injury or death to officers and others.

Pursuit interventions may be construed as a use of force, including deadly force, and are subject to the policies guiding such use. Officers should consider the guidelines for the use of force when deciding how, when, where, and if a pursuit intervention should be employed. Refer to the Use of Force Policy for additional guidance.

Whenever practicable, an officer should seek approval from a supervisor before employing any pursuit intervention to stop a fleeing vehicle. Officers should not attempt a pursuit intervention unless they have received the appropriate training for the intervention being used.

348.9.1 TIRE DEFLATION DEVICE

Before deploying a tire deflation device, officers should consider factors such as:

(a) Speed of the fleeing vehicle - Traveling at high speeds increases the risk the suspect will lose control of the vehicle after driving over or swerving to avoid a tire deflation device.

(b) Weather and visibility - Tire deflation devices should only be deployed when the location, weather, and other conditions allow the deploying officer to clearly see the fleeing vehicle, pursuit units, and other approaching traffic.

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(c) Cover - Deployment should occur in a location that provides the deploying officer adequate cover and escape from intentional or unintentional exposure to the approaching vehicles.

(d) Road conditions - Soft or loose material such as dirt or gravel may prevent a tire deflation device from puncturing the vehicle's tire. Deploying the device on loose pavement or icy or wet roads increases the risk of the suspect losing control of the vehicle.

(e) Characteristics of the deployment area - A tire deflation device should not be deployed in areas that are heavily populated with pedestrians, at times of heavy traffic, or at a location where there is a heightened chance of striking a fixed object.

(f) Characteristics of the fleeing vehicle - Except in extraordinary circumstances, a tire deflation device should not be used when the fleeing vehicle is a motorcycle or other vehicle with fewer than four wheels, an ATV, a vehicle transporting hazardous materials, or a school bus transporting children.

Because of the risks to deploying officers, the intent to deploy a tire deflation device and its location should be clearly communicated to the dispatcher and all involved units.

348.9.2 PIT

A PIT should only be attempted in a vehicle with a reinforced bumper.

Before conducting a PIT, officers should consider factors such as:

(a) Speed of the fleeing vehicle - Conducting a PIT while traveling at high speeds increases the risk of the suspect or officer losing control of their vehicle. A PIT should not be conducted at speeds greater than the speed at which the officer has received training.

(b) Road conditions - Because the intention of a PIT is to cause the fleeing vehicle to spin out by reducing the friction between the tires and the roadway, the material of the roadway (e.g., pavement, gravel, dirt) should be considered and a PIT should not be attempted when road conditions are wet or icy.

(c) Characteristics of the deployment area - A PIT should not be attempted in areas that are heavily populated with pedestrians, at times of heavy traffic, or at a location where there is a heightened chance of striking a fixed object.

(d) Characteristics of the fleeing vehicle - A PIT should not be used when the pursued vehicle is a motorcycle or other vehicle with fewer than four wheels, an ATV, a vehicle transporting hazardous materials, or a school bus transporting children. The increased risk of rolling over should be evaluated on vehicles with a high center of gravity.

(e) Number of pursuit units - A PIT should not be used unless there is a sufficient number of pursuit units available to prevent further movement of the fleeing vehicle after spinning out.

348.9.3 BOXING-IN OR BLOCKING

Boxing-in or blocking should only be used when the suspect's vehicle is stopped or traveling at a low speed.

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Boxing-in requires the participation of multiple units and therefore must be carefully coordinated with all involved.

348.9.4 RAMMING AND ROADBLOCKS
Ramming and roadblocks shall only be used when deadly force is warranted and all other reasonable alternatives have been exhausted or reasonably appear ineffective.

348.9.5 FIREARMS
Specific guidance on the use of a firearm during a vehicle pursuit is addressed in the Use of Force Policy.

348.10 STARCHASE PURSUIT MANAGEMENT SYSTEM

The StarChase system allows an officer to remotely affix a GPS tracking device to a pursued (or about to be pursued) vehicle using an air pressure system to discharge the tracker from the front of the StarChase equipped patrol car to the vehicle in front of it. Once the tracker is affixed, its location can be tracked by an employee (StarChase Monitor) using a computer, tablet, or smartphone with an internet connection.

(a) For the purpose of clarity of communication, radio traffic should identify the device as "StarChase" and indicate if the passenger side or driver side GPS tag was deployed.
(b) StarChase equipment in the patrol vehicle will only be operated by officers who have been trained in its use.

Safety Considerations:

Except as specified below, officers shall use their own judgment regarding affixing a StarChase tag upon a pursued vehicle and do not need prior approval from a Supervisor.

All safety decisions related to the discharge of a StarChase tag shall be evaluated by the operator prior to deployment. While supervisors may direct or approve the deployment of a StarChase equipped patrol car in a pursuit and/or the discharge of a tag, the actual discharge of the device will be evaluated by the operator prior to deployment. In accordance with policy, the safety of officers, uninvolved person and persons inside the pursued vehicle shall be considered. The following decisions are specifically included:

1. StarChase equipped patrol cars, with approval from a supervisor or watch commander, are authorized to respond Code 3 to join a pursuit for potential use of the device.
2. Whether any circumstance would indicate the device would not work (e.g. - weather conditions, suspect vehicle weaving, motorcycle, etc.).
3. Whether the officer can safely maneuver close enough to the suspect vehicle to come within targeting range, as outlined in the StarChase training.
4. Unless directed otherwise, the StarChase equipped vehicle will join in the pursuit at the rear of the authorized pursuing vehicles.
5. Once a StarChase equipped vehicle joins a pursuit, it becomes an authorized unit as it relates to the number of authorized pursuing vehicles.

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6. StarChase equipped vehicles may pass other pursuing vehicles only when deemed safe and only with specific permission from the unit to be passed. Permission is to be sought and acknowledged one passing at a time. Officers driving the StarChase equipped vehicle will identify which side will be overtaken.
7. StarChase tags will be deployed in accordance with training:

(a) Once the StarChase tag has been successfully deployed, pursuing vehicles should consider dropping back significantly from the suspect vehicle. Officers are not required to discontinue the pursuit once a tag is deployed unless directed by a Supervisor.
(b) Officers will maintain constant communication with the StarChase Monitor for speed/direction/location updates of the suspect vehicle.
(c) The Supervisor will coordinate with the StarChase Monitor to direct resources and officers to appropriate locations to apprehend the suspect.
(d) No officer who is driving a moving patrol car will access the StarChase Monitor data as this creates an unnecessary hazard.

8. Tactical Considerations:

(a) The StarChase tag should not be deployed in the following situations:

(a) Unless the suspect poses a substantial risk to the public.

(b) Unless the officer believes the GPS tag may prevent imminent danger to life or serious damage to property.

(c) If the suspected crime is an only an infraction.

(d) During heavy rain.

(e) While driving on exceptionally rough terrain.

(f) On a motorcycle.

(g) When pedestrians are between or in close proximity to the suspect vehicle and the StarChase equipped vehicle.

9. When applicable, in addition to the normal pursuit reporting procedures required by policy, officers who use the StarChase system will report all tag deployments. All tag deployments, whether successful or not, shall at a minimum complete an incident report detailing its use.

Supervisors shall document a StarChase tag deployment on the standard Post Pursuit Critique form when applicable.

348.11 TERMINATING A PURSUIT

The factors considered when initiating a pursuit should be continually reevaluated by pursuing units during the pursuit, as the circumstances and conditions change, and as new information becomes available. If at any time the risk of continuing the pursuit outweighs the need to immediately apprehend the suspect, the pursuit should be terminated.

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In addition, a pursuit should be terminated when:

(a) A supervisor directs the pursuit to be terminated.

(b) The location of the fleeing vehicle is no longer known.

(c) The distance between the pursuing units and the fleeing vehicle is so great that further pursuit would be futile or would continue for an unreasonable time and/or distance.

(d) The pursuing unit sustains damage or a mechanical failure that makes it unsafe to drive or renders the emergency lighting and sirens partially or completely inoperable and there are no additional units readily available to take over the pursuit.

When a pursuit terminates for any reason, all pursuit units should verbally acknowledge termination, turn off emergency lights and sirens, reduce their speed, and obey all traffic laws. The primary unit should communicate the location of pursuit termination to the dispatcher.

348.11.1 LOSS OF PURSUED VEHICLE

When a pursuit is terminated because the location of the fleeing vehicle is no longer known, the primary unit should broadcast pertinent information for other units to assist in locating the suspect. The primary unit or supervisor will be responsible for coordinating any further search for the pursued vehicle.

348.11.2 APPREHENSION OF SUSPECTS

Officers should exercise proper self-discipline and sound professional judgment at the conclusion of a pursuit and while apprehending the suspect.

Unless otherwise directed by a supervisor, an officer other than the primary unit should coordinate efforts to apprehend the suspect following the pursuit.

Any use of force necessary to apprehend the suspect shall be consistent with the Use of Force Policy.

348.12 DEBRIEFING

Participating officers should return to the Department as soon as practical following a pursuit to debrief with a supervisor.

348.13 REPORTING REQUIREMENTS

Appropriate reports should be completed as required by applicable laws, policies, and procedures.

(a) The primary officer should complete appropriate crime/arrest and pursuit reports.

(b) The Watch Commander shall ensure that an Allied Agency Vehicle Pursuit Report (form CHP 187A) is filed with the CHP not later than 30 days following the pursuit (Vehicle Code § 14602.1). The primary officer should complete as much of the required information on the form as is known and forward the report to the Watch Commander for review and distribution.

(c) After first obtaining the available information, the involved, or if unavailable on-duty, field supervisor shall promptly complete the ESPD Post Pursuit Critique Form, and forward to the Division Commander. This form should include, at a minimum:

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(a) Date and time of pursuit.

(b) Initial reason and circumstances surrounding the pursuit.

(c) Length of pursuit in distance and time, including the starting and termination points.

(d) Involved units and officers.

(e) Alleged offenses.

(f) Whether a suspect was apprehended, as well as the means and methods used.

(g) Any use of force that occurred during the vehicle pursuit.

(a) Any use of force by a member should be documented in the appropriate report (See the Use of Force Policy).

(h) Any injuries and/or medical treatment.

(i) Any property or equipment damage.

(j) Name of supervisor at scene or who handled the incident.

(d) After receiving copies of reports, logs, ESPD Post Pursuit Critique Form, and other pertinent information, the Divsion Commander shall complete a post pursuit review and forward to the Bureau Commander.

Annually, the Chief of Police should direct a documented review and analysis of department vehicle pursuit reports to minimally include policy suitability, policy compliance, and training or equipment needs.

348.14 PURSUIT TRAINING

The Training Sergeant should ensure that members of this department receive initial and annual training on this policy and vehicle pursuits relevant to their role (e.g., officers, supervisors, air units, dispatchers).

Officer training should address decision-making involved in initiating, continuing, and terminating a pursuit by balancing the need to apprehend the suspect with the risk of a pursuit. Subject to available resources, training on pursuit driving and the deployment of pursuit intervention tactics should include scenario-based training and behind-the-wheel practice, in addition to classroom instruction.

348.14.1 STATE-SPECIFIC TRAINING REQUIREMENTS

The Training Sergeant shall make available to all officers initial and supplementary POST training on pursuits required by Penal Code § 13519.8, Vehicle Code § 17004.7(d), and 11 CCR 1081, and no less than annual training addressing:

(a) This policy.

(b) The importance of vehicle safety and protecting the public.

(c) The need to balance the known offense and the need for immediate capture against the risks to officers and others.

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348.15 POLICY ACKNOWLEDGEMENT

Officers of this department shall certify in writing that they have received, read, and understand this policy initially, upon any amendments, and whenever training on this policy is provided. The POST attestation form, or an equivalent form, may be used to document the compliance and should be retained in the member's training file.

348.16 APPLICATION OF VEHICLE PURSUIT POLICY

This policy is expressly written and adopted pursuant to the provisions of Vehicle Code § 17004.7, with additional input from the POST Vehicle Pursuit Guidelines.

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Generative Artificial Intelligence Use

349.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for department use of generative artificial intelligence (GenAI). This policy does not apply to artificial intelligence that is integrated into facial recognition applications, voice recognition applications, biometric access controls, or software that redacts documents or video or similar applications.

Additional guidelines for the use of department information technology resources are found in the Information Technology Use Policy. Additional guidelines for preparing reports are found in Report Preparation Policy.

349.1.1 DEFINITIONS

Definitions related to this policy include:

Generative artificial intelligence (GenAI) - A type of artificial intelligence that is algorithmically trained on one or more large data sets and designed to generate new and unique data (e.g., text, pictures, video) in response to a prompt (generally questions, instructions, images, or video) input by the user.

349.2 POLICY

The use of GenAI systems carries unique benefits within a law enforcement agency, providing ways to increase operational efficiency, enhance department procedures, and improve the overall effectiveness of the El Segundo Police Department.

However, the prompts input into GenAI systems can present risks to both individuals and law enforcement agencies by making accessible to the public information such as department tactics, investigative and training techniques, confidential information (e.g., confidential informants, protected information), active investigations, and security procedures. In addition, without safeguards in place, GenAI can produce unintended discriminatory or biased output as well as content that is inaccurate, misleading, or copyrighted.

It is the policy of the Department to develop, implement, and use GenAI ethically and responsibly in a way that minimizes potential risk and harm in accordance with the guidelines set forth below.

Any function carried out by a member of the Department using GenAI is subject to the same laws, rules, and policies as if carried out without the use of GenAI. The use of GenAI does not permit any law, rule, or policy to be bypassed or ignored.

349.3 RESPONSIBILITIES

349.3.1 CHIEF OF POLICE

The Chief of Police or an authorized designee shall approve all GenAI systems, their acceptable uses, and their authorized user groups prior to the use, implementation, or development for any department functions.

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349.3.2 AI COORDINATOR

The Chief of Police or the authorized designee shall appoint an AI coordinator (Investigative Division Lieutenant). The AI coordinator shall report to the Administrative Services Bureau Captain or authorized designee.

The responsibilities of the AI coordinator include but are not limited to:

(a) Evaluating potential GenAI systems and recommending those GenAI systems that appear to be appropriate and trustworthy to the Chief of Police or the authorized designee. The trustworthiness of GenAI systems should be evaluated by balancing the following characteristics:

1. Validity and reliability - The system's apparent ability to meet the intended purpose and fulfill the needs of the Department consistently over time.
2. Safety - Any apparent risk to human life, health, property, or the environment that could result from the department's use of the system.
3. Security and resiliency - The system's capability to prevent unauthorized access and misuse and its ability to return to normal function should misuse occur.
4. Accountability and transparency - The ability to track and measure the system's use and activity through histories, audit logs, and other processes to provide insight about the system and identify potential sources of error, bias, or vulnerability.
5. Explainability and interpretability - The ability of the user to understand the purpose and impact of the system, how and why the system reached the resulting output, and what the output means for the user.
6. Privacy - The ability of the system to protect confidentiality and meet applicable privacy standards for the types of data intended to be input into the system (e.g., state privacy laws, Criminal Justice Information Services (CJIS), Health Insurance Portability and Accountability Act (HIPAA)).
7. Fairness - The ability of the system to operate in a way that avoids or minimizes bias and discrimination.

(b) Ensuring appropriate contractual safeguards are in place to manage third-party use of department data and to restrict the use of input in AI training data sets. If the input of protected information is necessary for the proper use of the GenAI system, an information-exchange agreement in compliance with applicable rules and standards (e.g., CJIS requirements) should be used to outline the roles, responsibilities, and data ownership between the Department and third-party vendor.

(c) Coordinating with others within the Department and City, such as the information technology or legal departments, as appropriate to ensure GenAI systems are procured, implemented, and used appropriately.

(d) Maintaining a list or inventory of department-approved GenAI systems and, when appropriate for department transparency, making the list or inventory available to the public.

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(e) Developing and maintaining appropriate procedures related to the use of GenAI systems, including procedures for editing and fact-checking output.

(f) Ensuring any public-facing GenAI systems notify the user that GenAI is being used.

(g) Developing and updating training for the authorized users of each department-approved GenAI system.

(h) Ensuring access to department GenAI systems is limited to authorized users and establishing requirements for user credentials such as two-factor authentication and appropriate password parameters.

(i) Conducting audits at reasonable time intervals for each of the GenAI systems utilized by the Department to evaluate the performance and effectiveness of each approved system and to determine if it continues to meet the department's needs and expectations of trustworthiness. The coordinator should arrange for audits to be conducted by an external source, as needed.

(j) Ensuring each GenAI system is updated and undergoes additional training as reasonably appears necessary in an effort to avoid the use of outdated information or technologies.

(k) Keeping abreast of advancements in GenAI and any GenAI-related legal developments.

(l) Reviewing this policy and department practices and proposing updates as needed to the Chief of Police.

(m) Developing procedures in coordination with the *Brady* information coordinator and the Records Supervisor for the compilation and potential release of any discovery or records related to the use of GenAI systems consistent with *Brady* and the California Public Records Act.

349.4 USE OF GENERATIVE AI

The use of department GenAI systems by department members shall be limited to official work-related purposes, and members shall only access and use GenAI systems for which they have been authorized and received proper training.

Members shall use AI-generated content as an informational tool and not as a substitution for human judgment or decision-making. Members should not represent AI-generated content as their own original work.

AI-generated content should be considered draft material only and shall be thoroughly reviewed prior to use. Before relying on AI-generated content, members should:

(a) Obtain independent sources for information provided by GenAI and take reasonable steps to verify that the facts and sources provided by GenAI are correct and reliable.

(b) Review prompts and output for indications of bias and discrimination and take steps to mitigate its inclusion when reasonably practicable (see the Bias-Based Policing Policy).

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(c) Include a statement in the final document or work product that GenAI was used to aid in its production.

349.4.1 PRIVACY CONSIDERATIONS

Information not otherwise available to the public, including data reasonably likely to compromise an investigation, reveal confidential law enforcement techniques, training, or procedures, or risk the safety of any individual if it were to become publicly accessible, should not be input into a GenAI system unless contractual safeguards are in place to prevent such information from becoming publicly accessible. Members should instead use generic unidentifiable inputs, such as "suspect" or "victim," and hypothetical scenarios whenever possible.

Protected information should only be input into GenAI systems that have been approved for such use and comply with applicable privacy laws and standards (see the Protected Information Policy).

349.5 PROHIBITED USE

Members shall not use GenAI systems to rationalize a law enforcement decision, or as the sole basis of research, interpretation, or analysis of the law or facts related to a law enforcement contact or investigation.

Members shall not create user accounts in their official capacity or input work-related data (including information learned solely in the scope of their employment) into publicly available GenAI systems unless the system has been approved by the Chief of Police or the authorized designee for the intended use.

349.6 TRAINING

The AI coordinator/Investigative Division Lieutenant should ensure that all members authorized to use GenAI have received appropriate initial training that is suitable for their role and responsibilities prior to their use of GenAI and receive periodic refresher training. Training should include but is not limited to the following:

(a) A review of this policy

(b) The need for human oversight of GenAI outputs

(c) The interpretation, review, and verification of GenAI output

(d) Checking GenAI output for bias or protected information

(e) Ethical use of GenAI technology

(f) Data security and privacy concerns

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Chapter 4 - Patrol Operations

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Patrol Function

400.1 PURPOSE AND SCOPE

The purpose of this policy is to define the patrol function and address intraorganizational cooperation and information sharing.

400.2 POLICY

The El Segundo Police Department provides patrol services 24 hours a day, seven days a week and will prioritize responses to requests for emergency services using available resources to enhance the safety of the public and department members.

400.3 FUNCTION

Patrol will generally be conducted by uniformed officers in clearly marked law enforcement vehicles in assigned jurisdictional areas of El Segundo. The function of patrol is to respond to calls for assistance and reports of criminal activity, act as a deterrent to crime, enforce state and local laws, identify community needs, provide support and assistance to the community and respond to emergencies.

Patrol services include, but are not limited to:

(a) Responding to emergency calls for service.

(b) Apprehending criminal offenders.

(c) Providing mutual aid and assistance to other agencies for emergency and law enforcement-related activities.

(d) Preventing criminal acts, traffic violations and collisions, maintaining public order and discovering hazardous situations or conditions.

(e) Responding to reports of criminal and non-criminal acts.

(f) Responding to routine calls for service, such as public assistance or public safety.

(g) Carrying out community oriented policing and problem-solving activities including the application of resources to improve or resolve specific problems or situations and contacting or assisting members of the public in a positive way.

(h) Directing and controlling traffic.

400.4 INFORMATION SHARING

To the extent feasible, all information relevant to the mission of the Department should be shared among all bureaus and specialized units on a timely basis. Members should be provided with opportunities on a regular basis to share information during the daily briefings and to attend briefings of other bureaus or specialized units.

Additionally, information should be shared with outside agencies and the public in conformance with department policies and applicable laws. Members are encouraged to share information with other units and bureaus.

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400.5 CROWDS, EVENTS AND GATHERINGS

Officers may encounter gatherings of people, including but not limited to, civil demonstrations, civic, social and business events, public displays, parades and sporting events. Officers should monitor such events as time permits in an effort to keep the peace and protect the safety and rights of those present. A patrol supervisor should be notified when it becomes reasonably foreseeable that such an event may require increased monitoring, contact or intervention.

Officers responding to an event or gathering that warrants law enforcement involvement should carefully balance the speech and association rights of those present with applicable public safety concerns before taking enforcement action.

Generally, officers should consider seeking compliance through advisements and warnings for minor violations and should reserve greater enforcement options for more serious violations or when voluntary compliance with the law is not achieved.

Officers are encouraged to contact organizers or responsible persons to seek voluntary compliance that may address relevant public safety/order concerns.

Officers should consider enforcement of applicable state and local laws, such as Penal Code 602.1 (obstructing or intimidating business operators), when the activity blocks the entrance or egress of a facility or location and when voluntary compliance with the law is not achieved.

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Bias-Based Policing

401.1 PURPOSE AND SCOPE

This policy provides guidance to department members that affirms the El Segundo Police Department's commitment to policing that is fair and objective.

Nothing in this policy prohibits the use of specified characteristics in law enforcement activities designed to strengthen the department's relationship with its diverse communities (e.g., cultural and ethnicity awareness training, youth programs, community group outreach, partnerships).

401.1.1 DEFINITIONS

Definitions related to this policy include:

Bias-based policing or improper profiling - An inappropriate reliance on actual or perceived characteristics such as race, ethnicity, national origin (including limited English proficiency), religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, disability, or affiliation with any non-criminal group (protected characteristics) as the basis for providing differing law enforcement service or enforcement (Penal Code § 13519.4). This includes explicit and implicit biases (i.e., conscious and unconscious beliefs or attitudes towards certain groups).

This includes biased conduct, including but not limited to conduct online, such as social media use, engaged in by a peace officer in any encounter with the public, first responders, or employees of criminal justice agencies, that is motivated by bias toward any person's protected class or characteristic, whether actual or perceived as identified in Civil Code 51(b) of the Unruh Civil Rights Act. Biased conduct may result from implicit and explicit biases. Conduct is biased if a reasonable person with the same training and experience would conclude, based upon the facts, that a peace officer's conduct resulted from bias towards that person's membership in a protected class. A peace officer need not admit biased or prejudiced intent for conduct to be determined to be biased conduct (Penal Code § 13510.6; 11 CCR 1022).

401.2 POLICY

The El Segundo Police Department is committed to providing law enforcement services to the community with due regard for the racial, cultural or other differences of those served. It is the policy of this department to provide law enforcement services and to enforce the law equally, fairly, objectively and without discrimination toward any individual or group.

401.3 BIAS-BASED POLICING PROHIBITED

Bias-based policing is strictly prohibited.

However, nothing in this policy is intended to prohibit an officer from considering protected characteristics in combination with credible, timely and distinct information connecting a person or people of a specific characteristic to a specific unlawful incident, or to specific unlawful incidents, specific criminal patterns or specific schemes.

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401.3.1 CALIFORNIA RELIGIOUS FREEDOM ACT
Members shall not collect information from a person based on religious belief, practice, affiliation, national origin or ethnicity unless permitted under state or federal law (Government Code § 8310.3).

Members shall not assist federal government authorities (Government Code § 8310.3):

(a) In compiling personal information about a person's religious belief, practice, affiliation, national origin or ethnicity.

(b) By investigating, enforcing or assisting with the investigation or enforcement of any requirement that a person register with the federal government based on religious belief, practice, or affiliation, or national origin or ethnicity.

401.4 MEMBER RESPONSIBILITIES
Every member of this department shall perform his/her duties in a fair and objective manner and is responsible for promptly reporting any suspected or known instances of bias-based policing to a supervisor. Members should, when reasonable to do so, intervene to prevent any biased-based actions by another member.

401.4.1 REASON FOR CONTACT
Officers contacting a person shall be prepared to articulate sufficient reason for the contact, independent of the protected characteristics of the individual.

To the extent that written documentation would otherwise be completed (e.g., arrest report, field interview (FI) card), the involved officer should include those facts giving rise to the contact, as applicable.

Except for required data-collection forms or methods, nothing in this policy shall require any officer to document a contact that would not otherwise require reporting.

401.4.2 REPORTING OF STOPS
Unless an exception applies under 11 CCR 999.227, an officer conducting a stop of a person shall collect the data elements required by Government Code § 12525.5 and 11 CCR 999.226 for every person stopped and prepare a stop data report. When multiple officers conduct a stop, the officer with the highest level of engagement with the person shall collect the data elements and prepare the report (11 CCR 999.227).

If multiple agencies are involved in a stop and the El Segundo Police Department is the primary agency, the El Segundo Police Department officer shall collect the data elements and prepare the stop data report (11 CCR 999.227).

The stop data report should be completed by the end of the officer's shift or as soon as practicable (11 CCR 999.227).

401.4.3 DISCLOSURE AND DOCUMENTATION OF TRAFFIC OR PEDESTRIAN STOP
An officer conducting a traffic or pedestrian stop shall state the reason for the stop prior to questioning the individual related to a criminal investigation or traffic violation unless the officer

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reasonably believes that withholding the reason for the stop is necessary to protect life or property from imminent threat, including but not limited to cases of terrorism or kidnapping (Vehicle Code § 2806.5).

Officers shall document the reason for the stop on any citation or report (Vehicle Code § 2806.5).

401.5 SUPERVISOR RESPONSIBILITIES

Supervisors should monitor those individuals under their command for compliance with this policy and shall handle any alleged or observed violations in accordance with the Personnel Complaints Policy.

(a) Supervisors should discuss any issues with the involved officer and their supervisor in a timely manner.

  1. Supervisors should document these discussions in the prescribed manner.

(b) Supervisors should periodically review Mobile Audio/Video (MAV) recordings, body-worn camera (BWC) media, Mobile Digital Computer (MDC) data, and any other available resource used to document contact between officers and the public to ensure compliance with the policy.

  1. Supervisors should document these periodic reviews.
  2. Recordings or data that capture a potential instance of bias-based policing should be appropriately retained for administrative investigation purposes.

(c) Supervisors shall initiate investigations of any actual or alleged violations of this policy.

  1. When investigating any bias-related complaint or law enforcement activity incident that involves possible indications of officer biased conduct or improper profiling, a supervisor shall determine whether the officer engaged in conduct that constitutes biased conduct as defined in 11 CCR 1022 or improper profiling during a law enforcement activity as described in Penal Code § 13519.4(e) (Penal Code § 13510.6).

(d) Supervisors should take prompt and reasonable steps to address any retaliatory action taken against any member of this department who discloses information concerning bias-based policing.

401.6 REPORTING TO CALIFORNIA DEPARTMENT OF JUSTICE

The Professional Standards Unit Manager shall ensure that all data required by the California Department of Justice (DOJ) regarding complaints of racial bias against officers is collected and provided to the Records Supervisor for required reporting to the DOJ (Penal Code § 13012; Penal Code § 13020). See the Records Section Policy.

Supervisors should ensure that data stop reports are provided to the Records Supervisor for required annual reporting to the DOJ (Government Code § 12525.5) (See Records Bureau Policy).

401.7 TRAINING

Training on fair and objective policing and review of this policy should be conducted as directed by the Training Section.

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(a) All sworn members of this department will be scheduled to attend Peace Officer Standards and Training (POST)-approved training on the subject of bias-based policing.

(b) Pending participation in such POST-approved training and at all times, all members of this department are encouraged to familiarize themselves with and consider racial and cultural differences among members of this community.

(c) Each sworn member of this department who received initial bias-based policing training will thereafter be required to complete an approved refresher course every five years, or sooner if deemed necessary, in order to keep current with changing racial, identity and cultural trends (Penal Code § 13519.4(i)).

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Briefing Training

402.1 PURPOSE AND SCOPE

Briefing training is generally conducted at the beginning of the officer's assigned shift. Briefing provides an opportunity for important exchange between employees and supervisors. A supervisor generally will conduct Briefing; however officers may conduct Briefing for training purposes with supervisor approval.

Briefing should accomplish, at a minimum, the following basic tasks:

(a) Briefing officers with information regarding daily patrol activity, with particular attention given to unusual situations and changes in the status of wanted persons, stolen vehicles, and major investigations

(b) Notifying officers of changes in schedules and assignments

(c) Notifying officers of new General Orders or changes in General Orders

(d) Reviewing recent incidents for training purposes

(e) Providing training on a variety of subjects

402.2 PREPARATION OF MATERIALS

The supervisor conducting Briefing is responsible for preparation of the materials necessary for a constructive briefing. Supervisors may delegate this responsibility to a subordinate officer in his or her absence or for training purposes.

402.3 RETENTION OF BRIEFING TRAINING RECORDS

Briefing training materials and a curriculum or summary shall be forwarded to the Training Sergeant for inclusion in training records, as appropriate.

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Crime and Disaster Scene Integrity

403.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance in handling a major crime or disaster.

403.2 POLICY

It is the policy of the El Segundo Police Department to secure crime or disaster scenes so that evidence is preserved, and to identify and mitigate the dangers associated with a major crime or disaster scene for the safety of the community and those required to enter or work near the scene.

403.3 SCENE RESPONSIBILITY

The first officer at the scene of a crime or major incident is generally responsible for the immediate safety of the public and preservation of the scene. Officers shall also consider officer safety and the safety of those persons entering or exiting the area, including those rendering medical aid to any injured parties. Once an officer has assumed or been assigned to maintain the integrity and security of the crime or disaster scene, the officer shall maintain the crime or disaster scene until he/she is properly relieved by a supervisor or other designated person.

403.4 FIRST RESPONDER CONSIDERATIONS

The following list generally describes the first responder's function at a crime or disaster scene. This list is not intended to be all-inclusive, is not necessarily in order and may be altered according to the demands of each situation:

(a) Broadcast emergency information, including requests for additional assistance and resources.

(b) Provide for the general safety of those within the immediate area by mitigating, reducing or eliminating threats or dangers.

(c) Locate or identify suspects and determine whether dangerous suspects are still within the area.

(d) Provide first aid to injured parties if it can be done safely.

(e) Evacuate the location safely as required or appropriate.

(f) Secure the inner perimeter.

(g) Protect items of apparent evidentiary value.

(h) Secure an outer perimeter.

(i) Identify potential witnesses.

(j) Start a chronological log noting critical times and personnel allowed access.

403.5 SEARCHES

Officers arriving at crime or disaster scenes are often faced with the immediate need to search for and render aid to victims, and to determine if suspects are present and continue to pose a threat. Once officers are satisfied that no additional suspects are present and/or there are no injured

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persons to be treated, those exigent circumstances will likely no longer exist. Officers should thereafter secure the scene and conduct no further search until additional or alternate authority for the search is obtained, such as consent or a search warrant.

403.5.1 CONSENT

When possible, officers should seek written consent to search from authorized individuals. However, in the case of serious crimes or major investigations, it may be prudent to also obtain a search warrant. Consent as an additional authorization may be sought, even in cases where a search warrant has been granted.

403.6 EXECUTION OF HEALTH ORDERS

Any sworn member of this department is authorized to enforce all orders of the local health officer that have been issued for the purpose of preventing the spread of any contagious, infectious or communicable disease (Health and Safety Code § 120155).

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Crisis Response Unit

404.1 PURPOSE AND SCOPE

The Crisis Response Unit (CRU) is comprised of two specialized teams: the Crisis Negotiation Team (CNT) and the Special Weapons and Tactics Team (SWAT). The unit has been established to provide specialized support in handling critical field operations where intense negotiations and/or special tactical deployment methods beyond the capacity of field officers appear to be necessary. This policy is written to comply with the guidelines established in the Attorney General's Commission on Special Weapons and Tactics Report (September 2002) and the POST 2005 SWAT Operational Guidelines and Standardized Training Recommendations (Penal Code § 13514.1).

404.1.1 OPERATIONAL AND ADMINISTRATIVE POLICY

The Policy Manual sections pertaining to the Crisis Response Unit are divided into Administrative and Operational Policy and Procedures. Since situations that necessitate the need for such a police response vary greatly from incident to incident and such events often demand on-the-scene evaluation, the Operational Policy outlined in this manual section serves as a guideline to department personnel allowing for appropriate on scene decision making as required. The Administrative Procedures, however, are more restrictive and few exceptions should be taken.

404.1.2 SWAT TEAM DEFINED

A SWAT team is a designated unit of law enforcement officers that is specifically trained and equipped to work as a coordinated team to resolve critical incidents that are so hazardous, complex, or unusual that they may exceed the capabilities of first responders or investigative units including, but not limited to, hostage taking, barricaded suspects, snipers, terrorist acts and other high-risk incidents. As a matter of department policy, such a unit may also be used to serve high-risk warrants, both search and arrest, where public and officer safety issues warrant the use of such a unit.

404.2 POLICY

It shall be the policy of this department to maintain a SWAT team and to provide the equipment, manpower, and training necessary to maintain a SWAT team. The El Segundo Police Department SWAT Team is an intermediate level SWAT team capable of providing containment and intervention. This team does not work together on a daily basis, but is intended to respond to incidents as a team. At least 5% of their on-duty time should be devoted to training. The SWAT team should develop sufficient resources to perform three basic operational functions:

(a) Command and Control

(b) Containment

(c) Entry/Apprehension/Rescue

It is understood it is difficult to categorize specific capabilities for critical incidents. Training needs may vary based on the experience level of the team personnel, team administrators and potential

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incident commanders. Nothing in this policy shall prohibit individual teams from responding to a situation that exceeds their training levels due to the exigency of the circumstances. The preservation of innocent human life is paramount.

404.2.1 POLICY CONSIDERATIONS

A needs assessment should be conducted to determine the type and extent of SWAT missions and operations appropriate to this department. The assessment should consider the team's capabilities and limitations and should be reviewed annually by the SWAT Commander or his/her designee.

404.2.2 ORGANIZATIONAL PROCEDURES

This department shall develop a separate written set of organizational procedures which should address, at minimum, the following:

(a) Locally identified specific missions the team is capable of performing.

(b) Team organization and function.

(c) Personnel selection and retention criteria.

(d) Training and required competencies.

(e) Procedures for activation and deployment.

(f) Command and control issues, including a clearly defined command structure.

(g) Multi-agency response.

(h) Out-of-jurisdiction response.

(i) Specialized functions and supporting resources.

404.2.3 OPERATIONAL PROCEDURES

This department shall develop a separate written set of operational procedures in accordance with the determination of their level of capability, using sound risk reduction practices. The operational procedures should be patterned after the National Tactical Officers Association Suggested SWAT Best Practices. Because such procedures are specific to CRU members and will outline tactical and officer safety issues, they are not included within this policy. The operational procedures should include, at minimum, the following:

(a) Designated personnel responsible for developing an operational or tactical plan prior to, and/or during SWAT operations (time permitting).

1. All SWAT team members should have an understanding of operational planning.
2. SWAT team training should consider planning for both spontaneous and planned events.
3. SWAT teams should incorporate medical emergency contingency planning as part of the SWAT operational plan.

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(b) Plans for mission briefings conducted prior to an operation, unless circumstances require immediate deployment.

1. When possible, briefings should include the specialized units and supporting resources.

(c) Protocols for a sustained operation should be developed which may include relief, rotation of personnel and augmentation of resources.

(d) A generic checklist to be worked through prior to initiating a tactical action as a means of conducting a threat assessment to determine the appropriate response and resources necessary, including the use of SWAT.

(e) The appropriate role for a trained negotiator.

(f) A standard method of determining whether or not a warrant should be regarded as high-risk.

(g) A method for deciding how best to serve a high-risk warrant with all reasonably foreseeable alternatives being reviewed in accordance with risk/benefit criteria prior to selecting the method of response.

(h) Post incident scene management including:

1. Documentation of the incident.

2. Transition to investigations and/or other units.

3. Debriefing after every deployment of the SWAT team.

(a) After-action team debriefing provides evaluation and analysis of critical incidents and affords the opportunity for individual and team assessments, helps to identify training needs, and reinforces sound risk management practices.

(b) In order to maintain candor and a meaningful exchange, debriefing will generally not be recorded.

(c) When appropriate, debriefing should include specialized units and resources.

(i) Sound risk management analysis.

(j) Standardization of equipment deployed.

404.3 TRAINING NEEDS ASSESSMENT

The SWAT Commander shall conduct an annual SWAT Training needs assessment to ensure that training is conducted within team capabilities, department policy and the training guidelines as established by POST (11 C.C.R. § 1084).

404.3.1 INITIAL TRAINING

SWAT team operators and SWAT supervisors/team leaders should not be deployed as an entry or arrest and control officer until successful completion of the POST-certified Basic SWAT Course or its equivalent.

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(a) To avoid unnecessary or redundant training, previous training completed by members may be considered equivalent when the hours and content (topics) meet or exceed department requirements or POST standardized training recommendations.

404.3.2 UPDATED TRAINING

Appropriate team training for the specialized SWAT functions and other supporting resources should be completed prior to full deployment of the team.

SWAT team operators and SWAT supervisors/team leaders should complete update or refresher training as certified by POST, or its equivalent, every 24 months.

404.3.3 SUPERVISION AND MANAGEMENT TRAINING

Command and executive personnel are encouraged to attend training for managing the SWAT function at the organizational level to ensure personnel who provide active oversight at the scene of SWAT operations understand the purpose and capabilities of the teams.

Command personnel who may assume incident command responsibilities should attend a SWAT or Critical Incident Commander course or its equivalent. SWAT command personnel should attend a POST-certified SWAT commander or tactical commander course, or its equivalent.

404.3.4 SWAT ONGOING TRAINING

Training shall be coordinated by the SWAT Commander or designee. The SWAT Commander may conduct monthly training exercises that include a review and critique of personnel and their performance in the exercise, in addition to specialized training. SWAT members will train 16 hours per month. Training shall consist of the following:

(a) Each SWAT member shall perform a physical fitness test once each year. A minimum qualifying score must be attained by each team member.

(b) Any SWAT team member failing to attain the minimum physical fitness qualification score will be notified of the requirement to retest and attain a qualifying score. Within 60 days of the previous physical fitness test date, the member required to qualify shall report to a team supervisor and complete the entire physical fitness test. Failure to qualify after a second attempt may result in dismissal from the team.

(c) Those members who are on vacation, ill, or are on light duty status with a doctor's note of approval on the test date, shall be responsible for reporting to a team supervisor and taking the test within 30 days of their return to regular duty. Any member who fails to arrange for and perform the physical fitness test within the 30-day period, shall be considered as having failed to attain a qualifying score for that test period.

(d) Quarterly, each SWAT team member shall perform the mandatory SWAT handgun qualification course. Failure to qualify will require that officer to seek remedial training from a team range master approved by the SWAT Commander. Team members who fail to qualify must retest within 30 days. Failure to qualify within 30 days with or without remedial training may result in dismissal from the team.

(e) Each SWAT team member shall complete the quarterly SWAT long gun qualification course for any long gun issued to, or used by, the team member during SWAT

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operations. Failure to qualify will require the team member to seek remedial training from the Rangemaster who has been approved by the SWAT commander. Team members who fail to qualify on their specialty weapon may not utilize the specialty weapon on SWAT operations until qualified. Team members who fail to qualify must retest within 30 days. Failure to qualify with specialty weapons within 30 days may result in the team member being removed from the team or permanently disqualified from use of that particular specialty weapon.

404.3.5 TRAINING SAFETY
Use of a designated safety officer should be considered for all tactical training.

404.3.6 SCENARIO BASED TRAINING
SWAT teams should participate in scenario-based training that simulates the tactical operational environment. Such training is an established method of improving performance during an actual deployment.

404.3.7 TRAINING DOCUMENTATION
Individual and team training shall be documented and records maintained by the Training Section. Such documentation shall be maintained in each member's individual training file. A separate agency SWAT training file shall be maintained with documentation and records of all team training.

404.4 UNIFORMS, EQUIPMENT, AND FIREARMS

404.4.1 UNIFORMS
SWAT teams from this agency should wear uniforms that clearly identify team members as law enforcement officers. It is recognized that certain tactical conditions may require covert movement. Attire may be selected appropriate to the specific mission.

404.4.2 EQUIPMENT
SWAT teams from this agency should be adequately equipped to meet the specific mission(s) identified by the agency.

404.4.3 FIREARMS
Weapons and equipment used by SWAT, the specialized units, and the supporting resources should be agency-issued or approved, including any modifications, additions, or attachments.

404.4.4 OPERATIONAL READINESS INSPECTIONS
The SWAT Commander shall appoint a SWAT supervisor to perform operational readiness inspections of all unit equipment at least once per year. The result of the inspection will be forwarded to the SWAT Commander in writing. The inspection will include personal equipment issued to members of the unit, operational equipment maintained in the CRU facility and equipment maintained or used in CRU vehicles.

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404.5 MANAGEMENT/SUPERVISION OF CRISIS RESPONSE UNIT

The Commanders of the CRU shall be selected by the Chief of Police upon recommendation of staff.

404.5.1 UNIT MANAGERS

Under the direction of the Chief of Police, through the Field Operations Bureau Commander, the Crisis Response Unit shall be managed by two lieutenants.

404.5.2 TEAM SUPERVISORS

The Crisis Negotiation Team will be supervised by a sergeant and the Special Weapons and Tactics Team will be supervised by one or more sergeants.

The team supervisors shall be selected by the Chief of Police upon specific recommendation by staff and the CRU Commanders.

The following represent the supervisor responsibilities for the Crisis Response Unit.

(a) The Crisis Negotiation Team supervisor's primary responsibility is to supervise the operations of the Crisis Negotiation Team which will include deployment, training, first line participation, and other duties as directed by the CNT Commander.

(b) The Special Weapons and Tactics Team supervisor's primary responsibility is to supervise the operations of the SWAT Team, which will include deployment, training, first line participation, and other duties as directed by the SWAT Commander.

404.6 CRISIS NEGOTIATION TEAM ADMINISTRATIVE PROCEDURES

The Crisis Negotiation Team has been established to provide skilled verbal communicators who may be utilized to attempt to de-escalate and effect surrender in critical situations where suspects have taken hostages, barricaded themselves, or have suicidal tendencies.

The following procedures serve as directives for the administrative operation of the Crisis Negotiation Team.

404.6.1 SELECTION OF PERSONNEL

Interested sworn personnel, who are off probation, shall submit a change of assignment request to their appropriate Division Commander. A copy will be forwarded to the Crisis Negotiation Team Commander and the Crisis Negotiation Team supervisor. Qualified applicants will then be invited to an oral interview. The oral board will consist of the CNT Commander, the CNT supervisor, and a third person to be selected by the two. Interested personnel shall be evaluated by the following criteria:

(a) Recognized competence and ability as evidenced by performance.

(b) Demonstrated good judgment and understanding of the critical role of a negotiator and the negotiation process.

(c) Effective communication skills to ensure success as a negotiator.

(d) Special skills, training, or appropriate education as it pertains to the assignment.

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(e) Commitment to the unit, realizing that the assignment may necessitate unusual working hours, conditions, and training obligations.

The oral board shall submit a list of successful applicants to staff for final selection.

404.6.2 TRAINING OF NEGOTIATORS

Those officers selected as members of the Crisis Negotiation Team should attend the Basic Negotiators Course as approved by the Commission on Peace Officer Standards and Training (POST) prior to primary use in an actual crisis situation. Untrained officers may be used in a support or training capacity. Additional training will be coordinated by the team supervisor.

A minimum of one training day per quarter will be required to provide the opportunity for role playing and situational training necessary to maintain proper skills. This will be coordinated by the team supervisor.

Continual evaluation of a team member's performance and efficiency as it relates to the positive operation of the unit shall be conducted by the team supervisor. Performance and efficiency levels, established by the team supervisor, will be met and maintained by all team members. Any member of the Crisis Negotiation Team who performs or functions at a level less than satisfactory shall be subject to dismissal from the unit.

404.7 SWAT TEAM ADMINISTRATIVE PROCEDURES

The Special Weapons and Tactics (SWAT) Team was established to provide a skilled and trained team which may be deployed during events requiring specialized tactics in such situations as cases where suspects have taken hostages and/or barricaded themselves, as well as prolonged or predictable situations in which persons armed or suspected of being armed pose a danger to others.

The following procedures serve as directives for the administrative operation of the Special Weapons and Tactics Team.

404.7.1 SELECTION OF PERSONNEL

Interested sworn personnel who are off probation shall submit a change of assignment request to their appropriate Division Commander, a copy of which will be forwarded to the SWAT Commander and SWAT supervisors. Those qualifying applicants will then be invited to participate in the testing process. The order of the tests will be given at the discretion of the SWAT Commander. The testing process will consist of an oral board, physical agility, ESPD Department handgun qualification course, ESPD SWAT handgun qualification course, ESPD SWAT long gun qualification course, and team evaluation.

(a) Oral board: The oral board will consist of personnel selected by the SWAT Commander. Applicants will be evaluated by the following criteria:

1. Recognized competence and ability as evidenced by performance;
2. Demonstrated good judgment and understanding of the critical role of a SWAT member;

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3. Special skills, training, or appropriate education as it pertains to this assignment; and,
4. Commitment to the unit, realizing that the additional assignment may necessitate unusual working hours, conditions, and training obligations.

(b) Physical agility: The physical agility test is designed to determine the physical capabilities of the applicant as it relates to performance of SWAT-related duties. The test and scoring procedure will be the same as the PT test taken by the SWAT team members annaully.. A minimum qualifying score shall be attained by the applicant to be considered for the position.

(c) ESPD Department handgun qualification course: Candidates will be invited to shoot the ESPD handgun qualification course. A minimum qualifying score of 400 out of a possible score of 500 must be attained to qualify.

(d) ESPD SWAT handgun qualification course: The test and scoring procedure will be the same as the handgun course taken by the SWAT team members quarterly.

(e) ESPD SWAT long gun qualification course: The test and scoring procedure will be the same as the handgun course taken by the SWAT team members quarterly.

(f) Team evaluation: Current team members will evaluate each candidate on his or her field tactical skills, teamwork, ability to work under stress, communication skills, judgment, and any special skills that could benefit the team.

(g) A list of successful applicants shall be submitted to staff, by the SWAT Commander, for final selection.

404.7.2 TEAM EVALUATION

Continual evaluation of a team member's performance and efficiency as it relates to the positive operation of the unit shall be conducted by the SWAT Commander. The performance and efficiency level, as established by the team supervisor, will be met and maintained by all SWAT Team members. Any member of the SWAT Team who performs or functions at a level less than satisfactory shall be subject to dismissal from the team.

404.8 PROBATIONARY PERIOD FOR SWAT OPERATORS

404.8.1 PURPOSE AND SCOPE

This policy outlines the probationary period for newly appointed SWAT operators within the El Segundo Police Department. It ensures that all SWAT operators meet the required performance standards and are suitable for the demands of the position.

404.8.2 POLICY

All newly appointed SWAT operators will serve a probationary period of one year from the date of their appointment to the team by the SWAT Commander. During this one year period, the operator's performance, skills, and suitability for the SWAT team will be closely monitored and evaluated.

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404.8.3 PROBATIONARY REQUIREMENTS

During the one-year probationary period, new SWAT operators must:

(a) Actively participate in required SWAT training exercises and maintain proficiency in core competencies.

(b) Demonstrate the ability to work effectively under stress and as part of a team.

(c) Adhere to all departmental policies, procedures, and guidelines, as well as SWAT-specific protocols.

(d) Maintain a high level of physical fitness, meeting all required standards.

(e) Exhibit sound judgment and decision-making skills in tactical situations.

(f) Receive satisfactory performance evaluations from SWAT supervisors.

404.8.4 EVALUATION

SWAT supervisors, in coordination with the SWAT Commander, will conduct regular evaluations of probationary SWAT operators, providing feedback and guidance as needed.

These evaluations will assess the SWAT operator's progress in meeting the probationary requirements and their overall suitability for the SWAT team. Probationary SWAT operators may be subject to discretionaryweekly performance ratings by SWAT Commanders and/or Sergeants.

404.8.5 REMOVAL FROM SWAT TEAM

Probationary SWAT operators may be removed from the team at any point during the probationary period if they fail to meet performance standards or for other reasonable cause.

Reasons for removal may include, but are not limited to:

- Failure to maintain proficiency in required skills and competencies.
- Inability to work effectively as part of a team.
- Violation of departmental policies or SWAT protocols.
- Failure to maintain required physical fitness standards.
- Demonstration of poor judgment or decision-making in tactical situations.
- Unsafe handling of firearms or equipment.
- Disciplinary actions.

The SWAT Commander, in consultation with SWAT supervisors and command staff, will make the final decision regarding the removal of a probationary SWAT operator. The probationary SWAT operator will be notified in writing of the reasons for their removal from the SWAT team. The removal from the SWAT team will be documented in the operator's personnel file.

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404.8.6 POST-PROBATIONARY STATUS
Upon successful completion of the probationary period, the SWAT operator will attain full team membership, contingent upon a final review and approval by the SWAT Commander, in consultation with command staff.

This policy is subject to revision based on the El Segundo Police Department's operational needs and any changes in applicable laws or regulations.

404.9 OPERATION GUIDELINES FOR CRISIS RESPONSE UNIT

The following procedures serve as guidelines for the operational deployment of the Crisis Response Unit. Generally, the Special Weapons and Tactics Team and the Crisis Negotiation Team will be activated together. It is recognized, however, that a tactical team may be used in a situation not requiring the physical presence of the Crisis Negotiation Team, such as warrant service operations. This shall be at the discretion of the SWAT Commander.

404.9.1 ON-SCENE DETERMINATION
The supervisor in charge on the scene of a particular event will assess whether the Crisis Response Unit is to respond to the scene. Upon final determination by the Watch Commander, he/she will notify the SWAT Commander.

404.9.2 APPROPRIATE SITUATIONS FOR USE OF CRISIS RESPONSE UNIT
The following are examples of incidents which may result in the activation of the Crisis Response Unit:

(a) Barricaded suspects who refuse an order to surrender.

(b) Incidents where hostages are taken.

(c) Cases of suicide threats.

(d) Arrests of dangerous persons.

(e) Any situation that could enhance the ability to preserve life, maintain social order, and ensure the protection of property.

404.9.3 OUTSIDE AGENCY REQUESTS
Requests by field personnel for assistance from outside agency crisis units must be approved by the Watch Commander. Deployment of the El Segundo Police Department Crisis Response Unit in response to requests by other agencies must be authorized by a Division Commander.

404.9.4 MULTI-JURISDICTIONAL SWAT OPERATIONS
The SWAT team, including relevant specialized units and supporting resources, should develop protocols, agreements, MOU’s, or working relationships to support multi-jurisdictional or regional responses.

(a) If it is anticipated that multi-jurisdictional SWAT operations will regularly be conducted; SWAT multi-agency and multi-disciplinary joint training exercises are encouraged.

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(b) Members of the El Segundo Police Department SWAT team shall operate under the policies, procedures and command of the El Segundo Police Department when working in a multi-agency situation.

404.9.5 MOBILIZATION OF CRISIS RESPONSE UNIT

The on-scene supervisor shall make a request to the Watch Commander for the Crisis Response Unit. The Watch Commander shall then notify the SWAT Commander. If unavailable, a team supervisor shall be notified. A current mobilization list shall be maintained in the Watch Commander's office by the SWAT Commander. The Watch Commander will then notify the Field Operations Bureau Commander as soon as practical.

The Watch Commander should advise the SWAT Commander with as much of the following information which is available at the time:

(a) The number of suspects, known weapons and resources.

(b) If the suspect is in control of hostages.

(c) If the suspect is barricaded.

(d) The type of crime involved.

(e) If the suspect has threatened or attempted suicide.

(f) The location of the command post and a safe approach to it.

(g) The extent of any perimeter and the number of officers involved.

(h) Any other important facts critical to the immediate situation and whether the suspect has refused an order to surrender.

The SWAT Commander or supervisor shall then call selected officers to respond.

404.9.6 FIELD UNIT RESPONSIBILITIES

While waiting for the Crisis Response Unit, field personnel should, if safe, practical and sufficient resources exist:

(a) Establish an inner and outer perimeter.

(b) Establish a command post outside of the inner perimeter.

(c) Establish an arrest/react team. The team actions may include:

  1. Securing any subject or suspect who may surrender.

  2. Taking action to mitigate a deadly threat or behavior.

(d) Evacuate any injured persons or citizens in the zone of danger.

(e) Attempt to establish preliminary communication with the suspect. Once the CRU has arrived, all negotiations should generally be handed over to the negotiators and SWAT after they are set up.

(f) Be prepared to brief the SWAT Commander on the situation.

(g) Plan for, and stage, anticipated resources.

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404.9.7 ON-SCENE COMMAND RESPONSIBILITIES

Upon arrival of the Crisis Response Unit at the scene, the Incident Commander shall brief the SWAT Commander and team supervisors about the situation. Upon review, it will be the Incident Commander's decision, with input from the SWAT Commander, whether to deploy the Crisis Response Unit. Once the Incident Commander authorizes deployment, the SWAT Commander will be responsible for the tactical portion of the operation. The Incident Commander shall continue supervision of the command post operation, outer perimeter security, and support for the Crisis Response Unit. The Incident Commander and the SWAT Commander (or his or her designee) shall maintain communications at all times.

404.9.8 COMMUNICATION WITH CRISIS RESPONSE UNIT PERSONNEL

All of those persons who are non-Crisis Response Unit personnel should refrain from any non-emergency contact or interference with any member of the unit during active negotiations. Operations require the utmost in concentration by involved personnel and, as a result, no one should interrupt or communicate with Crisis Team personnel directly. All non-emergency communications shall be channeled through the Crisis Negotiation Team Sergeant or his or her designee.

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Ride-Along Policy

405.1 PURPOSE AND SCOPE

The Ride-Along Program provides an opportunity for citizens to experience the law enforcement function first hand. This policy provides the requirements, approval process, and hours of operation for the Ride-Along Program.

405.1.1 ELIGIBILITY

The El Segundo Police Department Ride-Along Program is offered to residents, students and those employed within the City. Every attempt will be made to accommodate interested persons however any applicant may be disqualified without cause.

The following factors may be considered in disqualifying an applicant and are not limited to:

- Being under 15 years of age
- Prior criminal history
- Pending criminal action
- Pending lawsuit against the Department
- Denial by any supervisor

405.1.2 AVAILABILITY

The Ride-Along Program is available on most days of the week, with certain exceptions. The ride-along times are from 10:00 a.m. to 11:00 p.m. Exceptions to this schedule may be made as approved by the Chief of Police, Division Commander, or Watch Commander.

405.2 PROCEDURE TO REQUEST A RIDE-ALONG

Generally, ride-along requests will be scheduled by the Watch Commander. The participant will complete a ride-along waiver form. Information requested will include a valid ID or California driver's license, address, and telephone number. If the participant is under 18 years of age, a parent/guardian must be present to complete the Ride-Along Form.

The Watch Commander will schedule a date, based on availability, at least one week after the date of application. If approved, a copy will be forwarded to the respective Watch Commander as soon as possible for his/her scheduling considerations.

If the ride-along is denied after the request has been made, a representative of the Department will contact the applicant and advise him/her of the denial.

405.2.1 PROGRAM REQUIREMENTS

Once approved, civilian ride-alongs will be allowed to ride no more than once every six months. An exception would apply to the following: Cadets, Explorers, RSVP, Chaplains, Reserves, police applicants, and all others with approval of the Watch Commander.

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An effort will be made to ensure that no more than one citizen will participate in a ride-along during any given time period. Normally, no more than one ride-along will be allowed in the officer's vehicle at a given time.

405.2.2 SUITABLE ATTIRE
Any person approved to ride along is required to be suitably dressed in collared shirt, blouse or jacket, slacks and shoes. Sandals, T-shirts, tank tops, shorts and ripped or torn blue jeans are not permitted. Hats and ball caps will not be worn in the police vehicle. The Watch Commander or field supervisor may refuse a ride along to anyone not properly dressed.

405.2.3 PEACE OFFICER RIDE-ALONGS
Off-duty members of this department or any other law enforcement agency will not be permitted to ride-along with on-duty officers without the expressed consent of the Watch Commander. In the event that such a ride-along is permitted, the off-duty employee shall not be considered on-duty and shall not represent themselves as a peace officer or participate in any law enforcement activity except as emergency circumstances may require.

405.2.4 RIDE-ALONG CRIMINAL HISTORY CHECK
All Ride-along applicants are subject to a criminal history check. The criminal history check may include a local records check and a Department of Justice Automated Criminal History System check through CLETS prior to their approval as a ride-along with a law enforcement officer (provided that the ride-along is not an employee of the El Segundo Police Department) (CLETS Policies, Practices and Procedures Manual § 1.6.1.F.2.).

405.3 OFFICER'S RESPONSIBILITY

The officer shall advise the dispatcher that a ride-along is present in the vehicle before going into service. Officers shall consider the safety of the ride-along at all times. Officers should use sound discretion when encountering a potentially dangerous situation, and if feasible, let the participant out of the vehicle in a well-lighted place of safety. The dispatcher will be advised of the situation and as soon as practical may have another police unit respond to pick up the participant at that location. The ride-along may be continued or terminated at this time.

The Watch Commander is responsible for maintaining and scheduling ride-alongs. Upon completion of the ride-along, the ride-along form shall be filed by the Watch Commander with any comments which may be offered by the officer.

405.4 CONTROL OF RIDE-ALONG

The assigned employee shall maintain control over the ride-along at all times and instruct him/her in the conditions that necessarily limit their participation. These instructions should include:

(a) The ride-along will follow the directions of the officer

(b) The ride-along will not become involved in any investigation, handling of evidence, discussions with victims or suspects, or handling any police equipment

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(c) The ride-along may terminate the ride at any time and the officer may return the observer to their home or to the station if the ride-along interferes with the performance of the officer's duties

(d) Ride-alongs may be allowed to continue riding during the transportation and booking process provided this does not jeopardize their safety

(e) Officers will not allow any ride-alongs to be present in any residences or situations that would jeopardize their safety or cause undue stress or embarrassment to a victim or any other citizen

(f) Under no circumstance shall a civilian ride along be permitted to enter a private residence with an officer without the expressed consent of the resident or other authorized person

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Hazardous Material Response

406.1 PURPOSE AND SCOPE

Hazardous materials present a potential harm to employees resulting from their exposure. To comply with 8 CCR § 5194, the following is to be the policy of this department.

406.1.1 HAZARDOUS MATERIAL DEFINED

A hazardous material is a substance which by its nature, containment and reactivity, has the capability of inflicting harm during exposure; characterized as being toxic, corrosive, flammable, reactive, an irritant or strong sensitizer and thereby posing a threat to health when improperly managed.

406.2 HAZARDOUS MATERIAL RESPONSE

Employees may encounter situations involving suspected hazardous materials, such as at the scene of a traffic accident, chemical spill or fire. When employees come into contact with a suspected hazardous material, certain steps should be taken to protect themselves and citizens.

The following steps should be considered at any scene involving suspected hazardous materials:

(a) Attempt to identify the type of hazardous substance. (Identification can be determined by placard, driver's manifest or statements from the person transporting).

(b) Notify the Fire Department.

(c) Provide first-aid for injured parties if it can be done safely and without contamination.

(d) Begin evacuation of the immediate area and surrounding areas, depending on the substance. Voluntary evacuation should be considered; however, depending on the substance, mandatory evacuation may be necessary.

(e) Notify the local health authority. Such notification is mandatory when a spilled or released item is a pesticide (Health and Safety Code § 105215).

(f) Notify the Department of Toxic Substances Control. This is mandatory when an officer comes in contact with, or is aware of, the presence of a suspected hazardous substance at a site where an illegal controlled substance is or was manufactured (Health and Safety Code § 25354.5).

406.3 REPORTING EXPOSURE(S)

Department personnel who believe that they have been exposed to a hazardous material shall immediately report the exposure to a supervisor and follow the Occupational Disease and Work-Related Injury Reporting policy. Should the affected employee be unable to document the exposure for any reason, it shall be the responsibility of the notified supervisor to complete the required documentation.

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Injury or illness caused or believed to be caused from exposure to hazardous materials shall be reported the same as any other on-duty injury or illness in addition to a crime report or incident report if appropriate.

406.3.1 SUPERVISOR RESPONSIBILITY

When a supervisor has been informed that an employee has been exposed to a hazardous material, he/she shall ensure that immediate medical treatment is obtained and appropriate action is taken to lessen the exposure.

To ensure the safety of employees, safety equipment is available through supervisory personnel. Safety items not maintained by the Department will be obtained through the Fire Department.

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Hostage and Barricade Incidents

407.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for situations where officers have legal cause to contact, detain or arrest a person, and the person refuses to submit to the lawful requests of the officers by remaining in a structure or vehicle and/or by taking a hostage.

The scope of this policy is not intended to address all variables that officers encounter during their initial response or when a hostage or barricade situation has developed. This policy does not require or purport to recommend specific strategies or tactics for resolution as each incident is a dynamic and rapidly evolving event.

407.1.1 DEFINITIONS

Definitions related to this policy include:

Barricade situation - An incident where a person maintains a position of cover or concealment and ignores or resists law enforcement personnel, and it is reasonable to believe the subject is armed with a dangerous or deadly weapon.

Hostage situation - An incident where it is reasonable to believe a person is:

(a) Unlawfully held by a hostage-taker as security so that specified terms or conditions will be met.

(b) Unlawfully held against his/her will under threat or actual use of force.

407.2 POLICY

It is the policy of the El Segundo Police Department to address hostage and barricade situations with due regard for the preservation of life and balancing the risk of injury, while obtaining the safe release of hostages, apprehending offenders and securing available evidence.

407.3 COMMUNICATION

When circumstances permit, initial responding officers should try to establish and maintain lines of communication with a barricaded person or hostage-taker. Officers should attempt to identify any additional subjects, inquire about victims and injuries, seek the release of hostages, gather intelligence information, identify time-sensitive demands or conditions and obtain the suspect's surrender.

When available, department-authorized negotiators should respond to the scene as soon as practicable and assume communication responsibilities. Negotiators are permitted to exercise flexibility in each situation based upon their training, the circumstances presented, suspect actions or demands and the available resources.

407.3.1 EMERGENCY COMMUNICATIONS

Only an officer who has been designated by the District Attorney or Attorney General may use or authorize the use of an electronic amplifying or recording device to eavesdrop on or record,

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or both, oral communication in response to an emergency situation involving a hostage or the barricading of a location, and only when (Penal Code § 633.8(b)):

(a) The officer reasonably determines an emergency situation exists that involves the immediate danger of death or serious physical injury to any person within the meaning of 18 USC § 2518(7)(a)(i),

(b) The officer reasonably determines that the emergency situation requires that eavesdropping on oral communication occur immediately, and

(c) There are grounds upon which an order could be obtained pursuant to 18 USC § 2516(2).

(d) An application for an order approving the eavesdropping and complying with the requirements of Penal Code § 629.50 is made within 48 hours of the beginning of the eavesdropping.

(e) The contents of any oral communications overheard are recorded on tape or other comparable device.

407.4 FIRST RESPONDER CONSIDERATIONS

First responding officers should promptly and carefully evaluate all available information to determine whether an incident involves, or may later develop into, a hostage or barricade situation.

The first responding officer should immediately request a supervisor's response as soon as it is determined that a hostage or barricade situation exists. The first responding officer shall assume the duties of the supervisor until relieved by a supervisor or a more qualified responder. The officer shall continually evaluate the situation, including the level of risk to officers, to the persons involved and to bystanders, and the resources currently available.

The handling officer should brief the arriving supervisor of the incident, including information about suspects and victims, the extent of any injuries, additional resources or equipment that may be needed, and current perimeters and evacuation areas.

407.4.1 BARRICADE SITUATION

Unless circumstances require otherwise, officers handling a barricade situation should attempt to avoid a forceful confrontation in favor of stabilizing the incident by establishing and maintaining lines of communication while awaiting the arrival of specialized personnel and trained negotiators. During the interim the following options, while not all-inclusive or in any particular order, should be considered:

(a) Ensure injured persons are evacuated from the immediate threat area if it is reasonably safe to do so. Request medical assistance.

(b) Assign personnel to a contact team to control the subject should he/she attempt to exit the building, structure or vehicle, and attack, use deadly force, attempt to escape or surrender prior to additional resources arriving.

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(c) Request additional personnel, resources and equipment as needed (e.g., canine team, air support).

(d) Provide responding emergency personnel with a safe arrival route to the location.

(e) Evacuate uninjured persons in the immediate threat area if it is reasonably safe to do so.

(f) Attempt or obtain a line of communication and gather as much information on the subject as possible, including weapons, other involved parties, additional hazards or injuries.

(g) Establish an inner and outer perimeter as circumstances require and resources permit to prevent unauthorized access.

(h) Evacuate bystanders, residents and businesses within the inner and then outer perimeter as appropriate. Check for injuries, the presence of other involved subjects, witnesses, evidence or additional information.

(i) Determine the need for and notify the appropriate persons within and outside the Department, such as command officers and the Public Information Officer (PIO).

(j) If necessary and available, establish a tactical or exclusive radio frequency for the incident.

(k) Establish a command post.

407.4.2 HOSTAGE SITUATION

Officers presented with a hostage situation should attempt to avoid a forceful confrontation in favor of controlling the incident in anticipation of the arrival of specialized personnel and trained hostage negotiators. However, it is understood that hostage situations are dynamic and can require that officers react quickly to developing or changing threats. The following options, while not all-inclusive or in any particular order, should be considered:

(a) Ensure injured persons are evacuated from the immediate threat area if it is reasonably safe to do so. Request medical assistance.

(b) Assign personnel to a contact team to control the subject should he/she attempt to exit the building, structure or vehicle, and attack, use deadly force, attempt to escape or surrender prior to additional resources arriving.

(c) Establish a rapid response team in the event it becomes necessary to rapidly enter a building, structure or vehicle, such as when the suspect is using deadly force against any hostages (see the Rapid Response and Deployment Policy).

(d) Assist hostages or potential hostages to escape if it is reasonably safe to do so. Hostages should be kept separated if practicable pending further interview.

(e) Request additional personnel, resources and equipment as needed (e.g., canine team, air support).

(f) Provide responding emergency personnel with a safe arrival route to the location.

(g) Evacuate uninjured persons in the immediate threat area if it is reasonably safe to do so.

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(h) Coordinate pursuit or surveillance vehicles and control of travel routes.

(i) Attempt to obtain a line of communication and gather as much information about the suspect as possible, including any weapons, victims and their injuries, additional hazards, other involved parties and any other relevant intelligence information.

(j) Establish an inner and outer perimeter as resources and circumstances permit to prevent unauthorized access.

(k) Evacuate bystanders, residents and businesses within the inner and then outer perimeter as appropriate. Check for injuries, the presence of other involved subjects, witnesses, evidence or additional information.

(l) Determine the need for and notify the appropriate persons within and outside the Department, such as command officers and the PIO.

(m) If necessary and available, establish a tactical or exclusive radio frequency for the incident.

407.5 SUPERVISOR RESPONSIBILITIES

Upon being notified that a hostage or barricade situation exists, the supervisor should immediately respond to the scene, assess the risk level of the situation, establish a proper chain of command and assume the role of Incident Commander until properly relieved. This includes requesting a Special Weapons and Tactics Team (SWAT) response if appropriate and apprising the SWAT Commander of the circumstances. In addition, the following options should be considered:

(a) Ensure injured persons are evacuated and treated by medical personnel.

(b) Ensure the completion of necessary first responder responsibilities or assignments.

(c) Request crisis negotiators, specialized units, additional personnel, resources or equipment as appropriate.

(d) Establish a command post location as resources and circumstances permit.

(e) Designate assistants who can help with intelligence information and documentation of the incident.

(f) If it is practicable to do so, arrange for video documentation of the operation.

(g) Consider contacting utility and communication providers to restrict such services (e.g., restricting electric power, gas, telephone service).

1. When considering restricting communication services, a supervisor should make the determination that there is reason to believe an emergency situation exists involving immediate danger of death or great bodily harm and that an interruption to communication services is necessary to protect public safety (Penal Code § 11471). The supervisor must ensure the Department obtains a court order, in accordance with Penal Code § 11472, prior to requesting the interruption. In the case of an extreme emergency when there is insufficient time to obtain an order prior to the request, application for the order must be submitted within six hours after initiating the interruption. If six hours is not possible, then the application for the court order shall be made at the first reasonably available opportunity, but no later than 24 hours in accordance with Penal Code § 11475.

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(h) Ensure adequate law enforcement coverage for the remainder of the City during the incident. The supervisor should direct non-essential personnel away from the scene unless they have been summoned by the supervisor or the Dispatch Center.

(i) Identify a media staging area outside the outer perimeter and have the department Public Information Officer or a designated temporary media representative provide media access in accordance with the Media Relations Policy.

(j) Identify the need for mutual aid and the transition or relief of personnel for incidents of extended duration.

(k) Debrief personnel and review documentation as appropriate.

407.6 SWAT RESPONSIBILITIES

The Incident Commander will decide, with input from the SWAT Commander, whether to deploy SWAT during a hostage or barricade situation. Once the Incident Commander authorizes deployment, the SWAT Commander or the authorized designee will be responsible for the tactical portion of the operation. The Incident Commander shall continue supervision of the command post operation, outer perimeter security and evacuation, media access and support for SWAT. The Incident Commander and the SWAT Commander or the authorized designee shall maintain communications at all times.

407.7 REPORTING

Unless otherwise relieved by a supervisor or Incident Commander, the handling officer at the scene is responsible for completion and/or coordination of incident reports.

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Response to Bomb Calls

408.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines to assist members of the El Segundo Police Department in their initial response to incidents involving explosives, explosive devices, explosion/bombing incidents or threats of such incidents. Under no circumstances should these guidelines be interpreted as compromising the safety of first responders or the public. When confronted with an incident involving explosives, safety should always be the primary consideration.

408.2 POLICY

It is the policy of the El Segundo Police Department to place a higher priority on the safety of persons and the public over damage or destruction to public or private property.

408.3 RECEIPT OF BOMB THREAT

Department members receiving a bomb threat should obtain as much information from the individual as reasonably possible, including the type, placement and alleged detonation time of the device.

If the bomb threat is received on a recorded line, reasonable steps should be taken to ensure that the recording is preserved in accordance with established department evidence procedures.

The member receiving the bomb threat should ensure that the Watch Commander is immediately advised and informed of the details. This will enable the Watch Commander to ensure that the appropriate personnel are dispatched, and, as appropriate, the threatened location is given an advance warning.

408.4 GOVERNMENT FACILITY OR PROPERTY

A bomb threat targeting a government facility may require a different response based on the government agency.

408.4.1 EL SEGUNDO POLICE DEPARTMENT FACILITY

If the bomb threat is against the El Segundo Police Department facility, the Watch Commander will direct and assign officers as required for coordinating a general building search or evacuation of the police department, as he/she deems appropriate.

408.4.2 OTHER COUNTY OR MUNICIPAL FACILITY OR PROPERTY

If the bomb threat is against a county or municipal facility within the jurisdiction of the El Segundo Police Department that is not the property of this department, the appropriate agency will be promptly informed of the threat. Assistance to the other entity may be provided as the Watch Commander deems appropriate.

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408.4.3 FEDERAL BUILDING OR PROPERTY

If the bomb threat is against a federal building or property, the Federal Protective Service should be immediately notified. The Federal Protective Service provides a uniformed law enforcement response for most facilities, which may include use of its Explosive Detector Dog teams.

If the bomb threat is against a federal government property where the Federal Protective Service is unable to provide a timely response, the appropriate facility's security or command staff should be notified.

Bomb threats against a military installation should be reported to the military police or other military security responsible for the installation.

408.5 PRIVATE FACILITY OR PROPERTY

When a member of this department receives notification of a bomb threat at a location in the City of El Segundo, the member receiving the notification should obtain as much information as reasonably possible from the notifying individual, including:

(a) The location of the facility.

(b) The nature of the threat.

(c) Whether the type and detonation time of the device is known.

(d) Whether the facility is occupied and, if so, the number of occupants currently on-scene.

(e) Whether the individual is requesting police assistance at the facility.

(f) Whether there are any internal facility procedures regarding bomb threats in place, such as:

1. No evacuation of personnel and no search for a device.
2. Search for a device without evacuation of personnel.
3. Evacuation of personnel without a search for a device.
4. Evacuation of personnel and a search for a device.

The member receiving the bomb threat information should ensure that the Watch Commander is immediately notified so that he/she can communicate with the person in charge of the threatened facility.

408.5.1 ASSISTANCE

The Watch Commander should be notified when police assistance is requested. The Watch Commander will make the decision whether the Department will render assistance and at what level. Information and circumstances that indicate a reasonably apparent, imminent threat to the safety of either the facility or the public may require a more active approach, including police control over the facility.

Should the Watch Commander determine that the Department will assist or control such an incident, he/she will determine:

(a) The appropriate level of assistance.

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(b) The plan for assistance.

(c) Whether to evacuate and/or search the facility.

(d) Whether to involve facility staff in the search or evacuation of the building.

1. The person in charge of the facility should be made aware of the possibility of damage to the facility as a result of a search.

2. The safety of all participants is the paramount concern.

(e) The need for additional resources, including:

1. Notification and response, or standby notice, for fire and emergency medical services.

Even though a facility does not request police assistance to clear the interior of a building, based upon the circumstances and known threat, officers may be sent to the scene to evacuate other areas that could be affected by the type of threat, or for traffic and pedestrian control.

408.6 FOUND DEVICE

When handling an incident involving a suspected explosive device, the following guidelines, while not all inclusive, should be followed:

(a) No known or suspected explosive item should be considered safe regardless of its size or apparent packaging.

(b) The device should not be touched or moved except by the bomb squad or military explosive ordnance disposal team.

(c) Personnel should not transmit on any equipment that is capable of producing radio frequency energy within the evacuation area around the suspected device. This includes the following:

1. Two-way radios

2. Cell phones

3. Other personal communication devices

(d) The appropriate bomb squad or military explosive ordnance disposal team should be summoned for assistance.

(e) The largest perimeter reasonably possible should initially be established around the device based upon available personnel and the anticipated danger zone.

(f) A safe access route should be provided for support personnel and equipment.

(g) Search the area for secondary devices as appropriate and based upon available resources.

(h) Consider evacuation of buildings and personnel near the device or inside the danger zone and the safest exit route.

(i) Promptly relay available information to the Watch Commander including:

1. The time of discovery.

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2. The exact location of the device.
3. A full description of the device (e.g., size, shape, markings, construction).
4. The anticipated danger zone and perimeter.
5. The areas to be evacuated or cleared.

408.7 EXPLOSION/BOMBING INCIDENTS

When an explosion has occurred, there are multitudes of considerations which may confront the responding officers. As in other catastrophic events, a rapid response may help to minimize injury to victims, minimize contamination of the scene by gathering crowds, or minimize any additional damage from fires or unstable structures.

408.7.1 CONSIDERATIONS

Officers responding to explosions, whether accidental or a criminal act, should consider the following actions:

(a) Assess the scope of the incident, including the number of victims and extent of injuries.

(b) Request additional personnel and resources, as appropriate.

(c) Assist with first aid.

(d) Identify and take appropriate precautions to mitigate scene hazards, such as collapsed structures, bloodborne pathogens and hazardous materials.

(e) Assist with the safe evacuation of victims, if possible.

(f) Establish an inner perimeter to include entry points and evacuation routes. Search for additional or secondary devices.

(g) Preserve evidence.

(h) Establish an outer perimeter and evacuate if necessary.

(i) Identify witnesses.

408.7.2 NOTIFICATIONS

When an explosion has occurred, the following people should be notified as appropriate:

- Fire department
- Bomb squad
- Additional department personnel, such as investigators and forensic services
- Field supervisor
- Watch Commander
- Other law enforcement agencies, including local, state or federal agencies, such as the FBI and the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF)
- Other government agencies, as appropriate

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408.7.3 CROWD CONTROL

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

408.7.4 PRESERVATION OF EVIDENCE

As in any other crime scene, steps should immediately be taken to preserve the scene. The Watch Commander should assign officers to protect the crime scene area, which could extend over a long distance. Consideration should be given to the fact that evidence may be imbedded in nearby structures or hanging in trees and bushes.

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Crisis Intervention Incidents

409.1 PURPOSE AND SCOPE

This policy provides guidelines for interacting with those who may be experiencing a mental health or emotional crisis. Interaction with such individuals has the potential for miscommunication and violence. It often requires an officer to make difficult judgments about a person's mental state and intent in order to effectively and legally interact with the individual.

409.1.1 DEFINITIONS

Definitions related to this policy include:

Person in crisis - A person whose level of distress or mental health symptoms have exceeded the person's internal ability to manage his/her behavior or emotions. A crisis can be precipitated by any number of things, including an increase in the symptoms of mental illness despite treatment compliance; non-compliance with treatment, including a failure to take prescribed medications appropriately; or any other circumstance or event that causes the person to engage in erratic, disruptive or dangerous behavior that may be accompanied by impaired judgment.

409.2 POLICY

The El Segundo Police Department is committed to providing a consistently high level of service to all members of the community and recognizes that persons in crisis may benefit from intervention. The Department will collaborate, where feasible, with mental health professionals to develop an overall intervention strategy to guide its members' interactions with those experiencing a mental health crisis. This is to ensure equitable and safe treatment of all involved.

409.3 SIGNS

Members should be alert to any of the following possible signs of mental health issues or crises:

(a) A known history of mental illness

(b) Threats of or attempted suicide

(c) Loss of memory

(d) Incoherence, disorientation or slow response

(e) Delusions, hallucinations, perceptions unrelated to reality or grandiose ideas

(f) Depression, pronounced feelings of hopelessness or uselessness, extreme sadness or guilt

(g) Social withdrawal

(h) Manic or impulsive behavior, extreme agitation, lack of control

(i) Lack of fear

(j) Anxiety, aggression, rigidity, inflexibility or paranoia

Members should be aware that this list is not exhaustive. The presence or absence of any of these should not be treated as proof of the presence or absence of a mental health issue or crisis.

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409.4 COORDINATION WITH MENTAL HEALTH PROFESSIONALS

The Community Engagement Division Commander or designee is designated to collaborate with mental health professionals to develop an education and response protocol. It should include a list of community resources, to guide department interaction with those who may be suffering from mental illness or who appear to be in a mental health crisis.

409.5 FIRST RESPONDERS

Safety is a priority for first responders. It is important to recognize that individuals under the influence of alcohol, drugs or both may exhibit symptoms that are similar to those of a person in a mental health crisis. These individuals may still present a serious threat to officers; such a threat should be addressed with reasonable tactics. Nothing in this policy shall be construed to limit an officer's authority to use reasonable force when interacting with a person in crisis.

Officers are reminded that mental health issues, mental health crises and unusual behavior alone are not criminal offenses. Individuals may benefit from treatment as opposed to incarceration.

An officer responding to a call involving a person in crisis should:

(a) Promptly assess the situation independent of reported information and make a preliminary determination regarding whether a mental health crisis may be a factor.

(b) Request available backup officers and specialized resources as deemed necessary and, if it is reasonably believed that the person is in a crisis situation, use conflict resolution and de-escalation techniques to stabilize the incident as appropriate.

(c) If feasible, and without compromising safety, turn off flashing lights, bright lights or sirens.

(d) Attempt to determine if weapons are present or available.

    1. Prior to making contact, and whenever possible and reasonable, conduct a search of the Department of Justice Automated Firearms System via the California Law Enforcement Telecommunications System (CLETS) to determine whether the person is the registered owner of a firearm (Penal Code § 11106.4).

(e) Take into account the person's mental and emotional state and potential inability to understand commands or to appreciate the consequences of his/her action or inaction, as perceived by the officer.

(f) Secure the scene and clear the immediate area as necessary.

(g) Employ tactics to preserve the safety of all participants.

(h) Determine the nature of any crime.

(i) Request a supervisor, as warranted.

(j) Evaluate any available information that might assist in determining cause or motivation for the person's actions or stated intentions.

(k) If circumstances reasonably permit, consider and employ alternatives to force.

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409.6 DE-ESCALATION

Officers should consider that taking no action or passively monitoring the situation may be the most reasonable response to a mental health crisis.

Once it is determined that a situation is a mental health crisis and immediate safety concerns have been addressed, responding members should be aware of the following considerations and should generally:

- Evaluate safety conditions.
- Introduce themselves and attempt to obtain the person's name.
- Be patient, polite, calm, courteous and avoid overreacting.
- Speak and move slowly and in a non-threatening manner.
- Moderate the level of direct eye contact.
- Remove distractions or disruptive people from the area.
- Demonstrate active listening skills (e.g., summarize the person's verbal communication).
- Provide for sufficient avenues of retreat or escape should the situation become volatile.

Responding officers generally should not:

- Use stances or tactics that can be interpreted as aggressive.
- Allow others to interrupt or engage the person.
- Corner a person who is not believed to be armed, violent or suicidal.
- Argue, speak with a raised voice or use threats to obtain compliance.

409.7 INCIDENT ORIENTATION

When responding to an incident that may involve mental illness or a mental health crisis, the officer should request that the dispatcher provide critical information as it becomes available. This includes:

(a) Whether the person relies on drugs or medication, or may have failed to take his/her medication.

(b) Whether there have been prior incidents, suicide threats/attempts, and whether there has been previous police response.

(c) Contact information for a treating physician or mental health professional.

Additional resources and a supervisor should be requested as warranted.

409.8 SUPERVISOR RESPONSIBILITIES

A supervisor should respond to the scene of any interaction with a person in crisis. Responding supervisors should:

(a) Attempt to secure appropriate and sufficient resources.

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(b) Closely monitor any use of force, including the use of restraints, and ensure that those subjected to the use of force are provided with timely access to medical care (see the Handcuffing and Restraints Policy).

(c) Consider strategic disengagement. Absent an imminent threat to the public and, as circumstances dictate, this may include removing or reducing law enforcement resources or engaging in passive monitoring.

(d) Ensure that all reports are completed and that incident documentation uses appropriate terminology and language.

(e) Conduct an after-action tactical and operational debriefing, and prepare an after-action evaluation of the incident to be forwarded to the Division Commander.

Evaluate whether a critical incident stress management debriefing for involved members is warranted.

409.9 INCIDENT REPORTING

Members engaging in any oral or written communication associated with a mental health crisis should be mindful of the sensitive nature of such communications and should exercise appropriate discretion when referring to or describing persons and circumstances.

Members having contact with a person in crisis should keep related information confidential, except to the extent that revealing information is necessary to conform to department reporting procedures or other official mental health or medical proceedings.

409.9.1 DIVERSION

Individuals who are not being arrested should be processed in accordance with the Mental Illness Commitments Policy.

409.10 CIVILIAN INTERACTION WITH PEOPLE IN CRISIS

Civilian members may be required to interact with persons in crisis in an administrative capacity, such as dispatching, records request, and animal control issues.

(a) Members should treat all individuals equally and with dignity and respect.

(b) If a member believes that he/she is interacting with a person in crisis, he/she should proceed patiently and in a calm manner.

(c) Members should be aware and understand that the person may make unusual or bizarre claims or requests.

If a person’s behavior makes the member feel unsafe, if the person is or becomes disruptive or violent, or if the person acts in such a manner as to cause the member to believe that the person may be harmful to him/herself or others, an officer should be promptly summoned to provide assistance.

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409.11 EVALUATION

The Division Commander designated to coordinate the crisis intervention strategy for this department should ensure that a review and analysis of the department response to these incidents is conducted on an ongoing basis.

409.12 TRAINING

In coordination with the mental health community and appropriate stakeholders, the Department will develop and provide comprehensive education and training to all department members to enable them to effectively interact with persons in crisis.

This department will endeavor to provide Peace Officer Standards and Training (POST)-approved advanced officer training on interaction with persons with mental disabilities, welfare checks and crisis intervention (Penal Code § 11106.4; Penal Code § 13515.25; Penal Code § 13515.27; Penal Code § 13515.30).

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Mental Illness Commitments

410.1 PURPOSE AND SCOPE

This policy provides guidelines for when officers may take a person into custody for psychiatric evaluation and treatment (5150 commitment) (Welfare and Institutions Code § 5150).

410.2 POLICY

It is the policy of the El Segundo Police Department to protect the public and individuals through legal and appropriate use of the 72-hour treatment and evaluation commitment (5150 commitment) process.

410.3 AUTHORITY

An officer having probable cause may take a person into custody and place the person in an approved mental health facility for 72-hour treatment and evaluation when the officer believes that, as a result of a mental disorder, the person is a danger to him/herself or others or the person is gravely disabled (Welfare and Institutions Code § 5150; Welfare and Institutions Code § 5585.50).

When determining whether to take a person into custody, officers are not limited to determining the person is an imminent danger and shall consider reasonably available information about the historical course of the person's mental disorder, which may include evidence presented from any of the following (Welfare and Institutions Code § 5150; Welfare and Institutions Code § 5150.05):

(a) An individual who is providing or has provided mental health treatment or related support services to the person

(b) A family member

(c) The person subject to the determination or anyone designated by the person

410.3.1 VOLUNTARY EVALUATION

If an officer encounters an individual who may qualify for a 5150 commitment, the officer may inquire as to whether the person desires to voluntarily be evaluated at an appropriate facility. If the person so desires, the officers should:

(a) Transport the person to an appropriate facility that is able to conduct the evaluation and admit the person pursuant to a 5150 commitment.

(b) Document the circumstances surrounding the individual's desire to pursue voluntary evaluation and/or admission.

If at any point the person changes their mind regarding voluntary evaluation, officers should proceed with the 5150 commitment, if appropriate.

410.4 CONSIDERATIONS AND RESPONSIBILITIES

Any officer handling a call involving an individual who may qualify for a 5150 commitment should consider, as time and circumstances reasonably permit:

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(a) Available information that might assist in determining the cause and nature of the person's action or stated intentions.

(b) Community or neighborhood mediation services.

(c) Conflict resolution and de-escalation techniques.

(d) Community or other resources available to assist in dealing with mental health issues.

While these steps are encouraged, nothing in this section is intended to dissuade officers from taking reasonable action to ensure the safety of the officers and others.

Officers should consider a 5150 commitment over arrest when mental health issues appear to be a mitigating factor for people who are suspected of committing minor crimes or creating other public safety issues.

410.4.1 SECURING OF PROPERTY

When a person is taken into custody for evaluation, or within a reasonable time thereafter, and unless a responsible relative, guardian or conservator is in possession of the person's personal property, the officer shall take reasonable precautions to safeguard the individual's personal property in his/her possession or on the premises occupied by the person (Welfare and Institutions Code § 5150).

The officer taking the person into custody shall provide a report to the court that describes the person's property and its disposition in the format provided in Welfare and Institutions Code § 5211, unless a responsible person took possession of the property, in which case the officer shall only include the name of the responsible person and the location of the property (Welfare and Institutions Code § 5150).

410.5 TRANSPORTATION

Transport for any individual for a 5150 commitment shall be conducted in accordance with the Transporting Persons in Custody Policy.

Officers may transport individuals in a patrol unit and shall secure them in accordance with the Handcuffing and Restraints Policy.

410.6 TRANSFER TO APPROPRIATE FACILITY

Upon arrival at the facility, the officer will escort the individual into a treatment area designated by a facility staff member. If the individual is not seeking treatment voluntarily, the officer should provide the staff member with the written application for a 5150 commitment and remain present to provide clarification of the grounds for detention, upon request.

Absent exigent circumstances, the transporting officer should not assist facility staff with the admission process, including restraint of the individual. However, if the individual is transported and delivered while restrained, the officer may assist with transferring the individual to facility restraints and will be available to assist during the admission process, if requested. Under normal circumstances, officers will not apply facility-ordered restraints.

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410.7 DOCUMENTATION

The officer shall complete an application for a 72-Hour detention for evaluation and treatment, provide it to the facility staff member assigned to that patient and retain a copy of the application for inclusion in the case report.

The application shall include the circumstances for officer involvement; the probable cause to believe the person is, as a result of a mental health disorder, a danger to others or him/herself or gravely disabled; and all information used for the determination of probable cause (Welfare and Institutions Code § 5150; Welfare and Institutions Code § 5150.05).

The officer should also provide a verbal summary to any evaluating staff member regarding the circumstances leading to the involuntary detention.

410.7.1 ADVISEMENT

The officer taking a person into custody for evaluation shall advise the person of:

(a) The officer's name and agency.

(b) The fact that the person is not under criminal arrest but is being taken for examination by mental health professionals and the mental health staff will advise him/her of their rights.

(c) The name of the facility to which the person is being taken.

(d) If the person is being taken into custody at his/her residence, he/she should also be advised that he/she may take a few personal items, which the officer must approve, and may make a telephone call or leave a note indicating where he/she is being taken. The officer should also ask if the person needs assistance turning off any appliance or water.

The advisement shall be given in a language the person understands. If the person cannot understand an oral advisement, the information shall be provided in writing (Welfare and Institutions Code § 5150).

410.8 CRIMINAL OFFENSES

Officers investigating an individual who is suspected of committing a minor criminal offense and who is being taken on a 5150 commitment should resolve the criminal matter by issuing a warning or a Notice to Appear as appropriate.

When an individual who may qualify for a 5150 commitment has committed a serious criminal offense that would normally result in an arrest and transfer to a jail facility, the officer should:

(a) Arrest the individual when there is probable cause to do so.

(b) Notify the appropriate supervisor of the facts supporting the arrest and the facts that would support the 5150 commitment.

(c) Facilitate the individual's transfer to jail.

(d) Thoroughly document in the related reports the circumstances that indicate the individual may qualify for a 5150 commitment.

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In the supervisor's judgment, the individual may instead be arrested or booked and transported to the appropriate mental health facility. The supervisor should consider the seriousness of the offense, the treatment options available, the ability of this department to regain custody of the individual, department resources (e.g., posting a guard) and other relevant factors in making this decision.

410.9 FIREARMS AND OTHER WEAPONS

Whenever a person is taken into custody for a 5150 commitment, the handling officers should seek to determine if the person owns or has access to any firearm or other deadly weapon defined in Welfare and Institutions Code § 8100. Officers should consider whether it is appropriate and consistent with current search and seizure law under the circumstances to seize any such firearms or other dangerous weapons (e.g., safekeeping, evidence, consent).

Officers are cautioned that a search warrant may be needed before entering a residence or other place to search, unless lawful, warrantless entry has already been made (e.g., exigent circumstances, consent). A search warrant may also be needed before searching for or seizing weapons

The handling officers shall issue a receipt describing the deadly weapon or any firearm seized, and list any serial number or other identification that is on the firearm. Officers shall advise the person of the procedure for the return of any firearm or other weapon that has been taken into custody (Welfare and Institutions Code § 8102 (b)) (see Property and Evidence Policy).

410.9.1 PETITION FOR RETURN OF FIREARMS AND OTHER WEAPONS

Whenever the handling officer has cause to believe that the future return of any confiscated weapon might endanger the person or others, the officer shall detail those facts and circumstances in a report. The report shall be forwarded to the Investigative Division, which shall be responsible for initiating a petition to the Superior Court for a hearing in accordance with Welfare and Institutions Code § 8102(c), to determine whether the weapon will be returned.

The petition to the Superior Court shall be initiated within 30 days of the release of the individual from whom such weapon has been confiscated, unless the Department makes an ex parte application to the court to extend the time to file such a petition, up to a maximum of 60 days. At the time any such petition is initiated, the Department shall send written notice to the individual informing him/her of the right to a hearing on the issue, that he/she has 30 days to confirm with the court clerk any desire for a hearing and that the failure to do so will result in the forfeiture of any confiscated weapon.

410.10 TRAINING

This department will endeavor to provide Peace Officer Standards and Training (POST)-approved advanced officer training on interaction with persons with mental disabilities, 5150 commitments and crisis intervention.

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Cite and Release Policy

411.1 PURPOSE AND SCOPE

This policy provides guidance on when to release adults who are arrested for a criminal misdemeanor offense on a written notice to appear (citation) and when to hold for court or bail.

411.2 POLICY

It is the policy of the El Segundo Police Department to release all persons arrested on misdemeanor or other qualifying charges on a citation with certain exceptions (Penal Code § 853.6).

If there is a reason for non-release, the Department's mission to protect the community will be the primary consideration when determining whether to release any individual in lieu of holding for court or bail.

411.3 RELEASE BY CITATION

Except in cases where a reason for non-release as described below exists, adults arrested for a misdemeanor offense, including a private person's arrest, shall be released from custody on a citation (Penal Code § 853.6).

The citing officer shall, at the time the defendant signs the notice to appear, call attention to the time and place for appearance and take any other steps they deem necessary to ensure that the defendant understands their written promise to appear.

411.3.1 FIELD CITATIONS

In most cases, an adult arrested for a misdemeanor offense may be released in the field on a citation in lieu of physical arrest when booking and fingerprinting is not practicable or immediately required, provided the individual can be satisfactorily identified, there is no outstanding arrest warrant for the individual, and none of the below described disqualifying circumstances are present (Penal Code § 853.6; Penal Code § 1270.1). In such cases, the arresting officer should check the "booking required" box on the citation form to indicate that the person will be photographed and fingerprinted at a later time when ordered by the court.

When a booking photo or fingerprints are needed for the furtherance of any investigation, the person should be released on citation after booking instead of on a field citation.

411.3.2 RELEASE AFTER BOOKING

In some cases, it may not be feasible or desirable to release a person in the field. The person should instead be released on citation after booking at the jail. All bookings shall be approved by the Watch Commander or the authorized designee.

411.4 NON-RELEASE

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411.4.1 DISQUALIFYING OFFENSES

An adult arrested on any of the following disqualifying charges shall not be released on citation and shall be transported to the appropriate detention facility or held for court or bail after booking (Penal Code § 1270.1):

(a) Misdemeanor domestic battery (Penal Code § 243(e)(1))

(b) Felony domestic battery (Penal Code § 273.5)

(c) Serious or violent felonies (Penal Code § 1270.1(a)(1))

(d) Felony intimidation of witnesses and victims (Penal Code § 136.1)

(e) Violation of a protective order and the arrested person has made threats, used violence, or has gone to the protected person's workplace or residence (Penal Code § 273.6)

(f) Stalking (Penal Code § 646.9)

(g) Misdemeanor violations of a protective order relating to domestic violence if there is a reasonable likelihood the offense will continue or the safety of the individuals or property would be endangered (Penal Code § 853.6)

411.4.2 REASONS FOR NON-RELEASE

A person arrested for a misdemeanor shall be released on a citation unless there is a reason for non-release. The Watch Commander may authorize a release on citation regardless of whether a reason for non-release exists when it is determined to be in the best interest of the Department and does not present an unreasonable risk to the community (e.g., release of an intoxicated or ill person to a responsible adult).

Reasons for non-release include (Penal Code § 853.6(i)):

(a) The person arrested is so intoxicated that they could be a danger to themselves or to others. Release may occur as soon as this condition no longer exists.

(b) The person arrested requires medical examination or medical care or is otherwise unable to care for their own safety.

(c) The person is arrested for one or more of the offenses listed in Vehicle Code § 40302, Vehicle Code § 40303, and Vehicle Code § 40305.

(d) There are one or more outstanding arrest warrants for the person (see Misdemeanor Warrants elsewhere in this policy).

(e) The person could not provide satisfactory evidence of personal identification.

    1. If a person released on citation does not have satisfactory identification in their possession, a right thumbprint or fingerprint should be obtained on the citation form.

(f) The prosecution of the offense or offenses for which the person was arrested or the prosecution of any other offense or offenses would be jeopardized by the immediate release of the person arrested.

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(g) There is a reasonable likelihood that the offense or offenses would continue or resume, or that the safety of persons or property would be imminently endangered by the release of the person arrested.

(h) The person arrested demands to be taken before a magistrate or has refused to sign the notice to appear.

(i) There is reason to believe that the person would not appear at the time and place specified in the notice to appear. The basis for this determination shall be specifically documented. Reasons may include:

1. Previous failure to appear is on record
2. The person lacks ties to the area, such as a residence, job, or family
3. Unusual circumstances lead the officer responsible for the release of arrested persons to conclude that the suspect should be held for further investigation

(j) A previous conviction, citation, or arrest for misdemeanor or felony retail theft from a store in the previous six months.

(k) There is probable cause to believe that the person arrested is guilty of committing organized retail theft.

When a person is arrested on a misdemeanor offense and is not released by criminal citation, the reason for non-release shall be noted on the booking form. This form shall be submitted to the Watch Commander for approval and included with the case file in the Records Section.

411.5 MISDEMEANOR WARRANTS

An adult arrested on a misdemeanor warrant may be released, subject to Watch Commander approval, unless any of the following conditions exist:

(a) The misdemeanor cited in the warrant involves violence.

(b) The misdemeanor cited in the warrant involves a firearm.

(c) The misdemeanor cited in the warrant involves resisting arrest.

(d) The misdemeanor cited in the warrant involves giving false information to a peace officer.

(e) The person arrested is a danger to themselves or others due to intoxication or being under the influence of drugs or narcotics.

(f) The person requires medical examination or medical care or was otherwise unable to care for their own safety.

(g) The person has other ineligible charges pending against themselves.

(h) There is reasonable likelihood that the offense or offenses would continue or resume, or that the safety of persons or property would be immediately endangered by the release of the person.

(i) The person refuses to sign the notice to appear.

(j) The person cannot provide satisfactory evidence of personal identification.

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(k) The warrant of arrest indicates that the person is not eligible to be released on a notice to appear.

Release under this section shall be done in accordance with the provisions of this policy.

411.6 JUVENILE CITATIONS

Completion of criminal citations for juveniles is generally not appropriate with the following exceptions:

- Misdemeanor traffic violations of the Vehicle Code
- Violations of the El Segundo Municipal Code

All other misdemeanor or felony violations for juveniles shall be documented with a case number and the case should be referred to the Investigative Division for further action, including diversion.

Protocols regarding juvenile related crimes tend to change often. Therefore, it is imperative that the proper course of action be taken to prevent liability and to protect the sanctity of the investigation. The following guidelines serve as a reference for dealing with juvenile related criminal offenses:

A. Misdemeanor and non-violent felonies:

For violations such as Thefts (Petty and Grand), Burglary, Assault/Battery, Vandalism, Drug/ Alcohol Possession, Disorderly Conduct/Disturbing the Peace and/or DUI without special circumstances (i.e., T/C with no serious injuries, Hit and Run, or Excessively High BAC, etc.), officers should:

- Advise the juvenile of his/her Miranda Rights (W&I 625(c)) regardless of interrogation
- Take a crime report for all criminal offenses
- Request a parent or guardian pick up the minor (either in the field or at the station)
- Obtain the parent’s information for the report

These cases will be referred to the Los Angeles County Probation Department/Centinela Youth Services Diversion program for filing consideration.

In these cases, DO NOT BOOK THE JUVENILE AND DO NOT ISSUE THE LONG FORM (8 ½” x 11") JUVENILE TRIPLICATE CITATION

B. Serious and/or Violent Felonies (juvenile is NOT transported to East Lake Detention Center)

For violations such as Criminal Threats, Weapons Violations, Strong Arm Robbery, DUI with injuries, Hit and Run and Possession of Drugs for Sales, officers should:

- Advise the juvenile of his/her Miranda Rights (W&I 625(c)) regardless of interrogation
- Call East Lake Detention Center to determine if they will accept the juvenile (in most cases they will not without additional circumstances (i.e., on probation, criminal history, etc)
- Cite the juvenile using the long form (8 ½” x 11” juvenile triplicate citation)

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- Notify a parent or guardian and ask him/her to pick up the juvenile (either in the field or at the station)
- Obtain the parent's information and have him/her sign the long form citation

The cite date should be 60 calendar days. However, if the 60th day lands on a weekend or court holiday, select the nearest valid court date.

These cases will likely be referred to the Los Angeles County Probation Department for filing consideration in lieu of the diversion process.

****DO NOT BOOK THE JUVENILE****

C. Serious and/or Violent Felonies (juvenile is detained/transported to East Lake Detention Center)

For serious violations such as Murder, Kidnapping, Arson, Sex Crimes (Rape, Sodomy, Lewd Acts with a Minor, Oral Copulation) or a minor with extensive criminal history and/or priors for the same crime, officers should:

- Advise the juvenile of his/her Miranda Rights (W&I 625(c)) regardless of interrogation
- Remember these violations are not eligible for diversion
- Not interview the juvenile without first allowing him/her to consult with an attorney
- Minor NOT in custody: 26 PC – Gladys R (capability of committing crimes) may precede Miranda admonishment
- Minor IN custody: Miranda MUST precede 26 PC

****JUVENILE SUSPECT(S) ARE TO BE TRANSPORTED TO EAST LAKE DETENTION CENTER****

REMINDER: All juveniles, prior to a custodial interrogation/interview, MUST have been advised of their Miranda Rights as well as consulted with their attorney. Additionally, the parents DO NOT have the legal authority to be present at the time of the interrogation/interview.

411.7 REQUESTING CASE NUMBERS

Many cases involving a criminal citation release can be handled without requesting a case number. Traffic situations and local code violations can be documented on the reverse side of the records copy of the citation. Most Penal Code sections will require a case number to document the incident properly in a report. This section does not preclude an officer from requesting a case number if the officer feels the situation should be documented more thoroughly in a case report.

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Foreign Diplomatic and Consular Representatives

412.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that members of the El Segundo Police Department extend appropriate privileges and immunities to foreign diplomatic and consular representatives in accordance with international law.

412.2 POLICY

The El Segundo Police Department respects international laws related to the special privileges and immunities afforded foreign diplomatic and consular representatives assigned to the United States.

All foreign diplomatic and consular representatives shall be treated with respect and courtesy, regardless of any privileges or immunities afforded them.

412.3 CLAIMS OF IMMUNITY

If a member comes into contact with a person where law enforcement action may be warranted and the person claims diplomatic or consular privileges and immunities, the member should, without delay:

(a) Notify a supervisor.

(b) Advise the person that his/her claim will be investigated and he/she may be released in accordance with the law upon confirmation of the person's status.

(c) Request the person's identification card, either issued by the U.S. Department of State (DOS), Office of the Chief of Protocol, or in the case of persons accredited to the United Nations, by the U.S. Mission to the United Nations. These are the only reliable documents for purposes of determining privileges and immunities.

(d) Contact the DOS Diplomatic Security Command Center at 571-345-3146 or toll free at 866-217-2089, or at another current telephone number and inform the center of the circumstances.

(e) Verify the immunity status with DOS and follow any instructions regarding further detention, arrest, prosecution and/or release, as indicated by the DOS representative. This may require immediate release, even if a crime has been committed.

Identity or immunity status should not be presumed from the type of license plates displayed on a vehicle. If there is a question as to the status or the legitimate possession of a Diplomat or Consul license plate, a query should be run via the National Law Enforcement Telecommunications System (NLETS), designating "US" as the state.

412.4 ENFORCEMENT

If the DOS is not immediately available for consultation regarding law enforcement action, members shall be aware of the following:

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(a) Generally, all persons with diplomatic and consular privileges and immunities may be issued a citation or notice to appear. However, the person may not be compelled to sign the citation.

(b) All persons, even those with a valid privilege or immunity, may be reasonably restrained in exigent circumstances for purposes of self-defense, public safety or the prevention of serious criminal acts.

(c) An impaired foreign diplomatic or consular representative may be prevented from driving a vehicle, even if the person may not be arrested due to privileges and immunities.

1. Investigations, including the request for field sobriety tests, chemical tests and any other tests regarding impaired driving may proceed but they shall not be compelled.

(d) The following persons may not be detained or arrested, and any property or vehicle owned by these persons may not be searched or seized:

1. Diplomatic-level staff of missions to international organizations and recognized family members
2. Diplomatic agents and recognized family members
3. Members of administrative and technical staff of a diplomatic mission and recognized family members
4. Career consular officers, unless the person is the subject of a felony warrant

(e) The following persons may generally be detained and arrested:

1. International organization staff; however, some senior officers are entitled to the same treatment as diplomatic agents.
2. Support staff of missions to international organizations
3. Diplomatic service staff and consular employees; however, special bilateral agreements may exclude employees of certain foreign countries.
4. Honorary consular officers
5. Whenever an officer arrests and incarcerates, or detains for investigation for over two hours, a person with diplomatic and consular privileges and immunities, the officer shall promptly advise the person that he/she is entitled to have his/her government notified of the arrest or detention (Penal Code § 834c). If the individual wants his/her government notified, the officer shall begin the notification process.

412.5 DOCUMENTATION

All contacts with persons who have claimed privileges and immunities afforded foreign diplomatic and consular representatives should be thoroughly documented and the related reports forwarded to DOS.

412.6 DIPLOMATIC IMMUNITY TABLE

Reference table on diplomatic immunity:

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Category	Arrested or Detained	Enter Residence Subject to Ordinary Procedures	Issued Traffic Citation	Subpoenaed as Witness	Prosecuted	Recognized Family Members
Diplomatic Agent	No (note (b))	No	Yes	No	No	Same as sponsor (full immunity & inviolability)
Member of Admin and Tech Staff	No (note (b))	No	Yes	No	No	Same as sponsor (full immunity & inviolability)
Service Staff	Yes (note (a))	Yes	Yes	Yes	No for official acts. Yes otherwise (note (a))	No immunity or inviolability (note (a))
Career Consul Officer	Yes if for a felony and pursuant to a warrant (note (a))	Yes (note (d))	Yes	No for official acts Testimony may not be compelled in any case	No for official acts. Yes otherwise (note (a))	No immunity or inviolability
Honorable Consul Officer	Yes	Yes	Yes	No for official acts Yes otherwise.	No for official acts Yes otherwise	No immunity or inviolability
Consulate Employees	Yes (note (a))	Yes	Yes	No for official acts Yes otherwise.	No for official acts. Yes otherwise (note (a))	No immunity or inviolability (note (a))
Int'l Org Staff (note (b))	Yes (note (c))	Yes (note (c))	Yes	Yes (note (c))	No for official acts. Yes otherwise (note (c))	No immunity or inviolability
Diplomatic-Level Staff of Missions to Int'l Org	No (note (b))	No	Yes	No	No	Same as sponsor (full immunity & inviolability)
Support Staff of Missions to Int'l Orgs	Yes	Yes	Yes	Yes	No for official acts Yes otherwise	No immunity or inviolability

Notes for diplomatic immunity table:

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(a) This table presents general rules. The employees of certain foreign countries may enjoy higher levels of privileges and immunities on the basis of special bilateral agreements.

(b) Reasonable constraints, however, may be applied in emergency circumstances involving self-defense, public safety, or in the prevention of serious criminal acts.

(c) A small number of senior officers are entitled to be treated identically to diplomatic agents.

(d) Note that consul residences are sometimes located within the official consular premises. In such cases, only the official office space is protected from police entry.

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Rapid Response and Deployment

413.1 PURPOSE AND SCOPE

Violence that is committed in schools, workplaces and other locations by individuals or a group of individuals who are determined to target and kill persons and to create mass casualties presents a difficult situation for law enforcement. The purpose of this policy is to identify guidelines and factors that will assist responding officers in situations that call for rapid response and deployment.

413.2 POLICY

The El Segundo Police Department will endeavor to plan for rapid response to crisis situations, and to coordinate response planning with other emergency services as well as with those that are responsible for operating sites that may be the target of a critical incident.

Nothing in this policy shall preclude the use of reasonable force, deadly or otherwise, by members of the Department in protecting themselves or others from death or serious injury.

413.3 CONSIDERATIONS

When dealing with a crisis situation members should:

(a) Assess the immediate situation and, as soon as practicable, take reasonable steps to establish the incident command structure and take control of the incident.

(b) Obtain, explore and analyze sources of intelligence and known information regarding the circumstances, location and suspect involved in the incident.

(c) Attempt to attain a tactical advantage over the suspect by reducing, preventing or eliminating any known or perceived threat.

(d) Attempt, if feasible and based upon the suspect's actions and danger to others, a negotiated surrender of the suspect and release of the hostages.

413.4 FIRST RESPONSE

If there is a reasonable belief that acts or threats by a suspect are placing lives in imminent danger, first responding officers should consider reasonable options to reduce, prevent or eliminate the threat. Officers must decide, often under a multitude of difficult and rapidly evolving circumstances, whether to advance on the suspect, take other actions to deal with the threat or wait for additional resources.

If a suspect is actively engaged in the infliction of serious bodily harm or other life-threatening activity toward others, officers should take immediate action, if reasonably practicable, while requesting additional assistance.

Officers should remain aware of the possibility that an incident may be part of a coordinated multi-location attack that may require some capacity to respond to other incidents at other locations.

When deciding on a course of action officers should consider:

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(a) Whether to advance on or engage a suspect who is still a possible or perceived threat to others. Any advance or engagement should be based on information known or received at the time.

(b) Whether to wait for additional resources or personnel. This does not preclude an individual officer from taking immediate action.

(c) Whether individuals who are under imminent threat can be moved or evacuated with reasonable safety.

(d) Whether the suspect can be contained or denied access to victims.

(e) Whether the officers have the ability to effectively communicate with other personnel or resources.

(f) Whether planned tactics can be effectively deployed.

(g) The availability of rifles, shotguns, shields, breaching tools, control devices and any other appropriate tools, and whether the deployment of these tools will provide a tactical advantage.

In a case of a barricaded suspect with no hostages and no immediate threat to others, officers should consider summoning and waiting for additional assistance (special tactics and/or hostage negotiation team response).

413.5 PLANNING

The Field Operations Bureau Commander or designee should coordinate critical incident planning. Planning efforts should consider:

(a) Identification of likely critical incident target sites, such as schools, shopping centers, entertainment and sporting event venues.

(b) Availability of building plans and venue schematics of likely critical incident target sites.

(c) Communications interoperability with other law enforcement and emergency service agencies.

(d) Training opportunities in critical incident target sites, including joint training with site occupants.

(e) Evacuation routes in critical incident target sites.

(f) Patrol first-response training.

(g) Response coordination and resources of emergency medical and fire services.

(h) Equipment needs.

(i) Mutual aid agreements with other agencies.

(j) Coordination with private security providers in critical incident target sites.

413.6 TRAINING

The Training Sergeant should include rapid response to critical incidents in the training plan. This training should address:

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(a) Orientation to likely critical incident target sites, such as schools, shopping centers, entertainment and sporting event venues.

(b) Communications interoperability with other law enforcement and emergency service agencies.

(c) Patrol first-response training, including patrol rifle, shotgun, breaching tool and control device training.

  (a) This should include the POST terrorism incident training required for officers assigned to field duties (Penal Code § 13519.12).

(d) First aid, including gunshot trauma.

(e) Reality-based scenario training (e.g., active shooter, disgruntled violent worker).

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Immigration Violations

414.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines to members of the El Segundo Police Department relating to immigration and interacting with federal immigration officials.

414.1.1 DEFINITIONS

The following definitions apply to this policy (Government Code § 7284.4):

Criminal immigration violation - Any federal criminal immigration violation that penalizes a person's presence in, entry, or reentry to, or employment in, the United States. This does not include any offense where a judicial warrant already has been issued.

Immigration enforcement - Any and all efforts to investigate, enforce, or assist in the investigation or enforcement of any federal civil immigration law, including any and all efforts to investigate, enforce, or assist in the investigation or enforcement of any federal criminal immigration law that penalizes a person's presence in, entry or reentry to, or employment in the United States.

Judicial warrant - An arrest warrant for a violation of federal criminal immigration law and issued by a federal judge or a federal magistrate judge.

414.2 POLICY

It is the policy of the El Segundo Police Department that all members make personal and professional commitments to equal enforcement of the law and equal service to the public. Confidence in this commitment will increase the effectiveness of this department in protecting and serving the entire community and recognizing the dignity of all persons, regardless of their national origin or immigration status.

414.3 VICTIMS AND WITNESSES

To encourage crime reporting and cooperation in the investigation of criminal activity, all individuals, regardless of their immigration status, must feel secure that contacting or being addressed by members of law enforcement will not automatically lead to immigration inquiry and/or deportation. While it may be necessary to determine the identity of a victim or witness, members shall treat all individuals equally and not in any way that would violate the United States or California constitutions.

414.4 IMMIGRATION INQUIRIES PROHIBITED

Officers shall not inquire into an individual's immigration status for immigration enforcement purposes (Government Code § 7284.6).

414.4.1 CALIFORNIA LAW ENFORCEMENT TELECOMMUNICATIONS SYSTEM (CLETS)

Members shall not use information transmitted through CLETS for immigration enforcement purposes except for criminal history information and only when consistent with the California Values Act (Government Code § 15160).

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Members shall not use the system to investigate immigration violations of 8 USC § 1325 (improper entry) if that violation is the only criminal history in an individual's record (Government Code § 15160).

414.4.2 CALIFORNIA DEPARTMENT OF MOTOR VEHICLES
Members shall not obtain, access, use, or otherwise disclose noncriminal history information maintained by the DMV for immigration enforcement (Vehicle Code § 1808.48).

414.5 DETENTIONS AND ARRESTS

An officer shall not detain any individual, for any length of time, for a civil violation of federal immigration laws or a related civil warrant (Government Code § 7284.6).

An officer who has a reasonable suspicion that an individual already lawfully contacted or detained has committed a criminal violation of 8 USC § 1326(a) (unlawful reentry) that may be subject to an enhancement due to a previous conviction of an aggravated felony under 8 USC § 1326(b)(2), may detain the person for a reasonable period of time to contact federal immigration officials to verify whether the United States Attorney General has granted the individual permission for reentry and whether the violation is subject to enhancement (Government Code § 7284.6). No individual who is otherwise ready to be released should continue to be detained only because questions about the individual's status are unresolved.

If the officer has facts that establish probable cause to believe that a person already lawfully detained has violated 8 USC § 1326(a) and the penalty may be subject to enhancement due to prior conviction for specified aggravated felonies, he/she may arrest the individual for that offense (Government Code § 7284.6).

An officer shall not detain any individual, for any length of time, for any other criminal immigration violation of federal immigration laws (Government Code § 7284.6).

An officer should notify a supervisor as soon as practicable whenever an individual is arrested for violation of 8 USC § 1326(a).

414.5.1 SUPERVISOR RESPONSIBILITIES
When notified that an officer has arrested an individual for violation of 8 USC § 1326(a) or under the authority of a judicial warrant, the supervisor should determine whether it is appropriate to:

(a) Transfer the person to federal authorities.

(b) Transfer the person to jail.

414.6 FEDERAL REQUESTS FOR ASSISTANCE

Absent an urgent issue of officer safety or other emergency circumstances, requests by federal immigration officials for assistance from this department should be directed to a supervisor. The supervisor is responsible for determining whether the requested assistance would be permitted under the California Values Act (Government Code § 7284.2 et seq.).

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414.7 INFORMATION SHARING

No member of this department will prohibit, or in any way restrict, any other member from doing any of the following regarding the citizenship or immigration status, lawful or unlawful, of any individual (8 USC § 1373; Government Code § 7284.6):

(a) Sending information to, or requesting or receiving such information from federal immigration officials

(b) Maintaining such information in department records

(c) Exchanging such information with any other federal, state, or local government entity

Nothing in this policy restricts sharing information that is permissible under the California Values Act.

414.7.1 IMMIGRATION DETAINERS

No individual should be held based solely on a federal immigration detainer under 8 CFR 287.7 (Government Code § 7284.6).

Notification to a federal authority may be made prior to release of an individual who is the subject of a notification request only if the individual meets one of the following conditions (Government Code § 7282.5; Government Code § 7284.6):

(a) The individual has been arrested and had a judicial probable cause determination for a serious or violent felony identified in Penal Code § 667.5(c) or Penal Code § 1192.7(c).

(b) The individual has been arrested and had a judicial probable cause determination for a felony punishable by time in a state prison.

(c) The individual has been convicted of an offense as identified in Government Code § 7282.5(a).

(d) The individual is a current registrant on the California Sex and Arson Registry.

(e) The individual is identified by the U.S. Department of Homeland Security's Immigration and Customs Enforcement as the subject of an outstanding federal felony arrest warrant.

414.7.2 NOTICE TO INDIVIDUALS

Individuals in custody shall be given a copy of documentation received from U.S. Immigration and Customs Enforcement (ICE) regarding a hold, notification, or transfer request along with information as to whether the El Segundo Police Department intends to comply with the request (Government Code § 7283.1).

If the El Segundo Police Department provides ICE with notification that an individual is being, or will be, released on a certain date, the same notification shall be provided in writing to the individual and to his/her attorney or to one additional person who the individual may designate (Government Code § 7283.1).

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414.7.3 ICE INTERVIEWS

Before any interview regarding civil immigration violations takes place between ICE personnel and an individual in custody, the El Segundo Police Department shall provide the individual with a written consent form that explains the purpose of the interview, that the interview is voluntary, and that he/she may decline to be interviewed or may choose to be interviewed only with his/her attorney present. The consent form must be available in the languages specified in Government Code § 7283.1.

414.7.4 TRANSFERS TO IMMIGRATION AUTHORITIES

Members shall not transfer an individual to immigration authorities unless one of the following circumstances exist (Government Code § 7282.5; Government Code § 7284.6):

(a) Transfer is authorized by a judicial warrant or judicial probable cause determination.

(b) The individual has been convicted of an offense as identified in Government Code § 7282.5(a).

(c) The individual is a current registrant on the California Sex and Arson Registry.

(d) The individual is identified by the U.S. Department of Homeland Security's Immigration and Customs Enforcement as the subject of an outstanding federal felony arrest warrant.

414.7.5 REPORTING TO CALIFORNIA DEPARTMENT OF JUSTICE

The Investigative Division supervisor shall ensure that data regarding the number of transfers of an individual to immigration authorities, as permitted by Government Code § 7284.6(a)(4), and the offense that allowed for the transfer is collected and provided to the Records Supervisor for required reporting to the DOJ (Government Code § 7284.6(c)(2)(see the Records Section Policy).

414.8 U VISA AND T VISA NONIMMIGRANT STATUS

Under certain circumstances, federal law allows temporary immigration benefits, known as a U visa, to victims and witnesses of certain qualifying crimes (8 USC § 1101(a)(15)(U)).

Similar immigration protection, known as a T visa, is available for certain qualifying victims of human trafficking (8 USC § 1101(a)(15)(T)).

Any request for assistance in applying for U visa or T visa status should be forwarded in a timely manner to the Investigative Division supervisor assigned to oversee the handling of any related case. The Investigative Division supervisor should:

(a) Consult with the assigned investigator to determine the current status of any related case and whether further documentation is warranted.

(b) Contact the appropriate prosecutor assigned to the case, if applicable, to ensure the certification or declaration has not already been completed and whether a certification or declaration is warranted.

(c) Address the request and complete the certification or declaration, if appropriate, in a timely manner.

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1. The instructions for completing certification and declaration forms can be found on the U.S. Department of Homeland Security (DHS) website.
2. Form I-918 Supplement B certification shall be completed if the victim qualifies under Penal Code § 679.10 (multiple serious offenses). The certification shall be completed and not refused for the specified reasons in Penal Code § 679.10(k)(3).
3. Form I-914 Supplement B declaration shall be completed if the victim qualifies under Penal Code § 236.5 or Penal Code § 679.11 (human trafficking). The declaration shall be completed and not refused for completion for the specified reasons in Penal Code § 679.11(j)(3).
4. Forward the completed Form I-918 Supplement B certification or completed Form I-914 declaration B to the victim, family member, or authorized representative (as defined in Penal Code § 679.10 and Penal Code § 679.11) without requiring the victim to provide government-issued identification (Penal Code § 679.10; Penal Code § 679.11)

(d) Ensure that any decision to complete, or not complete, a certification or declaration form is documented in the case file and forwarded to the appropriate prosecutor. Include a copy of any completed form in the case file.

1. If Form I-918 Supplement B is not certified, a written explanation of denial shall be provided to the victim or authorized representative. The written denial shall include specific details of any reasonable requests for cooperation and a detailed description of how the victim refused to cooperate (Penal Code § 679.10).

(e) Inform the victim liaison of any requests and their status.

414.8.1 TIME FRAMES FOR COMPLETION

Officers and their supervisors who are assigned to investigate a case of human trafficking as defined by Penal Code § 236.1 shall complete the above process and the documents needed for indicating the individual is a victim for the T visa application within 15 business days of the first encounter with the victim, regardless of whether it is requested by the victim (Penal Code § 236.5).

Officers and their supervisors shall complete the above process and the documents needed certifying victim cooperation for a U visa or T visa application pursuant to Penal Code § 679.10 and Penal Code § 679.11 within 30 days of a request from the victim, victim's family, or authorized representative related to one of their assigned cases. If the victim is in removal proceedings, the certification shall be processed within seven days of the first business day following the day the request was received.

414.8.2 REPORTING TO LEGISLATURE

The Investigative Division supervisor or the authorized designee should ensure that certification requests are reported to the Legislature in January of each year and include the number of certifications signed and the number denied. The report shall comply with Government Code § 9795 (Penal Code § 679.10; Penal Code § 679.11).

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414.8.3 POLICE REPORTS

Upon request, an officer or supervisor should provide a victim or authorized representative with a copy of the report filed by the victim within seven days of the request (Penal Code § 679.10).

414.9 TRAINING

The Training Sergeant should ensure that all appropriate members receive training on immigration issues.

Training should include:

(a) Identifying civil versus criminal immigration violations.

(b) Factors that may be considered in determining whether a criminal immigration violation has been committed.

(c) Prohibitions contained in the California Values Act (Government Code § 7284 et seq.).

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Emergency Utility Service

415.1 PURPOSE AND SCOPE

The City Public Works Department has personnel available to handle emergency calls 24 hours per day. Calls for service during non-business hours are frequently directed to the Police Department. Requests for such service received by this department should be handled in the following manner.

415.1.1 BROKEN WATER LINES

The City's responsibility ends at the water meter; any break or malfunction in the water system from the water meter to the citizen's residence or business is the customer's responsibility. Public Works can only turn off the valve at the meter. The citizen can normally accomplish this.

If a break occurs on the City side of the meter, emergency personnel should be called as soon as practical by the Dispatch Center.

415.1.2 ELECTRICAL LINES

City Public Works does not maintain electrical lines to street light poles. When a power line poses a hazard, an officer should be dispatched to protect against personal injury or property damage that might be caused by power lines. The Electric Company or Public Works should be promptly notified, as appropriate.

415.1.3 RESERVOIRS, PUMPS, WELLS, ETC.

Public Works maintains the reservoirs and public water equipment, as well as several underpass and other street drainage pumps. In the event of flooding or equipment malfunctions, emergency personnel should be contacted as soon as possible.

415.1.4 EMERGENCY NUMBERS

A current list of emergency personnel who are to be called for municipal utility emergencies is maintained by the Dispatch Center.

415.2 TRAFFIC SIGNAL MAINTENANCE

The City of El Segundo contracts with Los Angeles County to furnish maintenance for all traffic signals within the City, other than those maintained by the State of California.

415.2.1 OFFICER'S RESPONSIBILITY

Upon observing a damaged or malfunctioning signal, the officer will advise the the Dispatch Center of the location and problem with the signal. The dispatcher should make the necessary notification to the proper maintenance agency.

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Aircraft Accidents

416.1 PURPOSE AND SCOPE

The purpose of this policy is to provide department members with guidelines for handling aircraft accidents.

This policy does not supersede, and is supplementary to, applicable portions of the Crime and Disaster Scene Integrity, Emergency Management Plan and Hazardous Material Response policies.

416.1.1 DEFINITIONS

Definitions related to this policy include:

Aircraft - Any fixed wing aircraft, rotorcraft, balloon, blimp/dirigible or glider that is capable of carrying a person or any unmanned aerial vehicle other than those intended for non-commercial recreational use.

416.2 POLICY

It is the policy of the El Segundo Police Department to provide an appropriate emergency response to aircraft accidents. This includes emergency medical care and scene management.

416.3 ARRIVAL AT SCENE

Officers or other authorized members tasked with initial scene management should establish an inner and outer perimeter to:

(a) Protect persons and property.

(b) Prevent any disturbance or further damage to the wreckage or debris, except to preserve life or rescue the injured.

(c) Preserve ground scars and marks made by the aircraft.

(d) Manage the admission and access of public safety and medical personnel to the extent necessary to preserve life or to stabilize hazardous materials.

(e) Maintain a record of persons who enter the accident site.

(f) Consider implementation of an Incident Command System (ICS).

416.4 INJURIES AND CASUALTIES

Members should address emergency medical issues and provide care as a first priority.

Those tasked with the supervision of the scene should coordinate with the National Transportation Safety Board (NTSB) before the removal of bodies. If that is not possible, the scene supervisor should ensure documentation of what was disturbed, including switch/control positions and instrument/gauge readings.

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416.5 NOTIFICATIONS

When an aircraft accident is reported to this department, the responding supervisor shall ensure notification is or has been made to NTSB, the Federal Aviation Administration (FAA), and when applicable, the appropriate branch of the military.

Supervisors shall ensure other notifications are made once an aircraft accident has been reported. The notifications will vary depending on the type of accident, extent of injuries or damage, and the type of aircraft involved. When an aircraft accident has occurred, it is generally necessary to notify the following:

(a) Fire department

(b) Appropriate airport tower

(c) Emergency medical services (EMS)

416.6 CONTROLLING ACCESS AND SCENE AUTHORITY

Prior to NTSB arrival, scene access should be limited to authorized personnel from the:

(a) FAA.

(b) Fire department, EMS or other assisting law enforcement agencies.

(c) Coroner.

(d) Air Carrier/Operators investigative teams with NTSB approval.

(e) Appropriate branch of the military, when applicable.

(f) Other emergency services agencies (e.g., hazardous materials teams, biohazard decontamination teams, fuel recovery specialists, explosive ordnance disposal specialists).

The NTSB has primary responsibility for investigating accidents involving civil aircraft. In the case of a military aircraft accident, the appropriate branch of the military will have primary investigation responsibility.

After the NTSB or military representative arrives on-scene, the efforts of this department will shift to a support role for those agencies.

If NTSB or a military representative determines that an aircraft or accident does not qualify under its jurisdiction, the on-scene department supervisor should ensure the accident is still appropriately investigated and documented.

416.7 DANGEROUS MATERIALS

Members should be aware of potentially dangerous materials that might be present. These may include, but are not limited to:

(a) Fuel, chemicals, explosives, biological or radioactive materials and bombs or other ordnance.

(b) Pressure vessels, compressed gas bottles, accumulators and tires.

(c) Fluids, batteries, flares and igniters.

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(d) Evacuation chutes, ballistic parachute systems and composite materials.

416.8 DOCUMENTATION

All aircraft accidents occurring within the City of El Segundo shall be documented. At a minimum the documentation should include the date, time and location of the incident; any witness statements, if taken; the names of ESPD members deployed to assist; other City resources that were utilized; and cross reference information to other investigating agencies. Suspected criminal activity should be documented on the appropriate crime report.

416.8.1 WRECKAGE

When reasonably safe, members should:

(a) Obtain the aircraft registration number (N number) and note the type of aircraft.

(b) Attempt to ascertain the number of casualties.

(c) Obtain photographs or video of the overall wreckage, including the cockpit and damage, starting at the initial point of impact, if possible, and any ground scars or marks made by the aircraft.

1. Military aircraft may contain classified equipment and therefore shall not be photographed unless authorized by a military commanding officer (18 USC § 795).

(d) Secure, if requested by the lead authority, any electronic data or video recorders from the aircraft that became dislodged or cell phones or other recording devices that are part of the wreckage.

(e) Acquire copies of any recordings from security cameras that may have captured the incident.

416.8.2 WITNESSES

Members tasked with contacting witnesses should obtain:

(a) The location of the witness at the time of his/her observation relative to the accident site.

(b) A detailed description of what was observed or heard.

(c) Any photographs or recordings of the accident witnesses may be willing to voluntarily surrender.

(d) The names of all persons reporting the accident, even if not yet interviewed.

(e) Any audio recordings of reports to 9-1-1 regarding the accident and dispatch records.

416.9 MEDIA RELATIONS

The Public Information Officer (PIO) should coordinate a response to the media, including access issues, road closures, detours and any safety information that is pertinent to the surrounding community. Any release of information regarding details of the accident itself should be coordinated with the NTSB or other authority who may have assumed responsibility for the investigation.

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Depending on the type of aircraft, the airline or the military may be responsible for family notifications and the release of victims' names. The PIO should coordinate with other involved entities before the release of information.

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Field Training Officer Program

417.1 PURPOSE AND SCOPE

The Field Training Officer Program is intended to provide a standardized program to facilitate the officer's transition from the academic setting to the actual performance of general law enforcement duties of the El Segundo Police Department.

It is the policy of this department to assign all new police officers to a structured Field Training Officer Program that is designed to prepare the new officer to perform in a patrol assignment, and possessing all skills needed to operate in a safe, productive, and professional manner.

417.2 FIELD TRAINING OFFICER - SELECTION AND TRAINING

The Field Training Officer (FTO) is an experienced officer trained in the art of supervising, training, and evaluating entry level and lateral police officers in the application of their previously acquired knowledge and skills.

417.2.1 SELECTION PROCESS

Officers shall apply for the position of FTO in writing through a Request for Change of Assignment form. FTOs will be selected based on the following requirements:

(a) Desire to be an FTO

(b) Minimum of one year of patrol experience

(c) Demonstrated ability as a positive role model

(d) Participate and pass an internal oral interview selection process

(e) Possess a POST Basic certificate

(f) Evaluation by supervisors and current FTOs, to include the following:

1. Applicant cannot be on the Performance Enhancement Plan (PEP)
2. Consensus approval from current FTO Team
3. Consensus approval from sworn supervisors
4. Individual unqualified ratings will be vetted by the Field Operations Commander, the FTO Coordinator, and the Assistant FTO Coordinator, to determine if and FTO applicant will continue in the selection process

(g) FTO's may be removed from their appointed FTO position for cause

417.2.2 TRAINING

An officer selected as a Field Training Officer shall successfully complete a POST certified (40-hour) Field Training Officer's Course prior to being assigned as an FTO.

All FTOs must complete a 24-hour Field Training Officer update course every three years while assigned to the position of FTO (11 CCR 1004).

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All FTOs must meet any training mandate regarding crisis intervention behavioral health training pursuant to Penal Code § 13515.28.

417.3 FIELD TRAINING OFFICER PROGRAM COORDINATOR

The FTO Program Coordinator or authorized designee should be selected from the rank of sergeant or above by the Field Operations Bureau Commander or a designee and should possess, or be eligible to receive, a POST Supervisory Certificate.

The responsibilities of the FTO Program supervisor include the following:

(a) Assignment of trainees to FTOs

(b) Conduct FTO meetings

(c) Maintain and ensure FTO/trainee performance evaluations are completed

(d) Maintain, update, and issue the Field Training Manual to each trainee

(e) Monitor individual FTO performance

(f) Monitor overall FTO Program

(g) Maintain liaison with FTO coordinators of other agencies

(h) Maintain liaison with academy staff on recruit performance during the academy

(i) Develop ongoing training for FTOs

The FTO Program supervisor will be required to successfully complete a POST-approved Field Training Administrator's Course within one year of appointment to this position (11 CCR 1004(c)).

417.4 TRAINEE DEFINED

Any entry level or lateral police officer newly appointed to the El Segundo Police Department who has successfully completed a POST approved Basic Academy.

417.5 REQUIRED TRAINING

Entry level officers shall be required to successfully complete a POST-approved Field Training Program, consisting of a minimum of 10 weeks (Penal Code § 13515.295; 11 CCR 1004; 11 CCR 1005).

The training period for a lateral officer may be modified depending on the trainee's demonstrated performance and level of experience. A lateral officer may be exempt from the Field Training Program requirement if the officer qualifies for an exemption as provided in 11 CCR 1005(a)(B).

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

417.5.1 FIELD TRAINING MANUAL

Each new officer will be issued a Field Training Manual at the beginning of his/her Primary Training Phase. This manual is an outline of the subject matter and/or skills necessary to properly function as an officer with the El Segundo Police Department. The officer shall become knowledgeable of

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the subject matter as outlined. He/she shall also become proficient with those skills as set forth in the manual.

The Field Training Manual will specifically cover those policies, procedures, rules, and regulations adopted by the El Segundo Police Department.

417.6 EVALUATIONS

Evaluations are an important component of the training process and shall be completed as outlined below.

417.6.1 FIELD TRAINING OFFICER

The FTO will be responsible for the following:

(a) Complete and submit a written evaluation on the performance of his/her assigned trainee to the FTO Coordinator on a daily basis.

(b) Review the Daily Observation Report (DOR) Evaluations with the trainee each day.

(c) Complete a detailed end-of-phase performance evaluation on his/her assigned trainee at the end of each phase of training.

(d) Sign off all completed topics contained in the Field Training Manual, noting the method(s) of learning and evaluating the performance of his/her assigned trainee.

417.6.2 IMMEDIATE SUPERVISOR

The FTO Sergeant shall review and approve the Daily Observation Report Evaluations and forward them to the FTO Lieutenant.

417.6.3 FIELD TRAINING ADMINISTRATOR

The Field Training Administrator will review the Daily Observation Report Evaluations submitted by the FTO through his/her immediate supervisor.

417.7 DOCUMENTATION

All documentation of the Field Training Program will be retained in the officer's training files and will consist of the following:

(a) Daily Trainee Performance Evaluations

(b) End-of-phase evaluations

(c) A Certificate of Completion certifying that the trainee has successfully completed the required number of hours of field training

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Obtaining Air Support

418.1 PURPOSE AND SCOPE

The use of a police helicopter can be invaluable in certain situations. This policy specifies potential situations where the use of a helicopter may be requested and the responsibilities for making a request.

418.2 REQUEST FOR HELICOPTER ASSISTANCE

If a supervisor or officer in charge of an incident determines that the use of a helicopter would be beneficial, a request to obtain helicopter assistance may be made.

418.2.1 REQUEST FOR ASSISTANCE FROM ANOTHER AGENCY

After consideration and approval of the request for a helicopter, the Watch Commander, or his/her designee, will call for an available agency having helicopter support available. The Watch Commander or authorized designee on duty will apprise that agency of the specific details of the incident prompting the request.

418.2.2 CIRCUMSTANCES UNDER WHICH AID MAY BE REQUESTED

Police helicopters may be requested under any of the following conditions:

(a) When the helicopter is activated under existing mutual aid agreements

(b) Whenever the safety of law enforcement personnel is in jeopardy and the presence of the helicopters may reduce such hazard

(c) When the use of the helicopters will aid in the capture of a suspected fleeing felon whose continued freedom represents an ongoing threat to the community

(d) When a helicopter is needed to locate a person who has strayed or is lost and whose continued absence constitutes a serious health or safety hazard

(e) Vehicle pursuits

While it is recognized that the availability of helicopter support will generally provide valuable assistance to ground personnel, the presence of a helicopter will rarely replace the need for officers on the ground.

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Contacts and Temporary Detentions

419.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for temporarily detaining but not arresting persons in the field, conducting field interviews (FI) and pat-down searches, and the taking and disposition of photographs.

419.1.1 DEFINITIONS

Definitions related to this policy include:

Consensual encounter - When an officer contacts an individual but does not create a detention through words, actions, or other means. In other words, a reasonable individual would believe that his/her contact with the officer is voluntary.

Field interview - The brief detainment of an individual, whether on foot or in a vehicle, based on reasonable suspicion for the purpose of determining the individual's identity and resolving the officer's suspicions.

Field photographs - Posed photographs taken of a person during a contact, temporary detention, or arrest in the field. Undercover surveillance photographs of an individual and recordings captured by the normal operation of a body-worn camera or public safety camera when persons are not posed for the purpose of photographing are not considered field photographs.

Pat-down search - A type of search used by officers in the field to check an individual for dangerous weapons. It involves a thorough patting-down of clothing to locate any weapons or dangerous items that could pose a danger to the officer, the detainee, or others.

Reasonable suspicion - When, under the totality of the circumstances, an officer has articulable facts that criminal activity may be afoot and a particular person may be connected with that possible criminal activity.

Temporary detention - When an officer intentionally, through words, actions, or physical force, causes an individual to reasonably believe he/she is required to restrict his/her movement without an actual arrest. Temporary detentions also occur when an officer actually restrains a person’s freedom of movement.

419.2 POLICY

The El Segundo Police Department respects the right of the public to be free from unreasonable searches or seizures. Due to an unlimited variety of situations confronting the officer, the decision to temporarily detain a person and complete a field interview (FI), pat-down search, or field photograph shall be left to the officer based on the totality of the circumstances, officer safety considerations, and constitutional safeguards.

419.3 FIELD INTERVIEWS

Based on observance of suspicious circumstances or upon information from investigation, an officer may initiate the stop of a person, and conduct an FI, when there is articulable, reasonable

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suspicion to do so. A person, however, shall not be detained longer than is reasonably necessary to resolve the officer's suspicion.

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

419.3.1 INITIATING A FIELD INTERVIEW

When initiating the stop, the officer should be able to point to specific facts which, when considered with the totality of the circumstances, reasonably warrant the stop. Such facts include but are not limited to an individual's:

(a) Appearance or demeanor suggesting that he/she is part of a criminal enterprise or is engaged in a criminal act

(b) Actions suggesting that he/she is engaged in a criminal activity

(c) Presence in an area at an inappropriate hour of the day or night

(d) Presence in a particular area is suspicious

(e) Carrying of suspicious objects or items

(f) Excessive clothes for the climate or clothes bulging in a manner that suggest he/she is carrying a dangerous weapon

(g) Location in proximate time and place to an alleged or confirmed crime

(h) Physical description or clothing worn that matches a suspect in a recent crime

(i) Prior criminal record or involvement in criminal activity as known by the officer

419.4 PAT-DOWN SEARCHES

Once a valid stop has been made, and consistent with the officer's training and experience, an officer may pat a suspect's outer clothing for weapons if the officer has a reasonable, articulable suspicion the suspect may pose a safety risk. The purpose of this limited search is not to discover evidence of a crime, but to allow the officer to pursue the investigation without fear of violence. Circumstances that may establish justification for performing a pat-down search include but are not limited to:

(a) The type of crime suspected, particularly in crimes of violence where the use or threat of deadly weapons is involved.

(b) Where more than one suspect must be handled by a single officer.

(c) The hour of the day and the location or neighborhood where the stop takes place.

(d) Prior knowledge of the suspect's use of force and/or propensity to carry weapons.

(e) The actions and demeanor of the suspect.

(f) Visual indications which suggest that the suspect is carrying a firearm or other weapon.

Whenever practicable, a pat-down search should not be conducted by a lone officer. A cover officer should be positioned to ensure safety and should not be involved in the search.

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419.5 FIELD PHOTOGRAPHS

All available databases should be searched before photographing any field detainee. If a photograph is not located, or if an existing photograph no longer resembles the detainee, the officer shall carefully consider, among other things, the factors listed below.

419.5.1 FIELD PHOTOGRAPHS TAKEN WITH CONSENT

Field photographs may be taken when the subject being photographed knowingly and voluntarily gives consent. When taking a consensual photograph, the officer should receive verbal consent and record the consent via their Body Worn Camera.

419.5.2 FIELD PHOTOGRAPHS TAKEN WITHOUT CONSENT

Field photographs may be taken without consent only if they are taken during a detention that is based upon reasonable suspicion of criminal activity, and the photograph serves a legitimate law enforcement purpose related to the detention. The officer must be able to articulate facts that reasonably indicate that the subject was involved in or was about to become involved in criminal conduct. The subject should not be ordered to remove or lift any clothing for the purpose of taking a photograph.

If, prior to taking a photograph, the officer's reasonable suspicion of criminal activity has been dispelled, the detention must cease and the photograph should not be taken.

All field photographs and related reports shall be submitted to a supervisor and retained in compliance with this policy.

419.5.3 DISPOSITION OF PHOTOGRAPHS

All detainee photographs must be adequately labeled and submitted to the Watch Commander with either an associated FI card or other documentation explaining the nature of the contact. If an individual is photographed as a suspect in a particular crime, the photograph should be submitted as an evidence item in the related case, following standard evidence procedures.

If a photograph is not associated with an investigation where a case number has been issued, the Watch Commander should review and forward the photograph to one of the following locations:

(a) If the photograph and associated FI or documentation is relevant to criminal organization/enterprise enforcement, the Watch Commander will forward the photograph and documents to the designated criminal intelligence system supervisor. The supervisor will ensure the photograph and supporting documents are retained as prescribed in the Criminal Organizations Policy.

(b) Photographs that do not qualify for retention in a criminal intelligence system or temporary information file shall be forwarded to the Records Section.

When a photograph is taken in association with a particular case, the investigator may use such photograph in a photo lineup. Thereafter, the individual photograph should be retained as a part of the case file. All other photographs shall be retained in accordance with the established records retention schedule.

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419.5.4 SUPERVISOR RESPONSIBILITIES

While it is recognized that field photographs often become valuable investigative tools, supervisors should monitor such practices in view of the above listed considerations. This is not to imply that supervisor approval is required before each photograph is taken.

Access to, and use of, field photographs shall be strictly limited to law enforcement purposes.

419.6 WITNESS IDENTIFICATION AND INTERVIEWS

Because potential witnesses to an incident may become unavailable or the integrity of their statements compromised with the passage of time, officers should, when warranted by the seriousness of the case, take reasonable steps to promptly coordinate with an on-scene supervisor and/or criminal investigator to utilize available members for the following:

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

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

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

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

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Criminal Organizations

420.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that the El Segundo Police Department appropriately utilizes criminal intelligence systems and temporary information files to support investigations of criminal organizations and enterprises.

420.1.1 DEFINITIONS

Definitions related to this policy include:

Criminal intelligence system - Any record system that receives, stores, exchanges or disseminates information that has been evaluated and determined to be relevant to the identification of a criminal organization or enterprise, its members or affiliates. This does not include temporary information files.

420.2 POLICY

The El Segundo Police Department recognizes that certain criminal activities, including but not limited to gang crimes and drug trafficking, often involve some degree of regular coordination and may involve a large number of participants over a broad geographical area.

It is the policy of this department to collect and share relevant information while respecting the privacy and legal rights of the public.

420.3 CRIMINAL INTELLIGENCE SYSTEMS

No department member may create, submit to or obtain information from a criminal intelligence system unless the Chief of Police has approved the system for department use.

Any criminal intelligence system approved for department use should meet or exceed the standards of 28 CFR 23.20.

A designated supervisor will be responsible for maintaining each criminal intelligence system that has been approved for department use. The supervisor or the authorized designee should ensure the following:

(a) Members using any such system are appropriately selected and trained.

(b) Use of every criminal intelligence system is appropriately reviewed and audited.

(c) Any system security issues are reasonably addressed.

420.3.1 SYSTEM ENTRIES

It is the designated supervisor's responsibility to approve the entry of any information from a report, field interview (FI), photo or other relevant document into an authorized criminal intelligence system. If entries are made based upon information that is not on file with this department, such as open or public source documents or documents that are on file at another agency, the designated supervisor should ensure copies of those documents are retained by the Records Section. Any supporting documentation for an entry shall be retained by the Records Section in accordance

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with the established records retention schedule and for at least as long as the entry is maintained in the system.

The designated supervisor should ensure that any documents retained by the Records Section are appropriately marked as intelligence information. The Records Supervisor may not purge such documents without the approval of the designated supervisor.

420.3.2 GANG DATABASES

The Chief of Police may approve participation by the gang unit in a shared criminal gang intelligence database, such as CALGANG®. Members must obtain the requisite training before accessing any such database (11 CCR 751.6).

It is the gang unit supervisor's responsibility to determine whether any report or FI contains information that would qualify for entry into the database. Prior to designating any person as a suspected gang member, associate, or affiliate in a shared gang database; or submitting a document to the Attorney General's office for the purpose of designating a person in a shared gang database; or otherwise identifying the person in a shared gang database, the gang unit supervisor shall provide written notice to the person and, if the person is under the age of 18, to his/her parent or guardian of the designation and the basis for the designation, unless providing that notification would compromise an active criminal investigation or compromise the health or safety of a minor. Notice shall also describe the process to contest the designation (Penal Code § 186.34).

The person, an attorney working on his/her behalf, or his/her parent or guardian (if the person is under 18 years of age) may request, in writing, information as to whether the person is designated as a suspected gang member, associate, or affiliate in a shared gang database accessible by the Department, the basis for that designation, and the name of the agency that made the designation. The Department shall respond to a valid request in writing within 30 days, and shall provide the information requested unless doing so would compromise an active investigation or compromise the health and safety of the person if he/she is under 18 years of age (Penal Code § 186.34).

The person, or his/her parent or guardian if the person is under 18 years of age, may contest the designation by submitting written documentation, which shall be reviewed by the gang unit supervisor. If it is determined that the person is not a suspected gang member, associate, or affiliate, the person shall be removed from the database. The person and the parent or guardian shall be provided written verification of the department's decision within 30 days of receipt of the written documentation contesting the designation and shall include the reason for a denial when applicable (Penal Code § 186.34).

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

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

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Records contained in a shared gang database shall not be disclosed for employment or military screening purposes, and shall not be disclosed for the purpose of enforcing federal immigration law unless required by state or federal statute or regulation (Penal Code § 186.36).

420.4 INFORMATION RECOGNITION

Department members should document facts that suggest an individual, organization or enterprise is involved in criminal activity and should forward that information appropriately. Examples include, but are not limited to:

(a) Gang indicia associated with a person or residence.

(b) Information related to a drug-trafficking operation.

(c) Vandalism indicating an animus for a particular group.

(d) Information related to an illegal gambling operation.

Department supervisors who utilize an authorized criminal intelligence system should work with the Training Sergeant to train members to identify information that may be particularly relevant for inclusion.

420.5 RELEASE OF INFORMATION

Department members shall comply with the rules of an authorized criminal intelligence system regarding inquiries and release of information.

Information from a temporary information file may only be furnished to department members and other law enforcement agencies on a need-to-know basis and consistent with the Records Maintenance and Release Policy.

When an inquiry is made by the parent or guardian of a juvenile as to whether that juvenile's name is in a temporary information file, such information should be provided by the supervisor responsible for the temporary information file, unless there is good cause to believe that the release of such information might jeopardize an ongoing criminal investigation.

420.6 TRAINING

The Training Sergeant should provide training on best practices in the use of each authorized criminal intelligence system to those tasked with investigating criminal organizations and enterprises. Training should include:

(a) The protection of civil liberties.

(b) Participation in a multiagency criminal intelligence system.

(c) Submission of information into a multiagency criminal intelligence system or the receipt of information from such a system, including any governing federal and state rules and statutes.

(d) The type of information appropriate for entry into a criminal intelligence system or temporary information file.

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(e) The review and purging of temporary information files.

420.6.1 SHARED GANG DATABASE TRAINING

The Training Sergeant should ensure that members who are authorized users of a shared gang database receive the required training from the California Department of Justice (DOJ) or an instructor certified by the DOJ that includes comprehensive and standardized training on the use of shared gang databases, and any other associated training required by the Department (Penal Code § 186.36; 11 CCR 751.6).

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Watch Commanders

421.1 PURPOSE AND SCOPE

Each patrol shift must be directed by supervisors who are capable of making decisions and communicating in a manner consistent with department policies, procedures, practices, functions and objectives. To accomplish this goal, a Lieutenant heads each watch.

421.2 DESIGNATION AS ACTING WATCH COMMANDER

When a Lieutenant is unavailable for duty as Watch Commander, in most instances the senior qualified sergeant shall be designated as Watch Commander. This policy does not preclude designating a less senior sergeant as Watch Commander when operational needs require or training permits.

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Mobile Audio/Video

422.1 PURPOSE AND SCOPE

The El Segundo Police Department has equipped marked patrol cars and motorcycles with Mobile Audio/Video (MAV) recording systems to provide records of events and assist officers in the performance of their duties. This policy provides guidance on the use of these systems.

422.1.1 DEFINITIONS

Definitions related to this policy include:

Activate - Any process that causes the MAV system to transmit or store video or audio data in an active mode.

In-car camera system and Mobile Audio/Video (MAV) system- Synonymous terms which refer to any system that captures audio and video signals, that is capable of installation in a vehicle, and that includes at minimum, a camera, microphone, recorder and monitor.

MAV technician -Personnel certified or trained in the operational use and repair of MAVs, duplicating methods, storage and retrieval methods and procedures, and who have a working knowledge of video forensics and evidentiary procedures.

Recorded media - Audio-video signals recorded or digitally stored on a storage device or portable media.

422.2 POLICY

It is the policy of the El Segundo Police Department to use mobile audio and video technology to more effectively fulfill the department's mission and to ensure these systems are used securely and efficiently.

422.3 OFFICER RESPONSIBILITIES

At the start of each shift, prior to going into service, officers should test the MAV system by turning it on and ensure it is working with manufacturer specifications and department operating procedures and training. At the end of the shift, each officer will follow the established procedures for providing to the Department any recordings or used media and any other related equipment.

If the system is malfunctioning, the officer shall take the vehicle out of service unless a supervisor requests the vehicle remain in service.

422.4 ACTIVATION OF THE MAV

The MAV system is designed to have the following automatic triggers:

(a) When the vehicle overhead lights are activated at any setting

(b) When the system senses an airbag deployment

(c) When the vehicle reaches a speed of 85 miles per hour

(d) When the vehicle crosses through an electronic geo-fence that encircles a particular area or address established by a supervisor or when automatically generated by

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dispatch through CAD. When practical, employees shall be notified in advance of the activation and deactivation of any electronic geo-fence and its perimeters or boundaries

(e) Employees are not permitted to reconfigure or manipulate the MAV to not record or stop recording in any of the above listed circumstances

The system remains on until it is turned off manually. When audio is being recorded, the video will also record.

At the direction of the Chief of Police or designee, during the investigation of a critical incident, the initial interview(s) of an involved employee may occur prior to the employee reviewing any audio/video recordings and provide a supplemental statement, if necessary, following the review.

A critical incident is defined as any incident in which a police officer, as defined in Penal Code § 830, acting under color of authority, on-duty or off-duty, is directly involved in the following:

1. Discharge of a firearm by an officer which proximately causes death or injury to another, whether discharge is intentional or accidental;
2. Intentional use of any deadly or dangerous weapon by an officer which proximately causes death, or injury likely to produce death;
3. An intentional act on the part of an officer, which proximately causes death or injury likely to produce death to another;
4. Any death of a person while in custody or under an officer's control.

422.4.1 REQUIRED ACTIVATION OF MAV

This policy is not intended to describe every possible situation in which the MAV system may be used, although there are many situations where its use is appropriate. An officer may activate the system any time the officer believes it would be appropriate or valuable to document an incident.

In some circumstances it is not possible to capture images of the incident due to conditions or the location of the camera. However, the audio portion can be valuable evidence and is subject to the same activation requirements as the MAV. The MAV system should be activated in any of the following situations:

(a) All field contacts involving actual or potential criminal conduct within video or audio range:

1. Traffic stops (to include, but not limited to, traffic violations, stranded motorist assistance and all crime interdiction stops)
2. Priority responses
3. Vehicle pursuits
4. Suspicious vehicles
5. Arrests
6. Vehicle searches
7. Physical or verbal confrontations or use of force

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8. Pedestrian checks
9. DWI/DUI investigations including field sobriety tests
10. Consensual encounters
11. Crimes in progress
12. Responding to an in-progress call

(b) All self-initiated activity in which an officer would normally notify the Dispatch Center

(c) Any call for service involving a crime where the recorder may aid in the apprehension and/or prosecution of a suspect:

1. Domestic violence calls
2. Disturbance of peace calls
3. Offenses involving violence or weapons

(d) Any other contact that becomes adversarial after the initial contact in a situation that would not otherwise require recording

(e) Any other circumstance where the officer believes that a recording of an incident would be appropriate

422.4.2 CESSATION OF RECORDING

Once activated, the MAV system should remain on until the call or incident has concluded. For purposes of this section, conclusion of a call or incident has occurred when all arrests have been made, arrestees have been transported to a jail facility and all witnesses, suspects and victims have been interviewed.

Members shall cease audio recording whenever necessary to ensure conversations are not recorded between a person in custody and the person's attorney, religious advisor or physician, unless there is explicit consent from all parties to the conversation (Penal Code § 636).

422.4.3 WHEN ACTIVATION IS NOT REQUIRED

Activation of the MAV system is not required when exchanging information with other officers or during breaks, lunch periods, when not in service or actively on patrol.

No member of this department may surreptitiously record a conversation of any other member of this department except with a court order or when lawfully authorized by the Chief of Police or the authorized designee for the purpose of conducting a criminal or administrative investigation.

422.4.4 SUPERVISOR RESPONSIBILITIES

Supervisors should determine if vehicles with non-functioning MAV systems should be placed into service. If these vehicles are placed into service, the appropriate documentation should be made. Supervisors who are informed or otherwise become aware of malfunctioning equipment shall direct the officer to submit a repair order.

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Supervisors shall conduct periodic reviews of recorded videos to assess employee performance, assure equipment is properly functioning, and to determine if department employees are using the equipment as described by policy.

At reasonable intervals, supervisors should validate that:

(a) Officers are testing the MAV at the beginning of shift by activating it.

(b) Logs reflect the proper chain of custody, including:

1. The law enforcement operator or the vehicle to which it was issued.

2. Holds for evidence indication and tagging as required.

(c) The operation of MAV systems by new employees is assessed and reviewed no less than biweekly.

When an incident arises that requires the immediate retrieval of the recorded media (e.g., serious crime scenes, officer-involved shootings, department-involved collisions) and the involved vehicle can not be moved to the station for automatic download, a supervisor shall respond to the scene and ensure that the appropriate supervisor, MAV technician or crime scene investigator properly retrieves the recorded media. The media may need to be treated as evidence and should be handled in accordance with current evidence procedures for recorded media.

Supervisors may activate the MAV system remotely to monitor an event that may threaten public safety, officer safety or both, when the purpose is to obtain tactical information to assist in managing the event. Supervisors shall not remotely activate the MAV system for the purpose of monitoring the conversations or actions of an officer.

422.5 REVIEW OF MAV RECORDINGS

All recording media, recorded images, and audio recordings are the property of the Department. Dissemination outside of the Department is strictly prohibited, except to the extent permitted or required by law.

To prevent damage to, or alteration of, the original recorded media, it shall not be copied, viewed, or otherwise inserted into any device not approved by the Department MAV technician or forensic media staff. When reasonably possible, a copy of the original media shall be used for viewing (unless otherwise directed by the courts) to preserve the original media.

Recordings may be reviewed in any of the following situations:

(a) By officers for use when preparing reports or statements

(b) By a supervisor investigating a specific act of officer conduct

(c) By a supervisor to conduct documented reviews of their subordinate's MAV media at least annually to evaluate the member's performance, verify compliance with department procedures, and determine the need for additional training. The review should include a variety of event types when possible. Supervisors should review MAV media with the recording member when it would be beneficial to provide guidance or to conduct one-on-one informal training for the member.

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(d) To assess proper functioning of MAV systems

(e) By department investigators who are participating in an official investigation, such as a personnel complaint, administrative inquiry, or a criminal investigation

(f) By department personnel who request to review recordings

(g) By an officer who is captured on or referenced in the video or audio data and reviews and uses such data for any purpose relating to their employment

(h) By court personnel through proper process or with the permission of the Chief of Police or the authorized designee

(i) By the media through proper process

(j) To assess possible training value

(k) For training purposes. If an involved officer objects to showing a recording, their objection will be submitted to the command staff to determine if the training value outweighs the officer's objection.

(l) As may be directed by the Chief of Police or the authorized designee

Members desiring to view any previously uploaded or archived MAV recording should submit a request in writing to the Watch Commander. Approved requests should be forwarded to the MAV technician for processing.

In no event shall any recording be used or shown for the purpose of ridiculing or embarrassing any member.

422.6 DOCUMENTING MAV USE

If any incident is recorded with either the video or audio system, the existence of that recording shall be documented in the officer's report.

422.7 RECORDING MEDIA STORAGE AND INTEGRITY

Once submitted for storage, all recording media will be labeled and stored in a designated secure area. All recording media that is not booked as evidence will be retained for a minimum of one year after which time it will be erased, destroyed or recycled in accordance with the established records retention schedule (Government Code § 34090.6).

422.7.1 COPIES OF ORIGINAL RECORDING MEDIA

Original recording media shall not be used for any purpose other than for initial review by a supervisor. Upon proper request, a copy of the original recording media will be made for use as authorized in this policy.

Original recording media may only be released in response to a court order or upon approval by the Chief of Police or the authorized designee. In the event that an original recording is released to a court, a copy shall be made and placed in storage until the original is returned.

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422.7.2 MAV RECORDINGS AS EVIDENCE
Officers who reasonably believe that a MAV recording is likely to contain evidence relevant to a criminal offense, potential claim against the officer or against the El Segundo Police Department should indicate this in an appropriate report. Officers should ensure relevant recordings are preserved.

422.8 SYSTEM OPERATIONAL STANDARDS

(a) MAV system vehicle installations should be based on officer safety requirements and the vehicle and device manufacturer's recommendations.

(b) The MAV system should be configured to minimally record for 30 seconds prior to an event.

(c) The MAV system may not be configured to record audio data occurring prior to activation.

(d) Officers using digital transmitters that are synchronized to their individual MAV shall activate both audio and video recordings when responding in a support capacity. This is to obtain additional perspectives of the incident scene.

(e) Officers shall not erase, alter, reuse, modify or tamper with MAV recordings. Only a supervisor, MAV technician or other authorized designee may erase and reissue previous recordings and may only do so pursuant to the provisions of this policy.

422.9 MAV TECHNICIAN RESPONSIBILITIES

The MAV technician is responsible for:

(a) Ordering, issuing, retrieving, storing, erasing and duplicating of all recorded media.

(b) Erasing of media:

1. Pursuant to a court order.
2. In accordance with established records retention policies, including reissuing all other media deemed to be of no evidentiary value.

(c) Managing the long-term storage of media that has been deemed to be of evidentiary value in accordance with the department evidence storage protocols and the records retention schedule.

422.10 TRAINING

All members who are authorized to use the MAV system shall successfully complete an approved course of instruction prior to its use.

422.11 ADMINISTRATIVE AND MANAGER REVIEW OF RECORDINGS

The circumstances for which supervisors and managers of the El Segundo Police Department may review MAV recordings include, but are not limited to:

1. Administrative and criminal investigations, to monitor performance of subordinate employees, to assure adherence to this policy, to investigate citizen complaints and instances which may result in liability to the City or any agent or employee of the City.

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2. Any employee on Performance Improvement Plan (PIP) or any employee while on initial-hire probation.

422.12 ANNUAL PROGRAM REVIEW

The Administrative Division Sergeant or Lieutenant should complete an annual administrative review of the MAV program and provide it to the Chief of Police for review.

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Mobile Digital Computer Use

423.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the proper access, use, and application of the Mobile Digital Computer (MDC) system in order to ensure appropriate access to confidential records from local, state, and national law enforcement databases, and to ensure effective electronic communications between department members and the Dispatch Center. See the CJIS Access, Maintenance, and Security Policy for additional guidance.

423.2 POLICY

El Segundo Police Department members using the MDC shall comply with all appropriate federal and state rules and regulations and shall use the MDC in a professional manner, in accordance with this policy.

423.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to messages accessed, transmitted, received or reviewed on any department technology system (see the Information Technology Use Policy for additional guidance).

423.4 RESTRICTED ACCESS AND USE

MDC use is subject to the Information Technology Use, Protected Information, and CJIS Access, Maintenance, and Security policies.

Members shall not access the MDC system if they have not received prior authorization and the required training. Members shall immediately report unauthorized access or use of the MDC by another member to their supervisors or Watch Commanders.

Use of the MDC system to access law enforcement databases or transmit messages is restricted to official activities, business-related tasks, or communications that are directly related to the business, administration, or practices of the Department. In the event that a member has questions about sending a particular message or accessing a particular database, the member should seek prior approval from their supervisor.

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

It is a violation of this policy to transmit a message or access a law enforcement database under another member's name or to use the password of another member to log in to the MDC system unless directed to do so by a supervisor. Members are required to log off the MDC or secure the MDC when it is unattended. This added security measure will minimize the potential for unauthorized access or misuse.

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423.4.1 USE WHILE DRIVING

Use of the MDC by the vehicle operator should be limited to times when the vehicle is stopped. Information that is required for immediate enforcement, investigative, tactical or safety needs should be transmitted over the radio.

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

423.5 DOCUMENTATION OF ACTIVITY

Except as otherwise directed by the Watch Commander or other department-established protocol, all calls for service assigned by a dispatcher should be communicated by voice over the police radio and electronically via the MDC unless security or confidentiality prevents such broadcasting.

MDC and voice transmissions are used to document the member's daily activity. To ensure accuracy:

(a) All contacts or activity shall be documented at the time of the contact.

(b) Whenever the activity or contact is initiated by voice, it should be documented by a dispatcher.

(c) Whenever the activity or contact is not initiated by voice, the member shall document it via the MDC

423.5.1 STATUS CHANGES

All changes in status (e.g., arrival at scene, meal periods, in service) will be transmitted over the police radio or through the MDC system.

Members responding to in-progress calls should advise changes in status over the radio to assist other members responding to the same incident. Other changes in status can be made on the MDC when the vehicle is not in motion.

423.5.2 EMERGENCY ACTIVATION

If there is an emergency activation and the member does not respond to a request for confirmation of the need for emergency assistance or confirms the need, available resources will be sent to assist in locating the member. If the location is known, the nearest available officer should respond in accordance with the Officer Response to Calls Policy.

Members should ensure a field supervisor and the Watch Commander are notified of the incident without delay.

Officers not responding to the emergency shall refrain from transmitting on the police radio until a no-further-assistance broadcast is made or if they are also handling an emergency.

423.6 EQUIPMENT CONSIDERATIONS

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423.6.1 MALFUNCTIONING MDC

Whenever possible, members will not use vehicles with malfunctioning MDCs. Whenever members must drive a vehicle in which the MDC is not working, they shall notify the Watch Commander and the Dispatch Center. It shall be the responsibility of the dispatcher to document all information that will then be transmitted verbally over the police radio.

423.6.2 BOMB CALLS

When investigating reports of possible bombs, members should not communicate on their MDCs when in the evacuation area of a suspected explosive device. Radio frequency emitted by the MDC could cause some devices to detonate.

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Public Recording of Law Enforcement Activity

424.1 PURPOSE AND SCOPE

This policy provides guidelines for handling situations in which members of the public photograph or audio/video record law enforcement actions and other public activities that involve members of this department. In addition, this policy provides guidelines for situations where the recordings may be evidence.

424.2 POLICY

The El Segundo Police Department recognizes the right of persons to lawfully record members of this department who are performing their official duties. Members of this department will not prohibit or intentionally interfere with such lawful recordings. Any recordings that are deemed to be evidence of a crime or relevant to an investigation will be collected or seized lawfully.

Officers should exercise restraint and should not resort to highly discretionary arrests for offenses such as interference, failure to comply or disorderly conduct as a means of preventing someone from exercising the right to record members performing their official duties.

424.3 RECORDING LAW ENFORCEMENT ACTIVITY

Members of the public who wish to record law enforcement activities are limited only in certain aspects.

(a) Recordings may be made from any public place or any private property where the individual has the legal right to be present (Penal Code § 69; Penal Code § 148).

(b) Beyond the act of photographing or recording, individuals may not interfere with the law enforcement activity. Examples of interference include, but are not limited to:

1. Tampering with a witness or suspect.
2. Inciting others to violate the law.
3. Being so close to the activity as to present a clear safety hazard to the officers.
4. Being so close to the activity as to interfere with an officer's effective communication with a suspect or witness.

(c) The individual may not present an undue safety risk to the officers, him/herself or others.

424.4 OFFICER RESPONSE

Officers should promptly request that a supervisor respond to the scene whenever it appears that anyone recording activities may be interfering with an investigation or it is believed that the recording may be evidence. If practicable, officers should wait for the supervisor to arrive before taking enforcement action or seizing any cameras or recording media.

Whenever practicable, officers or supervisors should give clear and concise warnings to individuals who are conducting themselves in a manner that would cause their recording or behavior to be unlawful. Accompanying the warnings should be clear directions on what an

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individual can do to be compliant; directions should be specific enough to allow compliance. For example, rather than directing an individual to clear the area, an officer could advise the person that he/she may continue observing and recording from the sidewalk across the street.

If an arrest or other significant enforcement activity is taken as the result of a recording that interferes with law enforcement activity, officers shall document in a report the nature and extent of the interference or other unlawful behavior and the warnings that were issued.

424.5 SUPERVISOR RESPONSIBILITIES

A supervisor should respond to the scene when requested or any time the circumstances indicate a likelihood of interference or other unlawful behavior.

The supervisor should review the situation with the officer and:

(a) Request any additional assistance as needed to ensure a safe environment.

(b) Take a lead role in communicating with individuals who are observing or recording regarding any appropriate limitations on their location or behavior. When practical, the encounter should be recorded on a body worn camera.

(c) When practicable, allow adequate time for individuals to respond to requests for a change of location or behavior.

(d) Ensure that any enforcement, seizure or other actions are consistent with this policy and constitutional and state law.

(e) Explain alternatives for individuals who wish to express concern about the conduct of Department members, such as how and where to file a complaint.

424.6 SEIZING RECORDINGS AS EVIDENCE

Officers should not seize recording devices or media unless (42 USC § 2000aa):

(a) There is probable cause to believe the person recording has committed or is committing a crime to which the recording relates, and the recording is reasonably necessary for prosecution of the person.

  1. Absent exigency or consent, a warrant should be sought before seizing or viewing such recordings. Reasonable steps may be taken to prevent erasure of the recording.

(b) There is reason to believe that the immediate seizure of such recordings is necessary to prevent serious bodily injury or death of any person.

(c) The person consents.

  1. To ensure that the consent is voluntary, the request should not be made in a threatening or coercive manner.

  2. If the original recording is provided, a copy of the recording should be provided to the recording party, if practicable. The recording party should be permitted to be present while the copy is being made, if feasible. Another way to obtain the evidence is to transmit a copy of the recording from a device to a department-owned device.

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Recording devices and media that are seized will be submitted within the guidelines of the Property and Evidence Policy.

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Medical Marijuana

425.1 PURPOSE AND SCOPE

The purpose of this policy is to provide members of this department with guidelines for investigating the acquisition, possession, transportation, delivery, production or use of marijuana under California's medical marijuana laws.

425.1.1 DEFINITIONS

Definitions related to this policy include:

Cardholder - A person issued a current identification card.

Compassionate Use Act (CUA) (Health and Safety Code § 11362.5) - California law intended to provide protection from prosecution to those who are seriously ill and whose health would benefit from the use of marijuana in the treatment of illness for which marijuana provides relief. The CUA does not grant immunity from arrest but rather provides an affirmative defense from prosecution for possession of medical marijuana.

Identification card - A valid document issued by the California Department of Public Health to both persons authorized to engage in the medical use of marijuana and also to designated primary caregivers.

Medical marijuana - Marijuana possessed by a patient or primary caregiver for legitimate medical purposes.

Medical Marijuana Program (MMP) (Health and Safety Code § 11362.7 et seq.) - California laws passed following the CUA to facilitate the prompt identification of patients and their designated primary caregivers in order to avoid unnecessary arrests and provide needed guidance to law enforcement officers. MMP prohibits arrest for possession of medical marijuana in certain circumstances and provides a defense in others.

Patient - A person who is entitled to the protections of the CUA because he/she has received a written or oral recommendation or approval from a physician to use marijuana for medical purposes or any person issued a valid identification card.

Primary caregiver - A person designated by the patient, who has consistently assumed responsibility for the patient's housing, health or safety, who may assist the patient with the medical use of marijuana under the CUA or the MMP (Health and Safety Code § 11362.5; Health and Safety Code § 11362.7).

Statutory amount - No more than 8 ounces of dried, mature, processed female marijuana flowers ("bud") or the plant conversion (e.g., kief, hash, hash oil), and no more than six mature or 12 immature marijuana plants (roots, stems and stem fibers should not be considered) (Health and Safety Code § 11362.77).

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425.2 POLICY

It is the policy of the El Segundo Police Department to prioritize resources to forgo making arrests related to marijuana that the arresting officer reasonably believes would not be prosecuted by state or federal authorities.

California's medical marijuana laws are intended to provide protection to those who are seriously ill and whose health would benefit from the use of medical marijuana.

However, California medical marijuana laws do not affect federal laws and there is no medical exception under federal law for the possession or distribution of marijuana. The El Segundo Police Department will exercise discretion to ensure laws are appropriately enforced without unreasonably burdening both those individuals protected under California law and public resources.

425.3 INVESTIGATION

Investigations involving the possession, delivery, production or use of marijuana generally fall into one of several categories:

(a) Investigations when no person makes a medicinal claim.

(b) Investigations when a medicinal claim is made by a cardholder.

(c) Investigations when a medicinal claim is made by a non-cardholder.

425.3.1 INVESTIGATIONS WITH NO MEDICINAL CLAIM

In any investigation involving the possession, delivery, production or use of marijuana or drug paraphernalia where no person claims that the marijuana is used for medicinal purposes, the officer should proceed with a criminal investigation if the amount is greater than permitted for personal use under the Control, Regulate and Tax Adult Use of Marijuana Act (Health and Safety Code § 11362.1; Health and Safety Code § 11362.2). A medicinal defense may be raised at any time, so officers should document any statements and observations that may be relevant to whether the marijuana was possessed or produced for medicinal purposes.

425.3.2 INVESTIGATIONS INVOLVING A MEDICINAL CLAIM MADE BY A CARDHOLDER

A cardholder or designated primary caregiver in possession of an identification card shall not be arrested for possession, transportation, delivery or cultivation of medical marijuana at or below the statutory amount unless there is probable cause to believe that (Health and Safety Code § 11362.71; Health and Safety Code § 11362.78):

(a) The information contained in the card is false or falsified.

(b) The card has been obtained or used by means of fraud.

(c) The person is otherwise in violation of the provisions of the MMP.

(d) The person possesses marijuana but not for personal medical purposes.

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Officers who reasonably believe that a person who does not have an identification card in his/her possession has been issued an identification card may treat the investigation as if the person had the card in his/her possession.

Cardholders may possess, transport, deliver or cultivate medical marijuana in amounts above the statutory amount if their doctor has concluded that the statutory amount does not meet the patient's medical needs (Health and Safety Code § 11362.71; Health and Safety Code § 11362.77). Investigations involving cardholders with more than the statutory amount of marijuana should be addressed as provided in this policy for a case involving a medicinal claim made by a non-cardholder.

425.3.3 INVESTIGATIONS INVOLVING A MEDICINAL CLAIM MADE BY A NON-CARDHOLDER

No patient or primary caregiver should be arrested for possession or cultivation of an amount of medical marijuana if the officer reasonably believes that marijuana is in a form and amount reasonably related to the qualified patient's current medical needs (Health and Safety Code § 11362.5). This arrest guidance also applies to sales, transportation or delivery of medical marijuana, or maintaining/renting a drug house or building that may be a nuisance if otherwise in compliance with MMP (Health and Safety Code § 11362.765).

Officers are not obligated to accept a person's claim of having a physician's recommendation when the claim cannot be readily verified with the physician but are expected to use their judgment to assess the validity of the person's medical-use claim.

Officers should review any available written documentation for validity and whether it contains the recommending physician's name, telephone number, address and medical license number for verification.

Officers should generally accept verified recommendations by a physician that statutory amounts do not meet the patient's needs (Health and Safety Code § 11362.77).

425.3.4 INVESTIGATIONS INVOLVING A STATE LICENSEE

No person issued a state license under the Business and Professions Code shall be arrested or cited for cultivation, possession, manufacture, processing, storing, laboratory testing, labeling, transporting, distribution or sale of medical cannabis or a medical cannabis product related to qualifying patients and primary caregivers when conducted lawfully. Whether conduct is lawful may involve questions of license classifications, local ordinances, specific requirements of the Business and Professions Code and adopted regulations. Officers should consider conferring with a supervisor, the applicable state agency or other member with special knowledge in this area and/or appropriate legal counsel before taking enforcement action against a licensee or an employee or agent (Business and Professions Code § 26032).

425.3.5 ADDITIONAL CONSIDERATIONS

Officers should consider the following when investigating an incident involving marijuana possession, delivery, production, or use:

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(a) Because enforcement of medical marijuana laws can be complex, time consuming, and call for resources unavailable at the time of initial investigation, officers may consider submitting a report to the prosecutor for review, in lieu of making an arrest. This can be particularly appropriate when:

1. The suspect has been identified and can be easily located at a later time.
2. The case would benefit from review by a person with expertise in medical marijuana investigations.
3. Sufficient evidence, such as photographs or samples, has been lawfully obtained.
4. Other relevant factors, such as available department resources and time constraints prohibit making an immediate arrest.

(b) Whenever the initial investigation reveals an amount of marijuana greater than the statutory amount, officers should consider the following when determining whether the form and amount is reasonably related to the patient's needs:

1. The amount of marijuana recommended by a medical professional to be ingested.
2. The quality of the marijuana.
3. The method of ingestion (e.g., smoking, eating, nebulizer).
4. The timing of the possession in relation to a harvest (patient may be storing marijuana).
5. Whether the marijuana is being cultivated indoors or outdoors.

(c) Before proceeding with enforcement related to collective gardens or dispensaries, officers should consider conferring with a supervisor, an applicable state regulatory agency or other member with special knowledge in this area, and/or appropriate legal counsel (Business and Professions Code § 26010; Business and Professions Code § 26060). Licensing, zoning, and other related issues can be complex. Patients, primary caregivers, and cardholders who collectively or cooperatively cultivate marijuana for medical purposes may be licensed or may have a defense in certain circumstances (Business and Professions Code § 26032; Business and Professions Code § 26033).

(d) Investigating members should not order a patient to destroy marijuana plants under threat of arrest.

425.3.6 EXCEPTIONS

This policy does not apply to, and officers should consider taking enforcement action for the following:

(a) Persons who engage in illegal conduct that endangers others, such as driving under the influence of marijuana in violation of the Vehicle Code (Health and Safety Code § 11362.5).

(b) Marijuana possession in jails or other correctional facilities that prohibit such possession (Health and Safety Code § 11362.785).

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(c) Smoking marijuana (Health and Safety Code § 11362.79):

1. In any place where smoking is prohibited by law.
2. In or within 1,000 feet of the grounds of a school, recreation center or youth center, unless the medical use occurs within a residence.
3. On a school bus.
4. While in a motor vehicle that is being operated.
5. While operating a boat.

(d) Use of marijuana by a person on probation or parole, or on bail and use is prohibited by the terms of release (Health and Safety Code § 11362.795).

425.4 FEDERAL LAW ENFORCEMENT

Officers should provide information regarding a marijuana investigation to federal law enforcement authorities when it is requested by federal law enforcement authorities or whenever the officer believes those authorities would have a particular interest in the information.

425.5 CRIME SCENE INVESTIGATION SECTION SUPERVISOR RESPONSIBILITIES

The Crime Scene Investigation Section supervisor should ensure that marijuana, drug paraphernalia or other related property seized from a person engaged or assisting in the use of medical marijuana is not destroyed pending any charges and without a court order. The Crime Scene Investigation Section supervisor is not responsible for caring for live marijuana plants.

Upon the prosecutor's decision to forgo prosecution, or the dismissal of charges or an acquittal, the Crime Scene Investigation Section supervisor should, as soon as practicable, return to the person from whom it was seized any useable medical marijuana, plants, drug paraphernalia or other related property.

The Crime Scene Investigation Section supervisor may release marijuana to federal law enforcement authorities upon presentation of a valid court order or by a written order of the Investigative Division supervisor.

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Foot Pursuits

426.1 PURPOSE AND SCOPE

This policy provides guidelines to assist officers in making the decision to initiate or continue the pursuit of suspects on foot.

426.2 POLICY

It is the policy of this department that officers, when deciding to initiate or continue a foot pursuit, continuously balance the objective of apprehending the suspect with the risk and potential for injury to department members, the public or the suspect.

Officers are expected to act reasonably, based on the totality of the circumstances.

426.3 DECISION TO PURSUE

The safety of department members and the public should be the primary consideration when determining whether a foot pursuit should be initiated or continued. Officers must be mindful that immediate apprehension of a suspect is rarely more important than the safety of the public and department members.

Officers may be justified in initiating a foot pursuit of any individual the officer reasonably believes is about to engage in, is engaging in or has engaged in criminal activity. The decision to initiate or continue such a foot pursuit, however, must be continuously re-evaluated in light of the circumstances presented at the time.

Mere flight by a person who is not suspected of criminal activity shall not serve as justification for engaging in an extended foot pursuit without the development of reasonable suspicion regarding the individual's involvement in criminal activity or being wanted by law enforcement.

Deciding to initiate or continue a foot pursuit is a decision that an officer must make quickly and under unpredictable and dynamic circumstances. It is recognized that foot pursuits may place department members and the public at significant risk. Therefore, no officer or supervisor shall be criticized or disciplined for deciding not to engage in a foot pursuit because of the perceived risk involved.

If circumstances permit, surveillance and containment are generally the safest tactics for apprehending fleeing persons. In deciding whether to initiate or continue a foot pursuit, an officer should continuously consider reasonable alternatives to a foot pursuit based upon the circumstances and resources available, such as:

(a) Containment of the area.

(b) Saturation of the area with law enforcement personnel, including assistance from other agencies.

(c) A canine search.

(d) Thermal imaging or other sensing technology.

(e) Air support, including drones

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(f) Apprehension at another time when the identity of the suspect is known or there is information available that would likely allow for later apprehension, and the need to immediately apprehend the suspect does not reasonably appear to outweigh the risk of continuing the foot pursuit.

426.4 GENERAL GUIDELINES

When reasonably practicable, officers should consider alternatives to engaging in or continuing a foot pursuit when:

(a) Directed by a supervisor to terminate the foot pursuit; such an order shall be considered mandatory

(b) The officer is acting alone.

(c) Two or more officers become separated, lose visual contact with one another, or obstacles separate them to the degree that they cannot immediately assist each other should a confrontation take place. In such circumstances, it is generally recommended that a single officer keep the suspect in sight from a safe distance and coordinate the containment effort.

(d) The officer is unsure of his/her location and direction of travel.

(e) The officer is pursuing multiple suspects and it is not reasonable to believe that the officer would be able to control the suspect should a confrontation occur.

(f) The physical condition of the officer renders him/her incapable of controlling the suspect if apprehended.

(g) The officer loses radio contact with the dispatcher or with assisting or backup officers.

(h) The suspect enters a building, structure, confined space, isolated area or dense or difficult terrain, and there are insufficient officers to provide backup and containment. The primary officer should consider discontinuing the foot pursuit and coordinating containment pending the arrival of sufficient resources.

(i) The officer becomes aware of unanticipated or unforeseen circumstances that unreasonably increase the risk to officers or the public.

(j) The officer reasonably believes that the danger to the pursuing officers or public outweighs the objective of immediate apprehension.

(k) The officer loses possession of his/her firearm or other essential equipment.

(l) The officer or a third party is injured during the pursuit, requiring immediate assistance, and there are no other emergency personnel available to render assistance.

(m) The suspect’s location is no longer definitely known.

(n) The identity of the suspect is established or other information exists that will allow for the suspect’s apprehension at a later time, and it reasonably appears that there is no

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immediate threat to department members or the public if the suspect is not immediately apprehended.

(o) The officer's ability to safely continue the pursuit is impaired by inclement weather, darkness or other environmental conditions.

426.5 RESPONSIBILITIES IN FOOT PURSUITS

426.5.1 INITIATING OFFICER RESPONSIBILITIES

Unless relieved by another officer or a supervisor, the initiating officer shall be responsible for coordinating the progress of the pursuit. When acting alone and when practicable, the initiating officer should not attempt to overtake and confront the suspect but should attempt to keep the suspect in sight until sufficient officers are present to safely apprehend the suspect.

Early communication of available information from the involved officers is essential so that adequate resources can be coordinated and deployed to bring a foot pursuit to a safe conclusion. Officers initiating a foot pursuit should, at a minimum, broadcast the following information as soon as it becomes practicable and available:

(a) Location and direction of travel

(b) Call sign identifier

(c) Reason for the foot pursuit, such as the crime classification

(d) Number of suspects and description, to include name if known

(e) Whether the suspect is known or believed to be armed with a dangerous weapon

Officers should be mindful that radio transmissions made while running may be difficult to understand and may need to be repeated.

Absent extenuating circumstances, any officer unable to promptly and effectively broadcast this information should terminate the foot pursuit. If the foot pursuit is discontinued for any reason, immediate efforts for containment should be established and alternatives considered based upon the circumstances and available resources.

When a foot pursuit terminates, the officer will notify the dispatcher of his/her location and the status of the pursuit termination (e.g., suspect in custody, lost sight of suspect), and will direct further actions as reasonably appear necessary, to include requesting medical aid as needed for officers, suspects or members of the public.

426.5.2 ASSISTING OFFICER RESPONSIBILITIES

Whenever any officer announces that he/she is engaged in a foot pursuit, all other officers should minimize non-essential radio traffic to permit the involved officers maximum access to the radio frequency.

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426.5.3 SUPERVISOR RESPONSIBILITIES

Upon becoming aware of a foot pursuit, the supervisor shall make every reasonable effort to ascertain sufficient information to direct responding resources and to take command, control and coordination of the foot pursuit. The supervisor should respond to the area whenever possible; the supervisor does not, however, need not be physically present to exercise control over the foot pursuit. The supervisor shall continuously assess the situation in order to ensure the foot pursuit is conducted within established department guidelines.

The supervisor shall terminate the foot pursuit when the danger to pursuing officers or the public appears to unreasonably outweigh the objective of immediate apprehension of the suspect.

Upon apprehension of the suspect, the supervisor shall promptly proceed to the termination point to direct the post-foot pursuit activity.

426.5.4 THE DISPATCH CENTER RESPONSIBILITIES

Upon notification or becoming aware that a foot pursuit is in progress, the dispatcher is responsible for:

(a) Clearing the radio channel of non-emergency traffic.

(b) Coordinating pursuit communications of the involved officers.

(c) Broadcasting pursuit updates as well as other pertinent information as necessary.

(d) Ensuring that a field supervisor is notified of the foot pursuit.

(e) Notifying and coordinating with other involved or affected agencies as practicable.

(f) Notifying the Watch Commander as soon as practicable.

(g) Assigning an incident number and logging all pursuit activities.

426.6 REPORTING REQUIREMENTS

The initiating officer shall complete appropriate crime/arrest reports documenting, at minimum:

(a) Date and time of the foot pursuit.

(b) Initial reason and circumstances surrounding the foot pursuit.

(c) Course and approximate distance of the foot pursuit.

(d) Alleged offenses.

(e) Involved vehicles and officers.

(f) Whether a suspect was apprehended as well as the means and methods used.

1. Any use of force shall be reported and documented in compliance with the Use of Force Policy.

(g) Arrestee information, if applicable.

(h) Any injuries and/or medical treatment.

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(i) Any property or equipment damage.

(j) Name of the supervisor at the scene or who handled the incident.

Assisting officers taking an active role in the apprehension of the suspect shall complete supplemental reports as necessary or as directed.

The supervisor reviewing the report will make a preliminary determination that the pursuit appears to be in compliance with this policy or that additional review and/or follow-up is warranted.

In any case in which a suspect is not apprehended and there is insufficient information to support further investigation, a supervisor may authorize that the initiating officer need not complete a formal report.

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Automated License Plate Readers (ALPRs)

427.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance for the capture, storage and use of digital data obtained through the use of Automated License Plate Reader (ALPR) technology.

427.2 POLICY

The policy of the El Segundo Police Department is to utilize ALPR technology to capture and store digital license plate data and images while recognizing the established privacy rights of the public.

All data and images gathered by the ALPR are for the official use of this department. Because such data may contain confidential information, it is not open to public review.

427.3 ADMINISTRATION

The ALPR technology, also known as Automated License Plate Recognition (ALPR), allows for the automated detection of license plates. It is used to convert data associated with vehicle license plates for official law enforcement purposes, including identifying stolen or wanted vehicles, stolen license plates and missing persons. It may also be used to gather information related to active warrants, homeland security, electronic surveillance, suspect interdiction and stolen property recovery.

The Administrative Services Bureau Commander will assign members under his/her command to administer the day-to-day operation of the ALPR equipment and data.

427.3.1 ALPR ADMINISTRATOR

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

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

(b) Training requirements for authorized users.

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

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

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

(f) Working with the Custodian of Records on the retention and destruction of ALPR data.

(g) Ensuring this policy and related procedures are conspicuously posted on the department's website.

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427.4 OPERATIONS

Use of an ALPR is restricted to the purposes outlined below. Department members shall not use, or allow others to use the equipment or database records for any unauthorized purpose (Civil Code § 1798.90.51; Civil Code § 1798.90.53).

(a) An ALPR shall only be used for official law enforcement business.

(b) An ALPR may be used in conjunction with any routine patrol operation or criminal investigation. Reasonable suspicion or probable cause is not required before using an ALPR.

(c) While an ALPR may be used to canvass license plates around any crime scene, particular consideration should be given to using ALPR-equipped cars to canvass areas around homicides, shootings and other major incidents. Partial license plates reported during major crimes should be entered into the ALPR system in an attempt to identify suspect vehicles.

(d) No member of this department shall operate ALPR equipment or access ALPR data without first completing department-approved training.

(e) No ALPR operator may access department, state or federal data unless otherwise authorized to do so.

(f) If practicable, the officer should verify an ALPR response through the California Law Enforcement Telecommunications System (CLETS) before taking enforcement action that is based solely on an ALPR alert.

427.5 DATA COLLECTION AND RETENTION

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

All ALPR data downloaded to the server shall be stored for 30 days and in accordance with the established records retention schedule. Thereafter, ALPR data should be purged unless it has become, or it is reasonable to believe it will become, evidence in a criminal or civil action or is subject to a discovery request or other lawful action to produce records. In those circumstances the applicable data should be downloaded from the server onto portable media and booked into evidence.

427.6 ACCOUNTABILITY

All data will be closely safeguarded and protected by both procedural and technological means. The El Segundo Police Department will observe the following safeguards regarding access to and use of stored data (Civil Code § 1798.90.51; Civil Code § 1798.90.53):

(a) All ALPR data downloaded to the mobile workstation and in storage shall be accessible only through a login/password-protected system capable of documenting all access of information by name, date and time (Civil Code § 1798.90.52).

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(b) Members approved to access ALPR data under these guidelines are permitted to access the data for legitimate law enforcement purposes only, such as when the data relate to a specific criminal investigation or department-related civil or administrative action.

(c) ALPR system audits should be conducted on a regular basis.

For security or data breaches, see the Records Release and Maintenance Policy.

427.7 RELEASING ALPR DATA

The ALPR data may be shared only with public agencies and only as otherwise permitted by law (Civil Code § 1798.90.55).

For purposes of this section, a public agency is limited to California state or local agencies, including law enforcement agencies, and does not include out-of-state or federal law enforcement agencies (Civil Code § 1798.90.5).

The following procedures are guidelines for ALPR requests:

(a) The agency makes a written request for the ALPR data that includes:

  (a) The name of the agency.

  (b) The name of the person requesting.

  (c) The intended purpose of obtaining the information.

(b) The request is reviewed by the Field Operations Bureau Commander or the authorized designee and approved before the request is fulfilled.

(c) The approved request is retained on file.

Requests for ALPR data by non-California public agencies will be processed as provided in the Records Maintenance and Release Policy (Civil Code § 1798.90.55).

427.8 TRAINING

The Training Section should ensure that members receive department-approved training for those authorized to use or access the ALPR system (Civil Code § 1798.90.51; Civil Code § 1798.90.53).

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Homeless Persons

428.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that personnel understand the needs and rights of the homeless and to establish procedures to guide officers during all contacts with the homeless, whether consensual or for enforcement purposes. The El Segundo Police Department recognizes that members of the homeless community are often in need of special protection and services. The El Segundo Police Department will address these needs in balance with the overall mission of this department. Therefore, officers will consider the following when serving the homeless community.

428.1.1 POLICY

It is the policy of the El Segundo Police Department to provide law enforcement services to all members of the community, while protecting the rights, dignity and private property of the homeless. Homelessness is not a crime and members of this department will not use homelessness solely as a basis for detention or law enforcement action.

428.2 HOMELESS COMMUNITY LIAISON

The Chief of Police has designated a Community Lead Officer program to act as the Homeless Liaison unit. The responsibilities of the Community Lead Officer program include the following:

(a) Maintain and make available to all department employees a list of assistance programs and other resources that are available to the homeless.

(b) Meet with social services and representatives of other organizations that render assistance to the homeless.

(c) Maintain a list of the areas within and near this jurisdiction that are used as frequent homeless encampments.

(d) Remain abreast of laws dealing with the removal and/or destruction of the personal property of the homeless. This will include:

1. Proper posting of notices of trespass and clean-up operations.
2. Proper retention of property after clean-up, to include procedures for owners to reclaim their property in accordance with the Property and Evidence Policy and other established procedures.

(e) Be present during any clean-up operation conducted by this department involving the removal of personal property of the homeless to ensure that the rights of the homeless are not violated.

(f) Develop training to assist officers in understanding current legal and social issues relating to the homeless.

428.3 FIELD CONTACTS

Officers are encouraged to contact the homeless for purposes of rendering aid, support and for community-oriented policing purposes. Nothing in this policy is meant to dissuade an officer from taking reasonable enforcement action when facts support a reasonable suspicion of criminal

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activity. However, when encountering a homeless person who has committed a non-violent misdemeanor and continued freedom is not likely to result in a continuation of the offense or a breach of the peace, officers are encouraged to consider long-term solutions to problems that may relate to the homeless, such as shelter referrals and counseling in lieu of physical arrest.

Officers should provide homeless persons with resource and assistance information whenever it is reasonably apparent that such services may be appropriate.

428.3.1 OTHER CONSIDERATIONS

Homeless members of the community will receive the same level and quality of service provided to other members of the community. The fact that a victim or witness is homeless can, however, require special considerations for a successful investigation and prosecution. Officers should consider the following when handling investigations involving homeless victims, witnesses or suspects:

(a) Document alternate contact information. This may include obtaining addresses and phone numbers of relatives and friends.

(b) Document places the homeless person may frequent.

(c) Provide homeless victims with victim/witness resources when appropriate.

(d) Obtain statements from all available witnesses in the event that a homeless victim is unavailable for a court appearance.

(e) Consider whether the person may be a dependent adult or elder, and if so, proceed in accordance with the Senior and Disability Victimization Policy.

(f) Arrange for transportation for investigation-related matters, such as medical exams and court appearances.

(g) Consider whether a crime should be reported and submitted for prosecution, even when a homeless victim indicates that he/she does not desire prosecution.

428.4 PERSONAL PROPERTY

Officers should use reasonable care when handling, collecting and retaining the personal property of homeless persons and should not destroy or discard the personal property of a homeless person.

When a homeless person is arrested or otherwise removed from a public place, officers should make reasonable accommodations to permit the person to lawfully secure his/her personal property. Otherwise, the personal property should be collected for safekeeping. If the arrestee has more personal property than can reasonably be collected and transported by the officer, a supervisor should be consulted. The property should be photographed and measures should be taken to remove or secure the property. It will be the supervisor’s responsibility to coordinate the removal and safekeeping of the property.

Officers should not conduct or assist in clean-up operations of belongings that reasonably appear to be the property of homeless persons without the prior authorization of a supervisor or the

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department Homeless Liaison Officer. When practicable, requests by the public for clean-up of a homeless encampment should be referred to the Homeless Liaison Officer.

Officers who encounter unattended encampments, bedding or other personal property in public areas that reasonably appears to belong to a homeless person should not remove or destroy such property and should inform the department Homeless Liaison Officer if such property appears to involve a trespass, blight to the community or is the subject of a complaint. It will be the responsibility of the Homeless Liaison Officer to address the matter in a timely fashion.

428.5 MENTAL ILLNESS AND MENTAL IMPAIRMENT

Some homeless persons may suffer from a mental illness or a mental impairment. Officers shall not detain a homeless person under a mental illness commitment unless facts and circumstances warrant such a detention (see the Crisis Intervention Incidents Policy).

When a mental illness hold is not warranted, the contacting officer should provide the homeless person with contact information for mental health assistance as appropriate. In these circumstances, officers may provide transportation to a mental health specialist if requested by the person and approved by a supervisor.

428.6 ECOLOGICAL ISSUES

Sometimes homeless encampments can impact the ecology and natural resources of the community and may involve criminal offenses beyond mere littering. Officers are encouraged to notify other appropriate agencies or departments when a significant impact to the environment has or is likely to occur. Significant impacts to the environment may warrant a crime report, investigation, supporting photographs and supervisor notification.

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First Amendment Assemblies

429.1 PURPOSE AND SCOPE

This policy provides guidance for responding to public assemblies or demonstrations.

429.2 POLICY

The El Segundo Police Department respects the rights of people to peaceably assemble. It is the policy of this department not to unreasonably interfere with, harass, intimidate or discriminate against persons engaged in the lawful exercise of their rights, while also preserving the peace, protecting life and preventing the destruction of property.

429.3 GENERAL CONSIDERATIONS

Individuals or groups present on the public way, such as public facilities, streets or walkways, generally have the right to assemble, rally, demonstrate, protest or otherwise express their views and opinions through varying forms of communication, including the distribution of printed matter. These rights may be limited by laws or ordinances regulating such matters as the obstruction of individual or vehicle access or egress, trespass, noise, picketing, distribution of handbills and leafleting, and loitering. However, officers shall not take action or fail to take action based on the opinions being expressed.

Participant behavior during a demonstration or other public assembly can vary. This may include, but is not limited to:

- Lawful, constitutionally protected actions and speech.
- Civil disobedience (typically involving minor criminal acts).
- Rioting.

All of these behaviors may be present during the same event. Therefore, it is imperative that law enforcement actions are measured and appropriate for the behaviors officers may encounter. This is particularly critical if force is being used. Adaptable strategies and tactics are essential. The purpose of a law enforcement presence at the scene of public assemblies and demonstrations should be to preserve the peace, to protect life and prevent the destruction of property.

Officers should not:

(a) Engage in assembly or demonstration-related discussion with participants.

(b) Harass, confront or intimidate participants.

(c) Seize the cameras, cell phones or materials of participants or observers unless an officer is placing a person under lawful arrest.

Supervisors should continually observe department members under their commands to ensure that members' interaction with participants and their response to crowd dynamics is appropriate.

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429.3.1 PHOTOGRAPHS AND VIDEO RECORDINGS

Photographs and video recording, when appropriate, can serve a number of purposes, including support of criminal prosecutions by documenting criminal acts; assistance in evaluating department performance; serving as training material; recording the use of dispersal orders; and facilitating a response to allegations of improper law enforcement conduct.

Photographs and videos will not be used or retained for the sole purpose of collecting or maintaining information about the political, religious, or social views of associations, or the activities of any individual, group, association, organization, corporation, business, or partnership, unless such information directly relates to an investigation of criminal activities and there is reasonable suspicion that the subject of the information is involved in criminal conduct.

429.4 UNPLANNED EVENTS

When responding to an unplanned or spontaneous public gathering, the first responding officer should conduct an assessment of conditions, including, but not limited to, the following:

- Location
- Number of participants
- Apparent purpose of the event
- Leadership (whether it is apparent and/or whether it is effective)
- Any initial indicators of unlawful or disruptive activity
- Indicators that lawful use of public facilities, streets or walkways will be impacted
- Ability and/or need to continue monitoring the incident

Initial assessment information should be promptly communicated to the Dispatch Center, and the assignment of a supervisor should be requested. Additional resources should be requested as appropriate. The responding supervisor shall assume command of the incident until command is expressly assumed by another, and the assumption of command is communicated to the involved members. A clearly defined command structure that is consistent with the Incident Command System (ICS) should be established as resources are deployed.

429.5 PLANNED EVENT PREPARATION

For planned events, comprehensive, incident-specific operational plans should be developed. The ICS should be considered for such events.

429.5.1 INFORMATION GATHERING AND ASSESSMENT

In order to properly assess the potential impact of a public assembly or demonstration on public safety and order, relevant information should be collected and vetted. This may include:

- Information obtained from outreach to group organizers or leaders.
- Information about past and potential unlawful conduct associated with the event or similar events.

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- The potential time, duration, scope, and type of planned activities.
- Any other information related to the goal of providing a balanced response to criminal activity and the protection of public safety interests.

Information should be obtained in a transparent manner, and the sources documented. Relevant information should be communicated to the appropriate parties in a timely manner.

Information will be obtained in a lawful manner and will not be based solely on the purpose or content of the assembly or demonstration, or actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability of the participants (or any other characteristic that is unrelated to criminal conduct or the identification of a criminal subject).

429.5.2 OPERATIONAL PLANS

An operational planning team with responsibility for event planning and management should be established. The planning team should develop an operational plan for the event.

The operational plan will minimally provide for:

(a) Command assignments, chain of command structure, roles and responsibilities.

(b) Staffing and resource allocation.

(c) Management of criminal investigations.

(d) Designation of uniform of the day and related safety equipment (e.g., helmets, shields).

(e) Deployment of specialized resources.

(f) Event communications and interoperability in a multijurisdictional event.

(g) Liaison with demonstration leaders and external agencies.

(h) Liaison with City government and legal staff.

(i) Media relations.

(j) Logistics: food, fuel, replacement equipment, duty hours, relief and transportation.

(k) Traffic management plans.

(l) First aid and emergency medical service provider availability.

(m) Prisoner transport and detention.

(n) Review of policies regarding public assemblies and use of force in crowd control.

(o) Parameters for declaring an unlawful assembly.

(p) Arrest protocol, including management of mass arrests.

(q) Protocol for recording information flow and decisions.

(r) Rules of engagement, including rules of conduct, protocols for field force extraction and arrests, and any authorization required for the use of force.

(s) Protocol for handling complaints during the event.

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(t) Parameters for the use of body-worn cameras and other portable recording devices.

429.5.3 MUTUAL AID AND EXTERNAL RESOURCES
The magnitude and anticipated duration of an event may necessitate interagency cooperation and coordination. The assigned Incident Commander should ensure that any required memorandums of understanding or other agreements are properly executed, and that any anticipated mutual aid is requested and facilitated (see the Outside Agency Assistance Policy).

429.6 UNLAWFUL ASSEMBLY DISPERSAL ORDERS

If a public gathering or demonstration remains peaceful and nonviolent, and there is no reasonably imminent threat to persons or property, the Incident Commander should generally authorize continued monitoring of the event.

Should the Incident Commander make a determination that public safety is presently or is about to be jeopardized, he/she or the authorized designee should attempt to verbally persuade event organizers or participants to disperse of their own accord. Warnings and advisements may be communicated through established communications links with leaders and/or participants or to the group.

When initial attempts at verbal persuasion are unsuccessful, the Incident Commander or the authorized designee should make a clear standardized announcement to the gathering that the event is an unlawful assembly, and should order the dispersal of the participants. The announcement should be communicated by whatever methods are reasonably available to ensure that the content of the message is clear and that it has been heard by the participants. The announcement should be amplified, made in different languages as appropriate, made from multiple locations in the affected area and documented by audio and video. The announcement should provide information about what law enforcement actions will take place if illegal behavior continues and should identify routes for egress. A reasonable time to disperse should be allowed following a dispersal order.

429.7 USE OF FORCE

Use of force is governed by current department policy and applicable law (see the Use of Force, Handcuffing and Restraints, Control Devices and Techniques, and Conducted Energy Device policies).

Individuals refusing to comply with lawful orders (e.g., nonviolent refusal to disperse) should be given a clear verbal warning and a reasonable opportunity to comply. If an individual refuses to comply with lawful orders, the Incident Commander shall evaluate the type of resistance and adopt a reasonable response in order to accomplish the law enforcement mission (such as dispersal or arrest of those acting in violation of the law). Control devices and conducted energy devices should be considered only when the participants' conduct reasonably appears to present the potential to harm officers, themselves or others, or will result in substantial property loss or damage (see the Control Devices and Techniques and the Conducted Energy Device policies).

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Force or control devices, including oleoresin capsaicin (OC), should be directed toward individuals and not toward groups or crowds, unless specific individuals cannot reasonably be targeted due to extreme circumstances, such as a riotous crowd.

Any use of force by a member of this department shall be documented promptly, completely, and accurately in an appropriate report. The type of report required may depend on the nature of the incident.

429.8 ARRESTS

The El Segundo Police Department should respond to unlawful behavior in a manner that is consistent with the operational plan. If practicable, warnings or advisements should be communicated prior to arrest.

Mass arrests should be employed only when alternate tactics and strategies have been, or reasonably appear likely to be, unsuccessful. Mass arrests shall only be undertaken upon the order of the Incident Commander or the authorized designee. There must be probable cause for each arrest.

If employed, mass arrest protocols should fully integrate:

(a) Reasonable measures to address the safety of officers and arrestees.

(b) Dedicated arrest, booking and report writing teams.

(c) Timely access to medical care.

(d) Timely access to legal resources.

(e) Timely processing of arrestees.

(f) Full accountability for arrestees and evidence.

(g) Coordination and cooperation with the prosecuting authority, jail and courts (see the Cite and Release Policy).

429.9 MEDIA RELATIONS

The Public Information Officer should use all available avenues of communication, including press releases, briefings, press conferences, and social media to maintain open channels of communication with media representatives and the public about the status and progress of the event, taking all opportunities to reassure the public about the professional management of the event (see the Media Relations Policy).

429.9.1 MEDIA ACCESS

If officers close the immediate area surrounding any emergency field command post or any other command post, or establish a police line, or rolling closure at a demonstration, march, protest, or rally where individuals are engaged in a protected activity pursuant to the First Amendment, officers shall comply with the requirements of Penal Code § 409.7 relating to media access (i.e., access to closed areas, obtaining information) (Penal Code § 409.7).

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429.10 DEMOBILIZATION

When appropriate, the Incident Commander or the authorized designee should implement a phased and orderly withdrawal of law enforcement resources. All relieved personnel should promptly complete any required reports, including use of force reports, and account for all issued equipment and vehicles to their supervisors prior to returning to normal operational duties.

429.11 POST EVENT

The Incident Commander should designate a member to assemble full documentation of the event, to include the following:

(a) Operational plan

(b) Any incident logs

(c) Any assignment logs

(d) Vehicle, fuel, equipment and supply records

(e) Incident, arrest, use of force, injury and property damage reports

(f) Photographs, audio/video recordings, the Dispatch Center records/tapes

(g) Media accounts (print and broadcast media)

429.11.1 AFTER-ACTION REPORTING

The Incident Commander should work with City legal counsel, as appropriate, to prepare a comprehensive after-action report of the event, explaining all incidents where force was used including the following:

(a) Date, time and description of the event

(b) Actions taken and outcomes (e.g., injuries, property damage, arrests)

(c) Problems identified

(d) Significant events

(e) Recommendations for improvement; opportunities for training should be documented in a generic manner, without identifying individuals or specific incidents, facts or circumstances.

429.12 TRAINING

Department members should receive periodic training regarding this policy, as well as the dynamics of crowd control and incident management (Penal Code § 13514.5). The Department should, when practicable, train with its external and mutual aid partners.

Officers should also receive periodic training on the standards for the use of kinetic energy projectiles and chemical agents for crowd control purposes as identified in Penal Code § 13652.

429.13 USE OF KINETIC ENERGY PROJECTILES AND CHEMICAL AGENTS FOR CROWD CONTROL

Kinetic energy projectiles and chemical agents for crowd control purposes shall only be deployed by officers who have received POST training for crowd control if the use is objectively reasonable

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to defend against a threat to life or serious bodily injury to any individual, including an officer, or to bring an objectively dangerous and unlawful situation safely and effectively under control and in accordance with the following requirements of Penal Code § 13652.

(a) De-escalation techniques or other alternatives to force have been attempted, when objectively reasonable, and have failed.

(b) Repeated, audible announcements are made announcing the intent to use kinetic energy projectiles and chemical agents and the type to be used, when objectively reasonable to do so. The announcements shall be made from various locations, if necessary, and delivered in multiple languages, if appropriate.

(c) Individuals are given an objectively reasonable opportunity to disperse and leave the scene.

(d) An objectively reasonable effort has been made to identify individuals engaged in violent acts and those who are not, and kinetic energy projectiles or chemical agents are targeted toward those individuals engaged in violent acts. Projectiles shall not be aimed indiscriminately into a crowd or group of individuals.

(e) Kinetic energy projectiles and chemical agents are used only with the frequency, intensity, and in a manner that is proportional to the threat and objectively reasonable.

(f) Officers shall minimize the possible incidental impact of their use of kinetic energy projectiles and chemical agents on bystanders, medical personnel, journalists, or other unintended targets.

(g) An objectively reasonable effort has been made to extract individuals in distress.

(h) Medical assistance is promptly provided, if properly trained personnel are present, or procured, for injured persons, when it is reasonable and safe to do so.

(i) Kinetic energy projectiles shall not be aimed at the head, neck, or any other vital organs.

(j) Kinetic energy projectiles or chemical agents shall not be used solely due to any of the following:

1. A violation of an imposed curfew.
2. A verbal threat.
3. Noncompliance with a law enforcement directive.

(k) If the chemical agent to be deployed is tear gas, only an Incident Commander at the scene of the assembly, protest, or demonstration may authorize its use.

429.14 ANTI-REPRODUCTIVE RIGHTS CALLS

Officer response to public assemblies or demonstrations relating to anti-reproductive rights should be consistent with this policy (Penal Code § 13778.1).

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Civil Disputes

430.1 PURPOSE AND SCOPE

This policy provides members of the El Segundo Police Department with guidance for addressing conflicts between persons when no criminal investigation or enforcement action is warranted (e.g., civil matters), with the goal of minimizing any potential for violence or criminal acts.

The Domestic Violence Policy will address specific legal mandates related to domestic violence court orders. References in this policy to “court orders” apply to any order of a court that does not require arrest or enforcement by the terms of the order or by California law.

430.2 POLICY

The El Segundo Police Department recognizes that a law enforcement presence at a civil dispute can play an important role in the peace and safety of the community. Subject to available resources and supervisor approval, members of this department will assist at the scene of civil disputes with the primary goal of safeguarding persons and property, preventing criminal activity and maintaining the peace. When handling civil disputes, members will remain impartial, maintain a calm presence, give consideration to all sides and refrain from giving legal or inappropriate advice.

430.3 GENERAL CONSIDERATIONS

When appropriate, members handling a civil dispute should encourage the involved parties to seek the assistance of resolution services or take the matter to the civil courts. Members must not become personally involved in disputes and shall at all times remain impartial.

While not intended to be an exhaustive list, members should give considerations to the following when handling civil disputes:

(a) Civil disputes tend to be confrontational and members should be alert that they can escalate to violence very quickly. De-escalation techniques should be used when appropriate.

(b) Members should not dismiss alleged or observed criminal violations as a civil matter and should initiate the appropriate investigation and report when criminal activity is apparent.

(c) Members shall not provide legal advice, however, when appropriate, members should inform the parties when they are at risk of violating criminal laws.

(d) Members are reminded that they shall not enter a residence or other non-public location without legal authority including valid consent.

(e) Members should not take an unreasonable amount of time assisting in these matters and generally should contact a supervisor if it appears that peacekeeping efforts longer than 30 minutes are warranted.

430.4 COURT ORDERS

Disputes involving court orders can be complex. Where no mandate exists for an officer to make an arrest for a violation of a court order, the matter should be addressed by documenting any apparent

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court order violation in a report. If there appears to be a more immediate need for enforcement action, the investigating officer should consult a supervisor prior to making any arrest.

If a person appears to be violating the terms of a court order but is disputing the validity of the order or its applicability, the investigating officer should document the following:

(a) The person's knowledge of the court order or whether proof of service exists.

(b) Any specific reason or rationale the involved person offers for not complying with the terms of the order.

A copy of the court order should be attached to the report when available. The report should be forwarded to the appropriate prosecutor. The report should also be forwarded to the court issuing the order with a notice that the report was also forwarded to the prosecutor for review.

430.4.1 STANDBY REQUESTS

Officer responding to a call for standby assistance to retrieve property should meet the person requesting assistance at a neutral location to discuss the process. The person should be advised that items that are disputed will not be allowed to be removed. The member may advise the person to seek private legal advice as to the distribution of disputed property.

Members should accompany the person to the location of the property. Members should ask if the other party will allow removal of the property or whether the other party would remove the property.

If the other party is uncooperative, the person requesting standby assistance should be instructed to seek private legal advice and obtain a court order to obtain the items. Officers should not order the other party to allow entry or the removal of any items. If there is a restraining or similar order against the person requesting standby assistance, that person should be asked to leave the scene or they may be subject to arrest for violation of the order.

If the other party is not present at the location, the member will not allow entry into the location or the removal of property from the location.

430.5 VEHICLES AND PERSONAL PROPERTY

Officers may be faced with disputes regarding possession or ownership of vehicles or other personal property. Officers may review documents provided by parties or available databases (e.g., vehicle registration), but should be aware that legal possession of vehicles or personal property can be complex. Generally, officers should not take any enforcement action unless a crime is apparent. The people and the vehicle or personal property involved should be identified and the incident documented.

430.6 REAL PROPERTY

Disputes over possession or occupancy of real property (e.g., land, homes, apartments) should generally be handled through a person seeking a court order.

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Suspicious Activity Reporting

431.1 PURPOSE AND SCOPE

This policy provides guidelines for reporting and investigating suspicious and criminal activity.

431.1.1 DEFINITIONS

Definitions related to this policy include:

Involved party - An individual who has been observed engaging in suspicious activity, as defined in this policy, when no definitive criminal activity can be identified, thus precluding the person's identification as a suspect.

Suspicious activity - Any reported or observed activity that a member reasonably believes may have a nexus to any criminal act or attempted criminal act, or to foreign or domestic terrorism. Actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability should not be considered as factors that create suspicion (although these factors may be used as specific suspect descriptions). Examples of suspicious activity may include but are not limited to:

- Suspected pre-operational surveillance or intelligence gathering (e.g., photographing security features, asking questions about sensitive security-related subjects).
- Tests of security measures and response to incidents (e.g., "dry run," creating false alarms, attempts to enter secure areas without authorization).
- Suspicious purchases (e.g., purchasing large quantities of otherwise legal items, such as fertilizer, that could be used to create an explosive or other dangerous device).
- An individual in possession of such things as a hoax explosive or dispersal device, sensitive materials (e.g., passwords, access codes, classified government information), or coded or ciphered literature or correspondence.

Suspicious Activity Report (SAR) - An incident report used to document suspicious activity.

431.2 POLICY

The El Segundo Police Department recognizes the need to protect the public from criminal conduct and acts of terrorism and shall lawfully collect, maintain and disseminate information regarding suspicious activities, while safeguarding civil liberties and privacy protections.

431.3 RESPONSIBILITIES

The Investigations Sergeant and authorized designees will manage SAR activities. Authorized designees should include supervisors who are responsible for department participation in criminal intelligence systems as outlined in the Criminal Organizations Policy.

The responsibilities of the Investigations Sergeant include, but are not limited to:

(a) Remaining familiar with those databases available to the Department that would facilitate the purpose of this policy.

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(b) Maintaining adequate training in the area of intelligence gathering to ensure no information is being maintained that would violate the law or civil rights of any individual.

(c) Ensuring a process is available that would allow members to report relevant information. The process should be designed to promote efficient and quick reporting, and should not be cumbersome, duplicative or complicated.

(d) Ensuring that members are made aware of the purpose and value of documenting information regarding suspicious activity, as well as the databases and other information resources that are available to the Department.

(e) Ensuring that SAR information is appropriately disseminated to members in accordance with their job responsibilities.

(f) Coordinating investigative follow-up, if appropriate.

(g) Coordinating with any appropriate agency or fusion center.

(h) Ensuring that, as resources are available, the Department conducts outreach that is designed to encourage members of the community to report suspicious activity and that outlines what they should look for and how they should report it (e.g., website, public service announcements).

431.4 REPORTING AND INVESTIGATION

Any department member receiving information regarding suspicious activity should take any necessary immediate and appropriate action, including a request for tactical response or immediate notification of specialized entities, when applicable. Any civilian member who receives such information should ensure that it is passed on to an officer in a timely manner.

If the suspicious activity is not directly related to a reportable crime, the member should prepare a SAR and include information about involved parties and the circumstances of the incident. If, during any investigation, an officer becomes aware of suspicious activity that is unrelated to the current investigation, the information should be documented separately in a SAR and not included in the original incident report. The report number of the original incident should be included in the SAR as a cross reference. A SAR should be processed as any other incident report.

431.5 HANDLING INFORMATION

The Records Section will forward copies of SARs, in a timely manner, to the following:

- Detective Sergeant
- Crime Analysis Unit
- Other authorized designees

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Medical Aid and Response

432.1 PURPOSE AND SCOPE

This policy recognizes that members often encounter persons in need of medical aid and establishes a law enforcement response to such situations.

432.2 POLICY

It is the policy of the El Segundo Police Department that all officers and other designated members be trained to provide first-aid and to facilitate an emergency medical response.

432.3 FIRST RESPONDING MEMBER RESPONSIBILITIES

Whenever practicable, members should take appropriate steps to provide initial medical aid (e.g., first aid, CPR, use of an automated external defibrillator (AED)) in accordance with their training and current certification levels. This should be done for those in need of immediate care and only when the member can safely do so.

Prior to initiating medical aid, the member should contact the Dispatch Center and request response by Emergency Medical Services (EMS) as the member deems appropriate.

Members should follow universal precautions when providing medical aid, such as wearing gloves and avoiding contact with bodily fluids, consistent with the Communicable Diseases Policy. Members should use a barrier or bag device to perform rescue breathing.

When requesting EMS, the member should provide the Dispatch Center with information for relay to EMS personnel in order to enable an appropriate response, including:

(a) The location where EMS is needed.

(b) The nature of the incident.

(c) Any known scene hazards.

(d) Information on the person in need of EMS, such as:

1. Signs and symptoms as observed by the member.
2. Changes in apparent condition.
3. Number of patients, sex, and age, if known.
4. Whether the person is conscious, breathing, and alert, or is believed to have consumed drugs or alcohol.
5. Whether the person is showing signs or symptoms of extreme agitation or is engaging in violent irrational behavior accompanied by profuse sweating, extraordinary strength beyond their physical characteristics, and imperviousness to pain.

Members should stabilize the scene whenever practicable while awaiting the arrival of EMS.

Members should not direct EMS personnel whether to transport the person for treatment.

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432.4 TRANSPORTING ILL AND INJURED PERSONS

Except in extraordinary cases where alternatives are not reasonably available, members should not transport persons who are unconscious, who have serious injuries or who may be seriously ill. EMS personnel should be called to handle patient transportation.

Officers should search any person who is in custody before releasing that person to EMS for transport.

An officer should accompany any person in custody during transport in an ambulance when requested by EMS personnel, when it reasonably appears necessary to provide security, when it is necessary for investigative purposes or when so directed by a supervisor.

Members should not provide emergency escort for medical transport without supervisor approval.

432.5 PERSONS REFUSING EMS CARE

If a person who is not in custody refuses EMS care or refuses to be transported to a medical facility, an officer shall not force that person to receive care or be transported. However, members may assist EMS personnel when EMS personnel determine the person lacks mental capacity to understand the consequences of refusing medical care or to make an informed decision and the lack of immediate medical attention may result in serious bodily injury or the death of the person.

In cases where mental illness may be a factor, the officer should consider proceeding with a 72-hour treatment and evaluation commitment (5150 commitment) process in accordance with the Mental Illness Commitments Policy.

If an officer believes that a person who is in custody requires EMS care and the person refuses, he/she should encourage the person to receive medical treatment. The officer may also consider contacting a family member to help persuade the person to agree to treatment or who may be able to authorize treatment for the person.

If the person who is in custody still refuses, the officer will require the person to be transported to the nearest medical facility. In such cases, the officer should consult with a supervisor prior to the transport.

Members shall not sign refusal-for-treatment forms or forms accepting financial responsibility for treatment.

432.6 MEDICAL ATTENTION RELATED TO USE OF FORCE

Specific guidelines for medical attention for injuries sustained from a use of force may be found in the Use of Force, Handcuffing and Restraints, Control Devices and Techniques, and Conducted Energy Device policies.

432.7 AUTOMATED EXTERNAL DEFIBRILLATOR (AED) USE

A member may use an AED only after receiving appropriate training from an approved public safety first aid and CPR course (22 CCR 100026.01; 22 CCR 100027.01; 22 CCR 100027.02).

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432.7.1 AED USER RESPONSIBILITY

Members who are issued AEDs should check the AED at the beginning of the shift to ensure it is properly charged and functioning. Any AED that is not functioning properly shall be taken out of service and given to the Training Sergeant who is responsible for ensuring appropriate maintenance.

Following use of an AED, the device shall be cleaned and/or decontaminated as required. The electrodes and/or pads will be replaced as recommended by the AED manufacturer.

Any member who uses an AED should contact the Dispatch Center as soon as possible and request response by EMS.

432.7.2 AED REPORTING

Any member using an AED will complete an incident report detailing its use.

432.7.3 AED TRAINING AND MAINTENANCE

The Training Sergeant should ensure appropriate training and refresher training is provided to members authorized to use an AED. A list of authorized members and training records shall be made available for inspection by the local EMS agency (LEMSA) or EMS authority upon request (22 CCR 100027.05; 22 CCR 100027.06; 22 CCR 100028.07).

The Training Sergeant is responsible for ensuring AED devices are appropriately maintained and will retain records of all maintenance in accordance with the established records retention schedule (22 CCR 100027.05).

432.8 ADMINISTRATION OF OPIOID OVERDOSE MEDICATION

Trained members may administer opioid overdose medication (Business and Professions Code § 4119.9).

432.8.1 OPIOID OVERDOSE MEDICATION USER RESPONSIBILITIES

Members who are qualified to administer opioid overdose medication, such as naloxone, should handle, store and administer the medication consistent with their training. Members should check the medication and associated administration equipment at the beginning of their shift to ensure they are serviceable and not expired. Any expired medication or unserviceable administration equipment should be removed from service and given to the Training Sergeant.

Any member who administers an opioid overdose medication should contact the Dispatch Center as soon as possible and request response by EMS.

432.8.2 OPIOID OVERDOSE MEDICATION REPORTING

Any member administering opioid overdose medication should detail its use in an appropriate report.

The Training Sergeant will ensure that the Records Supervisor is provided enough information to meet applicable state reporting requirements.

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432.8.3 OPIOID OVERDOSE MEDICATION TRAINING
The Training Sergeant should ensure initial and refresher training is provided to members authorized to administer opioid overdose medication. Training should be coordinated with the local health department and comply with the requirements in 22 CCR 100027.03 and any applicable POST standards.

432.8.4 DESTRUCTION OF OPIOID OVERDOSE MEDICATION
The Training Sergeant shall ensure the destruction of any expired opioid overdose medication (Business and Professions Code § 4119.9).

432.8.5 OPIOID OVERDOSE MEDICATION RECORD MANAGEMENT
Records regarding acquisition and disposition of opioid overdose medications shall be maintained and retained in accordance with the established records retention schedule and at a minimum of three years from the date the record was created (Business and Professions Code § 4119.9).

432.9 SICK OR INJURED ARRESTEE

If an arrestee appears ill or injured, or claims illness or injury, the arrestee should be medically cleared prior to booking. If the officer has reason to believe the arrestee is feigning injury or illness, the officer should contact a supervisor, who will determine whether medical clearance will be obtained prior to booking.

If the jail or detention facility refuses to accept custody of an arrestee based on medical screening, the officer should note the name of the facility person refusing to accept custody and the reason for refusal, and should notify a supervisor to determine the appropriate action.

Arrestees who appear to have a serious medical issue should be transported by ambulance to an appropriate medical facility.

Nothing in this section should delay an officer from requesting EMS when an arrestee reasonably appears to be exhibiting symptoms that appear to be life threatening, including breathing problems or an altered level of consciousness, or is claiming an illness or injury that reasonably warrants an EMS response in accordance with the officer's training.

432.9.1 HOSPITAL SECURITY AND CONTROL
Officers who transport persons in custody to medical facilities for treatment should provide security and control during examination and treatment consistent with department protocols. Any such transport should be conducted in accordance with the Transporting Persons in Custody Policy.

The Field Operations Division Commander should develop protocols related to the following:

(a) Providing security and control during an examination or treatment, including:
    1. Monitoring the person in custody (e.g., guarding against escape, suicide, and assault of others)
    2. Removal of restraints, if necessary and appropriate (see the Handcuffing and Restraints Policy)

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(b) Responsibility for continuing security and control if the person in custody is admitted to the hospital

1. This should include transferring custody of the person to an appropriate agency.

432.10 FIRST-AID TRAINING

The Training Sergeant should ensure officers receive initial first-aid training within one year of employment and refresher training every two years thereafter (22 CCR 100026.03; 22 CCR 100027.06).

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Unmanned Aircraft Systems Program

433.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the use of an unmanned aerial system (UAS) and for the storage, retrieval and dissemination of images and data captured by the UAS.

433.1.1 DEFINITIONS

Unmanned Aerial System (UAS) - An unmanned aircraft of any type that is capable of sustaining directed flight, whether preprogrammed or remotely controlled (commonly referred to as an unmanned aerial vehicle (UAV)), and all of the supporting or attached systems designed for gathering information through imaging, recording or any other means.

433.2 POLICY

Unmanned aerial systems may be utilized to enhance the Department's mission of protecting lives and property when other means and resources are not available or are less effective. Any use of a UAS will be in strict accordance with constitutional and privacy rights and Federal Aviation Administration (FAA) regulations.

433.3 PRIVACY

The use of the UAS potentially involves privacy considerations. Absent a warrant or exigent circumstances, operators and observers shall adhere to FAA altitude regulations and shall not intentionally record or transmit images of any location where a person would have a reasonable expectation of privacy (e.g., residence, yard, enclosure). Operators and observers shall take reasonable precautions to avoid inadvertently recording or transmitting images of areas where there is a reasonable expectation of privacy. Reasonable precautions can include, for example, deactivating or turning imaging devices away from such areas or persons during UAS operations.

433.4 PROGRAM COORDINATOR

The Chief of Police will appoint a program coordinator who will be responsible for the management of the UAS program. The program coordinator will ensure that policies and procedures conform to current laws, regulations, and best practices, and will have the following additional responsibilities:

- Coordinating the FAA Certificate of Waiver or Authorization (COA) application process and ensuring that the COA is current.
- Ensuring that all authorized operators and required observers have completed all required FAA and Department-approved training in the operation, applicable laws, policies and procedures regarding use of the UAS.
- Developing uniform protocol for submission and evaluation of requests to deploy a UAS, including urgent requests made during ongoing or emerging incidents.
- Developing protocol for conducting criminal investigations involving a UAS, including documentation of time spent monitoring a subject.
- Implementing a system for public notification of UAS deployment.

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- Developing an operational protocol-governing the deployment and operation of a UAS including, but not limited to, safety oversight, use of visual observers, establishment of lost link procedures, and secure communication with air traffic control facilities.
- Developing a protocol for fully documenting all missions.
- Developing a UAS inspection, maintenance, and record-keeping protocol to ensure continuing airworthiness of a UAS, up to and including its overhaul or life limits.
- Developing protocols to ensure that all data intended to be used as evidence are accessed, maintained, stored, and retrieved in a manner that ensures its integrity as evidence, including strict adherence to chain of custody requirements. Electronic trails, including encryption, authenticity certificates and date and time stamping, shall be used as appropriate to preserve individual rights and to ensure the authenticity and maintenance of a secure evidentiary chain of custody.
- Developing protocols that ensure retention and purge periods are maintained in accordance with established records retention schedules.
- Facilitating law enforcement access to images and data captured by the UAS.
- Recommending program enhancements, particularly regarding safety and information security.
- Ensuring that established protocols are followed by monitoring and providing periodic reports on the program to the Chief of Police.

433.5 USE OF UAS

Only authorized operators who have completed the required training and obtained an FAA Remote Pilot Part 107 certificate shall be permitted to operate the UAS.

Use of vision enhancement technology (e.g., thermal and other imaging equipment not generally available to the public) is permissible in viewing areas only where there is no protectable privacy interest or when in compliance with a search warrant or court order. In all other instances, legal counsel should be consulted.

UAS flight operations may be conducted at any time of day/night, so long as the Department's FAA Certificate of Authorization (COA) remains in effect. A UAS should not be flown over populated areas without FAA approval.

433.6 PROHIBITED USE

The UAS video surveillance equipment shall not be used:

- To conduct random surveillance activities.
- To target a person based solely on individual characteristics, such as, but not limited to race, ethnicity, national origin, religion, disability, gender, or sexual orientation.
- To harass, intimidate or discriminate against any individual or group.
- To conduct personal business of any type.

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433.7 RETENTION OF UAS DATA

With the exception of training and demonstration purposes, all missions where the UAS is utilized shall be recorded. The recording shall be downloaded under the related DR number in Mark43 and retained in accordance with the retention schedule established under the BWC policy.

433.8 TRAINING

All members within the unit that act as the Remote Pilot in Command (PIC) or the Pilot Manipulating the Controls (PMC), shall be trained and maintain proficiency in their operator/observer abilities. Each PIC shall be certified as an operator in accordance with current FAA requirements and standards. The PIC will stay proficient in the job function by participating in monthly scheduled department training sessions. During these training sessions the PIC will be required to fly a qualification course with a passing score. This qualification course will include skills, obstacles, and utilizing the UAS in a manner consistent with law enforcement deployments. A PIC who does not have any documented training or flight time within a span of 90 days (due to vacation, court appearance, etc) will have to show proficiency prior to any deployment and the supervisor may suspend his/her duties as flight crew/PIC until the person has had updated training and completed a qualification course. The PIC can also utilize a simulator program (if available and with approval) to stay proficient if there are scheduling issues or a lack of flight training due to weather.

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Body Worn Camera

434.1 PURPOSE AND SCOPE

The purpose of this policy is to govern the use of Body Worn Cameras ("BWC") and the preservation of the video/audio digital evidence. In adopting this Policy, the Department has considered the best practices and procedures for the use of BWC systems, and the retention and storage of digital evidence captured by BWC devices, as recommended in Penal Code section 832.19.

The El Segundo Police Department will issue a BWC to designated employees for use during the performance of their duties. An employee of the El Segundo Police Department who has been issued a BWC shall wear it all times while on duty and either in uniform or otherwise conducting field activity, except as directed by this Policy or a supervisor.

The El Segundo Police Department recognizes that BWC recordings may enhance criminal prosecutions and help to limit civil liability. Recordings may also provide opportunities to enhance and further police training and professional service. While the department recognizes that a recording from a BWC can provide an objective record of events, it also recognizes that video and audio recordings do not necessarily reflect the full perspective, sensory experience or state of mind of the individual employee in a given incident. It is understood that the recordings may capture information that may not have been heard or seen by the involved employee and the involved employee may hear or see things that may not be captured on the BW.

All BWC recordings made while working as an employee of the El Segundo Police Department in any capacity are property of the City of El Segundo and subject to review by the El Segundo Police Department and its agents pursuant to this policy. Except in exigent circumstances, when necessary to preserve evidence that may otherwise be lost, employees may not use personally owned recording devices to video or photograph events while on duty. A personally owned device may be used to access an approved department report writing application to upload photographs or videos related to the event. A copy of the photo or video may not be kept by the employee on the device.

This policy does not apply to surreptitious audio or visual recordings lawfully made for authorized criminal investigative purposes or to in-car video recordings, which are addressed by the Police Department's In-Car Video Camera Policy.

434.2 DEFINITIONS

Body Worn Camera (BWC) -A department issued camera worn on an individual employee’s person that records and stores audio, video and/or photographs.

Digital Evidence -Video and audio recordings, and photographs captured by a BWC and stored on a BWC and/or department computer systems.

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434.3 OBJECTIVES

Digital evidence captured by BWC video provides additional information regarding an investigation or enforcement contact. Digital evidence captured by BWC provides a limited perspective of the encounter and must be considered with all other available evidence including witness statements, interviews, and forensic evidence when evaluating the appropriateness of an employee's actions. The Department has adopted the use of BWC to:

(a) Accurately document citizen contacts, arrests and critical incidents.

(b) Collect evidence for use in criminal investigations and prosecutions.

(c) Assist with completing reports and providing testimony in court.

(d) Record critical incident circumstances for investigations, internal reviews and employee training.

434.4 TRAINING REQUIRED

Employees assigned a BWC must complete Department approved training covering the proper deployment, use and maintenance of the devices before deploying in the field. Only employees who have received approved training will be issued a BWC. Additional training may be required at the Department's discretion to ensure the continued effective use and operation of the equipment, proper calibration and performance, and to incorporate changes, updates or other revisions in policy or equipment.

434.5 PROCEDURES FOR USE

Employees are responsible for inspecting their BWC at the start of their shift to ensure the BWC is operating properly. If the device is not operating properly at the beginning of a shift, or at any time during the shift, the employee will notify their supervisor immediately.

Employees shall wear the Utility BWC by snapping the device into position on the interior portion of a pre-approved uniform, outerwear, or other carrying device. At all times the BWC shall be worn forward facing to facilitate an optimal recording field of view.

Employees may turn off their BWC at the conclusion of any contact for which it is required (i.e., when the incident, contact or event has concluded and recording is no longer relevant or there is no apparent value in further recording).

Except as outlined in Section 434.7, employees shall record all law enforcement contacts while on duty, including but not limited to:

(a) Law enforcement and investigative contacts, detentions, arrests, pedestrian stops, and traffic stops;

(b) Consensual contacts initiated by an employee which may lead to a detention or search, or questioning about probation or parole status;

(c) Searches (consensual, probation, parole, PRCS and "knock and talks");

(d) Service of search and/or arrest warrants;

(e) Crowd management and control;

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(f) Canine deployments;

(g) Any contact that becomes adversarial after the initial contact in a situation that would not otherwise require recording;

(h) Assisting other employees involved in any of the aforementioned circumstances.

An employee shall activate the BWC as soon as practical upon encountering or anticipating any public contact, including the aforementioned events. Employees should not jeopardize their safety, or the safety of any other employee, or member of the public, in order to activate the BWC. If the BWC is not activated at the beginning of an event, the employee shall document the reason for not activating the BWC in any subsequent report (assuming a report is required concerning the subject incident), and shall activate the BWC as soon as it is safe to do so.

While on an incident outlined in 434.5, an employee may temporarily deactivate the BWC only under the following circumstances:

- Discussion with medical personnel regarding an individuals medical condition;
- A judicial officer;
- A prosecutor.

The BWC shall be reactivated prior to resuming contact/activity. The intention to stop the recording should be noted by the employee verbally so that it is recorded by the BWC before the deactivation. When the aforementioned communication has ended, the employee should reactive the BWC promptly and the employee shall note verbally that the recording has continued.

434.6 AUTOMATIC ACTIVATIONS

The Utility BWC system is designed to be automatically activated when the system detects the following:

(a) The employee is involved in a foot pursuit;

(b) Gun shots;

(c) Vehicle overhead lights are activated at any setting and when the driver's side door is opened;

(d) An employee is in a prone position consistent with having been shot, injured or otherwise disabled/incapacitated;

(e) When the BWC crosses through an electronic geo-fence that encircles a particular area or address established by a supervisor/manager or when automatically generated by dispatch through CAD.All employees assigned a BWC shall be notified in advance or, in unanticipated circumstances, contemporaneously with the activation and deactivation of any electronic geo-fence and its perimeter or boundaries.

(f) A BWC will not be remotely activated at any time for any reason except in exigent circumstances where it is believed that an employee's life is in imminent danger.

Employees are not permitted to reconfigure the BWC device or system to otherwise take any steps to prevent a BWC from recording in any of the above-listed circumstances.

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434.7 EXCEPTIONS FOR ACTIVATION

Employees are not required to record encounters under the following circumstances:

If a victim or witness specifically requests that he or she not be recorded, then the employee has discretion not to record, weighing the victim's or witness' request against the important public purposes of the BWC program. The employee should ask the victim/witness if they would agree to audio recording. If the employee chooses not to record under those circumstances, the employee shall document the reason and his or her actions in the police report.

While in a health care facility for the sole purpose of waiting for an arrestee to be medically cleared. However, in the event of a struggle or physical confrontation with a person in police custody, the BWC should be activated as soon as safe and practical.

If it reasonably appears that the use of the BWC would interfere with the ability to conduct a thorough investigation, or may be inappropriate because of the victim's physical condition, emotional state, age or other sensitive circumstances, e.g., rape or other form of sexual assault. The employee's reason for not recording such contact shall be clearly documented in a police report. Employees should remain sensitive to the dignity of all individuals being recorded and exercise sound discretion to respect privacy by discontinuing video recording whenever it appears that such privacy may outweigh any legitimate law enforcement interest in video recording. When video recording is discontinued, employees should utilize other means of capturing audio if it would not otherwise interfere with the investigation. Video recording should resume when privacy is no longer an issue unless the circumstances no longer fit the criteria for recording.

434.8 PROHIBITED USE OF BWC

The BWC is not for personal use and shall not be used to record non-law enforcement investigative activity.

The BWC shall not be activated to intentionally record the conversations of fellow employees, supervisors or managers without their knowledge. The following are instances when employees shall not activate their BWC:

(a) During regular administrative or non-field work inside the police station, such as meetings, briefings, private or personal conversations, break rooms, locker rooms, bath rooms, etc.;

(b) During tactical or operational briefings where there is discussion of safety and security or police procedures and tactics;

(c) During strip searches;

(d) During medical or psychological evaluations of patients while under the care of a medical professional.

Employees shall not record private conversations between a person in custody and the person's attorney, religious advisor or physician, unless there is explicit consent from all parties to the conversation.

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434.9 NOTICE TO MEMBERS OF THE PUBLIC

When appropriate, employees may inform civilians they are being recorded as part of the contact. However, employees are not required to obtain consent prior to activating their BWC when the employee is lawfully in the location where the recording takes place.

434.10 SCOPE OF OFFICIAL USE

No employee shall obtain or convert any recordings obtained during the course and scope of their duties for personal use. The following circumstances are specifically prohibited:

(a) Personal copies of official recordings without approval from the Chief of Police or designee;

(b) Re-recording of videos, audio or photographs with other devices such as smart phones or tablets;

(c) Posting of official video, audio or photographs, or copies of the foregoing, to any non-department sponsored social networking, blog, website or the like.

Posting of BWC recordings (video, audio or photographs) on Department social media or otherwise will only be allowed with the express permission from the Chief of Police or designee. Any video, audio or photograph posted on an El Segundo Police Department social media platform or other website will thereafter be considered public information. The employee involved will be notified 48 hours in advance of the use of the footage for social media purposes.

434.11 STORAGE AND DOCUMENTATION

BWC recordings will seamlessly and automatically be uploaded to cloud storage via Wi-Fi hot spot or cellular connection. All recorded victim, witness and suspect statements, as well as any other digital evidence shall be identified as such in the corresponding report for future reference. Submitted reports are still required to capture the totality of the event.

434.12 RETENTION OF RECORDINGS

Consistent with state law, the Department shall retain all BWC recordings for a minimum of 60 days, after which recordings may be erased, destroyed or recycled.

Notwithstanding any other provision of this policy, the Department shall retain BWC recordings for a minimum of 2 years if:

(a) The recording is of an incident involving the officer’s use of force or officer-involved shooting; or

(b) The recording is of an incident that leads to the detention or arrest of an individual; or

(c) The recording is relevant to a formal or informal complaint against a member of the Department.

All officer-involved shootings and offenses that carry a potential life-ending sentence should be burned to a DVD upon the completion of the report and placed into evidence.

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Notwithstanding any other provision of this policy, a BWC recording may be saved for longer or an indefinite period of time in the Department's discretion, including as part of a specific case or as otherwise deemed relevant to a criminal, civil or administrative matter.

Employees may not delete any BWC recording without prior authorization. The employees seeking to delete a recording shall submit a memorandum to his/her supervisor requesting to delete footage from a BWC file and shall make an entry of the request in the appropriate case file, if applicable. The supervisor shall then forward the memorandum to the Division Commander for evaluation and proper action.

Records or logs of access and deletion of data from body-worn cameras shall be retained permanently.

434.13 REVIEW AND USE OF VIDEO RECORDINGS

Department employees are encouraged to review digital evidence captured by BWC to help with their investigations, to write reports, and prior to testifying. Employees are still required to complete thorough and detailed police reports. Recorded files may be reviewed in any of the following situations by the following employees:

(a) Subject to critical incident review procedure, and except as directed by the employee's supervisor, by the employee(s) who originally recorded the incident;

(b) With prior supervisory approval, an employee may review another employee's recording provided the other employee was also directly involved in the incident in question;

(c) By members of the City Attorney's office in connection with pending or threatened litigation;

(d) By a Department employee who is conducting an official investigation such as an administrative or criminal investigation;

(e) Pursuant to lawful process or by court personnel otherwise authorized to review evidence in a related case.

The circumstances under which supervisors and managers of the El Segundo Police Department may review BWC evidence include, but are not limited to:

(a) While conducting administrative and criminal investigations, to monitor performance of subordinate employees, to assure adherence to this policy, to investigate citizen complaints and instances, which may result in liability to the City or any agent or employee of the City. The review of BWC footage should not be used as a means of targeting employees or randomly looking for evidence of policy violations.

(b) Supervisors may access BWC footage of employees who are on a PEP or who are on initial-hire probation without limitation, to evaluate the performance of an employee.

(c) As permitted by the technological capabilities of the software, except as may be directed by the Chief of Police for good cause, including to preserve the confidentiality of an investigation of alleged misconduct.

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Third party investigations: In the event an outside law enforcement agency (e.g. Los Angeles County District Attorney's Office) is conducting a criminal investigation related to an incident involving a Department employee, recordings may be made available to that agency by the Chief of Police or designee.

Unless prohibited by the Chief of Police, an employee being interviewed in connection with an administrative or criminal investigation may be permitted to receive and review his or her BWC recording(s) sufficiently prior to such interview to review it with his or her chosen representative.

The Chief of Police or designee will decide if BWC footage can be used for training purposes. The employee(s) involved will be notified of the intent to use the footage for training purposes. No recording shall be used if it is likely to embarrass or stigmatize an employee.

NOTE: Depending on the circumstances, a supervisor may restrict an employee's ability to access and view digital evidence. These situations may include, but are not limited to OIS investigations, Use of Force applications, and vehicle pursuits.

434.14 CRITICAL INCIDENT REVIEW PROCEDURES

Any incident in which a police officer, as defined in Penal Code § 830, acting under color of authority, whether on-duty or off-duty, is directly involved in the following:

(a) Discharge of a firearm by an officer which proximately causes death or injury to another, whether discharge is intentional or accidental;

(b) Intentional use of any deadly or dangerous weapon by an officer which proximately causes death, or injury likely to produce death;

(c) An intentional act on the part of an officer, which proximately causes death or injury likely to produce death to another;

(d) Any death of a person while in custody or under an officer's control.

During an investigation of a Critical Incident, the initial interview of an involved officer may occur before the officer has reviewed any audio/video recordings of the incident. An involved officer will have the opportunity to review all available audio/video recordings after his or her initial statement has been taken, and the opportunity to provide a supplemental statement following the review.

434.15 SUPERVISOR RESPONSIBILITIES

Supervisors who are informed or otherwise become aware of malfunctioning equipment shall ensure that a repair order is submitted.

Supervisors shall conduct periodic reviews of recorded videos to assess employee performance, assure the equipment is properly functioning, and to determine if department personnel are using the equipment as described by policy.

When deemed necessary to maintain viewing control, supervisors shall designate digital evidence "Restricted" to prohibit employees from viewing the digital evidence once it has been uploaded. Digital evidence may be removed from "Restricted" status at the direction of the Bureau or Division Commander.

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434.16 PUBLIC RELEASE OF VIDEO/RECORDS REQUEST

Digital evidence captured using a BWC pursuant to this policy is property of the El Segundo Police Department and may only be released as provided by Department Policy or for other authorized legitimate department business purposes. The Chief of Police has the discretion to allow viewing or release of digital evidence captured by BWC if the Chief determines that it is in the best interest of the Police Department or the City. When appropriate, the City will make every effort to notify involved employees prior to release.

(a) The City Attorney's Office, along with designated El Segundo Police Department personnel will be responsible for processing all Public Records Act requests, subpoenas, official information requests, and/or any other external requests for digital evidence captured by a BWC.These types of requests are reviewed on a case-by-case basis in accordance with applicable law.

(b) GPS history, which includes breadcrumb trails, speed, and location, may be accessed by the employee whose body camera created such information and by a supervisor or manager for official investigative purposes.However, nothing will preclude a supervisor or manager from accessing any system feature as a tool to improve accountability and supervision.

Any employee whose footage is being released outside of the El Segundo Police Department shall be informed prior to release to a member of the public.

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Chapter 5 - Traffic Operations

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Traffic Function and Responsibility

500.1 PURPOSE AND SCOPE

The ultimate goal of traffic law enforcement is to reduce traffic collisions. This may be achieved through the application of such techniques as geographic/temporal assignment of personnel and equipment and the establishment of preventive patrols to deal with specific categories of unlawful driving behavior. Traffic enforcement techniques are based on accident data, enforcement activity records, traffic volume, and traffic conditions. This department provides enforcement efforts toward violations, not only in proportion to the frequency of their occurrence in accident situations, but also in terms of traffic-related needs.

500.2 TRAFFIC OFFICER DEPLOYMENT

Several factors are considered in the development of deployment schedules for traffic officers of the El Segundo Police Department. Information provided by the California Statewide Integrated Traffic Reporting System (SWITRS) is a valuable resource for traffic accident occurrences and therefore officer deployment. Some of the factors for analysis include:

- Location
- Time
- Day
- Violation factors

All officers assigned to patrol or traffic enforcement functions will emphasize enforcement of accident causing violations during high accident hours and at locations of occurrence. All officers will take directed enforcement action on request, and random enforcement action when appropriate against violators as a matter of routine. All officers shall maintain high visibility while working general enforcement, especially at high accident locations.

Other factors to be considered for deployment are requests from the public, construction zones or special events.

500.3 ENFORCEMENT

Enforcement actions are commensurate with applicable laws and take into account the degree and severity of the violation committed. This department does not establish ticket quotas and the number of arrests or citations issued by any officer shall not be used as the sole criterion for evaluating officer overall performance (Vehicle Code § 41603). The visibility and quality of an officer's work effort will be commensurate with the philosophy of this policy. Several methods are effective in the reduction of collisions:

500.3.1 WARNINGS

Warnings or other non-punitive enforcement actions should be considered in each situation and substituted for arrests or citations when circumstances warrant, especially in the case of inadvertent violations.

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500.3.2 CITATIONS

Citations may be issued when an officer believes it is appropriate. It is essential that officers fully explain the rights and requirements imposed on motorists upon issuance of a citation for a traffic violation. Officers should provide the following information at a minimum:

(a) Explanation of the violation or charge

(b) Court appearance procedure including the optional or mandatory appearance by the motorist

(c) Notice of whether the motorist can enter a plea and pay the fine by mail or at the court

500.3.3 PHYSICAL ARREST

Physical arrest can be made on a number of criminal traffic offenses outlined in the Vehicle Code or Penal Code. These physical arrest cases usually deal with, but are not limited to:

(a) Vehicular manslaughter

(b) Felony and misdemeanor driving under the influence of alcohol/drugs

(c) Felony or misdemeanor hit-and-run

(d) Refusal to sign notice to appear

(e) Any other misdemeanor at the discretion of the officer, such as reckless driving with extenuating circumstances

500.4 SUSPENDED OR REVOKED DRIVERS LICENSES

If an officer contacts a traffic violator for driving on a suspended or revoked license, the officer may issue a traffic citation pursuant to Vehicle Code § 14601.

If a computer check of a traffic violator's license status reveals a suspended or revoked driver license and the traffic violator still has his or her license in possession, the license shall be seized by the officer. The officer shall verbally advise the traffic violator of the suspension or revocation and issue the citation. The officer will be responsible for filling out the Verbal Notice form (DMV form DL-310) and causing that form and license to be forwarded to the Department of Motor Vehicles.

500.5 HIGH-VISIBILITY VESTS

The Department has provided American National Standards Institute (ANSI) Class II high-visibility vests to increase the visibility of department members who may be exposed to hazards presented by passing traffic, maneuvering or operating vehicles, machinery and equipment (23 CFR 655.601; 8 CCR 1598).

Although intended primarily for use while performing traffic related assignments, high-visibility vests should be worn at any time increased visibility would improve the safety or efficiency of the member.

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500.5.1 REQUIRED USE

Except when working in a potentially adversarial or confrontational role, such as during vehicle stops, high-visibility vests should be worn at any time it is anticipated that an employee will be exposed to the hazards of approaching traffic or construction and recovery equipment. Examples of when high-visibility vests should be worn include traffic control duties, accident investigations, lane closures and while at disaster scenes, or anytime high visibility is desirable. When emergency conditions preclude the immediate donning of the vest, officers should retrieve and wear the vest as soon as conditions reasonably permit. Use of the vests shall also be mandatory when directed by a supervisor.

Vests maintained in the investigation units may be used any time a plainclothes officer might benefit from being readily identified as a member of law enforcement.

500.5.2 CARE AND STORAGE OF HIGH-VISIBILITY VESTS

High-visibility vests shall be maintained in the trunk of each patrol and investigation unit, in the side box of each police motorcycle and in the saddlebag or gear bag of each police bicycle.

A supply of high-visibility vests will be maintained in the equipment room for replacement of damaged or unserviceable vests. The Training Sergeant should be promptly notified whenever the supply of vests in the equipment room needs replenishing.

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Traffic Collision Reporting

501.1 PURPOSE AND SCOPE

The El Segundo Police Department prepares traffic collision reports in compliance with the California Highway Patrol Collision Investigation Manual (CIM) and as a public service makes traffic collision reports available to the community with some exceptions.

501.2 RESPONSIBILITY

The Special Operations Division Commander will be responsible for distribution of the Collision Investigation Manual. The Special Operations Division will receive all changes in the state manual and ensure conformity with this policy.

501.3 TRAFFIC COLLISION REPORTING

All traffic collision reports taken by members of this department shall be forwarded to the Patrol Watch Sergeant or Special Operations Division Supervisor for approval and the Records Division for data entry into the Records Management System. The Special Operation Division Sergeant will be responsible for monthly and quarterly reports on traffic collision statistics to be forwarded to the Field Operations Bureau Commander, or other persons as required.

501.4 REPORTING SITUATIONS

501.4.1 TRAFFIC COLLISIONS INVOLVING CITY VEHICLES

Traffic collision investigation reports shall be taken when a City-owned vehicle is involved in a traffic collision upon a roadway or highway wherein any damage or injury results. A general information report may be taken in lieu of a traffic collision report (CHP 555 form) at the direction of a supervisor when the collision occurs on private property or does not involve another vehicle. Whenever there is damage to a City vehicle, a Vehicle Damage Report shall be completed and forwarded to the appropriate Division Commander.

Photographs of the collision scene and vehicle damage shall be taken at the discretion of the traffic investigator or any supervisor.

501.4.2 TRAFFIC COLLISIONS WITH POLICE DEPARTMENT EMPLOYEES

When an employee of this department, either on-duty or off-duty, is involved in a traffic collision within the jurisdiction of the El Segundo Police Department resulting in a serious injury or fatality, the Special Operation Division Supervisor or the Watch Commander, shall notify the California Highway Patrol or a neighboring jurisdiction for assistance. If there is no injury, the Watch Sergeant should contact a neighboring jurisdiction to complete a report if the initial determination of fault is on the other party. A property damage only traffic collision not involving an additional party may be handled internally.

In all instances of a reported traffic collision with a department employee, a memo to the Field Operations Bureau Commander will be submitted through channels, and traffic review board will be conducted by a Special Operations Division Supervisor.

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The term serious injury is defined as any injury that may result in a fatality.

501.4.3 TRAFFIC COLLISIONS WITH OTHER CITY EMPLOYEES OR OFFICIALS
The Special Operation Division Supervisor or on-duty Watch Commander may request assistance from the California Highway Patrol for the investigation of any traffic collision involving any City official or employee where a serious injury or fatality has occurred.

501.4.4 TRAFFIC COLLISIONS ON ROADWAYS OR HIGHWAYS
Traffic collision reports shall be taken when they occur on a roadway or highway within the jurisdiction of this department when there is a death or injury to any persons involved in the collision. Traffic collision reports may be taken when the collision occurs on a roadway, highway, or property within the jurisdiction of this department under the following circumstances and when there is property damage only:

(a) When there is an identifiable violation of the Vehicle Code

(b) When a report is requested by any involved driver

501.5 NOTIFICATION OF SPECIAL OPERATIONS DIVISION SUPERVISION
In the event of a serious injury or death related traffic collision, the Watch Commander shall notify the Special Operations Division Commander to relate the circumstances of the traffic collision and seek assistance from the Special Operations Division. In the absence of a Special Operations Division Supervisor, the Watch Commander or any supervisor may assign an accident investigator or motor officer to investigate the traffic collision.

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Vehicle Towing and Release

502.1 PURPOSE AND SCOPE

This policy provides the procedures for towing a vehicle by or at the direction of the El Segundo Police Department. Nothing in this policy shall require the Department to tow a vehicle.

502.2 STORAGE AND IMPOUNDS

If a vehicle presents a hazard, such as being abandoned on the roadway, it may be towed immediately.

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

502.2.1 VEHICLE STORAGE REPORT

Department members requesting towing, storage, or impound of a vehicle shall complete CHP Form 180 and accurately record the mileage and a description of property within the vehicle (Vehicle Code § 22850). A copy of the storage report should be given to the tow truck operator, and the original shall be submitted to the Records Section as soon as practicable after the vehicle is stored.

502.2.2 REMOVAL FROM TRAFFIC COLLISION SCENES

When a vehicle has been involved in a traffic collision and must be removed from the scene, the officer shall request a department tow unless the driver requests a private tow.

If the owner is incapacitated, or for any reason it is necessary for the Department to assume responsibility for a vehicle involved in a collision, the officer shall request the dispatcher to call the official towing garage for the City of El Segundo. The officer will then store the vehicle using a CHP Form 180.

502.2.3 STORAGE AT ARREST SCENES

Whenever a person in charge or in control of a vehicle is arrested, it is the policy of this department to provide reasonable safekeeping by storing the arrestee's vehicle subject to the exceptions described below. The vehicle, however, shall be stored whenever it is needed for the furtherance of the investigation or prosecution of the case, or when the community caretaker doctrine would reasonably suggest that the vehicle should be stored (e.g., traffic hazard, high-crime area).

The following are examples of situations where consideration should be given to leaving a vehicle at the scene in lieu of storing, provided the vehicle can be lawfully parked and left in a reasonably secured and safe condition:

- Traffic-related warrant arrest.
- Situations where the vehicle was not used to further the offense for which the driver was arrested.
- Whenever the licensed owner of the vehicle is present, willing, and able to take control of any vehicle not involved in criminal activity.

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- Whenever the vehicle otherwise does not need to be stored and the owner requests that it be left at the scene. In such cases, the owner shall be informed that the Department will not be responsible for theft or damages.

502.2.4 DRIVING A NON-CITY VEHICLE
Vehicles which have been towed by or at the direction of the Department should not be driven by police personnel unless it is necessary to move a vehicle a short distance to eliminate a hazard, prevent the obstruction of a fire hydrant or to comply with posted signs.

502.2.5 RECORDS SECTION RESPONSIBILITY
Records personnel shall promptly enter pertinent data from the completed storage form (CHP Form 180) into the Stolen Vehicle System and return the form to the Watch Commander for approval (Vehicle Code § 22651.5(b); Vehicle Code § 22851.3(b); Vehicle Code § 22854.5).

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

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

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

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

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

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

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

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

(b) When a vehicle is being held as evidence in connection with an investigation.

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

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502.4 VEHICLE INVENTORY

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

502.5 SECURITY OF VEHICLES AND PROPERTY

Unless it would cause an unreasonable delay in the completion of a vehicle impound/storage or create an issue of officer safety, officers should make reasonable accommodations to permit a driver/owner to retrieve small items of value or personal need (e.g., cash, jewelry, cell phone, prescriptions) that are not considered evidence or contraband.

If a search of a vehicle leaves the vehicle or any property contained therein vulnerable to unauthorized entry, theft, or damage, personnel conducting the search shall take such steps as are reasonably necessary to secure and/or preserve the vehicle or property from such hazards.

502.6 RELEASE OF VEHICLE

The Department will maintain a listed telephone number to provide information regarding impoundment of vehicles and the right of the registered owner to request a storage hearing. Releases for towed vehicles will be made available during regular, non-emergency business hours (Vehicle Code § 14602.6).

(a) Vehicles removed pursuant to Vehicle Code § 22850 shall be released after proof of current registration is provided by the owner or the person in control of the vehicle and after all applicable fees are paid (Vehicle Code § 22850.3; Vehicle Code § 22850.5).

(b) Vehicles removed that require payment of parking fines or proof of valid driver's license shall only be released upon presentation of proof of compliance, proof of payment, completion of affidavit, and payment of applicable fees related to the removal (Vehicle Code § 22651 et seq., Vehicle Code § 22652 et seq., Vehicle Code § 22850.3; Vehicle Code § 22850.5).

(c) A vehicle removed pursuant to Vehicle Code § 14602.6(a) shall be released to the registered owner or his/her agent with proof of current registration, proof of a valid driver's license, and applicable fees paid prior to the end of the 30-day impoundment period under any of the following circumstances:

1. The vehicle was stolen.
2. If the driver reinstates his/her driver's license or acquires a license and provides proof of proper insurance.
3. Any other circumstance as set forth in Vehicle Code § 14602.6.
4. When there is no remaining community caretaking need to continue impound of the vehicle or the continued impound would not otherwise comply with the Fourth Amendment.

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(d) An autonomous vehicle removed under authority of Vehicle Code § 22651(o)(1)(D) shall be released to the registered owner or person in control of the autonomous vehicle if the requirements of Vehicle Code § 22651(o)(3)(B) are met.

Personnel whose duties include releasing towed vehicles should consult the Vehicle Code under which the vehicle was towed or impounded for any specific requirements prior to release.

Employees who suspect that a vehicle was impounded in error should promptly advise a supervisor. Supervisors should approve, when appropriate, the release of the vehicle without requiring the registered owner or his/her agent to request a hearing, as described in the Vehicle Impound Hearings Policy.

502.7 TOWING FOR EXPIRED REGISTRATION

Prior to a member removing a vehicle that is found to have expired registration for more than six months, the member shall verify that no current registration exists with the Department of Motor Vehicles (DMV). If current registration exists with the DMV, the vehicle shall not be removed (Vehicle Code § 22651(o)(1)(A)).

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Vehicle Impound Hearings

503.1 PURPOSE AND SCOPE

This policy establishes a procedure for the requirement to provide vehicle storage or impound hearings pursuant to Vehicle Code § 22852.

503.2 STORED OR IMPOUND HEARING

When a vehicle is stored or impounded by any member of the El Segundo Police Department, a hearing will be conducted upon the request of the registered or legal owner of the vehicle or his/her agent (Vehicle Code § 22650(a); Vehicle Code § 22852(a)).

The hearing shall be conducted within 48 hours of the request, excluding weekends and holidays. The hearing officer must be a person other than the person who directed the storage or impound of the vehicle (Vehicle Code § 22852(c)).

503.2.1 HEARING PROCEDURES

The vehicle storage hearing is an informal process to evaluate the validity of an order to store or impound a vehicle. The employee who caused the storage or removal of the vehicle does not need to be present for this hearing.

All requests for a hearing on a stored or impounded vehicle shall be submitted in person, in writing or by telephone within 10 days of the date appearing on the notice (Vehicle Code § 22852(b)). The Traffic Sergeant will generally serve as the hearing officer. The person requesting the hearing may record the hearing at his/her own expense.

The failure of either the registered or legal owner or interested person or his/her agent to request a hearing in a timely manner or to attend a scheduled hearing shall be considered a waiver of and satisfaction of the post-storage hearing requirement (Vehicle Code § 22851.3(e)(2); Vehicle Code § 22852(d)).

Any relevant evidence may be submitted and reviewed by the hearing officer to determine if reasonable grounds have been established for the storage or impound of the vehicle. The initial burden of proof established by a preponderance of the evidence that the storage/impound was based on probable cause rests with the Department.

After consideration of all information, the hearing officer shall determine the validity of the storage or impound of the vehicle in question and then render a decision. The hearing officer shall also consider any mitigating circumstances attendant to the storage that reasonably would warrant the release of the vehicle or a modification or reduction of the period the vehicle is impounded (Vehicle Code §14602.6(b); Vehicle Code § 14602.8(b)).

Aside from those mitigating circumstances enumerated in the Vehicle Code, the registered owner's lack of actual knowledge that the driver to whom the vehicle was loaned was not validly licensed may constitute a mitigating circumstance under Vehicle Code § 14602.6(b) or 14602.8(b), warranting release of the vehicle. This mitigating circumstance exception is not limited to situations

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where the owner made a reasonable inquiry as to the licensed status of the driver before lending the vehicle.

The legislative intent and this department's policy is to prevent unlicensed driving pursuant to Vehicle Code §14602.6. If this purpose is not furthered by the continued impoundment of a vehicle, release is most often appropriate.

(a) If a decision is made that reasonable grounds for storage or impound have been established, the hearing officer shall advise the inquiring party of the decision and that the inquiring party may pursue further civil remedies if desired.

1. If mitigating circumstances are found to be relevant, the hearing officer shall make reasonable adjustments to the impound period, storage or assessment of fees as warranted.

(b) If a decision is made that reasonable grounds for storage or impound have not been established or sufficient mitigating circumstances exist, the vehicle in storage shall be released immediately. Towing and storage fees will be paid at the Department's expense (Vehicle Code § 22852(e)).

(c) If a decision is made that reasonable grounds for storage have not been established or sufficient mitigating circumstances exist, and the vehicle has been released with fees having been paid, the receipt for such fees will be forwarded with a letter to the appropriate Division Commander. The hearing officer will recommend to the appropriate Division Commander that the fees paid by the registered or legal owner of the vehicle in question or their agent be reimbursed by the Department.

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Impaired Driving

504.1 PURPOSE AND SCOPE

This policy provides guidance to those department members who play a role in the detection and investigation of driving under the influence (DUI).

504.2 POLICY

The El Segundo Police Department is committed to the safety of the roadways and the community and will pursue fair but aggressive enforcement of California's impaired driving laws.

504.3 INVESTIGATIONS

Officers should not enforce DUI laws to the exclusion of their other duties unless specifically assigned to DUI enforcement. All officers are expected to enforce these laws with due diligence.

The Traffic Sergeant will develop and maintain, in consultation with the prosecuting attorney, report forms with appropriate checklists to assist investigating officers in documenting relevant information and maximizing efficiency. Any DUI investigation will be documented using these forms. Information documented elsewhere on the form does not need to be duplicated in the report narrative. Information that should be documented includes, at a minimum:

(a) The field sobriety tests (FSTs) administered and the results.

(b) The officer's observations that indicate impairment on the part of the individual, and the officer's health-related inquiries that may help to identify any serious health concerns (e.g., diabetic shock).

(c) Sources of additional information (e.g., reporting party, witnesses) and their observations.

(d) Information about any audio and/or video recording of the individual's driving or subsequent actions.

(e) The location and time frame of the individual's vehicle operation and how this was determined.

(f) Any prior related convictions in California or another jurisdiction.

504.4 CHEMICAL TESTS

A person implies consent to a chemical test or tests, and to providing the associated chemical sample, under any of the following (Vehicle Code § 23612):

(a) The person is arrested for driving a vehicle while under the influence, pursuant to Vehicle Code § 23152.

(b) The person is under 21 years of age and is arrested by an officer having reasonable cause to believe that the person's blood alcohol content is 0.05 or more (Vehicle Code § 23140).

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(c) The person is under 21 years of age and detained by an officer having reasonable cause to believe that the person was driving a vehicle while having a blood alcohol content of 0.01 or more (Vehicle Code § 23136).

(d) The person was operating a vehicle while under the influence and proximately caused bodily injury to another person (Vehicle Code § 23153).

If a person withdraws this implied consent, or is unable to withdraw consent (e.g., the person is unconscious), the officer should consider implied consent revoked and proceed as though the person has refused to provide a chemical sample.

504.4.1 STATUTORY NOTIFICATIONS

Officers requesting that a person submit to chemical testing shall provide the person with the mandatory warning pursuant to Vehicle Code § 23612(a)(1)(D) and Vehicle Code § 23612(a)(4).

504.4.2 PRELIMINARY ALCOHOL SCREENING

Officers may use a preliminary alcohol screening (PAS) test to assist in establishing reasonable cause to believe a person is DUI. The officer shall advise the person that the PAS test is being requested to assist in determining whether the person is under the influence of alcohol or drugs, or a combination of the two. Unless the person is under the age of 21, the person shall be advised that the PAS test is voluntary. The officer shall also advise the person that submitting to a PAS test does not satisfy the person's obligation to submit to a chemical test as otherwise required by law (Vehicle Code § 23612).

504.4.3 PRELIMINARY ALCOHOL SCREENING FOR A PERSON UNDER AGE 21

If an officer lawfully detains a person under 21 years of age who is driving a motor vehicle and the officer has reasonable cause to believe that the person has a blood alcohol content of 0.01 or more, the officer shall request that the person take a PAS test to determine the presence of alcohol in the person, if a PAS test device is immediately available. If a PAS test device is not immediately available, the officer may request the person to submit to chemical testing of the person's blood, breath, or urine, conducted pursuant to Vehicle Code § 23612 (Vehicle Code § 13388).

If the person refuses to take or fails to complete the PAS test or other chemical test, or if the result of either test reveals a blood alcohol content of 0.01 or more, the officer shall proceed to serve the person with a notice of order of suspension pursuant to this policy (Vehicle Code § 13388).

504.4.4 CHOICE OF TESTS

Officers shall respect a viable choice of chemical test made by an arrestee, as provided for by law (e.g., breath will not be acceptable for suspected narcotics influence).

A person arrested for DUI has the choice of whether the test is of the person's blood or breath, and the officer shall advise the person that the person has that choice. If the person arrested either is incapable, or states that the person is incapable, of completing the chosen test, the person shall submit to the remaining test.

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If the person chooses to submit to a breath test and there is reasonable cause to believe that the person is under the influence of a drug or the combined influence of alcohol and any drug, the officer may also request that the person submit to a blood test. If the person is incapable of completing a blood test, the person shall submit to and complete a urine test (Vehicle Code § 23612(a)(2)(C)).

504.4.5 BREATH SAMPLES

Officers obtaining a breath sample should monitor the device for any sign of malfunction. Any anomalies or equipment failures should be noted in the appropriate report and promptly reported to the Traffic Sergeant or the appropriate jail staff.

When the arrested person chooses a breath test, the handling officer shall advise the person that the breath-testing equipment does not retain a sample, and the person may, if desired, provide a blood or urine specimen, which will be retained to facilitate subsequent verification testing (Vehicle Code § 23614).

The officer should also require the person to submit to a blood test if the officer has a clear indication that a blood test will reveal evidence of any drug or the combined influence of an alcoholic beverage and any drug. Evidence of the officer’s belief shall be included in the officer’s report (Vehicle Code § 23612(a)(2)(C)).

504.4.6 BLOOD SAMPLES

Only persons authorized by law to draw blood shall collect blood samples (Vehicle Code § 23158). The blood draw should be witnessed by the assigned officer. No officer, even if properly certified, should perform this task.

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

The blood sample shall be packaged, marked, handled, stored, and transported as required by the testing facility.

If an arrestee cannot submit to a blood draw because the arrestee has a bleeding disorder or has taken medication that inhibits coagulation, the arrestee shall not be required to take a blood test. Such inability to take a blood test should not be considered a refusal. However, that arrestee may be required to complete another available and viable test.

504.4.7 URINE SAMPLES

If a urine test will be performed, the arrestee should be promptly transported to the appropriate testing site. The officer shall follow any directions accompanying the urine evidence collection kit.

Urine samples shall be collected and witnessed by an officer or jail staff member of the same sex as the individual giving the sample. The arrestee should be allowed sufficient privacy to maintain the arrestee's dignity, to the extent possible, while still ensuring the accuracy of the sample (Vehicle Code § 23158(i)).

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The sample shall be packaged, marked, handled, stored, and transported as required by the testing facility.

504.5 REFUSALS

When an arrestee refuses to provide a viable chemical sample, officers should:

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

(b) Audio- and/or video-record the admonishment when it is practicable.

(c) Document the refusal in the appropriate report.

504.5.1 STATUTORY NOTIFICATIONS UPON REFUSAL

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

504.5.2 BLOOD SAMPLE WITHOUT CONSENT

A blood sample may be obtained from a person who refuses a chemical test when any of the following conditions exist:

(a) A search warrant has been obtained (Penal Code § 1524).

(b) The officer can articulate that exigent circumstances exist. Exigency does not exist solely because of the short time period associated with the natural dissipation of alcohol or controlled or prohibited substances in the person's bloodstream. Exigency can be established by the existence of special facts such as a lengthy time delay in obtaining a blood sample due to an accident investigation or medical treatment of the person.

504.5.3 FORCED BLOOD SAMPLE

If an arrestee indicates by word or action that he/she will physically resist a blood draw, the officer should request a supervisor to respond.

The responding supervisor should:

(a) Evaluate whether using force to obtain a blood sample is appropriate under the circumstances.

(b) Ensure that all attempts to obtain a blood sample through force cease if the person agrees to, and completes a viable form of testing in a timely manner.

(c) Advise the person of his/her duty to provide a sample (even if this advisement was previously done by another officer) and attempt to persuade the individual to submit to such a sample without physical resistance.

    1. This dialogue should be recorded on audio and/or video if practicable.

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

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

(f) Monitor and ensure that the type and level of force applied appears reasonable under the circumstances:

1. Unless otherwise provided in a warrant, force should generally be limited to handcuffing or similar restraint methods.

2. In misdemeanor cases, if the arrestee becomes violent or more resistant, no additional force will be used and a refusal should be noted in the report.

3. In felony cases, force which reasonably appears necessary to overcome the resistance to the blood draw may be permitted.

(g) Ensure the use of force and methods used to accomplish the collection of the blood sample are documented in the related report.

If a supervisor is unavailable, officers are expected to use sound judgment and perform as a responding supervisor, as set forth above.

504.6 ARREST AND INVESTIGATION

504.6.1 WARRANTLESS ARREST

In addition to the arrest authority granted to officers pursuant to Penal Code § 836, an officer may make a warrantless arrest of a person that the officer has reasonable cause to believe has been driving under the influence of an alcoholic beverage or any drug, or under the combined influence of the same when (Vehicle Code § 40300.5):

(a) The person is involved in a traffic accident.

(b) The person is observed in or about a vehicle that is obstructing the roadway.

(c) The person will not be apprehended unless immediately arrested.

(d) The person may cause injury to themselves or damage property unless immediately arrested.

(e) The person may destroy or conceal evidence of a crime unless immediately arrested.

504.6.2 OFFICER RESPONSIBILITIES

The officer serving the arrested person with a notice of an order of suspension shall immediately (Vehicle Code § 23612):

(a) Forward a copy of the completed notice of suspension or revocation form and any confiscated driver’s license to the Department of Motor Vehicles (DMV).

(b) Forward a sworn report to DMV that contains the required information in Vehicle Code § 13380.

(c) Forward the results to the appropriate forensic laboratory if the person submitted to a blood or urine test.

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504.7 ADMINISTRATIVE HEARINGS

The Records Supervisor will ensure that all appropriate reports and documents related to administrative license suspensions are reviewed and forwarded to DMV.

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

An officer called to testify at an administrative hearing should document the hearing date and DMV file number in a supplemental report. Specific details of the hearing generally should not be included in the report unless errors, additional evidence or witnesses are identified.

504.7 RECORDS SECTION RESPONSIBILITIES

The Records Supervisor will ensure that all case-related records are transmitted according to current records procedures and as required by the prosecuting attorney's office.

504.8 TRAINING

The Training Sergeant should ensure that officers participating in the enforcement of DUI laws receive regular training. Training should include, at minimum, current laws on impaired driving, investigative techniques and rules of evidence pertaining to DUI investigations. The Training Sergeant should confer with the prosecuting attorney's office and update training topics as needed.

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Traffic Citations

505.1 PURPOSE AND SCOPE

This policy outlines the responsibility for traffic citations, the procedure for dismissal, correction, and voiding of traffic citations.

505.2 RESPONSIBILITIES

The Traffic Sergeant shall be responsible for the development and design of all Department traffic citations in compliance with state law and the Judicial Council.

The Records Section shall be responsible for the supply and accounting of all traffic citations issued to employees of this department.

505.3 DISMISSAL OF TRAFFIC CITATIONS

Employees of this department do not have the authority to dismiss a citation once it has been issued. Only the court has the authority to dismiss a citation that has been issued (Vehicle Code § 40500(d)). Any request from a recipient to dismiss a citation shall be referred to the Traffic Bureau Manager. Upon a review of the circumstances involving the issuance of the traffic citation, the Traffic Bureau Manager may request the Field Operations Division Commander to recommend dismissal of the traffic citation. If approved, the citation will be forwarded to the appropriate court with a request for dismissal. All recipients of traffic citations whose request for the dismissal of a traffic citation has been denied shall be referred to the appropriate court.

Should an officer determine during a court proceeding that a traffic citation should be dismissed in the interest of justice or where prosecution is deemed inappropriate the officer may request the court to dismiss the citation. Upon dismissal of the traffic citation by the court, the officer shall notify his/her immediate supervisor of the circumstances surrounding the dismissal and shall complete any paperwork as directed or required. The citation dismissal shall then be forwarded to the Field Operations Division Commander for review.

505.4 CORRECTION OF TRAFFIC CITATIONS

When a traffic citation is issued and in need of correction, the officer issuing the citation shall submit the citation and a letter requesting a specific correction to his/her immediate supervisor. The citation and letter shall then be forwarded to the Records Division. The Records Division shall prepare a letter of correction to the court having jurisdiction and to the recipient of the citation.

505.5 DISPOSITION OF TRAFFIC CITATIONS

The court and file copies of all traffic citations issued by members of this department shall be forwarded to the employee’s immediate supervisor for review. The citation copies shall then be filed with the Records Section.

Upon separation from employment with this department, all employees issued traffic citation books shall return any unused citations to the Records Section.

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505.6 NOTICE OF PARKING VIOLATION APPEAL PROCEDURE

Disposition of notice of parking violation appeals is conducted pursuant to Vehicle Code § 40215.

505.6.1 APPEAL STAGES

Appeals may be pursued sequentially at three different levels (Vehicle Code § 40215; Vehicle Code § 40230):

(a) Administrative reviews are conducted by the Traffic Bureau who will review written/documentary data. Requests for administrative reviews are available at the front desk or Traffic Bureau of the El Segundo Police Department. These requests are informal written statements outlining why the notice of parking violation should be dismissed. Copies of documentation relating to the notice of parking violation and the request for dismissal must be mailed to the current mailing address of the processing agency.

(b) If the appellant wishes to pursue the matter beyond administrative review, an administrative hearing may be conducted in person or by written application, at the election of the appellant. Independent referees review the existent administrative file, amendments, and/or testimonial material provided by the appellant and may conduct further investigation or follow-up on their own.

(c) If the appellant wishes to pursue the matter beyond an administrative hearing, a Superior Court review may be presented in person by the appellant after an application for review and designated filing fees have been paid to the Superior Court of California.

505.6.2 TIME REQUIREMENTS

Administrative review or appearance before a hearing examiner will not be provided if the mandated time limits are not adhered to by the violator.

(a) Requests for an administrative review must be postmarked within 21 calendar days of issuance of the notice of parking violation, or within 14 calendar days of the mailing of the Notice of Delinquent Parking Violation (Vehicle Code § 40215(a)).

(b) Requests for administrative hearings must be made no later than 21 calendar days following the notification mailing of the results of the administrative review (Vehicle Code § 40215(b)).

(c) An administrative hearing shall be held within 90 calendar days following the receipt of a request for an administrative hearing, excluding time tolled pursuant to Vehicle Code § 40200 - 40225. The person requesting the hearing may request one continuance, not to exceed 21 calendar days (Vehicle Code § 40215).

(d) Registered owners of vehicles may transfer responsibility for the violation via timely affidavit of non-liability when the vehicle has been transferred, rented or under certain other circumstances (Vehicle Code § 40209; Vehicle Code § 40210).

505.6.3 COSTS

(a) There is no cost for an administrative review.

(b) Appellants must deposit the full amount due for the citation before receiving an administrative hearing, unless the person is indigent, as defined in Vehicle Code § 40220, and provides satisfactory proof of inability to pay (Vehicle Code § 40215).

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(c) An appeal through Superior Court requires prior payment of filing costs, including applicable court charges and fees. These costs will be reimbursed to the appellant in addition to any previously paid fines if appellant's liability is overruled by the Superior Court.

505.7 JUVENILE CITATIONS

Completion of traffic citation forms for juveniles may vary slightly from the procedure for adults. The juvenile’s age, place of residency, and the type of offense should be considered before issuing the juvenile a citation.

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Disabled Vehicles

506.1 PURPOSE AND SCOPE

Vehicle Code § 20018 provides that all law enforcement agencies having responsibility for traffic enforcement may develop and adopt a written policy to provide assistance to motorists in disabled vehicles within their primary jurisdiction.

506.2 OFFICER RESPONSIBILITY

When an on-duty officer observes a disabled vehicle on the roadway, the officer should make a reasonable effort to provide assistance. If that officer is assigned to a call of higher priority, the dispatcher should be advised of the location of the disabled vehicle and the need for assistance. The dispatcher should then assign another available officer to respond for assistance as soon as practical.

506.3 EXTENT OF ASSISTANCE

In most cases, a disabled motorist will require assistance. After arrangements for assistance are made, continued involvement by department personnel will be contingent on the time of day, the location, the availability of department resources, and the vulnerability of the disabled motorist.

506.3.1 MECHANICAL REPAIRS

Department personnel shall not make mechanical repairs to a disabled vehicle. The use of push bumpers to relocate vehicles to a position of safety is not considered a mechanical repair.

506.3.2 RELOCATION OF DISABLED VEHICLES

The relocation of disabled vehicles by members of this department by pushing or pulling a vehicle should only occur when the conditions reasonably indicate that immediate movement is necessary to reduce a hazard presented by the disabled vehicle.

506.3.3 RELOCATION OF DISABLED MOTORIST

The relocation of a disabled motorist should only occur with the person’s consent and should be suggested when conditions reasonably indicate that immediate movement is necessary to mitigate a potential hazard. The department member may stay with the disabled motorist or transport him/her to a safe area to await pickup.

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72-Hour Parking Violations

507.1 PURPOSE AND SCOPE

This policy provides procedures for the marking, recording, and storage of vehicles parked in violation of the El Segundo City Ordinance regulating 72-hour parking violations and abandoned vehicles under the authority of Vehicle Code § 22669.

507.2 MARKING VEHICLES

Vehicles suspected of being in violation of the City of El Segundo 72-Hour Parking Ordinance shall be marked and noted on the El Segundo Police Department Marked Vehicle Card. No case number is required at this time.

Only marking methods approved by the Special Operations Division Commander that can accurately determine if the vehicle has been moved shall be used. The marking method used shall be noted on the Marked Vehicle Card. Using a chalk mark or item to physically mark the vehicle is not an approved method.

Prior to having a vehicle removed, the investigating employee should make a good faith effort to notify the owner of any vehicle registered within city limits. This may be accomplished by personal contact, telephone or by leaving notice attached to the vehicle at least 24 hours prior to removal.

If a marked vehicle has been moved or the markings have been removed during a 72-hour investigation period, the vehicle shall be marked again for the 72-hour parking violation and a Marked Vehicle Card completed.

Parking citations for the 72-hour parking ordinance shall not be issued when the vehicle is stored for the 72-hour parking violation.

507.2.1 MARKED VEHICLE FILE

All Marked Vehicle Cards will be maintained in the Watch Sergeants office for access by parking enforcement officers or patrol officers.

Parking enforcement officers shall be responsible for the follow up investigation of all 72-hour parking violations noted on the Marked Vehicle Cards.

507.2.2 VEHICLE STORAGE

Any vehicle in violation shall be stored by the authorized towing service and a vehicle storage report shall be completed by the officer authorizing the storage of the vehicle.

The storage report form shall be submitted to the Records Section immediately following the storage of the vehicle. It shall be the responsibility of the Records Section to immediately notify the Stolen Vehicle System (SVS) of the Department of Justice in Sacramento (Vehicle Code § 22851.3(b)). Notification may also be made to the National Law Enforcement Telecommunications System (NLETS)(Vehicle Code § 22854.5).

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72-Hour Parking Violations

Within 48 hours of the storage of any such vehicle, excluding weekends and holidays, it shall be the responsibility of the Records Section to determine the names and addresses of any individuals having an interest in the vehicle through DMV or CLETS computers. Notice to all such individuals shall be sent first-class or certified mail pursuant to Vehicle Code § 22851.3(d).

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Chapter 6 - Investigation Operations

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Investigation and Prosecution

600.1 PURPOSE AND SCOPE

The purpose of this policy is to set guidelines and requirements pertaining to the handling and disposition of criminal investigations.

600.2 POLICY

It is the policy of the El Segundo Police Department to investigate crimes thoroughly and with due diligence, and to evaluate and prepare criminal cases for appropriate clearance or submission to a prosecutor.

600.3 INITIAL INVESTIGATION

600.3.1 OFFICER RESPONSIBILITIES

An officer responsible for an initial investigation shall complete no less than the following:

(a) Make a preliminary determination of whether a crime has been committed by completing, at a minimum:

1. An initial statement from any witnesses or complainants.
2. A cursory examination for evidence.

(b) If information indicates a crime has occurred, the officer shall:

1. Preserve the scene and any evidence as required to complete the initial and follow-up investigation.
2. Determine if additional investigative resources (e.g., investigators or scene processing) are necessary and request assistance as required.
3. If assistance is warranted, or if the incident is not routine, notify a supervisor or the Watch Commander.
4. Make reasonable attempts to locate, identify and interview all available victims, complainants, witnesses and suspects.
5. Collect any evidence.
6. Take any appropriate law enforcement action.
7. Complete and submit the appropriate reports and documentation.

(c) If the preliminary determination is that no crime occurred, determine what other action may be necessary, what other resources may be available, and advise the informant or complainant of this information.

600.3.2 CIVILIAN MEMBER RESPONSIBILITIES

A civilian member assigned to any preliminary investigation is responsible for all investigative steps, except making any attempt to locate, contact or interview a suspect face-to-face or take any enforcement action. Should an initial investigation indicate that those steps are required, the assistance of an officer shall be requested.

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600.4 CUSTODIAL INTERROGATION REQUIREMENTS

Suspects who are in custody and subjected to an interrogation shall be given the *Miranda* warning, unless an exception applies. Interview or interrogation of a juvenile shall be in accordance with the Temporary Custody of Juveniles Policy.

600.4.1 AUDIO/VIDEO RECORDINGS

Any custodial interrogation of an individual who is suspected of having committed any violent felony offense should be recorded (audio or video with audio as available) in its entirety. Regardless of where the interrogation occurs, every reasonable effort should be made to secure functional recording equipment to accomplish such recordings.

Consideration should also be given to recording a custodial interrogation, or any investigative interview, for any other offense when it is reasonable to believe it would be appropriate and beneficial to the investigation and is otherwise allowed by law.

No recording of a custodial interrogation should be destroyed or altered without written authorization from the prosecuting attorney and the Investigative Division supervisor. Copies of recorded interrogations or interviews may be made in the same or a different format as the original recording, provided the copies are true, accurate and complete and are made only for authorized and legitimate law enforcement purposes.

Recordings should not take the place of a thorough report and investigative interviews. Written statements from suspects should continue to be obtained when applicable.

600.4.2 MANDATORY RECORDING OF ADULTS

Any custodial interrogation of an adult who is suspected of having committed any murder shall be recorded in its entirety. The recording should be video with audio if reasonably feasible (Penal Code § 859.5).

This recording is not mandatory when (Penal Code § 859.5):

(a) Recording is not feasible because of exigent circumstances that are later documented in a report.

(b) The suspect refuses to have the interrogation recorded, including a refusal any time during the interrogation, and the refusal is documented in a report. If feasible, the refusal shall be electronically recorded.

(c) The custodial interrogation occurred in another state by law enforcement officers of that state, unless the interrogation was conducted with the intent to avoid the requirements of Penal Code § 859.5.

(d) The interrogation occurs when no member conducting the interrogation has a reason to believe that the individual may have committed murder. Continued custodial interrogation concerning that offense shall be electronically recorded if the interrogating member develops a reason to believe the individual committed murder.

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(e) The interrogation would disclose the identity of a confidential informant or would jeopardize the safety of an officer, the individual being interrogated or another individual. Such circumstances shall be documented in a report.

(f) A recording device fails despite reasonable maintenance and the timely repair or replacement is not feasible.

(g) The questions are part of a routine processing or booking, and are not an interrogation.

(h) The suspect is in custody for murder and the interrogation is unrelated to a murder. However, if any information concerning a murder is mentioned during the interrogation, the remainder of the interrogation shall be recorded.

The Department shall maintain an original or an exact copy of the recording until a conviction relating to the interrogation is final and all appeals are exhausted or prosecution is barred by law (Penal Code § 859.5).

600.5 DISCONTINUATION OF INVESTIGATIONS

The investigation of a criminal case or efforts to seek prosecution should only be discontinued if one of the following applies:

(a) All reasonable investigative efforts have been exhausted, no reasonable belief that the person who committed the crime can be identified, and the incident has been documented appropriately.

(b) The perpetrator of a misdemeanor has been identified and a warning is the most appropriate disposition.

1. In these cases, the investigator shall document that the person was warned and why prosecution was not sought.
2. Warnings shall not be given for felony offenses or other offenses identified in this policy or by law that require an arrest or submission of a case to a prosecutor.

(c) The case has been submitted to the appropriate prosecutor but no charges have been filed. Further investigation is not reasonable nor has the prosecutor requested further investigation.

(d) The case has been submitted to the appropriate prosecutor, charges have been filed, and further investigation is not reasonable, warranted, or requested, and there is no need to take the suspect into custody.

(e) Suspects have been arrested, there are no other suspects, and further investigation is either not warranted, or requested.

(f) Investigation has proven that a crime was not committed (see the Sexual Assault Investigations Policy for special considerations in these cases).

The Domestic Violence, Child Abuse, Sexual Assault Investigations, and Senior and Disability Victimization policies may also require an arrest or submittal of a case to a prosecutor.

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600.6 COMPUTERS AND DIGITAL EVIDENCE

The collection, preservation, transportation and storage of computers, cell phones and other digital devices may require specialized handling to preserve the value of the related evidence. If it is anticipated that computers or similar equipment will be seized, officers should request that computer forensic examiners assist with seizing computers and related evidence. If a forensic examiner is unavailable, officers should take reasonable steps to prepare for such seizure and use the resources that are available.

600.7 INVESTIGATIVE USE OF SOCIAL MEDIA AND INTERNET SOURCES

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

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

600.7.1 ACCESS RESTRICTIONS

Information that can be accessed from any department computer, without the need of an account, password, email address, alias, or other identifier (unrestricted websites), may be accessed and used for legitimate investigative purposes without supervisory approval.

Accessing information from any internet source that requires the use or creation of an account, password, email address, alias or other identifier, or the use of nongovernment IP addresses, requires supervisor approval prior to access. The supervisor will review the justification for accessing the information and consult with legal counsel as necessary to identify any policy or legal restrictions. Any such access and the supervisor approval shall be documented in the related investigative report.

Accessing information that requires the use of a third party's account or online identifier requires supervisor approval and the consent of the third party. The consent must be voluntary and shall be documented in the related investigative report.

Information gathered from any internet source should be evaluated for its validity, authenticity, accuracy, and reliability. Corroborative evidence should be sought and documented in the related investigative report.

Any information collected in furtherance of an investigation through an internet source should be documented in the related report. Documentation should include the source of information and the dates and times that the information was gathered.

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600.7.2 INTERCEPTING ELECTRONIC COMMUNICATION
Intercepting social media communications in real time may be subject to federal and state wiretap laws. Officers should seek legal counsel before any such interception.

600.8 MODIFICATION OF CHARGES FILED
Members are not authorized to recommend to the prosecutor or to any other official of the court that charges on a pending case be amended or dismissed without the authorization of a Division Commander or the Chief of Police. Any authorized request to modify the charges or to recommend dismissal of charges shall be made to the prosecutor.

600.9 USE OF CERTAIN DNA SAMPLES
Known samples of DNA collected from a victim of a crime or alleged crime, and known reference samples of DNA from any individual that were voluntarily provided for the purpose of exclusion are to be used only for the purpose directly related to the incident being investigated and in compliance with the procedures identified in Penal Code § 679.12.

600.10 ANTI-REPRODUCTIVE RIGHTS CRIMES
A member should take a report any time a person living within the jurisdiction of the El Segundo Police Department reports that the person has been a victim of an anti-reproductive rights crime as defined by Penal Code § 13776 and Penal Code § 423.3. This includes:

(a) Taking a report, even if the location of the crime is outside the jurisdiction of this department or has not been determined (e.g., online harassment).

(b) Providing the victim with the appropriate information, as set forth in the Victim and Witness Assistance Policy. Members should encourage the person to review the material and should assist with any questions.

A report should also be taken if a person living outside department jurisdiction reports an anti-reproductive rights crime that may have been committed or facilitated within this jurisdiction (e.g., use of a post office box in the [city/county] to facilitate the crime).

A member investigating an anti-reproductive rights crime should ensure that the case is referred to the appropriate agency if it is determined that this department should not be the investigating agency. The victim should be advised that the case is being transferred to the agency of jurisdiction. The appropriate entries should be made into any databases that have been authorized for department use and are specific to this type of investigation.

The Investigative Division supervisor should provide the Records Supervisor with enough information regarding the number of calls for assistance and number of arrests to meet the reporting requirements to the California Department of Justice as required by Penal Code § 13777. See the Records Section Policy for additional guidance.

600.11 STATE REQUIREMENTS FOR FIREARM INVESTIGATIONS

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600.11.1 CALIFORNIA DOJ NOTICE OF LOCATION OF REPORTED LOST OR STOLEN FIREARM

When notification is received from the California Department of Justice (DOJ) that a firearm purchase matches an entry made into the Automated Firearms System by the Department as lost or stolen, the Investigative Division supervisor shall assign an officer to retrieve the firearm and book the firearm into evidence in accordance with the Property and Evidence Policy. Recovery of the firearm shall be reported pursuant to Penal Code § 11108.2, Penal Code §11108.3, and Penal Code § 11108.5. If appropriate, arrangements may be made to have another state or local law enforcement agency retrieve the firearm on behalf of the Department (Penal Code § 28220).

600.11.2 RELINQUISHMENT OF FIREARMS VERIFICATION

The Investigative Division supervisor shall designate a member to have access to the Armed Prohibited Persons System (APPS) to receive information regarding individuals in the jurisdiction of the Department who have become a prohibited possessor of a firearm registered in their name and have not provided proof of relinquishment. The member shall document steps taken to verify that the individual is no longer in possession of firearms and provide the information to the Records Section for preparation of a quarterly report to the California DOJ (Penal Code § 29813) (see the Records Section Policy for additional guidance).

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Sexual Assault Investigations

601.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the investigation of sexual assaults. These guidelines will address some of the unique aspects of such cases and the effects that these crimes have on the victims.

Mandatory notifications requirements are addressed in the Child Abuse and Senior and Disability Victimization policies.

601.1.1 DEFINITIONS

Definitions related to this policy include:

Sexual assault - Any crime or attempted crime of a sexual nature, to include but not limited to offenses defined in Penal Code § 243.4, Penal Code § 261 et seq., and Penal Code § 285 et seq.

Rape Treatment Center (RTC)- Provides comprehensive services for sexual assault victims - adults and children, including specialized medical care, forensic services, counseling, and information about rights and options.

601.2 POLICY

It is the policy of the El Segundo Police Department that its members, when responding to reports of sexual assaults, will strive to minimize the trauma experienced by the victims, and will aggressively investigate sexual assaults, pursue expeditious apprehension and conviction of perpetrators, and protect the safety of the victims and the community.

601.3 QUALIFIED INVESTIGATORS

Qualified investigators should be available for assignment of sexual assault investigations. These investigators should:

(a) Have specialized training in, and be familiar with, interview techniques and the medical and legal issues that are specific to sexual assault investigations.

(b) Conduct follow-up interviews and investigation.

(c) Present appropriate cases of alleged sexual assault to the prosecutor for review.

(d) Coordinate with other enforcement agencies, social service agencies and medical personnel as needed.

(e) Provide referrals to therapy services, victim advocates and support for the victim.

(f) Participate in or coordinate with SART.

601.4 REPORTING

In all reported or suspected cases of sexual assault, a report should be written and assigned for follow-up investigation. This includes incidents in which the allegations appear unfounded or unsubstantiated.

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601.5 VICTIM INTERVIEWS

The primary considerations in sexual assault investigations, which begins with the initial call to the Dispatch Center, should be the health and safety of the victim, the preservation of evidence, and preliminary interviews to determine if a crime has been committed and to attempt to identify the suspect.

Whenever possible, a member of RTC should be included in the initial victim interviews. An in-depth follow-up interview should not be conducted until after the medical and forensic examinations are completed and the personal needs of the victim have been met (e.g., change of clothes, bathing). The follow-up interview may be delayed to the following day based upon the circumstances. Whenever practicable, the follow-up interview should be conducted by a qualified investigator.

No opinion of whether the case is unfounded shall be included in the report.

Victims shall not be asked or required to take a polygraph examination (34 USC § 10451; Penal Code § 637.4).

Victims should be apprised of applicable victim's rights provisions, as outlined in the Victim and Witness Assistance Policy.

601.5.1 VICTIM RIGHTS

Whenever there is an alleged sexual assault, the assigned officer shall accomplish the following:

(a) Prior to the commencement of the initial interview, advise the victim in writing of the right to have a victim advocate and a support person of the victim's choosing present at any interview or contact by law enforcement, about any other rights of a sexual assault victim pursuant to the sexual assault victim card described in Penal Code § 680.2, and the right to have a person of the same or opposite gender present in the room during any interview with a law enforcement official unless no such person is reasonably available (Penal Code § 679.04).

(b) If the victim is transported to a hospital for any medical evidentiary or physical examination, the officer shall immediately cause the local rape victim counseling center to be notified (Penal Code § 264.2).

    1. The officer shall not discourage a victim from receiving a medical evidentiary or physical examination (Penal Code § 679.04).

    2. A support person may be excluded from the examination by the officer or the medical provider if the support person's presence would be detrimental to the purpose of the examination (Penal Code § 264.2).

601.5.2 VICTIM CONFIDENTIALITY

Officers investigating or receiving a report of an alleged sex offense shall inform the victim, or the victim's parent or guardian if the victim is a minor, that his/her name will become a matter of public record unless the victim requests that his/her name not be made public. The reporting officer shall document in his/her report and via an ESPD Victim Confidentiality Form that the victim

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was properly informed and shall include any related response made by the victim, or if a minor, any response made by the victim's parent or guardian (Penal Code § 293).

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

601.6 COLLECTION AND TESTING OF BIOLOGICAL EVIDENCE

Whenever possible, a SART member should be involved in the collection of forensic evidence from the victim.

When the facts of the case indicate that collection of biological evidence is warranted, it should be collected regardless of how much time has elapsed since the reported assault.

If a drug-facilitated sexual assault is suspected, urine and blood samples should be collected from the victim as soon as practicable.

Subject to requirements set forth in this policy, biological evidence from all sexual assault cases, including cases where the suspect is known by the victim, should be submitted for testing.

Victims who choose not to assist with an investigation, do not desire that the matter be investigated, or wish to remain anonymous may still consent to the collection of evidence under their control. In these circumstances, the evidence should be collected and stored appropriately (Penal Code § 680).

601.6.1 COLLECTION AND TESTING REQUIREMENTS

Members investigating a sexual assault offense should take every reasonable step to ensure that DNA testing of such evidence is performed in a timely manner and within the time periods prescribed by Penal Code § 803(g). SAFE kits should be submitted to the crime lab within 20 days after being booked into evidence (Penal Code § 680).

In order to maximize the effectiveness of such testing and identify the perpetrator of any sexual assault, the assigned officer shall ensure that an information profile for the SAFE kit evidence has been created in the California Department of Justice (DOJ) SAFE-T database within 120 days of collection and should further ensure that the results of any such test have been timely entered into and checked against both the DOJ Cal-DNA database and the Combined DNA Index System (CODIS) (Penal Code § 680.3).

If the assigned officer determines that a SAFE kit submitted to a private vendor laboratory for analysis has not been tested within 120 days after submission, the officer shall update the SAFE-T database to reflect the reason for the delay in testing. The assigned officer shall continue to update the status every 120 days thereafter until the testing is complete, the statute of limitations has run, or the SAFE kit is exempt from the update requirement (Penal Code § 680.3).

If, for any reason, DNA evidence in a sexual assault case in which the identity of the perpetrator is in issue and is not going to be analyzed within 18 months of the crime, the assigned officer shall notify the victim of such fact in writing no less than 60 days prior to the expiration of the 18-month period (Penal Code § 680).

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Additional guidance regarding evidence retention and destruction is found in the Property and Evidence Policy.

601.6.2 DNA TEST RESULTS

A SART member should be consulted regarding the best way to deliver biological testing results to a victim so as to minimize victim trauma, especially in cases where there has been a significant delay in getting biological testing results (e.g., delays in testing the evidence or delayed DNA databank hits). Members should make reasonable efforts to assist the victim by providing available information on local assistance programs and organizations as provided in the Victim and Witness Assistance Policy.

(a) Upon receipt of a written request from a sexual assault victim or the victim's authorized designee, members investigating sexual assault cases shall inform the victim of the status of the DNA testing of any evidence from the victim's case (Penal Code § 680).

1. Although such information may be communicated orally, the assigned officer should thereafter follow-up with and retain a copy of confirmation by either written or electronic mail.

2. Absent a written request, no member of this department is required to, but may, communicate with the victim or the victim's authorized designee regarding the status of any DNA testing.

(b) Sexual assault victims shall further have the following rights (Penal Code § 680):

1. To be informed if a DNA profile of the assailant was obtained from the testing of the SAFE kit or other crime scene evidence from their case.

2. To be informed if there is a confirmed match between the DNA profile of the assailant developed from the evidence and a DNA profile contained in the DOJ Convicted Offender DNA Database, providing that disclosure would not impede or compromise an ongoing investigation.

3. To be informed if the DNA profile of the assailant developed from the evidence has been entered into the DOJ Databank or the federal Department of Justice or Federal Bureau of Investigation CODIS database of case evidence.

4. To access the DOJ SAFE-T database portal consistent with Penal Code § 680.3(e) for information involving their own forensic kit and the status of the kit.

(c) Provided that the sexual assault victim or the victim's authorized designee has kept the assigned officer informed with regard to current address, telephone number, and email address (if available), any victim or the victim's authorized designee shall, upon request, be advised of any known significant changes regarding the victim's case (Penal Code § 680).

1. Although such information may be communicated orally, the assigned officer should thereafter follow-up with and retain a copy of confirmation by either written or electronic mail.

2. No officer shall be required or expected to release any information which might impede or compromise any ongoing investigation.

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601.6.3 STANDARDIZED SEXUAL ASSAULT FORENSIC MEDICAL EVIDENCE KIT
The Crime Scene Investigation Section supervisor should make SART kits available to members who may investigate sexual assault cases. Members investigating a sexual assault should use these SART kits when appropriate and follow related usage guidelines issued by the California Clinical Forensic Medical Training Center (Penal Code § 13823.14).

601.6.4 COLLECTION OF DNA REFERENCE SAMPLES
Reference samples of DNA collected directly from a victim of sexual assault, and reference samples of DNA collected from any individual that were voluntarily provided for the purpose of exclusion, shall be protected as provided in Penal Code § 679.12 (Penal Code § 680).

601.6.5 NON-TESTING OF SAFE KITS
Sexual assault survivors 18 years or older may be undecided at the time of the medical examination whether to report the sexual assault to law enforcement and may request that any collected medical evidence not be tested. If such a request is made, the medical facility is responsible for the transfer of the SAFE kit to the El Segundo Police Department, if the Department is the investigating agency. The Department shall retain the SAFE kit until the sexual assault survivor requests testing (Penal Code § 680).

If the Department receives a request for non-testing after the examination and the SAFE kit has not already been submitted to a crime lab, the SAFE kit shall be retained by the Department. If the SAFE kit has been submitted to the crime lab, but DNA testing has not yet begun, the assigned officer shall notify the crime lab of the request, and the untested SAFE kit shall be returned to the Department and retained pursuant to department protocols (Penal Code § 680).

A sexual assault survivor who initially requested that their SAFE kit not be tested may later request testing, regardless of whether they decide to make a report to law enforcement. The Investigative Division supervisor should ensure the SAFE kit is sent to the crime lab for testing (Penal Code § 680).

601.7 DISPOSITION OF CASES
If the assigned investigator has reason to believe the case is without merit, the case may be classified as unfounded only upon review and approval of the Investigative Division supervisor.

Classification of a sexual assault case as unfounded requires the Investigative Division supervisor to determine that the facts have significant irregularities with reported information and that the incident could not have happened as it was reported. When a victim has recanted his/her original statement, there must be corroborating evidence that the allegations were false or baseless (i.e., no crime occurred) before the case should be determined as unfounded.

601.8 CASE REVIEW
The Investigative Division supervisor should ensure case dispositions are reviewed on a periodic basis, at least annually, using an identified group that is independent of the investigation process. The reviews should include an analysis of:

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- Case dispositions.
- Decisions to collect biological evidence.
- Submissions of biological evidence for lab testing.

The RTC and/or victim advocates should be considered for involvement in this audit. Summary reports on these reviews should be forwarded through the chain of command to the Chief of Police.

601.9 RELEASING INFORMATION TO THE PUBLIC

In cases where the perpetrator is not known to the victim, and especially if there are multiple crimes where more than one appear to be related, consideration should be given to releasing information to the public whenever there is a reasonable likelihood that doing so may result in developing helpful investigative leads. The Investigative Division supervisor should weigh the risk of alerting the suspect to the investigation with the need to protect the victim and the public, and to prevent more crimes.

601.10 TRAINING

Subject to available resources, periodic training should be provided to:

(a) Members who are first responders. Training should include:

  (a) Initial response to sexual assaults.

  (b) Legal issues.

  (c) Victim advocacy.

  (d) Victim’s response to trauma.

  (e) Proper use and handling of the California standardized SART kit (Penal Code § 13823.14).

(b) Qualified investigators, who should receive advanced training on additional topics. Advanced training should include:

  (a) Interviewing sexual assault victims.

  (b) RTC

  (c) Medical and legal aspects of sexual assault investigations.

  (d) Serial crimes investigations.

  (e) Use of community and other federal and state investigative resources, such as the Violent Criminal Apprehension Program (ViCAP).

  (f) Techniques for communicating with victims to minimize trauma.

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Asset Forfeiture

602.1 PURPOSE AND SCOPE

This policy describes the authority and procedure for the seizure, forfeiture and liquidation of property associated with designated offenses.

602.1.1 DEFINITIONS

Definitions related to this policy include:

Fiscal agent - The person designated by the Chief of Police to be responsible for securing and maintaining seized assets and distributing any proceeds realized from any forfeiture proceedings. This includes any time the El Segundo Police Department seizes property for forfeiture or when the El Segundo Police Department is acting as the fiscal agent pursuant to a multi-agency agreement.

Forfeiture - The process by which legal ownership of an asset is transferred to a government or other authority.

Asset Forfeiture Coordinator- The department member assigned by the Chief of Police who is responsible for reviewing all forfeiture cases and for acting as the liaison between the department and the assigned attorney. This may be a sworn officer (manager, supervisor, or specialist) that has general oversight of the forfeiture program.

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

(a) Property related to a narcotics offense, which includes (Heath and Safety Code § 11470; Health and Safety Code § 11470.1):

1. Property (not including real property or vehicles) used, or intended for use, as a container for controlled substances, materials to manufacture controlled substances, etc.
2. Interest in a vehicle (car, boat, airplane, other vehicle) used to facilitate the manufacture, possession for sale or sale of specified quantities of controlled substances.
3. Money, negotiable instruments, securities or other things of value furnished or intended to be furnished by any person in exchange for a controlled substance, proceeds traceable to an exchange, etc.
4. Real property when the owner is convicted of violating Health and Safety Code § 11366, Health and Safety Code § 11366.5 or Health and Safety Code § 11366.6 (drug houses) when the property was not used as a family residence or for other lawful purposes, or property owned by two or more persons, one of whom had no knowledge of its unlawful use.
5. The expenses of seizing, eradicating, destroying or taking remedial action with respect to any controlled substance or its precursors upon conviction for the unlawful manufacture or cultivation of any controlled substance or its precursors.

(b) Property related to criminal profiteering (may include gang crimes), to include (Penal Code § 186.2; Penal Code § 186.3):

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1. Any property interest, whether tangible or intangible, acquired through a pattern of criminal profiteering activity.
2. All proceeds acquired through a pattern of criminal profiteering activity, including all things of value that may have been received in exchange for the proceeds immediately derived from the pattern of criminal profiteering activity.

Seizure - The act of law enforcement officials taking property, cash or assets that have been used in connection with or acquired by specified illegal activities.

602.2 POLICY

The El Segundo Police Department recognizes that appropriately applied forfeiture laws are helpful to enforce the law, deter crime and reduce the economic incentive of crime. However, the potential for revenue should never compromise the effective investigation of criminal offenses, officer safety or any person's due process rights.

It is the policy of the El Segundo Police Department that all members, including those assigned to internal or external law enforcement task force operations, shall comply with all state and federal laws pertaining to forfeiture.

602.3 ASSET SEIZURE

Property may be seized for forfeiture as provided in this policy.

602.3.1 PROPERTY SUBJECT TO SEIZURE

The following may be seized upon review and approval of a supervisor and in coordination with the forfeiture reviewer:

(a) Property subject to forfeiture authorized for seizure under the authority of a search warrant or court order.

(b) Property subject to forfeiture not authorized for seizure under the authority of a search warrant or court order when any of the following apply (Health and Safety Code § 11471; Health and Safety Code § 11488):

1. The property subject to forfeiture is legally seized incident to an arrest.
2. There is probable cause to believe that the property was used or is intended to be used in a violation of the Uniform Controlled Substances Act and the seizing officer can articulate a nexus between the property and the controlled substance offense that would lead to the item being property subject for forfeiture.

Officers aware of assets that may be forfeitable as a result of criminal profiteering or human trafficking should consider contacting the district attorney regarding a court order to protect the assets (Penal Code § 186.6; Penal Code § 236.6).

Whenever practicable, a search warrant or court order for seizure prior to making a seizure is the preferred method.

A large amount of money standing alone is insufficient to establish the probable cause required to make a seizure.

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602.3.2 PROPERTY NOT SUBJECT TO SEIZURE
The following property should not be seized for forfeiture:

(a) Cash and property that does not meet the forfeiture counsel's current minimum forfeiture thresholds should not be seized.

(b) Real property is not subject to seizure, absent exigent circumstances, without a court order (Health and Safety Code § 11471).

(c) A vehicle which may be lawfully driven on the highway if there is a community property interest in the vehicle by a person other than the suspect and the vehicle is the sole vehicle available to the suspect's immediate family (Health and Safety Code § 11470).

(d) Vehicles, boats or airplanes owned by an "innocent owner," such as a common carrier with no knowledge of the suspected offense (Health and Safety Code § 11490).

(e) Any property when the associated activity involves the possession of marijuana or related paraphernalia that is permissible under the Control, Regulate and Tax Adult Use of Marijuana Act (Health and Safety Code § 11362.1).

602.4 PROCESSING SEIZED PROPERTY FOR FORFEITURE PROCEEDINGS

When property or cash subject to this policy is seized, the officer making the seizure should ensure compliance with the following:

(a) Complete applicable seizure forms and present the appropriate copy to the person from whom the property is seized. If cash or property is seized from more than one person, a separate copy must be provided to each person, specifying the items seized. When property is seized and no one claims an interest in the property, the officer must leave the copy in the place where the property was found, if it is reasonable to do so.

(b) Complete and submit a report and original seizure forms within 24 hours of the seizure, if practicable.

(c) Forward the original seizure forms and related reports to the forfeiture coordinator within two days of seizure.

The officer will book seized property as evidence with the notation in the comment section of the property form, "Seized Subject to Forfeiture." Property seized subject to forfeiture should be booked on a separate property form. No other evidence from the case should be booked on this form.

Photographs should be taken of items seized, particularly cash, jewelry and other valuable items exactly as they are found upon the seizure. The reports related to the seizures should have a detailed description of where the items were located, who possessed them, and who (if anyone) clamed the property.

Officers who suspect property may be subject to seizure but are not able to seize the property (e.g., the property is located elsewhere, the whereabouts of the property is unknown, it is real estate, bank accounts, non-tangible assets) should document and forward the information in the appropriate report to the forfeiture reviewer.

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602.5 MAINTAINING SEIZED PROPERTY

The Crime Scene Investigations Supervisor is responsible for ensuring compliance with the following:

(a) All property received for forfeiture is reasonably secured and properly stored to prevent waste and preserve its condition.

(b) All property received for forfeiture is checked to determine if the property has been stolen.

(c) All property received for forfeiture is retained in the same manner as evidence until forfeiture is finalized or the property is returned to the claimant or the person with an ownership interest.

(d) Property received for forfeiture is not used unless the forfeiture action has been completed.

602.6 FORFEITURE COORDINATOR

The Chief of Police will appoint a designee as the forfeiture coordinator. Prior to assuming duties, or as soon as practicable thereafter, the forfeiture coordinator should attend a department-approved course on asset forfeiture.

The responsibilities of the forfeiture reviewer include:

(a) Remaining familiar with forfeiture laws, particularly Health and Safety Code § 11469 et seq. and Penal Code § 186.2 et seq. and the forfeiture policies of the forfeiture counsel.

(b) Serving as the liaison between the department and the forfeiture counsel and ensuring prompt legal review of all seizures.

(c) Making reasonable efforts to obtain annual training that includes best practices in pursuing, seizing and tracking forfeitures.

(d) Ensuring that property seized under state law is not referred or otherwise transferred to a federal agency seeking the property for federal forfeiture as prohibited by Health and Safety Code § 11471.2.

(e) Ensuring that responsibilities, including the designation of a fiscal agent, are clearly established whenever multiple agencies are cooperating in a forfeiture case.

(f) Ensuring that seizure forms are available and appropriate for department use. These should include notice forms, a receipt form and a checklist that provides relevant guidance to officers. The forms should be available in languages appropriate for the region and should contain spaces for:

1. Names and contact information for all relevant persons and law enforcement officers involved.

2. Information as to how ownership or other property interests may have been determined (e.g., verbal claims of ownership, titles, public records).

3. A space for the signature of the person from whom cash or property is being seized.

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4. A tear-off portion or copy, which should be given to the person from whom cash or property is being seized, that includes the legal authority for the seizure, information regarding the process to contest the seizure and a detailed description of the items seized.

(g) Ensuring that officers who may be involved in asset forfeiture receive training in the proper use of the seizure forms and the forfeiture process. The training should be developed in consultation with the appropriate legal counsel and may be accomplished through traditional classroom education, electronic media, Daily Training Bulletins (DTBs) or Department Directives. The training should cover this policy and address any relevant statutory changes and court decisions.

(h) Reviewing each asset forfeiture case to ensure that:

1. Written documentation of the seizure and the items seized is in the case file.
2. Independent legal review of the circumstances and propriety of the seizure is made in a timely manner.
3. Notice of seizure has been given in a timely manner to those who hold an interest in the seized property (Health and Safety Code § 11488.4).
4. Property is promptly released to those entitled to its return (Health and Safety Code § 11488.2).
5. All changes to forfeiture status are forwarded to any supervisor who initiates a forfeiture case.
6. Any cash received is deposited with the fiscal agent.
7. Assistance with the resolution of ownership claims and the release of property to those entitled is provided.
8. Current minimum forfeiture thresholds are communicated appropriately to officers.
9. This policy and any related policies are periodically reviewed and updated to reflect current federal and state statutes and case law.

(i) Ensuring that a written plan that enables the Chief of Police to address any extended absence of the forfeiture coordinator, thereby ensuring that contact information for other law enforcement officers and attorneys who may assist in these matters is available.

(j) Ensuring that the process of selling or adding forfeited property to the department's regular inventory is in accordance with all applicable laws and consistent with the department's use and disposition of similar property.

(k) Keeping a manual that details the statutory grounds for forfeitures and department procedures related to asset forfeiture, including procedures for prompt notice to interest holders, the expeditious release of seized property, where appropriate, and the prompt resolution of claims of innocent ownership (Heath and Safety Code § 11469).

(l) Providing copies of seized business records to the person or business from whom such records were seized, when requested (Heath and Safety Code §11471).

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(m) Notifying the California Franchise Tax Board when there is reasonable cause to believe that the value of seized property exceeds $5,000.00 (Health and Safety Code § 11471.5).

Forfeiture proceeds should be maintained in a separate fund or account subject to appropriate accounting control, with regular reviews or audits of all deposits and expenditures.

Forfeiture reporting and expenditures should be completed in the manner prescribed by the law and City financial directives (Health and Safety Code § 11495).

602.7 DISPOSITION OF FORFEITED PROPERTY

Forfeited funds distributed under Health and Safety Code § 11489 et seq. shall only be used for purposes allowed by law, but in no case shall a peace officer's employment or salary depend upon the level of seizures or forfeitures he/she achieves (Heath and Safety Code § 11469).

The Department may request a court order so that certain uncontaminated science equipment is relinquished to a school or school district for science classroom education in lieu of destruction (Health and Safety Code § 11473; Health and Safety Code § 11473.5).

602.7.1 RECEIVING EQUITABLE SHARES

When participating in a joint investigation with a federal agency, the El Segundo Police Department shall not receive an equitable share from the federal agency of all or a portion of the forfeiture proceeds absent either a required conviction under Health and Safety Code § 11471.2 or the flight, death or willful failure to appear of the defendant. This does not apply to forfeited cash or negotiable instruments of $40,000 or more.

602.8 CLAIM INVESTIGATIONS

An investigation shall be made as to any claimant of a vehicle, boat or airplane whose right, title, interest or lien is on the record in the Department of Motor Vehicles or in an appropriate federal agency. If investigation reveals that any person, other than the registered owner, is the legal owner, and that ownership did not arise subsequent to the date and time of arrest or notification of the forfeiture proceedings or seizure of the vehicle, boat or airplane, notice shall be made to the legal owner at his/her address appearing on the records of the Department of Motor Vehicles or the appropriate federal agency (Health and Safety Code § 11488.4).

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Informants

603.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the use of informants.

603.1.1 DEFINITIONS

Definitions related to this policy include:

Informant - A person who covertly interacts with other individuals or suspects at the direction of, request of, or by agreement with, the El Segundo Police Department for law enforcement purposes. This also includes a person agreeing to supply information to the El Segundo Police Department for a benefit (e.g., a quid pro quo in the form of a reduced criminal penalty, money).

603.2 POLICY

The El Segundo Police Department recognizes the value of informants to law enforcement efforts and will strive to protect the integrity of the informant process. It is the policy of this department that all funds related to informant payments will be routinely audited and that payments to informants will be made according to the criteria outlined in this policy.

603.3 USE OF INFORMANTS

603.3.1 INITIAL APPROVAL

Before using an individual as an informant, the officer must receive approval from his/her supervisor. The officer shall compile sufficient information through a background investigation and experience with the informant in order to determine the suitability of the individual, including age, maturity and risk of physical harm, as well as any indicators of his/her reliability and credibility.

Members of this department should not guarantee absolute safety or confidentiality to an informant.

603.3.2 JUVENILE INFORMANTS

The use of informants under the age of 13 is prohibited.

Except for the enforcement of laws related to the commercial sale of alcohol, marijuana or tobacco products, a juvenile 13 years of age or older may only be used as an informant with the written consent of each of the following:

(a) The juvenile’s parents or legal guardians

(b) The juvenile’s attorney, if any

(c) The court in which the juvenile’s case is being handled, if applicable (Penal Code § 701.5)

(d) The Chief of Police or the authorized designee

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603.3.3 INFORMANT AGREEMENTS

All informants are required to sign and abide by the provisions of the designated department informant agreement. The officer using the informant shall discuss each of the provisions of the agreement with the informant.

Details of the agreement are to be approved in writing by an investigations division supervisor before being finalized with the informant.

603.4 INFORMANT INTEGRITY

To maintain the integrity of the informant process, the following must be adhered to:

(a) The identity of an informant acting in a confidential capacity shall not be withheld from the Chief of Police, Bureau Commander, Investigations Division supervisor or their authorized designees.

1. Identities of informants acting in a confidential capacity shall otherwise be kept confidential.

(b) Criminal activity by informants shall not be condoned.

(c) Informants shall be told they are not acting as police officers, employees or agents of the El Segundo Police Department, and that they shall not represent themselves as such.

(d) The relationship between department members and informants shall always be ethical and professional.

(a) Members shall not become intimately involved with an informant.

(b) Social contact shall be avoided unless it is necessary to conduct an official investigation, and only with prior approval of the Investigations Division supervisor.

(c) Members shall neither solicit nor accept gratuities or engage in any private business transaction with an informant.

(e) Officers shall not meet with informants in a private place unless accompanied by at least one additional officer or with prior approval of the Investigations Division supervisor.

(a) Officers may meet informants alone in an occupied public place, such as a restaurant.

(f) When contacting informants for the purpose of making payments, officers shall arrange for the presence of another officers.

(g) In all instances when department funds are paid to informants, a voucher shall be completed in advance, itemizing the expenses.

(h) Since the decision rests with the appropriate prosecutor, officers shall not promise that the informant will receive any form of leniency or immunity from criminal prosecution.

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603.4.1 UNSUITABLE INFORMANTS

The suitability of any informant should be considered before engaging him/her in any way in a covert or other investigative process. Members who become aware that an informant may be unsuitable will notify the supervisor, who will initiate a review to determine suitability. Until a determination has been made by a supervisor, the informant should not be used by any member. The supervisor shall determine whether the informant should be used by the El Segundo Police Department and, if so, what conditions will be placed on his/her participation or any information the informant provides. The supervisor shall document the decision and conditions in file notes and mark the file “unsuitable” when appropriate.

Considerations for determining whether an informant is unsuitable include, but are not limited to, the following:

(a) The informant has provided untruthful or unreliable information in the past.

(b) The informant behaves in a way that may endanger the safety of officers.

(c) The informant reveals to suspects the identity of an officer or the existence of an investigation.

(d) The informant appears to be using his/her affiliation with this department to further criminal objectives.

(e) The informant creates officer-safety issues by providing information to multiple law enforcement agencies simultaneously, without prior notification and approval of each agency.

(f) The informant engages in any other behavior that could jeopardize the safety of officer or the integrity of a criminal investigation.

(g) The informant commits criminal acts subsequent to entering into an informant agreement.

603.5 INFORMANT FILES

Informant files shall be utilized as a source of background information about the informant, to enable review and evaluation of information provided by the informant, and to minimize incidents that could be used to question the integrity of department members or the reliability of the informant.

Informant files shall be maintained in a secure area within the Investigations Division. The Investigations Division supervisor or the authorized designee shall be responsible for maintaining informant files. Access to the informant files shall be restricted to the Chief of Police, Bureau Commander, Investigations Division supervisor or their authorized designees.

The Administrative Services Bureau Commander should arrange for an audit using a representative sample of randomly selected informant files on a periodic basis, but no less than one time per year. If the Investigations Division supervisor is replaced, the files will be audited before the new supervisor takes over management of the files. The purpose of the audit is to ensure compliance with file content and updating provisions of this policy. The audit should be conducted by a supervisor who does not have normal access to the informant files.

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603.5.1 FILE SYSTEM PROCEDURE

A separate file shall be maintained on each informant and shall be coded with an assigned informant control number. An informant history that includes the following information shall be prepared for each file:

(a) Name and aliases

(b) Date of birth

(c) Physical description: sex, race, height, weight, hair color, eye color, scars, tattoos or other distinguishing features

(d) Photograph

(e) Current home address and telephone numbers

(f) Current employers, positions, addresses and telephone numbers

(g) Vehicles owned and registration information

(h) Places frequented

(i) Briefs of information provided by the informant and his/her subsequent reliability

1. If an informant is determined to be unsuitable, the informant's file is to be marked "unsuitable" and notations included detailing the issues that caused this classification.

(j) Name of the officer initiating use of the informant

(k) Signed informant agreement

(l) Update on active or inactive status of informant

603.6 INFORMANT PAYMENTS

No informant will be told in advance or given an exact amount or percentage for his/her service. The amount of funds to be paid to any informant will be evaluated against the following criteria:

- The extent of the informant's personal involvement in the case
- The significance, value or effect on crime
- The value of assets seized
- The quantity of the drugs or other contraband seized
- The informant's previous criminal activity
- The level of risk taken by the informant

The Investigations Division supervisor will discuss the above factors with the Administrative Services Bureau Commander and recommend the type and level of payment subject to approval by the Chief of Police.

603.6.1 PAYMENT PROCESS

Approved payments to an informant should be in cash using the following process:

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(a) Payments of $500 and under may be paid in cash from a Investigations Division buy/expense fund.

  (a) The Investigations supervisor shall sign the voucher for cash payouts from the buy/expense fund.

(b) Payments exceeding $500 shall be made by issuance of a check, payable to the officer who will be delivering the payment.

  (a) The check shall list the case numbers related to and supporting the payment.

  (b) A written statement of the informant's involvement in the case shall be placed in the informant's file.

  (c) The statement shall be signed by the informant verifying the statement as a true summary of his/her actions in the case.

  (d) Authorization signatures from the Chief of Police and the City Manager are required for disbursement of the funds.

(c) To complete the payment process for any amount, the officer delivering the payment shall complete a cash transfer form.

  1. The cash transfer form shall include the following:

    (a) Date

    (b) Payment amount

    (c) El Segundo Police Department case number

    (d) A statement that the informant is receiving funds in payment for information voluntarily rendered.

  2. The cash transfer form shall be signed by the informant.

  3. The cash transfer form will be kept in the informant's file.

603.6.2 REPORTING OF PAYMENTS

Each informant receiving a cash payment shall be advised of his/her responsibility to report the cash to the Internal Revenue Service (IRS) as income. If funds distributed exceed $600 in any reporting year, the informant should be provided IRS Form 1099 (26 CFR 1.6041-1). If such documentation or reporting may reveal the identity of the informant and by doing so jeopardize any investigation, the safety of officers or the safety of the informant (26 CFR 1.6041-3), then IRS Form 1099 should not be issued.

In such cases, the informant shall be provided a letter identifying the amount he/she must report on a tax return as “other income” and shall be required to provide a signed acknowledgement of receipt of the letter. The completed acknowledgement form and a copy of the letter shall be retained in the informant’s file.

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603.6.3 AUDIT OF PAYMENTS

The Investigations Division supervisor or the authorized designee shall be responsible for compliance with any audit requirements associated with grant provisions and applicable state and federal law.

At least once every six months, the Chief of Police or the authorized designee should conduct an audit of all informant funds for the purpose of accountability and security of the funds. The funds and related documents (e.g., buy/expense fund records, cash transfer forms, invoices, receipts and logs) will assist with the audit process.

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Eyewitness Identification

604.1 PURPOSE AND SCOPE

This policy sets forth guidelines to be used when members of this department employ eyewitness identification techniques (Penal Code § 859.7).

604.1.1 DEFINITIONS

Definitions related to the policy include:

Eyewitness identification process - Any field identification, live lineup or photographic identification.

Field identification - A live presentation of a single individual to a witness following the commission of a criminal offense for the purpose of identifying or eliminating the person as the suspect.

Live lineup - A live presentation of individuals to a witness for the purpose of identifying or eliminating an individual as the suspect.

Photographic lineup - Presentation of photographs to a witness for the purpose of identifying or eliminating an individual as the suspect.

604.2 POLICY

The El Segundo Police Department will strive to use eyewitness identification techniques, when appropriate, to enhance the investigative process and will emphasize identifying persons responsible for crime and exonerating the innocent.

604.3 INTERPRETIVE SERVICES

Members should make a reasonable effort to arrange for an interpreter before proceeding with eyewitness identification if communication with a witness is impeded due to language or hearing barriers.

Before the interpreter is permitted to discuss any matter with the witness, the investigating member should explain the identification process to the interpreter. Once it is determined that the interpreter comprehends the process and can explain it to the witness, the eyewitness identification may proceed as provided for within this policy.

604.4 EYEWITNESS IDENTIFICATION PROCESS AND FORM

The Investigative Division supervisor shall be responsible for the development and maintenance of an eyewitness identification process for use by members when they are conducting eyewitness identifications.

The process should include appropriate forms or reports that provide (Penal Code § 859.7):

(a) The date, time and location of the eyewitness identification procedure.

(b) The name and identifying information of the witness.

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(c) The name of the person administering the identification procedure.

(d) If applicable, the names of all of the individuals present during the identification procedure.

(e) An instruction to the witness that it is as important to exclude innocent persons as it is to identify a perpetrator.

(f) An instruction to the witness that the perpetrator may or may not be among those presented and that the witness is not obligated to make an identification.

(g) If the identification process is a photographic or live lineup, an instruction to the witness that the perpetrator may not appear exactly as he/she did on the date of the incident.

(h) An instruction to the witness that the investigation will continue regardless of whether an identification is made by the witness.

(i) A signature line where the witness acknowledges that he/she understands the identification procedures and instructions.

(j) A statement from the witness in the witness's own words describing how certain he/she is of the identification or non-identification. This statement should be taken at the time of the identification procedure.

(k) Any other direction to meet the requirements of Penal Code § 859.7, including direction regarding blind or blinded administrations and filler selection.

The process and related forms should be reviewed at least annually and modified when necessary.

604.5 EYEWITNESS IDENTIFICATION

Members are cautioned not to, in any way, influence a witness as to whether any subject or photo presented in a lineup is in any way connected to the case.

Members should avoid mentioning that:

- The individual was apprehended near the crime scene.
- The evidence points to the individual as the suspect.
- Other witnesses have identified or failed to identify the individual as the suspect.

In order to avoid undue influence, witnesses should view suspects or a lineup individually and outside the presence of other witnesses. Witnesses should be instructed to avoid discussing details of the incident or of the identification process with other witnesses.

The eyewitness identification procedure should be audio and video recorded and the recording should be retained according to current evidence procedures. When it is not feasible to make a recording with both audio and visual representations, an audio recording should be made (Penal Code § 859.7).

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604.6 FIELD IDENTIFICATION CONSIDERATIONS

Field identifications, also known as field elimination show-ups or one-on-one identifications, may be helpful in certain cases, where exigent circumstances make it impracticable to conduct a photo or live lineup identifications.

When initiating a field identification, the member should observe the following guidelines:

(a) Obtain a complete description of the suspect from the witness.

(b) Assess whether a witness should be included in a field identification process by considering:

  (a) The length of time the witness observed the suspect.

  (b) The distance between the witness and the suspect.

  (c) Whether the witness could view the suspect's face.

  (d) The quality of the lighting when the suspect was observed by the witness.

  (e) Whether there were distracting noises or activity during the observation.

  (f) Any other circumstances affecting the witness's opportunity to observe the suspect.

  (g) The length of time that has elapsed since the witness observed the suspect.

(c) If safe and practicable, the person who is the subject of the show-up should not be handcuffed or in a patrol vehicle.

(d) When feasible, members should bring the witness to the location of the subject of the show-up, rather than bring the subject of the show-up to the witness.

(e) The person who is the subject of the show-up should not be shown to the same witness more than once.

(f) In cases involving multiple suspects, witnesses should only be permitted to view the subjects of the show-up one at a time.

(g) The person who is the subject of the show-up should not be required to put on clothing worn by the suspect, to speak words uttered by the suspect or to perform other actions mimicking those of the suspect.

604.7 PHOTOGRAPHIC LINEUP AND LIVE LINEUP CONSIDERATIONS

When practicable, the member presenting the lineup should not be involved in the investigation of the case or know the identity of the suspect. In no case should the member presenting a lineup to a witness know which photograph or person in the lineup is being viewed by the witness (Penal Code § 859.7). Techniques to achieve this include randomly numbering photographs, shuffling folders, or using a computer program to order the persons in the lineup.

Individuals in the lineup should reasonably match the description of the perpetrator provided by the witness and should bear similar characteristics to avoid causing any person to unreasonably stand out. In cases involving multiple suspects, a separate lineup should be conducted for each suspect. The suspects should be placed in a different order within each lineup (Penal Code § 859.7).

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The member presenting the lineup should do so sequentially (i.e., show the witness one person at a time) and not simultaneously. The witness should view all persons in the lineup.

A live lineup should only be used before criminal proceedings have been initiated against the suspect. If there is any question as to whether any criminal proceedings have begun, the investigating member should contact the appropriate prosecuting attorney before proceeding.

604.7.1 OTHER SAFEGUARDS
Witnesses should be asked for suspect descriptions as close in time to the incident as possible and before conducting an eyewitness identification. No information concerning a suspect should be given prior to obtaining a statement from the witness describing how certain he/she is of the identification or non-identification. Members should not say anything to a witness that that may validate or invalidate an eyewitness' identification. In photographic lineups, writings or information concerning any previous arrest of a suspect shall not be visible to the witness (Penal Code § 859.7).

604.8 DOCUMENTATION
A thorough description of the eyewitness process and the result of any eyewitness identification should be documented in the case report.

If a photographic lineup is utilized, a copy of the photographic lineup presented to the witness should be included in the case report. In addition, the order in which the photographs were presented to the witness should be documented in the case report.

604.8.1 DOCUMENTATION RELATED TO RECORDINGS
The handling member shall document the reason that a video recording or any other recording of an identification was not obtained (Penal Code § 859.7).

604.8.2 DOCUMENTATION RELATED TO BLIND ADMINISTRATION
If a presentation of a lineup is not conducted using blind administration, the handling member shall document the reason (Penal Code § 859.7).

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Brady Material Disclosure

605.1 PURPOSE AND SCOPE

This policy establishes guidelines for identifying and releasing potentially exculpatory or impeachment information (so-called "*Brady* information") to a prosecuting attorney.

605.1.1 DEFINITIONS

Definitions related to this policy include:

***Brady* information** - Information known or possessed by the El Segundo Police Department that is exculpatory or impeaching and material to the guilt or innocence, or to the punishment of, a defendant in a pending criminal prosecution.

605.2 POLICY

The El Segundo Police Department will assist the prosecution by complying with its obligation to disclose Brady information.

605.3 DISCLOSURE OF INVESTIGATIVE INFORMATION

Officers must include in their investigative reports adequate investigative information and reference to all material evidence and facts that are reasonably believed to be either incriminating or exculpatory to any individual in the case. If an officer learns of potentially incriminating or exculpatory information any time after submission of a case, the officer or the handling investigator must prepare and submit a supplemental report documenting such information as soon as practicable. Supplemental reports shall be promptly processed and transmitted to the prosecutor's office.

If information is believed to be privileged or confidential (e.g., confidential informant or attorney-client information, attorney work product), the officer should discuss the matter with a supervisor and/or prosecutor to determine the appropriate manner in which to proceed.

Evidence or facts are considered material if there is a reasonable probability that they would affect the outcome of a criminal proceeding or trial. Determining whether evidence or facts are material often requires legal or even judicial review. If an officer is unsure whether evidence or facts are material, the officer should address the issue with a supervisor.

Supervisors who are uncertain about whether evidence or facts are material should address the issue in a written memo to an appropriate prosecutor. A copy of the memo should be retained in the Department case file.

605.4 DISCLOSURE OF PERSONNEL INFORMATION

Whenever it is determined that *Brady* information is located in the personnel file of a member of this department who is a material witness in a criminal case, the following procedure shall apply:

(a) In the event that a *Pitchess* motion has not already been filed by the criminal defendant or other party pursuant to Evidence Code § 1043, the prosecuting attorney shall be notified of the potential presence of *Brady* information in the officer's personnel file.

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(b) The prosecuting attorney should then be requested to file a *Pitchess* motion in order to initiate an in-camera review by the court.

(c) Any member who is the subject of such a motion shall be notified in writing that a motion has been filed.

(d) The Custodian of Records shall accompany all relevant files during any in-camera inspection and address any issues or questions raised by the court in determining whether any information contained in the files is both material and favorable to the criminal defendant.

(e) If the court determines that there is relevant *Brady* information contained in the files, only that information ordered released will be copied and released to the parties filing the motion.

1. Prior to the release of any information pursuant to this process, the Custodian of Records should request a protective order from the court limiting the use of such information to the involved case and requiring the return of all copies upon completion of the case.

605.5 INVESTIGATING BRADY ISSUES

If the Department receives information from any source that a member may have issues of credibility, dishonesty or has been engaged in an act of moral turpitude or criminal conduct, the information shall be investigated and processed in accordance with the Personnel Complaints Policy. The Department shall adhere to the provisions of the California Public Safety Officer's Procedural Bill of Rights Act relating to Brady material (CA Government Code Section 3305.5).

605.6 TRAINING

Department members should receive periodic training on the requirements of this policy.

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Warrant Service

606.1 PURPOSE AND SCOPE

This policy establishes guidelines for the planning and serving of arrest and search warrants by members of this department. It is understood that this policy cannot address every variable or circumstance that can arise in the service of a search or arrest warrant, as these tasks can involve rapidly evolving and unique circumstances.

This policy is intended to be used in conjunction with the Operations Planning and Deconfliction Policy, which has additional guidance on planning and serving high-risk warrants.

This policy is not intended to address the service of search warrants on locations or property already secured or routine field warrant arrests by patrol officers.

606.2 POLICY

It is the policy of the El Segundo Police Department to balance the safety needs of the public, the safety of department members, privacy interests and other relevant factors when making decisions related to the service of search and arrest warrants.

606.3 OPERATIONS DIRECTOR

The operations director (see the Operations Planning and Deconfliction Policy) shall review all risk assessment forms with the involved supervisor to determine the risk level of the warrant service.

The operations director will also have the responsibility to coordinate service of those warrants that are categorized as high risk. Deconfliction, risk assessment, operational planning, briefing and debriefing should follow guidelines in the Operations Planning and Deconfliction Policy.

606.4 SEARCH WARRANTS

The officer will prepare the affidavit and search warrant, consulting with the applicable prosecuting attorney as needed. When possible, the officer should obtain supervisor review and approval before submitting a search warrant to a judge. He/she will also complete the risk assessment form and submit it, along with the warrant affidavit, to the appropriate supervisor and the operations director for review and classification of risk (see the Operations Planning and Deconfliction Policy).

606.5 ARREST WARRANTS

If an officer reasonably believes that serving an arrest warrant may pose a higher risk than commonly faced on a daily basis, the officer should complete the risk assessment form and submit it to the appropriate supervisor and a Bureau Commander for review and classification of risk (see the Operations Planning and Deconfliction Policy).

If the warrant is classified as high risk, service will be coordinated by the operations director. If the warrant is not classified as high risk, the supervisor should weigh the risk of entry into a residence to make an arrest against other alternatives, such as arresting the person outside the residence where circumstances may pose a lower risk.

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606.6 WARRANT PREPARATION

An officer who prepares a warrant should ensure the documentation in support of the warrant contains as applicable:

(a) Probable cause to support the search or arrest, including relevant dates and times to demonstrate timeliness and facts to support any request for nighttime or no-knock warrant execution.

(b) A clear explanation of the affiant's training, experience, and relevant education.

(c) Adequately supported opinions, when relevant, that are not left to unsubstantiated conclusions.

(d) A nexus between the place to be searched and the persons or items central to the investigation. The facts supporting this nexus should be clear and current. For example, the affidavit shall explain why there is probable cause to believe that a particular person is currently residing at a particular location or that the items sought are present at a particular location.

(e) Full disclosure of known or suspected residents at the involved location and any indication of separate living spaces at the involved location. For example, it should be disclosed that several people may be renting bedrooms at a single location, even if the exact location of the rooms is not known.

(f) A specific description of the location to be searched, including photographs of the location, if reasonably available.

(g) A sufficient description of the items to be seized.

(h) Full disclosure of any known exculpatory information relevant to the warrant application (refer to the Brady Material Disclosure Policy).

606.7 HIGH-RISK WARRANT SERVICE

The operations director or the authorized designee shall coordinate the service of warrants that are categorized as high risk and shall have sole authority in determining the manner in which the warrant will be served, including the number of officers deployed.

The member responsible for directing the service should ensure the following as applicable:

(a) When practicable and when doing so does not cause unreasonable risk, video or photographic documentation is made of the condition of the location prior to execution of a search warrant. The images should include the surrounding area and persons present.

(b) The warrant service is audio- and video-recorded when practicable and reasonable to do so.

(c) Evidence is handled and collected only by those members who are designated to do so. All other members involved in the service of the warrant should alert one of the designated members to the presence of potential evidence and not touch or disturb the items.

(d) Reasonable efforts are made during the search to maintain or restore the condition of the location.

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(e) Persons who are detained as part of the warrant service are handled appropriately under the circumstances.

(f) Reasonable care provisions are made for children and dependent adults (see the Child and Dependent Adult Safety Policy).

(g) A list is made of all items seized and a copy provided to the person in charge of the premises if present or otherwise left in a conspicuous place.

(h) A copy of the search warrant is left at the location.

(i) The condition of the property is documented with video recording or photographs after the search.

606.8 DETENTIONS DURING WARRANT SERVICE

Officers must be sensitive to the safety risks of all persons involved with the service of a warrant. Depending on circumstances and facts present, it may be appropriate to control movements of any or all persons present at a warrant service, including those who may not be the subject of a warrant or suspected in the case. However, officers must be mindful that only reasonable force may be used and weapons should be displayed no longer than the officer reasonably believes is necessary (see the Use of Force Policy).

As soon as it can be determined that an individual is not subject to the scope of a warrant and that no further reasonable suspicion or safety concerns exist to justify further detention, the person should be promptly released.

Officers should, when and to the extent reasonable, accommodate the privacy and personal needs of people who have been detained.

606.9 ACTIONS AFTER WARRANT SERVICE

The supervisor shall ensure that all affidavits, warrants, receipts and returns, regardless of any associated cases, are filed with the issuing judge or magistrate as soon as reasonably possible, but in any event no later than any date specified on the warrant.

606.10 OUTSIDE AGENCIES AND CROSS-JURISDICTIONAL WARRANTS

The operations director will ensure that cooperative efforts with other agencies in the service of warrants conform to existing mutual aid agreements or other memorandums of understanding and will work cooperatively to mitigate risks including, but not limited to, the following:

- Identity of team members
- Roles and responsibilities
- Familiarity with equipment
- Rules of engagement
- Asset forfeiture procedures

Any outside agency requesting assistance in the service of a warrant within this jurisdiction should be referred to the operations director. The director should review and confirm the warrant, including

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the warrant location, and should discuss the service with the appropriate supervisor from the other agency. The director should ensure that members of the El Segundo Police Department are utilized appropriately. Any concerns regarding the requested use of El Segundo Police Department members should be brought to the attention of the Chief of Police or the authorized designee. The actual service of the warrant will remain the responsibility of the agency requesting assistance.

If the operations director is unavailable, the Watch Commander should assume this role.

If officers intend to serve a warrant outside El Segundo Police Department jurisdiction, the operations director should provide reasonable advance notice to the applicable agency, request assistance as needed and work cooperatively on operational planning and the mitigation of risks detailed in this policy.

Officers will remain subject to the policies of the El Segundo Police Department when assisting outside agencies or serving a warrant outside El Segundo Police Department jurisdiction.

606.11 MEDIA ACCESS

No advance information regarding warrant service operations shall be released without the approval of the Chief of Police. Any media inquiries or press release after the fact shall be handled in accordance with the Media Relations Policy.

606.12 TRAINING

The Training Sergeant should ensure officers receive periodic training on this policy and associated topics, such as legal issues, warrant preparation, warrant service and reporting requirements.

606.13 NO-KNOCK ENTRIES

No-knock entries are only authorized if a no-knock warrant has been obtained or if exigent circumstances arise at the scene such that knocking and announcing the officer's presence would create an imminent threat of physical violence to the officer or another person.

606.14 DOCUMENTATION

Documentation related to the service of a warrant shall be maintained in accordance with the established records retention schedule.

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Operations Planning and Deconfliction

607.1 PURPOSE AND SCOPE

This policy provides guidelines for planning, deconfliction and execution of high-risk operations.

Additional guidance on planning and serving high-risk warrants is provided in the Warrant Service Policy.

607.1.1 DEFINITIONS

Definitions related to this policy include:

High-risk operations - Operations, including service of search and arrest warrants and sting operations, that are likely to present higher risks than are commonly faced by officers on a daily basis, including suspected fortified locations, reasonable risk of violence or confrontation with multiple persons, or reason to suspect that persons anticipate the operation.

607.2 POLICY

It is the policy of the El Segundo Police Department to properly plan and carry out high-risk operations, including participation in a regional deconfliction system, in order to provide coordination, enhance the safety of members and the public, decrease the risk of compromising investigations and prevent duplicating efforts.

Officers engaged in the service of a search/arrest warrant at a building or dwelling, will, absent extenuating circumstances and approval of the Incident Commander, perform a "surround and call-out" prior to making entry. The goal of the "surround and call-out" is to attempt to minimize danger to officers, suspects, and other occupants, which may occur during a dynamic entry. Nevertheless, it is recognized there are some warrant services that may not be appropriate for a "surround and call out." In such situations, prior authorization from the Incident Commander will be required before a dynamic entry is attempted.

607.3 OPERATIONS DIRECTOR

The El Segundo Police Department designates the Field Operations Bureau Commander as the primary operations director. In the absence of the Field Operations Bureau Commander, the Administrative Services Bureau Commander assumes control.

The operations director will maintain a risk assessment form to assess, plan and coordinate operations. This form should provide a process to identify high-risk operations.

The operations director will review risk assessment forms with involved supervisors to determine whether a particular incident qualifies as a high-risk operation. The director will also have the responsibility for coordinating operations that are categorized as high risk.

607.4 RISK ASSESSMENT

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607.4.1 RISK ASSESSMENT FORM PREPARATION

Officers assigned as operational leads for any operation that may qualify as a high-risk operation shall complete a risk assessment form.

When preparing the form, the officers should query all relevant and reasonably available intelligence resources for information about the subject of investigation, others who may be present and the involved location. These sources may include regional intelligence and criminal justice databases, target deconfliction systems, firearm records, commercial databases and property records. Where appropriate, the officers should also submit information to these resources.

The officers should gather available information that includes, but is not limited to:

(a) Photographs, including aerial photographs, if available, of the involved location, neighboring yards and obstacles.

(b) Maps of the location.

(c) Diagrams of any property and the interior of any buildings that are involved.

(d) Historical information about the subject of investigation (e.g., history of weapon possession or use, known mental illness, known drug use, threats against police, gang affiliation, criminal history).

(e) Historical information about others who may be present at the location (e.g., other criminals, innocent third parties, dependent adults, children, animals).

(f) Obstacles associated with the location (e.g., fortification, booby traps, reinforced doors/windows, surveillance measures, number and type of buildings, geographic and perimeter barriers, the number and types of weapons likely to be present, information that suggests the presence of explosives, chemicals or other hazardous materials, the potential for multiple dwellings or living spaces, availability of keys/door combinations).

(g) Other environmental factors (e.g., nearby venues such as schools and day care centers, proximity of adjacent homes or other occupied buildings, anticipated pedestrian and vehicle traffic at the time of service).

(h) Other available options that may minimize the risk to officers and others (e.g., making an off-site arrest or detention of the subject of investigation).

607.4.2 RISK ASSESSMENT REVIEW

Officers will present the risk assessment form and other relevant documents (such as copies of search warrants and affidavits and arrest warrants) to their supervisor

The supervisor and operations director shall confer and determine the level of risk. Supervisors should take reasonable actions if there is a change in circumstances that elevates the risks associated with the operation.

607.4.3 HIGH-RISK OPERATIONS

If the operations director, after consultation with the involved supervisor, determines that the operation is high risk, the operations director should:

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(a) Determine what resources will be needed at the location, and contact and/or place on standby any of the following appropriate and available resources:
    (a) (SWAT)
    (b) Additional personnel
    (c) Outside agency assistance
    (d) Special equipment
    (e) Medical personnel
    (f) Persons trained in negotiation
    (g) Additional surveillance
    (h) Canines
    (i) Crime Scene Investigation Section or analytical personnel to assist with cataloguing seizures
    (j) Forensic specialists
    (k) Specialized mapping for larger or complex locations
(b) Contact the appropriate department members or other agencies as warranted to begin preparation.
(c) Ensure that all legal documents such as search warrants are complete and have any modifications reasonably necessary to support the operation.
(d) Coordinate the actual operation.

607.5 DECONFLICTION

Deconfliction systems are designed to identify persons and locations associated with investigations or law enforcement operations and alert participating agencies when others are planning or conducting operations in close proximity or time or are investigating the same individuals, groups or locations.

The officer who is the operations lead shall ensure the subject of investigation and operations information have been entered in an applicable deconfliction system to determine if there is reported conflicting activity. This should occur as early in the process as practicable, but no later than two hours prior to the commencement of the operation. The officer should also enter relevant updated information when it is received.

If any conflict is discovered, the supervisor will contact the involved jurisdiction and resolve the potential conflict before proceeding.

607.6 OPERATIONS PLAN

The operations director should ensure that a written operations plan is developed for all high-risk operations. Plans should also be considered for other operations that would benefit from having a formal plan.

The plan should address such issues as:

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(a) Operation goals, objectives, and strategies.

(b) Operation location and people:

1. The subject of investigation (e.g., history of weapon possession/use, known mental illness issues, known drug use, threats against police, gang affiliation, criminal history)

2. The location (e.g., fortification, booby traps, reinforced doors/windows, surveillance cameras and/or lookouts, number/type of buildings, geographic and perimeter barriers, the number and types of weapons likely to be present, information that suggests the presence of explosives, chemicals or other hazardous materials, the potential for multiple dwellings or living spaces, availability of keys/door combinations), including aerial photos, if available, and maps of neighboring yards and obstacles, diagrams and other visual aids

3. Other environmental factors (e.g., nearby venues such as schools and day care centers, proximity of adjacent homes or other occupied buildings, anticipated pedestrian and vehicle traffic at the time of service)

4. Identification of other people who may be present in or around the operation, such as other criminal suspects, innocent third parties, and children

(c) Information from the risk assessment form by attaching a completed copy in the operational plan.

1. The volume or complexity of the information may indicate that the plan includes a synopsis of the information contained on the risk assessment form to ensure clarity and highlighting of critical information.

(d) Participants and their roles.

1. An adequate number of uniformed officers should be included in the operation team to provide reasonable notice of a legitimate law enforcement operation.

2. How all participants will be identified as law enforcement.

(e) Whether deconfliction submissions are current and all involved individuals, groups, and locations have been deconflicted to the extent reasonably practicable.

(f) Identification of all communications channels and call-signs.

(g) Use of force issues.

(h) Contingencies for handling medical emergencies (e.g., services available at the location, closest hospital, closest trauma center).

(i) Plans for detaining people who are not under arrest.

(j) Contingencies for handling children, dependent adults, animals, and other people who might be at the location in accordance with the Child Abuse, Senior and Disability Victimization, Child and Dependent Adult Safety, and Animal Control policies.

(k) Communications plan.

(l) Responsibilities for writing, collecting, reviewing, and approving reports.

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607.6.1 OPERATIONS PLAN RETENTION
Since the operations plan contains intelligence information and descriptions of law enforcement tactics, it shall not be filed with the report. The operations plan shall be stored separately and retained in accordance with the established records retention schedule.

607.7 OPERATIONS BRIEFING

A briefing should be held prior to the commencement of any high-risk operation to allow all participants to understand the operation, see and identify each other, identify roles and responsibilities and ask questions or seek clarification as needed. Anyone who is not present at the briefing should not respond to the operation location without specific supervisory approval.

(a) The briefing should include a verbal review of plan elements, using visual aids, to enhance the participants' understanding of the operations plan.

(b) All participants should be provided a copy of the operations plan and search warrant, if applicable. Participating personnel should be directed to read the search warrant and initial a copy that is retained with the operation plan. Any items to be seized should be identified at the briefing.

(c) The operations director shall ensure that all participants are visually identifiable as law enforcement officers.

1. Exceptions may be made by the operations director for officers who are conducting surveillance or working under cover. However, those members exempt from visual identification should be able to transition to a visible law enforcement indicator at the time of enforcement actions, such as entries or arrests, if necessary.

(d) The briefing should include details of the communications plan.

(a) It is the responsibility of the operations director to ensure that the Dispatch Center is notified of the time and location of the operation, and to provide a copy of the operation plan prior to officers arriving at the location.

(b) If the radio channel needs to be monitored by the Dispatch Center, the dispatcher assigned to monitor the operation should attend the briefing, if practicable, but at a minimum should receive a copy of the operation plan.

(c) The briefing should include a communications check to ensure that all participants are able to communicate with the available equipment on the designated radio channel.

607.8 SWAT PARTICIPATION

If the operations director determines that SWAT participation is appropriate, the director and the SWAT supervisor shall work together to develop a written plan. The SWAT supervisor shall assume operational control until all persons at the scene are appropriately detained and it is safe to begin a search. When this occurs, the SWAT supervisor shall transfer control of the scene to the handling supervisor. This transfer should be communicated to the officers present. Officers intending to seek judicial approval for a "no knock" warrant to forgo the requirements of 844 PC,

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must first receive authorization from the Chief of Police prior to presentation of the warrant to a magistrate.

607.9 MEDIA ACCESS

No advance information regarding planned operations shall be released without the approval of the Chief of Police. Any media inquiries or press release after the fact shall be handled in accordance with the Media Relations Policy.

607.10 OPERATIONS DEBRIEFING

High-risk operations should be debriefed as soon as reasonably practicable. The debriefing should include as many participants as possible. This debrief may be separate from any SWAT debriefing.

607.11 TRAINING

The Training Sergeant should ensure officers and SWAT team members who participate in operations subject to this policy should receive periodic training including, but not limited to, topics such as legal issues, deconfliction practices, operations planning concepts and reporting requirements.

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Forensic Genetic Genealogy

608.1 PURPOSE AND SCOPE

This policy provides guidance for the use of forensic genetic genealogy (FGG) to generate investigative leads.

608.1.1 DEFINITIONS

Definitions related to this policy include:

Combined DNA Index System (CODIS) - An FBI computer software program that operates deoxyribonucleic acid (DNA) profile databases for law enforcement use.

DNA typing laboratory - A laboratory that analyzes biological samples, including extracted DNA, in order to provide various DNA profile types. State or local crime labs are generally not equipped to provide single nucleotide polymorphism (SNP) DNA profiles; therefore, the use of private DNA typing laboratories is often necessary for FGG.

Extracted DNA - The DNA isolated from a biological sample remaining after previous DNA testing has been completed.

Forensic genetic genealogy (FGG) - The process of obtaining a SNP DNA profile from a biological sample collected during an investigation; uploading the profile to a genetic genealogy site for comparison to the consumer profiles in the site's database to identify genetic relatives; and using the identified genetic relationships, as well as traditional genealogy research, to generate investigative leads.

Genetic genealogist - A genealogist who uses DNA testing with traditional genealogical research methods to assist law enforcement or private clients in identifying biological relatives of an individual.

Genetic genealogy site - A database of DNA profiles voluntarily submitted by public consumers for the purpose of identifying genetic relatives. The availability of genetic genealogy sites for law enforcement use varies depending on their terms of service.

Short tandem repeat (STR) DNA profile - The results of DNA typing in a format that can be processed through CODIS and state DNA databases. This is the type of DNA used in conventional non-FGG law enforcement investigations.

Single nucleotide polymorphism (SNP) DNA profile - The results of DNA typing in a format that enables an unknown DNA sample to be compared to the DNA profiles maintained by a genetic genealogy site. This is the DNA type used in FGG.

608.2 POLICY

The El Segundo Police Department's use of FGG will be in coordination with prosecutors, the Coroner, and other appropriate resources only in qualifying cases after reasonable conventional investigative methods have been pursued. Members will take reasonable steps to maintain the

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integrity of the FGG process and safeguard the privacy rights of individuals whose DNA profiles are analyzed.

608.3 CRITERIA FOR FGG USE

Before using FGG, the lead investigator should coordinate with the supervisor to determine whether the case meets the following requirements:

(a) Biological evidence collected as part of the underlying investigation (or extracted DNA from the biological evidence) is available for additional testing and is reasonably believed to be attributable to:

1. The perpetrator of an unsolved violent felony.
2. The unidentified human remains of a suspected homicide victim.

(b) All reasonable conventional investigative methods have been utilized and all reasonable investigative leads have been pursued (e.g., relevant case information entered in the National Missing and Unidentified Persons System (NamUs) and the Violent Criminal Apprehension Program (ViCAP) national database).

(c) An STR DNA profile has been developed from the biological evidence collected in the case and, absent unusual circumstances, has been uploaded to CODIS and any applicable state DNA database for comparison with negative results.

608.4 COORDINATION

Once a preliminary determination has been made that a case may qualify for the use of FGG, the lead investigating member should consult with the appropriate prosecutor to address current and prospective legal issues and determine if a search warrant is required.

In the case of unidentified human remains, the lead investigator should also consult with the Coroner.

608.5 SUBMISSION OF SAMPLE

The biological evidence or extracted DNA should be submitted to a DNA typing laboratory approved by the Department in order to obtain a SNP DNA profile.

Once a SNP DNA profile has been obtained from the biological evidence or extracted DNA, the lead investigating member should arrange for it to be compared to the SNP DNA profiles contained in one or more genetic genealogy sites to identify possible genetic relatives. The lead investigator should work with a qualified genetic genealogist as needed during this process.

When submitting a SNP DNA profile for comparison, the lead investigator or the authorized designee (e.g., assigned genetic genealogist) shall notify the genetic genealogy site that the request for comparison is from a law enforcement agency and confirm that the site's terms of service permit FGG for the type of case being investigated. The use of the SNP DNA profile and any subsequent comparison shall be limited to the original underlying investigation.

If at any time during the FGG process the case no longer meets the criteria for FGG use, the lead investigator should promptly notify the DNA typing laboratory, genetic genealogy site, and/or

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genetic genealogist to cease any further analysis and to return all evidence, data, and materials to the Department.

608.6 ANALYSIS OF FGG DATA

Once results of a comparison are received from a genetic genealogy site, the information should be evaluated by a genetic genealogist, who will assist the lead investigator in identifying potential investigative leads.

The lead investigator should promptly and diligently pursue each viable lead identified through the FGG process using traditional investigative methods, as appropriate, to:

(a) Eliminate an individual as a potential suspect in the case.

(b) Link an individual to the case as a potential suspect.

(c) Identify human remains.

608.7 COLLECTION OF THIRD-PARTY DNA SAMPLE

If it is determined that a third-party DNA sample (i.e., from a person not likely to be a suspect in the investigation) should be collected and analyzed for FGG, consent from the third party should be obtained prior to collection.

If there is a reasonable belief that the integrity of the investigation would be compromised by seeking consent from the third party prior to collection, the lead investigator should consult with the prosecutor regarding applicable laws and procedures in both the jurisdiction of the investigation and the jurisdiction where the collection will occur, if different.

The use of a third-party DNA sample shall be limited to the original underlying investigation.

608.8 POST-IDENTIFICATION

Members shall not rely solely on FGG identification of a potential suspect for probable cause to make an arrest or obtain an arrest warrant. Unless there is sufficient evidence independent of the FGG data to support an arrest, a potential suspect identified through FGG should not be arrested until the suspect's identity is confirmed.

Members shall not rely solely on FGG to identify human remains unless there is sufficient evidence independent of the FGG data to declare the identification or confirmation testing has been completed.

Confirmatory DNA testing should be conducted by collecting a known DNA sample from the potential suspect or, in the case of unidentified human remains, from a close biological relative. This known DNA sample should be submitted for comparison to the original unknown STR DNA profile through conventional methods (e.g., in CODIS).

The lead investigator should consult with the prosecutor to determine the appropriate method of obtaining a known DNA sample.

Once the identity of a suspect or the identity of unidentified human remains has been confirmed through conventional DNA testing, the lead investigator should:

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(a) Consult with the prosecutor to evaluate the entire investigative file for consideration of criminal charges or further investigation.

(b) If applicable, consult with the Coroner for an amendment to a certificate of death.

608.9 PRIVACY CONSIDERATIONS

Members should make reasonable efforts to respect and protect the privacy of non-suspect genetic relatives identified through the FGG process. The names and identifying information of any non-suspect genetic relatives should not be included in official reports, probable cause declarations, or affidavits for search warrants and should not be disclosed unless otherwise required by law or court order.

The lead investigator should formally request that the SNP DNA profile be removed from all genetic genealogy sites upon identity confirmation and should retain a copy of the request for department records. The lead investigator should request that all case-related records and data provided to, or generated by, a genetic genealogist during the FGG process be returned to the Department.

608.10 RETENTION OF DNA SAMPLES AND RELATED RECORDS

Genetic information, including any derivative profiles and genetic genealogy site user information, should be retained in accordance with the established records retention schedule. The lead investigator should coordinate with the Property Officer and provide adequate notice to the appropriate prosecutor's office before destroying any profiles or data obtained from the FGG process.

See the Property and Evidence Policy for guidelines regarding biological evidence, including DNA samples.

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Facial Recognition Technology Use

609.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance for the use of facial recognition technology (FRT) by an officer to assist in the development of investigative leads. This policy also provides guidance for FRT data access, use, and retention.

This policy does not apply to the use of FRT in user identification applications for personal electronic devices, access control systems, or automated video redaction software.

609.1.1 DEFINITIONS

Definitions related to this policy include:

Facial recognition technology (FRT) - A software application, electronic system, or a third-party service that uses biometric algorithms to compare facial features of a probe image with the features of images contained within an image database.

Probe image - A search image submitted to FRT for comparison with images contained within an image database.

609.2 POLICY

It is the policy of the El Segundo Police Department to limit FRT use to developing investigative leads for legitimate law enforcement purposes while recognizing and protecting established constitutional and privacy rights.

609.3 CHIEF OF POLICE RESPONSIBILITIES

The Chief of Police or the authorized designee shall approve any FRT system or service prior to its implementation and use by the Department.

609.4 FRT COORDINATOR

The Chief of Police has appointed the Investigative Division Commander to be the FRT coordinator. The responsibilities of the FRT coordinator include:

(a) Establishing procedures for department FRT use that conform to applicable laws, regulations, and best practices. Procedures should include:

1. A process for submitting and assessing officer requests to use FRT.
2. Requirements related to processing and reviewing results generated from the use of FRT.

(b) Establishing procedures for collecting, processing, and storing FRT data.

(c) Establishing procedures for access and security controls for department FRT systems, services, and data.

1. Access levels should be no higher than necessary to accomplish organizational tasks, missions, or functions.

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(d) Establishing a procedure for submitting images to the image database. The procedure should include:

1. A requirement that officers submit images.
2. Restrictions related to the use of images voluntarily provided to the Department by members of the public (e.g., driver's license, state identification, passport, any other official identification that includes a photograph).

(e) Administering data quality assurance measures (e.g., probe image suitability, quality, integrity).

(f) Conducting periodic audits of department FRT use.

1. The audit should include a review of FRT use, documentation of those uses, and confirmation of data purging, where appropriate.

(g) Confirming that authorized users have completed department-approved FRT and forensic image comparison training prior to using FRT.

(h) Coordinating with the Training Sergeant to develop, identify, and update FRT training for officers who utilize the FRT system.

(i) Establishing and implementing a schedule for routine maintenance, upgrades, enhancements, testing, and refreshes of FRT for proper performance purposes.

(j) Establishing procedures for reporting errors, malfunctions, or deficiencies of FRT systems, services, or data.

(k) Coordinating with the information systems technology supervisor, department counsel, and appropriate administrators to develop information-sharing procedures with outside agencies in accordance with state and federal law.

609.5 AUTHORIZED USES OF FRT

FRT may be used as a tool to develop investigative leads for legitimate law enforcement purposes to assist in the identification of the following:

(a) Unknown suspects where attempts at identification through other means have been exhausted or ineffective

(b) Potential victims, as appropriate (e.g., human trafficking, child sexual abuse material)

(c) Deceased individuals

(d) Individuals who are incapacitated or do not know their identities

(e) Individuals who are lawfully detained and whose identities are in question (e.g., no identification or false identification provided)

(f) Suspects in unsolved crimes

(g) Missing or endangered persons

(h) Unknown individuals pursuant to any other legitimate law enforcement purpose

609.6 ACCESS TO FRT

Only officers authorized by the Department may use FRT.

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Prior to using FRT, an officer seeking authorization shall submit a request to the appropriate supervisor consistent with department procedures.

The request should, at a minimum, include the following:

(a) The nature of the investigation

(b) The reason an officer believes that FRT use is necessary

(c) An explanation of how FRT may assist with the development of investigative leads

(d) A case identification number

609.7 FRT SEARCHES

An officer may submit a probe image for comparison with images available within the department FRT image database consistent with department procedures.

FRT searches shall only be conducted using lawfully obtained probe images.

Before proceeding with official law enforcement action based on FRT results, the results should be thoroughly reviewed by an officer trained in FRT.

609.7.1 USES AND LIMITATIONS OF FRT SEARCH RESULTS

Information resulting from an FRT search shall be considered an investigative lead only and not a positive identification of any person or utilized solely as the basis for engaging in any law enforcement action. Image comparisons generated from FRT use do not represent definitive confirmation of an identity match or non-match. Any positive identification and connection of a person to an investigation shall be determined through additional investigative means and resources.

609.7.2 FRT SEARCH DOCUMENTATION

The investigating officer shall document all FRT searches in the appropriate department report, including any arrest report where FRT was used as an investigative tool. Documentation shall include:

(a) The requesting officer's name and position.

(b) Confirmation that the search was pre-approved pursuant to department procedures.

(c) The purpose of the search.

(d) The search parameters, if any.

(e) The date and time of the search.

(f) A list of any image databases searched.

(g) The results of the search, including the number of investigative leads produced and, where applicable, the matching score of each.

(h) The additional means used to identify any person (e.g., visual comparison of images by a trained investigator, other subsequent investigation).

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609.8 PRIVACY CONSIDERATIONS

The Department shall adhere to all applicable federal and state laws regarding privacy concerns related to FRT use. Absent a warrant or exigent circumstances, the officer shall not record or capture images where a person would have a reasonable expectation of privacy (e.g., residence, yard, enclosure, mass surveillance of public places or quasi-public places). Officers shall take reasonable precautions to avoid inadvertently recording or capturing images where there is a reasonable expectation of privacy.

609.9 PROHIBITED USES

FRT shall not be used in a manner that targets individuals or groups solely based on actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, or any other classification or status protected by law.

In addition, FRT shall not be used:

(a) For the arrest of individuals based solely on FRT results.

(b) For any purpose that violates the U.S. Constitution or laws of the United States, including the protections of the First, Fourth, and 14th Amendments.

(c) For any non-law enforcement purpose.

(d) As the sole basis for identification to establish probable cause in a criminal investigation.

(e) To harass or intimidate any individual or group.

(f) In any other manner that would violate applicable law, regulation, or policy.

No officer shall request that a third-party use FRT to obtain results that would not be permitted under this policy.

609.10 RELEASE OF FRT DATA

Unless disclosure is required by law or court order, FRT data should only be released to the public in accordance with federal and state public record laws. Requests for the release of FRT data shall be processed in accordance with the Records Maintenance and Release Policy.

609.11 RETENTION OF FRT DATA

FRT data shall be retained in accordance with the established records retention schedule.

Unmatched probe images shall be purged in accordance with the established records retention schedule.

609.12 TRAINING

Officers whose duties may require the use of FRT should receive initial training and periodic refresher training on this policy and related procedures and should demonstrate their knowledge and understanding. Training should include but is not limited to the following:

(a) Capabilities and limitations of FRT

(b) FRT system functions and interpretation of results

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(c) Data security and privacy concerns

(d) Documentation and reporting requirements (e.g., FRT results, general statistics, collection of FRT data, FRT requests)

(e) Digital media handling and protections

(f) Common terminology (e.g., human face recognition, automated face recognition, holistic face processing, unfamiliar face matching)

(g) Principles of comparison

(h) Cognitive bias, confirmation bias, implicit bias, and automation bias

(i) Applicable policy, procedure, and federal and state law requirements

The FRT coordinator shall maintain a record of each authorized officer's training and acknowledgement of this policy.

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Chapter 7 - Equipment

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Department Owned and Personal Property

700.1 PURPOSE AND SCOPE

Department employees are expected to properly care for department property assigned or entrusted to them. Employees may also suffer occasional loss or damage to personal or department property while performing their assigned duty. Department property also includes property belonging to another agency that was assigned to a department employee. Certain procedures are required depending on the loss and ownership of the item.

700.2 CARE OF DEPARTMENT PROPERTY

Employees shall be responsible for the safekeeping, serviceable condition, proper care, use and replacement of department property assigned or entrusted to them.

(a) Employees shall promptly report through their chain of command, any loss, damage to, or unserviceable condition of any department issued property or equipment assigned for their use.

(b) The use of damaged or unserviceable department property should be discontinued as soon as practical and replaced with comparable Department property as soon as available and following notice to a supervisor.

(c) Except when otherwise directed by competent authority or required by exigent circumstances, department property shall only be used by those to whom it was assigned. Use should be limited to official purposes and in the capacity for which it was designed.

(d) Department property shall not be thrown away, sold, traded, donated, destroyed, or otherwise disposed of without proper authority.

(e) In the event that any Department property becomes damaged or unserviceable, no employee shall attempt to repair the property without prior approval of a supervisor.

700.3 FILING CLAIMS FOR PERSONAL PROPERTY

Claims for reimbursement for damage or loss of personal property must be made on a department memo. This form is submitted to the employee's immediate supervisor. The supervisor may require a separate written report of the loss or damage.

The supervisor shall direct the memo to the appropriate Division Commander, which shall include the results of his/her investigation and whether the employee followed proper procedures. The supervisor’s report shall address whether reasonable care was taken to prevent the loss or damage.

Upon review by staff and a finding that no misconduct or negligence was involved, repair or replacement may be recommended by the Chief of Police who will then forward the claim to the Finance Department.

The Department will not replace or repair luxurious or overly expensive items (jewelry, exotic equipment, etc.) that are not reasonably required as a part of work.

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700.3.1 REPORTING REQUIREMENT

A verbal report shall be made to the employee's immediate El Segundo Police Department supervisor as soon as circumstances permit.

A written report shall be submitted before the employee goes off duty or within the time frame directed by the supervisor to whom the verbal report is made.

700.4 LOSS OR DAMAGE OF PROPERTY OF ANOTHER

Officers and other employees intentionally or unintentionally may cause damage to the real or personal property of another while performing their duties. Any employee who damages or causes to be damaged any real or personal property of anotherwhile performing any law enforcement functions, regardless of jurisdiction, shall report it as provided below.

(a) A verbal report shall be made to the employee's immediate El Segundo Police Department supervisor as soon as circumstances permit.

(b) A written report shall be submitted before the employee goes off duty or within the time frame directed by the supervisor to whom the verbal report is made.

700.4.1 DAMAGE BY PERSON OF ANOTHER AGENCY

If employees of another jurisdiction cause damage to real or personal property belonging to the City, it shall be the responsibility of the employee present or the employee responsible for the property to make a verbal report to his/her immediate supervisor as soon as circumstances permit. The employee shall submit a written report before going off duty or as otherwise directed by the supervisor.

These written reports, accompanied by the supervisor's written report, shall promptly be forwarded to the appropriate Division Commander.

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Vehicle Maintenance

701.1 PURPOSE AND SCOPE

Employees are responsible for assisting in maintaining Department vehicles so that they are properly equipped, properly maintained, properly refueled and present a clean appearance.

701.2 DEFECTIVE VEHICLES

When a department vehicle becomes inoperative or in need of repair that affects the safety of the vehicle, that vehicle shall be removed from service for repair. Proper documentation shall be promptly completed by the employee who first becomes aware of the defective condition, describing the correction needed. The paperwork shall be promptly forwarded to vehicle maintenance for repair.

701.2.1 DAMAGE OR POOR PERFORMANCE

Vehicles that may have been damaged, or perform poorly shall be removed from service for inspections and repairs as soon as practicable.

701.2.2 SEVERE USE

Vehicles operated under severe-use conditions, which include operations for which the vehicle is not designed or that exceed the manufacturer's parameters, should be removed from service and subjected to a safety inspection as soon as practicable. Such conditions may include rough roadway or off-road driving, hard or extended braking, pursuits or prolonged high-speed operation.

701.2.3 REMOVAL OF WEAPONS

All firearms, weapons and control devices shall be removed from a vehicle and properly secured in the department armory prior to the vehicle being released for maintenance, service or repair.

701.3 VEHICLE EQUIPMENT

Certain items shall be maintained in all department vehicles for emergency purposes and to perform routine duties.

701.3.1 PATROL VEHICLES

Officers shall inspect the patrol vehicle at the beginning of the shift and ensure that the following equipment, at a minimum, is present in the vehicle:

- Automated External Defibrillator (AED)
- Bean Bag shotgun with orange forestock and butt stock
- Spike strip
- HRT tactical vest (2)
- Emergency road flares
- Yellow crayon or chalk
- Crime Scene Barricade Tape

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- 1 First aid kit, CPR mask
- 1 Blanket
- Blood-borne pathogen kit, Incl. protective gloves
- Rola-tape
- Fire extinguisher
- Vehicle Code
- Broom/dust pan
- Shotgun
- Colt EPR patrol rifle
- Traffic Safety Vest (s)
- 1 Hazardous Materials Emergency Response Handbook
- 1 Evidence collection kit
- Surgical face coverings
- Disinfectant spray / wipes

701.4 VEHICLE REFUELING

In an effort to prevent property damage to patrol units and city vehicles, while utilizing a fuel pump at the city maintenance facility, absent extenuating circumstances, one shall stand adjacent to the fuel pump until re-fueling is completed. Except for special conditions, a department employee using an unassigned vehicle (patrol unit, pool unit, etc) shall fuel the vehicle at the city maintenance facility prior to end of watch.

701.5 WASHING OF VEHICLES

All units shall be kept clean at all times and weather conditions permitting, shall be washed as necessary to enhance their appearance.

Employees using a vehicle shall remove any trash or debris at the end of their shift.

701.6 CIVILIAN EMPLOYEE USE

Civilian employees using marked vehicles shall ensure all weapons are removed from vehicles before going into service. Civilian employees shall also prominently display the “out of service” placards or lightbar covers at all times. Civilian employees shall not operate the emergency lights or siren of any vehicle unless expressly authorized by a supervisor.

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Vehicle Use

702.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a system of accountability to ensure department vehicles are used appropriately. This policy provides guidelines for on- and off-duty use of department vehicles and shall not be construed to create or imply any contractual obligation by the City of El Segundo to provide assigned take-home vehicles.

Additional guidelines for member responsibilities when transporting persons in custody may be found in the Transporting Persons in Custody Policy.

702.2 POLICY

The El Segundo Police Department provides vehicles for department-related business and may assign patrol and unmarked vehicles based on a determination of operational efficiency, economic impact to the Department, requirements for tactical deployments, and other considerations.

702.3 USE OF VEHICLES

702.3.1 SHIFT ASSIGNED VEHICLES

The Watch Commander shall ensure a copy of the shift assignment roster indicating member assignments and vehicle numbers is completed for each shift and retained in accordance with the established records retention schedule. If a member exchanges vehicles during the member's shift, the new vehicle number shall be documented on the roster.

702.3.2 OTHER USE OF VEHICLES

Members utilizing a vehicle for any purpose other than their normally assigned duties or normal vehicle assignment (e.g., transportation to training, community event) shall first notify the Watch Commander. Provided the Watch Commander approves, a notation will be made on the shift assignment roster indicating the member’s name and vehicle number.

This subsection does not apply to those who are assigned to vehicle transportation duties to and from the maintenance yard or carwash.

702.3.3 INSPECTIONS

Members shall be responsible for inspecting the interior and exterior of any assigned vehicle before taking the vehicle into service and at the conclusion of their shifts. Any previously unreported damage, mechanical problems, unauthorized contents, or other problems with the vehicle shall be promptly reported to a supervisor and documented as appropriate.

The interior of any vehicle that has been used to transport any person other than a member of this department should be inspected prior to placing another person in the vehicle and again after the person is removed. This is to ensure that unauthorized or personal items have not been left in the vehicle.

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When transporting any person in custody, the transporting member shall search all areas of the vehicle that are accessible by the person before and after that person is transported.

All department vehicles are subject to inspection and/or search at any time by a supervisor without notice and without cause. No member assigned to or operating such vehicle shall be entitled to any expectation of privacy with respect to the vehicle or its contents.

702.3.4 SECURITY AND UNATTENDED VEHICLES

Unattended vehicles should be locked and secured at all times. No key should be left in the vehicle except when it is necessary that the vehicle be left running (e.g., continued activation of emergency lights, canine safety, equipment charging). Officers who exit a vehicle rapidly in an emergency situation or to engage in a foot pursuit must carefully balance the need to exit the vehicle quickly with the need to secure the vehicle.

Members shall ensure all weapons are secured while the vehicle is unattended.

702.3.5 MDC

Members assigned to vehicles equipped with a Mobile Digital Computer (MDC) shall log onto the MDC with the required information when going on-duty. If the vehicle is not equipped with a working MDC, the member shall notify the Dispatch Center. Use of the MDC is governed by the Mobile Digital Computer Use Policy.

702.3.6 VEHICLE LOCATION SYSTEM

Patrol and other vehicles, at the discretion of the Chief of Police, may be equipped with a system designed to track the vehicle’s location. While the system may provide vehicle location and other information, members are not relieved of their responsibility to use required communication practices to report their location and status.

Members shall not make any unauthorized modifications to the system.

At the start of each shift, members shall verify that the in-car camera system (GPS) is on and report any malfunctions to their supervisor. If the member finds that the system is not functioning properly at any time during the shift, he/she should exchange the vehicle for one with a working system, if available.

System data may be accessed by supervisors at any time. However, access to historical data by other than supervisors will require Division Commander approval.

All data captured by the system shall be retained in accordance with the established records retention schedule.

702.3.7 KEYS

Members approved to operate marked patrol vehicles should be issued a copy of the key as part of their initial equipment distribution. Members who are assigned a specific vehicle should be issued keys for that vehicle.

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Members shall not duplicate keys. The loss of a key shall be promptly reported in writing through the member's chain of command.

702.3.8 AUTHORIZED PASSENGERS
Members operating department vehicles shall not permit persons other than City personnel or persons required to be conveyed in the performance of duty, or as otherwise authorized, to ride as passengers in the vehicle, except as stated in the Ride-Along Policy.

702.3.9 ALCOHOL
Members who have consumed alcohol are prohibited from operating any department vehicle unless it is required by the duty assignment (e.g., task force, undercover work). Regardless of assignment, members may not violate state law regarding vehicle operation while intoxicated.

702.3.10 PARKING
Except when responding to an emergency or when urgent department-related business requires otherwise, members driving department vehicles should obey all parking regulations at all times.

Department vehicles should be parked in assigned stalls. Members shall not park privately owned vehicles in stalls assigned to department vehicles or in other areas of the parking lot that are not so designated unless authorized by a supervisor.

702.3.11 ACCESSORIES AND/OR MODIFICATIONS
There shall be no modifications, additions or removal of any equipment or accessories without written permission from the assigned vehicle program manager.

702.3.12 CIVILIAN MEMBER USE
Civilian members using marked emergency vehicles shall ensure that all weapons have been removed before going into service. Civilian members shall prominently display the "out of service" placards or light bar covers at all times. Civilianmembers shall not operate the emergency lights or siren of any vehicle unless expressly authorized by a supervisor

702.4 INDIVIDUAL MEMBER ASSIGNMENT TO VEHICLES
Department vehicles may be assigned to individual members at the discretion of the Chief of Police. Vehicles may be assigned for on-duty and/or take-home use. Assigned vehicles may be changed at any time. Permission to take home a vehicle may be withdrawn at any time.

The assignment of vehicles may be suspended when the member is unable to perform the member's regular assignment.

702.4.1 ON-DUTY USE
Vehicle assignments shall be based on the nature of the member's duties, job description and essential functions, and employment or appointment status. Vehicles may be reassigned or utilized by other department members at the discretion of the Chief of Police or the authorized designee.

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702.4.2 UNSCHEDULED TAKE-HOME USE

Circumstances may arise where department vehicles must be used by members to commute to and from a work assignment. Members may take home department vehicles only with prior approval of a supervisor and shall meet the following criteria:

(a) The circumstances are unplanned and were created by the needs of the department.

(b) Other reasonable transportation options are not available.

(c) The member lives within a reasonable distance (generally not to exceed a 60-minute drive time) of the El Segundo City limits.

(d) Off-street parking will be available at the member's residence.

(e) Vehicles will be locked when not attended.

(f) All firearms, weapons and control devices will be removed from the interior of the vehicle and properly secured in the residence when the vehicle is not attended, unless the vehicle is parked in a locked garage.

702.4.3 ASSIGNED VEHICLES

Assignment of take-home vehicles shall be based on the location of the member's residence, the nature of the member's duties, job description and essential functions, and employment or appointment status.. Members who reside outside the City of El Segundo may be required to secure the vehicle at a designated location or the Department at the discretion of the Chief of Police

Members are cautioned that under federal and local tax rules, personal use of a City vehicle may create an income tax liability for the member. Questions regarding tax rules should be directed to the member's tax adviser.

Criteria for use of take-home vehicles include the following:

(a) Vehicles shall only be used for work-related purposes and shall not be used for personal errands or transports, unless special circumstances exist and the Chief of Police or a Division Commander gives authorization.

(b) Vehicles may be used to transport the member to and from the member's residence for work-related purposes.

(c) Vehicles will not be used when off-duty except:

    (a) In circumstances when a member has been placed on call by the Chief of Police or Division Commanders and there is a high probability that the member will be called back to duty.

    (b) When the member is performing a work-related function during what normally would be an off-duty period, including vehicle maintenance or travelling to or from a work-related activity or function.

    (c) When the member has received permission from the Chief of Police or Division Commanders.

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(d) When the vehicle is being used by the Chief of Police, Division Commanders or members who are in on-call administrative positions.

(d) While operating the vehicle, authorized members will carry and have accessible their duty firearms and be prepared to perform any function they would be expected to perform while on-duty.

(e) The two-way communications radio, MDC and global positioning satellite device, if equipped, must be on and set to an audible volume when the vehicle is in operation.

(f) Unattended vehicles are to be locked and secured at all times.

(a) No key should be left in the vehicle except when it is necessary that the vehicle be left running (e.g., continued activation of emergency lights, canine safety, equipment charging).

(b) All weapons shall be secured while the vehicle is unattended.

(c) All department identification, portable radios and equipment should be secured.

(g) Vehicles are to be parked off-street at the member's residence unless prior arrangements have been made with the Chief of Police or the authorized designee. If the vehicle is not secured inside a locked garage, all firearms and kinetic impact weapons shall be removed and properly secured in the residence (see the Firearms Policy regarding safe storage of firearms at home).

(h) Vehicles are to be secured at the member's residence or the appropriate department facility, at the discretion of the Department when a member will be away (e.g., on vacation) for periods exceeding one week.

(a) If the vehicle remains at the residence of the member, the Department shall have access to the vehicle.

(b) If the member is unable to provide access to the vehicle, it shall be parked at the Department.

(i) The member is responsible for the care and maintenance of the vehicle.

702.4.4 ENFORCEMENT ACTIONS

When driving a take-home vehicle to and from work outside of the jurisdiction of the El Segundo Police Department or while off-duty, an officer shall not initiate enforcement actions except in those circumstances where a potential threat to life or serious property damage exists (see the Off-Duty Law Enforcement Actions and Law Enforcement Authority policies).

Officers may render public assistance when it is deemed prudent (e.g., to a stranded motorist).

Officers driving take-home vehicles shall be armed, appropriately attired and carry their department-issued identification. Officers should also ensure that department radio communication capabilities are maintained to the extent feasible.

702.4.5 MAINTENANCE

Members are responsible for the cleanliness (exterior and interior) and overall maintenance of their assigned vehicles. Cleaning and maintenance supplies will be provided by the Department.

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Failure to adhere to these requirements may result in discipline and loss of vehicle assignment. The following should be performed as outlined below:

(a) Members shall make daily inspections of their assigned vehicles for service/ maintenance requirements and damage.

(b) It is the member's responsibility to ensure that the assigned vehicle is maintained according to the established service and maintenance schedule.

(c) All scheduled vehicle maintenance and car washes shall be performed as necessary at a facility approved by the department supervisor in charge of vehicle maintenance.

(d) The Department shall be notified of problems with the vehicle and approve any major repairs before they are performed.

(e) When leaving the vehicle at the maintenance facility, the member will complete a vehicle repair form explaining the service or repair, and leave it on the seat or dash.

(f) All weapons shall be removed from any vehicle left for maintenance.

(g) Supervisors shall make, at a minimum, monthly inspections of vehicles assigned to members under their command to ensure the vehicles are being maintained in accordance with this policy.

702.5 DAMAGE, ABUSE AND MISUSE

When any department vehicle is involved in a traffic collision or otherwise incurs damage, the involved member shall promptly notify a supervisor. Any traffic collision report shall be filed with the agency having jurisdiction (see the Traffic Collision Reporting Policy).

Damage to any department vehicle that was not caused by a traffic collision shall be immediately reported during the shift in which the damage was discovered, documented in memorandum format and forwarded to the Bureau Commander. An administrative investigation should be initiated to determine if there has been any vehicle abuse or misuse.

702.6 ATTIRE AND APPEARANCE

When operating any department vehicle while off-duty, members may dress in a manner appropriate for their intended activity. Whenever in view of or in contact with the public, attire and appearance, regardless of the activity, should be suitable to reflect positively upon the Department.

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Cash Handling, Security and Management

703.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure department members handle cash appropriately in the performance of their duties.

This policy does not address cash-handling issues specific to the Property and Evidence and Informants policies.

703.2 POLICY

It is the policy of the El Segundo Police Department to properly handle and document cash transactions and to maintain accurate records of cash transactions in order to protect the integrity of department operations and ensure the public trust.

703.3 PETTY CASH FUNDS

The Chief of Police shall designate a person as the fund manager responsible for maintaining and managing the petty cash fund.

Each petty cash fund requires the creation and maintenance of an accurate and current transaction ledger and the filing of invoices, receipts, cash transfer forms and expense reports by the fund manager.

703.4 PETTY CASH TRANSACTIONS

The fund manager shall document all transactions on the ledger and any other appropriate forms. Each person participating in the transaction shall sign or otherwise validate the ledger, attesting to the accuracy of the entry. Transactions should include the filing of an appropriate receipt, invoice or cash transfer form. Transactions that are not documented by a receipt, invoice or cash transfer form require an expense report.

703.5 PETTY CASH AUDITS

The fund manager shall perform an audit no less than once every six months. This audit requires that the fund manager review the transaction ledger and verify the accuracy of the accounting. The fund manager shall sign or otherwise validate the ledger attesting to the accuracy of all documentation and fund accounting. A discrepancy in the audit requires documentation by those performing the audit and an immediate reporting of the discrepancy to the Chief of Police.

Transference of fund management to another member shall require a separate petty cash audit and involve a command staff member.

703.6 ROUTINE CASH HANDLING

Those who handle cash as part of their property or Investigations Division supervisor duties shall discharge those duties in accordance with the Property and Evidence and Informants policies.

Members who routinely accept payment for department services shall discharge those duties in accordance with the procedures established for those tasks.

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703.7 OTHER CASH HANDLING

Members of the Department who, within the course of their duties, are in possession of cash that is not their property or that is outside their defined cash-handling responsibilities shall, as soon as practicable, verify the amount, summon another member to verify their accounting, and process the cash for safekeeping or as evidence or found property, in accordance with the Property and Evidence Policy.

Cash in excess of $1,000 requires immediate notification of a supervisor, special handling, verification and accounting by the supervisor. Each member involved in this process shall complete an appropriate report or record entry.

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Personal Protective Equipment

704.1 PURPOSE AND SCOPE

This policy identifies the different types of personal protective equipment (PPE) provided by the Department as well the requirements and guidelines for the use of PPE.

This policy does not address ballistic vests or protection from communicable disease, as those issues are addressed in the Body Armor and Communicable Diseases policies.

704.1.1 DEFINITIONS

Definitions related to this policy include:

Personal protective equipment (PPE) - Equipment that protects a person from serious workplace injuries or illnesses resulting from contact with chemical, radiological, physical, electrical, mechanical or other workplace hazards.

Respiratory PPE - Any device that is worn by the user to protect from exposure to atmospheres where there is smoke, low levels of oxygen, high levels of carbon monoxide, or the presence of toxic gases or other respiratory hazards. For purposes of this policy, respiratory PPE does not include particulate-filtering masks such as N95 or N100 masks.

704.2 POLICY

The El Segundo Police Department endeavors to protect members by supplying certain PPE to members as provided in this policy.

704.3 OFFICER RESPONSIBILITIES

Members are required to use PPE as provided in this policy and pursuant to their training.

Members are responsible for proper maintenance and storage of issued PPE. PPE should be stored in an appropriate location so that it is available when needed.

Any member who identifies hazards in the workplace is encouraged to utilize the procedures in the Illness and Injury Prevention Policy to recommend new or improved PPE or additional needs for PPE.

704.4 HEARING PROTECTION

Approved hearing protection shall be used by members during firearms training.

Hearing protection shall meet or exceed the requirements provided in 8 CCR 5098.

704.5 EYE PROTECTION

Approved eye protection, including side protection, shall be used by members during firearms training. Eye protection for members who wear prescription lenses shall incorporate the prescription (e.g., eye protection that can be worn over prescription lenses). Members shall ensure their eye protection does not interfere with the fit of their hearing protection.

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The Rangemaster shall ensure eye protection meets or exceeds the requirements provided in 8 CCR 3382.

704.6 HEAD AND BODY PROTECTION

Members who make arrests or control crowds should be provided ballistic head protection with an attachable face shield.

704.7 RESPIRATORY PROTECTION

The Training Sergeant is responsible for ensuring a respiratory protection plan is developed and maintained by a trained and qualified member. The plan shall include procedures for (8 CCR 5144):

(a) Selecting appropriate respiratory PPE based on hazards and risks associated with functions or positions.

(b) Fit testing, including identification of members or contractors qualified to conduct fit testing.

(c) Medical evaluations.

(d) PPE inventory control.

(e) PPE issuance and replacement.

(f) Cleaning, disinfecting, storing, inspecting, repairing, discarding and otherwise maintaining respiratory PPE, including schedules for these activities.

(g) Regularly reviewing the PPE plan.

(h) Remaining current with applicable National Institute for Occupational Safety and Health (NIOSH), American National Standards Institute (ANSI), Occupational Safety and Health Administration (OSHA), Environmental Protective Agency (EPA) and state PPE standards and guidelines.

704.7.1 RESPIRATORY PROTECTION USE

Designated members may be issued respiratory PPE based on the member's assignment (e.g., a narcotics investigator who is involved in clandestine lab investigations).

Respiratory PPE may be worn when authorized by a scene commander who will determine the type and level of protection appropriate at a scene based upon an evaluation of the hazards present.

Scene commanders are responsible for monitoring members using respiratory PPE and their degree of exposure or stress. When there is a change in work area conditions or when a member's degree of exposure or stress may affect respirator effectiveness, the scene commander shall reevaluate the continued effectiveness of the respirator and direct the member to leave the respirator use area when the scene commander reasonably believes (8 CCR 5144):

(a) It is necessary for the member to wash his/her face and the respirator facepiece to prevent eye or skin irritation associated with respirator use.

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(b) The member detects vapor or gas breakthrough, or there is a change in breathing resistance or leakage of the facepiece.

(c) The member needs to replace the respirator, filter, cartridge or canister.

704.7.2 MEMBER RESPONSIBILITIES FOR RESPIRATORY PROTECTION

Members exposed to environments that are reasonably known to be harmful due to gases, smoke or vapors shall use respiratory PPE.

Members using respiratory PPE shall (8 CCR 5144):

(a) Ensure that they have no facial hair between the sealing surface of the facepiece and the face that could interfere with the seal or the valve function. Members also shall ensure that they have no other condition that will interfere with the face-to-facepiece seal or the valve function.

(b) Not wear corrective glasses, goggles or other PPE that interferes with the seal of the facepiece to the face, or that has not been previously tested for use with that respiratory equipment.

(c) Perform a user seal check per department-approved procedures recommended by the respirator manufacturer each time they put on a tight-fitting respirator.

(d) Leave a respiratory use area whenever they detect vapor or gas breakthrough, changes in breathing resistance or leakage of their facepiece and ensure that the respirator is replaced or repaired before returning to the affected area.

704.7.3 GAS MASK

Full-face air-purifying respirators, commonly referred to as gas masks, may be fitted with mechanical pre-filters or combination cartridge/filter assemblies for use in areas where gases, vapors, dusts, fumes or mists are present. Members must identify and use the correct cartridge based on the circumstances (8 CCR 5144).

A scene commander may order the use of gas masks in situations where the use of a SCBA is not necessary. These incidents may include areas where tear gas has or will be used or where a vegetation fire is burning. Gas masks shall not be used if there is a potential for an oxygen-deficient atmosphere.

Members shall ensure their gas mask filters are replaced whenever:

(a) They smell, taste or are irritated by a contaminant.

(b) They experience difficulty breathing due to filter loading.

(c) The cartridges or filters become wet.

(d) The expiration date on the cartridges or canisters has been reached.

704.7.4 RESPIRATOR FIT TESTING

No member shall be issued respiratory PPE until a proper fit testing has been completed by a designated member or contractor (8 CCR 5144).

After initial testing, fit testing for respiratory PPE shall be repeated (8 CCR 5144):

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(a) At least once every 12 months.

(b) Whenever there are changes in the type of SCBA or facepiece used.

(c) Whenever there are significant physical changes in the user (e.g., obvious change in body weight, scarring of the face seal area, dental changes, cosmetic surgery or any other condition that may affect the fit of the facepiece seal).

All respirator fit testing shall be conducted in negative-pressure mode.

704.7.5 RESPIRATORY MEDICAL EVALUATION QUESTIONNAIRE

No member shall be issued respiratory protection that forms a complete seal around the face until (8 CCR 5144):

(a) The member has completed a medical evaluation that includes a medical evaluation questionnaire.

(b) A physician or other licensed health care professional has reviewed the questionnaire.

(c) The member has completed any physical examination recommended by the reviewing physician or health care professional.

704.8 RECORDS

The Training Sergeant is responsible for maintaining records of all:

(a) PPE training.

(b) Initial fit testing for respiratory protection equipment.

(c) Annual fit testing.

(d) Respirator medical evaluation questionnaires and any subsequent physical examination results.

1. These records shall be maintained in a separate confidential medical file.

The records shall be maintained in accordance with the department records retention schedule and 8 CCR 5144.

704.9 TRAINING

Members should be trained in the respiratory and other hazards to which they may be potentially exposed during routine and emergency situations.

All members shall be trained in the proper use and maintenance of PPE issued to them, including when the use is appropriate; how to put on, remove and adjust PPE; how to care for the PPE; and the limitations (8 CCR 3380).

Members issued respiratory PPE shall attend annual training on the proper use of respiratory protection devices (8 CCR 5144).

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Personal Communication Devices

705.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the use of mobile telephones and communication devices, whether issued or funded by the Department or personally owned, while on-duty or when used for authorized work-related purposes.

This policy generically refers to all such devices as Personal Communication Devices (PCDs) but is intended to include all mobile telephones, personal digital assistants (PDAs), wireless capable tablets and similar wireless two-way communications and/or portable Internet access devices. PCD use includes, but is not limited to, placing and receiving calls, text messaging, blogging and microblogging, emailing, using video or camera features, playing games and accessing sites or services on the Internet.

705.2 POLICY

The El Segundo Police Department allows members to utilize department-issued or funded PCDs and to possess personally owned PCDs in the workplace, subject to certain limitations. Any PCD used while on- or off-duty for business-related purposes, or reasonably associated with work-related misconduct, will be subject to monitoring and inspection consistent with applicable law and this policy.

Additionally, the use of a PCD either on-duty or after duty hours for business-related purposes, or reasonably associated with work-related misconduct, may subject the member and the member's PCD records to civil or criminal discovery or disclosure under applicable public records laws.

Members who have questions regarding the application of this policy or the guidelines contained herein are encouraged to seek clarification from supervisory personnel.

705.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to any communication accessed, transmitted, received, or reviewed on any PCD issued or funded by the Department and shall have no expectation of privacy in their location should the device be equipped with location-detection capabilities. This includes records of all keystrokes or web-browsing history made on the PCD. The fact that access to a database, service, or website requires a username or password will not create an expectation of privacy if it is accessed through department PCDs or networks (see the Information Technology Use Policy for additional guidance).

Members have no expectation of privacy regarding any communications while using a personally owned PCD for department-related business or when the use reasonably implicates work-related misconduct.

705.3.1 CALIFORNIA ELECTRONIC COMMUNICATIONS PRIVACY ACT (CALECPA)

No member is authorized to be the sole possessor of a department-issued PCD. Department-issued PCDs can be retrieved, reassigned, accessed or used by any member as directed by a supervisor without notice. Member use of a department-issued PCD at work or for work-related

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business constitutes specific consent for access for department purposes. Prior to conducting an administrative search of a PCD, supervisors should consult legal counsel to ensure access is consistent with CalECPA (Penal Code § 1546; Penal Code § 1546.1).

705.4 DEPARTMENT-ISSUED PCD

Depending on a member's assignment and the needs of the position, the Department may, at its discretion, issue or fund a PCD. Department-issued or funded PCDs are provided as a convenience to facilitate on-duty performance only. Such devices and the associated telephone number shall remain the sole property of the Department and shall be subject to inspection or monitoring (including all related records and content) at any time without notice and without cause.

705.5 PERSONALLY OWNED PCD

Members may carry a personally owned PCD while on-duty, subject to the following conditions and limitations:

(a) Permission to carry a personally owned PCD may be revoked if it is used contrary to provisions of this policy.

(b) The Department accepts no responsibility for loss of or damage to a personally owned PCD.

(c) The PCD and any associated services shall be purchased, used and maintained solely at the member's expense.

(d) The device should not be used for work-related purposes except in exigent circumstances (e.g., unavailability of radio communications). Members will have a reduced expectation of privacy when using a personally owned PCD in the workplace.

    (a) Members may use personally owned PCDs on-duty for routine administrative work as authorized by the Chief of Police.

(e) The device shall not be utilized to record or disclose any business-related information, including photographs, video or the recording or transmittal of any information or material obtained or made accessible as a result of employment with the Department, without the express authorization of the Chief of Police or the authorized designee.

(f) All work-related documents, emails, photographs, recordings or other public records created or received on a member's personally owned PCD should be transferred to the El Segundo Police Department and deleted from the member's PCD as soon as reasonably practicable but no later than the end of the member's shift.

705.6 USE OF PCD

The following protocols shall apply to all PCDs that are carried while on-duty or used to conduct department business:

(a) A PCD shall not be carried in a manner that allows it to be visible while in uniform unless it is in an approved carrier.

(b) All PCDs in the workplace shall be set to silent or vibrate mode.

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(c) A PCD may not be used to conduct personal business while on-duty except for brief personal communications (e.g., informing family of extended hours). Members shall endeavor to limit their use of PCDs to authorized break times unless an emergency exists.

(d) Members may use a PCD to communicate with other personnel in situations where the use of radio communications is either impracticable or not feasible. PCDs should not be used as a substitute for, as a way to avoid, or in lieu of regular radio communications.

(e) Members are prohibited from taking pictures, audio or video recordings, or making copies of any such picture or recording media unless it is directly related to official department business. Disclosure of any such information to any third party through any means requires the express authorization of the Chief of Police or the authorized designee.

(f) Members will not access social networking sites for any purpose that is not official department business. This restriction does not apply to a personally owned PCD used during authorized break times.

(g) Using PCDs to harass, threaten, coerce, or otherwise engage in inappropriate conduct with any third party is prohibited. Any member having knowledge of such conduct shall promptly notify a supervisor.

705.7 SUPERVISOR RESPONSIBILITIES

The responsibilities of supervisors include, but are not limited to:

(a) Ensuring that members under their command are provided appropriate training on the use of PCDs consistent with this policy.

(b) Monitoring, to the extent practicable, PCD use in the workplace and taking prompt corrective action if a member is observed or reported to be improperly using a PCD.

1. An investigation into improper conduct should be promptly initiated when circumstances warrant.
2. Before conducting any administrative search of a member's personally owned device, supervisors should consult with the Chief of Police or the authorized designee.

705.8 OFFICIAL USE

Members are reminded that PCDs are not secure devices and conversations may be intercepted or overheard. Caution should be exercised while utilizing PCDs to ensure that sensitive information is not inadvertently transmitted. As soon as reasonably possible, members shall conduct sensitive or private communications on a land-based or other department communications network.

705.9 USE WHILE DRIVING

The use of a PCD while driving can adversely affect safety, cause unnecessary distractions and present a negative image to the public. Officers operating emergency vehicles should restrict the use of these devices to matters of an urgent nature and should, where practicable, stop the vehicle at an appropriate location to use the PCD.

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Personal Communication Devices

Members who are operating department vehicles that are not authorized emergency vehicles shall not use a PCD while driving unless the device is specifically designed and configured to allow hands-free use. In an emergency, a wireless phone may be used to place an emergency call to the Department or other emergency services agency (Vehicle Code § 23123; Vehicle Code § 23123.5). Hands-free use should be restricted to business-related calls or calls of an urgent nature.

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Knox-Box® Access

706.1 PURPOSE AND SCOPE

The purpose of this policy is to provide information about the Knox-Box® Rapid Entry System and the roles and responsibilities of department members with regard to Knox-key security, storage, access and accountability. This policy shall apply to all buildings or sites within the El Segundo Police Department jurisdiction where it has been determined that a Knox-keyed device is needed or has been provided for accessibility for emergency responders.

706.2 DEFINITIONS

Definitions related to this policy include:

Key tag - Attached to each key in a Knox-Box to identify its function.

Knox-Box - A locked box used for securely storing the keys to a gate, building or rooms within a building.

Knox Company - The manufacturer/vendor of the Knox-Box, cabinets, key switches, padlocks and related accessories. This is the only company whose products can be accessed by the El Segundo Police Department.

Knox master key - A key located in each marked patrol vehicle which enables department members to access any Knox-keyed device within the jurisdiction.

706.3 POLICY

It is the policy of the El Segundo Police Department to be registered with the Knox Company, through the El Segundo Fire Department, to participate in its rapid entry system, providing safe and secure non-destructive emergency access to commercial and residential properties. Participation minimizes potential budget impacts caused by forcible entry during an emergency and allows a building to be re-secured quickly and easily by members.

706.4 KNOX KEY ACCOUNTABILITY

The Police Department's designee for the program will be the Special Operations Division Commander, who will ensure quarterly audits are conducted to account for all keys. No individual member shall be issued a Knox master key. Appropriate police vehicles shall be equipped with key lock boxes for the Knox key. Once the Knox master key is accessed, it should be used to access the Knox-keyed device at the location of the emergency and be immediately returned to the lock box after use.

Any missing master key shall be immediately reported verbally to a supervisor and followed up with a written explanation to the Special Operations Commander within two working days. Maintenance and security of the Knox master keys is essential to the credibility of the program. Any loss of a master key shall be thoroughly investigated, and appropriate action initiated. If the key cannot be recovered, all Knox master keys in the jurisdiction may have to be replaced at department expense.

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706.5 KEYS IN KNOX-BOXES

Every access key placed in a Knox-Box shall be marked on the key as to use. Each set of keys shall be grouped together on a key ring. Tags and key rings may be purchased from the Knox Company at the time the Knox-Box is ordered. The keys being installed will be at the discretion of the property owner but should be selected based on the access needs of emergency responders. Keys typically installed in a Knox-Box include:

- Main entrance
- Grand master
- Elevator control
- Mechanical room
- Fire alarm panel
- Electrical room
- Roof access
- Other secured areas deemed appropriate by the owner and/or the Fire Department

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Armored Vehicle Deployment for Patrol

707.1 PURPOSE

The purpose of this procedure is to provide technical and procedural information regarding the deployment of El Segundo Police Department's Light Armored Rescue Vehicles by patrol personnel. The information contained within this procedure is relevant to the use of any armored rescue vehicle deployed by the El Segundo Police Department without a special licensing requirement (ie. Class B license). This procedure will address general information regarding the intent of this program, the logistical information of the vehicles, the approval process, deployment techniques, and capabilities and limitations of the armored rescue vehicles.

707.2 INTRODUCTION

The El Segundo Police Department employs the use of Humvee and Bearcat Light Armored Rescue Vehicles, whichare described as four-wheeled, lightly armored vehicles. The Light Armored Rescue Vehicles are designed primarily for the use of law enforcement agencies in urban environments, where a threat of contacting resistance from armed suspects exists. Historically, the Department has utilized a Light Armored Rescue Vehicle for SWAT-related events, in which SWAT personnel were present to operate and safely deploy the vehicle. This procedure will provide officers with a reference point to effectively and appropriately deploy a Light Armored Rescue Vehicle and/or other armored vehicles in situations requiring immediate action.

707.3 TACTICAL DEPLOYMENT

An armored rescue vehicle can significantly decrease the threat to officers when deployed appropriately in situations such as:

(a) Active Shooters

(b) Officer/Citizen down rescues

(c) Armed barricaded suspects

(d) Major incidents where an act of violence or threat of violence is imminent

Armored rescue vehicles can also be used to increase safety to officers and the community in other situations, including but not limited to:

(a) Evacuation efforts

(b) Clearing vehicles during high-risk traffic stops involving possibly armed suspects

(c) Creating breach points

(d) Re-supplying officers in high-risk locations

(e) As a distraction

(f) As a blocking element

(g) Pinning a suspect in a vehicle or structure to restrict or eliminate mobility

(h) As part of event security for the purpose of responding to a violent threat

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707.3.1 FACTORS TO CONSIDER

(a) Officers should determine if the incident is exigent in nature and requires an immediate response, or if the situation meets the criteria for a SWAT call-out. For further, refer to the Special Weapons and Tactics Policy.

(b) Whether or not the environment is conducive to the movement of an armored vehicle (i.e., narrow streets, parked vehicles, hard-scape or structures restricting movement.)

(c) Whether the officers at the scene possess the necessary capabilities; considering their experience, applicable training and physical ability to effectively deploy from and with the armored vehicle.

707.4 CAPABILITIES AND LIMITATIONS OF THE LIGHT ARMORED RESCUE VEHICLE

(a) The Humvee has a top speed of approximately 45 mph and the Bearcat has a top speed of 70 mph.

(b) The Humvee can accommodate up to five officers with gear inside the vehicle, while the Bearcat can accommodate up to eight officers with gear. Four additional officers can be transported on the rear step of the Bearcat for short distances within the city; however, this method should not be employed when a threat of gun fire exists. Officers should wear helmets while the vehicle is in transport.

(c) The Light Armored Rescue Vehicles provide ballistic protection above and beyond a standard patrol car with more interior space for conducting evacuations/rescues.

(d) Rotating turrets on the roof of both vehicles allow one officer to hold an elevated position with 360 degree movement and rotating cover.

(e) Both vehicles are equipped with emergency lights and siren.

707.5 DEPLOYMENT APPROVAL AND LOGISTICS

Use of a Light Armored Rescue Vehicle shall be limited to police personnel trained in the deployment and operation of the armored vehicle. Its deployment shall be approved by the scene supervisor and authorized by the on duty Watch Commander. The key to the Bearcat is stored inside the lock box affixed to the wall behind the WC car, while the Humvee does not use a key.

The Humvee is parked in the east lot of the El Segundo Police Department and the Bearcat is stored at the Redondo Beach Police Department. Both vehicles run on diesel fuel and should be filled after each deployment, prior to storage.

707.6 SUMMARY

The availability and deployment of the Light Armored Rescue Vehicles within Field Operations provide officers with an additional safety resource, affording them and the community greater protection in handling critical situations. The decision and manner in which to deploy these assets will be based on the tactical concerns the incident commander may face when addressing high-risk incidents or threats to the community.

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Military Equipment

708.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the approval, acquisition, and reporting requirements of military equipment (Government Code § 7070; Government Code § 7071; Government Code § 7072).

708.1.1 DEFINITIONS

Definitions related to this policy include (Government Code § 7070):

Governing body – The elected or appointed body that oversees the Department.

Military equipment – Includes but is not limited to the following:

- Unmanned, remotely piloted, powered aerial or ground vehicles.
- Mine-resistant ambush-protected (MRAP) vehicles or armored personnel carriers.
- High mobility multipurpose wheeled vehicles (HMMWV), two-and-one-half-ton trucks, five-ton trucks, or wheeled vehicles that have a breaching or entry apparatus attached.
- Tracked armored vehicles that provide ballistic protection to their occupants.
- Command and control vehicles that are either built or modified to facilitate the operational control and direction of public safety units.
- Weaponized aircraft, vessels, or vehicles of any kind.
- Battering rams, slugs, and breaching apparatuses that are explosive in nature. This does not include a handheld, one-person ram.
- Firearms and ammunition of .50 caliber or greater, excluding standard-issue shotguns and standard-issue shotgun ammunition.
- Specialized firearms and ammunition of less than .50 caliber, including firearms and accessories identified as assault weapons in Penal Code § 30510 and Penal Code § 30515, with the exception of standard-issue firearms.
- Any firearm or firearm accessory that is designed to launch explosive projectiles.
- Noise-flash diversionary devices and explosive breaching tools.
- Munitions containing tear gas or OC, excluding standard, service-issued handheld pepper spray.
- TASER® Shockwave, microwave weapons, water cannons, and long-range acoustic devices (LRADs).
- Kinetic energy weapons and munitions.
- Any other equipment as determined by a governing body or a state agency to require additional oversight.

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708.2 POLICY

It is the policy of the El Segundo Police Department that members of this department comply with the provisions of Government Code § 7071 with respect to military equipment.

708.3 MILITARY EQUIPMENT COORDINATOR

The Chief of Police should designate a member of this department to act as the military equipment coordinator. The responsibilities of the military equipment coordinator include but are not limited to:

(a) Acting as liaison to the governing body for matters related to the requirements of this policy.

(b) Identifying department equipment that qualifies as military equipment in the current possession of the Department, or the equipment the Department intends to acquire that requires approval by the governing body.

(c) Conducting an inventory of all military equipment at least annually.

(d) Collaborating with any allied agency that may use military equipment within the jurisdiction of El Segundo Police Department (Government Code § 7071).

(e) Preparing for, scheduling, and coordinating the annual community engagement meeting to include:

1. Publicizing the details of the meeting.
2. Preparing for public questions regarding the department's funding, acquisition, and use of equipment.

(f) Preparing the annual military equipment report for submission to the Chief of Police and ensuring that the report is made available on the department website (Government Code § 7072).

(g) Establishing the procedure for a person to register a complaint or concern, or how that person may submit a question about the use of a type of military equipment, and how the Department will respond in a timely manner.

708.4 MILITARY EQUIPMENT INVENTORY

The following constitutes a list of qualifying equipment for the Department:

See attachment: AB 481 Military Equipment Inventory.pdf

708.5 APPROVAL

The Chief of Police or the authorized designee shall obtain approval from the governing body by way of an ordinance adopting the military equipment policy. As part of the approval process, the Chief of Police or the authorized designee shall ensure the proposed military equipment policy is submitted to the governing body and is available on the department website at least 30 days prior to any public hearing concerning the military equipment at issue (Government Code § 7071). The military equipment policy must be approved by the governing body prior to engaging in any of the following (Government Code § 7071):

(a) Requesting military equipment made available pursuant to 10 USC § 2576a.

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(b) Seeking funds for military equipment, including but not limited to applying for a grant, soliciting or accepting private, local, state, or federal funds, in-kind donations, or other donations or transfers.

(c) Acquiring military equipment either permanently or temporarily, including by borrowing or leasing.

(d) Collaborating with another law enforcement agency in the deployment or other use of military equipment within the jurisdiction of this department.

(e) Using any new or existing military equipment for a purpose, in a manner, or by a person not previously approved by the governing body.

(f) Soliciting or responding to a proposal for, or entering into an agreement with, any other person or entity to seek funds for, apply to receive, acquire, use, or collaborate in the use of military equipment.

(g) Acquiring military equipment through any means not provided above.

708.6 COORDINATION WITH OTHER JURISDICTIONS

Military Equipment used by any member of this jurisdiction shall be approved for use in accordance with the El Segundo Police Department. Military equipment used by other jurisdictions that are providing mutual aid to this jurisdiction shall comply with their respective military equipment use policies in rendering mutual aid.

708.7 ANNUAL REPORT

Upon approval of a military equipment policy, the Chief of Police or the authorized designee should submit a military equipment report to the governing body for each type of military equipment approved within one year of approval, and annually thereafter for as long as the military equipment is available for use (Government Code § 7072).

The Chief of Police or the authorized designee should also make each annual military equipment report publicly available on the department website for as long as the military equipment is available for use. The report shall include all information required by Government Code § 7072 for the preceding calendar year for each type of military equipment in department inventory.

708.8 COMMUNITY ENGAGEMENT

Within 30 days of submitting and publicly releasing the annual report, the Department shall hold at least one well-publicized and conveniently located community engagement meeting, at which the Department should discuss the report and respond to public questions regarding the funding, acquisition, or use of military equipment.

708.9 COMPLIANCE

The El Segundo Police Department Administrative Division will ensure that all Department members comply with this policy. The Administration Division will conduct an annual audit with the assistance of the Range Staff. The Chief of Police or designee will be notified of any policy violations and, if needed, the violation(s) will be referred to the Administrative Division and handled

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in accordance with El Segundo Police Department's Policy and Procedures. All instances of non-compliance will be reported to City Council via the annual military equipment report.

Any member of the public can register a question or concern regarding military use equipment by contacting the El Segundo's Police Department's Administrative Division.

Any member of the public can submit a complaint to any member of the Department and in any form (i.e. in person, telephone, email, etc.). Once the complaint is received, it should be routed to the Administrative Division, 348 Main Street, El Segundo, California 90245, (310) 524-2200.

City of El Segundo

Administrative Division

348 Main Street

El Segundo, California 90245

(310) 524-2200

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Chapter 8 - Support Services

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Crime Analysis

800.1 PURPOSE AND SCOPE

Crime analysis should provide currently useful information to aid operational personnel in meeting their tactical crime control and prevention objectives by identifying and analyzing methods of operation of individual criminals, providing crime pattern recognition, and providing analysis of data from field interrogations and arrests. Crime analysis can be useful to the Department's long range planning efforts by providing estimates of future crime trends and assisting in the identification of enforcement priorities.

800.2 DATA SOURCES

Crime analysis data is extracted from many sources including, but not limited to:

- Crime reports
- Field Interview cards
- Parole and Probation records
- Computer Aided Dispatch data
- Statewide Integrated Traffic Reporting System (SWITRS)

800.3 CRIME ANALYSIS FACTORS

The following minimum criteria should be used in collecting data for Crime Analysis:

- Frequency by type of crime
- Geographic factors
- Temporal factors
- Victim and target descriptors
- Suspect descriptors
- Suspect vehicle descriptors
- Modus operandi factors
- Physical evidence information

800.4 CRIME ANALYSIS DISSEMINATION

For a crime analysis system to function effectively, information should be disseminated to the appropriate units or persons on a timely basis. Information that is relevant to the operational and tactical plans of specific line units should be sent directly to them. Information relevant to the development of the Department's strategic plans should be provided to the appropriate staff units. When information pertains to tactical and strategic plans, it should be provided to all affected units.

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Property and Evidence

801.1 PURPOSE AND SCOPE

This policy provides for the proper collection, storage, and security of evidence and other property. Additionally, this policy provides for the protection of the chain of evidence and identifies those persons authorized to remove and/or destroy property.

801.1.1 DEFINITIONS

Definitions related to this policy include:

Property - All articles placed in secure storage within the Crime Scene Investigation Section, including the following:

- Evidence - Items taken or recovered in the course of an investigation that may be used in the prosecution of a case, including photographs and latent fingerprints.
- Found property - Items found by members of the Department or the public that have no apparent evidentiary value and where the owner cannot be readily identified or contacted.
- Safekeeping - Items received by the Department for safekeeping, such as a firearm, the personal property of an arrestee that has been not taken as evidence, and items taken for safekeeping under authority of law.

801.2 DEFINITIONS

Property - Includes all items of evidence, items taken for safekeeping and found property.

Evidence - Includes items taken or recovered in the course of an investigation that may be used in the prosecution of a case. This includes photographs and latent fingerprints.

Safekeeping - Includes the following types of property:

- Property obtained by the Department for safekeeping such as a firearm
- Personal property of an arrestee not taken as evidence
- Property taken for safekeeping under authority of a law (e.g., Welfare and Institutions Code § 5150 (mentally ill persons))

Found property - Includes property found by an employee or citizen that has no apparent evidentiary value and where the owner cannot be readily identified or contacted.

801.3 PROPERTY HANDLING

Any employee who first comes into possession of any property shall retain such property in his/her possession until it is properly tagged and placed in the designated property locker or storage room along with the property form. Employees shall record all handling, processing, and booking of property using their body-worn camera until that property is properly tagged and placed in the designated property locker which only the Property Officer can access. Care shall be taken to

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maintain the chain of custody for all evidence. An employee may relinquish possession of evidence to another employee as long as the report documents the chain of custody accurately.

Where ownership can be established as to found property with no apparent evidentiary value, such property may be released to the owner without the need for booking. The property form must be completed to document the release of property not booked and the owner shall sign the form acknowledging receipt of the items.

801.3.1 PROPERTY BOOKING PROCEDURE

All property must be booked prior to the employee going off-duty unless otherwise approved by a supervisor. Employees booking property shall observe the following guidelines:

(a) Complete the 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) Employees may utilize the temporary Zephyr locker to store property prior to booking the property. To preserve the chain of custody, employees shall not share the code on the Zephyr locker with any other employee. Once an employee places property in the temporary Zephyr locker, only that employee or the Property Officer may remove the property. Employees shall remove all property from the temporary Zephyr locker and complete the booking process by placing the property into a property locker prior to the end of their shift unless they receive approval from a supervisor.

(g) When the property is too large to be placed in a locker, the item may be retained in the supply room. Submit the completed property record into a numbered locker indicating the location of the property.

(h) Employees shall record all handling, processing, and booking of property using their body-worn camera until that property is properly tagged and placed in the designated property locker which only the Property Officer can access.

801.3.2 NARCOTICS AND DANGEROUS DRUGS

All narcotics and dangerous drugs shall be weighed and booked separately using a separate property record and conforming to rules established by the Los Angeles County Crime Laboratory. Paraphernalia as defined by Health and Safety Code § 11364 shall also be booked separately.

The officer seizing the narcotics and dangerous drugs shall place them in the designated locker. The remaining copy will be detached and submitted with the case report.

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

801.3.4 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.

(b) License plates found not to be stolen or connected with a known crime, should be released directly to the Property Officer, or placed in the designated container for return to the Department of Motor Vehicles. No formal property booking process is required.

(c) All bicycles and bicycle frames require a property record. Property tags will be securely attached to each bicycle or bicycle frame. The property may be released directly to the Property Officer, or placed in the bicycle storage area until a Property Officer can log the property.

(d) At any outside jail facility, all prisoner property cash shall be counted in the presence of a second police employee and the name and serial number of that employee shall be noted on the envelope. This process shall be recorded by the El Segundo Police Department employee using their body-worn camera.

(e) If cash is being booked at the El Segundo Police Department under any circumstance, a second sworn employee shall assist in counting the money and shall add their initials to the cash envelope for proper booking. Whenever the dollar amount exceeds $500, an El Segundo Police Department supervisor shall assist in counting the money and shall add their initials to the cash envelope for proper booking. As with the handling of all property, this process shall be recorded using the body-worn camera.

(f) Perishable items such as food shall not be booked into evidence.

City property, unless connected to a known criminal case, should be released directly to the appropriate City department. No formal booking is required. In cases where no responsible person can be located, the property should be booked for safekeeping in the normal manner.

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801.3.5 RELINQUISHED FIREARMS

Individuals who relinquish firearms pursuant to the provisions of Penal Code § 29850 shall be issued a receipt that describes the firearm, the serial number or other identification of the firearm at the time of relinquishment (Penal Code § 29810).

Relinquished firearms shall be retained for 30 days, after which time they may be destroyed, retained, sold or otherwise transferred, unless (Penal Code § 29810):

(a) A certificate is issued by a judge of a court of record or the District Attorney stating the firearms shall be retained; or

(b) The convicted person provides written notice of an intent to appeal the conviction that necessitated the relinquishment; or

(c) The Automated Firearms System indicates that the firearm was reported lost or stolen.

1. In such event, the firearm shall be restored to the lawful owner as soon as it is no longer needed as evidence, the lawful owner has identified the weapon and provided proof of ownership, and the Department has complied with the requirements of Penal Code § 33850 et seq.

The Property Officer shall ensure the Records Supervisor is notified of the relinquished firearm for purposes of updating the Automated Firearms System and the disposition of the firearm for purposes of notifying the California Department of Justice (DOJ) (See the Records Section Policy).

801.4 PACKAGING OF PROPERTY

Certain items require special consideration and shall be booked separately as follows:

(a) Narcotics and dangerous drugs

(b) Firearms (ensure they are unloaded and booked separately from ammunition)

(c) Property with more than one known owner

(d) Paraphernalia as described in Health and Safety Code § 11364

(e) Fireworks

(f) Contraband

801.4.1 PACKAGING CONTAINER

Members 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.

801.4.2 PACKAGING NARCOTICS

The officer seizing narcotics and dangerous drugs shall retain such property in his/her possession until it is properly weighed, packaged, tagged, and placed in the designated narcotics locker. The

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officer may relinquish possession of the narcotics and/or dangerous drugs to another officer as long as the report documents the chain of custody accurately.

Narcotics and dangerous drugs shall be packaged in an envelope of appropriate size available in the report room. 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.

801.5 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 via the Mark 43 RMS system.

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

Any changes in the location of property held by the El Segundo Police Department shall be noted in a Mark 43 report.

801.6 PROPERTY CONTROL

Each time the Property Officer receives property or releases property to another person, he/she shall enter this information on the property form. Officers desiring property for court shall contact the Property Officer at least one day prior to the court day.

801.6.1 RESPONSIBILITY OF OTHER PERSONNEL

Every time property is released or received, an appropriate entry on the evidence package shall be completed to maintain the chain of evidence. No property or evidence is to be released without first receiving written authorization from a supervisor or detective.

Request for analysis for items other than narcotics or drugs shall be completed on the appropriate forms and submitted to the Property Officer. This request may be filled out any time after booking of the property or evidence.

801.6.2 TRANSFER OF EVIDENCE TO CRIME LABORATORY

The transporting member will check the evidence out of property, indicating the date and time on the property control card and the request for laboratory analysis.

The Property Officer releasing the evidence must complete the required information on the property control card and the evidence. The lab forms will be transported with the property to the examining laboratory. Upon delivering the item involved, the officer will record the delivery time on both copies and indicate the locker in which the item was placed or the member to whom it was delivered. The original copy of the lab form will remain with the evidence and the copy will be returned to the Records Section for filing with the case.

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801.6.3 STATUS OF PROPERTY

Each person receiving property will make the appropriate entry to document the chain of evidence. Temporary release of property to officers for investigative purposes, or for court, shall be noted in the Mark 43 RMS report, 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 in the Mark 43 RMS report, indicating date, time, and the person who returned the property.

801.6.4 AUTHORITY TO RELEASE PROPERTY

The Investigative Division Supervisor or assigned detective shall authorize the disposition or release of all evidence and property coming into the care and custody of the Department.

801.6.5 RELEASE OF PROPERTY

All reasonable attempts shall be made to identify the rightful owner of found property or evidence not needed for an investigation.

Release of property shall be made upon receipt of an authorized release form, listing the name and address of the person to whom the property is to be released. The release authorization shall be signed by the authorizing supervisor or detective and must conform to the items listed on the property form or must specify the specific item(s) to be released. Release of all property shall be documented on the appropriate form.

With the exception of firearms and other property specifically regulated by statute, found property and property held for safekeeping shall be held for a minimum of 90 days. During such period, property personnel shall attempt to contact the rightful owner by telephone and/or mail when sufficient identifying information is available. Property not held for any other purpose and not claimed within 90 days after notification (or receipt, if notification is not feasible) may be auctioned to the highest bidder at a properly published public auction. If such property is not sold at auction or otherwise lawfully claimed, it may thereafter be destroyed (Civil Code § 2080.6). The final disposition of all such property shall be fully documented in related reports.

A Property Officer shall release the property upon proper identification being presented by the owner for which an authorized release has been received. A signature of the person receiving the property shall be recorded on the original property form. After release of all property entered on the property control card, the card shall be forwarded to the Records Section for filing with the case. If some items of property have not been released the property card will remain with the Crime Scene Investigation Section. Upon release, the proper entry shall be documented in the Property Log. The Property Officer shall record the entirety of the property release using his/her body-worn camera.

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Under no circumstances shall any firearm be returned to any individual unless and until such person presents valid identification and written notification from the California Department of Justice that conforms to the provisions of Penal Code § 33865.

The Crime Scene Investigation Section should also make reasonable efforts to determine whether the person is the subject of any court order preventing the person from possessing a firearm and if so, the firearm should not be released to the person while the order is in effect.

The Department is not required to retain any firearm or other deadly weapon longer than 180 days after notice has been provided to the owner that such firearm or other deadly weapon is available for return. At the expiration of such period, the firearm or other deadly weapon may be processed for disposal in accordance with applicable law (Penal Code § 33875).

801.6.6 DISPUTED CLAIMS TO PROPERTY

Occasionally more than one party may claim an interest in property being held by the Department, and the legal rights of the parties cannot be clearly established. Such property shall not be released until one party has obtained a valid court order or other undisputed right to the involved property.

All parties should be advised that their claims are civil and in extreme situations, legal counsel for the Department may wish to file an interpleader to resolve the disputed claim (Code of Civil Procedure § 386(b)).

801.6.7 CONTROL OF NARCOTICS AND DANGEROUS DRUGS

The Property Officer will be responsible for the storage, control and destruction of all narcotics and dangerous drugs coming into the custody of this department, including paraphernalia as described in Health and Safety Code § 11364.

801.6.8 RELEASE OF FIREARMS IN DOMESTIC VIOLENCE MATTERS

Within five days of the expiration of a restraining order issued in a domestic violence matter that required the relinquishment of a firearm or ammunition, the Property Officer shall return the weapon or ammunition to the owner if the requirements of Penal Code § 33850 and Penal Code § 33855 are met, unless the firearm or ammunition is determined to be stolen, evidence in a criminal investigation, another successive order has been issued against the individual, or the individual is otherwise prohibited from possessing a firearm (Family Code § 6389(g); Penal Code § 29825.5; Penal Code § 33855).

801.6.9 RELEASE OF FIREARMS IN GUN VIOLENCE RESTRAINING ORDER MATTERS

Firearms and ammunition that were taken into temporary custody or surrendered pursuant to a gun violence restraining order shall be returned to the restrained person upon the expiration of the order, verification that the person is not otherwise legally prohibited from possessing a firearm, and in accordance with the requirements of Penal Code § 33850 et seq. (Penal Code § 18108; Penal Code § 18120).

If the restrained person who owns the firearms or ammunition does not wish to have the firearm or ammunition returned, they are entitled to sell or transfer title to a licensed dealer, provided that

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the firearms or ammunition are legal to own or possess and the restrained person has right to title of the firearms or ammunition (Penal Code § 18120).

If a person other than the restrained person claims title to the firearms or ammunition surrendered pursuant to Penal Code § 18120 and the El Segundo Police Department determines the person to be the lawful owner, the firearms or ammunition shall be returned in accordance with the requirements of Penal Code § 33850 et seq. (Penal Code § 18120).

Firearms and ammunition that are not claimed are subject to the requirements of Penal Code § 34000.

801.6.10 RELEASE OF FIREARMS AND WEAPONS IN MENTAL ILLNESS MATTERS
Firearms, other deadly weapons, or ammunition confiscated or relinquished from an individual detained for an evaluation by a mental health professional or subject to the provisions of Welfare and Institutions Code § 8100 or Welfare and Institutions Code § 8103 shall be released or disposed of as follows:

(a) If a petition for a hearing regarding the return of a firearm or a weapon has been initiated pursuant to Welfare and Institutions Code § 8102(c), the firearm or weapon shall be released or disposed of as provided by an order of the court. If the court orders a firearm returned, the firearm shall not be returned unless and until the person presents valid identification and written notification from the California Department of Justice (DOJ) that conforms to the provisions of Penal Code § 33865.

(b) If no petition has been initiated pursuant to Welfare and Institutions Code § 8102(c) and the firearm or weapon is not retained as evidence, the Department shall make the firearm or weapon available for return. No firearm will be returned unless and until the person presents valid identification and written notification from the California DOJ that conforms to the provisions of Penal Code § 33865.

(c) Unless the person contacts the Department to facilitate the sale or transfer of the firearm to a licensed dealer pursuant to Penal Code § 33870, firearms not returned should be sold, transferred, destroyed, or retained as provided in Welfare and Institutions Code § 8102.

801.6.11 RELEASE OF FIREARMS, MAGAZINES, AND AMMUNITION
The Department shall not return any firearm, magazine, or ammunition taken into custody to any individual unless all requirements of Penal Code § 33855 are met.

801.7 DISPOSITION OF PROPERTY

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

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801.7.1 EXCEPTIONAL DISPOSITIONS

The following types of property shall be destroyed or disposed of in the manner, and at the time prescribed by law, unless a different disposition is ordered by a court of competent jurisdiction:

- Weapons declared by law to be nuisances (Penal Code § 25700; Penal Code § 26110; Penal Code § 26395; Penal Code § 29300; Penal Code § 18010; Penal Code § 32750)
- Animals, birds, and related equipment that have been ordered forfeited by the court (Penal Code § 599a)
- Counterfeiting equipment (Penal Code § 480)
- Gaming devices (Penal Code § 335a)
- Obscene matter ordered to be destroyed by the court (Penal Code § 312)
- Altered vehicles or component parts (Vehicle Code § 10751)
- Narcotics (Health and Safety Code § 11474 et seq.)
- Unclaimed, stolen, or embezzled property (Penal Code § 1411)
- Destructive devices (Penal Code § 19000)
- Sexual assault evidence (Penal Code § 680)

801.7.2 UNCLAIMED MONEY

If found or seized money is no longer required as evidence and remains unclaimed after three years, the City Treasurer, or Department, as designee, shall cause a notice to be published each week for a period of two consecutive weeks in a local newspaper of general circulation (Government Code § 50050). Such notice shall state the amount of money, the fund in which it is held and that the money will become the property of the local agency on a designated date not less than 45 days and not more than 60 days after the first publication (Government Code § 50051).

Any individual item with a value of less than $15.00, or any amount if the depositor/owner's name is unknown, which remains unclaimed for a year or by order of the court, may be transferred to the general fund without the necessity of public notice (Government Code § 50055).

If the money remains unclaimed as of the date designated in the published notice, the money will become the property of the City. Money representing restitution collected on behalf of victims shall either be deposited into the Restitution Fund or used for purposes of victim services.

801.7.3 RETENTION OF BIOLOGICAL EVIDENCE

The Property Officer 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

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(e) The Investigations Division Supervisor

Biological evidence shall be retained for either a minimum period that has been established by law (Penal Code § 1417.9) or that has been established by the Crime Scene Investigation Section Supervisor, or until the expiration of any imposed sentence that is related to the evidence, whichever time period is greater. Following the retention period, notifications should be made by certified mail and should inform the recipient that the evidence will be destroyed after a date specified in the notice unless a motion seeking an order to retain the sample is filed and served on the Department within 180 days of the date of the notification. A record of all certified mail receipts shall be retained in the appropriate file. Any objection to, or motion regarding, the destruction of the biological evidence should be retained in the appropriate file and a copy forwarded to the Investigations 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 or other crime scene evidence from an unsolved sexual assault should not be disposed of prior to expiration of the statute of limitations and shall be retained as required in Penal Code § 680. Even after expiration of an applicable statute of limitations, the Investigations Division supervisor should be consulted and the sexual assault victim shall be notified at least 60 days prior to the disposal (Penal Code § 680). Reasons for not analyzing biological evidence shall be documented in writing (Penal Code § 680.3).

801.7.4 DESTRUCTION OF FIREARMS AND OTHER WEAPONS

The Property and Evidence Section supervisor or the authorized designee shall develop and maintain guidelines and procedures relating to the destruction of firearms and other weapons that includes but is not limited to the following (Penal Code § 18005):

(a) Identification of firearms and other weapons that need to be destroyed

(b) Maintenance of records of firearms and other weapons that need to be destroyed, including entry into the Automated Firearms System, as applicable, and records of the destruction and disposal of those firearms and other weapons

(c) Identification of any law enforcement agency that the Department contracts with or has an agreement with related to the storage or destruction of firearms or other weapons that outlines the responsibilities of this department and the other agency

1. If the Department contracts with a third-party for destruction of firearms or other weapons, the contract must explicitly prohibit the sale of any firearm or weapon or any part or attachment to the firearm or weapon.

The Property and Evidence Section supervisor or the authorized designee should ensure guidelines and procedures relating to the destruction of firearms and other weapons are posted on the El Segundo Police Department website (Penal Code § 18005).

See attachment: Destruction of Firearms and Other Weapons.pdf

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801.8 INSPECTIONS OF THE EVIDENCE ROOM

(a) On a monthly basis, the supervisor of the evidence custodian shall make an inspection of the evidence storage facilities and practices to ensure adherence to appropriate policies and procedures.

(b) Unannounced inspections of evidence storage areas shall be conducted annually as directed by the Chief of Police.

(c) An annual audit of evidence held by the Department shall be conducted by a Division Commander (as appointed by the Chief of Police) not routinely or directly connected with evidence control.

(d) Whenever a change is made in personnel who have access to the evidence room, an inventory of all evidence/property shall be made by an individual not associated to the property room or function to ensure that records are correct and all evidence property is accounted for.

801.9 POLICY

It is the policy of the El Segundo Police Department to process and store all property in a manner that will protect it from loss, damage, or contamination, while maintaining documentation that tracks the chain of custody, the location of property, and its disposition.

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Records Section

802.1 PURPOSE AND SCOPE

This policy establishes the guidelines for the operational functions of the El Segundo Police Department Records Section. The policy addresses department file access and internal requests for case reports.

802.2 POLICY

It is the policy of the El Segundo Police Department to maintain department records securely, professionally, and efficiently.

802.3 RESPONSIBILITIES

802.3.1 RECORDS SUPERVISOR

The Chief of Police shall appoint and delegate certain responsibilities to a Records Supervisor. The Records Supervisor shall be directly responsible to the Administrative Services Bureau Commander or the authorized designee.

The responsibilities of the Records Supervisor include but are not limited to:

(a) Overseeing the efficient and effective operation of the Records Section.

(b) Scheduling and maintaining Records Section time records.

(c) Supervising, training, and evaluating Records Section staff.

(d) Maintaining and updating a Records Section procedure manual.

(e) Ensuring compliance with established policies and procedures.

(f) Supervising the access, use, and release of protected information (see the Protected Information Policy).

(g) Establishing security and access protocols for case reports designated as sensitive, where additional restrictions to access have been implemented. Sensitive reports may include but are not limited to:

1. Homicides.
2. Cases involving department members or public officials.
3. Any case where restricted access is prudent.

802.3.2 RECORDS SECTION

The responsibilities of the Records Section include but are not limited to:

(a) Maintaining a records management system for case reports.

1. The records management system should include a process for numbering, identifying, tracking, and retrieving case reports.

(b) Entering case report information into the records management system.

1. Modification of case reports shall only be made when authorized by a supervisor.

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(c) Providing members of the Department with access to case reports when needed for investigation or court proceedings.

(d) Maintaining compliance with federal, state, and local regulations regarding reporting requirements of crime statistics. This includes reporting statistical data to the California Department of Justice (DOJ) for:

1. All officer-involved shootings and incidents involving use of force resulting in serious bodily injury (Government Code § 12525.2).
2. Suspected hate crimes (Penal Code § 13023).
3. Complaints of racial bias against officers (Penal Code § 13012; Penal Code § 13020).
4. Civilian complaints made against officers (Penal Code § 832.5; Penal Code § 13012).
5. Stop data required by Government Code § 12525.5 and 11 CCR 999.226.
   (a) The reported information must not contain personally identifiable information of the person stopped or other information exempt from disclosure pursuant to Government Code § 12525.5 (11 CCR 999.228).
6. Anti-reproductive rights crime information required by Penal Code § 13777.

(e) Maintaining compliance with federal, state, and local regulations regarding criminal history reports and auditing.

(f) Identifying missing case reports and notifying the responsible member's supervisor.

(g) Establishing a process for collecting and submitting data to appropriate federal data collection authorities (e.g., FBI National Use-of-Force Data Collection), as applicable, for the following types of occurrences:

1. Officer suicides
2. Officer misconduct
3. Uses of force
4. Officer deaths or assaults
5. Crime incidents
6. Deaths in custody

(h) Updating the Automated Firearms System to reflect any firearms relinquished to the Department and the subsequent disposition to the California DOJ pursuant to Penal Code § 34010 (Penal Code § 29810).

(i) Entering into the Automated Firearms System information about each firearm that has been reported stolen, lost, found, recovered, held for safekeeping, surrendered in relation to a private party firearms transaction or registration, relinquished pursuant to a court order, or under observation, within seven calendar days of the precipitating event (Penal Code § 11108.2).

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(j) Entering into the California DOJ automated property system descriptions of serialized property, or non-serialized property that has been uniquely inscribed, which has been reported stolen, lost, found, recovered, held for safekeeping, or under observation (Penal Code § 11108).

(k) Maintaining compliance with quarterly California DOJ reporting requirements regarding the department's efforts to verify an individual listed in the Armed and Prohibited Persons System (APPS) is no longer in possession of a firearm (Penal Code § 29813).

(l) Maintaining compliance with the state and California DOJ reporting requirements regarding the number of transfers of individuals to immigration authorities and offenses that allowed for the transfers (Government Code § 7284.6(c)(2)).

(m) Transmitting data to the Joint Regional Information Exchange System on any suspected multi-mission extremist crimes.

802.3.3 RECORDS SECTION PROCEDURES
The Records Supervisor should establish procedures that address:

(a) Identifying by name persons in reports.

(b) Classifying reports by type of incident or crime.

(c) Tracking reports through the approval process.

(d) Assigning alpha-numerical records to all arrest records.

(e) Managing a warrant and wanted persons file.

802.4 FILE ACCESS AND SECURITY

The security of files in the Records Section must be a high priority and shall be maintained as mandated by state or federal law. All case reports including but not limited to initial, supplemental, follow-up, evidence, and any other reports related to a police department case, including field interview (FI) cards, criminal history records, and publicly accessible logs, shall be maintained in a secure area within the Records Section, accessible only by authorized members of the Records Section. Access to case reports or files when Records Section staff is not available may be obtained through the Watch Commander.

The Records Section will also maintain a secure file for case reports deemed by the Chief of Police as sensitive or otherwise requiring extraordinary access restrictions.

802.5 ORIGINAL CASE REPORTS

Generally, original case reports shall not be removed from the Records Section. Should an original case report be needed for any reason, the requesting department member shall first obtain authorization from the Records Supervisor. All original case reports removed from the Records Section shall be recorded on a designated report check-out log, which shall be the only authorized manner by which an original case report may be removed from the Records Section.

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802.6 CONFIDENTIALITY

Records Section staff has access to information that may be confidential or sensitive in nature. Records Section staff shall not access, view, or distribute, or allow anyone else to access, view, or distribute any record, file, or report, whether in hard copy or electronic file format, or any other confidential, protected, or sensitive information except in accordance with the Records Maintenance and Release and Protected Information policies and the Records Section procedure manual.

802.7 DETERMINATION OF FACTUAL INNOCENCE

In any case where a person has been arrested by officers of the El Segundo Police Department and no accusatory pleading has been filed, the person arrested may petition the Department to destroy the related arrest records. Petitions should be forwarded to the Administrative Services Commander. The Administrative Services Bureau Commander or his designee should promptly contact the prosecuting attorney and request a written opinion as to whether the petitioner is factually innocent of the charges (Penal Code § 851.8). Factual innocence means the accused person did not commit the crime.

Upon receipt of a written opinion from the prosecuting attorney affirming factual innocence, the Bureau Commander should forward the petition to the Investigative Division Supervisor and the City Attorney for review. After such review and consultation with the City Attorney, the Investigative Division Supervisor and the Administrative Services Bureau Commander shall decide whether a finding of factual innocence is appropriate.

Upon determination that a finding of factual innocence is appropriate, the Administrative Services Bureau Commander shall ensure that the arrest record and petition are sealed for later destruction and the required notifications are made to the California DOJ and other law enforcement agencies (Penal Code § 851.8).

The Records Supervisor should respond to a petition with the Department's decision within 30 days of receipt. Responses should include only the decision of the Department, not an explanation of the analysis leading to the decision.

802.8 ARREST WITHOUT FILING OF ACCUSATORY PLEADING

The Administrative Services Bureau Commander should ensure a process is in place for when an individual is arrested and released and no accusatory pleading is filed so that the following occurs (Penal Code § 849.5; Penal Code § 851.6):

(a) The individual is issued a certificate describing the action as a detention.

(b) All references to an arrest are deleted from the arrest records of the Department and the record reflects only a detention.

(c) The California DOJ is notified.

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Restoration of Firearm Serial Numbers

803.1 PURPOSE AND SCOPE

The primary purpose for restoring firearm serial numbers is to determine the prior owners or origin of the item from which the number has been recovered. Thus, property can be returned to rightful owners or investigations can be initiated to curb illegal trade of contraband firearms. The purpose of this plan is to develop standards, methodologies, and safety protocols for the recovery of obliterated serial numbers from firearms and other objects using procedures that are accepted as industry standards in the forensic community. All personnel who are involved in the restoration of serial numbers will observe the following guidelines. This policy complies with Penal Code § 11108.9.

803.2 PROCEDURE

Any firearm coming into the possession of the El Segundo Police Department as evidence, found property, etc., where the serial numbers have been removed or obliterated will be processed in the following manner:

803.2.1 PRELIMINARY FIREARM EXAMINATION

(a) Always keep the muzzle pointed in a safe direction. Be sure the firearm is in an unloaded condition. This includes removal of the ammunition source (e.g., the detachable magazine, contents of the tubular magazine) as well as the chamber contents.

(b) If the firearm is corroded shut or in a condition that would preclude inspection of the chamber contents, treat the firearm as if it is loaded. Make immediate arrangements for a firearms examiner or other qualified examiner to render the firearm safe.

(c) Accurately record/document the condition of the gun when received. Note the positions of the various components such as the safeties, cylinder, magazine, slide, hammer, etc. Accurately record/document cylinder chamber and magazine contents. Package the ammunition separately.

(d) If the firearm is to be processed for fingerprints or trace evidence, process before the serial number restoration is attempted. First record/document important aspects such as halos on the revolver cylinder face or other relevant evidence that might be obscured by the fingerprinting chemicals.

803.2.2 PROPERTY BOOKING PROCEDURE

Any employee taking possession of a firearm with removed/obliterated serial numbers shall book the firearm into property following standard procedures. The employee booking the firearm shall indicate on the property form that serial numbers have been removed or obliterated.

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803.2.3 OFFICER RESPONSIBILITY
The Property Officer receiving a firearm when the serial numbers have been removed or obliterated shall arrange for the firearm to be transported to the crime lab for restoration and maintain the chain of evidence.

803.2.4 DOCUMENTATION
Case reports are prepared in order to document the chain of custody and the initial examination and handling of evidence from the time it is received/collected until it is released.

This report must include a record of the manner in which and/or from whom the firearm was received. This may appear on the request form or property form depending on the type of evidence.

803.2.5 FIREARM TRACE
After the serial number has been restored (or partially restored) by the criminalistics laboratory, the Property Officer will complete a Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) National Tracing Center (NTC) Obliterated Serial Number Trace Request Form (ATF 3312.1-OBL) and forward the form to the NTC in Falling Waters, West Virginia or enter the data into the ATF eTrace system.

803.3 BULLET AND CASING IDENTIFICATION
Exemplar bullets and cartridge cases from the firearm, depending upon acceptance criteria and protocol, may be submitted to the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) National Integrated Ballistic Information Network (NIBIN) which uses the Integrated Ballistic Identification System (IBIS) technology to search the national database and compare with ballistic evidence recovered from other crime scenes.

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Records Maintenance and Release

804.1 PURPOSE AND SCOPE

This policy provides guidance on the maintenance and release of department records. Protected information is separately covered in the Protected Information Policy.

804.2 POLICY

The El Segundo Police Department is committed to providing public access to records in a manner that is consistent with the California Public Records Act (Government Code § 7920.000 et seq.).

804.3 CUSTODIAN OF RECORDS RESPONSIBILITIES

The Chief of Police shall designate a Custodian of Records. The responsibilities of the Custodian of Records include but are not limited to:

(a) Managing the records management system for the Department, including the retention, archiving, release, and destruction of department public records.

(b) Maintaining and updating the department records retention schedule including:

1. Identifying the minimum length of time the Department must keep records.
2. Identifying the department bureau responsible for the original record.

(c) Establishing rules regarding the inspection and copying of department public records as reasonably necessary for the protection of such records (Government Code § 7922.525; Government Code § 7922.530).

(d) Identifying records or portions of records that are confidential under state or federal law and not open for inspection or copying.

(e) Establishing rules regarding the processing of subpoenas for the production of records.

(f) Ensuring a current schedule of fees for public records as allowed by law is available (Government Code § 7922.530).

(g) Determining how the department's website may be used to post public records in accordance with Government Code § 7922.545.

(h) Ensuring that all department current standards, policies, practices, operating procedures, and education and training materials are posted on the department website in accordance with Penal Code § 13650.

(i) Ensuring that public records posted on the Department website meet the requirements of Government Code § 7922.680 including but not limited to posting in an open format where a record may be retrieved, downloaded, indexed, and searched by a commonly used internet search application.

(j) Ensuring that a list and description, when applicable, of enterprise systems (as defined by Government Code § 7922.700) is publicly available upon request and posted in a prominent location on the Department's website (Government Code § 7922.710; Government Code § 7922.720).

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804.4 PROCESSING REQUESTS FOR PUBLIC RECORDS

Any department member who receives a request for any record shall route the request to the Custodian of Records or the authorized designee.

804.4.1 REQUESTS FOR RECORDS

Any member of the public, including the media and elected officials, may access unrestricted records of this department, during regular business hours by submitting a written and signed request that reasonably describes each record sought and paying any associated fees (Government Code § 7922.530).

The processing of requests for any record is subject to the following (Government Code § 7922.530; Government Code § 7922.535):

(a) The Department is not required to create records that do not exist.

(b) Victims of an incident or their authorized representative shall not be required to show proof of legal presence in the United States to obtain department records or information. If identification is required, a current driver's license or identification card issued by any state in the United States, a current passport issued by the United States or a foreign government with which the United States has a diplomatic relationship or current Matricula Consular card is acceptable (Government Code § 7923.655).

(c) Either the requested record or the reason for non-disclosure will be provided promptly, but no later than 10 days from the date of request, unless unusual circumstances preclude doing so. If more time is needed, an extension of up to 14 additional days may be authorized by the Custodian of Records or the authorized designee. If an extension is authorized, the Department shall provide the requester written notice that includes the reason for the extension and the anticipated date of the response.

    1. When the request does not reasonably describe the records sought, the Custodian of Records shall assist the requester in making the request focused and effective in a way to identify the records or information that would be responsive to the request including providing assistance for overcoming any practical basis for denying access to the records or information. The Custodian of Records shall also assist in describing the information technology and physical location in which the record exists (Government Code § 7922.600).

    2. If the record requested is available on the department website, the requester may be directed to the location on the website where the record is posted. If the requester is unable to access or reproduce the record, a copy of the record shall be promptly provided.

(d) Upon request, a record shall be provided in an electronic format utilized by the Department. Records shall not be provided only in electronic format unless specifically requested (Government Code § 7922.570; Government Code § 7922.580).

(e) When a record contains material with release restrictions and material that is not subject to release restrictions, the restricted material shall be redacted and the unrestricted material released.

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1. A copy of the redacted release should be maintained in the case file for proof of what was actually released and as a place to document the reasons for the redactions. If the record is audio or video, a copy of the redacted audio/video release should be maintained in the department-approved media storage system and a notation should be made in the case file to document the release and the reasons for the redacted portions.

(f) If a record request is denied in whole or part, the requester shall be provided a written response that includes the statutory exemption for withholding the record or facts that the public interest served by nondisclosure outweighs the interest served by disclosure. The written response shall also include the names, titles, or positions of each person responsible for the denial (Government Code § 7922.000; Government Code § 7922.540).

804.5 RELEASE RESTRICTIONS

Examples of release restrictions include:

(a) Personal identifying information, including an individual's photograph; Social Security and driver identification numbers; name, address, and telephone number; and medical or disability information that is contained in any driver license record, motor vehicle record, or any department record, including traffic collision reports, are restricted except as authorized by the Department, and only when such use or disclosure is permitted or required by law to carry out a legitimate law enforcement purpose (18 USC § 2721; 18 USC § 2722).

(b) Social Security numbers (Government Code § 7922.200).

(c) Personnel records, medical records, and similar records that would involve an unwarranted invasion of personal privacy except as allowed by law (Government Code § 7927.700; Penal Code § 832.7; Penal Code § 832.8; Evidence Code § 1043 et seq.).

1. Peace officer personnel records that are deemed confidential shall not be made public or otherwise released to unauthorized individuals or entities absent a valid court order.

2. The identity of any officer subject to any criminal or administrative investigation shall not be released without the consent of the involved officer, prior approval of the Chief of Police, or as required by law.

(d) Victim information that may be protected by statutes, including victims of certain crimes who have requested that their identifying information be kept confidential, victims who are minors, and victims of certain offenses (e.g., sex crimes or human trafficking (Penal Code § 293)). Addresses and telephone numbers of a victim or a witness shall not be disclosed to any arrested person or to any person who may be a defendant in a criminal action unless it is required by law (Government Code § 7923.615; Penal Code § 841.5).

1. Victims of certain offenses (e.g., domestic violence, sexual assault, stalking, human trafficking, elder and dependent adult abuse) or their representatives shall be provided, upon request and without charge, one copy of all incident report face sheets, one copy of all incident reports, a copy of any accompanying

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or related photographs of the victim's injuries, property damage, or any other photographs that are noted in the incident report, and a copy of 9-1-1 recordings, if any, pursuant to the requirements and time frames of Family Code § 6228.

2. Victims of sexual assault, upon written request, shall be provided a free copy of the initial crime report regardless of whether the report has been closed. Personal identifying information may be redacted (Penal Code § 680.2(b)).

(e) Video or audio recordings created during the commission or investigation of the crime of rape, incest, sexual assault, domestic violence, or child abuse that depicts the face, intimate body part, or voice of a victim of the incident except as provided by Government Code § 7923.750.

(f) Information involving confidential informants, intelligence information, information that would endanger the safety of any person involved, or information that would endanger the successful completion of the investigation or a related investigation. This includes analysis and conclusions of investigating officers (Evidence Code § 1041; Government Code § 7923.605).

1. Absent a statutory exemption to the contrary or other lawful reason to deem information from reports confidential, information from unrestricted agency reports shall be made public as outlined in Government Code § 7923.605.

(g) Local criminal history information including but not limited to arrest history and disposition, and fingerprints shall only be subject to release to those agencies and individuals set forth in Penal Code § 13300.

1. All requests from criminal defendants and their authorized representatives (including attorneys) shall be referred to the [District/CountyAttorney], the City Attorney, or the courts pursuant to Penal Code § 1054.5.

(h) Certain types of reports involving but not limited to child abuse and molestation (Penal Code § 11167.5), elder and dependent abuse (Welfare and Institutions Code § 15633), and juveniles (Welfare and Institutions Code § 827).

(i) Sealed autopsy and private medical information concerning a murdered child with the exceptions that allow dissemination of those reports to law enforcement agents, prosecutors, defendants, or civil litigants under state and federal discovery laws (Code of Civil Procedure § 130).

(j) Information contained in applications for licenses to carry firearms or other files that indicates when or where the applicant is vulnerable or which contains medical or psychological information (Government Code § 7923.800).

(k) Traffic collision reports (and related supplemental reports) shall be considered confidential and subject to release only to the California Highway Patrol, Department of Motor Vehicles (DMV), other law enforcement agencies, and those individuals and their authorized representatives set forth in Vehicle Code § 20012.

(l) Any record created exclusively in anticipation of potential litigation involving this department (Government Code § 7927.200).

(m) Any memorandum from legal counsel until the pending litigation has been adjudicated or otherwise settled (Government Code § 7927.205).

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(n) Records relating to the security of the department's electronic technology systems (Government Code § 7929.210).

(o) A record of a complaint, or the investigations, findings, or dispositions of that complaint if the complaint is frivolous, as defined by Code of Civil Procedure § 128.5, or if the complaint is unfounded (Penal Code § 832.7 (b)(9)).

(p) Any other record not addressed in this policy shall not be subject to release where such record is exempt or prohibited from disclosure pursuant to state or federal law, including but not limited to provisions of the Evidence Code relating to privilege (Government Code § 7927.705).

(q) Information connected with juvenile court proceedings or the detention or custody of a juvenile. Federal officials may be required to obtain a court order to obtain certain juvenile information (Welfare and Institutions Code § 827.9; Welfare and Institutions Code § 827.95; Welfare and Institutions Code § 831).

804.6 SUBPOENAS AND DISCOVERY REQUESTS

Any member who receives a subpoena duces tecum or discovery request for records should promptly contact a supervisor and the Custodian of Records for review and processing. While a subpoena duces tecum may ultimately be subject to compliance, it is not an order from the court that will automatically require the release of the requested information.

Generally, discovery requests and subpoenas from criminal defendants and their authorized representatives (including attorneys) should be referred to the District Attorney, City Attorney or the courts.

All questions regarding compliance with any subpoena duces tecum or discovery request should be promptly referred to legal counsel for the Department so that a timely response can be prepared.

804.7 RELEASED RECORDS TO BE MARKED

Each page of any written record released pursuant to this policy should be stamped in a colored ink or otherwise marked to indicate the department name and to whom the record was released.

Each audio/video recording released should include the department name and to whom the record was released.

804.8 SEALED RECORD ORDERS

Sealed record orders received by the Department shall be reviewed for appropriate action by the Custodian of Records. The Custodian of Records shall seal such records as ordered by the court. Records may include but are not limited to a record of arrest, investigation, detention, or conviction. Once the record is sealed, members shall respond to any inquiry as though the record did not exist (Penal Code § 851.8; Welfare and Institutions Code § 781).

When an arrest record is sealed pursuant to Penal Code § 851.87, Penal Code § 851.90, Penal Code § 851.91, Penal Code § 1000.4, or Penal Code § 1001.9, the Records Supervisor shall ensure that the required notations on local summary criminal history information and police

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investigative reports are made. Sealed records may be disclosed or used as authorized by Penal Code § 851.92.

804.8.1 SEALING JUVENILE RECORDS

Upon receiving notice from a probation department to seal a citation, juvenile arrest records, or other related records pursuant to Welfare and Institutions Code § 786.5, the Records Supervisor should ensure that the records are sealed within 60 days of that notice and that the probation department is notified once the records have been sealed (Welfare and Institutions Code § 786.5).

Upon receiving a list of juvenile arrest records that are eligible to be sealed from the California Department of Justice (DOJ), the Records Supervisor or the authorized designee shall review the records identified in the list and determine if the records are eligible to be sealed in accordance with Welfare and Institutions Code § 781.2. Within six months of receiving the list, the Records Supervisor or the authorized designee shall electronically report to the DOJ which records were sealed (Welfare and Institutions Code § 781.2).

804.9 SECURITY BREACHES

The Records Supervisor shall ensure notice is given anytime there is a reasonable belief an unauthorized person has acquired either unencrypted personal identifying information or encrypted personal information along with the encryption key or security credential stored in any Department information system (Civil Code § 1798.29).

Notice shall be given as soon as reasonably practicable to all individuals whose information may have been acquired. The notification may be delayed if the Department determines that notification will impede a criminal investigation or any measures necessary to determine the scope of the breach and restore the reasonable integrity of the data system.

For the purposes of this requirement, personal identifying information includes an individual's first name or first initial and last name in combination with any one or more of the following (Civil Code § 1798.29):

(a) Social Security number

1. Driver license number, California identification card number, tax identification number, passport number, military identification number, or other unique identification number issued on a government document commonly used to verify the identity of a specific individual
2. Account number or credit or debit card number, in combination with any required security code, access code or password that would permit access to an individual's financial account
3. Medical information
4. Health insurance information
5. Information or data collected by Automated License Plate Reader (ALPR) technology
6. Unique biometric data

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7. Genetic data

(b) A username or email address, in combination with a password or security question and answer that permits access to an online account

804.9.1 FORM OF NOTICE

(a) The notice shall be written in plain language, be consistent with the format provided in Civil Code § 1798.29 and include, to the extent possible, the following:

1. The date of the notice.
2. Name and contact information for the El Segundo Police Department.
3. A list of the types of personal information that were or are reasonably believed to have been acquired.
4. The estimated date or date range within which the security breach occurred.
5. Whether the notification was delayed as a result of a law enforcement investigation.
6. A general description of the security breach.
7. The toll-free telephone numbers and addresses of the major credit reporting agencies, if the breach exposed a Social Security number or a driver license or California identification card number.

(b) The notice may also include information about what the El Segundo Police Department has done to protect individuals whose information has been breached and may include information on steps that the person whose information has been breached may take to protect him/herself (Civil Code § 1798.29).

(c) When a breach involves an online account, and only a username or email address in combination with either a password or security question and answer that would permit access to an online account, and no other personal information has been breached (Civil Code § 1798.29):

1. Notification may be provided electronically or in another form directing the person to promptly change either his/her password or security question and answer, as applicable, or to take other appropriate steps to protect the online account with the Department in addition to any other online accounts for which the person uses the same username or email address and password or security question and answer.
2. When the breach involves an email address that was furnished by the El Segundo Police Department, notification of the breach should not be sent to that email address but should instead be made by another appropriate medium as prescribed by Civil Code § 1798.29.

804.9.2 MANNER OF NOTICE

(a) Notice may be provided by one of the following methods (Civil Code § 1798.29):

1. Written notice.

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2. Electronic notice if the notice provided is consistent with the provisions regarding electronic records and signatures set forth in 15 USC § 7001.
3. Substitute notice if the cost of providing notice would exceed $250,000, the number of individuals exceeds 500,000 or the Department does not have sufficient contact information. Substitute notice shall consist of all of the following:
   (a) Email notice when the Department has an email address for the subject person.
   (b) Conspicuous posting of the notice on the department's webpage for a minimum of 30 days.
4. Notification to major statewide media and the California Information Security Office within the California Department of Technology.

(b) If a single breach requires the Department to notify more than 500 California residents, the Department shall electronically submit a sample copy of the notification, excluding any personally identifiable information, to the Attorney General.

804.10 RELEASE OF AUDIO OR VIDEO RECORDINGS RELATED TO CRITICAL INCIDENTS

Video and audio recordings related to critical incidents shall be released upon a proper public record request and subject to delayed release, redaction, and other release restrictions as provided by law (Government Code § 7923.625).

For purposes of this section, a video or audio recording relates to a critical incident if it depicts an incident involving the discharge of a firearm at a person by an officer, or depicts an incident in which the use of force by an officer against a person resulted in death or in great bodily injury (as defined by Penal Code § 243(f)(4)) (Government Code § 7923.625).

The Custodian of Records should work as appropriate with the Chief of Police or the Professional Standards Unit supervisor in determining what recordings may qualify for disclosure when a request for a recording is received and if the requested recording is subject to delay from disclosure, redaction, or other release restrictions.

804.10.1 DELAY OF RELEASE

Disclosure of critical incident recordings during active criminal or administrative investigations may be delayed as follows if disclosure would substantially interfere with the investigation, such as by endangering the safety of a witness or a confidential source:

(a) Disclosure may be delayed up to 45 days from the date the Department knew or reasonably should have known about the incident.

(b) Delay of disclosure may continue after the initial 45 days and up to one year if the Department demonstrates that disclosure would substantially interfere with the investigation.

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(c) Any delay of disclosure longer than one year must be supported by clear and convincing evidence that disclosure would substantially interfere with the investigation (Government Code § 7923.625).

804.10.2 NOTICE OF DELAY OF RELEASE

When there is justification to delay disclosure of a recording, the Custodian of Records shall provide written notice to the requester as follows (Government Code § 7923.625):

(a) During the initial 45 days, the Custodian of Records shall provide the requester with written notice of the specific basis for the determination that disclosure would substantially interfere with the investigation. The notice shall also include the estimated date for the disclosure.

(a) When delay is continued after the initial 45 days, the Custodian of Records shall promptly provide the requester with written notice of the specific basis for the determination that the interest in preventing interference with an active investigation outweighs the public interest in the disclosure, and the estimated date for the disclosure. The Custodian of Records should work with the Chief of Police in reassessing the decision to continue withholding a recording and notify the requester every 30 days.

Recordings withheld shall be disclosed promptly when the specific basis for withholding the recording is resolved.

804.10.3 REDACTION

If the Custodian of Records, in consultation with the Chief of Police or the authorized designee, determines that specific portions of the recording may violate the reasonable expectation of privacy of a person depicted in the recording, the Department should use redaction technology to redact portions of recordings made available for release. The redaction should not interfere with the viewer's ability to fully, completely, and accurately comprehend the events captured in the recording, and the recording should not otherwise be edited or altered (Government Code § 7923.625).

If any portions of a recording are withheld to protect the reasonable expectation of privacy of a person depicted in the recording, the Custodian of Records shall provide in writing to the requester the specific basis for the expectation of privacy and the public interest served (Government Code § 7923.625).

804.10.4 RECORDINGS WITHHELD FROM PUBLIC DISCLOSURE

If the reasonable expectation of privacy of a person depicted in the recording cannot adequately be protected through redaction, and that interest outweighs the public interest in disclosure, the Department may withhold the recording from the public, except that the recording, either redacted or unredacted, shall be disclosed promptly, upon request, to any of the following (Government Code § 7923.625):

(a) The person in the recording whose privacy is to be protected, or the person's authorized representative.

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(b) If the person is a minor, the parent or legal guardian of the person whose privacy is to be protected.

(c) If the person whose privacy is to be protected is deceased, an heir, beneficiary, designated immediate family member, or authorized legal representative of the deceased person whose privacy is to be protected.

If the Department determines that this disclosure would substantially interfere with an active criminal or administrative investigation, the Custodian of Records shall provide the requester with written notice of the specific basis for the determination and the estimated date of disclosure (Government Code § 7923.625).

The Department may continue to delay release of the recording from the public for 45 days with extensions as provided in this policy (Government Code § 7923.625).

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Protected Information

805.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the access, transmission, release and security of protected information by members of the El Segundo Police Department. This policy addresses the protected information that is used in the day-to-day operation of the Department and not the public records information covered in the Records Maintenance and Release Policy.

805.1.1 DEFINITIONS

Definitions related to this policy include:

Protected information - Any information or data that is collected, stored or accessed by members of the El Segundo Police Department and is subject to any access or release restrictions imposed by law, regulation, order or use agreement. This includes all information contained in federal, state or local law enforcement databases that is not accessible to the public.

805.2 POLICY

Members of the El Segundo Police Department will adhere to all applicable laws, orders, regulations, use agreements and training related to the access, use, dissemination and release of protected information.

805.3 RESPONSIBILITIES

The Chief of Police shall select a member of the Department to coordinate the use of protected information.

The responsibilities of this position include but are not limited to:

(a) Ensuring member compliance with this policy and with requirements applicable to protected information, including requirements for the National Crime Information Center (NCIC) system, National Law Enforcement Telecommunications System (NLETS), Department of Motor Vehicles (DMV) records, and California Law Enforcement Telecommunications System (CLETS).

(b) Developing, disseminating, and maintaining procedures that adopt or comply with the U.S. Department of Justice's current Criminal Justice Information Services (CJIS) Security Policy. See the El Segundo Police Department CJIS Access, Maintenance, and Security Policy for additional guidance.

(c) Developing, disseminating, and maintaining any other procedures necessary to comply with any other requirements for the access, use, dissemination, release, and security of protected information.

(d) Developing procedures to ensure training and certification requirements are met.

(e) Resolving specific questions that arise regarding authorized recipients of protected information.

(f) Ensuring security practices and procedures are in place to comply with requirements applicable to protected information.

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805.4 ACCESS TO PROTECTED INFORMATION

Protected information shall not be accessed in violation of any law, order, regulation, user agreement, El Segundo Police Department policy, or training. Only those members who have completed applicable training and met any applicable requirements, such as a background check, may access protected information, and only when the member has a legitimate work-related reason for such access.

Unauthorized access, including access for other than a legitimate work-related purpose, is prohibited and may subject a member to administrative action pursuant to the Personnel Complaints Policy and/or criminal prosecution. See the CJIS Access, Maintenance, and Security Policy for additional guidance.

805.4.1 PENALTIES FOR MISUSE OF RECORDS

It is a misdemeanor to furnish, buy, receive or possess Department of Justice criminal history information without authorization by law (Penal Code § 11143).

Authorized persons or agencies violating state regulations regarding the security of Criminal Offender Record Information (CORI) maintained by the California Department of Justice may lose direct access to CORI (11 CCR 702).

805.5 RELEASE OR DISSEMINATION OF PROTECTED INFORMATION

Protected information may be released only to authorized recipients who have both a right to know and a need to know.

A member who is asked to release protected information that should not be released should refer the requesting person to a supervisor or to the Records Supervisor for information regarding a formal request.

Unless otherwise ordered or when an investigation would be jeopardized, protected information maintained by the Department may generally be shared with authorized persons from other law enforcement agencies who are assisting in the investigation or conducting a related investigation. Any such information should be released through the Records Section to ensure proper documentation of the release (see the Records Maintenance and Release Policy).

805.5.1 REVIEW OF CRIMINAL OFFENDER RECORD

Individuals requesting to review their own California criminal history information shall be referred to the Department of Justice (Penal Code § 11121).

Individuals shall be allowed to review their arrest or conviction record on file with the Department after complying with all legal requirements regarding authority and procedures in Penal Code § 11120 through Penal Code § 11127 (Penal Code § 13321).

805.5.2 TRANSMISSION GUIDELINES

Protected information, such as restricted Criminal Justice Information (CJI), which includes Criminal History Record Information (CHRI), should not be transmitted via unencrypted radio.

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When circumstances reasonably indicate that the immediate safety of officers, other department members, or the public is at risk, only summary information may be transmitted.

In cases where the transmission of protected information, such as Personally Identifiable Information, is necessary to accomplish a legitimate law enforcement purpose, and utilization of an encrypted radio channel is infeasible, a MDC or department-issued cellular telephone should be utilized when practicable. If neither are available, unencrypted radio transmissions shall be subject to the following:

- Elements of protected information should be broken up into multiple transmissions, to minimally separate an individual's combined last name and any identifying number associated with the individual, from either first name or first initial.
- Additional information regarding the individual, including date of birth, home address, or physical descriptors, should be relayed in separate transmissions.

Nothing in this policy is intended to prohibit broadcasting warrant information.

805.6 CALIFORNIA RELIGIOUS FREEDOM ACT

Members shall not release personal information from any agency database for the purpose of investigation or enforcement of any program compiling data on individuals based on religious belief, practice, affiliation, national origin or ethnicity (Government Code § 8310.3).

805.7 SECURITY OF PROTECTED INFORMATION

The Records Division Supervisor will oversee the security of protected information.

The responsibilities of this position include but are not limited to (see the CJIS Access, Maintenance, and Security Policy for additional guidance):

(a) Developing and maintaining security practices, procedures, and training.

(b) Ensuring federal and state compliance with the CJIS Security Policy and the requirements of any state or local criminal history records systems.

(c) Establishing procedures to provide for the preparation, prevention, detection, analysis, and containment of security incidents, including computer attacks.

(d) Tracking, documenting, and reporting all breach of security incidents to the Chief of Police and appropriate authorities.

805.7.1 MEMBER RESPONSIBILITIES

Members accessing or receiving protected information shall ensure the information is not accessed or received by persons who are not authorized to access or receive it. This includes leaving protected information, such as documents or computer databases, accessible to others when it is reasonably foreseeable that unauthorized access may occur (e.g., on an unattended table or desk; in or on an unattended vehicle; in an unlocked desk drawer or file cabinet; on an unattended computer terminal).

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805.8 TRAINING

All members authorized to access or release protected information shall complete a training program that complies with any protected information system requirements and identifies authorized access and use of protected information, as well as its proper handling and dissemination.

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Computers and Digital Evidence

806.1 PURPOSE AND SCOPE

This policy establishes procedures for the seizure and storage of computers, personal communications devices (PCDs) digital cameras, digital recorders and other electronic devices that are capable of storing digital information; and for the preservation and storage of digital evidence. All evidence seized and/or processed pursuant to this policy shall be done so in compliance with clearly established Fourth Amendment and search and seizure provisions.

806.2 SEIZING COMPUTERS AND RELATED EVIDENCE

Computer equipment requires specialized training and handling to preserve its value as evidence. Officers should be aware of the potential to destroy information through careless or improper handling, and utilize the most knowledgeable available resources. When seizing a computer and accessories the following steps should be taken:

(a) Photograph each item, front and back, specifically including cable connections to other items. Look for a phone line or cable to a modem for Internet access.

(b) Do not overlook the possibility of the presence of physical evidence on and around the hardware relevant to the particular investigation such as fingerprints, biological or trace evidence, and/or documents.

(c) If the computer is off, do not turn it on.

(d) If the computer is on, do not shut it down normally and do not click on anything or examine any files.

1. Photograph the screen, if possible, and note any programs or windows that appear to be open and running.
2. Disconnect the power cable from the back of the computer box or if a portable notebook style, disconnect any power cable from the case and remove the battery).

(e) Label each item with case number, evidence sheet number, and item number.

(f) Handle and transport the computer and storage media (e.g., tape, discs, memory cards, flash memory, external drives) with care so that potential evidence is not lost.

(g) Lodge all computer items in the Property Room. Do not store computers where normal room temperature and humidity is not maintained.

(h) At minimum, officers should document the following in related reports:

1. Where the computer was located and whether or not it was in operation.
2. Who was using it at the time.
3. Who claimed ownership.

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4. If it can be determined, how it was being used.

(i) In most cases when a computer is involved in criminal acts and is in the possession of the suspect, the computer itself and all storage devices (hard drives, tape drives, and disk drives) should be seized along with all media. Accessories (printers, monitors, mouse, scanner, keyboard, cables, software and manuals) should not be seized unless as a precursor to forfeiture.

806.2.1 BUSINESS OR NETWORKED COMPUTERS

If the computer belongs to a business or is part of a network, it may not be feasible to seize the entire computer. Cases involving networks require specialized handling. Officers should contact a certified forensic computer examiner for instructions or a response to the scene. It may be possible to perform an on-site inspection, or to image the hard drive only of the involved computer. This should only be done by someone specifically trained in processing computers for evidence.

806.2.2 FORENSIC EXAMINATION OF COMPUTERS

If an examination of the contents of the computer's hard drive, or floppy disks, compact discs, or any other storage media is required, forward the following items to a computer forensic examiner:

(a) Copy of report(s) involving the computer, including the Evidence/Property sheet.

(b) Copy of a consent to search form signed by the computer owner or the person in possession of the computer, or a copy of a search warrant authorizing the search of the computer hard drive for evidence relating to investigation.

(c) A listing of the items to search for (e.g., photographs, financial records, e-mail, documents).

(d) An exact duplicate of the hard drive or disk will be made using a forensic computer and a forensic software program by someone trained in the examination of computer storage devices for evidence.

806.3 SEIZING DIGITAL STORAGE MEDIA

Digital storage media including hard drives, floppy discs, CD's, DVD's, tapes, memory cards, or flash memory devices should be seized and stored in a manner that will protect them from damage.

(a) If the media has a write-protection tab or switch, it should be activated.

(b) Do not review, access or open digital files prior to submission. If the information is needed for immediate investigation request the Crime Scene Investigation Section to copy the contents to an appropriate form of storage media.

(c) Many kinds of storage media can be erased or damaged by magnetic fields. Keep all media away from magnetic devices, electric motors, radio transmitters or other sources of magnetic fields.

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(d) Do not leave storage media where they would be subject to excessive heat such as in a parked vehicle on a hot day.

(e) Use plastic cases designed to protect the media, or other protective packaging, to prevent damage.

806.4 SEIZING PCDS

Personal communication devices such as cell phones, PDAs or other hand-held devices connected to any communication network must be handled with care to preserve evidence that may be on the device including messages, stored data and/or images.

(a) Officers should not attempt to access, review or search the contents of such devices prior to examination by a forensic expert unless otherwise directed by a supervisor. Unsent messages can be lost, data can be inadvertently deleted and incoming messages can override stored messages.

(b) Do not turn the device on or off.

(c) When seizing the devices, also seize the charging units and keep them plugged in to the chargers until they can be examined. If the batteries go dead all the data may be lost.

806.5 DIGITAL EVIDENCE RECORDED BY OFFICERS

Officers handling and submitting recorded and digitally stored evidence from digital cameras and audio or video recorders will comply with these procedures to ensure the integrity and admissibility of such evidence.

806.5.1 COLLECTION OF DIGITAL EVIDENCE

Once evidence is recorded it shall not be erased, deleted or altered in any way prior to submission. All photographs taken will be preserved regardless of quality, composition or relevance. Video and audio files will not be altered in any way.

806.5.2 SUBMISSION OF DIGITAL MEDIA

The following are required procedures for the submission of digital media used by cameras or other recorders:

(a) The recording media (smart card, compact flash card or any other media) shall be brought to the Crime Scene Investigation Section as soon as possible for submission into evidence.

(b) Officers are not authorized to review or copy memory cards. The evidence technicians are the only employees authorized to copy and/or distribute digital media made from the memory cards.

(c) As soon as possible following the collection of evidence, the camera operator is to remove the memory card from their digital camera and place the card into a plastic carrier. The card and carrier are then to be placed into a zip-lock type baggie. The

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camera operator shall write their name and the related case number on the outside of the baggie before placing in the film drop box along with the evidence form.

(d) Evidence technicians will make a copy of the memory card using appropriate storage media. Once they have verified that the images properly transferred to the storage media, the technicians will erase the memory card for re-use. The storage media will be marked as the original.

(e) Officers requiring a copy of the digital files must request a copy on the evidence form when submitted to evidence.

806.5.3 DOWNLOADING OF DIGITAL FILES

Digital information such as video or audio files recorded on devices using internal memory must be downloaded to storage media. The following procedures are to be followed:

(a) Files should not be opened or reviewed prior to downloading and storage.

(b) Where possible, the device should be connected to a computer and the files accessed directly from the computer directory or downloaded to a folder on the host computer for copying to the storage media.

806.5.4 PRESERVATION OF DIGITAL EVIDENCE

(a) Only evidence technicians are authorized to copy original digital media that is held as evidence. The original digital media shall remain in evidence and shall remain unaltered.

(b) Digital images that are enhanced to provide a better quality photograph for identification and investigative purposes must only be made from a copy of the original media.

(c) If any enhancement is done to the copy of the original, it shall be noted in the corresponding incident report.

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Animal Control

807.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for interacting with animals and responding to calls for service that involve animals. Additional information can be found in the Animal Control Procedures manual.

807.2 POLICY

It is the policy of the El Segundo Police Department to be responsive to the needs of the community regarding animal-related issues. This includes enforcing local, state and federal laws relating to animals and appropriately resolving or referring animal-related problems, as outlined in this policy.

807.3 ANIMAL CONTROL RESPONSIBILITIES

Animal control services are generally the primary responsibility of Animal Control and include:

(a) Animal-related matters during periods when Animal Control is available.

(b) Ongoing or persistent animal nuisance complaints. Such complaints may be scheduled, if reasonable, for handling during periods that Animal Control is available for investigation and resolution.

(c) Follow-up on animal-related calls, such as locating owners of injured animals.

807.4 MEMBER RESPONSIBILITIES

Members who respond to or assist with animal-related calls for service should evaluate the situation to determine the appropriate actions to control the situation.

Due to the hazards of handling animals without proper training and equipment, responding members generally should not attempt to capture or pick up any animal, but should keep the animal under observation until the arrival of appropriate assistance.

Members may consider acting before the arrival of such assistance when:

(a) There is a threat to public safety.

(b) An animal has bitten someone. Members should take measures to confine the animal and prevent further injury.

(c) An animal is creating a traffic hazard.

(d) An animal is seriously injured.

(e) The owner/handler of an animal has been arrested or is incapacitated. In such circumstances, the member should find appropriate placement for the animal.

1. This is only necessary when the arrestee is expected to be in custody for a time period longer than would reasonably allow him/her to properly care for the animal.

2. With the owner’s consent, locating appropriate placement may require contacting relatives or neighbors to care for the animal.

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3. If no person can be found or the owner does not or cannot give consent, the animal should be taken to a designated animal care facility.

807.5 ANIMAL CRUELTY COMPLAINTS

Laws relating to the cruelty to animals should be enforced, including but not limited to Penal Code § 597 et seq. (cruelty to animals, failure to care for animals).

(a) An investigation should be conducted on all reports of animal cruelty.

(b) Legal steps should be taken to protect an animal that is in need of immediate care or protection from acts of cruelty.

807.6 ANIMAL BITE REPORTS

Members investigating an animal bite should obtain as much information as possible for follow-up with the appropriate health or animal authorities. Efforts should be made to capture or otherwise have the animal placed under control. Members should attempt to identify and notify the owner of the final disposition of the animal.

807.7 STRAY DOGS

If a stray dog has a license or can otherwise be identified, the owner should be contacted, if possible. If the owner is contacted, the dog should be released to the owner and a citation may be issued, if appropriate. If a dog is taken into custody, it shall be transported to the appropriate animal care facility.

Members shall provide reasonable treatment to animals in their care (e.g., food, water, shelter).

807.8 DANGEROUS ANIMALS

In the event responding members cannot fulfill a request for service because an animal is difficult or dangerous to handle, the Watch Commander will be contacted to determine available resources, including requesting the assistance of animal control services from an allied agency.

807.9 PUBLIC NUISANCE CALLS RELATING TO ANIMALS

Members should diligently address calls related to nuisance animals (e.g., barking dogs), as such calls may involve significant quality-of-life issues.

807.10 DECEASED ANIMALS

When a member becomes aware of a deceased animal, all reasonable attempts should be made to preliminarily determine if the death of the animal is related to criminal activity.

Deceased animals on public property should be removed, sealed in a plastic bag, and properly disposed of by the responding ESPD personnel.

Members should not climb onto or under any privately owned structure for the purpose of removing a deceased animal.

When handling deceased animals, members should attempt to identify and notify the owner of the final disposition of the animal.

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807.11 DESTRUCTION OF ANIMALS

When it is necessary to use a firearm to euthanize a badly injured animal or stop an animal that poses an imminent threat to human safety, the Firearms Policy shall be followed. A badly injured animal shall only be euthanized with the approval of a supervisor.

807.11 INJURED ANIMALS

When a member becomes aware of an injured domesticated animal, all reasonable attempts should be made to contact an owner or responsible handler. If an owner or responsible handler cannot be located, the animal should be taken to a veterinarian and notice shall be given to the owner pursuant to the requirements of Penal Code § 597.1.

807.11.1 VETERINARY CARE

The injured animal should be taken to a veterinarian as follows:

(a) During normal business hours, the animal should be taken to an authorized veterinary care clinic.

(b) If after normal business hours, the animal should be taken to the authorized Veterinary Emergency and Critical Care Services Clinic.

(c) An exception to the above exists when the animal is an immediate danger to the community or the owner of the animal is identified and takes responsibility for the injured animal.

Each incident shall be documented and, at minimum, include the name of the reporting party and veterinary hospital and/or person to whom the animal is released.

If Animal Control is not available, the information will be forwarded for follow-up.

807.11.2 INJURED WILDLIFE

Injured wildlife should be referred to the Department of Fish and Wildlife or the Marine Mammal Center as applicable.

807.11.3 RESCUE OF ANIMALS IN VEHICLES

If an animal left unattended in a vehicle appears to be in distress, police officers may enter the vehicle for the purpose of rescuing the animal. Members should (Penal Code § 597.7(d)):

(a) Make a reasonable effort to locate the owner before entering the vehicle.

(b) Take steps to minimize damage to the vehicle.

(c) Refrain from searching the vehicle or seizing items except as otherwise permitted by law.

(d) Leave notice on or in the vehicle identifying the location where the animal has been taken and the name and Department of the member involved in the rescue.

(e) Make reasonable efforts to contact the owner or secure the vehicle before leaving the scene.

(f) Take the animal to an animal care facility, a place of safekeeping or, if necessary, a veterinary hospital for treatment.

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Jeanne Clery Campus Safety Act

808.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines to ensure this department fulfills its obligation in complying with the Jeanne Clery Campus Safety Act (Clery Act) as well as applicable California Education Code requirements.

808.2 POLICY

The El Segundo Police Department encourages accurate and prompt reporting of all crimes and takes all such reports seriously (20 USC § 1092(f)(1)(C)(iii)). Reports will be accepted in any manner, including in person or in writing, at any El Segundo Police Department facility. Reports will be accepted anonymously, by phone or via email or on the institution's website.

It is the policy of the El Segundo Police Department to comply with the Clery Act. Compliance with the Clery Act requires a joint effort between the El Segundo Police Department and the administration of the institution.

Supervisors assigned areas of responsibility in the following policy sections are expected to be familiar with the subsections of 20 USC § 1092(f) and 34 CFR 668.46 that are relevant to their responsibilities.

808.3 POLICY, PROCEDURE, AND PROGRAM DEVELOPMENT

The Chief of Police shall:

(a) Ensure that the El Segundo Police Department establishes procedures for immediate emergency response and evacuation, including the use of electronic and cellular communication, and testing of these procedures (20 USC § 1092(f)(1)(J)(i); 20 USC § 1092(f)(1)(J)(iii)).

(b) Enter into written agreements as appropriate with local law enforcement agencies to (Education Code § 67381.1):

1. Identify roles in the investigation of alleged criminal offenses on campus (20 USC § 1092(f)(1)(C)(ii)).

    (a) This includes identification of the responsibilities for sexual assault, hate crimes, and Part 1 violent crime investigations (e.g., willful homicide, forcible rape, robbery, or aggravated assault as defined in the FBI's Uniform Crime Reporting (UCR) Handbook), and establishing the specific geographical boundaries of each agency's responsibility, including maps as necessary (Education Code § 67381).

2. Assist in the monitoring and reporting of criminal activity at off-campus student organizations that are recognized by the institution and engaged in by students attending the institution, including student organizations with off-campus housing facilities (20 USC § 1092(f)(1)(G)).

3. Ensure coordination of emergency response and evacuation procedures, including procedures to immediately notify the campus community upon the

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confirmation of a significant emergency or dangerous situation (20 USC § 1092(f)(1)(J)).

4. Notify the El Segundo Police Department of criminal offenses reported to local law enforcement agencies to assist the institution in meeting its reporting requirements under the Clery Act (20 USC § 1092(f)(1)(F)).

5. Notify the El Segundo Police Department of criminal offenses reported to local law enforcement agencies to assist in making information available to the campus community in a timely manner and to aid in the prevention of similar crimes. Such disseminated information shall withhold the names of victims as confidential (20 USC § 1092(f)(3)).

(c) Appoint a designee to develop programs that are designed to inform students and employees about campus security procedures and practices, and to encourage students and employees to be responsible for their own security and the security of others (20 USC § 1092(f)(1)(D)).

(d) Appoint a designee to develop programs to inform students and employees about the prevention of crime (20 USC § 1092(f)(1)(E)).

(e) Appoint a designee to develop educational programs to promote the awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking, and what to do if an offense occurs, including but not limited to who should be contacted, the importance of preserving evidence, and to whom the alleged offense should be reported (20 USC § 1092(f)(8)(B)). The designee shall also develop written materials to be distributed to reporting persons that explain the rights and options provided for in 20 USC § 1092 (20 USC § 1092(f)(8)(C)).

(f) Appoint a designee to make the appropriate notifications to institution staff regarding missing person investigations in order to ensure that the institution complies with the requirements of 34 CFR 668.46(h).

(g) Appoint a designee to assist in the development of prevention and awareness programs related to hazing as defined by the institution, including but not limited to the procedures for reporting and investigating incidents; information on local, state, and tribal laws on hazing; and hazing prevention strategies (20 USC § 1092(f)(1)(K); 20 USC § 1092(f)(1)(L)).

808.3.1 ADDITIONAL REQUIREMENTS

The Chief of Police or the authorized designee will also (Education Code § 67386):

(a) Assist the institution with the development of policies and procedures relating to sexual assault, domestic violence, dating violence, and stalking involving a student whether it occurred on- or off-campus including:

1. The differences between standards of proof and defenses in criminal investigations and administrative or disciplinary matters.

2. Victim-centered protocols including privacy protection, responses to reports, interviews, investigations, required notifications, and participation by victim advocates and other supporting individuals.

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(b) Assist, as appropriate, with trauma-informed training for campus personnel involved in investigating and adjudicating sexual assault, domestic violence, dating violence, and stalking cases.

(c) Assist, as appropriate, in the development of the institution's comprehensive prevention and outreach programs addressing sexual violence, domestic violence, dating violence, and stalking.

(d) Ensure that any reported Part 1 violent crime, sexual assault, or hate crime described in Penal Code § 422.55 (whether it occurred on- or off-campus), is reported as soon as practicable to any local law enforcement agency with investigation responsibilities pursuant to a written agreement with the El Segundo Police Department or the institution (Education Code § 67380).

1. The identification of the victim shall be withheld, unless the victim consents to being identified after being informed of the right to have their personally identifying information withheld. If the victim does not consent to being identified, then the alleged assailant shall not be identified unless the institution determines that the alleged assailant represents a serious or ongoing threat to the safety of the students, employees, or the institution, and the immediate assistance of the El Segundo Police Department is necessary to contact or detain the assailant (Education Code § 67380).

2. If the institution discloses the identity of the alleged assailant to the El Segundo Police Department, the institution must immediately inform the victim of that disclosure (Education Code § 67380).

(e) Ensure the victim receives the following information:

1. Options on rights to obtain a sexual assault forensic medical examination including the right to be accompanied to the examination by a certified sexual assault counselor and/or support person of the victim's choosing

2. How to access transportation to an examination site, including transportation options provided or arranged by the campus

(f) Assist as requested in providing transportation or transportation options to eligible victims of sexual violence to a Sexual Assault Forensic Examination (SAFE) or Sexual Abuse Response Team (SART) exam center for the administration of a sexual assault forensic medical evidence kit.

1. Transportation information should be documented and provided to the institution for reporting purposes to the state legislature.

808.4 RECORDS COLLECTION AND RETENTION

The Records Supervisor is responsible for maintaining El Segundo Police Department statistics and making reasonable good-faith efforts to obtain statistics from other law enforcement agencies as necessary to allow the institution to comply with its reporting requirements under the Clery Act (20 USC § 1092(f)(1)(F)). The statistics shall be compiled as follows:

(a) Statistics concerning the occurrence of the following criminal offenses reported to this department or to local police agencies that occurred on campus, in or on non-campus

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buildings or property, and on public property including streets, sidewalks, and parking facilities within the campus or immediately adjacent to and accessible from the campus (20 USC § 1092(f)(1)(F)(i); 34 CFR 668.46(c)):

1. Murder
2. Sex offenses, forcible or non-forcible
3. Robbery
4. Aggravated assault
5. Burglary
6. Motor vehicle theft
7. Manslaughter
8. Arson
9. Arrests or persons referred for campus disciplinary action for liquor law violations, drug-related violations, and weapons possession
10. Dating violence, domestic violence, and stalking
11. Hazing

(b) Statistics concerning the crimes described in the section above, theft, simple assault, intimidation, destruction, damage, or vandalism of property, and other crimes involving bodily injury to any person where the victim was intentionally selected because of their actual or perceived race, sex, religion, gender, gender identity, sexual orientation, ethnicity, or disability. These statistics should be collected and reported according to the category of prejudice (20 USC § 1092(f)(1)(F)(ii); 34 CFR 668.46(c)).

(c) The statistics shall be compiled using the definitions in the FBI's Uniform Crime Reporting (UCR) system and modifications made pursuant to the Hate Crime Statistics Act (20 USC § 1092(f)(7); 34 CFR 668.46(c)(9)). For the offenses of domestic violence, dating violence, and stalking, such statistics shall be compiled in accordance with the definitions used in the Violence Against Women Act (20 USC § 1092(f)(7); 34 USC § 12291; 34 CFR 668.46(a)). The statistics will be categorized separately as offenses that occur (20 USC § 1092(f)(13); 34 CFR 668.46(c)(5)):

1. On campus.
2. In or on a non-campus building or property.
3. On public property.
4. In dormitories or other on-campus residential or student facilities.

(d) Statistics will be included by the calendar year in which the crime was reported to the El Segundo Police Department (34 CFR 668.46(c)(3)).

(e) Stalking offenses will include a statistic for each year in which the stalking conduct is reported and will be recorded as occurring either at the first location in which the stalking occurred or the location where the victim became aware of the conduct (34 CFR 668.46(c)(6)).

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(f) Statistics will include the three most recent calendar years (20 USC § 1092(f)(1)(F); 34 CFR 668.46(c)).

(g) The statistics shall not identify victims of crimes or persons accused of crimes (20 USC § 1092(f)(7)).

(h) Hazing incident statistics shall be compiled using the definitions in the Stop Campus Hazing Act (20 USC § 1092 (f)(6)(A)(vi)). The statistics shall be compiled for each single incident and as required by 20 USC § 1092(f)(7).

808.4.1 COMPILING RECORDS FOR DISCLOSURE REQUIREMENTS

The Records Supervisor is also responsible for compiling the following to allow the institution to comply with its disclosure requirements under Education Code § 67380:

(a) All occurrences reported to the El Segundo Police Department and all arrests for crimes that are committed on campus that involve violence, hate violence, theft, destruction of property, illegal drugs, or alcohol intoxication.

(b) All occurrences of noncriminal acts of hate violence reported to the El Segundo Police Department for which a written report is prepared.

808.4.2 CRIME LOG

The Records Supervisor is responsible for ensuring a daily crime log is created and maintained as follows (20 USC § 1092(f)(4); 34 CFR 668.46(f)):

(a) The daily crime log will record all crimes reported to the El Segundo Police Department, including the nature, date, time and general location of each crime, and the disposition, if known.

(b) All log entries shall be made within two business days of the initial report being made to the Department.

(c) If new information about an entry becomes available, then the new information shall be recorded in the log not later than two business days after the information becomes available to the police department or security department.

(d) The daily crime log for the most recent 60-day period shall be open to the public for inspection at all times during normal business hours. Any portion of the log that is older than 60 days must be made available within two business days of a request for public inspection. Information in the log is not required to be disclosed when:

1. Disclosure of the information is prohibited by law.

2. Disclosure would jeopardize the confidentiality of the victim.

3. There is clear and convincing evidence that the release of such information would jeopardize an ongoing criminal investigation or the safety of an individual, may cause a suspect to flee or evade detection, or could result in the destruction of evidence. In any of these cases, the information may be withheld until that damage is no longer likely to occur from the release of such information.

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808.5 INFORMATION DISSEMINATION

It is the responsibility of the Support Services Captain Division Commander to ensure that the required Clery Act disclosures are properly forwarded to campus administration and community members in accordance with institution procedures. This includes:

(a) Procedures for providing emergency notification of crimes or other incidents and evacuations that might represent an imminent threat to the safety of students or employees (20 USC § 1092(f)(3); 34 CFR 668.46(e); 34 CFR 668.46(g)).

(b) Procedures for notifying the campus community about crimes considered to be a threat to other students and employees in order to aid in the prevention of similar crimes. Such disseminated information shall withhold the names of victims as confidential (20 USC § 1092(f)(3)).

(c) Information necessary for the institution to prepare its annual security report (20 USC § 1092(f)(1); 34 CFR 668.46(b)). This report will include but is not limited to:

1. Crime statistics and the policies for preparing the crime statistics.
2. Crime and emergency reporting procedures, including the responses to such reports.
3. Policies concerning security of and access to campus facilities.
4. Crime, dating violence, domestic violence, sexual assault, and stalking awareness and prevention programs, including:
   (a) Procedures victims should follow.
   (b) Procedures for protecting the confidentiality of victims and other necessary parties.
5. Policies and incident prevention and awareness programs concerning hazing, including:
   (a) Procedures for reporting incidents.
   (b) Procedures for investigating incidents.
   (c) Information on applicable local, state, and tribal laws on hazing.
   (d) Primary prevention strategies (e.g., bystander intervention, ethical leadership, building group cohesion without hazing).
6. Enforcement policies related to alcohol and illegal drugs.
7. Locations where the campus community can obtain information about registered sex offenders.
8. Emergency response and evacuation procedures.
9. Missing student notification procedures.
10. Information addressing the jurisdiction and authority of campus security including any working relationships and agreements between campus security personnel and both state and local law enforcement agencies.

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(d) Information necessary for the institution to prepare the Campus Hazing Transparency Report (CHTR) (20 USC § 1092(f)(9)).

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Audits

809.1 PURPOSE AND SCOPE

The purpose of this policy is to establish procedures for departmental audits. This will provide the Chief of Police and Department Managers information to assess efficiency and effectiveness. This policy will provide guidelines, outlining the process for conducting the audits.

809.2 POLICY

Audits will be conducted to ensure integrity is maintained, to measure overall performance, to determine efficient allocation of resources, and ensure the operational policies and procedures of all units conform to existing laws, department rules and regulations, and meet the goals of the Department's Mission and Value Statements.

(a) Audits are the responsibility of an Auditing Manager (Division Commander) designated by the Chief of Police or Bureau Commanders.

(b) The role of the Auditing Manager is to give independent review of the Department's functional units. The process of auditing may include site examination, interviews, record checks and file reviews. The Auditor should not criticize personnel or correct problems during the audit. If, however, immediate corrective action is required, the Auditing Manager will notify the appropriate Bureau Commander.

(c) General Notice of audits will be initiated in one of two forms:

1. Audit Schedule: Audits shall be conducted on a biennial basis except where noted. Written notification outlining the purpose and intent of the audit will generally be made to the appropriate Bureau and Division Commander at least 14 days prior to initiating an audit. Only under special circumstances and at the direction of the Chief of Police will an unannounced audit be conducted. The audits shall include, but are not limited to the following Divisions and Units:

    (a) Patrol Division

    (b) Investigative Division

    (c) Records Division

    (d) SWAT Team

    (e) Property & Evidence Detail

    (f) Canine Unit

    (g) Special Operations Division

    (h) Jail Section

(d) Chief memorandum. Specific audits may be initiated from the office of the Chief of Police.

809.3 AUDITS

The Auditing Manager acts as a consultant to management by auditing an assigned division or unit, documenting the findings, and developing an action plan with recommendations.

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The audit report should provide an analysis of operations which negatively affect or benefit the organization. Audit reports should justify the reasons for the findings and recommendations.

809.4 FINAL AUDIT REPORT

The Final Audit Report contains five major divisions of information. The following headings are used to designate the major narrative components of the report:

1. Audit Purpose. All reports should begin with an introduction which briefly explains the reason, scope and intent of the audit. This section should also identify the Auditing Manager and the staff officer (if applicable) conducting the audit.

> Example: Audit Purpose: On July 1, 1996, the Chief of Police requested an audit of the K-9 program to insure compliance with the operational policy, goals, and objectives, established in the General Order Manual.

2. Audit Method. The audit method is an explanation of the procedures used to achieve the stated objectives of the audit. The purpose of completing an inspection method statement is to ensure that:

(a) The scope of the audit is defined;

(b) The auditor is familiar with all policies and procedures affecting the Bureau, Division, Unit, or Section to be audited;

(c) An organized approach to the audit has been developed.

> Example: Audit Method: The auditor will review the GOM's K-9 operation policy, goals and objectives. The auditor will interview the K-9 Coordinator with reference to his knowledge of the operation policy, goals and objectives. The auditor will review all K-9 Utilization Reports generated over the last two years. The auditor will also interview individual K-9 officers, inspect their vehicles, equipment, kennels, medical reports, training logs, evaluations and certifications.

The auditor will compare their findings to the GOM policies and make an objective opinion as to compliance, etc. All noted discrepancies will be discussed with the K-9 Coordinator for possible clarification.

3. Audit Findings. Those findings, positive or negative, which will be of particular interest to the reader, should be stated briefly in this section. The findings should be recorded in an outline form and listed in order of importance. Significant findings that support a recommendation will include a reference to that recommendation.

> Example: Audit Findings: The auditor found that the K-9 officers were unsure of the K-9 programs operational policies, goals and objectives.

(a) The K-9 officers were unable to locate their assigned K-9 program manual.

(b) The K-9 officers' kennels were damaged and needed repair to gate latching devices.

(c) A review of all K-9 Utilization Reports revealed that all documented K-9 incidents are in compliance with K-9 operational policies, goals and objectives

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4. Audit Recommendations. The Final Audit Report will contain recommendations to resolve problems and issues in the audit. The report may also include recommendations for the broader application of systems or procedures found to work especially well. The recommendations should briefly state what corrective action is recommended and when applicable, the organizational person responsible for implementing the recommendation.

Example: Audit Recommendations.

1. It is recommended that the K-9 Coordinator require his officers to review the K-9 operations manual.
2. After review, the K-9 Officers will be tested as to their knowledge of the operational policies, goals and objectives. A 100% score on the test is required by the K-9 officers.
3. The K-9 Coordinator will then forward the test results to the Field Operations Bureau Commander.
4. The K-9 Officers shall complete a request for service form for the necessary repair work needed on kennels.
5. It is recommended that a follow-up audit be conducted on the aforementioned items by a specific date.
6. Audit Additions. All documents, charts, graphs, or other supplemental materials which are referenced in the Final Audit Report should be attached as Audit Additions and Footnoted.

809.5 SERVICE QUESTIONNAIRE

The Service Questionnaire Form has been designed to solicit relevant information from citizens regarding their perception of the Department's service and effectiveness. Supervisors may utilize this form to obtain information for the employee’s annual evaluation. The Service Questionnaire may also be utilized during an audit.

(a) Citizen Information. The citizens’ information section should be filled out by the employee's supervisor. The supervisor will personally review this section with the citizen or via telephone. The supervisor will assist the citizen by giving additional definition of terms when necessary. The citizen's statement should be reported as a direct quotation or an accurate summary.

(b) Evaluation Information - Supervisor's Review. The supervisor's review section provides the supervisor with an opportunity to evaluate the citizen's perception of service and personnel.

(c) Corrective Action/Compliance. If corrective action is required, it should be documented in the space provided.

Attach the Service Questionnaire to the Final Audit Report for review unless this service questionnaire was used for the sole purpose of personnel performance evaluation.

809.6 AUDIT SUMMARY

At the completion of the audit, the Audit Manager will meet with the Division Commander and verbally review the audit.

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Upon completing the audit and the follow up summary interview, the Auditing Manager will complete the Final Audit Report.

809.7 FINAL AUDIT REPORT

Upon completion of the Final Audit Report by the Auditing Manager it shall be directed to the Chief of Police, who will distribute it to the appropriate Bureau and Division Commander. Within 30 calendar days, the audited Division'sCommander will forward a report to the Bureau Commander, detailing corrective action taken in response to the recommendations outlined in the Final Audit Report.

Final Audit Reports will be maintained by the Professional Standards Division in electronic format for a minimum of two years.

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CJIS Access, Maintenance, and Security

810.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the use, maintenance, and security of department systems that access Criminal Justice Information.

810.1.1 DEFINITIONS

Definitions related to this policy include:

Criminal Justice Information (CJI) - Data provided by FBI Criminal Justice Information Services (CJIS) that is necessary for law enforcement agencies to perform their mission and enforce the laws (e.g., biometric, identity history, person, organization, case/incident history data).

Security incident - Any incident that compromises the security of CJI or systems that access CJI. Examples include but are not limited to unauthorized use of legitimate code or credentials within department systems, email communications that contain malicious code, data breaches, signaling to external systems, and unauthorized exporting of information.

810.2 POLICY

It is the policy of the El Segundo Police Department to maintain the security, confidentiality, and integrity of its information systems that access CJI by collaborating with appropriate state and federal agencies to implement the applicable established protocols.

810.3 CJIS COORDINATOR

The Chief of Police shall appoint a CJIS coordinator, who shall be responsible for the El Segundo Police Department's adherence to FBI CJIS Security Policy requirements.

The CJIS coordinator shall establish procedures necessary to govern the department's use, maintenance, and security of systems that access CJI as described in this policy.

810.3.1 CJIS COORDINATOR RESPONSIBILITIES

The responsibilities of the CJIS coordinator include but are not limited to:

(a) Coordinating with others, such as the information technology or legal departments, as appropriate, to maintain department compliance with FBI CJIS Security Policy requirements and the California Justice Information Services.

(b) Managing member accounts with access to CJI, including:

1. Creating, enabling, modifying, disabling, and removing member accounts in accordance with this policy and the FBI CJIS Security Policy.
2. Configuring member accounts in accordance with federal and state requirements (e.g., limiting unsuccessful login attempts).
3. Reviewing member accounts for compliance with legal and policy requirements at least annually.

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(c) Overseeing the maintenance, repair, and replacement of CJI systems and system components in accordance with manufacturer or vendor specifications and/or department requirements, including:

1. Maintaining a list of organizations and personnel approved by the Chief of Police to perform maintenance on CJI systems.
2. Approving, scheduling, documenting, and monitoring all maintenance and diagnostic activities, whether performed on-site, remotely, or off-site, and maintaining records.
3. Verifying that non-escorted personnel performing maintenance on any CJI system or terminal possess the required access authorizations, and designating members who have the required access authorizations and technical competence to supervise the maintenance activities of personnel who do not possess the required access authorizations.
4. Maintaining records for all system maintenance and diagnostic activities.

(d) Monitoring department systems that have access to CJI to ensure compliance with applicable laws and this policy; developing processes to detect, identify, and correct flaws in software and firmware; and conducting security updates as necessary.

(e) Providing for the security of hardware that includes provisions for the following:

1. How hardware is to be brought into and taken out of department facilities
2. Physical security of hardware within department facilities
3. Physical security of areas containing network connections and transmission lines, including monitored access

(f) Implementing and carrying out the department Incident Response Plan, including:

1. Tracking and documenting all suspected or actual security incidents related to CJI in an appropriate manner.
2. Directing annual testing of the department's information security incident response capabilities using tabletop or walk-through exercises, simulations, or other types of testing.
3. Making the appropriate notifications outside of the Department (see the Records Maintenance and Release Policy for additional guidance).
4. Providing information on security incidents to any third-party software developers or vendors as appropriate.

(g) Protecting digital and non-digital media that contain CJI, including physical security, transportation, destruction/sanitization, and documentation requirements.

(h) Developing and updating department information security and privacy literacy training and incident response training as required by policy.

(i) Maintaining audit records in accordance with the established records retention schedule, but in no event for less than one year.

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(j) Managing the development, documentation, and dissemination of procedures for the following:

1. Awareness and training
2. Incident response
3. Audit and accountability
4. Access control
5. Identification and authentication
6. Configuration management
7. Media protection
8. Physical and environmental protection
9. System and communications protection
10. System and information integrity
11. Maintenance
12. Security and privacy planning
13. Contingency planning
14. Risk assessment

(k) Reviewing this policy and related procedures as required by the FBI CJIS Security Policy and proposing updates as needed to the Chief of Police.

810.4 MEMBER RESPONSIBILITIES

All members of the Department shall be committed to detecting information security incidents and making the appropriate notifications.

Any member who suspects that there may have been unauthorized access, disclosure, or other compromise of CJI shall report their suspicions in accordance with the Incident Response Plan within one hour of the discovery.

Personally owned devices or systems and publicly accessible systems shall not be used to access, process, store, or transmit CJI.

810.5 SUPERVISOR RESPONSIBILITIES

Supervisors shall notify the CJIS coordinator when the account access of a member they supervise needs to be modified, disabled, or removed for any reason, such as resignation, termination, or change of duties.

810.6 MEMBER ACCOUNTS

Department accounts used to access CJI shall only be created upon approval of the Chief of Police or the authorized designee.

Member accounts shall be disabled within one week of any of the following:

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(a) The account has expired.

(b) The account is no longer associated with a member.

(c) The account is found to be in violation of this policy.

(d) The account has been inactive for 90 calendar days.

If any threat to the confidentiality, integrity, or availability of CJI related to a specific member account is detected, the CJIS coordinator or designated member shall disable the account within 30 minutes of the discovery.

810.6.1 ACCESS AUTHORIZATION

Access authorization for systems transmitting, receiving, using, or storing CJI shall be based on the principle of least privilege as follows:

(a) Members shall only be granted access authorizations that are necessary to accomplish assigned department tasks.

(b) Accounts with security privileges shall only be authorized for members with an operational need for the privileges. Privileged functions shall be logged as they are executed.

(c) Non-privileged members shall not be allowed to execute privileged functions.

810.6.2 ACCOUNT REVIEW ACTIVITIES

At least annually, the CJIS coordinator shall review member accounts for compliance with policy and applicable laws. The CJIS coordinator shall validate account privileges and remove or reassign them as necessary to accurately reflect the department mission and law enforcement needs.

810.7 MEDIA PROTECTION

Access to media containing CJI shall be restricted to authorized members and stored within physically secured locations or controlled areas, in accordance with the FBI CJIS Security Policy.

Digital media (e.g., flash drives, external or removable hard disk drives, compact discs) containing CJI shall be encrypted. Personally owned digital media devices or digital media devices with no identifiable owner shall not be used on department systems that store, process, or transmit CJI.

Non-digital media (e.g., paper files, printed pages, microfilm) containing CJI should be enclosed in an opaque folder or container if they are to be transported outside of physically secure locations or controlled areas. Media containing CJI shall not be left unattended outside of a physically secure location.

Transportation and transfers of media containing CJI shall be documented.

810.7.1 MEDIA DISPOSAL AND RELEASE

Digital media containing CJI shall be overwritten at least three times or degaussed (i.e., erased) prior to being disposed of, released from department control, or released for reuse. Inoperable digital media devices, such as hard drives or solid-state drives that cannot be accessed to

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overwrite the data, shall be physically destroyed. When non-digital media is no longer needed for investigative or security purposes, it shall be destroyed by crosscut shredding or incineration.

810.8 SYSTEM AND INFORMATION INTEGRITY

The integrity of department CJI systems shall be protected through the implementation of appropriate controls such as:

(a) Flaw remediation.

(b) System monitoring.

(c) Security alerts, advisories, and directives.

(d) Software, firmware, and information integrity controls.

(e) Spam protection.

810.9 INCIDENT RESPONSE PLAN

[Insert your agency's Incident Response Plan consistent with CJIS 5.3 IR-4, IR-7, and IR-8 – see the Guide Sheet for additional guidance.]

810.10 SECURITY AWARENESS TRAINING

Members with physical or electronic access to CJI or CJI systems shall complete security awareness training appropriate to their assigned roles and responsibilities and shall certify their understanding by signing a formal Security Awareness Training Acknowledgement. Training shall include information security and privacy literacy training, security incident response training, and a review of this policy and related procedures.

Security awareness training shall be completed prior to accessing any CJI data or system and at least annually thereafter. Additional training shall be completed as required following any changes to CJI systems and for any member involved in a security incident within 30 days of the event.

Individual training records shall be maintained in accordance with the established records retention schedule, but in no event for less than three years.

The department's CJIS training shall be reviewed for any necessary updates or changes annually and following any security incident or change in a CJI system or the FBI CJIS Security Policy.

810.11 SANCTIONS

Failure to adhere to policies and procedures pertaining to CJI shall result in disciplinary action, up to and including termination. Misuse of or failure to secure CJI may also result in temporary or permanent restrictions in the use of CJI. Intentional misuse of CJI may also be prosecutable under applicable laws.

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Chapter 9 - Custody

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Temporary Custody of Adults

900.1 PURPOSE AND SCOPE

This policy provides guidelines to address the health and safety of adults taken into temporary custody by members of the El Segundo Police Department for processing prior to being released or transferred to a housing or other type of facility.

Temporary custody of juveniles is addressed in the Temporary Custody of Juveniles Policy. Juveniles will not be permitted where adults in custody are being held.

Custodial searches are addressed in the Custodial Searches Policy.

Additional guidance for transferring persons in custody to another facility or court is provided in the Transporting Persons in Custody Policy.

900.1.1 DEFINITIONS

Definitions related to this policy include:

Holding cell/cell - Any locked enclosure for the custody of an adult or any other enclosure that prevents the occupants from being directly visually monitored at all times by a member of the Department.

Safety checks - Direct, visual observation by a member of this department performed at random intervals, within time frames prescribed in this policy, to provide for the health and welfare of adults in temporary custody.

Temporary custody - The time period an adult is in custody at the El Segundo Police Department prior to being released or transported to a housing or other type of facility.

900.2 POLICY

The El Segundo Police Department is committed to releasing adults from temporary custody as soon as reasonably practicable, and to keeping adults safe while in temporary custody at the Department. Adults should be in temporary custody only for as long as reasonably necessary for investigation, processing, transfer or release.

900.3 GENERAL CRITERIA AND SUPERVISION

No adult should be in temporary custody for longer than six hours.

900.3.1 INDIVIDUALS WHO SHOULD NOT BE IN TEMPORARY CUSTODY

Individuals who exhibit certain behaviors or conditions should not be in temporary custody at the El Segundo Police Department, but should be transported to a jail facility, a medical facility, or another type of facility as appropriate. These include:

(a) Any individual who is unconscious or has been unconscious while being taken into custody or while being transported.

(b) Any individual who has a medical condition, including pregnancy, that may require medical attention, supervision, or medication while in temporary custody.

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(c) Any individual who is seriously injured.

(d) Individuals who are a suspected suicide risk (see the Mental Illness Commitments Policy).

1. If the officer taking custody of an individual believes that the individual may be a suicide risk, the officer shall ensure continuous direct supervision until evaluation, release, or a transfer to an appropriate facility is completed (15 CCR 1030).

(e) Individuals who are obviously in crisis, as defined in the Crisis Intervention Incidents Policy.

(f) Individuals who are under the influence of alcohol, a controlled substance, or any substance to the degree that may require medical attention, or who have ingested any substance that poses a significant risk to their health, whether or not they appear intoxicated.

(g) Any individual who has exhibited extremely violent or continuously violent behavior including behavior that results in the destruction of property or demonstrates an intent to cause physical harm to themselves or others (15 CCR 1053; 15 CCR 1055).

(h) Any individual who claims to have, is known to be afflicted with, or displays symptoms of any communicable disease that poses an unreasonable exposure risk (15 CCR 1051).

(i) Any individual with a prosthetic or orthopedic device where removal of the device would be injurious to the individual's health or safety.

(j) Any individual with an obvious developmental disability (15 CCR 1057).

(k) Any individual who appears to be a danger to themselves or others due to a behavioral crisis, or who appears gravely disabled (15 CCR 1052).

(l) Any individual who needs restraint beyond the use of handcuffs or shackles for security reasons (15 CCR 1058).

(m) Any individual obviously suffering from drug or alcohol withdrawal (15 CCR 1213).

Officers taking custody of a person who exhibits any of the above conditions should notify a supervisor of the situation. These individuals should not be in temporary custody at the Department unless they have been evaluated by a qualified medical or mental health professional, as appropriate for the circumstances.

900.3.2 SUPERVISION IN TEMPORARY CUSTODY

An authorized department member capable of supervising shall be present at all times when an individual is held in temporary custody. The member responsible for supervising should not have other duties that could unreasonably conflict with the member's supervision. Any individual in custody must be able to summon the supervising member if needed. If the person in custody has a hearing or speech impairment, accommodations shall be made to provide this ability.

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At least one female department member should be present when a female adult is in temporary custody. In the event that none is readily available, the female in custody should be transported to another facility or released pursuant to another lawful process (15 CCR 1027).

Absent exigent circumstances, such as a medical emergency or a violent subject, members should not enter the cell of a person of the opposite sex unless a member of the same sex as the person in custody is present (Penal Code § 4021).

No individual in custody shall be permitted to supervise, control, or exert any authority over other individuals in custody.

900.3.3 STAFFING PLAN

The Chief of Police or the authorized designee shall ensure a staffing plan is prepared and maintained, indicating assigned personnel and their duties. The plan should ensure that at least one member who meets the training standards established by the Board of State and Community Corrections (BSCC) for general fire- and life-safety and is trained in fire- and life-safety procedures relating specifically to the facility is on-duty at all times (15 CCR 1028).

The staffing plan shall be available for biennial review by BSCC staff. The review and recommendations of the BSCC biennial review shall be forwarded to the City, as required by 15 CCR 1027.

900.3.4 ENTRY RESTRICTIONS

Entry into any location where a person is held in custody should be restricted to:

(a) Authorized members entering for official business purposes.

(b) Emergency medical personnel when necessary.

(c) Any other person authorized by the Watch Commander.

When practicable, more than one authorized member should be present for entry into a location where a person is held in custody for security purposes and to witness interactions.

900.4 INITIATING TEMPORARY CUSTODY

The officer responsible for an individual in temporary custody should evaluate the person for any apparent chronic illness, disability, vermin infestation, possible communicable disease, or any other potential risk to the health or safety of the individual or others. The officer should specifically ask if the individual is contemplating suicide and evaluate the individual for obvious signs or indications of suicidal intent.

The receiving officer should ask the arresting officer if there is any statement, indication, or evidence surrounding the individual's arrest and transportation that would reasonably indicate the individual is at risk for suicide or critical medical care. If there is any suspicion that the individual may be suicidal, the individual shall be transported to the City jail or the appropriate mental health facility.

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The officer should promptly notify the Watch Commander of any conditions that may warrant immediate medical attention or other appropriate action. The Watch Commander shall determine whether the individual will be placed in a cell, immediately released, or transported to jail or other facility.

900.4.1 SCREENING AND PLACEMENT

The officer responsible for an individual in custody shall (15 CCR 1050):

(a) Advise the Watch Commander of any significant risks presented by the individual (e.g., suicide risk, health risk, violence).

(b) Evaluate the following issues against the stated risks in (a) to determine the need for placing the individual in a single cell:

1. Consider whether the individual may be at a high risk of being sexually abused based on all available known information (28 CFR 115.141), or whether the person is facing any other identified risk.
2. Provide any individual identified as being at a high risk for sexual or other victimization with heightened protection. This may include (28 CFR 115.113; 28 CFR 115.141):
   (a) Continuous, direct sight and sound supervision.
   (b) Single-cell placement in a cell that is actively monitored on video by a member who is available to immediately intervene.
3. Ensure individuals are separated according to severity of the crime (e.g., felony or misdemeanor).
4. Ensure males and females are separated by sight and sound when in cells.
5. Ensure restrained individuals are not placed in cells with unrestrained individuals.

(c) Ensure that those confined under civil process or for civil causes are kept separate from those who are in temporary custody pending criminal charges.

(d) Ensure separation, as appropriate, based on other factors, such as age, criminal sophistication, assaultive/non-assaultive behavior, mental state, disabilities and sexual orientation.

900.4.2 CONSULAR NOTIFICATION

Consular notification may be mandatory when certain foreign nationals are arrested. The Field Operations Division Commander will ensure that the U.S. Department of State's list of countries and jurisdictions that require mandatory notification is readily available to department members. There should also be a published list of foreign embassy and consulate telephone and fax numbers, as well as standardized notification forms that can be transmitted and then retained for documentation. Prominently displayed signs informing foreign nationals of their rights related to consular notification should also be posted in areas used for the temporary custody of adults.

Department members assigned to process a foreign national shall:

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(a) Inform the individual, without delay, that the individual may have the individual's consular officers notified of the arrest or detention and may communicate with them.

1. This notification should be documented.

(b) Determine whether the foreign national's country is on the U.S. Department of State's mandatory notification list.

1. If the country is on the mandatory notification list, then:

(a) Notify the country's nearest embassy or consulate of the arrest or detention by fax or telephone.

(b) Tell the individual that this notification has been made and inform the individual without delay that the individual may communicate with consular officers.

(c) Forward any communication from the individual to the individual's consular officers without delay.

(d) Document all notifications to the embassy or consulate and retain the faxed notification and any fax confirmation for the individual's file.

2. If the country is not on the mandatory notification list and the individual requests that the individual's consular officers be notified, then:

(a) Notify the country's nearest embassy or consulate of the arrest or detention by fax or telephone.

(b) Forward any communication from the individual to the individual's consular officers without delay.

900.5 SAFETY, HEALTH AND OTHER PROVISIONS

900.5.1 TEMPORARY CUSTODY LOGS

Any time an individual is in temporary custody at the El Segundo Police Department, the custody shall be promptly and properly documented in a custody log, including:

(a) Identifying information about the individual, including the individual's name.

(b) Date and time of arrival at the Department.

(c) Any charges for which the individual is in temporary custody and any case number.

(d) Time of all safety checks (15 CCR 1027; 15 CCR 1027.5).

(e) Any medical and other screening requested and completed.

(f) Any emergency situations or unusual incidents.

(g) Any other information that may be required by other authorities, such as compliance inspectors.

(h) Date and time of release from the El Segundo Police Department.

The Watch Commander should initial the log to approve the temporary custody and should also initial the log when the individual is released from custody or transferred to another facility.

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The Watch Commander should make periodic checks to ensure all log entries and safety and security checks are made on time.

900.5.2 TEMPORARY CUSTODY REQUIREMENTS

Members monitoring or processing anyone in temporary custody shall ensure:

(a) Safety checks and significant incidents/activities are noted on the log.

(b) Individuals in custody are informed that they will be monitored at all times, except when using the toilet.

  1. There shall be no viewing devices, such as peep holes or mirrors, of which the individual is not aware.

  2. This does not apply to surreptitious and legally obtained recorded interrogations.

(c) There is reasonable access to toilets and wash basins.

(d) There is reasonable access to a drinking fountain or water.

(e) There are reasonable opportunities to stand and stretch, particularly if handcuffed or otherwise restrained.

(f) There is privacy during attorney visits.

(g) Those in temporary custody are generally permitted to remain in their personal clothing unless it is taken as evidence or is otherwise unsuitable or inadequate for continued wear while in custody.

(h) Clean blankets are provided as reasonably necessary to ensure the comfort of an individual.

  1. The supervisor should ensure that there is an adequate supply of clean blankets.

(i) Adequate shelter, heat, light and ventilation are provided without compromising security or enabling escape.

(j) Adequate furnishings are available, including suitable chairs or benches.

900.5.3 MEDICAL CARE

First-aid equipment and basic medical supplies should be available to department members (15 CCR 1220). At least one member who has current certification in basic first aid and CPR should be on-duty at all times.

Should a person in custody be injured or become ill, appropriate medical assistance should be sought. A supervisor should meet with those providing medical aid at the facility to allow access to the person. Members shall comply with the opinion of medical personnel as to whether an individual in temporary custody should be transported to the hospital. If the person is transported while still in custody, the person will be accompanied by an officer.

Those who require medication while in temporary custody should not be at the El Segundo Police Department. They should be released or transferred to another facility as appropriate.

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900.5.4 ORTHOPEDIC OR PROSTHETIC APPLIANCE

Subject to safety and security concerns, individuals shall be permitted to retain an orthopedic or prosthetic appliance. However, if the member supervising the individual has probable cause to believe the possession of the appliance presents a risk of bodily harm to any person or is a risk to the security of the facility, the appliance may be removed from the individual unless its removal would be injurious to the individual's health or safety.

Whenever a prosthetic or orthopedic appliance is removed, the Watch Commander shall be promptly apprised of the reason. It shall be promptly returned when it reasonably appears that any risk no longer exists (Penal Code § 2656; 15 CCR 1207).

900.5.5 TELEPHONE CALLS

Immediately upon being booked and, except where physically impossible, no later than three hours after arrest, an individual in custody has the right to make at least three completed calls to an attorney, bail bondsman, and a relative or other person (Penal Code § 851.5). Additional calls may be made as reasonable and necessary (15 CCR 1067). In providing further access to a telephone beyond that required by Penal Code § 851.5, legitimate law enforcement interests such as officer safety, effect on ongoing criminal investigations, and logistics should be balanced against the individual's desire for further telephone access.

(a) Telephone calls may be limited to local calls, except that long-distance calls may be made by the individual at the individual's own expense.

  1. The Department should pay the cost of any long-distance calls related to arranging for the care of a child or dependent adult (see the Child and Dependent Adult Safety Policy).

  2. The provisions of Penal Code § 851.5 concerning this issue shall be posted in bold, block type in a conspicuous place within the facility.

(b) The individual should be given sufficient time to contact whomever the individual desires and to make any necessary arrangements, including child or dependent adult care, or transportation upon release.

  1. Telephone calls are not intended to be lengthy conversations. The member assigned to monitor or process the individual may use the member's judgment in determining the duration of the calls.

  2. Within three hours of the arrest, the member supervising the individual should inquire whether the individual is a custodial parent with responsibility for a minor child, and notify the individual that the individual may make two additional telephone calls to a relative or other person for the purpose of arranging for the care of minor children (Penal Code § 851.5).

(c) Calls between an individual in temporary custody and the individual's attorney shall be deemed confidential and shall not be monitored, eavesdropped upon, or recorded (Penal Code § 851.5(b)(1); 15 CCR 1068).

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(d) Individuals who are known to have, or are perceived by others as having, hearing or speech impairments shall be provided access to a telecommunication device which will facilitate communication (15 CCR 1067).

900.5.6 RELIGIOUS ACCOMMODATION

Subject to available resources, safety and security, the religious beliefs and needs of all individuals in custody should be reasonably accommodated (15 CCR 1072). Requests for religious accommodation should generally be granted unless there is a compelling security or safety reason and denying the request is the least restrictive means available to ensure security or safety. The responsible supervisor should be advised any time a request for religious accommodation is denied.

Those who request to wear headscarves or simple head coverings for religious reasons should generally be accommodated absent unusual circumstances. Head coverings shall be searched before being worn.

Individuals wearing headscarves or other approved coverings shall not be required to remove them while in the presence of or while visible to the opposite sex if they so desire. Religious garments that substantially cover the individual's head and face may be temporarily removed during the taking of any photographs.

900.5.7 FIREARMS AND OTHER SECURITY MEASURES

Firearms and other weapons and control devices shall not be permitted in secure areas where individuals are in custody or are processed. They should be properly secured outside of the secure area. An exception may occur only during emergencies, upon approval of a supervisor.

All perimeter doors to secure areas shall be kept locked at all times, except during routine cleaning, when no individuals in custody are present or in the event of an emergency, such as an evacuation.

900.5.8 REPORTING PHYSICAL HARM OR SERIOUS THREAT OF PHYSICAL HARM

In addition to a custody log entry, any incident that results in physical harm or serious threat of physical harm to a member, person in custody, or any other person shall be documented as stated in the Use of Force or Occupational Disease and Work-Related Injury Reporting policies, or other applicable reporting process. A copy of all reports generated regarding the above circumstances shall be submitted as soon as reasonably practicable. The Watch Commander will retain a record of these reports for inspection purposes (15 CCR 1044).

900.5.9 ATTORNEYS AND BAIL BONDSMEN

(a) An attorney may visit at the request of the individual in custody or a relative (Penal Code § 825).

(b) Attorneys and bail bondsmen who need to interview an individual in custody should do so inside a secure interview room.

(c) The individual in custody as well as the attorney or bail bondsman should be searched for weapons prior to being admitted to the interview room and at the conclusion of the interview.

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(d) Attorneys must produce a current California Bar card as well as other matching appropriate identification.

(e) Interviews between attorneys and their clients shall not be monitored or recorded (15 CCR 1068).

900.5.10 DISCIPLINE

Discipline will not be administered to any individual in custody at this facility. Any individual in custody who repeatedly fails to follow directions or facility rules should be transported to the appropriate jail, mental health facility or hospital as soon as practicable. Such conduct should be documented and reported to the receiving facility (15 CCR 1081).

900.5.11 EMERGENCY ALARMS

Members should have reasonable access to emergency alarms (i.e., duress/panic alarms), either as part of an installed system or as a function on members' portable radios. Members entering a secured area not equipped with an installed emergency alarm system shall carry portable radios when a person in temporary custody is present.

900.6 USE OF RESTRAINT DEVICES

Individuals in custody may be handcuffed in accordance with the Handcuffing and Restraints Policy. Unless an individual presents a heightened risk, handcuffs should generally be removed when the person is in a cell.

The use of restraints, other than handcuffs or leg irons, generally should not be used for individuals in temporary custody at the El Segundo Police Department unless the person presents a heightened risk, and only in compliance with the Handcuffing and Restraints Policy.

Individuals in temporary custody should only be secured to a fixed object if the object is designed and intended for such use.

Individuals in restraints shall be kept away from other unrestrained individuals in custody and monitored to protect them from abuse.

900.6.1 PREGNANT ADULTS

Adults who are known to be pregnant should be restrained in accordance with the Handcuffing and Restraints Policy.

900.7 PERSONAL PROPERTY

The personal property of an individual in temporary custody should be removed, inventoried, and processed as provided in the Custodial Searches Policy, unless the individual requests a different disposition. For example, an individual may request property (i.e., cash, car or house keys, medications) be released to another person. A request for the release of property to another person must be made in writing. Release of the property requires the recipient's signature on the appropriate form.

Upon release of an individual from temporary custody, the individual's items of personal property shall be compared with the inventory, and the individual shall sign a receipt for the property's

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return. If the individual is transferred to another facility or court, the member transporting the individual is required to obtain the receiving person's signature as notice of receipt. The Department shall maintain a copy of the property receipt.

The Watch Commander shall be notified whenever an individual alleges that there is a shortage or discrepancy regarding the individual's property. The Watch Commander shall attempt to prove or disprove the claim.

900.8 HOLDING CELLS

A thorough inspection of a cell shall be conducted before placing an individual into the cell to ensure there are no weapons or contraband and that the cell is clean and sanitary. An inspection also should be conducted when the individual is released. Any damage noted to the cell should be photographed and documented.

The following requirements shall apply:

(a) The individual shall be searched (see the Custodial Searches Policy), and anything that could create a security or suicide risk, such as contraband, hazardous items, belts, shoes or shoelaces, and jackets, shall be removed.

(b) The individual shall constantly be monitored by an audio/video system during the entire custody.

(c) The individual shall have constant auditory access to department members.

(d) The individual's initial placement into and removal from a locked enclosure shall be logged.

(e) Safety checks by department members shall occur no less than every 15 minutes (15 CCR 1027.5).

1. Safety checks should be at varying times.
2. All safety checks shall be logged.
3. The safety check should involve questioning the individual as to the individual's well-being.
4. Individuals who are sleeping or apparently sleeping should be awakened.
5. Requests or concerns of the individual should be logged.

900.8.1 USE OF SOBERING CELL

Individuals who are to be held in the temporary holding facility and who present a threat to their own safety or the safety of others due to their state of intoxication should be placed in a sobering cell until their condition allows for continued processing.

The following guidelines apply when placing any individual in a sobering cell (15 CCR 1056):

(a) Placement of an individual into the cell requires approval of the Watch Commander.

(b) A cell log shall be initiated every time an individual is placed in the cell. The log shall be maintained for the entire time the individual is housed in the cell.

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(c) A safety check consisting of direct visual observation sufficient to assess the individual's well-being and behavior shall occur at least once every 30 minutes with no more than a 15-minute lapse between safety checks. Each safety check shall be documented in the cell log. Supervisors shall check the logs for completeness every two hours and document this action on the cell log.

(d) Under no circumstances shall an individual be held in a sobering cell for more than six hours without being evaluated by qualified medical personnel to ensure that the individual does not have an urgent medical issue.

(e) Individuals will be removed from the cell when they no longer pose a threat to their own safety and the safety of others, and are able to continue processing.

900.9 SUICIDE ATTEMPT, DEATH, OR SERIOUS INJURY

The Field OperationsDivision Commander will ensure procedures are in place to address any suicide attempt, death, or serious injury of any individual in temporary custody at the El Segundo Police Department. The procedures should include the following:

(a) Immediate request for emergency medical assistance if appropriate

(b) Immediate notification of the Watch Commander, Chief of Police, and InvestigationsDivision Commander

(c) Notification of the spouse, next of kin, or other appropriate person

1. In-custody death notification shall be made within 24 hours as provided by Penal Code § 4032.5.

(d) Notification of the appropriate prosecutor

(e) Notification of the City Attorney

(f) Notification of the Coroner

(g) Evidence preservation

(h) In-custody death review reports in compliance with 15 CCR 1046

1. A copy of the initial review report of an in-custody death shall be provided to the BSCC within 60 days of the death.

(i) Preparation of a written report to the Attorney General within 10 days of any death in custody including any reasonably known facts concerning the death (Government Code § 12525)

1. A copy of the report submitted to the Attorney General shall also be submitted to the BSCC within 10 days of the death (15 CCR 1046).

2. Any change or new information that becomes available after the initial reporting to the Attorney General shall be updated in the report and provided to the Attorney General within 10 days of the date of the change or the date the new information becomes available.

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900.9.1 IN-CUSTODY DEATH PUBLICATION

The Chief of Police or the authorized designee should ensure that all specified information relating to an in-custody death is posted on the department website as prescribed and within the time frames provided in Penal Code § 10008.

900.10 RELEASE AND/OR TRANSFER

When an individual is released or transferred from custody, the member releasing the individual should ensure the following:

(a) All proper reports, forms, and logs have been completed prior to release.

(b) A check has been made to ensure that the individual is not reported as missing and does not have outstanding warrants.

(c) It has been confirmed that the correct individual is being released or transported.

(d) All property, except evidence, contraband, or dangerous weapons, has been returned to, or sent with, the individual.

(e) All pertinent documentation accompanies the individual being transported to another facility (e.g., copies of booking forms, medical records, an itemized list of the individual's property, warrant copies).

(f) The individual is not permitted in any nonpublic areas of the El Segundo Police Department unless escorted by a member of the Department.

(g) Any known threat or danger the individual may pose (e.g., escape risk, suicide potential, medical condition) is documented, and the documentation transported with the individual if the individual is being sent to another facility.

(h) Transfers between facilities or other entities, such as a hospital, should be accomplished with a custodial escort of the same sex as the person being transferred to assist with the person's personal needs as reasonable.

900.10.1 FORM REQUEST FOR PETITION TO SEAL RECORDS

Upon request, a detained arrestee released from custody shall be provided with the appropriate Judicial Council forms to petition the court to have the arrest and related records sealed (Penal Code § 851.91).

The Department shall display the required signage that complies with Penal Code § 851.91 advising an arrestee of the right to obtain the Judicial Council forms.

900.11 ASSIGNED ADMINISTRATOR

The Field Operations Division Commander will ensure any reasonably necessary supplemental procedures are in place to address the following issues (15 CCR 1029):

(a) General security

(b) Key control

(c) Sanitation and maintenance

(d) Emergency medical treatment (15 CCR 1200)

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(e) Escapes

(f) Evacuation plans

(g) Fire- and life-safety, including a fire suppression pre-plan as required by 15 CCR 1032

(h) Disaster plans (e.g., natural disasters)

(i) Building and safety code compliance

(j) Civil and other disturbances including hostage situations

(k) Periodic testing of emergency equipment

(l) Emergency suspension of Title 15 regulations and notice to the BSCC as required in 15 CCR 1012

(m) Inspections and operations reviews

(n) Any other applicable requirements under 15 CCR 1029

Annual review and evaluation of security measures including internal and external security measures, sanitation, safety, and maintenance (15 CCR 1280).

These supplemental procedures shall be reviewed and updated no less than every two years and shall be available to all members (15 CCR 1029).

900.12 TRAINING

Training for department members should include initial and annual review, including but not limited to:

(a) A review of this policy and any related procedures.

(b) Appropriate training on procedures related to using processing/testing areas.

(c) In-service training as required by the Department.

900.12.1 STATE-REQUIRED TRAINING

Department members responsible for supervising adults in temporary custody shall complete the Corrections Officer Core Course or eight hours of specialized training within six months of assignment. Such training shall include but not be limited to the following (15 CCR 1024):

(a) Applicable minimum jail standards

(b) Jail operations liability

(c) Separation of incarcerated persons

(d) Emergency procedures and planning, fire safety, and life safety

(e) Suicide prevention

(f) De-escalation

(g) Juvenile procedures

(h) Racial bias

(i) Mental illness

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Eight hours of refresher training shall be completed every two years (15 CCR 1024).

The Training Sergeant shall maintain records of all such training in the member's training file.

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Custodial Searches

901.1 PURPOSE AND SCOPE

This policy provides guidance regarding searches of individuals in custody. Such searches are necessary to eliminate the introduction of contraband, intoxicants, or weapons into the El Segundo Police Department facility. Such items can pose a serious risk to the safety and security of department members, individuals in custody, contractors, and the public.

Guidance for custody searches when transporting a person in custody may be found in the Transporting Persons in Custody Policy.

Nothing in this policy is intended to prohibit the otherwise lawful collection of evidence from an individual in custody.

901.1.1 DEFINITIONS

Definitions related to this policy include:

Custody search - An in-custody search of an individual and of the individual's property, shoes, and clothing, including pockets, cuffs, and folds on the clothing, to remove all weapons, dangerous items, and contraband.

Physical body cavity search - A search that includes a visual inspection and may include a physical intrusion into a body cavity. Body cavity means the stomach, rectal cavity, or vagina of an individual.

Strip search - A search that requires an individual to remove or rearrange some or all of the individual's clothing to permit a visual inspection of the underclothing, breasts, buttocks, anus, or outer genitalia. This includes monitoring an individual who is changing clothes, where the individual's underclothing, buttocks, genitalia, or female breasts are visible.

901.2 POLICY

All searches shall be conducted with concern for safety, dignity, courtesy, respect for privacy and hygiene, and in compliance with policy and law to protect the rights of those who are subject to any search.

Searches shall not be used for intimidation, harassment, punishment or retaliation.

901.3 FIELD AND TRANSPORTATION SEARCHES

An officer should conduct a custody search of an individual immediately after the individual's arrest, when receiving an individual from the custody of another, and before transporting a person who is in custody in any department vehicle.

Whenever practicable, a custody search should be conducted by an officer of the same sex as the person being searched. If an officer of the same sex is not reasonably available, a witnessing officer should be present during the search.

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901.4 SEARCHES AT POLICE FACILITIES

Custody searches shall be conducted on all individuals in custody, upon entry to the El Segundo Police Department facilities. Except in exigent circumstances, the search should be conducted by a member of the same sex as the individual being searched. If a member of the same sex is not available, a witnessing member must be present during the search.

Custody searches should also be conducted any time an individual in custody enters or re-enters a secure area, or any time it is reasonably believed that a search is necessary to maintain the safety and security of the facility.

901.4.1 PROPERTY

Members shall take reasonable care in handling the property of an individual in custody to avoid discrepancies or losses. Property retained for safekeeping shall be kept in a secure location until the individual is released or transferred.

Some property may not be accepted by a facility or agency that is taking custody of an individual from this department, such as weapons or large items. These items should be retained for safekeeping in accordance with the Property and Evidence Policy.

All property shall be inventoried by objective description (this does not include an estimated value). The individual from whom it was taken shall be required to sign the completed inventory. If the individual's signature cannot be obtained, the inventory shall be witnessed by another department member. The inventory should include the case number, date, time, member's El Segundo Police Department identification number and information regarding how and when the property may be released.

901.4.2 VERIFICATION OF MONEY

All money shall be counted in front of the individual from whom it was received. When possible, the individual shall initial the dollar amount on the inventory. Additionally, all money should be placed in a separate envelope and sealed. Negotiable checks or other instruments and foreign currency should also be sealed in an envelope with the amount indicated but not added to the cash total. All envelopes should clearly indicate the contents on the front. The department member sealing it should place the member's initials across the sealed flap. Should any money be withdrawn or added, the member making such change shall enter the amount below the original entry and initial it. The amount of money in the envelope should always be totaled and written on the outside of the envelope.

901.5 STRIP SEARCHES

No individual in temporary custody at any El Segundo Police Department facility shall be subjected to a strip search unless there is reasonable suspicion based upon specific and articulable facts to believe the individual has a health condition requiring immediate medical attention or is concealing a weapon or contraband. Factors to be considered in determining reasonable suspicion include, but are not limited to:

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(a) The detection of an object during a custody search that may be a weapon or contraband and cannot be safely retrieved without a strip search.

(b) Circumstances of a current arrest that specifically indicate the individual may be concealing a weapon or contraband.

1. A felony arrest charge or being under the influence of a controlled substance should not suffice as reasonable suspicion absent other facts.

(c) Custody history (e.g., past possession of contraband while in custody, assaults on department members, escape attempts).

(d) The individual's actions or demeanor.

(e) Criminal history (i.e., level of experience in a custody setting).

No transgender or intersex individual shall be searched or examined for the sole purpose of determining the individual's genital status. If the individual's genital status is unknown, it may be determined during conversations with the person, by reviewing medical records, or as a result of a broader medical examination conducted in private by a medical practitioner (28 CFR 115.115).

901.5.1 STRIP SEARCH PROCEDURES

Strip searches at El Segundo Police Department facilities shall be conducted as follows (28 CFR 115.115; Penal Code § 4030):

(a) Written authorization from the Watch Commander shall be obtained prior to the strip search.

(b) All members involved with the strip search shall be of the same sex as the individual being searched, unless the search is conducted by a medical practitioner.

(c) All strip searches shall be conducted in a professional manner under sanitary conditions and in a secure area of privacy so that it cannot be observed by those not participating in the search. The search shall not be reproduced through a visual or sound recording.

(d) Whenever possible, a second member of the same sex should also be present during the search, for security and as a witness to the finding of evidence.

(e) Members conducting a strip search shall not touch the breasts, buttocks, or genitalia of the individual being searched.

(f) The primary member conducting the search shall prepare a written report to include:

1. The facts that led to the decision to perform a strip search.

2. The reasons less intrusive methods of searching were not used or were insufficient.

3. The written authorization for the search, obtained from the Watch Commander.

4. The name of the individual who was searched.

5. The name and sex of the members who conducted the search.

6. The name, sex, and role of any person present during the search.

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7. The time and date of the search.
8. The place at which the search was conducted.
9. A list of the items, if any, that were recovered.
10. The facts upon which the member based the member's belief that the individual was concealing a weapon or contraband.

(g) No member should view an individual's private underclothing, buttocks, genitalia, or breasts while that individual is showering, performing bodily functions, or changing clothes, unless the individual would otherwise qualify for a strip search. However, if serious hygiene or health issues make it reasonably necessary to assist the individual with a shower or a change of clothes, a supervisor should be contacted to ensure reasonable steps are taken to obtain the individual's consent and/or otherwise protect the individual's privacy and dignity.

(h) If the individual has been arrested for a misdemeanor or infraction offense, the written authorization from the Watch Commander shall include specific and articulable facts and circumstances upon which the reasonable suspicion determination for the search was made.

(i) A copy of the written authorization shall be retained and made available upon request to the individual or the individual's authorized representative. A record of the time, date, place of the search, the name, and sex of the person conducting the search, and a statement of the results of the search shall also be retained and made available upon request to the individual or the individual's authorized representative.

901.5.2 SPECIAL CIRCUMSTANCE FIELD STRIP SEARCHES

A strip search may be conducted in the field only with Watch Commander authorization and only in exceptional circumstances, such as when:

(a) There is probable cause to believe that the individual is concealing a weapon or other dangerous item that cannot be recovered by a more limited search.

(b) There is probable cause to believe that the individual is concealing controlled substances or evidence that cannot be recovered by a more limited search, and there is no reasonable alternative to ensure the individual cannot destroy or ingest the substance during transportation.

These special-circumstance field strip searches shall only be authorized and conducted under the same restrictions as the strip search procedures in this policy, except that the Watch Commander authorization does not need to be in writing.

901.6 PHYSICAL BODY CAVITY SEARCH

Physical body cavity searches shall be subject to the following (Penal Code § 4030):

(a) No individual shall be subjected to a physical body cavity search without written approval of the Watch Commander and only upon a search warrant. A copy of any search warrant and the results of the physical body cavity search shall be included with

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the related reports and made available, upon request, to the individual or authorized representative (except for those portions of the warrant ordered sealed by a court).

(b) Only a physician, nurse practitioner, registered nurse, licensed vocational nurse or Emergency Medical Technician Level II licensed to practice in California may conduct a physical body cavity search.

(c) Except for the physician or licensed medical personnel conducting the search, persons present must be of the same sex as the individual being searched. Only the necessary department members needed to maintain the safety and security of the medical personnel shall be present.

(d) Privacy requirements, including restricted touching of body parts and sanitary condition requirements, are the same as required for a strip search.

(e) All such searches shall be documented, including:

1. The facts that led to the decision to perform a physical body cavity search of the individual.
2. The reasons less intrusive methods of searching were not used or were insufficient.
3. The Watch Commander's approval.
4. A copy of the search warrant.
5. The time, date and location of the search.
6. The medical personnel present.
7. The names, sex and roles of any department members present.
8. Any contraband or weapons discovered by the search.

(f) Copies of the written authorization and search warrant shall be retained and shall be provided to the individual who was searched or other authorized representative upon request. A record of the time, date, place of the search, the name and sex of the person conducting the search and a statement of the results of the search shall also be retained and made available upon request to the individual or the individual's authorized representative.

901.7 BODY SCANNER SEARCH

If a body scanner is available, a body scan search should be performed on all persons in custody upon entering the secure booking area of the facility. Members (Penal Code § 4030):

(a) Within sight of the visual display of a body scanner that is depicting the body during a scan shall be of the same sex as the person being scanned, except for physicians or licensed medical personnel.

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(b) Should ask persons in custody if they are pregnant prior to a body scan and should not knowingly use a body scanner on a pregnant person.

901.8 TRAINING

The Training Sergeant shall ensure members have training that includes (28 CFR 115.115):

(a) Conducting searches of cross-gender individuals.

(b) Conducting searches of transgender and intersex individuals.

(c) Conducting searches in a professional and respectful manner, and in the least intrusive manner possible, consistent with security needs.

901.9 JUVENILES

No juvenile should be subjected to a strip search or a physical body cavity search at the Department.

The Chief of Police or the authorized designee should establish procedures for the following:

(a) Safely transporting a juvenile who is suspected of concealing a weapon or contraband, or who may be experiencing a medical issue related to such concealment, to a medical facility or juvenile detention facility as appropriate in the given circumstances.

1. Procedures should include keeping a juvenile suspected of concealing a weapon under constant and direct supervision until custody is transferred to the receiving facility.

(b) Providing officers with information identifying appropriate medical and juvenile detention facilities to which a juvenile should be transported for a strip or body cavity search.

Nothing in this section is intended to prevent an officer from rendering medical aid to a juvenile in emergency circumstances (see the Medical Aid and Response Policy for additional guidance).

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Prison Rape Elimination

902.1 PURPOSE AND SCOPE

This policy provides guidance for complying with the Prison Rape Elimination Act of 2003 (PREA) and the implementing regulation that establishes standards (PREA Rule) to prevent, detect, and respond to sexual abuse, harassment, and retaliation against individuals in custody in the El Segundo Police Department Temporary Holding Facilities (28 CFR 115.111; 15 CCR 1029).

902.1.1 DEFINITIONS

Definitions related to this policy include:

Intersex - A person whose sexual or reproductive anatomy or chromosomal pattern does not seem to fit typical definitions of male or female. Intersex medical conditions are sometimes referred to as disorders of sex development (28 CFR 115.5).

Sexual abuse - Any of the following acts, if the detainee does not consent, is coerced into such act by overt or implied threats of violence, or is unable to consent or refuse (28 CFR 115.6; 15 CCR 1006):

- Contact between the penis and the vulva or the penis and the anus, including penetration, however slight
- Contact between the mouth and the penis, vulva, or anus
- Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object, or other instrument
- Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or the buttocks of another person, excluding contact incidental to a physical altercation

Sexual abuse also includes abuse by a staff member, contractor, or volunteer as follows, with or without consent of the individual in custody:

- Contact between the penis and the vulva or the penis and the anus, including penetration, however slight
- Contact between the mouth and the penis, vulva, or anus
- Contact between the mouth and any body part where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire
- Penetration of the anal or genital opening, however slight, by a hand, finger, object, or other instrument, that is unrelated to official duties, or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire
- Any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh, or the buttocks, that is unrelated to official duties, or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire

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- Any attempt, threat, or request by a staff member, contractor, or volunteer to engage in the activities described above
- Any display by a staff member, contractor, or volunteer of the staff member's uncovered genitalia, buttocks, or breast in the presence of an individual in custody
- Voyeurism by a staff member, contractor, or volunteer

Sexual harassment - Repeated and unwelcome sexual advances; requests for sexual favors; verbal comments, gestures, or actions of a derogatory or offensive sexual nature by an individual in custody that are directed toward another; repeated verbal comments or gestures of a sexual nature to an individual in custody by a staff member, contractor, or volunteer, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures (28 CFR 115.6; 15 CCR 1006).

Transgender - A person whose gender identity (i.e., internal sense of feeling male or female) is different from the person's assigned sex at birth (28 CFR 115.5).

902.2 POLICY

The El Segundo Police Department has zero tolerance toward all forms of sexual abuse and sexual harassment (28 CFR 115.111). The Department will not tolerate retaliation against any person who reports sexual abuse or sexual harassment or who cooperates with a sexual abuse or sexual harassment investigation.

The El Segundo Police Department will take immediate action to protect those in its custody who are reasonably believed to be subject to a substantial risk of imminent sexual abuse (28 CFR 115.162; 15 CCR 1029).

902.3 PREA COORDINATOR

The Chief of Police shall appoint an upper-level manager with sufficient time and authority to develop, implement, and oversee department efforts to comply with PREA standards in the El Segundo Police Department Temporary Holding Facilities (28 CFR 115.111). The PREA Coordinator's responsibilities shall include:

(a) Developing and maintaining procedures to comply with the PREA Rule.

(b) Ensuring that any contract for the confinement of individuals in custody includes the requirement to adopt and comply with applicable PREA standards and the PREA Rule, including the obligation to provide incident-based and aggregated data, as required in 28 CFR 115.187 (28 CFR 115.112).

(c) Developing a staffing plan to provide adequate levels of staffing and video monitoring, where applicable, in order to protect those in custody from sexual abuse (28 CFR 115.113; 15 CCR 1029). This includes documenting deviations and the reasons for deviations from the staffing plan, as well as reviewing the staffing plan a minimum of once per year.

(d) Developing methods for staff to privately report sexual abuse and sexual harassment of individuals in custody (28 CFR 115.151).

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(e) Developing a written plan to coordinate response among staff first responders, medical and mental health practitioners, investigators, and department leadership to an incident of sexual abuse (28 CFR 115.165).

(f) Ensuring a protocol is developed for investigating allegations of sexual abuse in the Temporary Holding Facility. The protocol shall include (28 CFR 115.121; 28 CFR 115.122):

1. Evidence collection practices that maximize the potential for obtaining usable physical evidence based on the most recent edition of the U.S. Department of Justice's (DOJ) Office on Violence Against Women publication, "A National Protocol for Sexual Assault Medical Forensic Examinations, Adults/ Adolescents" or a similarly comprehensive and authoritative protocol.

2. A process to ensure a criminal or administrative investigation is completed on all allegations of sexual abuse or sexual harassment.

3. A process to document all referrals to other law enforcement agencies.

4. Access to forensic medical examinations, without financial cost, for all victims of sexual abuse where appropriate. Such examinations shall be performed by Sexual Assault Forensic Examiners (SAFEs) or Sexual Assault Nurse Examiners (SANEs) where possible. If SAFEs or SANEs cannot be made available, the examination can be performed by other qualified medical practitioners. The efforts to provide SAFEs or SANEs shall be documented.

5. In accordance with security needs, provisions to give, to the extent available, individuals in custody access to victim advocacy services if the individual is transported for a forensic examination to an outside hospital that offers such services.

(g) Ensuring that individuals with limited English proficiency and disabilities have an equal opportunity to understand and benefit from efforts to prevent, detect, and respond to sexual abuse and sexual harassment. This includes, as appropriate, access to interpreters and written materials in formats or through methods that provide effective communication to those with disabilities (e.g., limited reading skills, intellectual, hearing, or vision disabilities) (28 CFR 115.116).

1. The agency shall not rely on other individuals in custody for assistance except in limited circumstances where an extended delay in obtaining an interpreter could compromise the individual's safety, the performance of first-response duties under this policy, or the investigation of an individual's allegations of sexual abuse, harassment, or retaliation.

(h) Publishing on the department's website:

1. Information on how to report sexual abuse and sexual harassment on behalf of an individual in custody (28 CFR 115.154).

2. A protocol describing the responsibilities of the Department and any other investigating agency that will be responsible for conducting sexual abuse or sexual harassment investigations (28 CFR 115.122).

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(i) Establishing a process that includes the use of a standardized form and set of definitions to ensure accurate, uniform data is collected for every allegation of sexual abuse at facilities under this agency's direct control (28 CFR 115.187; 34 USC § 30303; 15 CCR 1041).

1. The data collected shall include, at a minimum, the data necessary to answer all questions from the most recent version of the Survey of Sexual Violence, conducted by DOJ, or any subsequent form developed by DOJ and designated for lockups.

2. The data shall be aggregated at least annually.

(j) Ensuring audits are conducted pursuant to 28 CFR 115.401 through 28 CFR 115.405 for all Temporary Holding Facilities used to house individuals in custody overnight (28 CFR 115.193).

(k) Ensuring contractors or others who work in the Temporary Holding Facility are informed of the agency's zero-tolerance policy regarding sexual abuse and sexual harassment (28 CFR 115.132).

(l) Ensuring that information for uninvolved incarcerated persons, family, community members, and other interested third parties to report sexual abuse or sexual harassment is publicly posted at the facility (15 CCR 1029).

902.4 REPORTING SEXUAL ABUSE, HARASSMENT, AND RETALIATION

Individuals in custody may make reports to any staff member verbally, in writing, privately, or anonymously of any of the following (28 CFR 115.151; 15 CCR 1029):

- Sexual abuse
- Sexual harassment
- Retaliation by other individuals in custody or staff for reporting sexual abuse or sexual harassment
- Staff neglect or violation of responsibilities that may have contributed to sexual abuse or sexual harassment

Individuals in custody shall be notified of the department zero-tolerance policy regarding sexual abuse and sexual harassment, and of at least one way to report abuse or harassment to a public or private entity that is not part of the Department and that is able to receive and immediately forward a report of sexual abuse and sexual harassment to agency officials. This allows the individual to remain anonymous (28 CFR 115.132; 28 CFR 115.151).

902.4.1 MEMBER RESPONSIBILITIES

Department members shall accept reports from individuals in custody and third parties and shall promptly document all reports (28 CFR 115.151; 15 CCR 1029).

All members shall report immediately to the Watch Commander any knowledge, suspicion, or information regarding:

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(a) An incident of sexual abuse or sexual harassment that occurs in the Temporary Holding Facility.

(b) Retaliation against individuals in custody or the member who reports any such incident.

(c) Any neglect or violation of responsibilities on the part of any department member that may have contributed to an incident or retaliation (28 CFR 115.161).

No member shall reveal any information related to a sexual abuse report to anyone other than to the extent necessary to make treatment and investigation decisions.

902.4.2 WATCH COMMANDER RESPONSIBILITIES

The Watch Commander shall report to the department's designated investigators all allegations of sexual abuse, harassment, retaliation, neglect, or violations leading to sexual abuse, harassment, or retaliation. This includes third-party and anonymous reports (28 CFR 115.161).

If the alleged victim is under the age of 18 or considered a vulnerable adult, the Watch Commander shall also report the allegation as required under mandatory reporting laws and department policy.

Upon receiving an allegation that an individual in custody was sexually abused while confined at another facility, the Watch Commander shall notify the head of the facility or the appropriate office of the agency where the alleged abuse occurred. The notification shall be made as soon as possible but no later than 72 hours after receiving the allegation. The Watch Commander shall document such notification (28 CFR 115.163).

If an alleged victim is transferred from the Temporary Holding Facility to a jail, prison, or medical facility, the Department shall, as permitted by law, inform the receiving facility of the incident and the individual's potential need for medical or social services, unless the individual requests otherwise (28 CFR 115.165).

902.5 INVESTIGATIONS

The Department shall promptly, thoroughly and objectively investigate all allegations, including third-party and anonymous reports, of sexual abuse or sexual harassment. Only investigators who have received department-approved special training shall conduct sexual abuse investigations (28 CFR 115.171).

902.5.1 FIRST RESPONDERS

The first officer to respond to a report of sexual abuse or sexual assault shall (28 CFR 115.164):

(a) Separate the parties.

(b) Establish a crime scene to preserve and protect any evidence. Identify and secure witnesses until steps can be taken to collect any evidence.

(c) If the abuse occurred within a time period that still allows for the collection of physical evidence, request that the alleged victim not take any actions that could destroy physical evidence, including, as appropriate, washing, brushing teeth, changing clothes, urinating, defecating, smoking, drinking or eating.

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(d) If the abuse occurred within a time period that still allows for the collection of physical evidence, ensure that the alleged abuser does not take any actions that could destroy physical evidence, including, as appropriate, washing, brushing teeth, changing clothes, urinating, defecating, smoking, drinking or eating.

If the first responder is not an officer the responder shall request that the alleged victim not take any actions that could destroy physical evidence and should then notify a law enforcement staff member (28 CFR 115.164).

902.5.2 INVESTIGATOR RESPONSIBILITIES

Investigators shall (28 CFR 115.171):

(a) Gather and preserve direct and circumstantial evidence, including any available physical and biological evidence and any available electronic monitoring data.

(b) Interview alleged victims, suspects, and witnesses.

(c) Review any prior complaints and reports of sexual abuse involving the suspect.

(d) Conduct compelled interviews only after consulting with prosecutors as to whether compelled interviews may be an obstacle for subsequent criminal prosecution.

(e) Assess the credibility of the alleged victim, suspect, or witness on an individual basis and not by the person's status as a detainee or a member of the El Segundo Police Department.

(f) Document in written reports a description of physical, testimonial, documentary, and other evidence, the reasoning behind any credibility assessments, and investigative facts and findings.

(g) Refer allegations of conduct that may be criminal to the District Attorney for possible prosecution, including any time there is probable cause to believe an individual in custody sexually abused another individual in custody in the Temporary Holding Facility (28 CFR 115.178).

(h) Cooperate with outside investigators and remain informed about the progress of any outside investigation.

902.5.3 ADMINISTRATIVE INVESTIGATIONS

Administrative investigations shall include an effort to determine whether staff actions or failures to act contributed to the abuse. The departure of the alleged abuser or victim from the employment or control of this department shall not be used as a basis for terminating an investigation (28 CFR 115.171).

902.5.4 SEXUAL ASSAULT AND SEXUAL ABUSE VICTIMS

No individual in custody who alleges sexual abuse shall be required to submit to a polygraph examination or other truth-telling device as a condition for proceeding with the investigation of such an allegation (28 CFR 115.171(e)).

Victims of sexual abuse shall receive timely, unimpeded access to emergency medical treatment. Treatment services shall be provided to the victim without financial cost and regardless of whether

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the victim names the abuser or cooperates with any investigation arising out of the incident (28 CFR 115.182).

902.5.5 CONCLUSIONS AND FINDINGS
All completed investigations shall be forwarded to the Chief of Police, or if the allegations may reasonably involve the Chief of Police, to the City Manager. The Chief of Police or the City Manager shall review the investigation and determine whether any allegations of sexual abuse or sexual harassment have been substantiated by a preponderance of the evidence (28 CFR 115.172).

All personnel shall be subject to disciplinary sanctions up to and including termination for violating this policy. Termination shall be the presumptive disciplinary sanction for department members who have engaged in sexual abuse. All discipline shall be commensurate with the nature and circumstances of the acts committed, the member's disciplinary history, and the sanctions imposed for comparable offenses by other members with similar histories (28 CFR 115.176).

All terminations for violations of this policy, or resignations by members who would have been terminated if not for their resignation, shall be criminally investigated unless the activity was clearly not criminal and reported to any relevant licensing body (28 CFR 115.176).

Any contractor or volunteer who engages in sexual abuse shall be prohibited from contact with individuals in custody and reported to any relevant licensing bodies (28 CFR 115.177). The Chief of Police shall take appropriate remedial measures and consider whether to prohibit further contact with individuals in custody by a contractor or volunteer.

902.6 RETALIATION PROHIBITED
All individuals in custody and members who report sexual abuse or sexual harassment or who cooperate with sexual abuse or sexual harassment investigations shall be protected from retaliation (28 CFR 115.167). If any other individual who cooperates with an investigation expresses a fear of retaliation, appropriate measures shall be taken to protect that individual.

The Watch Commander or the authorized designee shall employ multiple protection measures, such as housing changes or transfers for victims or abusers, removal of alleged abusers from contact with victims, and emotional support services for individuals in custody or members who fear retaliation for reporting sexual abuse or sexual harassment or for cooperating with investigations.

The Watch Commander or the authorized designee shall identify a staff member to monitor the conduct and treatment of individuals in custody or members who have reported sexual abuse and of those who were reported to have suffered sexual abuse. The staff member shall act promptly to remedy any such retaliation. In the case of individuals in custody, such monitoring shall also include periodic status checks.

902.7 REVIEWS AND AUDITS

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902.7.1 INCIDENT REVIEWS

An incident review shall be conducted at the conclusion of every sexual abuse investigation, unless the allegation has been determined to be unfounded. The review should occur within 30 days of the conclusion of the investigation. The review team shall include upper-level management officials and seek input from line supervisors and investigators (28 CFR 115.186).

The review shall (28 CFR 115.186):

(a) Consider whether the allegation or investigation indicates a need to change policy or practice to better prevent, detect or respond to sexual abuse.

(b) Consider whether the incident or allegation was motivated by race; ethnicity; gender identity; lesbian, gay, bisexual, transgender or intersex identification, status or perceived status; gang affiliation; or was motivated or otherwise caused by other group dynamics at the facility.

(c) Examine the area in the facility where the incident allegedly occurred to assess whether physical barriers in the area may enable abuse.

(d) Assess the adequacy of staffing levels in that area during different shifts.

(e) Assess whether monitoring technology should be deployed or augmented to supplement supervision by staff.

The review team shall prepare a report of its findings, including any determinations made pursuant to this section and any recommendations for improvement. The report shall be submitted to the Chief of Police and the PREA Coordinator. The Chief of Police or the authorized designee shall implement the recommendations for improvement or shall document the reasons for not doing so (28 CFR 115.186).

902.7.2 DATA REVIEWS

The facility shall conduct an annual review of collected and aggregated incident-based sexual abuse data. The review should include, as needed, data from incident-based documents, including reports, investigation files and sexual abuse incident reviews (28 CFR 115.187).

The purpose of these reviews is to assess and improve the effectiveness of sexual abuse prevention, detection and response policies, practices and training. An annual report shall be prepared that includes (28 CFR 115.188):

(a) Identification of any potential problem areas.

(b) Identification of any corrective actions taken.

(c) Recommendations for any additional corrective actions.

(d) A comparison of the current year's data and corrective actions with those from prior years.

(e) An assessment of the Department's progress in addressing sexual abuse.

The report shall be approved by the Chief of Police and made readily available to the public through the department website or, if it does not have one, through other means. Material may be

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redacted from the reports when publication would present a clear and specific threat to the safety and security of the Temporary Holding Facility. However, the nature of the redacted material shall be indicated.

All aggregated sexual abuse data from El Segundo Police Department facilities and private facilities with which it contracts shall be made readily available to the public at least annually through the department website or, if it does not have one, through other means. Before making aggregated sexual abuse data publicly available, all personal identifiers shall be removed (28 CFR 115.189).

902.8 RECORDS

The Department shall retain all written reports from administrative and criminal investigations pursuant to this policy for as long as the alleged abuser is held or employed by the Department, plus five years (28 CFR 115.171).

All other data collected pursuant to this policy shall be securely retained for at least 10 years after the date of the initial collection unless federal, state or local law requires otherwise (28 CFR 115.189).

902.9 TRAINING

All department members and contractors who may have contact with individuals in custody shall receive department-approved training on the prevention and detection of sexual abuse and sexual harassment within this facility. The Training Sergeant shall be responsible for developing and administering this training as appropriate, covering at a minimum (28 CFR 115.131):

- The Department's zero-tolerance policy and the right of individuals in custody to be free from sexual abuse and sexual harassment, and from retaliation for reporting sexual abuse or harassment.
- The dynamics of sexual abuse and harassment in confinement settings, including which individuals in custody are most vulnerable.
- The right of individuals in custody and staff members to be free from sexual abuse and sexual harassment, and from retaliation for reporting sexual abuse or harassment.
- Detecting and responding to signs of threatened and actual abuse.
- Communicating effectively and professionally with all individuals in custody.
- Compliance with relevant laws related to mandatory reporting of sexual abuse to outside authorities.

Investigators assigned to sexual abuse investigations shall also receive training in conducting such investigations in confinement settings. Training should include (28 CFR 115.134):

- Techniques for interviewing sexual abuse victims.
- Proper use of *Miranda* and *Garrity* warnings.
- Sexual abuse evidence collection in confinement settings.

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- Criteria and evidence required to substantiate a case for administrative action or prosecution referral.

The Training Sergeant shall maintain documentation that employees, volunteers, contractors, and investigators have completed required training and that they understand the training. This understanding shall be documented through individual signature or electronic verification.

All current department members who may have contact with individuals in custody shall be trained within one year of the effective date of the PREA standards. The agency shall provide annual refresher information to all such members to ensure that they understand the current sexual abuse and sexual harassment policies and procedures.

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Chapter 10 - Personnel

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Recruitment and Selection

1000.1 PURPOSE AND SCOPE

This policy provides a framework for employee recruiting efforts and identifying job-related standards for the selection process. This policy supplements the rules that govern employment practices for the El Segundo Police Department and that are promulgated and maintained by Human Resources.

1000.2 POLICY

In accordance with applicable federal, state, and local law, the El Segundo Police Department provides equal opportunities for applicants and employees regardless of actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law. The Department does not show partiality or grant any special status to any applicant, employee, or group of employees unless otherwise required by law.

The Department will recruit and hire only those individuals who demonstrate a commitment to service and who possess the traits and characteristics that reflect personal integrity and high ethical standards.

1000.3 RECRUITMENT

The Administrative Services Bureau Commander should employ a comprehensive recruitment and selection strategy to recruit and select employees from a qualified and diverse pool of candidates.

The strategy should include:

(a) Identification of racially and culturally diverse target markets.

(b) Use of marketing strategies to target diverse applicant pools.

(c) Expanded use of technology and maintenance of a strong internet presence. This may include an interactive department website and the use of department-managed social networking sites, if resources permit.

(d) Expanded outreach through partnerships with media, community groups, citizen academies, local colleges, universities, and the military.

(e) Employee referral and recruitment incentive programs.

The Administrative Services Bureau Commander shall avoid advertising, recruiting and screening practices that tend to stereotype, focus on homogeneous applicant pools or screen applicants in a discriminatory manner.

The Department should strive to facilitate and expedite the screening and testing process, and should periodically inform each candidate of his/her status in the recruiting process.

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1000.4 SELECTION PROCESS

The Department shall actively strive to identify a diverse group of candidates who have in some manner distinguished themselves as being outstanding prospects. Minimally, the Department shall employ a comprehensive screening, background investigation, and selection process that assesses cognitive and physical abilities and includes review and verification of the following:

(a) A comprehensive application for employment (including previous employment, references, current and prior addresses, education, military record)

1. The personnel records of any applicant with prior peace officer experience in this state shall be requested from the appropriate law enforcement agency and reviewed prior to extending an offer of employment (Penal Code § 832.12).

2. This includes review of prior law enforcement employment information maintained by POST (Penal Code § 13510.9).

(b) Driving record

(c) Personal and professional reference checks

(d) Employment eligibility, including U.S. Citizenship and Immigration Services (USCIS) Employment Eligibility Verification Form I-9 and acceptable identity and employment authorization documents consistent with Labor Code § 1019.1. This required documentation should not be requested until a candidate is hired. This does not prohibit obtaining documents required for other purposes.

(e) Information obtained from public internet sites

1. This review should include the identification of any activity that promotes or supports unlawful violence or unlawful bias against persons based on protected characteristics (e.g., race, ethnicity, national origin, religion, gender, gender identity, sexual orientation, disability).

(f) Financial history consistent with the Fair Credit Reporting Act (FCRA) (15 USC § 1681 et seq.)

(g) Local, state, and federal criminal history record checks (Government Code § 1030; Penal Code § 11105.002; Penal Code § 11105.05)

(h) Lie detector test (when legally permissible) (Labor Code § 432.2)

(i) Medical and psychological examination (may only be given after a conditional offer of employment)

1. The Medical Suitability Declaration (POST form 2-363) provided by the evaluating physician shall be maintained in the candidate's background investigation file (11 CCR 1954).

2. The Psychological Suitability Declaration (POST form 2-364) provided by the evaluator shall be maintained in the candidate's background investigation file (11 CCR 1955).

(j) Review board or selection committee assessment

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(k) Relevant national and state decertification records, if available, including the National Decertification Index

1000.4.1 VETERAN'S PREFERENCE
Qualifying veterans of the United States Armed Forces who receive a passing score on an entrance examination shall be ranked in the top rank of any resulting eligibility list. The veteran's preference shall also apply to a widow or widower of a veteran or a spouse of a 100 percent disabled veteran (Government Code § 18973.1).

1000.5 BACKGROUND INVESTIGATION
Every candidate shall undergo a thorough background investigation to verify his/her personal integrity and high ethical standards, and to identify any past behavior that may be indicative of the candidate's unsuitability to perform duties relevant to the operation of the El Segundo Police Department (11 CCR 1953).

The narrative report and any other relevant background information shall be shared with the psychological evaluator. Information shall also be shared with others involved in the hiring process if it is relevant to their respective evaluations (11 CCR 1953).

1000.5.1 BACKGROUND INVESTIGATION UPDATE
A background investigation update may, at the discretion of the Chief of Police, be conducted in lieu of a complete new background investigation on a peace officer candidate who is reappointed within 180 days of voluntary separation from the El Segundo Police Department, or who is an interim police chief meeting the requirements contained in 11 CCR 1953(f).

1000.5.2 NOTICES
Background investigators shall ensure that investigations are conducted and notices provided in accordance with the requirements of the FCRA and the California Investigative Consumer Reporting Agencies Act (15 USC § 1681d; Civil Code § 1786.16).

1000.5.3 STATE NOTICES
If information disclosed in a candidate's criminal offender record information (CORI) is the basis for an adverse employment decision, a copy of the CORI shall be provided to the applicant (Penal Code § 11105).

1000.5.4 REVIEW OF SOCIAL MEDIA SITES
All peace officer candidates shall be subject to a social media search for statements, postings, and/or endorsements made by the candidate that are relevant to suitability for peace officer employment, including bias-relevant information consistent with the requirements of 11 CCR 1955(d)(3) and any public expression of hate made in an online forum, as defined in Penal Code § 13680(g) (11 CCR 1953(e)(12)).

Due to the potential for accessing unsubstantiated, private, or protected information, the Administrative Services Bureau Commander shall not require candidates to provide passwords, account information, or access to password-protected social media accounts (Labor Code § 980).

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The Administrative Services Bureau Commander should consider utilizing the services of an appropriately trained and experienced third party to conduct open source, internet-based searches, and/or review information from social media sites to ensure that:

(a) The legal rights of candidates are protected.

(b) Material and information to be considered are verified, accurate, and validated.

(c) The Department fully complies with applicable privacy protections and local, state, and federal law.

Regardless of whether a third party is used, the Administrative Services Bureau Commander should ensure that potentially impermissible information is not available to any person involved in the candidate selection process.

1000.5.5 DOCUMENTING AND REPORTING

The background investigator shall summarize the results of the background investigation in a narrative report that includes sufficient information to allow the reviewing authority to decide whether to extend a conditional offer of employment. The report shall include sections that summarize relevant Background Investigation Dimensions and include any findings of behaviors, traits, and/or attributes relevant to bias per the Bias Assessment Framework as described in the POST Background Investigation Manual. The report shall identify the data sources reviewed for the findings, regardless of weight given. The report shall include narrative information in the format described in 11 CCR 1953(g)(1). The report shall also include whether the candidate has engaged or is engaging in membership in a hate group, participation in hate group activity, or advocacy or public expressions of hate, pursuant to Penal Code § 13680 et seq. (11 CCR 1953).

The report shall not include any information that is prohibited from use, including that from social media sites, in making employment decisions. The report and all supporting documentation including relevant documentation of bias-related findings and documentation obtained through the social media search shall be included in the candidate's background investigation file (11 CCR 1953).

The background investigator shall document proof of verification of qualification for peace officer appointment on the Verification of Qualification for Peace Officer Appointment form and forward to the Administrative Services Bureau Commander for final review and submission to POST (11 CCR 1953).

The background investigation file shall be made available during POST compliance inspections (11 CCR 1953).

1000.5.6 RECORDS RETENTION

The background report and all supporting documentation shall be maintained according to the established records retention schedule and at a minimum as follows (Government Code § 12946; 11 CCR 1953):

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(a) Reports and documentation for candidates hired by the Department shall be retained for the entire term of employment and a for a minimum of four years after separation from the Department.

(b) Reports and documentation for candidates not hired by the Department for a minimum of four years.

1000.5.7 INVESTIGATOR TRAINING
Background investigators shall complete POST-certified background investigation training prior to conducting investigations (11 CCR 1953; 11 CCR 1959).

1000.6 DISQUALIFICATION GUIDELINES

As a general rule, performance indicators and candidate information and records shall be evaluated by considering the candidate as a whole, and taking into consideration the following:

- Age at the time the behavior occurred
- Passage of time
- Patterns of past behavior
- Severity of behavior
- Probable consequences if past behavior is repeated or made public
- Likelihood of recurrence
- Relevance of past behavior to public safety employment
- Aggravating and mitigating factors
- Other relevant considerations

A candidate's qualifications will be assessed on a case-by-case basis, using a totality-of-the-circumstances framework.

1000.7 EMPLOYMENT STANDARDS

All candidates shall meet the minimum standards required by state law (Government Code § 1029; Government Code § 1031; Penal Code § 13510.1; 11 CCR 1950 et seq.). Candidates will be evaluated based on merit, ability, competence, and experience, in accordance with the high standards of integrity and ethics valued by the Department and the community. The California Commission on Peace Officer Standards and Training (POST) developed a Job Dimensions list, which is used as a professional standard in background investigations.

Validated, job-related, and nondiscriminatory employment standards shall be established for each job classification and shall minimally identify the training, abilities, knowledge, and skills required to perform the position's essential duties in a satisfactory manner. Each standard should include performance indicators for candidate evaluation. The Human Resources should maintain validated standards for all positions.

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1000.7.1 STANDARDS FOR OFFICERS

Candidates shall meet the minimum standards established by POST or required by state law (Government Code § 1029; Government Code § 1031; 11 CCR 1950 et seq.):

(a) Free of any felony convictions

(b) Be legally authorized to work in the United States under federal law

(c) At least 21 years of age except as provided by Government Code § 1031.4

(d) Fingerprinted for local, state, and national fingerprint check (Government Code § 1030; Penal Code § 11105.002; Penal Code § 11105.05)

(e) Good moral character as determined by a thorough background investigation (11 CCR 1953)

(f) High school graduate, passed the GED or other high school equivalency test, or obtained a two-year, four-year, or advanced degree from an accredited or approved institution

(g) Free from any physical, emotional, or mental condition, including bias against race or ethnicity, gender, nationality, religion, disability, or sexual orientation which might adversely affect the exercise of police powers (11 CCR 1954; 11 CCR 1955)

(h) Free of hate group memberships, participation in hate group activities, or advocacy of public expressions of hate within the previous seven years, and since 18 years of age, as determined by a background investigation (Penal Code § 13681)

(i) Candidates must also satisfy the POST selection requirements, including (11 CCR 1950 et seq.):

1. Reading and writing ability assessment (11 CCR 1951)
2. Oral interview to determine suitability for law enforcement service (11 CCR 1952)

(j) POST certification that has not been revoked, denied, or voluntarily surrendered pursuant to Penal Code § 13510.8(f)

(k) Not identified in the National Decertification Index of the International Association of Directors of Law Enforcement Standards and Training or similar federal government database that reflects revoked certification for misconduct or reflects misconduct that would result in a revoked certification in California.

In addition to the above minimum POST required standards, candidates may be subjected to additional standards established by the Department (Penal Code § 13510(d)).

1000.8 PROBATIONARY PERIODS

The Administrative Services Bureau Commander should coordinate with the El Segundo Human Resources to identify positions subject to probationary periods and procedures for:

(a) Appraising performance during probation.

(b) Assessing the level of performance required to complete probation.

(c) Extending probation.

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(d) Documenting successful or unsuccessful completion of probation.

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Evaluation of Employees

1001.1 PURPOSE AND SCOPE

The Department's employee performance evaluation system is designed to record work performance for both the Department and the employee, providing recognition for good work and developing a guide for improvement.

1001.2 POLICY

The El Segundo Police Department utilizes a performance evaluation report to measure performance and to use as a factor in making personnel decisions that relate to, promotion, reassignment, discipline, demotion and termination. The evaluation report is intended to serve as a guide for work planning and review by the supervisor and employee. It gives supervisors a way to create an objective history of work performance based on job standards.

The Department evaluates employees in a non-discriminatory manner based upon job-related factors specific to the employee’s position, without regard to sex, race, color, national origin, religion, age, disability or other protected classes.

1001.3 EVALUATION PROCESS

Evaluation reports will cover a specific period of time and should be based on documented performance during that period. Evaluation reports will be completed by each employee’s immediate supervisor. Other supervisors directly familiar with the employee’s performance during the rating period should be consulted by the immediate supervisor for their input.

All sworn and civilian supervisory personnel shall attend an approved supervisory course that includes training on the completion of performance evaluations within one year of the supervisory appointment.

Each supervisor should discuss the tasks of the position, standards of performance expected and the evaluation criteria with each employee at the beginning of the rating period. Supervisors should document this discussion in the prescribed manner.

Assessment of an employee’s job performance is an ongoing process. Continued coaching and feedback provides supervisors and employees with opportunities to correct performance issues as they arise.

Non-probationary employees demonstrating substandard performance shall be notified in writing of such performance as soon as possible in order to have an opportunity to remediate the issues. Such notification should occur at the earliest opportunity, with the goal being a minimum of 90 days written notice prior to the end of the evaluation period.

Employees who disagree with their evaluation and who desire to provide a formal response or a rebuttal may do so in writing in the prescribed format and time period.

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1001.4 FULL TIME PROBATIONARY PERSONNEL

All personnel are on probation for 12 months before being eligible for certification as permanent employees. An evaluation is completed quarterly for all full-time personnel during the probationary period.

1001.4.1 WEEKLY PERFORMANCE RATINGS

Each Sergeant will complete a weekly performance rating on all probationary officers under their span of control, once the officer has successfully completed the FTO Program.

The Sergeant must follow the rating instructions printed on the form and complete it in accordance with the standard evaluation guidelines provided.

The completed rating form must be signed by the probationary officer and forwarded through the Sergeant's Chain of Command (Watch Commander, FTO Program Manager) to the Field Operations Commander. The rating must be completed by the second day of the new rating period.

Every effort will be made to align the probationary officer's work shift with their rating Sergeant.

1001.5 FULL-TIME PERMANENT STATUS PERSONNEL

Permanent employees are subject to three types of performance evaluations:

Regular - An Employee Performance Evaluation shall be completed at the end of each rating cycle by the employee's immediate supervisor. A Rating Cycle shall be considered the time period starting July 1st and ending June 30th of the following year.

Transfer - If an employee is transferred from one assignment to another in the middle of an evaluation period, then an evaluation shall be completed by the current supervisor with input from the previous supervisor.

Special - Performance Improvement Program - Any employee who is rated "Below Standard" in any performance category on their Annual Evaluation may be placed on the Performance Improvement Program. Any employee who is rated "Below Standard" overall on their Annual Evaluation shall be placed on the Performance Improvement Program. All employees on the Performance Improvement Program shall receive monthly evaluations and discuss them with their direct supervisor.

1001.5.1 RATINGS

When completing the Employee Performance Evaluation, the rater will place a check mark in the column that best describes the employee's performance. The definition of each rating category is as follows:

Meets Standards - Is the performance of a fully competent employee. It means satisfactory performance that meets the standards required of the position

Below Standards - Performance is inferior to the standards required of the position. It is very inadequate or undesirable performance that cannot be tolerated.

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Space for written comments is provided at the end of the evaluation in the rater comments section. This section allows the rater to document the employee's strengths, weaknesses, and suggestions for improvement. Any rating under any job dimension marked below standard shall be substantiated in the rater comments section.

1001.6 EVALUATION INTERVIEW

When the supervisor has completed the preliminary evaluation, arrangements shall be made for a private discussion of the evaluation with the employee. The supervisor should discuss the results of the just completed rating period and clarify any questions the employee may have. If the employee has valid and reasonable protests of any of the ratings, the supervisor may make appropriate changes to the evaluation. Areas needing improvement and goals for reaching the expected level of performance should be identified and discussed. The supervisor should also provide relevant counseling regarding advancement, specialty positions and training opportunities. The supervisor and employee will sign and date the evaluation. Permanent employees may also write comments in the Employee Comments section of the performance evaluation report.

1001.7 EVALUATION REVIEW

After the rating supervisor finishes the discussion with the employee, the performance evaluation is forwarded to the rater's supervisor,who will review the evaluation for completeness. The Bureau Commander shall review the evaluation for fairness, impartiality, uniformity, consistency,and the quality of ratings given. Upon review and approval by the Chief of Police, the performance evaluation shall be returned to the original rating supervisor and the employee, who will then sign and date the evaluation.

1001.8 EVALUATION DISTRIBUTION

The original performance evaluation shall be maintained in the employee's personnel file in the office of the Chief of Police for the tenure of the employee's employment.

1001.9 ATTACHMENTS

See attachment: ESPD Annual Performance Appraisal Report.pdf

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Special Assignments and Promotions

1002.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for promotions and eligibility for special and collateral assignments within the El Segundo Police Department.

1002.2 POLICY

The El Segundo Police Department determines assignments and promotions in a non-discriminatory manner based upon job-related factors and candidate skills and qualifications. Assignments and promotions are decided by the Chief of Police.

1002.3 SPECIAL ASSIGNMENT POSITIONS

The following positions and terms are considered special assignments and not promotions:

(a) Task Force Officer (Four year term)

(b) Detective (Four year term)

(c) Motorcycle Officer (Four year term)

(d) Community Lead Officer (Three year term)

(e) Canine Handler (Five year term)

(f)

(g) Field Training Officer (Three year term)

(h) School Resource Officer (Three year term)

Terms of Assignment - Extensions. Terms of assignment may be extended based on the recommendation of the Division Commander and approval of the Bureau Commander. The maximum amount of extensions is up to two (2) six-month deployment periods.

1002.3.1 GENERAL AND SPECIFIC REQUIREMENTS

The following general requirements should be considered when selecting a candidate for a special assignment:

(a) Possession of a Basic POST Certificate

(b) All applicants must successfully complete an oral interview.

(c) Cannot be on the Performance Enhancement Program

(d) The officer must be off probation to qualify for the following:

1. Task Force Officer
2. Canine Handler
3. Field Training Officer

(e) A minimum of one year patrol experience, regardless of probationary status:

1. Detective

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2. Community Lead Officer
3. School Resource Officer
4. Motorcycle Officer

(f) Possession of or ability to obtain any certification required by POST or law.

(g) Exceptional skills, experience, or abilities related to the special assignment.

The following specific requirements shall be considered for certain special assignments:

1. Motorcycle officer
   (a) A Class M1 endorsement.
   (b) Able to place the balls of both feet flat on the ground while sitting back on the seat, and both hands on the handlebars.
   (c) Lift a fully equipped police motorcycle from a fallen position.
   (d) Place the motorcycle on and off the center and side stands.
   (e) Walk the motorcycle forward and backwards while astride the seat.
2. Canine Handler
   (a) Refer to 347.6 - Canine Handler Qualifications
3. Field Training Officer
   (a) Refer to 417.2 - Field Training Officer Selection

1002.3.2 EVALUATION CRITERIA (SPECIAL AND COLLATERAL ASSIGNMENTS)
The following criteria will be used in evaluating candidates for a special assignment:

(a) Presents a professional, neat appearance.

(b) Maintains a physical condition that aids in his/her performance.

(c) Expressed an interest in the assignment, which could be evidenced by a degree to which the employee has participated in any specialized training or other activities related to the special assignment.

(d) Demonstrates the following traits:
   1. Emotional stability and maturity
   2. Stress tolerance
   3. Sound judgment and decision-making
   4. Personal integrity and ethical conduct
   5. Leadership skills
   6. Initiative
   7. Adaptability and flexibility
   8. Ability to conform to department goals and objectives in a positive manner

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1002.3.3 SELECTION PROCESS

The selection process for special assignments will include an administrative evaluation as determined by the Chief of Police to include:

Posting - The procedure for posting is as follows:

(a) A memo will be posted by the Chief of Police or his designee indicating the type of assignment and any special qualifications mandated per policy.

(b) A timeline will be established regarding the assignment. A request for assignment/ transfer memorandum through channels, shall be submitted to the Chief of Police.

Filing - Employees requesting reassignment shall do the following:

(a) A Request for Reassignment/Transfer memorandum shall be completed for each position requested.

(b) The requesting applicant's supervisor shall screen the request for reassignment to ensure that only qualified personnel have applied, (i.e., no personnel on the Performance Enhancement Program). If the applicant is deemed unqualified, they shall be notified in writing by the Division Commander of the assignment applied for.

Selection - In selecting personnel for a special assignment, the Division Commander of the assignment shall:

(a) Review the applicants' evaluations and any supervisory input provided.

(b) The Division Commander shall conduct a panel interview of all qualified applicants. If there is only one applicant, the interview and/or a practical exercise shall be conducted by the Division Commander.

(c) The Division Commander shall provide a list of names of qualified personnel to the Bureau Commander and be responsible for recommending to the Chief of Police the names of the personnel who qualify and are best suited for the special assignment.

(d)

(e) Final selection of personnel to a special assignment shall rest with the Chief of Police.

1002.4 COLLATERAL ASSIGNMENT POSITIONS

The following positions and terms are considered collateral assignments and not promotions:

(a) Special Weapons and Tactics (See SWAT policy for further on testing: Lexipol 404.7.1)

(b) Range Staff (Must pass a POST certified firearms instructor course after being selected)

(c) Crisis Negotiation Team

(d) Drone Team (Must pass the UAV FAA Part 107 Remote Pilot License exam within four months of being selected)

(e) Defensive Tactics Team (ACT)

(f) South Bay Gang Taskforce

(g) Homeless Liaison Team

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(h) Active Shooter Team

(i) Terrorism Liaison Officer (TLO)

(j) Field Evidence Technician/CSI Program

(k) Honor Guard Program

(l) Area G/South Bay Platoon

(m) Beach Patrol Program

(n) Driver Training Instructor

(o) Health and Wellness Officer

(p) Peer Support Program

Must submit a memo outlining your qualifications for the position through channels to the Captain who oversee the special assignment.

Collateral assignment applicants must pass an internal department evaluation designed to determine suitability for the assignment. The evaluation consists of:

1. Possession of a Basic POST Certificate
2. A minimum of one year of patrol experience
3. All applicants must successfully complete an oral interview.
4. Must be off probation for the following collateral assignment:
   (a) Special Weapons and Tactics Team

1002.5 PROMOTIONAL REQUIREMENTS

Requirements and information regarding any promotional process are available at the El Segundo Human Resources.

1002.6 TRANSFERS AND REASSIGNMENT

A transfer may occur at anytime under the following circumstances:

(a) A demonstrated lack of effectiveness of the employee in the special assignment.

(b) The member in the special assignment requests transfer prior to the expiration of the term. Availability and training of replacement personnel may be a factor before the actual transfer is made.

(c) Nothing in this policy precludes department management from transferring personnel from specialized to non specialized assignments due to manpower needs or extenuating circumstances.

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Anti-Retaliation

1003.1 PURPOSE AND SCOPE

This policy prohibits retaliation against members who identify workplace issues, such as fraud, waste, abuse of authority, gross mismanagement or any inappropriate conduct or practices, including violations that may pose a threat to the health, safety or well-being of members.

This policy does not prohibit actions taken for nondiscriminatory or non-retaliatory reasons, such as discipline for cause.

These guidelines are intended to supplement and not limit members' access to other applicable remedies. Nothing in this policy shall diminish the rights or remedies of a member pursuant to any applicable federal law, provision of the U.S. Constitution, law, ordinance or memorandum of understanding.

1003.2 POLICY

The El Segundo Police Department has a zero tolerance for retaliation and is committed to taking reasonable steps to protect from retaliation members who, in good faith, engage in permitted behavior or who report or participate in the reporting or investigation of workplace issues. All complaints of retaliation will be taken seriously and will be promptly and appropriately investigated.

1003.3 RETALIATION PROHIBITED

No member may retaliate against any person for engaging in lawful or otherwise permitted behavior; for opposing a practice believed to be unlawful, unethical, discriminatory or retaliatory; for reporting or making a complaint under this policy; or for participating in any investigation related to a complaint under this or any other policy.

Retaliation includes any adverse action or conduct, including but not limited to:

- Refusing to hire or denying a promotion.
- Extending the probationary period.
- Unjustified reassignment of duties or change of work schedule.
- Real or implied threats or other forms of intimidation to dissuade the reporting of wrongdoing or filing of a complaint, or as a consequence of having reported or participated in protected activity.
- Taking unwarranted disciplinary action.
- Spreading rumors about the person filing the complaint or about the alleged wrongdoing.
- Shunning or unreasonably avoiding a person because he/she has engaged in protected activity.

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1003.3.1 RETALIATION PROHIBITED FOR REPORTING VIOLATIONS
An officer shall not be retaliated against for reporting a suspected violation of a law or regulation of another officer to a supervisor or other person in the Department who has the authority to investigate the violation (Government Code § 7286(b)).

1003.4 COMPLAINTS OF RETALIATION

Any member who feels he/she has been retaliated against in violation of this policy should promptly report the matter to any supervisor, command staff member, Chief of Police or the City Director of Human Resources.

Members shall act in good faith, not engage in unwarranted reporting of trivial or minor deviations or transgressions, and make reasonable efforts to verify facts before making any complaint in order to avoid baseless allegations. Members shall not report or state an intention to report information or an allegation knowing it to be false, with willful or reckless disregard for the truth or falsity of the information or otherwise act in bad faith.

Investigations are generally more effective when the identity of the reporting member is known, thereby allowing investigators to obtain additional information from the reporting member. However, complaints may be made anonymously. All reasonable efforts shall be made to protect the reporting member's identity. However, confidential information may be disclosed to the extent required by law or to the degree necessary to conduct an adequate investigation and make a determination regarding a complaint. In some situations, the investigative process may not be complete unless the source of the information and a statement by the member is part of the investigative process.

1003.5 SUPERVISOR RESPONSIBILITIES

Supervisors are expected to remain familiar with this policy and ensure that members under their command are aware of its provisions.

The responsibilities of supervisors include, but are not limited to:

(a) Ensuring complaints of retaliation are investigated as provided in the Personnel Complaints Policy.

(b) Receiving all complaints in a fair and impartial manner.

(c) Documenting the complaint and any steps taken to resolve the problem.

(d) Acknowledging receipt of the complaint, notifying the Chief of Police via the chain of command and explaining to the member how the complaint will be handled.

(e) Taking appropriate and reasonable steps to mitigate any further violations of this policy.

(f) Monitoring the work environment to ensure that any member making a complaint is not subjected to further retaliation.

(g) Periodic follow-up with the complainant to ensure that retaliation is not continuing.

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(h) Not interfering with or denying the right of a member to make any complaint.

(i) Taking reasonable steps to accommodate requests for assignment or schedule changes made by a member who may be the target of retaliation if it would likely mitigate the potential for further violations of this policy.

1003.6 COMMAND STAFF RESPONSIBILITIES

The Chief of Police should communicate to all supervisors the prohibition against retaliation.

Command staff shall treat all complaints as serious matters and shall ensure that prompt actions take place, including but not limited to:

(a) Communicating to all members the prohibition against retaliation.

(b) The timely review of complaint investigations.

(c) Remediation of any inappropriate conduct or condition and instituting measures to eliminate or minimize the likelihood of recurrence.

(d) The timely communication of the outcome to the complainant.

1003.7 WHISTLE-BLOWING

California law protects members who (Labor Code § 1102.5; Government Code § 53296 et seq.):

(a) Report a violation of a state or federal statute or regulation to a government or law enforcement agency, including the member's supervisor or any other member with the authority to investigate the reported violation.

(b) Provide information or testify before a public body if the member has reasonable cause to believe a violation of law occurred.

(c) Refuse to participate in an activity that would result in a violation of a state or federal statute or regulation.

(d) File a complaint with a local agency about gross mismanagement or a significant waste of funds, abuse of authority, or a substantial and specific danger to public health or safety. Members shall exhaust all available administrative remedies prior to filing a formal complaint.

(e) Are family members of a person who has engaged in any protected acts described above.

Members are encouraged to report any legal violations through the chain of command (Labor Code § 1102.5).

Members who believe they have been the subject of retaliation for engaging in such protected behaviors should promptly report it to a supervisor. Supervisors should refer the complaint to the Professional Standards Unit for investigation pursuant to the Personnel Complaints Policy.

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1003.7.1 DISPLAY OF WHISTLE-BLOWER LAWS

The Department shall display a notice to members regarding their rights and responsibilities under the whistle-blower laws, including the whistle-blower hotline maintained by the Office of the Attorney General (Labor Code § 1102.8).

1003.8 RECORDS RETENTION AND RELEASE

The Records Supervisor shall ensure that documentation of investigations is maintained in accordance with the established records retention schedules.

1003.9 TRAINING

The policy should be reviewed with each new member.

All members should receive periodic refresher training on the requirements of this policy.

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Reporting of Arrests, Convictions, and Court Orders

1004.1 PURPOSE AND SCOPE

The purpose of this policy is to describe the notification requirements and procedures that members must follow when certain arrests, convictions, and court orders restrict their ability to perform the official duties and responsibilities of the El Segundo Police Department. This policy will also describe the notification requirements and procedures that certain retired officers must follow when an arrest, conviction, or court order disqualifies them from possessing a firearm.

1004.2 DOMESTIC VIOLENCE CONVICTIONS AND COURT ORDERS

Federal and California law prohibit individuals convicted of, or having an outstanding warrant for, certain offenses and individuals convicted of certain offenses and individuals subject to certain court orders from lawfully possessing firearms. Such convictions and court orders often involve allegations of the use or attempted use of force, or threatened use of a weapon on any individual in a domestic relationship (e.g., spouse, cohabitant, parent, child) (18 USC § 922; Penal Code § 29805).

All members and retired officers with identification cards issued by the Department are responsible for ensuring that they have not been disqualified from possessing firearms by any such conviction or court order, and shall promptly report any such conviction or court order to a supervisor, as provided in this policy.

1004.3 OTHER CRIMINAL CONVICTIONS AND COURT ORDERS

Government Code § 1029 prohibits any person convicted of a felony from being a peace officer in the State of California. This prohibition applies regardless of whether the guilt was established by way of a verdict, guilty, or nolo contendere plea.

Convictions of certain violations of the Vehicle Code and other provisions of law may also place restrictions on a member's ability to fully perform the duties of the job.

Outstanding warrants as provided in Penal Code § 29805 also place restrictions on a member's ability to possess a firearm.

While legal restrictions may or may not be imposed by statute or by the courts upon conviction of any criminal offense, criminal conduct by members of this department may be inherently in conflict with law enforcement duties and the public trust, and shall be reported as provided in this policy.

1004.4 REPORTING

All members and all retired officers with an identification card issued by the Department shall immediately notify their supervisors (retired officers should immediately notify the Watch Commander or the Chief of Police) in writing of any past or current criminal detention, arrest, charge, or conviction in any state or foreign country, regardless of whether or not the matter

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was dropped or rejected, is currently pending or is on appeal, and regardless of the penalty or sentence, if any.

All members and all retired officers with an identification card issued by the Department shall further promptly notify their supervisors (retired officers should immediately notify the Watch Commander or the Chief of Police) in writing if they become the subject of a domestic violence-related order or any court order that prevents the member or retired officer from possessing a firearm or requires suspension or revocation of applicable POST certification.

Any member whose criminal arrest, conviction, or court order restricts or prohibits that member from fully and properly performing their duties, including carrying a firearm, may be disciplined. This includes but is not limited to being placed on administrative leave, reassignment, and/or termination. Any effort to remove such disqualification or restriction shall remain entirely the responsibility of the member, on the member's own time and expense.

Any member failing to provide prompt written notice pursuant to this policy shall be subject to discipline, up to and including termination.

Retired officers may have their identification cards rescinded or modified, as may be appropriate (see the Retiree Concealed Firearms Policy).

1004.4.1 NOTIFICATION REQUIREMENTS

The Support Services Captain Division Commander shall submit within 10 days of final disposition a notice to POST of a conviction or Government Code § 1029 reason that disqualifies any current peace officer employed by this department or any former peace officer if this department was responsible for the investigation (11 CCR 1003).

1004.5 POLICY

The El Segundo Police Department requires disclosure of member arrests, convictions, and certain court orders to maintain the high standards, ethics, and integrity in its workforce, and to ensure compatibility with the duties and responsibilities of the Department.

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Drug- and Alcohol-Free Workplace

1005.1 PURPOSE AND SCOPE

The purpose of this policy is to establish clear and uniform guidelines regarding drugs and alcohol in the workplace (41 USC § 8103).

1005.2 POLICY

It is the policy of this department to provide a drug- and alcohol-free workplace for all members.

1005.3 GENERAL GUIDELINES

Alcohol and drug use in the workplace or on department time can endanger the health and safety of department members and the public.

Members who have consumed any amount of an alcoholic beverage or taken any medication, or combination thereof, that would tend to adversely affect their mental or physical abilities shall not report for duty. Affected members shall notify the Watch Commander or appropriate supervisor as soon as the member is aware that the member will not be able to report to work. If the member is unable to make the notification, every effort should be made to have a representative contact the supervisor in a timely manner. If the member is adversely affected while on-duty, the member shall be immediately removed and released from work (see the Work Restrictions section in this policy).

1005.3.1 USE OF MEDICATIONS

Members should not use any medications that will impair their ability to safely and completely perform their duties. Any member who is medically required or has a need to take any such medication shall report that need to the member's immediate supervisor prior to commencing any on-duty status.

No member shall be permitted to work or drive a vehicle owned or leased by the Department while taking any medication that has the potential to impair the member's abilities, without a written release from the member's physician.

1005.3.2 USE OF MARIJUANA

Possession of marijuana, including medical marijuana, or being under the influence of marijuana on- or off-duty is prohibited and may lead to disciplinary action.

1005.4 MEMBER RESPONSIBILITIES

Members shall report for work in an appropriate mental and physical condition. Members are prohibited from purchasing, manufacturing, distributing, dispensing, possessing or using controlled substances or alcohol on department premises or on department time (41 USC § 8103). The lawful possession or use of prescribed medications or over-the-counter remedies is excluded from this prohibition.

Members who are authorized to consume alcohol as part of a special assignment shall not do so to the extent of impairing on-duty performance.

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Members shall notify a supervisor immediately if they observe behavior or other evidence that they believe demonstrates that a fellow member poses a risk to the health and safety of the member or others due to drug or alcohol use.

Members are required to notify their immediate supervisors of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction (41 USC § 8103).

1005.5 EMPLOYEE ASSISTANCE PROGRAM

There may be available a voluntary employee assistance program to assist those who wish to seek help for alcohol and drug problems (41 USC § 8103). Insurance coverage that provides treatment for drug and alcohol abuse also may be available. Employees should contact the Human Resources, their insurance providers or the employee assistance program for additional information. It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to performance problems.

1005.6 WORK RESTRICTIONS

If a member informs a supervisor that he/she has consumed any alcohol, drug or medication that could interfere with a safe and efficient job performance, the member may be required to obtain clearance from his/her physician before continuing to work.

If the supervisor reasonably believes, based on objective facts, that a member is impaired by the consumption of alcohol or other drugs, the supervisor shall prevent the member from continuing work and shall ensure that he/she is safely transported away from the Department.

1005.7 SCREENING TESTS

A supervisor may require an employee to submit to a screening under any of the following circumstances:

(a) The supervisor reasonably believes, based upon objective facts, that the employee is under the influence of alcohol or drugs that are impairing the employee's ability to perform duties safely and efficiently.

(b) The employee discharges a firearm in the performance of the employee's duties (excluding training or authorized euthanizing of an animal).

(c) The employee discharges a firearm issued by the Department while off-duty, resulting in injury, death, or substantial property damage.

(d) The employee drives a motor vehicle in the performance of the employee's duties and becomes involved in an incident that results in bodily injury, death, or substantial damage to property.

1005.7.1 DISCIPLINE

An employee may be subject to disciplinary action if the employee:

(a) Fails or refuses to submit to a screening test as requested.

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(b) After taking a screening test that indicates the presence of a controlled substance, fails to provide proof, within 72 hours after being requested, that the employee took the controlled substance as directed, pursuant to a current and lawful prescription issued in the employee's name.

1005.8 COMPLIANCE WITH THE DRUG-FREE WORKPLACE ACT

No later than 30 days following notice of any drug statute conviction for a violation occurring in the workplace involving a member, the Department will take appropriate disciplinary action, up to and including dismissal, and/or requiring the member to satisfactorily participate in a drug abuse assistance or rehabilitation program (41 USC § 8104).

1005.9 CONFIDENTIALITY

The Department recognizes the confidentiality and privacy due to its members. Disclosure of any information relating to substance abuse treatment, except on a need-to-know basis, shall only be with the express written consent of the member involved or pursuant to lawful process.

The written results of any screening tests and all documents generated by the employee assistance program are considered confidential medical records and shall be maintained in the member's confidential medical file in accordance with the Personnel Records Policy.

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Sick Leave

1006.1 PURPOSE AND SCOPE

This policy provides general guidance regarding the use and processing of sick leave. The accrual and terms of use of sick leave for eligible employees are detailed in the City personnel manual or applicable collective bargaining agreement.

This policy is not intended to cover all types of sick or other leaves. For example, employees may be entitled to additional paid or unpaid leave for certain family and medical reasons as provided for in the Family and Medical Leave Act (FMLA) (29 USC § 2601 et seq.), the California Family Rights Act, leave for victims of crime or abuse, or for organ or bone marrow donor procedures (29 CFR 825; Government Code § 12945.2; Government Code § 12945.8; Labor Code § 1510).

1006.2 POLICY

It is the policy of the El Segundo Police Department to provide eligible employees with a sick leave benefit.

1006.3 USE OF SICK LEAVE

Sick leave is intended to be used for qualified absences. Sick leave is not to be used as vacation or compensatory time.

Employees on sick leave shall not engage in other employment or self-employment or participate in any sport, hobby, recreational activity or other activity that may impede recovery from the injury or illness (see Outside Employment Policy).

Qualified appointments should be scheduled during a member's non-working hours when it is reasonable to do so.

1006.3.1 NOTIFICATION

All members should notify the Watch Commander or appropriate supervisor as soon as they are aware that they will not be able to report to work. If, due to an emergency, a member is unable to contact the supervisor, every effort should be made to have a representative for the member contact the supervisor (Labor Code § 246)

Upon return to work, members are responsible for ensuring their time off was appropriately accounted for, and for completing and submitting the required documentation describing the type of time off used and the specific amount of time taken.

1006.4 EXTENDED ABSENCE

Members absent from duty for more than three consecutive days may be required to furnish a statement from a health care provider supporting the need to be absent and/or the ability to return to work. Members on an extended absence shall, if possible, contact their supervisor at specified intervals to provide an update on their absence and expected date of return.

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1006.5 SUPERVISOR RESPONSIBILITIES

The responsibilities of supervisors include, but are not limited to:

(a) Monitoring and regularly reviewing the attendance of those under their command to ensure that the use of sick leave and absences is consistent with this policy.

(b) Advising the appropriate Bureau Commander of an employee who has been off for a period of six consecutive days due to non-work related illness or injury.

(c) Addressing absences and sick leave use in the member's performance evaluation when excessive or unusual use has:

  (a) Negatively affected the member's performance or ability to complete assigned duties.

  (b) Negatively affected department operations.

(d) When appropriate, counseling members regarding excessive absences and/or inappropriate use of sick leave.

(e) Referring eligible members to an available employee assistance program when appropriate.

1006.6 REQUIRED NOTICES

The Director of Human Resources shall ensure:

(a) Written notice of the amount of paid sick leave available is provided to employees as provided in Labor Code § 246.

(b) A poster is displayed in a conspicuous place for employees to review that contains information on paid sick leave as provided in Labor Code § 247.

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Communicable Diseases

1007.1 PURPOSE AND SCOPE

This policy provides general guidelines to assist in minimizing the risk of department members contracting and/or spreading communicable diseases.

1007.1.1 DEFINITIONS

Definitions related to this policy include:

Communicable disease - A human disease caused by microorganisms that are present in and transmissible through human blood, bodily fluid, tissue, or by breathing or coughing. These diseases commonly include, but are not limited to, hepatitis B virus (HBV), HIV and tuberculosis.

Exposure - When an eye, mouth, mucous membrane or non-intact skin comes into contact with blood or other potentially infectious materials, or when these substances are injected or infused under the skin; when an individual is exposed to a person who has a disease that can be passed through the air by talking, sneezing or coughing (e.g., tuberculosis), or the individual is in an area that was occupied by such a person. Exposure only includes those instances that occur due to a member's position at the El Segundo Police Department. (See the exposure control plan for further details to assist in identifying whether an exposure has occurred.)

1007.2 POLICY

The El Segundo Police Department is committed to providing a safe work environment for its members. Members should be aware that they are ultimately responsible for their own health and safety.

1007.3 EXPOSURE PREVENTION AND MITIGATION

1007.3.1 GENERAL PRECAUTIONS

All members are expected to use good judgment and follow training and procedures related to mitigating the risks associated with communicable disease. This includes, but is not limited to (8 CCR 5193):

(a) Stocking disposable gloves, antiseptic hand cleanser, CPR masks or other specialized equipment in the work area or department vehicles, as applicable.

(b) Wearing department-approved disposable gloves when contact with blood, other potentially infectious materials, mucous membranes and non-intact skin can be reasonably anticipated.

(c) Washing hands immediately or as soon as feasible after removal of gloves or other PPE.

(d) Treating all human blood and bodily fluids/tissue as if it is known to be infectious for a communicable disease.

(e) Using an appropriate barrier device when providing CPR.

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(f) Using a face mask or shield if it is reasonable to anticipate an exposure to an airborne transmissible disease.

(g) Decontaminating non-disposable equipment (e.g., flashlight, control devices, clothing and portable radio) as soon as possible if the equipment is a potential source of exposure.

1. Clothing that has been contaminated by blood or other potentially infectious materials shall be removed immediately or as soon as feasible and stored/ decontaminated appropriately.

(h) Handling all sharps and items that cut or puncture (e.g., needles, broken glass, razors, knives) cautiously and using puncture-resistant containers for their storage and/or transportation.

(i) Avoiding eating, drinking, smoking, applying cosmetics or lip balm, or handling contact lenses where there is a reasonable likelihood of exposure.

(j) Disposing of biohazardous waste appropriately or labeling biohazardous material properly when it is stored.

1007.3.2 IMMUNIZATIONS

Members who could be exposed to HBV due to their positions may receive the HBV vaccine and any routine booster at no cost (8 CCR 5193).

1007.4 POST EXPOSURE

1007.4.1 INITIAL POST-EXPOSURE STEPS

Members who experience an exposure or suspected exposure shall:

(a) Begin decontamination procedures immediately (e.g., wash hands and any other skin with soap and water, flush mucous membranes with water).

(b) Obtain medical attention as appropriate.

(c) Notify a supervisor as soon as practicable.

1007.4.2 REPORTING REQUIREMENTS

The supervisor on-duty shall investigate every exposure or suspected exposure that occurs as soon as possible following the incident. The supervisor shall ensure the following information is documented (8 CCR 5193):

(a) Name of the member exposed

(b) Date and time of the incident

(c) Location of the incident

(d) Potentially infectious materials involved and the source of exposure (e.g., identification of the person who may have been the source)

(e) Work being done during exposure

(f) How the incident occurred or was caused

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(g) PPE in use at the time of the incident

(h) Actions taken post-event (e.g., clean-up, notifications)

(i) The "Company Nurse" is contacted by the exposed employee.

The supervisor shall advise the member that disclosing the identity and/or infectious status of a source to the public or to anyone who is not involved in the follow-up process is prohibited. The supervisor should complete the incident documentation in conjunction with other reporting requirements that may apply (see the Occupational Disease and Work-Related Injury Reporting Policy).

1007.4.3 MEDICAL CONSULTATION, EVALUATION AND TREATMENT

Department members shall have the opportunity to have a confidential medical evaluation immediately after an exposure and follow-up evaluations as necessary (8 CCR 5193).

1007.4.4 COUNSELING

The Department shall provide the member, and his/her family if necessary, the opportunity for counseling and consultation regarding the exposure (8 CCR 5193).

1007.4.5 SOURCE TESTING

Testing a person for communicable diseases when that person was the source of an exposure should be done when it is desired by the exposed member or when it is otherwise appropriate (8 CCR 5193). Source testing is the responsibility of theAdminSure.

Source testing may be achieved by:

(a) Obtaining consent from the individual.

(b) Complying with the statutory scheme of Health and Safety Code § 121060. This includes seeking consent from the person who was the source of the exposure and seeking a court order if consent is not given.

(c) Testing the exposed member for evidence of a communicable disease and seeking consent from the source individual to either access existing blood samples for testing or for the source to submit to testing (Health and Safety Code § 120262).

(d) Taking reasonable steps to immediately contact the County Health Officer and provide preliminary information regarding the circumstances of the exposure and the status of the involved individuals to determine whether the County Health Officer will order testing (Penal Code § 7510).

(e) Under certain circumstances, a court may issue a search warrant for the purpose of HIV testing a person when the exposed member qualifies as a crime victim (Penal Code § 1524.1).

Since there is the potential for overlap between the different manners in which source testing may occur, the AdminSure is responsible for coordinating the testing to prevent unnecessary or duplicate testing.

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Human Resources should seek the consent of the individual for testing and consult the employee to discuss other options when no statute exists for compelling the source of an exposure to undergo testing if he/she refuses.

1007.5 CONFIDENTIALITY OF REPORTS

Medical information shall remain in confidential files and shall not be disclosed to anyone without the member's written consent (except as required by law). Test results from persons who may have been the source of an exposure are to be kept confidential as well.

1007.6 TRAINING

All members shall participate in training regarding communicable diseases commensurate with the requirements of their position. The training (8 CCR 5193):

(a) Shall be provided at the time of initial assignment to tasks where an occupational exposure may take place and at least annually after the initial training.

(b) Shall be provided whenever the member is assigned new tasks or procedures affecting his/her potential exposure to communicable disease.

(c) Should provide guidance on what constitutes an exposure, what steps can be taken to avoid an exposure and what steps should be taken if a suspected exposure occurs.

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Smoking and Tobacco Use

1008.1 PURPOSE AND SCOPE

It is the policy of the City of El Segundo to restrict smoking in city buildings, by the public and city employees. In all areas where it is felt that smoking will significantly infringe upon the rights of others, affecting their health. This policy recognizes the health hazards of breathing "second hand" smoke, as reported by many reputable researchers including the Surgeon General of the United States.

This policy also recognizes the desire of smokers to have an opportunity to smoke, and therefore makes provisions for such an opportunity on breaks and during working hours where practical.

1008.2 POLICY

The El Segundo Police Department recognizes that tobacco use is a health risk and can be offensive to others.

Smoking and tobacco use also presents an unprofessional image for the Department and its members. Therefore smoking and tobacco use is prohibited in all areas of the police department, and as is further outlined in this policy (Government Code § 7597; Labor Code § 6404.5).

1008.3 SIGNS, ETC.

All areas of the police station, not designed as smoking areas, which are regularly occupied by the public, shall be marked with signs reading, "Thank You For Not Smoking", "No Smoking", or the international symbol for "No Smoking."

1008.4 ENFORCEMENT

There shall be no ashtrays in the police department, except in those areas designated as smoking areas. Persons smoking in a non-smoking area should be politely advised that they are in a non-smoking area and advised of the nearest appropriate smoking area and ashtray.

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Personnel Complaints

1009.1 PURPOSE AND SCOPE

This policy provides guidelines for the reporting, investigation and disposition of complaints regarding the conduct of members of the El Segundo Police Department. This policy shall not apply to any questioning in the normal course of duty, counseling, instruction, informal verbal admonishment or other routine or unplanned contact with a supervisor or any other member, nor shall this policy apply to a criminal investigation.

1009.2 POLICY

The El Segundo Police Department takes seriously all complaints regarding the service provided by the Department and the conduct of its members.

The Department will accept and address all complaints of misconduct in accordance with this policy and applicable federal or state law.

It is also the policy of this department to ensure that the community can report misconduct without concern for reprisal or retaliation.

1009.3 PERSONNEL COMPLAINTS

Personnel complaints include any allegation of misconduct or improper job performance that, if true, would constitute a violation of department policy or federal or state law, policy or rule. Personnel complaints may be generated internally or by the public.

Inquiries about conduct or performance that, if true, would not violate department policy, or federal or state law, policy or rule may be handled informally by a supervisor and shall not be considered a personnel complaint. Such inquiries generally include clarification regarding policy, procedures or the response to specific incidents by the Department.

1009.3.1 PERSONNEL COMPLAINTS - CONFIDENTIAL NATURE

All Personnel Complaints shall be handled in a confidential manner, as follows:

(a) In no case shall a DR Number be assigned to a Personnel Complaint (Civilian Report Procedure form).

(b) The original Civilian Report Procedure form shall be forwarded directly to the Bureau Commander in a plain envelope marked "Confidential".

(c) The Bureau Commander will then assign the complaint for follow-up to the appropriate Division Commander.

See attachment: Civilian Report Procedure Form - English.pdf

See attachment: Civilian Report Procedure Form - Spanish.pdf

1009.3.2 SOURCES OF COMPLAINTS

The following applies to the source of complaints:

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(a) Individuals from the public may make complaints in any form, including in writing, by email, in person or by telephone.

(b) Any department member becoming aware of alleged misconduct shall immediately notify a supervisor.

(c) Supervisors shall initiate a complaint based upon observed misconduct or receipt from any source alleging misconduct that, if true, could result in disciplinary action.

(d) Anonymous and third-party complaints should be accepted and investigated to the extent that sufficient information is provided.

(e) Tort claims and lawsuits may generate a personnel complaint.

1009.4 AVAILABILITY AND ACCEPTANCE OF COMPLAINTS

1009.4.1 COMPLAINT FORMS

Personnel complaint forms (Civilian Report Procedures) will be maintained in a clearly visible location in the public area of the police facility and be accessible through the department website.

Personnel complaint forms in languages other than English may also be provided, as determined necessary or practicable.

1009.4.2 ACCEPTANCE

All complaints will be accepted by any department supervisor and promptly forwarded to the appropriate Bureau Commander, through channels. Although written complaints are preferred, a complaint may also be filed orally, either in person or by telephone. Such complaints will be directed to a supervisor. If a supervisor is not immediately available to take an oral complaint, the receiving member shall obtain contact information sufficient for the supervisor to contact the complainant. The supervisor, upon contact with the complainant, shall complete and submit a complaint form as appropriate.

Although not required, complainants should be encouraged to file complaints in person so that proper identification, signatures, photographs or physical evidence may be obtained as necessary.

A complainant shall be provided with a copy of his/her statement at the time it is filed with the Department (Penal Code § 832.7).

If a division commander receives a personnel complaint and subsequently determines the complaint to be frivolous in nature, that division commander shall submit a memo to the Chief of Police advising of such findings.

1009.4.3 AVAILABILITY OF WRITTEN PROCEDURES

The Department shall make available to the public a written description of the investigation procedures for complaints (Penal Code § 832.5).

1009.5 DOCUMENTATION

Supervisors shall ensure that all formal complaints are documented on a Personnel Complaint Investigation form. The form shall include an Inter-Departmental memorandum outlining the

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complaint and the submitted written complaint. The supervisor shall ensure that the nature of the complaint is defined as clearly as possible.

All complaints and inquiries should also be documented in a log that records and tracks complaints. The log shall be maintained in the Office of the Chief of Police. The log shall include the nature of the complaint and the actions taken to address the complaint. On an annual basis, the Department should audit the log and send an audit report to the Chief of Police or the authorized designee.

1009.6 ADMINISTRATIVE INVESTIGATIONS

Allegations of misconduct will be administratively investigated as follows.

1009.6.1 SUPERVISOR RESPONSIBILITIES

In general, the primary responsibility for the investigation of a personnel complaint shall rest with the Administrative Services Bureau Commander through the Administrative Division Commander. The Administrative Services Bureau Commander or the authorized designee may direct that another supervisor investigate any complaint.

A supervisor who becomes aware of alleged misconduct shall take reasonable steps to prevent aggravation of the situation.

The responsibilities of supervisors include, but are not limited to:

(a) Ensuring that upon receiving or initiating any formal complaint, a complaint form is completed.

    (a) The original complaint form will be directed to the Watch Commander of the accused member, via the chain of command, who will submit it in a manila envelope marked "Confidential" to the appropriate Bureau Commander.

    (b) In circumstances where the integrity of the investigation could be jeopardized by reducing the complaint to writing, or where the confidentiality of a complainant is at issue, a supervisor shall orally report the matter to the member's Division Commander, Bureau Commander, or the Chief of Police, who will initiate appropriate action.

(b) Responding to all complainants in a courteous and professional manner.

(c) Resolving those personnel complaints that can be resolved immediately.

    (a) Follow-up contact with the complainant should be made within 48 hours of the Department receiving the complaint.

    (b) If the matter is resolved and no further action is required, the supervisor will note the resolution via Inter-Departmental correspondence with the original complaint form and forward it to the Watch Commander.

(d) Ensuring that upon receipt of a complaint involving allegations of a potentially serious nature, the Division Commander, Bureau Commander, and the Chief of Police are notified via the chain of command as soon as practicable.

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(e) Promptly contacting Human Resources and the Watch Commander for direction regarding their roles in addressing a complaint that relates to sexual, racial, ethnic or other forms of prohibited harassment or discrimination.

(f) Forwarding unresolved personnel complaints to the Watch Commander, who will determine whether to contact the complainant or assign the complaint for investigation.

(g) Investigating a complaint as follows:

1. Making reasonable efforts to obtain names, addresses and telephone numbers of witnesses.

2. When appropriate, ensuring immediate medical attention is provided and photographs of alleged injuries and accessible uninjured areas are taken.

(h) Ensuring that the procedural rights of the accused member are followed (Government Code § 3303 et seq.).

(i) Ensuring interviews of the complainant are generally conducted during reasonable hours.

1009.6.2 ADMINISTRATIVE INVESTIGATION PROCEDURES

Whether conducted by a supervisor or a member of the Administrative Division, the following applies to members covered by the Public Safety Officers Procedural Bill of Rights Act (POBR) (Government Code § 3303):

(a) Interviews of an accused member shall be conducted during reasonable hours and preferably when the member is on-duty. If the member is off-duty, they shall be compensated.

(b) Unless waived by the member, interviews of an accused member shall be at the El Segundo Police Department or other reasonable and appropriate place.

(c) No more than two interviewers should ask questions of an accused member.

(d) Prior to any interview, a member shall be informed of the nature of the investigation, the name, rank, and command of the officer in charge of the investigation, the interviewing officers and all other persons to be present during the interview.

(e) All interviews shall be for a reasonable period and the member's personal needs should be accommodated.

(f) No member should be subjected to offensive or threatening language, nor shall any promises, rewards, or other inducements be used to obtain answers.

(g) Any member refusing to answer questions directly related to the investigation may be ordered to answer questions administratively and may be subject to discipline for failing to do so.

(a) A member should be given an order to answer questions in an administrative investigation that might incriminate the member in a criminal matter only after the member has been given a *Lybarger* advisement. Administrative investigators should consider the impact that compelling a statement from the member may have on any related criminal investigation and should take reasonable steps to avoid creating any foreseeable conflicts between the two related

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investigations. This may include conferring with the person in charge of the criminal investigation (e.g., discussion of processes, timing, implications).

(b) No information or evidence administratively coerced from a member may be provided to anyone involved in conducting the criminal investigation or to any prosecutor.

(h) The interviewer should record all interviews of members and witnesses. The member may also record the interview. If the member has been previously interviewed, a copy of that recorded interview shall be provided to the member prior to any subsequent interview.

(i) All members subjected to interviews that could result in discipline have the right to have an uninvolved representative present during the interview. However, in order to maintain the integrity of each individual's statement, involved members shall not consult or meet with a representative or attorney collectively or in groups prior to being interviewed.

(j) All members shall provide complete and truthful responses to questions posed during interviews.

(k) No member may be requested or compelled to submit to a polygraph examination, nor shall any refusal to submit to such examination be mentioned in any investigation (Government Code § 3307).

1009.6.3 ADMINISTRATIVE INVESTIGATION FORMAT

Formal investigations of personnel complaints shall be thorough, complete and essentially follow this format:

Introduction - Include the identity of the members, the identity of the assigned investigators, the initial date and source of the complaint.

Synopsis - Provide a brief summary of the facts giving rise to the investigation.

Summary - List the allegations separately, including applicable policy sections, with a brief summary of the evidence relevant to each allegation. A separate recommended finding should be provided for each allegation.

Evidence - Each allegation should be set forth with the details of the evidence applicable to each allegation provided, including comprehensive summaries of member and witness statements. Other evidence related to each allegation should also be detailed in this section.

Conclusion - A recommendation regarding further action or disposition should be provided.

Exhibits - A separate list of exhibits (e.g., recordings, photos, documents) should be attached to the report.

1009.6.4 DISPOSITIONS

Each personnel complaint shall be classified with one of the following dispositions:

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Unfounded - When the investigation discloses that the alleged acts did not occur or did not involve department members. Complaints that are determined to be frivolous will fall within the classification of unfounded (Penal Code § 832.8).

Exonerated - When the investigation discloses that the alleged act occurred, but that the act was justified, lawful and/or proper.

Not sustained - When the investigation discloses that there is insufficient evidence to sustain the complaint or fully exonerate the member.

Sustained - When the investigation discloses evidence sufficient to prove the allegation made.

If an investigation discloses misconduct or improper job performance that was not alleged in the original complaint, the investigator shall take appropriate action with regard to any additional allegations.

1009.6.5 COMPLETION OF INVESTIGATIONS

Every investigator or supervisor assigned to investigate a personnel complaint or other alleged misconduct shall proceed with due diligence in an effort to complete the investigation within one year from the date of discovery by an individual authorized to initiate an investigation (Government Code § 3304).

In the event that an investigation cannot be completed within one year of discovery, the assigned investigator or supervisor shall ensure that an extension or delay is warranted within the exceptions set forth in Government Code § 3304(d) or Government Code § 3508.1.

1009.6.6 LIMITATIONS ON INVESTIGATIONS

Investigations shall not be undertaken against any officer in the following limited circumstances:

(a) The officer has been placed on a prosecutor's *Brady* list, or the name of the officer may otherwise be subject to disclosure pursuant to *Brady v. Maryland* (Government Code § 3305.5).

  1. An investigation may be initiated based on the underlying acts or omissions for which the officer has been placed on a *Brady* list or may otherwise be subject to disclosure pursuant to *Brady v. Maryland*.

(b) A court finding against an officer in a challenge brought under Penal Code § 745 (California Racial Justice Act of 2020) (Government Code § 3305.6).

  1. An investigation may be Initiated based on the underlying acts or omissions which formed the basis of the action brought pursuant to Penal Code § 745 (Government Code § 3305.6).

1009.7 ADMINISTRATIVE SEARCHES

Lockers and storage spaces may only be administratively searched in the member's presence, with the member's consent, with a valid search warrant, or where the member has been given reasonable notice that the search will take place (Government Code § 3309).

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1009.7.1 DISCLOSURE OF FINANCIAL INFORMATION

An employee may be compelled to disclose personal financial information under the following circumstances (Government Code § 3308):

(a) Pursuant to a state law or proper legal process

(b) Information exists that tends to indicate a conflict of interest with official duties

(c) If the employee is assigned to or being considered for a special assignment with a potential for bribes or other improper inducements

1009.8 ADMINISTRATIVE LEAVE

When a complaint of misconduct is of a serious nature, or when circumstances indicate that allowing the accused to continue to work would adversely affect the mission of the Department, the Chief of Police or the authorized designee, may temporarily assign an accused employee to administrative leave. Any employee placed on administrative leave:

(a) May have his/her peace officer powers suspended and may be required to relinquish any department badge, identification, assigned weapons and any other department equipment.

(b) Shall be required to continue to comply with all policies and lawful orders of a supervisor.

(c) May be temporarily reassigned to a different shift, generally a normal business hours shift, during the investigation. The employee may be required to remain available for contact at all times during their shift, and will report as ordered.

1009.9 CRIMINAL INVESTIGATION

Where a member is accused of potential criminal conduct, a separate supervisor or investigator shall be assigned to investigate the criminal allegations apart from any administrative investigation. Any separate administrative investigation may parallel a criminal investigation.

The Chief of Police shall be notified as soon as practicable when a member is accused of criminal conduct. The Chief of Police may request a criminal investigation by an outside law enforcement agency.

Prior to an investigative interview, a member accused of criminal conduct shall be advised of his/her constitutional rights (Government Code § 3303(h)). The member should not be administratively ordered to provide any information in the criminal investigation.

The El Segundo Police Department may release information concerning the arrest or detention of any member, including an officer, that has not led to a conviction. No disciplinary action should be taken until an independent administrative investigation is conducted.

1009.10 POST-ADMINISTRATIVE INVESTIGATION PROCEDURES

Upon completion of a formal investigation, an investigation report should be forwarded to the Chief of Police through the chain of command. Each level of command should review the report and include his/her comments in writing before forwarding the report. Based on his/her own review of

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the investigation, the Chief of Police may accept or modify any classification or recommendation for disciplinary action.

1009.10.1 DIVISION COMMANDER RESPONSIBILITIES

Upon receipt of any completed personnel investigation, the Administrative Division Commander shall review the entire investigative file, the member's personnel file and any other relevant materials.

The Administrative Division Commander may make recommendations regarding the disposition of any allegations and the level of discipline, if any, to be imposed.

Prior to forwarding recommendations to the Chief of Police, the Administrative Division Commander may return the entire investigation to the assigned investigator or supervisor for further investigation.

When forwarding any written recommendation to the Chief of Police, the Administrative Division Commander shall include all relevant materials supporting the recommendation. Actual copies of a member's existing personnel file need not be provided and may be incorporated by reference.

1009.10.2 CHIEF OF POLICE RESPONSIBILITIES

Upon receipt of any written recommendation for disciplinary action, the Chief of Police shall review the recommendation and all accompanying materials. The Chief of Police may modify any recommendation and/or may return the file to the Division Commander for further investigation.

Once the Chief of Police is satisfied that no further investigation is required by staff, the Chief of Police shall determine the amount of discipline, if any, that should be imposed. In the event disciplinary action is proposed, the Chief of Police shall provide the member with a pre-disciplinary procedural due process hearing ("Pre-Skelly" hearing) by providing written notice of intent to recommend discipline.

The notice will include the charges, proposed action and reasons for the proposed action. Written notice shall be provided within one year from the date of discovery of the misconduct (Government Code § 3304(d)). The Chief of Police shall also provide the member with:

(a) Access to all of the materials considered by the Chief of Police in recommending the proposed discipline.

(b) An opportunity to respond orally or in writing to the Chief of Police within five days of receiving the notice.

    1. Upon a showing of good cause by the member, the Chief of Police may grant a reasonable extension of time for the member to respond.

Once the member has completed his/her response, or if the member has elected to waive any such response, the Chief of Police shall consider all information received in regard to the recommended discipline.

After the "Pre-Skelly" hearing, the Chief of Police shall render a timely written notice of intent to discipline to the member and specify the grounds and reasons for discipline, the effective date of

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the discipline, and the right to respond (Skelly hearing) in writing or in person within 15 business days of receipt of the notice. The member may request additional time to respond. Once the City Manager (Skelly Officer) renders the notice of intent to discipline, the member may waive any response and the discipline will be imposed at the discretion of the member's Bureau Commander.

1009.10.3 NOTICE OF FINAL DISPOSITION TO THE COMPLAINANT
The Chief of Police or the authorized designee shall ensure that the complainant is notified of the disposition (i.e., sustained, not sustained, exonerated, unfounded) of the complaint (Penal Code § 832.7(f)).

1009.10.4 NOTICE REQUIREMENTS
The disposition of any civilian's complaint shall be released to the complaining party within 30 days of the final disposition. This release shall not include what discipline, if any, was imposed (Penal Code § 832.7(f)).

1009.11 PRE-DISCIPLINE EMPLOYEE RESPONSES

The pre-discipline process is intended to provide the accused employee with an opportunity to present a written or oral response to the Chief of Police and City Manager after having had an opportunity to review the supporting materials and prior to imposition of any recommended discipline. The employee shall consider the following:

(a) The response is not intended to be an adversarial or formal hearing.

(b) Although the employee may be represented by an uninvolved representative or legal counsel, the response is not designed to accommodate the presentation of testimony or witnesses.

1009.12 RESIGNATIONS/RETIREMENTS PRIOR TO DISCIPLINE

In the event that a member tenders a written resignation or notice of retirement prior to the imposition of discipline, it shall be noted in the file. The tender of a resignation or retirement by itself shall not serve as grounds for the termination of any pending investigation or discipline (Penal Code § 13510.8).

1009.13 POST-DISCIPLINE APPEAL RIGHTS

Non-probationary employees have the right to appeal a suspension without pay, punitive transfer, demotion, reduction in pay or step, or termination from employment. The employee has the right to appeal using the procedures established by any collective bargaining agreement, Memorandum of Understanding, and/or personnel rules.

In the event of punitive action against an employee covered by the POBR, the appeal process shall be in compliance with Government Code § 3304 and Government Code § 3304.5.

During any administrative appeal, evidence that an officer has been placed on a *Brady* list or is otherwise subject to *Brady* restrictions may not be introduced unless the underlying allegations of misconduct have been independently established. Thereafter, such *Brady* evidence shall be limited to determining the appropriateness of the penalty (Government Code § 3305.5).

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Additionally, any evidence of a court finding that an officer violated Penal Code § 745 (California Racial Justice Act of 2020) shall not be introduced for any purpose in any administration appeal of a punitive action (Government Code § 3305.6).

1009.14 PROBATIONARY EMPLOYEES AND OTHER MEMBERS

At-will and probationary employees and those members other than non-probationary employees may be released from employment for non-disciplinary reasons (e.g., failure to meet standards) without adherence to the procedures set forth in this policy or any right to appeal. However, any probationary officer subjected to an investigation into allegations of misconduct shall be entitled to those procedural rights, as applicable, set forth in the POBR (Government Code § 3303; Government Code § 3304).

At-will, probationary employees and those other than non-probationary employees subjected to discipline or termination as a result of allegations of misconduct shall not be deemed to have acquired a property interest in their position, but shall be given the opportunity to appear before the Chief of Police or authorized designee for a non-evidentiary hearing for the sole purpose of attempting to clear their name or liberty interest. There shall be no further opportunity for appeal beyond the liberty interest hearing and the decision of the Chief of Police shall be final.

1009.15 RETENTION OF PERSONNEL INVESTIGATION FILES

All personnel complaints shall be maintained in accordance with the established records retention schedule and as described in the Personnel Records Policy.

1009.16 REQUIRED REPORTING TO POST

The Chief of Police or the authorized designee shall notify POST on the appropriate POST form within 10 days of certain officer personnel events, including but not limited to (Penal Code § 13510.9):

(a) Termination or separation from employment or appointment. Separation from employment or appointment includes any involuntary termination, resignation, or retirement.

    1. A POST affidavit-of-separation form shall be executed and maintained by the Department and submitted to POST as required by Penal Code § 13510.9 and 11 CCR 1003.

(b) Events that could affect an officer's POST certification, such as:

    1. Complaints, charges, or allegations of serious misconduct (as defined by Penal Code § 13510.8).
    2. Findings of civilian review boards.
    3. Final dispositions of any investigations.
    4. Civil judgments or court findings based on conduct, or settlement of a civil claim against an officer or the El Segundo Police Department based on allegations of conduct by an officer.

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The Chief of Police or the authorized designee shall be responsible for providing POST access to or duplication of investigation documentation (e.g., physical or documentary evidence, witness statements, analysis, conclusions) within the applicable timeframe provided in Penal Code § 13510.9.

1009.16.1 ADDITIONAL NOTIFICATIONS TO POST FOR SERIOUS MISCONDUCT
Additional notification shall be made to POST (11 CCR 1207):

(a) If the imposed disciplinary action is pending appeal or other review through an administrative or judicial proceeding:

1. The Department shall provide the name of the body conducting the proceeding.
2. The status of the proceeding, if known.

(b) If criminal charges are pending:

1. The name of the court having jurisdiction over the criminal charges against the officer.
2. The status of the criminal case, if known.

1009.16.2 NOTIFICATIONS TO POST FOR SERIOUS MISCONDUCT
The Chief of Police or the authorized designee shall report allegations of serious misconduct by an officer to POST and the report shall include the following (11 CCR 1207):

(a) Name of the Department

(b) Administrative case number

(c) Name, current address, and phone number of the complainant, if available

(d) Name, POST ID, current address, and phone number of the involved officer

(e) A summary of the alleged misconduct including:

1. A narrative of the allegations
2. Date and time of incidents
3. Location of occurrence
4. Any witness information, if available
5. Summary of arrest or indictment of involved officer

(f) A change in employment status of the involved officer (e.g., administrative leave, suspension, termination)

(g) Name and contact information of the assigned investigator

The Chief of Police or the authorized designee shall provide updates of the investigation to POST every 90 days until the final disposition in the method designated by POST (11 CCR 1207).

Upon completion of the investigation, the Chief of Police or the authorized designee shall submit to POST the final disposition of the investigation as well as investigation materials and the officer's service record as provided by 11 CCR 1207.

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Seat Belts

1010.1 PURPOSE AND SCOPE

This policy establishes guidelines for the use of seat belts and child restraints. This policy will apply to all members operating or riding in department vehicles (Vehicle Code § 27315.5).

Guidance for transporting persons in custody may be found in the Transporting Persons in Custody and Handcuffing and Restraints policies.

1010.1.1 DEFINITIONS

Definitions related to this policy include:

Child restraint system - An infant or child passenger restraint system that meets Federal Motor Vehicle Safety Standards (FMVSS) and Regulations set forth in 49 CFR 571.213.

1010.2 POLICY

It is the policy of the El Segundo Police Department that members use safety and child restraint systems to reduce the possibility of death or injury in a motor vehicle collision.

1010.3 WEARING OF SAFETY RESTRAINTS

All members shall wear properly adjusted safety restraints when operating or riding in a seat equipped with restraints, in any vehicle owned, leased or rented by this department while on- or off-duty, or in any privately owned vehicle while on-duty. The member driving such a vehicle shall ensure that all other occupants, including non-members, are also properly restrained.

Exceptions to the requirement to wear safety restraints may be made only in exceptional situations where, due to unusual circumstances, wearing a seat belt would endanger the member or the public. Members must be prepared to justify any deviation from this requirement.

1010.4 TRANSPORTING CHILDREN

Children under the age of 8 shall be transported in compliance with California's child restraint system requirements (Vehicle Code § 27360; Vehicle Code § 27363).

Rear seat passengers in a cage-equipped vehicle may have reduced clearance, which requires careful seating and positioning of seat belts. Due to this reduced clearance, and if permitted by law, children and any child restraint system may be secured in the front seat of such vehicles provided this positioning meets federal safety standards and the vehicle and child restraint system manufacturer's design and use recommendations. In the event that a child is transported in the front seat of a vehicle, the seat should be pushed back as far as possible and the passenger-side airbag should be deactivated. If this is not possible, members should arrange alternate transportation when feasible. A child shall not be transported in a rear-facing child restraint system in the front seat in a vehicle that is equipped with an active frontal passenger airbag (Vehicle Code § 27363).

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1010.5 INOPERABLE SEAT BELTS

Department vehicles shall not be operated when the seat belt in the driver's position is inoperable. Persons shall not be transported in a seat in which the seat belt is inoperable.

Department vehicle seat belts shall not be modified, removed, deactivated or altered in any way, except by the vehicle maintenance and repair staff, who shall do so only with the express authorization of the Chief of Police.

Members who discover an inoperable restraint system shall report the defect to the appropriate supervisor. Prompt action will be taken to replace or repair the system.

1010.6 VEHICLES MANUFACTURED WITHOUT SEAT BELTS

Vehicles manufactured and certified for use without seat belts or other restraint systems are subject to the manufacturer’s operator requirements for safe use.

1010.7 VEHICLE AIRBAGS

In all vehicles equipped with airbag restraint systems, the system will not be tampered with or deactivated, except when transporting children as written elsewhere in this policy. All equipment installed in vehicles equipped with airbags will be installed as per the vehicle manufacturer specifications to avoid the danger of interfering with the effective deployment of the airbag device.

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Body Armor

1011.1 PURPOSE AND SCOPE

The purpose of this policy is to provide law enforcement officers with guidelines for the proper use of body armor.

1011.2 POLICY

It is the policy of the El Segundo Police Department to maximize officer safety through the use of body armor in combination with prescribed safety procedures. While body armor provides a significant level of protection, it is not a substitute for the observance of officer safety procedures.

1011.3 ISSUANCE OF BODY ARMOR

The Administrative Sergeant shall ensure that body armor is issued to all officers when the officer begins service at the El Segundo Police Department and that, when issued, the body armor meets or exceeds the standards of the National Institute of Justice.

The Administrative Sergeant shall establish a body armor replacement schedule and ensure that replacement body armor is issued pursuant to the schedule or whenever the body armor becomes worn or damaged to the point that its effectiveness or functionality has been compromised.

1011.3.1 USE OF SOFT BODY ARMOR

The use of body armor is required subject to the following:

(a) Members shall only wear agency-approved body armor.

(b) All uniformed officers and supervisors must wear body armor.

(c) Non-sworn uniformed members who are assigned to field duties must wear body armor.

(d) All officers and supervisors working in police related secondary employment positions/ paid details (e.g. Theater, Chevron, and Movie details), arranged through the department, must wear body armor.

(e) Officers and Supervisors may be excused from wearing body armor when they are functioning primarily in an administrative or support capacity and could not reasonably be expected to take enforcement action.

(f) An officer may be excused from wearing body armor when he/she is involved in undercover or plainclothes work that his/her supervisor determines could be compromised by wearing body armor, or when a supervisor determines that other circumstances make it inappropriate to mandate wearing body armor.

1011.3.2 INSPECTIONS OF BODY ARMOR

Supervisors should ensure that body armor is worn and maintained in accordance with this policy as part of an annual inspection of issued equipment.

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1011.3.3 CARE AND MAINTENANCE OF SOFT BODY ARMOR

Soft body armor should never be stored for any period of time in an area where environmental conditions (e.g., temperature, light, humidity) are not reasonably controlled (e.g., normal ambient room temperature/humidity conditions), such as in automobiles or automobile trunks.

Soft body armor should be cared for and cleaned pursuant to the manufacturer's care instructions provided with the soft body armor. The instructions can be found on labels located on the external surface of each ballistic panel. The carrier should also have a label that contains care instructions. Failure to follow these instructions may damage the ballistic performance capabilities of the armor. If care instructions for the soft body armor cannot be located, contact the manufacturer to request care instructions.

Soft body armor should not be exposed to any cleaning agents or methods not specifically recommended by the manufacturer, as noted on the armor panel label.

Soft body armor should be replaced in accordance with the manufacturer's recommended replacement schedule.

1011.4 RANGEMASTER RESPONSIBILITIES

The Rangemaster should:

(a) Monitor technological advances in the body armor industry for any appropriate changes to Department approved body armor.

(b) Assess weapons and ammunition currently in use and the suitability of approved body armor to protect against those threats.

(c) Provide training that educates officers about the safety benefits of wearing body armor.

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Personnel Records

1012.1 PURPOSE AND SCOPE

This policy governs maintenance and access to personnel records. Personnel records include any file maintained under an individual member's name.

1012.2 POLICY

It is the policy of this department to maintain personnel records and preserve the confidentiality of personnel records pursuant to the Constitution and the laws of California (Penal Code § 832.7).

1012.3 DEPARTMENT FILE

The department file shall be maintained as a record of a person's employment/appointment with this department. The department file should contain, at a minimum:

(a) Personal data, including photographs, marital status, names of family members, educational and employment history, or similar information. A photograph of the member should be permanently retained.

(b) Election of employee benefits.

(c) Personnel action reports reflecting assignments, promotions, and other changes in employment/appointment status. These should be permanently retained.

(d) Original performance evaluations. These should be permanently retained.

(e) Discipline records, including copies of sustained personnel complaints (see the Personnel Complaints Policy). *

1. Disciplinary action resulting from sustained internally initiated complaints or observation of misconduct shall be maintained pursuant to the established records retention schedule and at least four years (Government Code § 12946).

2. Disciplinary action resulting from a sustained civilian's complaint involving misconduct shall be maintained pursuant to the established records retention schedule and at least 15 years (Penal Code § 832.5).

3. A civilian's complaint involving misconduct that was not sustained shall be maintained pursuant to the established records retention schedule and at least five years (Penal Code § 832.5).

(f) Adverse comments such as supervisor notes or memos may be retained in the department file after the member has had the opportunity to read and initial the comment (Government Code § 3305).

1. Once a member has had an opportunity to read and initial any adverse comment, the member shall be given the opportunity to respond in writing to the adverse comment within 30 days (Government Code § 3306).

2. Any member response shall be attached to and retained with the original adverse comment (Government Code § 3306).

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3. If a member refuses to initial or sign an adverse comment, at least one supervisor should note the date and time of such refusal on the original comment and the member should sign or initial the noted refusal. Such a refusal, however, shall not be deemed insubordination, nor shall it prohibit the entry of the adverse comment into the member's file (Government Code § 3305).

(g) Commendations and awards.

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

* Complaints by members of the public that are determined by the El Segundo Police Department to be frivolous, as defined in Section 128.5 of the Code of Civil Procedure, or unfounded or exonerated, or any portion of a complaint that is determined to be frivolous, unfounded, or exonerated, shall not be maintained in the person's department file. However, these complaints shall be retained in other, separate files that shall be deemed personnel records for purposes of the California Public Records Act.

1012.4 DIVISION FILE

Division files may be separately maintained internally by a member's supervisor for the purpose of completing timely performance evaluations. The division file may contain supervisor comments, notes, incident reports and other materials that are intended to serve as a foundation for the completion of timely performance evaluations.

1012.5 TRAINING FILE

An individual training file shall be maintained by the Training Sergeant for each member. Training files will contain records of all training; original or photocopies of available certificates, transcripts, diplomas and other documentation; and education and firearms qualifications. Training records may also be created and stored remotely, either manually or automatically (e.g., Daily Training Bulletin (DTB) records).

(a) The involved member is responsible for providing the Training Sergeant or immediate supervisor with evidence of completed training/education in a timely manner.

(b) The Training Sergeant or supervisor shall ensure that copies of such training records are placed in the member’s training file.

1012.6 INTERNAL AFFAIRS FILE

Internal affairs files shall be maintained under the exclusive control of the Professional Standards Unit in conjunction with the office of the Chief of Police. Access to these files may only be approved by the Chief of Police or the Professional Standards Unit supervisor.

These files shall contain the complete investigation of all formal complaints of member misconduct, regardless of disposition (Penal Code § 832.12). Investigations of complaints that result in the following findings shall not be placed in the member's file but will be maintained in the internal affairs file:

(a) Not sustained

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(b) Unfounded

(c) Exonerated

Investigation files arising out of sustained civilian's complaints involving misconduct shall be maintained pursuant to the established records retention schedule and for a period of at least 15 years. Investigations that resulted in other than a sustained finding may not be used by the Department to adversely affect an employee's career (Penal Code § 832.5).

Investigation files arising out of internally generated complaints shall be maintained pursuant to the established records retention schedule and for at least four years (Government Code § 12946).

Investigation files arising out of a civilian complaint involving misconduct that was not sustained shall be maintained pursuant to the established records retention schedule and for at least five years (Penal Code § 832.5).

1012.7 SECURITY

Personnel records should be maintained in a secured location and locked either in a cabinet or access-controlled room. Personnel records maintained in an electronic format should have adequate password protection.

Personnel records are subject to disclosure only as provided in this policy, the Records Maintenance and Release Policy or according to applicable discovery procedures.

Nothing in this policy is intended to preclude review of personnel records by the City Manager, City Attorney or other attorneys or representatives of the City in connection with official business.

1012.7.1 REQUESTS FOR DISCLOSURE

Any member receiving a request for a personnel record shall promptly notify the Custodian of Records or other person charged with the maintenance of such records.

Upon receipt of any such request, the responsible person shall notify the affected member as soon as practicable that such a request has been made (Evidence Code § 1043).

The responsible person shall further ensure that an appropriate response to the request is made in a timely manner, consistent with applicable law. In many cases, this may require assistance of available legal counsel.

All requests for disclosure that result in access to a member's personnel records shall be logged in the corresponding file.

1012.7.2 RELEASE OF PERSONNEL INFORMATION

Personnel records shall not be disclosed except as allowed by law (Penal Code § 832.7; Evidence Code § 1043) (see also Records Maintenance and Release Policy).

Any person who maliciously, and with the intent to obstruct justice or the due administration of the laws, publishes, disseminates, or otherwise discloses the residence address or telephone number of any member of this department may be guilty of a misdemeanor (Penal Code § 146e).

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The Department may release any factual information concerning a disciplinary investigation if the member who is the subject of the investigation (or the member's representative) publicly makes a statement that is published in the media and that the member (or representative) knows to be false. The disclosure of such information, if any, shall be limited to facts that refute any such false statement (Penal Code § 832.7).

The Department may, without a request, disclose to the public the cause of termination for a disclosable incident involving a former officer, as permitted by law (Penal Code § 832.7(b)(13)).

1012.7.3 RELEASE OF LAW ENFORCEMENT GANG INFORMATION
Information relating to the termination of an officer from this department for participation in a law enforcement gang shall be disclosed to another law enforcement agency that is conducting a pre-employment background investigation except where specifically prohibited by law (Penal Code § 13670).

1012.7.4 RELEASE OF PEACE OFFICER RECORDS RELATING TO HATE COMPLAINTS
Records relating to an officer for an investigation of a hate complaint described in Penal Code § 13682 with a sustained finding that the officer engaged in membership in a hate group, participated in a hate group activity, or advocacy of public expressions of hate are not confidential and shall be made available for public inspection though a public records request (Penal Code § 13683).

Records disclosed may be redacted as provided in Penal Code § 13683.

1012.8 MEMBERS' ACCESS TO THEIR PERSONNEL RECORDS

Any member may request access to the member's own personnel records during the normal business hours of those responsible for maintaining such files. Any member seeking the removal of any item from the member's personnel records shall file a written request to the Chief of Police through the chain of command. The Department shall remove any such item if appropriate, or within 30 days provide the member with a written explanation of why the contested item will not be removed. If the contested item is not removed from the file, the member’s request and the written response from the Department shall be retained with the contested item in the member’s corresponding personnel record (Government Code § 3306.5).

Members may be restricted from accessing files containing any of the following information:

(a) An ongoing internal affairs investigation to the extent that it could jeopardize or compromise the investigation pending final disposition or notice to the member of the intent to discipline.

(b) Confidential portions of internal affairs files that have not been sustained against the member.

(c) Criminal investigations involving the member.

(d) Letters of reference concerning employment/appointment, licensing, or issuance of permits regarding the member.

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(e) Any portion of a test document, except the cumulative total test score for either a section of the test document or for the entire test document.

(f) Materials used by the Department for staff management planning, including judgments or recommendations concerning future salary increases and other wage treatments, management bonus plans, promotions and job assignments, or other comments or ratings used for department planning purposes.

(g) Information of a personal nature about a person other than the member if disclosure of the information would constitute a clearly unwarranted invasion of the other person's privacy.

(h) Records relevant to any other pending claim between the Department and the member that may be discovered in a judicial proceeding.

1012.9 RETENTION AND PURGING

Unless provided otherwise in this policy, personnel records shall be maintained in accordance with the established records retention schedule.

(a) During the preparation of each member’s performance evaluation, all personnel complaints and disciplinary actions should be reviewed to determine the relevancy, if any, to progressive discipline, training and career development. Each supervisor responsible for completing the member's performance evaluation should determine whether any prior sustained disciplinary file should be retained beyond the required period for reasons other than pending litigation or other ongoing legal proceedings.

(b) If a supervisor determines that records of prior discipline should be retained beyond the required period, approval for such retention should be obtained through the chain of command from the Chief of Police.

(c) If, in the opinion of the Chief of Police, a personnel complaint or disciplinary action maintained beyond the required retention period is no longer relevant, all records of such matter may be destroyed in accordance with the established records retention schedule.

1012.10 RELEASE OF PERSONNEL RECORDS AND RECORDS RELATED TO CERTAIN INCIDENTS, COMPLAINTS, AND INVESTIGATIONS OF OFFICERS

Personnel records and records related to certain incidents, complaints, and investigations of officers shall be released pursuant to a proper request under the Public Records Act and subject to redaction and delayed release as provided by law.

The Custodian of Records should work as appropriate with the Chief of Police or the Professional Standards Unit supervisor in determining what records may qualify for disclosure when a request for records is received and if the requested record is subject to redaction or delay from disclosure.

For purposes of this section, a record includes (Penal Code § 832.7(b)(3):

- All investigation reports.
- Photographic, audio, and video evidence.
- Transcripts or recordings of interviews.

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- Autopsy reports.
- All materials compiled and presented for review to the District Attorney or to any person or body charged with determining whether to file criminal charges against an officer in connection with an incident, whether the officer's action was consistent with law and department policy for purposes of discipline or administrative action, or what discipline to impose or corrective action to take.
- Documents setting forth findings or recommending findings.
- Copies of disciplinary records relating to the incident, including any letters of intent to impose discipline, any documents reflecting modifications of discipline due to the *Skelly* or grievance process, and letters indicating final imposition of discipline or other documentation reflecting implementation of corrective action.

Unless a record or information is confidential or qualifies for delayed disclosure as provided by Penal Code § 832.7(b)(8) or other law, the following records (hereinafter qualifying records) shall be made available for public inspection no later than 45 days from the date of a request (Penal Code § 832.7(b)(1)):

(a) Records relating to the report, investigation, or findings of:

1. The discharge of a firearm at another person by an officer.
2. The use of force against a person resulting in death or in great bodily injury (as defined by Penal Code § 243(f)(4)) by an officer.
3. A sustained finding involving a complaint that alleges unreasonable or excessive force.
4. A sustained finding that an officer failed to intervene against another officer using force that is clearly unreasonable or excessive.

(b) Records relating to an incident where a sustained finding was made by the Department or oversight agency regarding:

1. An officer engaged in sexual assault of a member of the public (as defined by Penal Code § 832.7(b)).
2. Dishonesty of an officer relating to the reporting, investigation, or prosecution of a crime, or directly relating to the reporting of, or investigation of misconduct by, another officer, including but not limited to any false statements, filing false reports, destruction, falsifying, or concealing of evidence, or perjury.
3. An officer engaged in conduct including but not limited to verbal statements, writings, online posts, recordings, and gestures involving prejudice or discrimination against a person on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status.
4. An officer made an unlawful arrest or conducted an unlawful search.

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Qualifying records will be made available regardless of whether the officer resigns before the Department or an oversight agency concludes its investigation (Penal Code § 832.7(b)(3)).

A record from a separate and prior investigation or assessment of a separate incident shall not be released unless it is independently subject to disclosure (Penal Code § 832.7(b)(4)).

When an investigation involves multiple officers, the Department shall not release information about allegations of misconduct or the analysis or disposition of an investigation of an officer unless it relates to a sustained finding of a qualified allegation as provided by Penal Code § 832.7(b)(5). However, factual information about the action of the officer during an incident or the statements of an officer shall be released if the statements are relevant to a finding of the qualified allegation against another officer that is subject to release (Penal Code § 832.7(b)(5)).

1012.10.1 REDACTION

The Custodian of Records, in consultation with the Chief of Police or authorized designee, shall redact the following portions of qualifying records made available for release (Penal Code § 832.7(b)(6)):

(a) Personal data or information (e.g., home address, telephone number, identities of family members) other than the names and work-related information of officers

(b) Information that would compromise the anonymity of whistleblowers, complainants, victims, and witnesses

(c) Confidential medical, financial, or other information where disclosure is prohibited by federal law or would cause an unwarranted invasion of personal privacy that clearly outweighs the strong public interest in records about possible misconduct and use of force

(d) Where there is a specific, articulable, and particularized reason to believe that disclosure of the record would pose a significant danger to the physical safety of the officer or another person

Additionally, a record may be redacted, including redacting personal identifying information, where, on the facts of the particular case, the public interest served by not disclosing the information clearly outweighs the public interest served by disclosing it (Penal Code § 832.7(b)(7)).

1012.10.2 DELAY OF RELEASE

Unless otherwise directed by the Chief of Police, the Custodian of Records should consult with a supervisor familiar with the underlying investigation to determine whether to delay disclosure of qualifying records due to any of the following conditions (Penal Code § 832.7):

(a) Active criminal investigations

1. Disclosure may be delayed 60 days from the date the misconduct or use of force occurred or until the District Attorney determines whether to file criminal charges, whichever occurs sooner.

2. After the initial 60 days, delay of disclosure may be continued if the disclosure could reasonably be expected to interfere with a criminal enforcement

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proceeding against an officer or against someone other than an officer who engaged in misconduct or used the force.

(b) Filed criminal charges

1. When charges are filed related to an incident in which misconduct occurred or force was used, disclosure may be delayed until a verdict on those charges is returned at trial or, if a plea of guilty or no contest is entered, the time to withdraw the plea has passed.

(c) Administrative investigations

1. Disclosure may be delayed until:

(a) There is a determination from the investigation whether the misconduct or use of force violated law or department policy, but no longer than 180 days after the date of the department's discovery of the misconduct or use of force or allegation of misconduct or use of force

1012.10.3 NOTICE OF DELAY OF RECORDS

When there is justification for delay of disclosure of qualifying records, the Custodian of Records shall provide written notice of the reason for any delay to a requester as follows (Penal Code § 832.7):

(a) Provide the specific basis for the determination that the interest in delaying disclosure clearly outweighs the public interest in disclosure. The notice shall also include the estimated date for the disclosure of the withheld information.

(b) When delay is continued beyond the initial 60 days because of criminal enforcement proceedings against anyone, at 180-day intervals provide the specific basis that disclosure could reasonably be expected to interfere with a criminal enforcement proceeding and the estimated date for disclosure.

1. Information withheld shall be disclosed when the specific basis for withholding the information is resolved, the investigation or proceeding is no longer active, or no later than 18 months after the date of the incident, whichever occurs sooner, unless:

(a) When the criminal proceeding is against someone other than an officer and there are extraordinary circumstances to warrant a continued delay due to the ongoing criminal investigation or proceeding, then the Department must show by clear and convincing evidence that the interest in preventing prejudice to the active and ongoing criminal investigation or proceeding outweighs the public interest for prompt disclosure of records about misconduct or use of force by officers.

In cases where an action to compel disclosure is brought pursuant to Government Code § 7923.000, the Department may justify delay by filing an application to seal the basis for withholding if disclosure of the written basis itself would impact a privilege or compromise a pending investigation (Penal Code § 832.7(b)(8)).

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Commendations and Awards

1013.1 PURPOSE AND SCOPE

This policy provides general guidelines for recognizing commendable or meritorious acts of members of the El Segundo Police Department and individuals from the community.

1013.2 POLICY

It is the policy of the El Segundo Police Department to recognize and acknowledge exceptional individual or group achievements, performance, proficiency, heroism and service of its members and individuals from the community through commendations and awards.

1013.3 COMMENDATIONS

Commendations for members of the Department or for individuals from the community may be initiated by any department member or by any person from the community.

1013.4 CRITERIA

A meritorious or commendable act may include, but is not limited to:

- Superior handling of a difficult situation.
- Conspicuous bravery or outstanding performance.
- Any action or performance that is above and beyond typical duties.

1013.4.1 DEPARTMENT MEMBER DOCUMENTATION

Members of the Department should document meritorious or commendable acts. The documentation should contain:

(a) Identifying information:

  (a) For members of the Department - name, division, and assignment at the date and time of the meritorious or commendable act

  (b) For individuals from the community - name, address, telephone number

(b) A brief account of the meritorious or commendable act with report numbers, as appropriate.

(c) The signature of the member submitting the documentation.

1013.4.2 COMMUNITY MEMBER DOCUMENTATION

Documentation of a meritorious or commendable act submitted by a person from the community should be accepted in any form. However, written documentation is preferred. Department members accepting the documentation should attempt to obtain detailed information regarding the matter, including:

(a) Identifying information:

  (a) For members of the Department - name, division, and assignment at the date and time of the meritorious or commendable act

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(b) For individuals from the community - name, address, telephone number

(b) A brief account of the meritorious or commendable act with report numbers, as appropriate.

(c) The signature of the person submitting the documentation.

1013.4.3 PROCESSING DOCUMENTATION

Documentation regarding the meritorious or commendable act of a member of the Department should be forwarded to the appropriate Division Commander for his/her review. The Division Commander should sign and forward the documentation to the Chief of Police for his/her review.

The Chief of Police or the authorized designee will present the commendation to the department member for his/her signature. The documentation will then be returned to the Chief's assistant for placement into the member's personnel file.

Documentation regarding the meritorious or commendable act of an individual from the community should be forwarded to the appropriate Bureau Commander. The documentation will be signed by the Division Commander and forwarded to the Chief of Police for his/her review. An appropriate venue or ceremony to acknowledge the individual's actions should be arranged. Documentation of the commendation shall be maintained in a file designated for such records.

1013.5 AWARDS

Awards may be bestowed upon sworn members of the Department. These awards include

- Medal of Valor.
- Distinguished Service Award
- Lifesaving Award.

Criteria for each award and the selection, presentation of any award are determined by the Chief of Police, South Bay Police and Fire Foundation and the Medal of Valor committee.

1013.6 ATTACHMENTS

See attachment: Uniform Manual FINAL Rev 1-6-2026.pdf

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Fitness for Duty

1014.1 PURPOSE AND SCOPE

All officers are required to be free from any physical, emotional, or mental condition which might adversely affect the exercise of peace officer powers. The purpose of this policy is to ensure that all officers of this department remain fit for duty and able to perform their job functions (Government Code § 1031).

1014.2 EMPLOYEE RESPONSIBILITIES

(a) It shall be the responsibility of each member of this department to maintain good physical condition sufficient to safely and properly perform essential duties of their position.

(b) Each member of this department shall perform his/her respective duties without physical, emotional, and/or mental constraints.

(c) During working hours, all employees are required to be alert, attentive, and capable of performing his/her assigned responsibilities.

(d) Any employee who feels unable to perform his/her duties shall promptly notify a supervisor. In the event that an employee believes that another employee is unable to perform his/her duties, such observations and/or belief shall be promptly reported to a supervisor.

1014.3 SUPERVISOR RESPONSIBILITIES

(a) A supervisor observing an employee, or receiving a report of an employee who is perceived to be, unable to safely perform his/her duties due to a physical or mental condition shall take prompt and appropriate action in an effort to resolve the situation.

(b) Whenever feasible, the supervisor should attempt to ascertain the reason or source of the problem and in all cases a preliminary evaluation should be made in an effort to determine the level of inability of the employee to perform his/her duties.

(c) In the event the employee appears to be in need of immediate medical or psychiatric treatment, all reasonable efforts should be made to provide such care.

(d) In conjunction with the Watch Commander or employee's available Division Commander, a determination should be made whether or not the employee should be temporarily relieved from his/her duties.

(e) The Chief of Police shall be promptly notified in the event that any employee is relieved from duty.

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1014.4 NON-WORK RELATED CONDITIONS

Any employee suffering from a non-work related condition which warrants a temporary relief from duty may be required to use sick leave or other paid time off (PTO) in order to obtain medical treatment or other reasonable rest period.

1014.5 WORK RELATED CONDITIONS

Any employee suffering from a work related condition which warrants a temporary relief from duty shall be required to comply with personnel rules and legal guidelines for processing such claims.

Upon the recommendation of the Watch Commander or unit supervisor and concurrence of a Division Commander, any employee whose actions or use of force in an official capacity result in death or serious injury to another may be temporarily removed from regularly assigned duties and/or placed on paid administrative leave for the wellbeing of the employee and until such time as the following may be completed:

(a) A preliminary determination that the employee's conduct appears to be in full compliance with policy and, if appropriate.

(b) The employee has had the opportunity to receive necessary counseling and/or psychological clearance to return to full duty.

1014.6 LIMITATION ON HOURS WORKED

Absent emergency operations, members should not work more than 18 hours in a 24 hour timeline for pre-planned scheduled events. However, officers can be held over on patrol in excess of 18 hours if necessary to accommodate patrol scheduling needs or existing calls for service.

Supervisors should give consideration to reasonable rest periods and are authorized to deny overtime or relieve to off-duty status any member who has exceeded the above guidelines or cannot otherwise safely work due to fatigue.

Limitations on the number of hours worked apply to shift changes, shift trades, rotation, holdover, training, general overtime and any other work assignments.

1014.7 APPEALS

An employee who is proposed to be separated from paid employment or receives a reduction in salary resulting from a fitness for duty examination shall be entitled to an administrative appeal as outlined in the Personnel Complaints Policy.

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Meal Periods and Breaks

1015.1 PURPOSE AND SCOPE

This policy regarding meals and breaks, insofar as possible shall conform to the policy governing all City employees that has been established by the City Manager. All employees not specifically described in this policy shall refer to their Memorandums of Understanding for meal period and break guidance.

1015.1.1 MEAL PERIODS

Sworn employees shall remain on duty subject to call during meal breaks. All other employees are not on call during meal breaks unless directed otherwise by a supervisor.

Uniformed patrol and traffic officers shall request clearance from the Dispatch Center prior to taking a meal period. Uniformed officers shall take their breaks within the City limits unless on assignment outside of the City or with supervisor permission.

The time spent for the meal period shall not exceed the 45 minute time period and shall not be taken within the first or last hour of their shift without supervisor approval.

1015.1.2 BREAKS

Each sworn employee is entitled to a 20 minute break for each work shift.

Field officers will make an effort to take their breaks in their assigned areas, subject to call and shall monitor their radios. When field officers take their breaks away from their vehicles, they shall do so only with the knowledge and clearance of the Dispatch Center.

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Lactation Breaks

1016.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance regarding reasonable accommodations for lactating members (Labor Code § 1034).

1016.2 POLICY

It is the policy of the El Segundo Police Department to provide, in compliance with federal and state law, reasonable accommodations for lactating members. This includes break time and appropriate facilities to accommodate any member desiring to express breast milk for the member's nursing child (29 USC § 218d; 42 USC § 2000gg-1; 29 CFR 1636.3; Labor Code § 1030).

1016.3 LACTATION BREAK TIME

A rest period should be permitted each time the member requires a lactation break (29 USC § 218d; 42 USC § 2000gg-1; 29 CFR 1636.3; Labor Code § 1030). In general, lactation breaks that cumulatively total 30 minutes or less during any four-hour work period or major portion of a four-hour work period would be considered reasonable. However, individual circumstances may require more or less time.

Lactation breaks, if feasible, should be taken at the same time as the member's regularly scheduled rest or meal periods. While a reasonable effort will be made to provide additional time beyond authorized breaks, any such time exceeding regularly scheduled and paid break time will be unpaid (Labor Code § 1030).

Members desiring to take a lactation break shall notify the dispatcher or a supervisor prior to taking such a break. Such breaks may be reasonably delayed if they would seriously disrupt department operations (Labor Code § 1032).

Once a lactation break has been approved, the break should not be interrupted except for emergency or exigent circumstances.

1016.4 PRIVATE LOCATION

The Department will make reasonable efforts to accommodate members with the use of an appropriate room or other location to express milk in private. Such room or place should be in proximity to the member's work area and shall be other than a bathroom or toilet stall. The location must be shielded from view, free from intrusion from coworkers and the public, and otherwise satisfy the requirements of federal and state law (29 USC § 218d; 42 USC § 2000gg-1; 29 CFR 1636.3; Labor Code § 1031).

Members occupying such private areas shall either secure the door or otherwise make it clear to others that the area is occupied with a need for privacy. All other members should avoid interrupting a member during an authorized break, except to announce an emergency or other urgent circumstance.

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Authorized lactation breaks for members assigned to the field may be taken at the nearest appropriate private area.

1016.5 STORAGE OF EXPRESSED MILK

Any member storing expressed milk in any authorized refrigerated area within the Department shall clearly label it as such and shall remove it when the member's shift ends.

1016.5.1 STATE REQUIREMENTS

Members have the right to request lactation accommodations. If a break time or location accommodation cannot be provided, the supervisor shall provide the member with a written response regarding the reasons for the determination (Labor Code § 1034).

Lactation rooms or other locations should comply with the prescribed feature and access requirements of Labor Code § 1031.

Members who believe that their rights have been violated under this policy or have been the subject of discrimination or retaliation for exercising or attempting to exercise their rights under this policy, are encouraged to follow the chain of command in reporting a violation, but may also file a complaint directly with the Labor Commissioner (Labor Code § 1033).

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Payroll Records

1017.1 PURPOSE AND SCOPE

This policy provides the guidelines for completing and submitting payroll records of department members who are eligible for the payment of wages.

1017.2 POLICY

The El Segundo Police Department maintains timely and accurate payroll records.

1017.3 RESPONSIBILITIES

Members are responsible for the accurate completion and timely submission of their payroll records for the payment of wages.

Supervisors are responsible for approving the payroll records for those under their commands.

1017.4 TIME REQUIREMENTS

Members who are eligible for the payment of wages are paid on a scheduled, periodic basis, generally on the same day or date each period, with certain exceptions, such as holidays. Payroll records shall be completed and submitted to a designated staff member as established by the City payroll procedures.

1017.5 RECORDS

The Administrative Services Bureau Commander shall ensure that accurate and timely payroll records are maintained as required by 29 CFR 516.2 for a minimum of three years (29 CFR 516.5).

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Overtime Compensation Requests

1018.1 PURPOSE AND SCOPE

It is the policy of the Department to compensate non-exempt salaried employees who work authorized overtime either by payment of wages as agreed and in effect through the Memorandum of Understanding (MOU), or by the allowance of accrual of compensatory time off. In order to qualify for either, the employee must complete and submit a submission for overtime payment as soon as practical in the employee payroll portal after overtime is worked and within the appropriate pay period. The submission shall include an explanation for the overtime.

1018.1.1 DEPARTMENT POLICY

Because of the nature of police work, and the specific needs of the Department, a degree of flexibility concerning overtime policies must be maintained.

All requests to work overtime shall be approved in advance by a supervisor. If circumstances do not permit prior approval, then approval shall be sought as soon as practical during the overtime shift and in no case later than the end of shift in which the overtime is worked.

Short periods of work at the end of the normal duty day (e.g., less than one hour in duration) may be handled unofficially between the supervisor and the employee by flexing a subsequent shift schedule to compensate for the time worked rather than by submitting requests for overtime payments. If the supervisor authorizes or directs the employee to complete a form for such a period, the employee shall comply.

The individual employee may request compensatory time in lieu of receiving overtime payment, however, the employee may not exceed hours of compensatory time as set by the current MOU.

1018.2 REQUEST FOR OVERTIME COMPENSATION

Employees shall submit all overtime compensation requests to their immediate supervisors via the on-line portal as soon as practicable for verification and forwarding to the Administrative Services Bureau Commander.

Failure to submit a request for overtime compensation in a timely manner may result in discipline.

1018.2.1 EMPLOYEES RESPONSIBILITY

Employees shall complete the requests immediately after working the overtime and turn them in to their immediate supervisor or the Watch Commander. The only on-call status authorized is for court.

1018.2.2 SUPERVISORS RESPONSIBILITY

The supervisor who verifies the overtime earned shall verify that the overtime was worked before approving the request.

After the entry has been made on the employee's payroll portal, the employee's supervisor shall verify and approve the overtime which is automatically forwarded to the employee's Division Commander for final approval.

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1018.2.3 DIVISION COMMANDERS RESPONSIBILITY
Division Commanders, after approving payment, will then forward the form to the Administrative Services Bureau Commander for review.

1018.3 ACCOUNTING FOR OVERTIME WORKED

Accounting for overtime worked shall follow the employee's most recent Memorandum of Understanding. In some cases, the Memorandum of Understanding provides that a minimum number of hours will be paid..

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Outside Employment

1019.1 OUTSIDE EMPLOYMENT DEFINED

Outside employment is defined as any secondary employment, activity or enterprise not associated with the employees city duties involving the receipt or acceptance of any asset.

1019.2 OUTSIDE EMPLOYMENT - POLICY

A city employee shall not engage in any employment, activity, or enterprise which is inconsistent, incompatible, or in conflict with his duties, functions, or responsibilities as a City employee.

1019.3 AUTHORIZATION OR DENIAL OF OUTSIDE EMPLOYMENT REQUEST:

(a) Any officer or employee wishing to engage in any occupation or outside activity for compensation shall complete the current "Outside Employment Authorization Request" form and submit said request through channels to the Chief of Police. The chief shall determine whether or not such activity is compatible with the employee's city employment as described in sections 645.10, 645.20 and 645.30.

(b) Upon a finding of compatibility, the chief may authorize the activity by approving the request form and providing a copy to the requesting officer or employee. A copy will also be forwarded to the Director of the Human Resources Department.

(c) Said authorization shall be valid only for the work and designated period described therein.All outside employment requests must be renewed at the beginning of each new calendar year.

(d) If the request is denied, the officer or employee shall be notified in writing.Denial of a request for permission for outside employment may be appealed under current grievance procedures.

1019.4 DETERMINATION OF INCONSISTENT ACTIVITIES

In making a determination as to the consistency or inconsistency of outside activities, the chief or his designate shall consider among other pertinent factors whether the activity:

(a) Involves the use for private gain or advantage of City time, facilities, equipment and supplies, or the badge uniform prestige or influence of ones' City office or employment or,

(b) Involves receipt or acceptance by the officer or employee of any money or other consideration from anyone other than the City for the performance of an act which the officer or employee, if not performing such act, would be required or expected to render in the regular course or hours of their City employment or as a part of their duties as a City employee or,

(c) Involves the performance of any act in other than his capacity as a City officer or employee which act may later be subject directly or indirectly to the control, inspection, review, audit or enforcement by such officer or employee or the Department by which they are employed or,

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(d) Involves conditions or factors which would probably directly or indirectly lessen the efficiency of the employee in their regular City employment, or conditions in which there is substantial danger of injury or illness to the employee.

(e) Involves employment by any employer who does not carry the required Worker's Compensation Insurance.

(f) Involves employment by any employer that does not indemnify the City from the actions of a police department employee when such actions occur while working for said outside employer.

1019.5 EMPLOYMENT RESTRICTIONS

Members of the police department are prohibited from engaging in any outside employment which, by its very nature, is detrimental to the performance of the employees regular duties, or which:

(a) Is in conflict with or prohibited by Section 645.10.

(b) Would detract from the health or efficiency of the employee.

(c) Would tend to reflect discredit or criticism on the employee, the police department, or the City, or which would materially detract from the efficiency of the employee in the performance of their regular duties.

(d) Would not permit the employee, while engaged in such outside employment, to take necessary and proper action, when the occasion necessitated, on any offense or condition of which the employee has or acquires knowledge of and which would normally require police action.

(e) Requires affiliation, membership, or allegiance to any group or organization which would tend to interfere with the ability of the employee to properly and efficiently discharge their duties.

(f) Would interfere with the immediate availability of the employee should they be needed in an emergency.

1019.6 EMPLOYMENT PROHIBITED

No employee of the police department shall engage in any of the following types of off-duty employment without the expressed written permission of the Chief of Police.

(a) Any employment where the sale of liquor is the principle business.

(b) Any employment requiring the service of civil processes.

(c) Any employment requiring the utilization of the police uniform or any department or city-owned equipment or materials, except as provided in section 645.85.

(d) Any employment where the local labor supply is adequate and employment by police department employees could create a hardship on civilians making application for such employment.

(e) Any employment by any other municipality or political subdivision of this state.

(f) Employment as bill collectors or collecting payments of any kind.

(g) Employment involving the repossession of merchandise.

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(h) Employment as guards, watchmen, or any other security operation.

(i) Any employment as an attorney or notary public, private investigator or private detective.

(j) Any employment in association with the services of a bail bondsman.

(k) Any employment which may necessitate access to police information, records, files or correspondence.

1019.7 OUTSIDE EMPLOYMENT - USE OF CITY PROPERTY PROHIBITED

Except as provided in section 645.90, no city property shall be used for any outside employment.

(a) No city owned equipment, autos, trucks, instruments, tools, supplies, machines, or any other item which is the property of the city shall be used by an officer or employee while said officer or employee is engaged in any outside employment or activity, for compensation or otherwise, except upon prior order of the City Council.

(b) No officer or employee shall allow any unauthorized person to rent, borrow or use any of the items referred to on section 645.50 (A) except upon prior order of the City Manager.

1019.8 REVOCATION

Permits for outside employment are subject to revocation by the Department Head, the City Manager, or the City Council.

1019.9 HOURS OF OUTSIDE EMPLOYMENT

Employees of the police department shall be limited in any outside employment to twenty hours per week. Employees of the police department shall not engage in outside employment to exceed four hours a day on their regular working days and eight hours a day on their days off. Such hours of outside employment shall terminate not less than four hours prior to the commencement of the employee's regularly assigned duty shift.

1019.10 OUTSIDE EMPLOYMENT WHEN ON SICK LEAVE OR IOD STATUS

An employee of the police department shall not engage in outside employment while carried on sick or IOD status.

1019.11 OUTSIDE EMPLOYMENT - JOB PERFORMANCE

Requests for outside employment by police employees shall not be given favorable consideration if, in the opinion of the employee's Division Commander or immediate Supervisor, the employee's job performance is not satisfactory, or might be detrimentally affected by such employment.

1019.12 OUTSIDE EMPLOYMENT - VIOLATIONS AND PENALTIES

Any violation of the provisions herein contained respecting outside employment or activity, including use of City property, shall constitute sufficient grounds for disciplinary action up to and including immediate dismissal of the employee from the City service.

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1019.13 CONTRACT EMPLOYMENT FOR POLICE SERVICES

All requests for such employment shall be made in writing from the prospective employer to the Chief of Police setting forth the nature of duties expected and the duration of such employment.

(a) When a request from a private citizen, business, or corporation is made to the Chief of Police for the purpose of providing off-duty officers, the Chief, or his designate will, determine if the services requested fulfill the following criteria:

1. The assignment requires a sworn officer or civilian police employee to direct traffic, control crowds, or to prevent a specific demonstrated criminal activity.
2. The presence of private security guard would not immediately alleviate or address the situation, or the situation has escalated or deteriorated to the extent that a specific police response is required.

(b) The prospective employer agrees to compensate such personnel at a rate of pay currently in effect in the MOU between the City of El Segundo and the El Segundo Police Officer's Association. The requesting party will be referred to the Finance Department wherein salary compensation and the rental of police equipment will be assessed. Once this obligation has been completed, the traffic supervisor will administer the request and schedule appropriate personnel.

(c) Once hired, personnel of this Department shall receive a minimum of two (2) hours pay unless the outside employer cancels the employment a minimum of four (4) hours prior to the designated time of reporting for duty.

(d) If at any time an event is canceled at least four hours prior to an employee reporting to the assignment, a memo from the Field Operations Bureau Commander will be forwarded to the Director of Finance. The memo will state the reasons for the cancellation and the time the cancellation occurred.

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Occupational Disease and Work-Related Injury Reporting

1020.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance regarding the timely reporting of occupational diseases, mental health issues, and work-related injuries. The policy will provide guidance to employees who may become injured/ill due to a job-related activity or for those that must supervise an employee with an occupational injury or illness.

1020.1.1 DEFINITIONS

Definitions related to this policy include:

Occupational disease or work-related injury - An injury, disease, or mental health issue arising out of employment (Labor Code § 3208; Labor Code § 3208.3; Labor Code § 3212 et seq.).

1020.2 POLICY

The El Segundo Police Department will address occupational diseases and work-related injuries appropriately, and will comply with applicable state workers' compensation requirements (Labor Code § 3200 et seq.).

1020.3 RESPONSIBILITIES

1020.3.1 EMPLOYEE RESPONSIBILITIES

Any member sustaining any occupational disease or work-related injury shall report such event as soon as practicable to a supervisor, and shall seek medical care when appropriate (8 CCR 14300.35). Except where impractical, notification shall be made no later than the end of the employees' shift.

If the injury or illness is non-emergent, the employee shall notify the on-duty supervisor prior to seeking medical attention. If medical attention is required or requested, the employee shall be directed to call the Company Nurse Injury Hotline at (877) 223-9310 and report the incident. If no medical attention is required or requested, the employee may still report the injury or illness to the Company Nurse Injury Hotline as a "Report Only" incident.

Employees requiring medical attention when off-duty for an incident that occurred on-duty, but not examined initially, shall immediately report the circumstances to their supervisor or the on-duty Watch Commander prior to seeking medical attention. If medical attention is required or requested, the employee shall be directed to call the Company Nurse Injury Hotline and report the incident. A nurse will gather information from the affected employee and supervisor and assist with medical needs.

When no medical treatment appears to be necessary at the time of the documented injury, and the employee later finds that treatment is necessary, they shall notify their supervisor or the on-

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duty Watch Commander and obtain approval to being examined at a designated medical facility if practical.

During the recovery period the employee shall respond to telephonic contacts within two hours, and if called to work, the employee shall return to work within 24 hours. An employee on approved vacation is not subject to these response requirements. Employees shall notify the Department of the phone number where they can be reached during normal business hours (0800 to 1700).

A shift employee who is unable to report to work due to a work related injury or illness for more than two consecutive shifts shall be placed on a Monday through Friday work schedule from 0800 to 1700 each day.

Once the reporting requirement is fulfilled, the employee will go to the City's authorized medical facility.If an employee has notified Human Resources, in writing, prior to the date of the injury or illness that they have a pre-designated licensed personal physician, that physician may treat the employee from the date of the injury or illness.

Approval from the City's third party Workers' Compensation Claims Administrator is mandatory in those cases where treatment is administered by someone other than a licensed physician. The approval procedure should be coordinated through Human Resources.

1020.3.2 SUPERVISOR RESPONSIBILITIES

A supervisor learning of any occupational disease or work-related injury should ensure the member receives medical care as appropriate.

In all cases of reported on-duty injury or illness, supervisors may provide the member with an Employee's Claim for Worker's Compensation Benefits from (DWC Form 1) within 24 hours. Completion of the DWC Form 1 is required if the employee wishes to file a worker's compensation claim with the City.

If the injury is First Aid only, the DWC Form 1 does not have to be completed. The member must advise the Company Nurse during the phone interview that the injury or illness is a "Report Only."

In all cases of emergencies involving serious injury or illness, supervisors shall have the employee treated by the nearest physician or medical facility or the employee's physician at the employee's option. In cases where a paramedic has been called however, the employee will be transported to a medical facility/physician in accordance with paramedic protocols.

In cases of emergency, whenever possible, a supervisor shall accompany the employee to the medical facility. The supervisor shall ascertain the extent of the injury or incapacitation, as well as the attending physician's opinion regarding the employee's ability to return to work full status or a modified light duty assignment. The supervisor shall, with all due diligence and priority, conduct a thorough investigation into the facts surrounding the employee's injury. Statements from witnesses, photographs, video, site and equipment inspection, employee statements, and any other supporting documents should all be considered as part of a complete investigation.

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It is the responsibility of the supervisor to notify the appropriate Division or Bureau Commander regarding the injury or illness.

Supervisors shall determine whether the Major Incident Notification and Illness and Injury Prevention policies apply and take additional action as required.

1020.3.3 DIVISION COMMANDER RESPONSIBILITIES
The Division Commander who receives a report of an occupational disease or work-related injury should review the report for accuracy and determine what additional action should be taken. The report shall then be forwarded to the Administrative Services Bureau Commander and the City's risk management entity to ensure any required Division of Occupational Health and Safety Administration (Cal/OSHA) reporting is made as required in the illness and injury prevention plan identified in the Illness and Injury Prevention Policy.

1020.3.4 BUREAU COMMANDER RESPONSIBILITIES
In any fatal or serious injury case, the employee's Bureau Commander or their designee shall be responsible for immediately reporting all relevant information concerning the occurrence to the Police Chief and Human Resources.

The Bureau Commander or their designee, as soon as it is medically permissible, shall personally contact the employee to determine their condition and if any assistance might be rendered.

The Bureau Commander or their designee shall cause the injured or ill employee to be notified telephonically and confirmed by letter that the employee shall be personally available to respond to any official telephonic and/or direction to report to work by the Department. Permission to be excused from the requirement to remain available may be given by the Bureau Commander or their designee.

The Bureau Commander or their designee shall make regular contact with personnel off work due to a work related injury or illness. In all cases where an employee is absent from work for five (5) days or more (or more than two (2) shifts for 24 hour shift employees), the Bureau Commander or their designee shall contact the effected employee and determine the status of their injury or illness and document the anticipated recovery time. The contacts may be made telephonically or, when appropriate, in person. The Bureau Commander or their designee shall also have the responsibility of establishing and maintaining liaison between the concerned employee and Human Resources. It will be the goal of this liaison to expedite the return to work of injured or ill personnel upon recovery.

When an employee is off-duty recovering from an off-duty injury or illness, the Bureau Commander or their designee should make regular contact with the employee throughout the recovery process. If available benefits are in question, the issue shall be coordinated with Human Resources.

1020.4 SETTLEMENT OFFERS

When a member sustains an occupational disease or work-related injury that is caused by another person and is subsequently contacted by that person, his/her agent, insurance company or

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attorney, and offered a settlement, the member shall take no action other than to submit a written report of this contact to his/her supervisor as soon as possible.

1020.4.1 NO SETTLEMENT WITHOUT PRIOR APPROVAL

No less than 10 days prior to accepting and finalizing the settlement of any third-party claim arising out of or related to an occupational disease or work-related injury, the member shall provide the Chief of Police with written notice of the proposed terms of such settlement. In no case shall the member accept a settlement without first providing written notice to the Chief of Police. The purpose of such notice is to permit the City to determine whether the offered settlement will affect any claim the City may have regarding payment for damage to equipment or reimbursement for wages against the person who caused the disease or injury, and to protect the City's right of subrogation, while ensuring that the member's right to receive compensation is not affected.

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Personal Appearance Standards

1021.1 PURPOSE AND SCOPE

In order to project uniformity and neutrality toward the public and other members of the department, employees shall maintain their personal hygiene and appearance to project a professional image appropriate for this department and for their assignment.

1021.2 GROOMING STANDARDS

Unless otherwise stated and because deviations from these standards could present officer safety issues, the following appearance standards shall apply to all employees, except those whose current assignment would deem them not appropriate, and where the Chief of Police has granted exception.

1021.2.1 HAIR

Male employees shall not permit their hair to extend below the collar line at the back of the neck not cover any part of their ear.

Female sworn members shall wear their hair in a neat manner, which would not interfere with the wearing of a uniform cap/helmet and not be a danger to the officer, such as long ponytails.

1021.2.2 MUSTACHES

A short neatly trimmed mustache of natural color may be worn if it conforms to the following regulations:

a. Must not grow or fall below the mouth line.

b. Must not extend over the lip-line of the upper lip or beyond the bottom of the lower lip along the sides of the mouth.

c. The ends of the mustache may not be twisted or waxed.

1021.2.3 SIDEBURNS

Sideburns shall not extend below a line parallel to the to the lower terminus of the tragus and shall be trimmed and neat.

1021.2.4 FACIAL HAIR

Facial hair other than sideburns, mustaches and eyebrows shall not be worn, unless authorized by the Chief of Police or his or her designee.

1021.2.5 FINGERNAILS

Fingernails extending beyond the tip of the finger can pose a safety hazard to officers or others. For this reason, fingernails shall be trimmed so that no point of the nail extends beyond the tip of the finger. Officers shall maintain nails in their natural color. Professional Staff may wear nail polish if in a single color, in good taste and contains no ornamentation.

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1021.2.6 JEWELRY

Officers shall not wear any unauthorized ornamentation or jewelry. For the purpose of this policy, jewelry refers to rings, earrings, necklaces, bracelets, wristwatches, and tie tacks or tie bars. Jewelry shall present a professional image and may not create a safety concern for the department member or others. Jewelry that depicts racial, sexual, discriminatory, gang-related, or obscene language is not allowed.

(a) Necklaces shall not be visible above the shirt collar.

(b) Women may wear one set of stud earrings, small and worn only in or on the earlobe.

(c) One ring or ring set may be worn on each hand of the department member. No rings should be of the type that would cut or pose an unreasonable safety risk to the member or others during a physical altercation.

(d) Wristwatches may be worn and shall be conservative and present a professional image.

(e) Tie tacks or tie bars worn with civilian attire shall be conservative and present a professional image.

1021.3 TATTOOS

At no time while the member is on-duty or representing the Department in any official capacity shall any tattoo or body art be visible.

1021.4 BODY PIERCING OR ALTERATION

Body piercing or alteration to any area of the body visible in any authorized uniform or attire that is a deviation from normal anatomical features and which is not medically required is prohibited. Such body alteration includes, but is not limited to:

(a) Tongue splitting or piercing.

(b) The complete or transdermal implantation of any material other than hair replacement.

(c) Abnormal shaping of the ears, eyes, nose or teeth

(d) Branding or scarification.

1021.5 EXEMPTIONS

Members who seek cultural (e.g., culturally protected hairstyles) or other exemptions to this policy that are protected by law should generally be accommodated (Government Code § 12926). A member with an exemption may be ineligible for an assignment if the individual accommodation presents a security or safety risk. The Chief of Police should be advised any time a request for such an accommodation is denied or when a member with a cultural or other exemption is denied an assignment based on a safety or security risk.

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Uniform Regulations

1022.1 PURPOSE AND SCOPE

The uniform policy of the El Segundo Police Department is established to ensure that uniformed officers will be readily identifiable to the public through the proper use and wearing of department uniforms. Employees should also refer to the following associated policies:

ESPD Uniform Manual

Department Owned and Personal Property

Body Armor

Personal Appearance Standards

The Uniform and Equipment Specifications manual is maintained and periodically updated by the Chief of Police or his/her designee. That manual should be consulted regarding authorized equipment and uniform specifications.

The El Segundo Police Department will provide uniforms for all employees required to wear them in the manner, quantity and frequency agreed upon in the respective employee group's collective bargaining agreement.

1022.2 WEARING AND CONDITION OF UNIFORM AND EQUIPMENT

Police employees wear the uniform to be identified as the law enforcement authority in society. The uniform also serves an equally important purpose to identify the wearer as a source of assistance in an emergency, crisis or other time of need.

(a) Uniform and equipment shall be maintained in a serviceable condition and shall be ready at all times for immediate use. Uniforms shall be neat, clean, and appear professionally pressed.

(b) All peace officers of this department shall possess and maintain at all times, a serviceable uniform and the necessary equipment to perform uniformed field duty.

(c) Personnel shall wear only the uniform specified for their rank and assignment.

(d) The uniform is to be worn in compliance with the specifications set forth in the department's uniform specifications that are maintained separately from this policy.

(e) All supervisors will perform periodic inspections of their personnel to ensure conformance to these regulations.

(f) Civilian attire shall not be worn in combination with any distinguishable part of the uniform.

(g) Uniforms are only to be worn while on duty, while in transit to or from work, for court, or at other official department functions or events.

(h) If the uniform is worn while in transit, an outer garment shall be worn over the uniform shirt so as not to bring attention to the employee while he/she is off-duty.

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(i) Employees are not to purchase or drink alcoholic beverages while wearing any part of the department uniform, including the uniform pants.

(j) Visible jewelry, other than those items listed below, shall not be worn with the uniform unless specifically authorized by the Chief of Police or the authorized designee.

1. Wrist watch
2. Wedding ring(s), class ring, or other ring of tasteful design. A maximum of one ring/set may be worn on each hand

1022.2.1 DEPARTMENT ISSUED IDENTIFICATION

The Department issues each employee an official department identification card bearing the employee's name, identifying information and photo likeness. All employees shall be in possession of their department issued identification card at all times while on duty or when carrying a concealed weapon.

(a) Whenever on duty or acting in an official capacity representing the department, employees shall display their department issued identification in a courteous manner to any person upon request and as soon as practical.

(b) Officers working specialized assignments may be excused from the possession and display requirements when directed by their Division Commander.

1022.3 UNIFORM CLASSES

1022.3.1 CLASS A UNIFORM

The Class A uniform is to be worn on special occasions such as funerals, graduations, ceremonies, or as directed. The Class A uniform is required for all sworn personnel. The Class A uniform includes the standard issue uniform with:

(a) Long sleeve shirt with tie

(b) Polished shoes

Boots with pointed toes are not permitted.

1022.3.2 CLASS B UNIFORM

All officers will possess and maintain a serviceable Class B uniform at all times.

The Class B uniform will consist of the same garments and equipment as the Class A uniform with the following exceptions:

(a) The long or short sleeve shirt may be worn with the collar open. No tie is required.

(b) A white or black crew neck t-shirt must be worn with the uniform.

(c) All shirt buttons must remain buttoned except for the last button at the neck.

(d) Shoes for the Class B uniform may be as described in the Class A uniform.

(e) Approved all black unpolished shoes may be worn.

(f) Boots with pointed toes are not permitted.

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1022.3.3 CLASS C UNIFORM
The Class C uniform may be established to allow field personnel cooler clothing during the summer months or special duty. The Chief of Police will establish the regulations and conditions for wearing the Class C Uniform and the specifications for the Class C Uniform.

1022.3.4 SPECIALIZED UNIT UNIFORMS
The Chief of Police may authorize special uniforms to be worn by officers in specialized units such as Canine Team, SWAT, Bicycle Patrol, Motor Officers and other specialized assignments.

1022.3.5 FOUL WEATHER GEAR
The Uniform and Equipment Specifications lists the authorized uniform jacket and rain gear.

1022.4 INSIGNIA, PATCHES, AND PINS

(a) Shoulder Patches - The authorized shoulder patch supplied by the Department shall be machine stitched to the sleeves of all uniform shirts and jackets, three-quarters of an inch below the shoulder seam of the shirt and be bisected by the crease in the sleeve.

(b) Service stripes, stars, etc. - Service stripes and other indicators for length of service may be worn on long sleeved shirts. They are to be machine stitched onto the uniform. The bottom of the service stripe shall be sewn the width of one and one-half inches above the cuff seam with the rear of the service stripes sewn on the dress of the sleeve. The stripes are to be worn on the left sleeve only, and shall be in gold/blue/black.

(c) The regulation nameplate, or an authorized sewn on cloth nameplate, shall be worn at all times while in uniform. The nameplate shall display the employee's first initial and last name. If the employee desires other than the legal first name, the employee must receive approval from the Chief of Police. The nameplate shall be worn with the top edge of the nameplate in line with the top seam of the right pocket located in the middle, bisected by the pressed shirt seam, with equal distance from both sides of the nameplate to the outer edge of the pocket.

(d) When a jacket is worn, the nameplate or an authorized sewn on cloth nameplate shall be affixed to the jacket in the same manner as the uniform.

(e) Badge - The department issued badge, or an authorized sewn on cloth or silk-screen replica, must be worn and visible at all times while in uniform.

(f) Rank Insignia - The designated insignia indicating the employee's rank must be worn at all times while in uniform. The Chief of Police may authorize exceptions.

(g) Service Pins - Firing range qualification pin, SWAT team pin, Gracie Jiu-Jitsu pin and flag/military service pin. Uniform personnel may wear one or two of these authorized pins on their right uniform pocket flap. They may only be worn with a Class "A" or Class "B" uniform. The DUI pin and 10851 pin. Personnel awarded these pins, shall wear these pins centered on the left uniform shirt pocket with the upper edge of the pin aligned with the upper flap seam. They may only be worn with a Class "A" or Class "B" uniform.

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(h) Medal of Valor and Distinguished Service pins - Uniform personnel may wear one of these authorized pins on the left uniform shirt pocket with the upper edge of the pin aligned with the upper flap seam. They may only be worn with a Class "A" uniform.

1022.4.1 POLICE BADGE MOURNING BAND

A police badge mourning band shall be worn on an officer's badge during one of the following circumstances:

(a) A peace officer assigned to a law enforcement agency is killed in the line of duty **within Los Angeles County or the adjacent counties of Ventura, San Bernardino, Riverside, Kern, or Orange.**

(b) An officer attends a funeral or other service for a fallen law enforcement officer.

(c) Approved by the Chief of Police or an authorized designee.

(d) On National Peace Officers Memorial Day (May 15th).

The mourning band shall be 1/2 inch wide and made of solid black elastic with blue midline. The band shall be positioned horizontally over the center of the badge.

Professional Staff shall wear the prescribed Thin Blue Line Ribbon 1.5 inch or 1-1/8 inch Lapel Pin on the left side, chest level of the outermost garment worn.

The mourning band and pin should be worn from the day of the death until midnight on the evening of the official and/or formal memorial ceremony.

1022.5 CIVILIAN ATTIRE

There are assignments within the Department that do not require the wearing of a uniform because recognition and authority are not essential to their function. There are also assignments in which the wearing of civilian attire is necessary.

(a) All employees shall wear clothing that fits properly, is clean and free of stains, and not damaged or excessively worn.

(b) All male administrative, investigative and support personnel who elect to wear civilian clothing to work shall wear button style shirts with a collar, slacks or suits that are moderate in style.

(c) All female administrative, investigative, and support personnel who elect to wear civilian clothes to work shall wear dresses, slacks, shirts, blouses, or suits which are moderate in style.

(d) The following items shall not be worn on duty:

1. T-shirt alone
2. Open toed sandals or thongs
3. Swimsuit, tube tops, or halter-tops
4. Spandex type pants or see-through clothing
5. Distasteful printed slogans, buttons or pins

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(e) Variations from this order are allowed at the discretion of the Chief of Police or designee when the employee's assignment or current task is not conducive to the wearing of such clothing.

(f) No item of civilian attire may be worn on duty that would adversely affect the reputation of the El Segundo Police Department or the morale of the employees.

1022.6 POLITICAL ACTIVITIES, ENDORSEMENTS, AND ADVERTISEMENTS

Unless specifically authorized by the Chief of Police, El Segundo Police Department employees may not wear any part of the uniform, be photographed wearing any part of the uniform, utilize a department badge, patch or other official insignia, or cause to be posted, published, or displayed, the image of another employee, or identify himself/herself as an employee of the El Segundo Police Department to do any of the following (Government Code §§ 3206 and 3302):

(a) Endorse, support, oppose, or contradict any political campaign or initiative.

(b) Endorse, support, oppose, or contradict any social issue, cause, or religion.

(c) Endorse, support, or oppose, any product, service, company or other commercial entity.

(d) Appear in any commercial, social, or non-profit publication, or any motion picture, film, video, public broadcast, or any website.

1022.7 OPTIONAL EQUIPMENT - MAINTENANCE, AND REPLACEMENT

(a) Any of the items listed in the Uniform and Equipment Specifications as optional shall be purchased totally at the expense of the employee. No part of the purchase cost shall be offset by the Department for the cost of providing the Department issued item.

(b) Maintenance of optional items shall be the financial responsibility of the purchasing employee. For example, repairs due to normal wear and tear.

(c) Replacement of items listed in this order as optional shall be done as follows:

1. When the item is no longer functional because of normal wear and tear, the employee bears the full cost of replacement.

2. When the item is no longer functional because of damage in the course of the employee's duties, it shall be replaced following the procedures for the replacement of damaged personal property (see the Department Owned and Personal Property Policy).

1022.7.1 RETIREE BADGES

The Chief of Police may issue identification in the form of a badge, insignia, emblem, device, label, certificate, card or writing that clearly states the person has honorably retired from the El Segundo Police Department. This identification is separate and distinct from the identification authorized by Penal Code § 25455 and referenced in the Retired Officer CCW Endorsement Policy in this manual.

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A badge issued to an honorably retired peace officer that is not affixed to a plaque or other memento will have the words “Honorably Retired” clearly visible on its face. A retiree shall be instructed that any such badge will remain the property of the El Segundo Police Department and will be revoked in the event of misuse or abuse (Penal Code § 538d).

1022.8 UNAUTHORIZED UNIFORMS, EQUIPMENT AND ACCESSORIES

El Segundo Police Department employees may not wear any uniform item, accessory or attachment unless specifically authorized in the Uniform and Equipment Specifications, the ESPD Uniform Manual or by the Chief of Police or designee.

El Segundo Police Department employees may not use or carry any safety item, tool or other piece of equipment unless specifically authorized in the Uniform and Equipment Specifications, the ESPD Uniform Manual or by the Chief of Police or designee.

1022.9 ATTACHMENTS

See attachment: Uniform Manual FINAL Rev 1-6-2026.pdf

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Police Cadets

1023.1 PURPOSE AND SCOPE

Cadets work under direct supervision, perform a variety of routine and progressively more advanced tasks in an apprenticeship program in preparation for a career in law enforcement.

1023.2 EDUCATION REQUIREMENTS

Cadets are required to maintain a minimum grade point average of 2.0 (“C” grade) for all courses taken and shall complete a minimum 12 units per semester. Cadets may work in this program until the age of twenty-three, with six month extensions issued by the Chief of Police. The Chief of Police may also suspend these requirements based on the needs of the department.

1023.3 PROGRAM COORDINATOR

The cadet program falls within the Special Operations Division span of control. The supervisors in the Special Operations Division will be responsible for training, scheduling, tracking the educational and job performance of cadets as well as making their individual assignments throughout the Department. He/she will also monitor the training provided for all cadets and review all decisions affecting job assignments, status for compensation, school attendance and performance evaluations.

1023.4 ORIENTATION AND TRAINING

Newly hired cadets will receive an orientation of the organization and facilities before reporting to their first assignment. Training sessions will be scheduled as needed to train cadets for as many assignments as possible. In addition to job-specific training, information will be offered to prepare cadets to compete successfully in the police officer selection process, as well as the academy training. All training will focus on improving job performance, as well as preparation to become police officers. These meetings will also offer an opportunity to receive continuous feedback regarding progress of the program.

1023.5 CADET UNIFORMS

Each cadet will be provided at least two uniforms meeting the specifications described in the Uniform Manual for civilian employees.

1023.6 ROTATION OF ASSIGNMENTS

Rotating job assignments should occur on a regular basis to enhance the career development for each cadet. Department needs and concerns will take precedence over individual considerations with the final decision resting with their direct supervision.

In general, senior cadets will be assigned to positions requiring more technical skill or responsibility, as well as serving to train cadets for new assignments or those newly hired.

1023.7 RIDE-ALONG PROCEDURES

All cadets are authorized to participate in the Ride-Along Program on their own time and as approved by their immediate supervisor and the appropriate Watch Commander. Cadets shall

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wear their uniform while participating on a ride-along. While on a ride-along the cadet shall remain an observer at all times. A cadet may, at the request of the officer in charge, assist with routine duties (e.g. using the police radio, completing a CHP 180) or if an emergency situation arises where the cadet has to take action. A cadet may not question a citizen, suspect, or witness unless instructed to do so by the supervisor or officer in charge.

1023.8 PERFORMANCE EVALUATIONS

Upon successful completion of probation, all cadets will be evaluated on a yearly basis to assess their current job performance and their potential as police officers.

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Department Badges

1024.1 PURPOSE AND SCOPE

The El Segundo Police Department badge and uniform patch as well as the likeness of these items and the name of the El Segundo Police Department are property of the Department and their use shall be restricted as set forth in this policy.

1024.2 POLICY

The uniform badge shall be issued to department members as a symbol of authority and the use and display of department badges shall be in strict compliance with this policy. Only authorized badges issued by this department shall be displayed, carried or worn by members while on duty or otherwise acting in an official or authorized capacity.

1024.2.1 FLAT BADGE

Upon appointment, sworn officers are issued a flat badge capable of being carried in a wallet. The use of the flat badge is subject to all the same provisions of department policy as the uniform badge:

(a) Should the flat badge become lost, damaged, or otherwise removed from the officer's control, he/she shall make the proper notifications as outlined in the Department Owned and Personal Property Policy.

(b) An honorably retired officer will be issued a flat badge upon retirement.

(c) The purchase, carrying or display of a flat badge is not authorized for Professional Staff personnel.

1024.2.2 CIVILIAN PERSONNEL

Badges and department identification cards issued to non-sworn personnel shall be clearly marked to reflect the position of the assigned employee (e.g. Cadet, Police Service Officer, etc).

(a) Professional Staff shall not display any department badge except as a part of his/her uniform and while on duty, or otherwise acting in an official and authorized capacity.

(b) Professional Staff shall not display any department badge or represent him/herself, on or off duty, in such a manner which would cause a reasonable person to believe that he/she is a sworn peace officer.

1024.3 UNAUTHORIZED USE

Except as required for on-duty use by current employees, no badge designed for carry or display in a wallet, badge case or similar holder shall be issued to anyone other than a current or honorably retired peace officer.

Department badges are issued to all sworn employees and civilian uniformed employees for official use only. The department badge, shoulder patch or the likeness thereof, or the department name shall not be used for personal or private reasons including, but not limited to, letters, memoranda, and electronic communications such as electronic mail or web sites and web pages.

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The use of the badge, uniform patch and department name for all material (printed matter, products or other items) developed for department or non department use shall be subject to approval by the Chief of Police.

Employees shall not loan his/her department badge or identification card to others and shall not permit the badge or identification card to be reproduced or duplicated.

1024.4 PERMITTED USE BY EMPLOYEE GROUPS

The likeness of the department badge shall not be used without the expressed authorization of the Chief of Police and shall be subject to the following:

(a) The employee associations may use the likeness of the department badge for merchandise and official association business provided they are used in a clear representation of the association and not the El Segundo Police Department. The following modifications shall be included:

1. The text on the upper and lower ribbons is replaced with the name of the employee association.
2. The badge number portion displays the acronym of the employee association.

(b) The likeness of the department badge for endorsement of political candidates shall not be used without the expressed approval of the Chief of Police.

1024.5 ATTACHMENTS

See attachment: Uniform Manual FINAL Rev 1-6-2026.pdf

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Temporary Modified-Duty Assignments

1025.1 PURPOSE AND SCOPE

This policy establishes procedures for providing temporary modified-duty assignments. This policy is not intended to affect the rights or benefits of employees under federal or state law, City rules, current memorandums of understanding, or collective bargaining agreements. For example, nothing in this policy affects the obligation of the Department to engage in a good faith, interactive process to consider reasonable accommodations for any employee with a temporary or permanent disability or limitation that is protected under federal or state law.

1025.2 POLICY

Subject to operational considerations, the El Segundo Police Department may identify temporary modified-duty assignments for employees who have an injury or medical condition resulting in temporary work limitations or restrictions. A temporary assignment allows the employee to work, while providing the Department with a productive employee during the temporary period.

1025.3 GENERAL CONSIDERATIONS

Priority consideration for temporary modified-duty assignments will be given to employees with work-related injuries or illnesses that are temporary in nature. Employees having disabilities covered under the Americans with Disabilities Act (ADA) or the California Fair Employment and Housing Act (Government Code § 12940 et seq.) shall be treated equally, without regard to any preference for a work-related injury.

No position in the El Segundo Police Department shall be created or maintained as a temporary modified-duty assignment.

Temporary modified-duty assignments are a management prerogative and not an employee right. The availability of temporary modified-duty assignments will be determined on a case-by-case basis, consistent with the operational needs of the Department. Temporary modified-duty assignments are subject to continuous reassessment, with consideration given to operational needs and the employee's ability to perform in a modified-duty assignment.

The Chief of Police or the authorized designee may restrict employees working in temporary modified-duty assignments from wearing a uniform, displaying a badge, carrying a firearm, operating an emergency vehicle or engaging in outside employment, or may otherwise limit them in employing their peace officer powers.

Temporary modified-duty assignments shall generally not exceed a cumulative total of 1,040 hours in any one-year period.

1025.4 PROCEDURE

Employees with a work related short term injury or illnesss may request a temporary modified-duty assignment with the written approval of the treating medical professional outlining the scope of limitations and/or work restrictions.

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Employees seeking a temporary modified-duty assignment due to a non-work related injury or illness should submit a written request through channels to their Bureau Commander or the authorized designees. The request should, as applicable, include a certification from the treating medical professional containing:

(a) An assessment of the nature and probable duration of the illness or injury.

(b) The nature and scope of limitations and/or work restrictions.

(c) A statement regarding any required workplace accommodations, mobility aids or medical devices.

The Division Commander will make a recommendation through the chain of command to the Chief of Police regarding temporary modified-duty assignments that may be available based on the needs of the Department and the limitations of the employee. The Chief of Police or the authorized designee shall confer with the Human Resources or the City Attorney as appropriate.

Requests for a temporary modified-duty assignment of 20 hours or less per week may be approved and facilitated by the Watch Commander or Division Commander, with notice to the Chief of Police through channels.

1025.5 ACCOUNTABILITY

In all cases, a Temporary Modified Duty Status memo will be issued to the employee. The Temporary Modified Duty Status memo serves as written notification of immediate supervisor, assignments, work schedules and any restrictions. Those assignments and schedules may be adjusted to accommodate department operations and the employee's medical appointments, as mutually agreed upon with the Division Commander. The Human Resources Department will be notified regarding approval of a temporary modified-duty assignment.

1025.5.1 EMPLOYEE RESPONSIBILITIES

The responsibilities of employees assigned to temporary modified duty shall include, but not be limited to:

(a) Communicating and coordinating any required medical and physical therapy appointments in advance with their supervisors.

(b) Promptly notifying their supervisors of any change in restrictions or limitations after each appointment with their treating medical professionals.

(c) Communicating a status update to their supervisors no less than once every 30 days while assigned to temporary modified duty.

(d) Submitting a written status report to the Division Commander that contains a status update and anticipated date of return to full-duty when a temporary modified-duty assignment extends beyond 60 days.

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1025.5.2 SUPERVISOR RESPONSIBILITIES

The employee's immediate supervisor shall monitor and manage the work schedule of those assigned to temporary modified duty.

The responsibilities of supervisors shall include, but not be limited to:

(a) Periodically apprising the Division Commander of the status and performance of employees assigned to temporary modified duty.

(b) Notifying the Division Commander and ensuring that the required documentation facilitating a return to full duty is received from the employee.

(c) Ensuring that employees returning to full duty have completed any required training and certification.

1025.6 MEDICAL EXAMINATIONS

Prior to returning to full-duty status, employees shall be required to provide certification from their treating medical professionals stating that they are medically cleared to perform the essential functions of their jobs without restrictions or limitations.

The Department may require a fitness-for-duty examination prior to returning an employee to full-duty status, in accordance with the Fitness for Duty Policy.

1025.7 PREGNANCY

If an employee is temporarily unable to perform regular duties due to a pregnancy, childbirth, or a related medical condition, the employee will be treated the same as any other temporarily disabled employee (42 USC § 2000e(k)). A pregnant employee shall not be involuntarily transferred to a temporary modified-duty assignment. Nothing in this policy limits a pregnant employee's right to a temporary modified-duty assignment if required under Government Code § 12945.

If notified by an employee or the employee's representative regarding limitations related to pregnancy, childbirth, or related medical conditions, the Department should make reasonable efforts to provide an accommodation for the employee in accordance with federal and state law. The accommodation should be provided without unnecessary delay, as appropriate (42 USC § 2000gg-1; 29 CFR 1636.3; 29 CFR 1636.4; Government Code § 12945).

1025.7.1 NOTIFICATION

Pregnant employees should notify their immediate supervisors as soon as practicable and provide a statement from their medical providers identifying any pregnancy-related job restrictions or limitations. If at any point during the pregnancy it becomes necessary for the employee to take a leave of absence, such leave shall be granted in accordance with the City's personnel rules and regulations regarding family and medical care leave.

1025.8 PROBATIONARY EMPLOYEES

Probationary employees who are assigned to a temporary modified-duty assignment may have their probation extended by a period of time equal to their assignment to temporary modified duty.

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1025.9 MAINTENANCE OF CERTIFICATION AND TRAINING

Employees assigned to temporary modified duty shall maintain all certification, training and qualifications appropriate to both their regular and temporary duties, provided that the certification, training or qualifications are not in conflict with any medical limitations or restrictions. Employees who are assigned to temporary modified duty shall inform their supervisors of any inability to maintain any certification, training or qualifications.

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Performance History Audits

1026.1 PURPOSE AND SCOPE

This policy provides guidance for the use of performance history audits. Performance history audits can help identify commendable performance as well as provide early recognition of training needs and other potential issues (e.g., problematic conduct). This policy addresses the responsibilities, performance indicators, and components of the audit; handling of collected data; and conducting appropriate interventions, when necessary.

1026.2 COMPONENTS OF PERFORMANCE HISTORY AUDITS

Performance history audits should include the following components:

- Performance indicators
- Data analysis
- Employee review
- Follow-up monitoring

1026.2.1 PERFORMANCE INDICATORS

Performance indicators represent the categories of employee performance activity that the Chief of Police has determined may be relevant data for the generation and analysis of performance history audits. These indicators may include, but are not limited to, the frequency and/or number of:

(a) Use of force incidents.

(b) Involvement and conduct during vehicle pursuits.

(c) Personnel complaints, including the findings.

(d) Commendations, compliments, and awards from the Department and the public.

(e) Claims and civil suits related to the employee's actions or alleged actions.

(f) Canine bite incidents.

(g) Personnel investigations.

(h) [District/CountyAttorney] case rejections and the reasons.

(i) Intentional or unintentional firearm discharges (regardless of injury).

(j) Vehicle collisions.

(k) Missed court appearances.

(l) Documented counseling.

1026.2.2 DATA ANALYSIS

The Support Services Captain Division Commander will review each performance history audit report and determine whether it should be provided to the officer's immediate supervisor for further consideration.

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1026.2.3 EMPLOYEE REVIEW

Upon receipt of a performance history audit report, the supervisor will carefully review the report with the officer to assess any potential trends or other issues that may warrant intervention to improve officer performance and avoid unnecessary uses of force. These interventions could include informal counseling, additional training, or a recommendation for other action, including discipline. The officer shall date and sign the report and should be provided with a copy of the report upon request.

If a supervisor determines that an officer's performance warrants action beyond informal counseling, the supervisor shall advise the Division Commander of such recommendation. If the Division Commander concurs with the recommendation of the supervisor, the supervisor shall take steps to initiate the appropriate action.

If discipline or other adverse action is initiated against an officer as a result of a performance history audit, the officer shall be entitled to all rights and processes set forth in the Personnel Complaints Policy.

1026.2.4 FOLLOW-UP MONITORING

Depending upon the results of each performance history audit, a determination should be made by the Support Services Captain Division Commander, after discussion with the officer's immediate supervisor, about the need, type, and duration of any follow-up. Performance indicators and data analysis will generally provide the basis upon which such decisions should be made.

1026.3 PERFORMANCE INDICATORS

Performance indicators represent the categories of employee performance activity that the Chief of Police of El Segundo Police Department has determined may be relevant data for the generation and analysis of Performance History Audits. Performance indicators may include but are not limited to:

(a) The frequency and findings of use of force incidents.

(b) Frequency of involvement and conduct during vehicle pursuits.

(c) Frequency and findings of citizen complaints.

(d) Number of commendations, compliments and awards (citizen and Department).

(e) Claims and civil suits related to the employee’s actions or alleged actions.

(f) Canine bite incidents.

(g) Internal Affairs investigations.

(h) Frequency and reasons for District Attorney case rejections.

(i) Intentional or accidental firearm discharges (regardless of injury).

(j) Vehicle collisions.

(k) Missed court appearances.

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(l) Documented counseling memos.

1026.4 RETENTION AND PURGING

Except as incorporated in separate training or disciplinary records, all performance indicators and Performance History Audit Reports shall be purged from any locations within the Department after completion of yearly performance evaluations.

1026.5 POLICY

The El Segundo Police Department collects data to assist supervisors with evaluating the performance of their employees, including identifying problematic conduct and providing for appropriate interventions. While it is understood that the statistical compilation of data may be helpful to supervisors, the Department recognizes that it cannot account for, and must carefully balance such data with, the many variables in law enforcement, such as:

- Ability to detect crime.
- Work ethic.
- Assignment and shift.
- Physical abilities (ability to perform the job-related physical tasks).
- Randomness of events.

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Speech, Expression, and Social Networking

1027.1 PURPOSE AND SCOPE

This policy is intended to address issues associated with the use of social networking sites, and provides guidelines for the regulation and balancing of member speech and expression with the needs of the El Segundo Police Department.

This policy applies to all forms of communication including but not limited to digital media, print media, public or private speech, and use of all internet services, including the web, email, file transfer, remote computer access, news services, social networking, social media, instant messaging, blogs, forums, and other file-sharing sites.

Nothing in this policy is intended to prohibit or infringe upon any communication, speech, or expression that is protected under law. This includes speech and expression protected under state or federal constitutions as well as labor or other applicable laws. For example, this policy does not limit a member from speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit or an employee group, about matters of public concern, such as misconduct or corruption.

Members are encouraged to consult with their supervisors regarding any questions arising from the application or potential application of this policy.

1027.1.1 APPLICABILITY

This policy applies to all forms of communication including but not limited to film, video, print media, public or private speech, use of all internet services, including the World Wide Web, e-mail, file transfer, remote computer access, news services, social networking, social media, instant messaging, blogs, forums, video, and other file-sharing sites.

1027.2 POLICY

Members of public entities occupy a trusted position in the community, and thus, their statements have the potential to contravene the policies and performance of the El Segundo Police Department. Due to the nature of the work and influence associated with the law enforcement profession, it is necessary that members of this department be subject to certain reasonable limitations on their speech and expression. To achieve its mission and efficiently provide service to the public, the Department will carefully balance the individual member's rights against the needs and interests of the Department when exercising a reasonable degree of control over its members' speech and expression.

1027.3 SAFETY

Members should carefully consider the implications of their speech or any other form of expression when using the internet. Speech and expression that may negatively affect the safety of El Segundo Police Department members, such as posting personal information in a public forum or posting a photograph taken with a Global Positioning System (GPS)-enabled camera, can result in compromising a member's home address or family ties. Members should therefore not

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disseminate or post any information on any forum or medium that could reasonably be anticipated to compromise the safety of any member, a member's family, or associates. Examples of the type of information that could reasonably be expected to compromise safety include:

- Disclosing a photograph and name or address of an officer who is working undercover.
- Disclosing the address of a fellow department member.
- Otherwise disclosing where another officer can be located off-duty.

1027.4 PROHIBITED SPEECH, EXPRESSION, AND CONDUCT

To meet the safety, performance, and public-trust needs of the El Segundo Police Department, the following are prohibited unless the speech is otherwise protected (e.g., a member speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit or an employee group, on a matter of public concern):

(a) Speech or expression made pursuant to an official duty that tends to compromise or damage the mission, function, reputation, or professionalism of the Department or its members.

(b) Speech or expression that, while not made pursuant to an official duty, is significantly linked to, or related to, the Department and tends to compromise or damage the mission, function, reputation, or professionalism of the Department or its members. Examples may include:

1. Statements that indicate disregard for the law or the state or U.S. Constitutions.
2. Expression that demonstrates support for criminal activity.
3. Participation in sexually explicit photographs or videos for compensation or distribution.

(c) Speech or expression that could reasonably be foreseen as having a negative impact on the credibility of the member as a witness. For example, posting to a website statements or expressions that glorify or endorse dishonesty, unlawful discrimination, or illegal behavior.

(d) Speech or expression of any form that could reasonably be foreseen as having a negative impact on the safety of the members of the Department (e.g., a statement on a blog that provides specific details as to how and when prisoner transportations are made could reasonably be foreseen as potentially jeopardizing members by informing criminals of details that could facilitate an escape or attempted escape).

(e) Speech or expression that is contrary to the canons of the Law Enforcement Code of Ethics as adopted by the Department.

(f) Use or disclosure, through whatever means, of any information, photograph, digital media, or other recording obtained or accessible as a result of employment or appointment with the Department for financial or personal gain, or any disclosure of such materials without the express authorization of the Chief of Police or the authorized designee.

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(g) Posting, transmitting, or disseminating any photographs, digital media, or audio recordings, likenesses, or images of department logos, emblems, uniforms, badges, patches, marked vehicles, equipment, or other material that specifically identifies the El Segundo Police Department on any personal or social networking or other website or web page, without the express authorization of the Chief of Police.

Members must take reasonable and prompt action to remove any content, including content posted by others, that is in violation of this policy from any web page or website maintained by the employee (e.g., social or personal website).

1027.4.1 UNAUTHORIZED ENDORSEMENTS AND ADVERTISEMENTS

While members are not restricted from engaging in the following activities as private citizens or as authorized members of recognized bargaining units or employee groups, members may not represent the El Segundo Police Department or identify themselves in any way that could be reasonably perceived as representing the Department in order to do any of the following, unless specifically authorized by the Chief of Police (Government Code § 3206; Government Code § 3302):

(a) Endorse, support, oppose, or contradict any political campaign or initiative.

(b) Endorse, support, oppose, or contradict any social issue, cause, or religion.

(c) Endorse, support, or oppose any product, service, company, or other commercial entity.

(d) Appear in any commercial, social, or nonprofit publication; or any motion picture, film, video, or public broadcast; or on any website.

Additionally, when it can reasonably be construed that a member, acting in their individual capacity or through an outside group or organization, including as an authorized member of a recognized bargaining unit or an employee group, is affiliated with this department, the member shall give a specific disclaiming statement that any such speech or expression is not representative of the El Segundo Police Department.

Members retain their rights to vote as they choose, to support candidates of their choice, and to express their opinions as private citizens, including as authorized members of recognized bargaining units or employee groups, on political subjects and candidates at all times while off-duty. However, members may not use their official authority or influence to interfere with or affect the result of elections or nominations for office. Members are also prohibited from directly or indirectly using their official authority to coerce, command, or advise another member to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for political purposes (5 USC § 1502).

1027.5 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to emails, texts, or anything published or maintained through file-sharing software or any internet site, including social media, that is accessed, transmitted, received, or reviewed on any department technology system (see the Information Technology Use Policy for additional guidance).

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The Department should not require a member to disclose a personal user name or password for accessing personal social media or to open a personal social website.

1027.6 CONSIDERATIONS

In determining whether to grant authorization of any speech or conduct that is prohibited under this policy, the factors that the Chief of Police or the authorized designee should consider include:

(a) Whether the speech or conduct would negatively affect the efficiency of delivering public services.

(b) Whether the speech or conduct would be contrary to the good order of the Department or the efficiency or morale of its members.

(c) Whether the speech or conduct would reflect unfavorably upon the Department.

(d) Whether the speech or conduct would negatively affect the member's appearance of impartiality in the performance of their duties.

(e) Whether similar speech or conduct has been previously authorized.

(f) Whether the speech or conduct may be protected and outweighs any interest of the Department.

1027.7 TRAINING

Subject to available resources, the Department should provide training regarding the limitations on speech, expression, and use of social networking to all members of the Department.

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Line-of-Duty Deaths

1028.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members of the El Segundo Police Department in the event of the death of a member occurring in the line of duty and to direct the Department in providing proper support for the member's survivors.

The Chief of Police may also apply some or all of this policy for a non-line-of-duty member death, or in situations where members are injured in the line of duty and the injuries are life-threatening.

1028.1.1 DEFINITIONS

Definitions related to this policy include:

Line-of-duty death - The death of an officer during the course of performing law enforcement-related functions while on- or off-duty, or a civilian member during the course of performing assigned duties.

For an officer, a line-of-duty death includes death that is the direct and proximate result of a personal injury sustained in the line of duty (34 USC § 10281).

Survivors - Immediate family members of the deceased member, which can include spouse, children, parents, other next of kin, or significant others. The determination of who should be considered a survivor for purposes of this policy should be made on a case-by-case basis given the individual's relationship with the member and whether the individual was previously designated by the deceased member.

1028.2 POLICY

It is the policy of the El Segundo Police Department to make appropriate notifications and to provide assistance and support to survivors and coworkers of a member who dies in the line of duty.

It is also the policy of this department to respect the requests of the survivors when they conflict with these guidelines, as appropriate.

1028.3 INITIAL ACTIONS BY COMMAND STAFF

(a) Upon learning of a line-of-duty death, the deceased member's supervisor should provide all reasonably available information to the Watch Commander and the Dispatch Center.

  1. Communication of information concerning the member and the incident should be restricted to secure networks to avoid interception by the media or others (see the Public Information Officer section of this policy).

(b) The Watch Commander should ensure that notifications are made in accordance with the Officer-Involved Shootings and Deaths and Major Incident Notification policies as applicable.

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(c) If the member has been transported to the hospital, the Watch Commander or the authorized designee should respond to the hospital to assume temporary responsibilities as the Hospital Liaison.

(d) The Chief of Police or the authorized designee should assign members to handle survivor notifications and assign members to the roles of Hospital Liaison (to relieve the temporary Hospital Liaison) and the Department Liaison as soon as practicable (see the Notifying Survivors section and the Department Liaison and Hospital Liaison subsections in this policy).

1028.4 NOTIFYING SURVIVORS

Survivors should be notified as soon as possible in order to avoid the survivors hearing about the incident in other ways.

The Chief of Police or the authorized designee should review the deceased member's emergency contact information and make accommodations to respect the member's wishes and instructions specific to notifying survivors. However, notification should not be excessively delayed because of attempts to assemble a notification team in accordance with the member's wishes.

The Chief of Police, Watch Commander, or the authorized designee should select at least two members to conduct notification of survivors, one of which may be the Department chaplain.

Notifying members should:

(a) Make notifications in a direct and compassionate manner, communicating as many facts of the incident as possible, including the current location of the member. Information that is not verified should not be provided until an investigation has been completed.

(b) Determine the method of notifying surviving children by consulting with other survivors and taking into account factors such as the child's age, maturity, and current location (e.g., small children at home, children in school).

(c) Plan for concerns such as known health concerns of survivors or language barriers.

(d) Offer to transport survivors to the hospital, if appropriate. Survivors should be transported in department vehicles. Notifying members shall inform the Hospital Liaison over a secure network that the survivors are on their way to the hospital. Notifying members should remain at the hospital while the survivors are present.

(e) When survivors are not at their residences or known places of employment, actively seek information and follow leads from neighbors, other law enforcement, postal authorities, and other sources of information in order to accomplish notification in as timely a fashion as possible. Notifying members shall not disclose the reason for their contact other than a family emergency.

(f) If making notification at a survivor's workplace, ask a workplace supervisor for the use of a quiet, private room to meet with the survivor. Members shall not inform the workplace supervisor of the purpose of their visit other than to indicate that it is a family emergency.

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(g) Offer to call other survivors, friends, or clergy to support the survivors and to avoid leaving survivors alone after notification.

(h) Assist the survivors with meeting child care or other immediate needs.

(i) Provide other assistance to survivors and take reasonable measures to accommodate their needs, wishes, and desires. Care should be taken not to make promises or commitments to survivors that cannot be met.

(j) Inform the survivors of the name and phone number of the Survivor Support Liaison (see the Survivor Support Liaison section of this policy), if known, and the Department Liaison.

(k) Provide their contact information to the survivors before departing.

(l) Document the survivors' names and contact information, as well as the time and location of notification. This information should be forwarded to the Department Liaison.

(m) Inform the Chief of Police or the authorized designee once survivor notifications have been made so that other El Segundo Police Department members may be apprised that survivor notifications are complete.

1028.4.1 OUT-OF-AREA NOTIFICATIONS

The Department Liaison should request assistance from law enforcement agencies in appropriate jurisdictions for in-person notification to survivors who are out of the area.

(a) The Department Liaison should contact the appropriate jurisdiction using a secure network and provide the assisting agency with the name and telephone number of the department member that the survivors can call for more information following the notification by the assisting agency.

(b) The Department Liaison may assist in making transportation arrangements for the member’s survivors, but will not obligate the Department to pay travel expenses without the authorization of the Chief of Police.

1028.5 NOTIFYING DEPARTMENT MEMBERS

Supervisors or members designated by the Chief of Police are responsible for notifying department members of the line-of-duty death as soon as possible after the survivor notification is made. Notifications and related information should be communicated in person or using secure networks and should not be transmitted over the radio.

Notifications should be made in person and as promptly as possible to all members on-duty at the time of the incident. Members reporting for subsequent shifts within a short amount of time should be notified in person at the beginning of their shifts. Members reporting for duty from their residences should be instructed to contact their supervisors as soon as practicable. Those members who are working later shifts or are on days off should be notified by phone as soon as practicable.

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Members having a close bond with the deceased member should be notified of the incident in person. Supervisors should consider assistance (e.g., peer support, modifying work schedules, approving sick leave) for members who are especially affected by the incident.

Supervisors should direct members not to disclose any information outside the Department regarding the deceased member or the incident.

1028.6 LIAISONS AND COORDINATORS

The Chief of Police or the authorized designee should select members to serve as liaisons and coordinators to handle responsibilities related to a line-of-duty death, including but not limited to:

(a) Department Liaison.

(b) Hospital Liaison.

(c) Survivor Support Liaison.

(d) Wellness Support Liaison.

(e) Funeral Liaison.

(f) Mutual aid coordinator.

(g) Benefits Liaison.

(h) Finance coordinator.

Liaisons and coordinators will be directed by the Department Liaison and should be given sufficient duty time to complete their assignments.

Members may be assigned responsibilities of more than one liaison or coordinator position depending on available department resources. The Department Liaison may assign separate liaisons and coordinators to accommodate multiple family units, if needed. The Department should consider seeking assistance from surrounding law enforcement agencies to fill liaison and coordinator positions, as appropriate.

1028.6.1 DEPARTMENT LIAISON

The Department Liaison should be a Division Commander or of sufficient rank to effectively coordinate department resources, and should serve as a facilitator between the deceased member's survivors and the Department. The Department Liaison reports directly to the Chief of Police. The Department Liaison's responsibilities include but are not limited to:

(a) Directing the other liaisons and coordinators in fulfilling survivors' needs and requests. Consideration should be given to organizing the effort using the National Incident Management System.

(b) Establishing contact with survivors within 24 hours of the incident and providing them contact information.

(c) Advising survivors of the other liaison and coordinator positions and their roles and responsibilities.

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(d) Identifying locations that will accommodate a law enforcement funeral and presenting the options to the appropriate survivors, who will select the location.

(e) Coordinating all official law enforcement notifications and arrangements.

(f) Making necessary contacts for authorization to display flags at half-staff.

(g) Reminding department members of appropriate information-sharing restrictions regarding the release of information that could undermine future legal proceedings.

(h) Coordinating security checks of the member's residence as necessary and reasonable.

(i) Serving as a liaison with visiting law enforcement agencies during memorial and funeral services.

1028.6.2 HOSPITAL LIAISON

The Hospital Liaison should work with hospital personnel to:

(a) Establish a command post or incident command system, as appropriate, to facilitate management of the situation and its impact on hospital operations (e.g., influx of people, parking).

(b) Arrange for appropriate and separate waiting areas for:

1. The survivors and others whose presence is requested by the survivors.
2. Department members and friends of the deceased member.
3. Media personnel.

(c) Ensure, as practicable, that any suspects who are in the hospital and their families or friends are not in proximity to the member's survivors or El Segundo Police Department members (except for members who may be guarding a suspect).

(d) Arrange for survivors to receive timely updates regarding the member before information is released to others.

(e) Arrange for survivors to have private time with the member, if requested.

1. The Hospital Liaison or hospital personnel may need to explain the condition of the member to the survivors to prepare them accordingly.
2. The Hospital Liaison should accompany the survivors into the room, if requested.

(f) Stay with survivors and provide them with other assistance as needed at the hospital.

(g) If applicable, explain to the survivors why an autopsy may be needed.

(h) Make arrangements for hospital bills to be directed to the Department, that the survivors are not asked to sign as guarantor of payment for any hospital treatment, and that the member's residence address, insurance information, and next of kin are not included on hospital paperwork.

Other responsibilities of the Hospital Liaison include but are not limited to:

- Arranging transportation for the survivors back to their residence.

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- Working with investigators to gather and preserve the deceased member's equipment and other items that may be of evidentiary value.
- Documenting their actions at the conclusion of duties.

1028.6.3 SURVIVOR SUPPORT LIAISON

The Survivor Support Liaison should work with the Department Liaison to fulfill the immediate needs and requests of the survivors of any member who has died in the line of duty, and serve as the long-term department contact for survivors.

The Survivor Support Liaison should be selected by the deceased member's Division Commander. The following should be considered when selecting the Survivor Support Liaison:

- The liaison should be an individual the survivors know and with whom they are comfortable working.
- The selection may be made from names recommended by the deceased member's supervisor and/or coworkers. The deceased member's partner or close friends may not be the best selections for this assignment because the emotional connection to the member or survivors may impair their ability to conduct adequate liaison duties.
- The liaison must be willing to assume the assignment with an understanding of the emotional and time demands involved.

The responsibilities of the Survivor Support Liaison include but are not limited to:

(a) Arranging for transportation of survivors to hospitals, places of worship, funeral homes, and other locations, as appropriate.

(b) Communicating with the Department Liaison regarding appropriate security measures for the family residence, as needed.

(c) If requested by the survivors, providing assistance with instituting methods of screening telephone calls made to their residence after the incident.

(d) Providing assistance with travel and lodging arrangements for out-of-town survivors.

(e) Returning the deceased member's personal effects from the Department and the hospital to the survivors. The following should be considered when returning the personal effects:

    1. Items should not be delivered to the survivors until they are ready to receive the items.

    2. Items not retained as evidence should be delivered in a clean, unmarked box.

    3. All clothing not retained as evidence should be cleaned and made presentable (e.g., items should be free of blood or other signs of the incident).

    4. The return of some personal effects may be delayed due to ongoing investigations.

(f) Assisting with the return of department-issued equipment that may be at the deceased member's residence.

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1. Unless there are safety concerns, the return of the equipment should take place after the funeral at a time and in a manner considerate of the survivors' wishes.

(g) Working with the Wellness Support Liaison for survivors to have access to available counseling services.

(h) Coordinating with the department's Public Information Officer (PIO) to brief the survivors on pending press releases related to the incident and to assist the survivors with media relations in accordance with their wishes (see the Public Information Officer section of this policy).

(i) Briefing survivors on investigative processes related to the line-of-duty death, such as criminal, internal, and administrative investigations.

(j) Informing survivors of any related criminal proceedings and accompanying them to such proceedings.

(k) Introducing survivors to prosecutors, victim's assistance personnel, and other involved personnel as appropriate.

(l) Maintaining long-term contact with survivors and taking measures to sustain a supportive relationship (e.g., follow-up visits, phone calls, cards on special occasions, special support during holidays).

(m) Inviting survivors to department activities, memorial services (e.g., as applicable, the Annual Candlelight Vigil at the National Law Enforcement Officers Memorial), or other functions as appropriate.

Survivor Support Liaisons providing services after an incident resulting in multiple members being killed should coordinate with and support each other through conference calls or meetings as necessary.

The Department recognizes that the duties of a Survivor Support Liaison will often affect regular assignments over many years, and is committed to supporting members in the assignment.

If needed, the Survivor Support Liaison should be issued a personal communication device (PCD) owned by the Department to facilitate communications necessary to the assignment. The department-issued PCD shall be used in accordance with the Personal Communication Devices Policy.

1028.6.4 WELLNESS SUPPORT LIAISON

The Wellness Support Liaison should work with the department wellness coordinator or the authorized designee and other liaisons and coordinators to make wellness support and counseling services available to members and survivors who are impacted by a line-of-duty death. The responsibilities of the Wellness Support Liaison include but are not limited to:

(a) Identifying members who are likely to be significantly affected by the incident and may have an increased need for wellness support and counseling services, including:

1. Members involved in the incident.

2. Members who witnessed the incident.

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3. Members who worked closely with the deceased member but were not involved in the incident.

(b) Making arrangements for members who were involved in or witnessed the incident to be relieved of department responsibilities until they can receive wellness support.

(c) Making wellness support and counseling resources (e.g., peer support, Critical Incident Stress Debriefing) available to members as soon as reasonably practicable following the line-of-duty death.

(d) Coordinating with the Survivor Support Liaison to inform survivors of available wellness support and counseling services and assisting with arrangements as needed.

(e) Following up with members and the Survivor Support Liaison in the months following the incident to determine if additional wellness support or counseling services are needed.

1028.6.5 FUNERAL LIAISON

The Funeral Liaison should work with the Department Liaison, Survivor Support Liaison, and survivors to coordinate funeral arrangements to the extent the survivors wish. The Funeral Liaison's responsibilities include but are not limited to:

(a) Assisting survivors in working with the funeral director regarding funeral arrangements and briefing them on law enforcement funeral procedures.

(b) Completing funeral notification to other law enforcement agencies.

(c) Coordinating the funeral activities of the Department, including but not limited to the following:

1. Honor Guard

(a) Casket watch

(b) Color guard

(c) Pallbearers

(d) Bell/rifle salute

2. Bagpipers/bugler

3. Uniform for burial

4. Flag presentation

5. Last radio call

(d) Briefing the Chief of Police and command staff concerning funeral arrangements.

(e) Assigning an officer to remain at the family home during the viewing and funeral.

(f) Arranging for transportation of the survivors to and from the funeral home and interment site using department vehicles and drivers.

(g) Addressing event-related logistical matters (e.g., parking, visitor overflow, public assembly areas).

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1028.6.6 MUTUAL AID COORDINATOR

The mutual aid coordinator should work with the Department Liaison and the Funeral Liaison to request and coordinate any assistance from outside law enforcement agencies needed for, but not limited to:

(a) Traffic control during the deceased member's funeral.

(b) Area coverage so that as many El Segundo Police Department members can attend funeral services as possible.

The mutual aid coordinator should perform duties in accordance with the Outside Agency Assistance Policy.

Where practicable, the Chief of Police should appoint a mutual aid coordinator to identify external resources in advance of any need (e.g., regional honor guard teams, county- or state-wide resources).

1028.6.7 BENEFITS LIAISON

The Benefits Liaison should provide survivors with information concerning available benefits and will assist them in applying for benefits. Responsibilities of the Benefits Liaison include but are not limited to:

(a) Confirming the filing of workers' compensation claims and related paperwork (see the Occupational Disease and Work-Related Injury Reporting Policy).

(b) Researching and assisting survivors with application for federal government survivor benefits, such as those offered through the following:

1. Public Safety Officers' Benefits Program, including financial assistance available through the Public Safety Officers' Educational Assistance (PSOEA) Program, as applicable (34 USC § 10281 et seq.).
2. Social Security Administration.
3. Department of Veterans Affairs.

(c) Researching and assisting survivors with application for state and local government survivor benefits, such as:

1. Education benefits (Education Code § 68120).
2. Health benefits (Labor Code § 4856).
3. Workers' compensation death benefit (Labor Code § 4702).

(d) Researching and assisting survivors with application for other survivor benefits such as:

1. Private foundation survivor benefits programs.
2. Survivor scholarship programs.

(e) Researching and informing survivors of support programs sponsored by police associations and other organizations.

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(f) Documenting and informing survivors of inquiries and interest regarding public donations to the survivors.

1. If requested, working with the finance coordinator to assist survivors with establishing a process for the receipt of public donations.

(g) Providing survivors with a summary of the nature and amount of benefits applied for, including the name of a contact person at each benefit office. Printed copies of the summary and benefit application documentation should be provided to affected survivors.

(h) Maintaining contact with the survivors and assisting with subsequent benefit questions and processes as needed.

1028.6.8 FINANCE COORDINATOR

The finance coordinator should work with the Chief of Police and the Department Liaison to manage financial matters related to the line-of-duty death. The finance coordinator's responsibilities include, but are not limited to:

(a) Establishing methods for purchasing and monitoring costs related to the incident.

(b) Providing information on finance-related issues, such as:

1. Paying survivors' travel costs if authorized.

2. Transportation costs for the deceased.

3. Funeral and memorial costs.

4. Related funding or accounting questions and issues.

(c) Working with the Benefits Liaison to establish a process for the receipt of public donations to the deceased member's survivors.

(d) Providing accounting and cost information as needed.

1028.7 PUBLIC INFORMATION OFFICER

In the event of a line-of-duty death, the department's PIO should be the department's contact point for the media. As such, the PIO should coordinate with the Department Liaison to:

(a) Collect and maintain the most current incident information and determine what information should be released.

(b) Instruct department members to direct any media inquiries to the PIO.

(c) Prepare necessary press releases.

1. Coordinate with other entities having media roles (e.g., outside agencies involved in the investigation or incident).

2. Disseminate important public information, such as information on how the public can show support for the department and deceased member's survivors.

(d) Arrange for community and media briefings by the Chief of Police or the authorized designee as appropriate.

(e) Respond, or coordinate the response, to media inquiries.

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(f) If requested, assist the member's survivors with media inquiries.

1. Brief the survivors on handling sensitive issues such as the types of questions that reasonably could jeopardize future legal proceedings.

(g) Release information regarding memorial services and funeral arrangements to department members, other agencies, and the media as appropriate.

(h) If desired by the survivors, arrange for the recording of memorial and funeral services via photos and/or video.

The identity of deceased members should be withheld until the member's survivors have been notified. If the media have obtained identifying information for the deceased member prior to survivor notification, the PIO should request that the media withhold the information from release until proper notification can be made to survivors. The PIO should notify media when survivor notifications have been made.

1028.8 DEPARTMENT CHAPLAIN

The Department chaplain may serve a significant role in line-of-duty deaths. Chaplain duties may include but are not limited to:

- Assisting with survivor notifications and assisting the survivors with counseling, emotional support, or other matters, as appropriate.
- Assisting liaisons and coordinators with their assignments, as appropriate.
- Assisting department members with counseling or emotional support, as requested and appropriate.

Further information on the potential roles and responsibilities of the chaplain is in the Chaplains Policy.

1028.9 INVESTIGATION OF THE INCIDENT

The Chief of Police should make necessary assignments to conduct thorough investigations of any line-of-duty death and may choose to use the investigation process outlined in the Officer-Involved Shootings and Deaths Policy.

Investigators from other agencies may be assigned to work on any criminal investigation related to line-of-duty deaths. Partners, close friends, or personnel who worked closely with the deceased member should not have any investigative responsibilities because such relationships may impair the objectivity required for an impartial investigation of the incident.

Involved department members should be kept informed of the progress of the investigations and provide investigators with any information that may be pertinent to the investigations.

1028.10 LINE-OF-DUTY DEATH OF A LAW ENFORCEMENT ANIMAL

The Chief of Police may authorize appropriate memorial and funeral services for law enforcement animals killed in the line of duty.

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1028.11 NON-LINE-OF-DUTY DEATH

The Chief of Police may authorize certain support services for the death of a member not occurring in the line of duty.

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Funeral Protocols for Department Personnel

1029.1 PURPOSE AND SCOPE

The purpose of this order is to establish notification procedures in the event of the death of any active or retired member of the El Segundo Police Department. Procedures are also established for assisting the family with the funeral and employee benefits and support for the police survivors that include family and friends. The department shall participate officially at the funeral or memorial service of any deceased member, active or retired, only after receiving the request from a member of the decedent's family or of the person acting on behalf of the decedent's family. Participation shall be with approval of the Chief of Police or his designee.

The level of participation will depend whether this was a "Line of Duty" or "Non Line of Duty" death.

The death of a police officer in the line of duty brings with it many immediate challenges for the officer's family, friends and in most instances, requires the Police Department to assume an active posture concerning funeral arrangements and funeral participation. To ensure that the officer's family is given all assistance needed and the funeral is orderly and dignified, duties and responsibilities are defined in this regulation.

1029.2 DEFINITIONS

For the purposes of this policy, "Line of Duty" death is defined as: The death occurred when an officer intervened in a matter of police concern, under accidental conditions, or as the intentional victim of another person while on duty. "Line of Duty" death also includes an off duty death when the officer identified herself/himself as a "Police Officer" and acted in an official capacity when the death occurred, or any other death determined to be a result of the performance of duty.

For the purposes of this policy, "Non Line of Duty" death is defined as: The death occurred when an officer died as the result of circumstances occurring while in an off duty capacity.

1029.3 FUNERALS FOR ACTIVE PERSONNEL

(a) When the approval of the family has been received, the department's participation in the funeral may extend to the provision of:

1. The Honor Guard
2. Pallbearers
3. Helicopter Fly-Over

(b) Responsibilities of the Division Commander

1. The Division Commander, or a representative, shall personally call at the home of the deceased, extend the department's sympathy, and offer every possible service to the family. Thereafter, all pertinent information shall be forwarded to Administrative Services.

    (a) An officer or close friend of the deceased may be asked to assist in the notification of the death to the immediate family.

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(c) Responsibilities of the Administrative Services Bureau

1. Upon receiving notification from the concerned employee's Division Commander, a member of Administrative Services Bureau shall re-contact the decedent's family, become acquainted with conditions, inquire as to the family's wishes concerning departmental participation in the funeral, and render to the bereaved family every possible service and attention.
2. In addition, he or she shall:
   (a) Publish a notification for all department personnel of the death of the employee.
   (b) Take steps to insure notification of retired personnel where appropriate.
   (c) Cause a teletype to be sent to other agencies.
3. Forward the following pertinent information to all Command Staff:
   (a) Date of death.
   (b) Name and address of funeral home.
   (c) Date, time, location and type of funeral or memorial services.
   (d) Place of interment and repast.
   (e) Personal preferences of family regarding services (i.e. phone calls, flowers, donations, etc.).
4. When appropriate, arrange for proper disposition of decedent's personal and department property.
5. When official participation has been approved, the Administrative Services Bureau Commander, or his or her designee, shall:
   (a) Confer with the funeral director regarding necessary arrangements and plans.
   (b) Assign sufficient personnel for traffic control if services or interment are within the city.
   (c) Arrange for motorcycle officers to accompany the funeral procession to the cemetery.
   (d) Assign officers as pallbearers, if requested.
   (e) Coordinate any other necessary transportation required.
   (f) Coordinate activities with the Honor Guard Sergeant/Lieutenant.
6. Honor Guard
   (a) The Honor Guard Sergeant shall confer and coordinate activities with the Administrative Services Bureau Commander.
7. Pallbearers
   (a) If requested by the family, pallbearers shall be selected by the Honor Guard Sergeant, with preference given to officers who were also family

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friends of the decedent. They shall wear Class "A" uniforms and white gloves, unless otherwise directed, and are responsible for carrying the casket as directed by the funeral director.

8. Motorcycle Escort

   (a) Upon approval of the Chief of Police, motor officers will be provided for escort. Motorcade traffic control shall be the responsibility of the funeral director. Consideration must be given to the anticipated traffic problems and size of the funeral procession which may require the assistance of the California Highway Patrol.

9. Helicopter Fly-Over

   (a) Upon approval of the Chief of Police, a helicopter flyover may be included as part of the gravesite service.

10. General Guidelines:

   (a) The type of funeral and degree of department participation will be at the discretion of the family.

      1. For both line of duty and non line of duty deaths, the family may request departmental pallbearers. If the family does not express a preference, the pallbearers may be from the deceased officer's division of assignment or friends who are members of the department.

      2. The Honor Guard detail will coordinate activities with the family.

   (b) Traditional Religious Funeral:

      1. If requested by the family, a eulogy may be given by an officer selected by the family. If the family does not indicate a preference, it should be given by the deceased officer's Division Commander. The eulogy can be given at either the church or gravesite service in either a religious or military type funeral.

   (c) Gravesite Ceremonies:

      1. The specific formation of the detail at the burial site shall be determined by the Administrative Services Bureau Commander or his/her designee.

      2. Uniformed officers are formed in ranks between gravesite and hearse by the Administrative Services Bureau Commander or his designee.

      3. Motor officers are formed in ranks opposite uniformed officers.

      4. Uniformed officers will salute on command of the Administrative Services Bureau Commander or his/her designee when pallbearers carry the casket from the hearse to the gravesite.

      5. Religious rites are conducted.

      6. Fraternal organization service (if any, i.e., Masons, Elks).

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7. Gun salute (if any).
8. Taps (if any): Uniformed officers salute, on command of the Administrative Services Bureau Commander or his/her designee, during taps.
9. The flag is folded by pallbearers and given to the Chief of Police or his designee who presents it to the surviving spouse or family member. The pallbearers and flag folders salute on presentation of the flag as does the Chief of Police when making the presentation to the family.
10. Uniform officers are dismissed by the Administrative Services Bureau Commander or his/her designee at the conclusion of the ceremony.

1029.4 FUNERALS FOR RETIRED PERSONNEL

(a) Funeral procedures for retired members, if services are held within reasonable proximity to El Segundo, may be as follows:

1. The Administrative Services Bureau Commander shall contact the family, extend the department's sympathy, ascertain whether official participation in the funeral is desired, and extend every possible service and attention.
2. Publish a notification for all department personnel of the death of the retiree.
3. Take appropriate steps to insure notification of retired personnel.
4. Forward all pertinent information to the City Finance Department.

(b) For retired sworn personnel, official participation of uniformed personnel will be limited to the following requests:

1.
2. The Honor Guard.
3. Pallbearers
4. Representation of Police Command Staff.

1029.5 FUNERALS FOR CIVILIAN EMPLOYEES

(a) Funeral procedures for deceased active civilian employees shall be conducted as follows:

1. The Division Commander or a representative shall contact the family to extend the department's sympathy and offer every possible service. Department participation, if requested, shall be limited to:

    (a) Pallbearers, who may be either sworn or civilian.

(b) An Administrative Services Bureau representative shall cause the appropriate entry to be made notifying all Department Personnel of the death of an employee.

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(c) If the death of the civilian employee occurred during the performance of his/her duties, it shall be the decision of the Chief of Police or his designee on the type of funeral procedure that will be given.

1029.6 FUNERAL FOR MEMBERS OF OTHER LAW ENFORCEMENT AGENCIES

In the event of the death of another law enforcement agency member, participation in the funeral services shall be in a representative capacity only, as directed by the Police Chief. The Honor Guard Sergeant shall coordinate the Department Representatives.

1029.7 MILITARY FUNERAL

If requested by the family, a military funeral consisting of folding of the flag from a flag draped coffin with formal presentation to a survivor, military gun salute, and/or playing of taps may be conducted. Resources from other agencies may be utilized for a firing party and a bugler. The officer in charge shall make sure such personnel are available before offering these services to the family. The decision to utilize the firing party and/or bugler, will be made by the family.

1029.8 OUT OF STATE BURIAL

In cases where the body of the deceased is taken out of state for burial, the Chief of Police or his designee may make special requirements for a local memorial service with the approval of the family.

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Vacations

1030.1 VACATION TIME

Vacations are an employee benefit, however, to ensure adequate staffing, vacation time must be taken at the convenience of the Department, taking into consideration existing staffing levels, workload and impending special situations that might impact department resources. Vacation requests will be granted in order of seniority on the Department taking into consideration the workload and the requesting employees assignment. Each supervisor affected, as well as the employee making the request, will be furnished with a copy of the form indicating the disposition of the vacation request.

1030.2 ACCRUAL OF VACATION TIME

Employees of the Department shall accrue vacation time as provided for in applicable Memorandum of Understanding.

1030.3 VACATION REQUESTS - TIME OF SUBMISSION

All requests for vacation time shall be submitted on a Personnel Action form no later than five days nor earlier than 30 days prior to the requested time off. Emergencies or unusual circumstances can be an exception. Approval for such exception must be obtained from the appropriate Bureau Commander.

1030.4 VACATION LEAVE PROCEDURE

Vacation leave requests are to be submitted through channels on a Personnel Action form. Watch Commanders and Division Commanders will, upon receipt of a vacation request, analyze shift/ section needs prior to forwarding requests. Factors to be taken into consideration prior to the approval for any time off will include existing staffing levels, school schedules, employees off sick or IOD. Watch Commanders will forward the requests to the scheduling supervisor, Division Commanders will forward requests to the appropriate Bureau Commander.

(a) In the event of a conflict between requests submitted for the same time period off, the conflict will be resolved on the basis of seniority. Seniority is determined first by rank and second by overall time of service with the City of El Segundo.

(b) Seniority will not be used as a basis to "bump" those requests already submitted and approved.

(c) Unless otherwise outlined in the Memorandum of Understanding (MOU) which govers the affected employee, vacation leaves may not be taken until an employee has completed one year of continuous service excluding academy training.

1030.5 VACATION BID LIST

Personnel shall be afforded the opportunity for a bid vacation once per deployment period. Once an officer has been advised by a supervisor that they are next in line to "bid", that officer has 24-hours in which to select the "bid" vacation. Should the officer fail to bid within that time period, the next officer in seniority will be given the opportunity to bid.

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(a) It will be the responsibility of the Bureau Commanders to ensure that employees are provided the opportunity to "reserve" requested leave dates, subject to department needs.

1030.6 CHANGING VACATION BID DATES

The procedure for requesting changes in vacation bid dates shall be:

(a) Employees requesting a change shall indicate on a memo to the Bureau Commander the reason for such request.

(b) The Bureau Commander will grant or deny the request for change based upon the needs of the bureau.

(c) The Department shall make every effort to avoid changing or canceling a bid vacation once it has been approved.

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Compensatory Time

1031.1 COMPENSATORY TIME DEFINED

The following are the two classifications of compensatory time:

(a) "Regular Compensatory Time" - which is time earned by working overtime, and

(b) "Special Compensatory Time" - which is time earned through marksmanship scores and physical fitness scores.

1031.2 COMPENSATORY, TIME OFF – EARNED

Regular and special compensatory time is earned at a rate established per the Memorandum of Understanding. Personnel may accumulate compensatory time not to exceed the following at any one time: 120 hours in regular compensatory time and 50 hours of combined marksmanship and physical fitness compensatory time. Compensatory time may be used in conjunction with an employee's vacation.

1031.3 REASONS FOR DENIAL OF COMP REQUESTS

Per FLSA, compensatory time can be denied for:

(a) Untimely notice

(b) When the request is unduly disruptive to department operations, or

(c) For any other reason permitted by law.

1031.4 SWORN PERSONNEL ON PROBATION

Sworn personnel, who have not completed one year of continuous service, excluding academy training, may not be allowed to accrue regular compensatory time until permanent status is attained. All overtime earned, excluding special compensatory time, shall be paid at the rate prescribed by the Memorandum of Understanding.

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Bereavement Leave

1032.1 BEREAVEMENT LEAVE

In the event of a death of an immediate family member, employees are entitled to bereavement leave. For the purposes of this section, immediate family includes the children, parents, siblings, or grandparents of the employee and the employee's spouse or significant other. When a bereavement leave is taken for the death of an immediate family member, the employee shall, whenever possible, submit a Personnel Action form to their supervisor or the Watch Commander prior to taking the time.

(a) A maximum of three days may be granted in case of death in the immediate family of the employee or the employee's spouse.

(b) Forty hours of paid leave is provided in those circumstances where travel to a funeral or other memorial proceeding is 500 miles or more one way, as measured from El Segundo City Hall.

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Temporary Military Leave

1033.1 TEMPORARY MILITARY LEAVE OF ABSENCE

An employee who is on temporary military leave of absence, shall be entitled to their salary or compensation as such Department member for summer camp duties up to thirty (30) calendar days in any one fiscal year.

(a) Weekend drill duties are not compensated.

1033.2 TEMPORARY MILITARY LEAVE OF ABSENCE - PROCEDURE

The following shall be adhered to by personnel applying for temporary military leave of absence regarding annual, regular, weekend, or any military training commitments when such leaves coincides with Departmental duty scheduling.

(a) Personnel receiving orders to engage in military training shall contact their watch/ Division Commander no later than their first regularly scheduled work day after receiving such orders. At that time, the employee shall present such orders to their watch/Division Commander. Such orders shall Indicate location and dates of training, name of concerned employee, and bear the signature of the person authorized by that particular service branch to activate orders.

(b) Division Commanders shall arrange scheduling of such personnel consistent with the employee's current assignment.

(c) An employee returning to work from temporary military training shall present written verification of their attendance to their Bureau Commander. The commander shall forward a copy of this verification to the City Finance Department.

1033.3 TEMPORARY MILITARY LEAVE - SCHEDULING

Temporary Military leave shall be scheduled as follows:

(a) Employees required to attend weekend military assignments shall do so on their regular days off with schedules adjusted to provide such time off.

(b) Employees absent for two consecutive weeks of military leave shall be marked military leave in the payroll book.

(c) The use of military leave shall not affect the number of days off employees would normally be entitled to on their regular job assignments.

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Facial Coverings

1035.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for all sworn personnel regarding the restriction of facial coverings when performing their duties except in limited specific circumstances (Government Code § 7289).

This policy also serves as a declaration that the El Segundo Police Department is committed to transparency, accountability, and public trust. Facial coverings are restricted as set forth in this policy.

1035.1.1 DEFINITIONS

Definitions related to this policy include:

Facial covering - Any opaque mask, garment, helmet, headgear, or other item that conceals or obscures the facial identity of an individual, including but not limited to a balaclava, tactical mask, gaiter, ski mask, and any similar type of facial covering or face-shielding item.

Facial covering does not include:

- A translucent face shield or clear mask that does not conceal the wearer's facial identity and is used in compliance with this policy.
- A N95 medical mask or surgical mask to protect against transmission of disease or infection or any other mask, helmet, or device, including but not limited to air-purifying respirators, full or half masks, or self-contained breathing apparatus necessary to protect against exposure to any toxin, gas, smoke, inclement weather, or any other hazardous or harmful environmental condition.
- A mask, helmet, or device, including but not limited to a self-contained breathing apparatus, necessary for underwater use.
- A motorcycle helmet when worn by an officer utilizing a motorcycle or other vehicle that requires a helmet for safe operations while in the performance of their duties.
- Eyewear necessary to protect from the use of retinal weapons, including but not limited to lasers.

1035.2 POLICY

It is the policy of the El Segundo Police Department that facial coverings shall not be worn by officers in the performance of their duties except as set forth in this policy.

Generalized and undifferentiated fear and apprehension about officer safety shall not be sufficient to justify the use of facial coverings.

1035.3 FACIAL COVERINGS

Facial coverings shall not be worn by officers when performing their duties except under the following conditions:

(a) Active undercover operations or assignments authorized by a supervisor or court order

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(b) Tactical operations where protective gear is required for physical safety

(c) Applicable law governing occupational health and safety authorizes such use (e.g., N95 masks against transmission of disease or infection, self-contained breathing apparatus against exposure to hazardous conditions)

(d) Protection of identity during a prosecution proceeding

(e) Applicable law governing reasonable accommodations authorizes such use

Facial coverings shall only be used when no other reasonable alternative exists, and with the approval of a supervisor. The supervisor shall document the necessity of facial coverings in the appropriate report.

A supervisor shall not knowingly allow an officer to violate state law or department policy limiting the use of a facial covering.

1035.4 POSTING OF POLICY

The Chief of Police or the authorized designee shall make this policy publicly available on the department website.

A written challenge regarding this policy shall be forwarded to the Chief of Police or the authorized designee, who shall then have 90 days to address or correct any alleged deficiencies. Court proceedings may not be initiated by the challenging party until this 90-day period has been completed.

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Visible Display of Identification

1036.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for all officers to be readily identifiable to the public by the visible display of the department name and individual identifying information when performing enforcement duties, except in described limited specific circumstances (Government Code § 7288).

This policy also serves as a declaration that the El Segundo Police Department is committed to transparency, accountability, and public trust.

1036.1.1 DEFINITIONS

Definitions related to this policy include:

Enforcement duties - Active and planned operations involving the arrest or detention of an individual, or deployment for crowd control purposes.

Visibly display identification - To wear externally on the uniform in a size and location such as to be reasonably visible to a member of the public with whom the officer interacts.

1036.2 POLICY

It is the policy of the El Segundo Police Department that all officers visibly display identification when performing enforcement duties except in circumstances set forth in this policy.

1036.3 VISIBLE DISPLAY OF IDENTIFICATION

Whenever performing enforcement duties, every officer shall visibly display identification, including the name of this department and either the officer's name or badge number, or both name and badge number.

This requirement shall not apply under the following conditions:

(a) When officers are engaged in active undercover operations or investigative activities

(b) When officers are wearing personal protective equipment that prevents display

(c) When exigent circumstances exist involving an imminent danger to persons or property, the escape of a perpetrator, or the destruction of evidence, including if the officer is responding to those circumstances while off-duty

(d) When there is a specific, articulable, and particularized reason to believe that identification would pose a significant danger to the physical safety of the officer

1036.4 POSTING OF POLICY

The Chief of Police or the authorized designee shall make this policy publicly available on the department website.

A written challenge regarding this policy shall be forwarded to the Chief of Police or the authorized designee, who shall then have 90 days to address or correct any alleged deficiencies. Court

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proceedings may not be initiated by the challenging party until this 90-day period has been completed.

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Attachments

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Uniform Manual FINAL Rev 4-24-2024.pdf

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EL SEGUNDO POLICE DEPARTMENT UNIFORM MANUAL

This Uniform Manual is to ensure all department worn uniforms are consistent and professional in appearance. All uniforms shall be professionally cleaned and maintained. Any deviation from this manual shall be approved by the Chief of Police or their designee.

SWORN EMPLOYEES

CLASS "A" UNIFORM:

A. Standard round navy-blue uniform cover with “El Segundo Police” gold metal hat piece. The Captains’ and Chief's round hat will have a gold leaf band on the bill and a gold braid band. The Lieutenants’ hat band will be a gold braid band. Sergeant and officer hat bands will be black with gold "P" buttons.
B. LAPD style navy-blue lightweight wool long sleeve shirt with one gold “ESPD” button on each pocket flap and each epaulet. Both epaulets may be sewn down. The uniform shirt will have the ESPD shoulder patches sewn on.
C. Gold name plate shall be affixed and centered just below the top seam of the right breast pocket (see name plate model# 0000417813). The name on the name plate will be the officer’s first name initial and last name. The optional years of service plate can also be worn in conjunction with the name plate. “SERVING-YEAR-SINCE” The letterings will be blue in color.
D. Black tie with four-in-hand knot and a 5/16" wide yellow metal tie bar. Command Staff (Lieutenant and above) will wear yellow metal tie bar with affixed El Segundo City Seal.
E. Navy blue lightweight wool uniform trousers.
F. Black “Oxford” (Corfam glossy uniform dress shoes) plain toe shoes with black or navy-blue socks.
G. Regulation leather Sam Browne (basket weave leather) gun belt, without baton or baton ring. The belt will only contain firearm, a holster, handcuff and case, and a double pouch magazine holder.

CLASS "B" UNIFORM:

A. LAPD style navy-blue lightweight wool uniform shirt and trousers.
B. An optional patrol uniform is the Blauer FlexRS outer vest uniform, navy blue in color. The outer vest will be outfitted with the BWC chest mounting piece. The officer’s gold name plate shall be affixed and centered just below the top seam of the right breast pocket (see name plate model# 0000417813). The name on the name plate will be the officer’s first name initial and last name. The optional years of service plate can also be worn in conjunction with the name plate. “SERVING-YEAR-SINCE” The letterings will be blue in color.
C. The outer vest or uniform shirt will have one gold “ESPD” button on each pocket flap and

each epaulet. Both epaulets may be sewn down. The uniform shirt will have the ESPD shoulder patches sewn on.

D. The Blauer FlexRS undershirt will have the ESPD shoulder patches sewn on. The uniform shirt will have the officer's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the "EL SEGUNDO POLICE OFFICER" cloth badge (appropriate rank cloth badge) sewn on. The undershirt is rip stop material. Service stripes, FTO, and Sergeant stripes apply when wearing long or short sleeve.

E. The trousers will be the matching Blauer pants (with zippered side pockets), navy blue in color. The trousers are rip stop material.

F. At the discretion of the officer, either the long sleeve or short sleeve uniform shirt may be worn year-round. LAPD style navy blue wool/poly-wool uniform is optional if the officer or command staff choose not to wear the Blauer FlexRS outer vest uniform. The LAPD style long and short sleeve uniform shirts worn by all sworn shall have one gold "ESPD" button on each pocket flap and each epaulet. Both epaulets may be sewn down.

G. White or black T-shirt with a tight round collar (crew neck style) will be worn with any open collar uniform shirt.

H. Black "Oxford" plain toe shoes or boots will be worn with black or dark blue socks. The footwear must have a heal and be able to be shinned on the toe and heal.

I. Leather trouser belt and black basket weave or nylon Sam Browne belt with the following corresponding safety equipment:

    1. Baton holder
    2. Keepers (unless Sam Brown belt is of the Velcro Style)
    3. Handcuff case
    4. O.C. holder (small or large)
    5. Double Ammunition/Magazine pouch with button flaps. The optional three pouch magazine holder must match the Sam Browne belt and purchased at the officer's expense.
    6. Holster (with a minimum threat level two rating). A single drop-down strap with no clips and only one strap around the leg is an optional holster support. The Safariland small tactical plate with one elastic strap with harness (Black STX Tactical Finish) must be purchased by the officer. The gun holster must match the black leather basket weave or nylon Sam Brown belt.
    7. Taser holster
    8. As approved by the Chief of Police or their designee, ancillary equipment such as an approved folding knife, extra handcuff cases and mini-light holders may also be worn.

J. Officers may wear the standard round navy-blue cover with the Class B uniform.

Approved nylon gear may be purchased from an authorized department vendor at the officer's expense.

CLASS "C" UNIFORM:

A. 5-11 Tactical Series, multi-purpose BDU police uniform, black in color, and rip style fabric (style 72054). The uniform shirt will have the officer's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch height. The left breast area will have the "POLICE OFFICER" cloth badge or appropriate rank badge. The uniform shirt will have the ESPD shoulder patches sewn on.
B. The optional uniform shirt for the Class C uniform is the Elbeco Polo shirt (style# 25214), black in color. The uniform shirt will have the officer's first initial and last name, embroidered on the upper right breast area in block white colored stitching ½ inch in height. The left breast area will have the "POLICE OFFICER" or appropriate rank badge silkscreened, white in color. Shoulder patches will also be silkscreened white in color with appropriate chevron rankings. "POLICE" in white lettering with a white border will be silkscreened on the back of the shirt. This optional uniform top can only be worn during special events, training, and when authorized by a supervisor.
C. At the discretion of the officer, either the long sleeve or short sleeve uniform shirt may be worn year round.
D. White or black T-shirt with a tight round collar will be worn with the uniform.
E. Black "Oxford" plain toe shoes or boots will be worn with black or dark blue socks. The footwear must have a heal and be able to be shinned on the toe and heal.

BASEBALL CAP AND BLACK KNIT WATCH CAP:

A. A black knit watch cap with "EL SEGUNDO POLICE" embroidered in silver and four stars embroidered in gold on the front fold may only be worn by male or female officers when outdoors and when temperatures are 55 degrees or lower. The knit watch cap must be worn tight with no excess material at the top of the head.
B. A fleece headband with "EL SEGUNDO POLICE" embroidered in silver and four stars embroidered in gold on the front facing portion may be worn outdoors when temperatures are 55 degrees or lower. The headband may only be worn by female officers. Supervisors have the discretion to disapprove the wearing of the knit watch cap or headband at any time. Neither the knit watch cap nor the headband shall be worn inside the station.
C. A navy-blue baseball cap with "El SEGUNDO" with a grey colored italicized lettering in grey color embroidery with a height of ½ inch stitching will be on the top line and on the second line will be the four gold stars. Embroidered after the stars on the second line is "POLICE" italicized with white ¼ inch stitching.
D. The department issued baseball cap may be worn during daylight hours when outdoors to mitigate sun exposure. The baseball cap may be worn by all shifts during times of inclement rainy weather. Supervisors have the discretion to disapprove the wearing of the baseball cap at any time. The baseball cap shall not be worn inside the station.
E. The headband, knit watch cap, and baseball cap will be provided by the department and purchased from an authorized department vendor.

ADMINISTRATIVE / PERSONNEL / TRAINING:

A. Administrative Division personnel may wear the Class B uniform or a standard suit and tie.

CANINE OFFICER:

A. Blauer TENX Armorskin, multi-purpose BDU outer vest uniform, black in color. The outer vest will be outfitted with the BWC chest mounting piece. The Blauer undershirt uniform will be black in color and have the ESPD shoulder patches sewn on. The officer's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the "POLICE OFFICER" cloth badge sewn on and below the badge will be embroidered "K-9" in blocked gold colored stitching ½ inch in height, just above the left breast pocket. The top is rip stop material. Service stripes apply when wearing long sleeve.

B. The trousers will be the matching Blauer TENX Armorskin cargo pants (with flaps), black in color. The trousers are rip stop material.

C. An optional uniform is a 5-11 multi-purpose BDU uniform, black in color and outfitted with the BWC chest mounting piece. The officer's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the "POLICE OFFICER" cloth badge sewn on and below the badge will be embroidered "K-9" in blocked gold colored stitching ½ inch in height, just above the left breast pocket. The top is rip stop material. Service stripes apply when wearing long sleeve.

D. The trousers will be the matching 5-11 uniform pants. The trousers are rip stop material.

E. At the discretion of the officer, either the long sleeve or short sleeve uniform shirt may be worn year-round.

D. White or black undershirt with a tight round collar will be worn with the K-9 uniform.

E. Black "Oxford" plain toe shoes or boots will be worn with black or dark blue socks. The footwear must have a heal and be able to be shinned on the toe and heal.

F. Trouser belt and black basket weave or nylon Sam Browne belt with the following corresponding safety equipment:

1. Baton holder
2. Keepers (unless Sam Brown belt is of the Velcro Style)
3. Handcuff case
4. O.C. holder
5. Double Ammunition/Magazine pouch
6. Holster with a minimum threat level two rating. A single drop-down strap with no clips is an optional holster support. The Safariland small tactical plate with double elastic leg straps with harness (Black STX Tactical Finish) will be purchased by the department. The gun holster must match the black leather basket weave or nylon Sam Brown belt.
7. Taser Holster

Nylon gear for a K-9 officer will be purchased at department expense.

COMMUNITY ENGAGEMENT:

See sworn officers' Class B uniform.

DEFENSIVE TACTICS:

When training, all defensive tactics staff shall wear the 5.11 Tactical style BDU pants, dark navy blue in color. The 5.11 polo style shirt will be dark navy in color and can either be the short sleeve or long sleeve.

A. The officer's first initial and last name embroidered on the upper right breast area in block white colored stitching ½ inch in height. The left breast area will be embroidered in white lettering ½ inch in height, "DT INSTRUCTOR." No shoulder patches will be worn. If the officer is armed the officer shall wear a gun belt with gun and their issued badge on a badge holder to the front of their service weapon. The officer will wear the black colored boots, equivalent to what is worn on patrol.

DRONE / FIELD TRAINING OFFICERS (FTO):

See sworn officers' Class B uniform.

CRISIS NEGOTIATION TEAM (CNT):

When training or deployed to an incident, CNT members may wear the 5.11 Stryke pants, black in color, and 5.11 polo style shirt, black in color, which can either be short sleeve or long sleeve.

A. The officer's rank and last name embroidered on the upper right breast area in block white colored stitching ½ inch in height. "NEGOTIATOR" silk-screened in 3" block lettering with a border on the back of the shirt. The left breast area will have a silk-screened badge with the appropriate rank. All the silk-screens will be white in color. No shoulder patches will be worn. The officer shall wear a gun and holster and their issued badge on a badge holder, positioned to the front of their service weapon on a black belt. The officer will wear black colored boots, equivalent to what is worn on patrol.

HONOR GUARD UNIFORM:

The honor guard uniform will be worn by designated officers and will perform duties such a funerals, promotions, graduations, and special details as approved by the Chief of the Police or his designee.

A. Marine Corp Style black colored wool jacket with ESPD shoulder patches along with the ESPD issued metal badge appropriate for the ranking officer. A gold-colored name plate with black lettering above the right chest pocket and centered below the upper most part of the pocket edge. The pockets and chest buttons will be gold colored Marine Corp "P" Buttons. The collar will have gold colored "ESPD" pin devices on each side of the collar. The appropriate shoulder rank will be sewn on as needed.

B. Class A style black colored wool matching material pants with a one-inch gold colored stripe down the sides of each leg.
C. Dark navy-blue round "Drill Instructor" style hat with the shiny chin strap. The chin strap is a single silver colored buckle that is centered on the front top center of the hat. The ESPD hat badge will be mounted above the buckle and centered with the pre-made holes that come with the hat.
D. Patent leather (black Corfam-style) gun belt with an adjustable shoulder strap. The shoulder strap will run underneath the epaulet and across the body. The gold clips that attach to the gun belt will be in front and back of the holster. All buckles shall be gold in color. The gun holster with the same patent leather for the Glock 17 with a RMR red dot sighting system. No light.
E. Black "Oxford" (Corfam glossy uniform dress shoes) plain toe shoes will be worn with black or dark blue socks.

INVESTIGATIONS:

The Investigative Division will wear professional business attire. Male investigators will wear a suit and tie. Female investigators will wear professional business attire. Both male and female investigators will have a jacket available to wear when in court, professional meetings, or requested to wear by the Chief of Police or his designee.

A. Investigators must wear a professional dress gun belt that holds the authorized handgun. The gun belt should also have a handcuff holder with handcuffs.
B. Forward of the handgun, the investigators issued badge should be worn and displayed on a belt badge holder.
C. During tactical incidents or at the discretion of the detective supervisor an outer vest carrier, black in color, may be worn. The outer vest will have the investigator's first initial and last name embroidered on the upper right breast area in block white colored stitching ½ inch in height. The left breast area will have the "POLICE OFFICER" cloth badge (or appropriate rank cloth badge) sewn on. A "POLICE" patch with 1 ½" white lettering above the name tape on the right breast and a "POLICE" patch with 3" white lettering with a white border affixed to the back of the vest.
D. Black or brown plain toe shoes will be worn with professional dress socks. The footwear must have a heel.
E. Dark navy-blue windbreaker with the investigator's first initial and last name embroidered in ½" white stitching over the right breast. The "DETECTIVE" badge silk-screened on the left breast and ESPD shoulder patches silk-screened on each shoulder. "POLICE" silk-screened in 3" block lettering with a border on the back of the windbreaker. All the silk-screens will be white in color.

MARITIME ENFORCEMENT / BEACH PATROL:

A. Designated boat and beach patrol officers will wear the Blauer FlexRS outer vest uniform, dark navy-blue in color. The outer vest will be outfitted with the BWC chest mounting piece. The undershirt will have the ESPD shoulder patches sewn on. The officer's first initial and last name embroidered on the upper right breast area in block gold colored

stitching ½ inch height. The left breast area will have the "POLICE OFFICER" cloth badge sewn on. Service stripes, the appropriate ranking cloth badge, and the Sergeants stripes will apply when wearing long or short sleeve.

B. Blauer FlexRS shorts with the similar rip-stop material can be used with the Blauer outer vest. If tattoos are visible on the arms or legs, then the long sleeve shirt or the regular dark navy blue Blauer FlexRS patrol pants will be worn.
C. Black colored athletic shoes with black colored ankle socks will be worn when using shorts.
D. The approved baseball cap will be used during sunlight hours and inclement weather. The supervisor on duty may deny the use of the baseball cap at any time.

CLASS "B" UNIFORM - MOTOR OFFICERS:

A. Navy-blue wool or polyester uniform shirt and motorcycle safety trousers. An optional uniform top is the Blauer FlexRS outer vest uniform, dark navy-blue in color. The outer vest will be outfitted with the BWC chest mounting piece. The officer's gold name plate shall be affixed and centered just below the top seam of the right breast pocket. The name on the name plate will be the officer's first name initial and last name. The optional years of service plate can also be worn in conjunction with the name plate. "SERVICE-YEAR-SINCE" The letterings will be blue. The undershirt will have the ESPD shoulder patches sewn on. The officer's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the "POLICE OFFICER" cloth badge, or appropriate rank, sewn on. Below both shoulder patches will be the motors insignia of the wheel and wings sewn on. Service stripes, the appropriate ranking cloth badge, and the sergeant's stripes will apply when wearing long or short sleeve.
B. At the discretion of the officer, either the long sleeve or short sleeve uniform shirt may be worn year-round.
C. Navy-blue motor style uniform trouser with a blue vertical stripe with gold borders on the outside of each leg will be worn with motor boots.
D. Motor boots, gloves and issued duty helmet are required when operating the police motorcycle.

NOTE: The basic Class "A" or Class "B" uniform shall be worn by motor officers when temporarily assigned to duties other than two-wheeled motorcycle patrol. Motor officers are required to wear their helmets when performing field duties. Officers assigned to two-wheel motorcycle duty will always be in complete uniform while operating the police motorcycle, including to and from work. Officers assigned to commercial enforcement details or motor training may wear a Class "C" uniform with the appropriate patches affixed.

RANGE STAFF:

All firearms range staff shall wear the tan colored 5.11 Tactical style BDU pants. The 5.11 polo style shirt will be red and can either be the short sleeve or long sleeve. Long sleeves will be worn if tattoos are visible.

B. The officer's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will be embroidered in gold lettering with a ½ inch in height, "RANGE STAFF". No shoulder patches will be worn. The officer shall wear a gun and holster and their issued badge on a badge holder, positioned to the front of their service weapon on a black belt. The officer will wear black colored boots, equivalent to what is worn on patrol.

SPECIAL WEAPONS AND TACTICS:

The designated SWAT uniform will consist of a tactical uniform issued by the department with SWAT Commander approval. The SWAT uniform will consist of pants, a long sleeve shirt, and tactical footwear.

SOUTH BAY PLATOON:

Uniform will be the same as a patrol officer's Class C. The Sam Browne will be organized the same way as the standard Class B officer Sam Browne, with an optional extended sized baton.

CIVILIAN EMPLOYEES

CLASS "A" UNIFORM:

POLICE SERVICE OFFICER / ANIMAL CONTROL OFFICER / CADET/PARKING CONTROL OFFICER / CSI/CRIME PREVENTION / POLICE ASSISTANT

A. Light blue wool long sleeved uniform shirt.
B. Black necktie with a four-in-hand knot, with a 5/16" wide yellow metal tie bar.
C. Gold name plate shall be affixed and centered just below the top seam of the right breast pocket. The name on the name plate will be the employee's first name initial and last name.
D. Dark navy-blue poly-wool uniform trousers.
E. Black "Oxford" (Corfam glossy uniform dress shoes) plain toe shoes will be worn with black or dark blue socks.

CLASS "A" UNIFORM:

CHAPLAIN

A. White long sleeve uniform button up shirt with zipper with ESPD shoulder patches. "CHAPLAIN" rockers under the ESPD shoulder patches. One gold "ESPD" button on each pocket flap and each epaulet.
B. LAPD style navy blue trousers.
C. Black leather basket weave belt.
D. Black tie with four-in-hand knot and a 5/16" wide yellow metal tie bar.
E. Black "Oxford" plain toe shoes or boots will be worn with black or dark blue socks. The footwear must have a heal and be able to be shined on the toe and heal.

CLASS "A" UNIFORM:

VOLUNTEERS

A. White wool long sleeved uniform shirt.
B. Black necktie with a four-in-hand knot, with a 5/16" wide yellow metal tie bar.
C. Gold name plate shall be affixed and centered just below the top seam of the right breast pocket. The name on the name plate will be the employees' first name initial and last name.
D. Dark navy-blue wool uniform trousers.
D. Black "Oxford" (Corfam glossy uniform dress shoes) plain toe shoes will be worn with black or dark blue socks.
E. A "VOLUNTEERS" rocker will also be sewn below each ESPD shoulder patch.

CLASS "B" UNIFORM:

CADET

Dark navy-blue wool or polyester uniform trousers. The shirt will be light blue and of similar material. An optional Cadet uniform is the French blue colored Blauer poly/wool material outer vest uniform. The outer vest will be outfitted with the BWC chest mounting piece. The cadet's gold name plate shall be affixed and centered just below the top seam of the right breast pocket. The name on the name plate will be the employee's first name initial and last name.

A. The undershirt will have the ESPD shoulder patches and underneath each shoulder patch will have the "CADET" rocker sewn on. The cadet's first initial and last name will be embroidered on the upper right breast area in gold colored with stitching ½ inch in height. The left breast area will have the "EL SEGUNDO POLICE" cloth badge sewn on. The trousers will be the black 5.11 tactical lite striker cargo pants (with flaps).
B. The outer vest or uniform shirt will have one gold "ESPD" button on each pocket flap and each epaulet. Both epaulets may be sewn down.
C. Either the long sleeve or short sleeve uniform shirt may be worn year-round and at the discretion of the employee. A tight white round collar t-shirt will be worn with any open collar uniform shirt.
D. Black "Oxford" plain toe shoes, boots, or black athletic shoes will be worn with black or dark blue socks.
E. All cadets while performing duties who may interact with the public shall wear a protective vest.

CLASS "B" UNIFORM:

CHAPLAIN

A. White polo style shirt with "EL SEGUNDO POLICE" embroidered in black ½" lettering over the left chest. The chaplain's first name initial and full last name embroidered in black ½" lettering over the right chest. "Chaplain" embroidered in black ½" lettering centered a ½" below the chaplain's name.

B. Black Blauer FlexRS pants.
C. Black leather basket weave belt.
D. Black “Oxford” (Corfam glossy uniform dress shoes) plain toe shoes or boots will be worn with black or dark blue socks.

CLASS "B" UNIFORM:

POLICE ASSISTANT

A. Dark navy-blue poly-wool short or long-sleeved uniform shirt. The uniform top will have the employee’s first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the “EL SEGUNDO POLICE” cloth badge. The ESPD shoulder patch will also be sewn on with a “RECORDS” rocker identifier sewn on underneath.
B. Dark navy-blue poly-wool uniform trousers.
C. Black “Oxford” (Corfam glossy uniform dress shoes) plain toe shoes or boots will be worn with black or dark blue socks.

CRIME ANALYST / CRIME PREVENTION

A. Dark navy-blue poly-wool short or long-sleeved uniform shirt. The uniform top will have the employee’s first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the “EL SEGUNDO POLICE” cloth badge. The ESPD shoulder patch will also be sewn on with the appropriate rocker identifier “CRIME ANALYST” or “CRIME PREVENTION” sewn on underneath.
B. 5-11 STRYKE, multi-purpose BDU uniform pants, dark navy-blue in color and rip style fabric.
C. Black “Oxford” (Corfam glossy uniform dress shoes) plain toe shoes or boots will be worn with black or dark blue socks.

CLASS "B" UNIFORM:

VOLUNTEERS

A. White wool short or long-sleeved uniform shirt.
C. Dark navy-blue wool uniform trousers.
D. Black “Oxford” (Corfam glossy uniform dress shoes) plain toe shoes or boots will be worn with black or dark blue socks.
E. A designator/ rocker “VOLUNTEERS” patch will also be sewn below each ESPD shoulder patch.

CLASS "B" UNIFORM:

ANIMAL CONTROL / POLICE SERVICE OFFICER (JAILER)

A. 5-11 Tactical Series, multi-purpose BDU police uniform pant, khaki in color, and rip style fabric (style 74369-male and 64386-female). The 5-11 Tactical Series, multi-purpose BDU police uniform top will be black in color and rip style fabric (style 72054). The employee's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the "EL SEGUNDO POLICE" cloth badge. Underneath the cloth badge will be "SERVICE OFFICER" embroidered in block gold colored stitching ½ inch in height. The ESPD shoulder patch will also be sewn on with the appropriate rocker sewn on underneath (ie. ANIMAL CONTROL or JAILER).

B. An optional uniform is the Blauer FlexRS outer vest uniform, black in color. The outer vest will be outfitted with the BWC chest mounting piece. The employee's first initial and last name will be embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the "EL SEGUNDO POLICE" cloth badge sewn on.

C. The Blauer FlexRS undershirt, black in color, will have the ESPD shoulder patches sewn on with the appropriate rocker sewn on underneath (i.e. ANIMAL CONTROL or JAILER). The uniform shirt will have the employee's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the "EL SEGUNDO POLICE" cloth badge sewn on. The undershirt is rip stop material.

D. An optional top is the Elbeco Polo shirt (style# 25214), black in color. The uniform top will have the employee's first initial and last name embroidered on the upper right breast area in block white colored stitching ½ inch in height. The left breast area will have the "EL SEGUNDO POLICE" cloth badge. Shoulder patches will also be silkscreened white in color. This optional uniform top can only be worn during special events, training, and when authorized by a supervisor.

E. At the discretion of the officer, either the long sleeve or short sleeve uniform shirt may be worn year round.

D. White or black T-shirt with a tight round collar will be worn with the uniform.

E. Black "Oxford" plain toe shoes or boots will be worn with black or dark blue socks. The footwear must have a heal and be able to be shined on the toe and heal.

F. Department issued baseball cap. As a general rule, baseball caps may not be worn with the Class "A" or Class "B" uniforms; however, if approved by the Supervisor, baseball caps may be worn in inclement weather, and during incidents of prolonged sun exposure (e.g. perimeters, traffic control, etc.).

G. A navy blue baseball cap with "El SEGUNDO" with a grey colored italicized lettering in grey color embroidery with a height of ½ inch will be on the top line, and on the second line will be the four gold stars. Embroidered after the stars on the second line is "POLICE" italicized with white color thread and a height of ¼ inch.

ANIMAL CONTROL EQUIPMENT

A. Trouser belt and black basket weave or nylon Sam Browne belt with the following corresponding safety equipment:

1. Baton and baton ring (may have an expandable baton at the employees expense)

2. Keepers (unless Sam Brown belt is of the Velcro Style)
3. O.C. holder
4. Electronic control device (ECD) and ECD Holster

CLASS "B" UNIFORM:

PROPERTY OFFICER / CRIME SCENE INVESTIGATOR

A. Blauer TENX Armorskin, multi-purpose BDU outer vest uniform, black in color. The outer vest will be outfitted with the current BWC chest mounting piece. The undershirt will be black and have the ESPD shoulder patches with the appropriate identifiers sewn on underneath. The outer vest and undershirt will have the employee's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the "EL SEGUNDO POLICE" cloth badge sewn on. The top will be rip stop material.
B. The trousers will be the matching Blauer TENX Armorskin cargo pants (with flaps), black in color. The trousers will be rip stop material.
C. At the discretion of the employee, either the long sleeve or short sleeve uniform shirt may be worn year round.
D. White or black T-shirt with a tight round collar will be worn with the uniform.
E. Black "Oxford" plain toe shoes or boots will be worn with black or dark blue socks. The footwear must have a heal and be able to be shined on the toe and heal.

CLASS "A" CRIME ANALYST:
See PSO Class "A" uniform.

EXECUTIVE ASSISTANT:
Business casual attire

MANAGEMENT ANALYST:
Business casual attire

BADGES:

PURCHASE OF BADGES PROHIBITED. Personnel of this Department will not purchase an official badge, or reasonable facsimile thereof, for any purpose, without written authorization from the Chief of Police.

The only badge(s) personnel of this Department are authorized to use are those issued by the Department or those that have been authorized by the Chief of Police.

INSIGNIAS FOR THE POLICE UNIFORM:

PATCHES. Patches will be sewn on each shirt and jacket sleeve centered on the epaulet or shoulder 1/2" below the shoulder seam. Leather jackets worn by solo-motor officers do not require patches.

SERVICE STRIPES. Service stripes are required on the regulation long sleeved uniform shirt. One stripe for each calendar five years of peace officer service, sewn on the left sleeve, high point edge parallel and forward of the sleeve crease and the low point 3/8" above the cuff seam. The stripes will be blue with gold trim.

SERGEANT'S CHEVRONS. Sergeant chevrons are to be centered on the epaulet, 1/2" below the bottom of the patch on each sleeve of all uniform shirts and jackets, single point up, blue in color with gold trim.

LIEUTENANT'S BARS. Lieutenant bars will be 1/4" x 3/4" in size, gold in color. One will be pinned on each collar tab, 1/2" up from the bottom, the bars forward edge parallel to the vertical seam of the collar.

CAPTAIN'S BARS. Captain's bars will be two 1/4" x 3/4" in size, gold in color. One will be pinned to each collar tab 1" down from the top of the collar with the leading edge of the forward bar parallel with the vertical collar seam.

CHIEF'S STARS. The Chief of Police will wear four gold stars pinned to each collar tab of the dress uniform.

BADGES AND NAME TAGS. The badge of the El Segundo Police Department will be pinned in the holder provided on the left breast of the uniform shirt. The name plate will be pinned on the right uniform shirt pocket with the upper edge of the plate aligned with the upper flap seam. Personnel may wear an attached pin with the Name Tag listing the employee's year of hire as a peace officer. Lateral entry officers may account for their previous peace officer service.

POLICE BADGE MOURNING BAND. A police badge mourning band shall be worn on an officer's badge when:

A. A peace officer assigned to a law enforcement agency is killed in the line of duty within Los Angeles County or the adjacent counties of Ventura, San Bernadino, Riverside, Kern, or Orange.
B. An officer attends a funeral or other service for a fallen law enforcement officer.
C. Approved by the Chief of Police or an authorized designee.

The mourning band shall be 1/ 2 inch wide and made of solid black elastic with blue midline. The band shall be positioned horizontally over the center of the badge.

Professional Staff may wear the issued Thin Blue Line Ribbon 1.5 inch lapel pin on the left side, chest level of the outermost garment worn. This pin is supplied by the department.

The mourning band and pin should be worn from the day of the death until midnight on the evening of the official and/or formal memorial ceremony.

UNIFORM SERVICE PINS. Only authorized service pins may be worn by members of the department to signify special accomplishments or distinguished awards.

DISPLAY OF SERVICE PINS.

Display of One Service Pin (right uniform shirt pocket flap): One authorized pin (a-d) will be worn centered on the left half of the right uniform shirt pocket flap. It may be worn while in Class "A" or Class "B" Uniform.

Display of Two Service Pins (right uniform shirt pocket flap): Two authorized pins (a-d) will be worn centered on the left half and right half of the right uniform shirt pocket flap. They may be worn with a Class"A" or Class "B" uniform.

Display of One Service Pin (left uniform shirt pocket flap): One authorized pin (e & f) shall be worn centered on the left uniform shirt pocket with the upper edge of the device aligned with the upper flap seam. They may be worn with a Class"A" or Class "B" uniform.

A. FIRING RANGE QUALIFICATION PIN. Sworn personnel may wear the Firing Range Qualification Pin according to the following classifications. The pin shall be worn centered on the left half of the right uniform shirt pocket flap.

1.	MARKSMAN	365-417 - No pin awarded
2.	SHARPSHOOTER PIN	418-458
3.	EXPERT PIN	459-493
4.	DISTINGUISHED PIN	494-500

B. SWAT TEAM PIN. Active SWAT team members may wear the SWAT pin. The pin shall be worn centered on the left half of the right uniform shirt pocket flap.

C. AMERICAN FLAG PIN. United States flag pins are authorized to be worn by all uniformed personnel. The pin shall be 1 inch. Military veterans may instead wear a crossed pin of the American flag and military branch flag in which they served. The pin shall be worn centered on the left half of the right uniform shirt pocket flap.

D. GRACIE JIU-JITSU PINS (Bronze, Silver, and Gold). Personnel awarded a Gracie Jiu-Jitsu pin are authorized to wear the pin indefinitely while a member of this department.

1. Gracie Jiu-Jitsu pins will be awarded to sworn officers as follows:
    a. Gold pins will be awarded to all sworn officers who have attended 300 or more approved Gracie Jiu-Jitsu classes.
    b. Silver pins will be awarded to all sworn officers who have attended 200 or more approved Gracie Jiu-Jitsu classes.
    c. Bronze pins will be given to all sworn officers who have attended 100 or more approved Gracie Jiu-Jitsu classes.

E. DRUNK DRIVING ENFORCEMENT 23152 PIN. Personnel awarded a Drunk Driving Enforcement pin are authorized to wear the pin indefinitely while a member of this department. The pin shall be worn centered on the left uniform shirt pocket with the upper edge of the pin aligned with the upper flap seam.

F. STOLEN VEHICLE 10851 PIN. Personnel awarded a Stolen Vehicle enforcement pin are authorized to wear the pin indefinitely while a member of this department. The pin shall be worn centered on the left uniform shirt pocket with the upper edge of the pin aligned with the upper flap seam.

***Officers that have achieved a 23152 Pin and a 10851 Pin may only wear one of the pins on their uniform.

MEDAL OF VALOR. Medal of Valor and Distinguished Service award pins awarded to uniformed personnel for bravery, heroism or other outstanding meritorious actions shall be worn centered on the left uniform shirt pocket with the upper edge of the device aligned with the upper flap seam. It may be worn while in Class "A" Uniform. Personnel awarded a Medal of Valor or Distinguished Service pin are authorized to wear the pin indefinitely while a member of this department.

***Officers that have achieved a Medal of Valor and Distinguished Service Pin may wear both pins on their Class "A" Uniform.

MILITARY RIBBONS. Uniformed employees of the El Segundo Police Department, including both sworn and civilian, who are active military reservists or veterans of the United States Armed Forces, whether active or reserve, including the California National Guard, State Military Reserve, or Naval Militia, will be authorized to wear ribbons earned while serving in the United States Armed Forces, in accordance with the provisions of Military and Veterans Code, Division 3, Chapter 2, Section 648 (b) and the following restrictions:

A. Military ribbons are to be worn on Class "A" uniforms only.
B. Only military ribbons may be worn. Military medals and badges (shooting badges, jump wings, dive badge, etc.) are not authorized.
   The placement of military ribbons on the Class "A" uniform shall be centered above the right breast uniform pocket.
D. Military ribbons are authorized only during the following time periods:

   1. Veteran's Day
   2. Memorial Day
   3. As authorized by the Chief of Police.

FIELD EQUIPMENT

REQUIRED EQUIPMENT – UNIFORMED PERSONNEL. In addition to the basic uniforms, personnel engaged in uniformed field duty shall carry the following equipment:

A. Protective Vests – All uniformed officers, community lead officers, school resource officers, animal control officers, cadets and supervisors must wear protective vests when conducting field duties.
B. Baton - The Department approved baton should be immediately available by uniformed sworn officers while engaged in field duties.
E. Handcuffs and Handcuff Key
G. Helmet and Gas Mask - Officers assigned to field duty in uniform shall have their helmets and Gas Mask in the vehicle to which they are assigned. Unless specifically directed, officers may use their own judgement as to the wearing of helmets in field situations.
H. Electronic Control Device – Officers, Supervisors, and non-sworn personnel assigned to field duty and trained in accordance with guidelines shall carry the ECD in an approved holster specifically manufactured for the device and must not be positioned on the same side of the utility belt as a firearm.
I. Department issued O.C. and holder
J. Knives - Folded, buck type knives may be worn if enclosed in a closed sheath.
K. Second department approved, "Back-up" gun - may be carried, but must be completely concealed from view.
L. BWC camera and holder

NYLON FIELD JACKET. The heavy-duty or light-weight nylon field jacket may be worn with the basic uniform by all officers. If worn, this jacket must bear the official shoulder patch of the Department, as well as any additional insignia that the wearer of the jacket is authorized to wear.

Sworn employees- black uniform jacket or lightweight uniform jacket with “POLICE OFFICER” cloth badge, or appropriate rank cloth badge. The uniform jacket will have the ESPD shoulder patches sewn on along with the appropriate chevron rank or designator (FTO, SGT, or motorcycle) underneath the shoulder patches. The name tape will be embroidered in block gold colored stitching ½ inch in height and affixed above the right pocket.

Civilian employees- black uniform jacket or lightweight uniform jacket with “El SEGUNDO POLICE” cloth badge. The uniform jacket will have the ESPD shoulder patches sewn on with the appropriate rocker sewn underneath each shoulder patch. The name tape will have the employees first initial and last name embroidered in block gold colored stitching ½ inch in height.

Records Division- Blauer softshell hybrid jacket style 4675. The dark navy-blue jacket with “EL SEGUNDO POLICE” cloth badge. The uniform jacket will have the ESPD shoulder patches sewn on with the “RECORDS” rocker sewn underneath each shoulder patch. The employees first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height.

SAFETY VESTS. In accordance with the Federal Highway Administration (FHWA) Code of Federal Regulations, Title 23, Part 634, all police personnel will don a safety vest when performing any of the following field tasks day or night:

A. Directing traffic
B. Investigating traffic collisions

C. Managing lane closures, obstructed roadways, or disaster areas

All safety vests must meet the American National Standards Institute (ANSI) and International Safety Equipment Association (ISEA) 207 class 2 requirements and made of reflectorized/high visibility material.

UNIFORM ACCESSORIES AND GENERAL APPEARANCE:

REFER TO LEXIPOL 1022 FOR PERSONAL APPEARANCE AND STANDARDS

PLAINCLOTHES DRESS FOR ALL DEPARTMENT PERSONNEL

PLAINCLOTHES DRESS-DEFINITION:

Non-uniformed attire for all employees shall usually consist of a business suit or sports coat and slacks, for males and comparable professional attire for females. Exceptions may be granted by the Division Commanders for officers on certain special assignments.

DRESS CODE- DEPARTMENT MEETINGS AND TRAINING:

As direct representatives of the City and the Police Department, a standard of professionalism shall be the general guideline. When attending Department meetings and training, professional attire for employees will include the following: Collared shirts, khaki style pants or slacks; jeans may be worn if not faded, torn or soiled. Additionally, female employees may wear professional attire.

Employees are not permitted to wear the following clothing during department meetings and training unless approved by the Chief of Police or their designee: baseball caps, sandals, shorts, T-shirts, any clothing with logos or words that are offensive.

PROCUREMENT OF UNIFORMS AND SAFETY EQUIPMENT

PROVIDED UNIFORMS AND SAFETY EQUIPMENT:

The City shall provide required uniforms and safety equipment to eligible employees.

POLICE OFFICER TRAINEES: Shall be provided with the following equipment at time of hire:

A. LAPD style shirts (3) and LAPD style pants (3) or the optional Blauer FlexRS outer vest shirt and matching trousers navy blue in color: 2 outer vest, three undershirts, three pants. Full set of Class A long sleeve uniform shirt and pants.
B. Black tie and gold tie bar
C. Black shoes or boots
D. Standard round navy-blue cover with ESPD hat piece
E. Jacket
F. Basket weave dress belt
G. Four keepers- basket weave
H. Sam Browne belt- basket weave
I. One holster for ESPDs standard issued handgun- basket weave

J. One duty weapon- Glock 17
K. One double pouch ammo case with a button/ snap top- basket weave
L. Three magazines
M. Two pair handcuffs and two handcuff case- basket weave
N. One baton and baton ring
O. Flashlight
P. One radio holster
Q. Rain gear
R. Protective vest
S. Helmet and bag
T. O.C. and holder (open or closed top)- basket weave
U. Taser and Taser holder
V. BWC and holder

UNIFORM AND SAFETY EQUIPMENT REPLACEMENT:
Eligible employees requesting replacement of uniforms worn out or damaged in the line of duty will submit a uniform request along with the damaged or worn item to his/her immediate Supervisor for approval. The employees immediate Supervisor shall verify the cause of the damage or extent of the wear and base the recommendation for replacement on these findings. The supervisor inspecting the item(s) will indicate his or her approval, if warranted, by signing the form and shall then forward the request form and the item to the Administrative Sergeant for final approval. Replacement records shall be maintained by Administrative Sergeant for inventory purposes.

FIREARM PURCHASE UPON SEPARATION. Non- Probationary, Sworn personnel, with the written approval of the Chief of Police may purchase, upon honorable separation, his/her issued firearm. Below are the procedures to be followed:

A. Submit Inter-Departmental Correspondence to the Chief of Police requesting to purchase the firearm. Request must list the make, model, caliber and serial number.
B. Fair market value to be estimated by a local FFL and approved by the Firearms Range Manager. Back-up documentation shall be provided.
C. Make payment to the City Finance Department and provide proof of payment to the Administrative Division Sergeant.
D. Present the firearm and Letter of Intent, signed by the Chief of Police (Letter is provided by Administration Division) to a licensed Federal Firearms dealer.
E. It is the responsibility of the purchasing officer to pay any applicable taxes and registration fees.
F. Due to CA firearm laws restricting the transfer of certain firearms only to active peace officers, the transaction shall be completed prior to the official separation date.
G. The purchasing officer shall provide the Administrative Division Sergeant a copy of the Dealer Record of Sale (DROS) as proof of registration and compliance with state and federal firearms laws.

H. The Office of the Chief of Police shall retain copies of the approved request, proof of payment receipt, Letter of Intent and DROS.

AB 481 Military Equipment Inventory.pdf

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El Segundo Police Department

2024 Annual Military Equipment Report

Introduction:

The El Segundo Police Department is committed to transparency, public trust, community partnerships, and compliance with the law. In accordance with Government Code §§ 7071 and 7072 (AB 481), this Department presents this Annual Military Equipment Report with all requisite reporting information, including, without limitation, the military equipment usage guidelines, inventory, fiscal impact, and complaints received for reporting year 2022.

The Department maintains specified military equipment to assist in safely achieving the furtherance of its mission, "to provide a safe and secure community while treating all people with dignity and respect." Although the Department has various pieces of military equipment (as defined by the code) in inventory, the mere possession of such equipment does not warrant its use in every situation. This essential equipment is deployed based on the situational necessity to effectively de-escalate intense situations or bring volatile conditions and critical incidents to a safe resolution.

The availability of such instruments enables the Department to minimize risk to members of the community and officers during dynamic and unfolding high-risk incidents. It allows Department members to maintain a state of readiness through continuous training and equipment familiarity to fulfill our mission to protect life, property, and the overall public well-being.

Background:

Pursuant to AB 481, the Department presented its Military Equipment Use Policy ("Policy") to the public and City Council. The City Council introduced Ordinance No. 1637 (the "Ordinance") on April 19, 2022 and adopted the Ordinance on May 3, 2022. This Ordinance, which approved the Military Equipment Use Policy, became effective on June 2, 2022. The Policy is publicly available on the Department's website at AB 481 Information | El Segundo Police Department (elsegundopd.org)

Within 30 days of releasing its annual military equipment report, a law enforcement agency must hold at least one community engagement meeting to allow the public to ask questions and discuss the Annual Report. The City Council must also review the Ordinance to determine whether, based on the annual military equipment report, the standards set forth in the bill have been met. The City Council may renew the authorizing ordinance, disapprove authorization for particular equipment where standards have not been met, or require modifications to the Policy.

Military Equipment Inventory:

Per AB 481, the following is an updated list of qualifying military equipment the Department possesses. The list provides the following information:

a) A description of each type of military equipment, the quantity in inventory, its capabilities, and purchase cost.

b) The purpose for which the Department proposes to use each type of military equipment.

c) The authorized use as deemed by the Department for each type of military equipment.

d) The expected life span of the item.

e) The fiscal impact of each type of military equipment (estimated annual costs of maintaining the equipment).

El Segundo Police Department
Military Equipment List 2024

Armored Vehicles:

Type: Tactical Humvee

Quantity: 1

Cost: $0 (Acquired through the 10-33 Military Program)

Lifespan: 20+ years based on maintenance care

Capabilities: The Humvee can support first responders in any hazardous, high-risk, or critical incident, which would benefit from having a vehicle that provides a high level of ballistic protection.

Manufacturer's Description: The high-mobility multipurpose wheeled vehicle (HMMWV or Humvee) is a tactical vehicle designed and produced to replace the US Army's current tactical vehicles in the 0.25t to 1.25t range. It is manufactured by AM General LLC at its Mishawaka industrial plant. More than 50 countries and military organizations operate these vehicles.

Purpose: The purpose of the Humvee is to provide protection for the SWAT members in high risk or critical incidents such as, serving high risk search warrants or arrest warrants of dangerous subjects.

Authorized uses: The Humvee will be used exclusively by the SWAT unit. These uses could include active shooters, armed barricaded suspects, hostage situations, high-risk tactical operations, disaster response, and officer/citizen rescues.

Fiscal Impact: $500 (Maintenance Costs)

Legal and Procedural Rules: Authorized use must comply with state and federal laws and Lexipol Policy-300 Use of Force.

Training: Oversized SWAT and Police Vehicle Safety and Operation Training. This training is put on by the California Truck Driving Academy.

Explosive Breaching Tool:

Type: Remington 870 Magnum 12 Gauge Shot Lock. SN LM010456

Ammo: (Quantity:58) 12 Gauge, Avon, Breaching Round, Part #3105

Quantity: 1

Cost: $700

Lifespan: N/A

Capabilities: This tool allows for officers to safely utilize shotgun breaching rounds to destroy deadbolts, locks, and hinges. The stand-off that is attached to the end of the barrel allows for positive placement of the device into the correct position and vents gasses to prevent overpressure. This device can defeat windows and sliding glass doors with a flash-bang round.

Manufacturer's Description: The Remington 870 family of shotguns was first introduced by Remington in the 1950s and since, has become one of the most popular USA-made pump action shotguns ever. Sales of the 870 reached over 7 million guns by 1996 and have since continued to grow. This model is configured with a pistol grip and a door-breaching accessory threaded into the barrel, making it ideal for forceful entry situations.

Purpose: During crisis situations, it may become necessary for a SWAT team to facilitate an entry into a target location. It is critical the point of entry is breached quickly and as safely as possible. A quick and effective breach is one key to a successful tactical mission. In some instances, an explosive breach may be required to provide an added degree of safety and tactical advantage to accomplish a mission.

Authorized uses: An Explosive Breach should only be utilized after taking into consideration the overall mission, officer, and citizen safety, the overall construction of the structure, the presence of unstable chemicals, explosives, or incendiary materials, and whether other means of mechanical breaching would be effective and safe to use. The option to use an explosive breach shall be at the discretion of the SWAT Team Leader with the approval of the SWAT or Incident Commander.

Fiscal Impact: None

Legal and Procedural Rules: Authorized use must comply with state and federal laws and Lexipol Policy-300 Use of Force.

Training: Only SWAT Officers certified Explosive Breachers are authorized to utilize explosive breaching tools. SWAT Explosive Breachers must complete an 80-hour SWAT Academy and attend extensive POST-certified Explosive Breaching Courses.

Projectile Launcher Platforms:

Type: 40mm, Single shot launchers. SN# D37725, SN# D36314, SN# 19782 and SN# D37841

Quantity: 4

Cost: $835 each

Lifespan: N/A

Capabilities: 40mm launchers can fire various munitions with a maximum effective range of one hundred twenty (120) feet. 40mm launchers can deliver 40mm munitions in chemical agents, sponge baton rounds, or combined use sponge baton OC chemical agent rounds.

Manufacturer's Description: The 40LMTS is a tactical 40mm single-shot launcher that features an expandable stock and an adjustable Integrated Front Grip (IFG) with a light rail. The Ambidextrous Lateral Sling Mount (LSM) and QD mounting systems allow both a single- and two-point sling attachment. The 40LMTS will fire standard 40mm Less Lethal ammunition, up to 4.8 inches in cartridge length. This weapon is NOT designed to fire 40mm High-Velocity HE ammunition. The Picatinny Rail Mounting System will accept various enhanced optics/sighting systems.

Purpose: When used properly, Kinetic energy projectiles are less likely to result in death or serious physical injury and can be used to de-escalate a potentially deadly situation.

Authorized Use: 40mm launchers utilized with less lethal sponge baton rounds may be deployed to impact subjects demonstrating assaultive behavior or life-threatening behavior. 40mm launchers utilized with less lethal sponge baton rounds may also be used to control an actively resistive subject reasonably believed to possess or have immediate access to a deadly weapon. (Policy 303.6 Kinetic Energy Projectiles and Policy 300 Use of Force).

Fiscal Impact: None

Legal and Procedural Rules: Authorized use must comply with state and federal laws and Lexipol Policy 303.6 Kinetic Energy Projectiles, 303.8 Kinetic Energy Projectile Training, and Policy 300 Use of Force.

Training: Every sworn El Segundo Police Officer attends a less lethal refresher course every two years. The refresher course consists of reading the department policy on each less-lethal device, an overview of the use of force policy, the nomenclature of the projector launcher device, and live fire with the projectile launchers. Additionally, SWAT members train on the projectile launcher platforms numerous times yearly.

Type: Penn Arms, Model # PG5, 40mm, Pump action, Multi-Shot (6) launcher, SN 3131

Quantity: 1

Cost: $2,000

Lifespan: N/A

Capabilities: 40mm launchers can fire various munitions with a maximum effective range of one hundred twenty (120) feet. 40mm launchers can deliver 40mm munitions in chemical agents, sponge baton rounds, or combined use sponge baton OC chemical agent rounds.

Manufacturer's Description: A 40mm pump-action advance magazine drum launcher with a fixed stock and combo rail. It has a six-shot capacity and rifled barrel.

Purpose: When used properly, Kinetic energy projectiles are less likely to result in death or serious physical injury and can be used to de-escalate a potentially deadly situation.

Authorized Use: 40mm launchers utilized with less lethal sponge baton rounds may be deployed to impact subjects demonstrating assaultive behavior or life-threatening behavior. 40mm launchers utilized with less lethal sponge baton rounds may also be used to control an actively resistive subject reasonably believed to possess or have immediate access to a deadly weapon. (Policy 303.6 Kinetic Energy Projectiles and Policy 300 Use of Force).

Fiscal Impact: None

Legal and Procedural Rules: Authorized use must comply with state and federal laws and Lexipol Policy 303.6 Kinetic Energy Projectiles, 303.8 Kinetic Energy Projectile Training, and Policy 300 Use of Force.

Training: Every sworn El Segundo Police Officer attends a less lethal refresher course every two years. The refresher course consists of reading the department policy on each less-lethal device, an overview of the use of force policy, the nomenclature of the projector launcher device, and live fire with the projectile launchers. Additionally, SWAT members train on the projectile launcher platforms numerous times yearly.

Specialty Impact Munitions (SIM)

Type: Direct Impact 40mm OC Crushable Foam Round – Part# 6320

Quantity: 233

Cost: $18.25 each

Lifespan: 5 years from date of manufacture

Capability: 40mm launchers can fire various munitions with a minimum effective range of five (5) feet and a maximum effective range of one hundred twenty (120) feet. 40mm launchers can deliver 40mm munitions in chemical agents, sponge baton rounds, or combined use sponge baton OC chemical agent rounds.

Manufacturer's Description: The 40mm Direct Impact® Round has evolved from the Defense Technology® design of the eXact iMpact™. This lightweight, high-speed projectile consists of a plastic body and a crushable foam nose, which is spin-stabilized via the incorporated rifling collar and the 40mm launcher's rifle barrel. The rounds utilize smokeless powder as the propellant and have extremely consistent velocities. The 40mm Direct Impact® Round consists of a plastic body and a crushable foam nose that contains a powder payload. This payload area can hold inert, marking, OC, or CS powder. The crushable foam nose dissipates energy upon impact while releasing the powder payload.

Purpose: When used properly, Kinetic energy projectiles are less likely to result in death or serious physical injury and can be used to de-escalate a potentially deadly situation. The Direct Impact OC round additionally brings the effects of an irritant powder, maximizing the potential for incapacitation. Its purpose is to minimize the risk to all parties through pain compliance, temporary discomfort, and/or incapacitation of potentially violent or dangerous subjects.

Authorized Use: 40mm launchers utilized with less lethal sponge baton rounds may be deployed to impact subjects demonstrating assaultive behavior or life-threatening behavior. 40mm launchers utilized with less lethal sponge baton rounds may also be used to control an actively resistive subject reasonably believed to possess or have immediate access to a deadly weapon, within the force guidelines of Department Procedure (Policy 303.6 Kinetic Energy Projectiles, 303.8 Kinetic Energy Projectile Training, 303.10 Tear Gas Guidelines, 303.11 Pepper Projectile Systems, and Policy 300 Use of Force).

Fiscal Impact: None

Legal and Procedural Rules: Authorized use must comply with state and federal laws and Lexipol Policy 303.6 Kinetic Energy Projectiles, 303.8 Kinetic Energy Projectile Training, 303.10 Tear Gas Guidelines, 303.11 Pepper Projectile Systems, and Policy 300 Use of Force

Training: Every sworn El Segundo Police Officer attends a less lethal refresher course every two years. The refresher course consists of reading the department policy on each less-lethal device, an overview of the use of force policy, the nomenclature of the projector launcher device, and live fire with the projectile launchers. Additionally, SWAT members train on the projectile launcher platforms numerous times yearly.

Type: Exact Impact 40mm Standard Range Sponge Round-Part# 6425

Quantity: 201

Cost: $17 each

Lifespan: 5 years from date of manufacture

Capability: 40mm launchers can fire various munitions with a minimum effective range of five (5) feet and a maximum effective range of one hundred twenty (120) feet. 40mm launchers can deliver 40mm munitions in the form of chemical agents, sponge baton rounds, or combined use sponge baton OC chemical agent rounds.

Manufacturer's Description: The 40mm eXact iMpact™ Sponge Round has evolved from the design of the 40mm XM1006 projectile, developed by the US Army Research Laboratory. This lightweight, high-speed projectile incorporates a plastic body and a foam (sponge) nose, which is spin-stabilized via the incorporated rifling collar and the 40mm launcher's rifle barrel. The round utilizes smokeless powder as the propellant and has extremely consistent velocities. The 40mm eXact iMpact™ Sponge Round is a "point-of-aim, point-of-impact" direct-fire round that is most used by tactical teams in

situations where maximum deliverable energy is desired for the incapacitation of an aggressive, non-compliant subject. In many municipalities, these are being selected for both tactical callouts and as an available option for patrol.

Purpose: When used properly, kinetic energy projectiles are less likely to result in death or serious physical injury and can be used to de-escalate a potentially deadly situation. The Direct Impact OC round additionally brings the effects of an irritant powder, maximizing the potential for incapacitation. Its purpose is to minimize the risk to all parties through pain compliance, temporary discomfort, and/or incapacitation of potentially violent or dangerous subjects.

Authorized Use: 40mm launchers utilized with less lethal sponge baton rounds may be deployed to impact subjects demonstrating assaultive behavior or life-threatening behavior. 40mm launchers utilized with less lethal sponge baton rounds may also be used to control an actively resistive subject reasonably believed to possess or have immediate access to a deadly weapon, within the force guidelines of Department Procedure (Policy 303.6 Kinetic Energy Projectiles, 303.8 Kinetic Energy Projectile Training, 303.10 Tear Gas Guidelines, 303.11 Pepper Projectile Systems, and Policy 300 Use of Force).

Fiscal Impact: None

Legal and Procedural Rules: Authorized use must comply with state and federal laws and Lexipol Policy 303.6 Kinetic Energy Projectiles, 303.8 Kinetic Energy Projectile Training, 303.10 Tear Gas Guidelines, 303.11 Pepper Projectile Systems, and Policy 300 Use of Force

Training: Every sworn El Segundo Police Officer attends a less lethal refresher course every two years. The refresher course consists of reading the department policy on each less-lethal device, an overview of the use of force policy, the nomenclature of the projector launcher device, and live fire with the projectile launchers. Additionally, SWAT members train on the projectile launcher platforms numerous times yearly.

Type: Exact Impact 40mm Extended Range Sponge Round- Part# 6325LE

Quantity: 15

Cost: $19 each

Lifespan: 5 years from date of manufacture

Capability: 40mm launchers can fire a variety of munitions. The minimum effective range is thirty-three (33) feet, and the maximum effective range of the extended range sponge round is two hundred thirty (230) feet. 40mm launchers can deliver 40mm munitions in chemical agents, sponge baton rounds, or combined use sponge baton OC chemical agent rounds.

Manufacturer's Description: The 40mm eXact iMpact™ Extended Range Round has evolved from the Defense Technology® design of the eXact iMpact™. This lightweight, high-speed projectile incorporates a plastic body and a foam (sponge) nose, which is spin-stabilized via the incorporated rifling collar and the 40mm launcher's rifle barrel. The round utilizes smokeless powder as the propellant and has extremely consistent velocities. The 40mm eXact iMpact™ Extended Range Round is a "point-of-aim, point-of-impact" direct-fire round that is most used by tactical teams in situations where greater accuracy and deliverable energy are desired for the incapacitation of an aggressive, non-compliant subject at longer distances.

Purpose: When used properly, Kinetic energy projectiles are less likely to result in death or serious physical injury and can be used to de-escalate a potentially deadly situation. The Direct Impact OC round additionally brings the effects of an irritant powder, maximizing the potential for incapacitation. Its purpose is to minimize the risk to all parties through pain compliance, temporary discomfort and/or incapacitation of potentially violent or dangerous subjects.

Authorized Use: 40mm launchers utilized with less lethal sponge baton rounds may be deployed to impact subjects demonstrating assaultive behavior or life-threatening behavior. 40mm launchers utilized with less lethal sponge baton rounds may also be used to control an actively resistive subject reasonably believed to possess or have immediate access to a deadly weapon, within the force guidelines of Department Procedure (Policy 303.6 Kinetic Energy Projectiles, 303.8 Kinetic Energy Projectile Training, 303.10 Tear Gas Guidelines, 303.11 Pepper Projectile Systems, and Policy 300 Use of Force).

Fiscal Impact: None

Legal and Procedural Rules: Authorized use must comply with state and federal laws and Lexipol Policy 303.6 Kinetic Energy Projectiles, 303.8 Kinetic Energy Projectile Training, 303.10 Tear Gas Guidelines, 303.11 Pepper Projectile Systems, and Policy 300 Use of Force.

Training: Every sworn El Segundo Police Officer attends a less lethal refresher course every two years. The refresher course consists of reading the department policy on each less-lethal device, an overview of the use of force policy, the nomenclature of the

projector launcher device, and live fire with the projectile launchers. Additionally, SWAT members train on the projectile launcher platforms numerous times yearly.

Type: 40 mm Stinger 60-Cal Rubber Ball Smokeless Powder Round-Part# 6097

Quantity: 98

Cost: $20.49 each

Lifespan: 5 years from date of manufacture

Capability: The Stinger 40mm, 60-Caliber Round is intended to be skipped or directly fired at the operator's discretion. It is most suitable at close to moderate fire ranges, approximately 15 to 40 feet.

Manufacturer's Description: The Stinger® 40mm, 60-caliber round incorporates a 4.8-inch casing that contains approximately eighteen (18) rubber balls. It differs from its 37mm counterpart in that it utilizes smokeless powder as the propellant and, therefore, has considerably more consistent velocities and tighter patterns. Law Enforcement and Corrections most widely use the Stinger® 40mm, 60-caliber round as a crowd management tool. The round is generally deployed in low trajectories or skip-fired in the intended targets' general direction (non-target specific). It is suitable for administering pain compliance over a greater distance than its counterpart, the Stinger® 32 Cal. Round. Like the Stinger® 32 Cal., the Stinger® 60 Cal. Round is not well suited as a dynamic, high-energy single-subject round for the purposes of incapacitation.

Purpose: When used properly, Kinetic energy projectiles are less likely to result in death or serious physical injury and can be used to de-escalate a potentially deadly situation. The Stinger 40mm, 60-caliber round is a pain compliance round for crowd control. Its purpose is to minimize the risk to all parties through pain compliance, temporary discomfort, and/or incapacitation of potentially violent or dangerous subjects.

Authorized Use: 40mm launchers utilized with less lethal sponge baton rounds may be deployed to impact subjects demonstrating assaultive behavior or life-threatening behavior. 40mm launchers utilized with less lethal sponge baton rounds may also be used to control an actively resistive subject reasonably believed to possess or have immediate access to a deadly weapon, within the force guidelines of Department Procedure (Policy 303.6 Kinetic Energy Projectiles, 303.8 Kinetic Energy Projectile Training, 303.10 Tear Gas Guidelines, 303.11 Pepper Projectile Systems, and Policy 300 Use of Force).

Fiscal Impact: None

Legal and Procedural Rules: Authorized use must comply with state and federal laws and Lexipol Policy 303.6 Kinetic Energy Projectiles, 303.8 Kinetic Energy Projectile Training, 303.10 Tear Gas Guidelines, 303.11 Pepper Projectile Systems, and Policy 300 Use of Force.

Training: Every sworn El Segundo Police Officer attends a less lethal refresher course every two years. The refresher course consists of reading the department policy on each less-lethal device, an overview of the use of force policy, the nomenclature of the projector launcher device, and live fire with the projectile launchers. Additionally, SWAT members train on the projectile launcher platforms numerous times yearly.

Type: Ferret 40mm CS Liquid Projectile-Part # 1262 (The newer version is Part # 2292.

Quantity: 46

Cost: $23 each

Lifespan: 5 years from date of manufacture

Capability: The effective range of the Ferret 40mm CS Powder Barricade Penetrating Projectile is fifty-four (54) yards.

Manufacturer's Description: The Ferret 40mm Round is a frangible projectile filled with chemical agents. It is designed to deliver chemical agents in barricade situations from a 40mm launcher. Spin stabilization from barrel rifling affords maximum stand-off distance and accuracy for safety. The Ferret® 40mm Round is non-burning and suitable for indoor use. Used primarily by tactical teams, it is designed to penetrate barriers, such as windows, hollow core doors, wallboards, and thin plywood. Upon impacting the barrier, the nose cone ruptures and instantaneously delivers a small chemical payload inside a structure or vehicle.

Purpose: When used properly, kinetic energy projectiles are less likely to result in death or serious physical injury and can be used to de-escalate a potentially deadly situation. The Direct Impact OC round additionally brings the effects of an irritant powder, maximizing the potential for incapacitation. Its purpose is to minimize the risk to all parties through pain compliance, temporary discomfort, and/or incapacitation of potentially violent or dangerous subjects.

Authorized Use: 40mm launchers utilized with less lethal sponge baton rounds may be deployed to impact subjects demonstrating assaultive behavior or life-threatening

behavior. 40mm launchers utilized with less lethal sponge baton rounds may also be used to control an actively resistive subject reasonably believed to possess or have immediate access to a deadly weapon, within the force guidelines of Department Procedure (Policy 303.6 Kinetic Energy Projectiles, 303.8 Kinetic Energy Projectile Training, 303.10 Tear Gas Guidelines, 303.11 Pepper Projectile Systems, and Policy 300 Use of Force).

Fiscal Impact: None

Legal and Procedural Rules: Authorized use must comply with state and federal laws and Lexipol Policy 303.6 Kinetic Energy Projectiles, 303.8 Kinetic Energy Projectile Training, 303.10 Tear Gas Guidelines, 303.11 Pepper Projectile Systems, and Policy 300 Use of Force.

Training: Every sworn El Segundo Police Officer attends a less lethal refresher course every two years. The refresher course consists of reading the department policy on each less-lethal device, an overview of the use of force policy, the nomenclature of the projector launcher device, and live fire with the projectile launchers. Additionally, SWAT members train on the projectile launcher platforms numerous times yearly.

CS Munition #1

Type: Triple-Chaser, Separating Canister CS- Part# 1026

Quantity: 50

Cost: $50 each

Lifespan: 5 years from date of manufacture

Capabilities: This device can be hand-thrown or launched from a delivery system.

Manufacturer's Description: The Triple-Chaser consists of three separate canisters pressed together with separating charges between each. When deployed, the canisters separate and land approximately 20 feet apart, allowing increased area coverage in a short period of time. This grenade can be hand-thrown or launched from a fired delivery system. The grenade is 6.5 in. by 2.7 in. and holds approximately 3.2 oz. of active agent payload. It has an approximate burn time of 20-30 seconds.

Lifespan: 5-year manufacturer warranty

Purpose: The Triple-Chaser CS is used for crowd management in an outdoor setting.

Authorized Uses: Tear gas may be used for crowd control, dispersal, or against barricaded suspects based on the circumstances. Only the Watch Commander, Incident Commander, or SWAT Lieutenant may authorize the delivery and use of tear gas, and only after evaluating all conditions known at the time and determining that such force reasonably appears justified and necessary. When practicable, fire personnel should be alerted or summoned to the scene before the deployment of tear gas to control any fires and to assist in providing medical aid or gas evacuation if needed.

Fiscal Impact: None

Legal and Procedural Rules: Authorized use must comply with state and federal laws and Lexipol Policy 303.10 Tear Gas Guidelines

Training: Only SWAT Officers who have completed a SWAT basic academy are authorized to utilize the Pocket Tactical device. SWAT Officers will conduct continued training with the use of hand-deployed chemical agent devices during supplemental SWAT courses and training. Additionally, officers with P.O.S.T. certification in chemical agents are authorized to use them. South Bay Platoon officers can also use them. They train in crowd control scenarios once a year.

CS Munition #2

Type: Pocket Tactical CS Saf-Smoke - Part# 1017

Quantity: 20

Cost: $22.67 each

Lifespan: 5 years from date of manufacture

Capabilities: The Pocket Tactical is a small, lightweight, easily carried device that provides a medium volume of chemical agent or smoke for certain situations.

Manufacturer's Description: The Pocket Tactical Grenade is a quick-burning, reduced volume, continuous discharge grenade available in OC, CN, CS, and Saf-Smoke™. A pelletized chemical agent or smoke is discharged through one (1) gas port on the bottom of the canister. The Pocket Tactical Grenade is a small, lightweight, easily carried device that provides a medium volume of chemical agent or smoke for certain situations. It was designed with the tactical team in mind for distraction, concealment, rescue, or signaling.

Purpose: The Pocket Tactical was designed with the tactical team in mind and can be used for distraction, concealment, rescue, or signaling. Additionally, Pocket Tactical may dislodge barricaded suspects from confined areas. Its purpose is to minimize the risk to all parties through pain compliance, temporary discomfort, and/or incapacitation of potentially violent or dangerous subjects.

Fiscal Impact: None

Legal and Procedural Rules: Authorized use must comply with state and federal laws and Lexipol Policy 303.10 Tear Gas Guidelines.

Training: Only SWAT Officers who have completed a SWAT basic academy are authorized to utilize the Pocket Tactical device. SWAT Officers will conduct continued training with the use of hand-deployed chemical agent devices during supplemental SWAT courses and training. Additionally, officers with P.O.S.T. certification in chemical agents are authorized to use them.

CS Munition #3

Type: Pocket Tactical CS- Part# 1016

Quantity: 14

Cost: $22 each

Lifespan: 5 years from date of manufacture

Capabilities: The Pocket Tactical is a small, lightweight, easily carried device that provides a medium volume of chemical agent or smoke for certain situations.

Manufacturer's Description: The Pocket Tactical Grenade is a quick-burning, reduced volume, continuous discharge grenade available in OC, CN, CS, and Saf-Smoke™. A pelletized chemical agent or smoke is discharged through one (1) gas port on the bottom of the canister. The Pocket Tactical Grenade is a small, lightweight, easily carried device that provides a medium volume of chemical agent or smoke for certain situations. It was designed with the tactical team in mind for distraction, concealment, rescue, or signaling. The pocket grenade is not specifically intended as a crowd management device; however, it can be used in chemical configurations with larger smoke canisters to "piggyback" chemical agents into a predominately smoked environment. This device should be deployed utilizing wind advantage. Due to its fire-producing capability, it should NOT be deployed onto rooftops, in crawl spaces, or indoors. Hand throw or launch. The fuse should be removed before inserting the

grenade into the launching cup, and then the open threaded end is inserted into the launching cup first. Launching grenades will provide deploying officers additional standoff distances. This small canister offers good coverage and may be used as a distraction device. It may also be used as a distraction to focus attention away from other activities.

Purpose: The Pocket Tactical was designed with the tactical team in mind and can be used for distraction, concealment, rescue, or signaling. Additionally, Pocket Tactical may dislodge barricaded suspects from confined areas. Its purpose is to minimize the risk to all parties through pain compliance, temporary discomfort, and/or incapacitation of potentially violent or dangerous subjects.

Fiscal Impact: None

Legal and Procedural Rules: Authorized use must comply with state and federal laws and Lexipol Policy 303.10 Tear Gas Guidelines

Training: Only SWAT Officers who have completed a SWAT basic academy are authorized to utilize the Pocket Tactical device. SWAT Officers will conduct continued training with the use of hand-deployed chemical agent devices during supplemental SWAT courses and training. Additionally, officers with P.O.S.T. certification in chemical agents are authorized to use them.

CS Munition #4

Type: Flameless Tri-Chamber, CS- Part# 1032

Quantity: 11

Cost: $45 each

Lifespan: 5 years from date of manufacture

Capabilities: The Tri-Chamber Flameless CS Grenade design allows the contents to burn within an internal can and disperse the agent safely with reduced risk of fire. The grenade is designed primarily for indoor tactical situations to detect and/or dislodge a barricaded subject. This grenade will deliver approximately.70 oz of agent during its 20-25 seconds of burn time. The Tri-Chamber Flameless Grenade can be used in crowd control and tactical deployment situations by Law Enforcement and Corrections, but it was designed with the barricade situation in mind. Its applications in tactical situations are primarily to detect and/or dislodge barricaded subjects.

Manufacturer's Description: The Tri-Chamber Flameless Grenade is designed for indoor use. This grenade's pyrotechnic contents are burned within an internal can that is one of three in this design. The internal combustion allows the chemical-laden smoke to be released through three (3) ports on the outer canister side while safely containing any fire-producing properties within the two internal canisters. The fuze is shrouded to further protect surrounding materials from fire.

Purpose: The purpose of the Tri-Chamber Flameless Grenade is to minimize the risks to all parties through pain compliance, temporary discomfort, and/or incapacitation of potentially violent or dangerous subjects. The Tri-Chamber Flameless Grenade provides the option of delivering a pyrotechnic chemical device indoors, maximizing the chemical's effectiveness via heat and vaporization while minimizing or negating the chance of fire to the structure.

Fiscal Impact: None

Legal and Procedural Rules: Authorized use must comply with state and federal laws and Lexipol Policy 303.10 Tear Gas Guidelines.

Training: Only SWAT Officers who have completed a SWAT basic academy are authorized to utilize the Tri-Chamber CS. SWAT Officers will conduct continued training with the use of hand-deployed chemical agent devices during supplemental SWAT courses and training. Additionally, officers with P.O.S.T. certification in chemical agents are authorized to use them.

CS Munition #5

Type: Flameless Expulsion, CS- Part# 2042

Quantity: 6

Cost: $50 each

Lifespan: 5 years from date of manufacture

Capabilities: The Flameless Expulsion CS device can be used in tactical deployment. Its applications include detection and/or dislodging barricaded subjects. The purpose of the Flameless Expulsion Grenade is to minimize the risks to all parties through pain compliance, temporary discomfort, and/or incapacitation of potentially violent or dangerous subjects.

Manufacturer's Description: The CS Flameless Expulsion Grenade is a compact, non-pyrotechnic, chemical agent device that provides safe expulsion without fire risk. It is safe to use inside of a residence. Unlike pyrotechnical grenades, this device's contents are expelled upon actuation of a CO2 cartridge that will affect a confined area of approximately 1500 square feet. This grenade is 7.5 in. by 1.65 in. and delivers approximately .16 oz. of active agent during its 3-second discharge time.

Purpose: To de-escalate a situation and lower the likelihood of lethal force. Situations for the use of the less lethal weapon systems may include but are not limited to, dangerous and/or combative individuals, riot/crowd control and civil unrest incidents, circumstances where a tactical advantage can be obtained, and potentially vicious animals.

Fiscal Impact: None

Legal and Procedural Rules: Authorized use must comply with state and federal laws and Lexipol Policy 303.10 Tear Gas Guidelines

Training: Only SWAT Officers who have completed a SWAT basic academy are authorized to utilize the Flameless Expulsion CS. SWAT Officers will conduct continued training with the use of hand-deployed chemical agent devices during supplemental SWAT courses and training. Additionally, officers with P.O.S.T. certification in chemical agents are authorized to use them.

CS Munition #6

Type: Spede-Heat, CS- Part# 1072

Quantity: 19

Cost: $25 each

Lifespan: 5 years from date of manufacture

Capabilities: It can be hand-thrown, deployed via robot, launched, and placed into a Gas Ram, Burn Safe, and Munitions Pole.

Manufacturer's Description: The Spede-Heat CS Grenade is a high-volume, continuous burn that expels its payload in approximately 20-40 seconds. The payload is discharged through four gas ports on top of the canister, three on the side and one on the bottom. This launchable grenade is 6.12 in. by 2.62 in. and holds approximately 2.9 oz. of active agent.

Purpose: To safely resolve critical situations such as violent civil unrest and high-risk tactical operations

Fiscal Impact: None

Legal and Procedural Rules: Authorized use must comply with state and federal laws and Lexipol Policy 303.10 Tear Gas Guidelines

Training: Only SWAT Officers who have completed a SWAT basic academy are authorized to utilize the Spede-Heat CS. SWAT Officers will conduct continued training with the use of hand-deployed chemical agent devices during supplemental SWAT courses and training. Additionally, officers with P.O.S.T. certification in chemical agents are authorized to use them.

Unmanned, Remotely Piloted Powered Aerial Vehicle:

UAS#1

Type: DJI Phantom 4

Quantity: 3

Cost: $7,339.48 (Total for all three drones)

Lifespan: 5 year manufacturer warranty

Capabilities: UAS can support first responders in any hazardous incident, which would benefit from an aerial perspective. These uses could include search and rescue, barricaded suspects or high-risk tactical operations, disaster response, and video and photographic documentation of a crime scene.

Manufacturer's Description: Featuring a 1-inch CMOS sensor that can shoot 4K/60fps videos and 20MP photos, the Phantom 4 Pro V2.0 grants filmmakers absolute creative freedom. The OcuSync 2.0 HD transmission system ensures stable connectivity and reliability, five directions of obstacle sensing ensure additional safety, and a dedicated remote controller with a built-in screen grants even greater precision and control. [1] A wide array of intelligent features makes flying that much easier. The Phantom 4 Pro V2.0 is a complete aerial imaging solution, designed for the professional creator.

Purpose: A law enforcement-specific application involving aerial drones is used for open terrain or large field searches as a force multiplier to assist in high-risk

apprehensions of armed or violent suspects. Aerial drones can be used as an interior search tool to locate suspects barricaded inside a residence or commercial structure.

Authorized Uses: Unmanned vehicles have numerous applications. Aerial drones are used instead of personnel or police helicopters in high-risk environments to increase safety for law enforcement. Drone pilots also respond to mutual aid requests from outside agencies to assist with locating outstanding suspects.

Fiscal Impact: Battery Replacement (depending on frequency of use and charging)

Legal and Procedural Rules: Authorized use must comply with state and federal laws and Lexipol Policy 433-Unmanned Aircraft Systems Program.

Training: All Drone pilots must pass the UAV FAA Remote Pilot test. Additionally, all drone pilots attend quarterly drone training. The Drone Team and the SWAT Team train together a couple of times a year, to become familiar with each other's tactics.

Inventory Update: This UAV was auctioned and is no longer within ESPD's inventory as of February 2024.

UAS#2

Type: DJI Tello #1

Quantity: 1

Cost: $100 per drone

Lifespan: 5-year manufacturer warranty

Capabilities: Can be flown indoors or outdoors. It is very light and easy to fly. It has a thirteen-minute flight time, a 720p HD transmission, and 5MP photos.

Manufacturer's Description: It works great and is far superior to any other technology. The Tello is stable on uneven surfaces like stairs and different floors. The drone responds quickly to pilot inputs and makes precise, smooth movements in flight. When flying indoors, the Tello feels completely under the pilot's control.

Purpose: A law enforcement-specific application involving aerial drones is used for open terrain or large field searches as a force multiplier to assist in high-risk apprehensions of armed or violent suspects. Aerial drones can be used as an interior search tool to locate suspects barricaded inside a residence or commercial structure.

Authorized Uses: Unmanned vehicles have numerous applications. Aerial drones are used instead of personnel or police helicopters in high-risk environments to increase safety for law enforcement. Drone pilots also respond to mutual aid requests from outside agencies to assist with locating outstanding suspects.

Fiscal Impact: Battery Replacement (depending on frequency of use and charging)

Legal and Procedural Rules: Authorized use must comply with state and federal laws and Lexipol Policy 433-Unmanned Aircraft Systems Program.

Training: All Drone pilots must pass the UAV FAA Remote Pilot test. Additionally, all drone pilots attend quarterly drone training. The Drone Team and the SWAT Team train together a couple of times a year, to become familiar with each other's tactics.

Inventory Update: This UAV was auctioned and is no longer within ESPD's inventory as of February 2024.

UAS#3

Type: DJI Mavic Mini

Quantity: 1

Cost: $450 per drone

Lifespan: 5-year manufacturer warranty

Capabilities: The Mavic Mini is an interior drone that clears the interior portions of residences, office buildings, or warehouses. The interior drones allow officers to understand what a room or building looks like before entering.

Manufacturer's Description: Weighing just 249 g, the DJI Mavic Mini is smaller and lighter than its predecessors, giving the pilot the ultimate flexibility to capture unique moments. Unlike other DJI drones that feature quick-release propellers, Mavic Mini propellers are screwed on, which helps to preserve the weight of the drone. A 3-axis stabilized gimbal is located at the front of the drone, protected by a camera guard. A microSD card slot is located on the back, providing a convenient location to change storage quickly.

Purpose: A law enforcement-specific application involving aerial drones is used for open terrain or large field searches as a force multiplier to assist in high-risk

apprehensions of armed or violent suspects. Aerial drones can be used as an interior search tool to locate suspects barricaded inside a residence or commercial structure.

Authorized Uses: Unmanned vehicles have numerous applications. Aerial drones are used instead of personnel or police helicopters in high-risk environments to increase safety for law enforcement. Drone pilots also respond to mutual aid requests from outside agencies to assist with locating outstanding suspects.

Fiscal Impact: Battery Replacement (depending on frequency of use and charging)

Legal and Procedural Rules: Authorized use must comply with state and federal laws and Lexipol Policy 433-Unmanned Aircraft Systems Program.

Training: All Drone pilots must pass the UAV FAA Remote Pilot test. Additionally, all drone pilots attend quarterly drone training. The Drone Team and the SWAT Team train together a couple of times a year, to become familiar with each other's tactics.

Inventory Update: This UAV was damaged and is no longer within ESPD's inventory as of February 2024.

UAS#4

Type: DJI Matrice 210 V2 Combo (SP) Drone System with DJI Enterprise Shield Basic, SN# 17TDG180020031

Quantity: 1

Cost: $30,125.64

Lifespan: 5-year manufacturer warranty

Capabilities: The Matrice 210/300 drones are used for exterior overwatch missions. These drones are large and have similar features that police helicopters have ranging from FLIR to zoom and wide-angle cameras to a very bright spotlight to illuminate a search area.

Manufacturer's Description: The ultimate platform for aerial productivity combines a rugged design and simple reconfigurability to work as a solution for various industrial applications. Improvements to the M200 Series V2 enhance intelligent control systems and flight performance and add flight safety and data security features.

Purpose: A law enforcement-specific application involving aerial drones is used for open terrain or large field searches as a force multiplier to assist in high-risk

apprehensions of armed or violent suspects. Aerial drones can be used as an interior search tool to locate suspects barricaded inside a residence or commercial structure.

Authorized Uses: Unmanned vehicles have numerous applications. Aerial drones are used instead of personnel or police helicopters in high-risk environments to increase safety for law enforcement. Drone pilots also respond to mutual aid requests from outside agencies to assist with locating outstanding suspects.

Fiscal Impact: Battery Replacement (depending on frequency of use and charging)

Legal and Procedural Rules: Authorized use must comply with state and federal laws and Lexipol Policy 433-Unmanned Aircraft Systems Program.

Training: All Drone pilots must pass the UAV FAA Remote Pilot test. Additionally, all drone pilots attend quarterly drone training. The Drone Team and the SWAT Team train together a couple of times a year, to become familiar with each other's tactics.

Inventory Update: This UAV was auctioned and is no longer within ESPD's inventory as of February 2024.

UAS#5

Type: DJI Mavic Air

Quantity: 1

Cost: $500 per drone

Lifespan: 5-year manufacturer warranty

Capabilities: The Mavic Air is an interior drone that clears the interior portions of residences, office buildings, or warehouses. The interior drone allows officers to get an idea of what a room or building looks like before entering.

Manufacturer's Description: Mavic Air takes the camera and flight performance to the next level with 48MP photos, 4K/60fps video, up to 34 minutes of flight time, and more.

Purpose: A law enforcement-specific application involving aerial drones is used for open terrain or large field searches as a force multiplier to assist in high-risk apprehensions of armed or violent suspects. Aerial drones can be used as an interior search tool to locate suspects barricaded inside a residence or commercial structure.

Authorized Uses: Unmanned vehicles have numerous applications. Aerial drones are used instead of personnel or police helicopters in high-risk environments to increase safety for law enforcement. Drone pilots also respond to mutual aid requests from outside agencies to assist with locating outstanding suspects.

Fiscal Impact: Battery Replacement (depending on frequency of use and charging)

Legal and Procedural Rules: Authorized use must comply with state and federal laws and Lexipol Policy 433-Unmanned Aircraft Systems Program.

Training: All Drone pilots must pass the UAV FAA Remote Pilot test. Additionally, all drone pilots attend quarterly drone training. The Drone Team and the SWAT Team train together a couple of times a year, to become familiar with each other's tactics.

Inventory Update: This UAV was auctioned and is no longer within ESPD's inventory as of February 2024.

UAS#6

Type: DJI Matrice RTK 300 Commercial Drone System

Quantity: 1

Cost: $30,603.08

Lifespan: 5-year manufacturer warranty

Capabilities: The DJI Matrice RTK can support first responders in any hazardous incident, which would benefit from an aerial perspective. These uses could include search and rescue, barricaded suspects or high-risk tactical operations, disaster response, and video and photographic documentation of a crime scene.

Manufacturer's Description: The Matrice 300 RTK is DJI's latest commercial drone platform that takes inspiration from modern aviation systems. Offering up to 55 minutes of flight time, advanced AI capabilities, 6 directional sensing and positioning, and more, the M300 RTK sets a whole new standard by combining intelligence with high performance and unrivaled reliability.

Purpose: A law enforcement-specific application involving aerial drones is used for open terrain or large field searches as a force multiplier to assist in high-risk apprehensions of armed or violent suspects. Aerial drones can be used as an interior search tool to locate suspects barricaded inside a residence or commercial structure.

Authorized Uses: Unmanned vehicles have numerous applications. Aerial drones are used instead of personnel or police helicopters in high-risk environments to increase safety for law enforcement. Drone pilots also respond to mutual aid requests from outside agencies to assist with locating outstanding suspects.

Fiscal Impact: Battery Replacement (depending on frequency of use and charging)

Legal and Procedural Rules: Authorized use must comply with state and federal laws and Lexipol Policy 433-Unmanned Aircraft Systems Program.

Training: All Drone pilots must pass the UAV FAA Remote Pilot test. Additionally, all drone pilots attend quarterly drone training. The Drone Team and the SWAT Team train together a couple of times a year, to become familiar with each other's tactics.

UAS#7

Type: DJI Mavic 2 Zoom Enterprise Universal Edition with Enterprise Shield Support Program

Quantity: 1

Cost: $3,245.58

Lifespan: 5-year manufacturer warranty

Capabilities: The Mavic Zoom is used for exterior missions, including overwatch on smaller-scale containments. The Mavic Zoom offers a 12X zoom lens to visualize the target from farther away.

Manufacturer's Description: Capture accurate details in any mission with the Mavic 2 Enterprise Advanced – a highly versatile yet compact tool that packs a whole lot of performance upgrades. With high-resolution thermal and visual cameras, the M2EA supports up to 32× digital zoom and is capable of centimeter-level positioning accuracy with the RTK module.

Purpose: A law enforcement specific application involving aerial drones are used for open terrain or large field searches as a force-multiplier to assist in high-risk apprehensions of armed or violent suspects. Aerial drones can be used as an interior search tool to locate suspects barricaded inside a residence or commercial structure.

Authorized Uses: Unmanned vehicles have numerous applications. Aerial drones are used instead of personnel or police helicopters in high-risk environments to increase

safety for law enforcement. Drone pilots also respond to mutual aid requests from outside agencies to assist with locating outstanding suspects.

Fiscal Impact: Battery Replacement (depending on frequency of use and charging)Legal and Procedural Rules: Authorized use must comply with state and federal laws and Lexipol Policy 433-Unmanned Aircraft Systems Program.

Training: All Drone pilots must pass the UAV FAA Remote Pilot test. Additionally, all drone pilots attend quarterly drone training. The Drone Team and the SWAT Team train together a couple of times a year, to become familiar with each other's tactics.

Inventory Update: This UAV was auctioned and is no longer within ESPD's inventory as of February 2024.

UAS#8

Type: DJI Mavic 2 Dual Enterprise

Quantity: 1

Cost: $4,181.81

Lifespan: 5-year manufacturer warranty

Capabilities: The Mavic Dual is used for exterior missions, including overwatch on smaller-scale containments. The Mavic Dual offers a 12X zoom lens to visualize the target from farther away. The Mavic Dual offers a FLIR lens to sense heat sources during night hours.

Manufacturer's Description: Capture accurate details in any mission with the Mavic 2 Enterprise Advanced – a highly versatile yet compact tool that packs a whole lot of performance upgrades. With high-resolution thermal and visual cameras, the M2EA supports up to 32× digital zoom and is capable of centimeter-level positioning accuracy with the RTK module.

Purpose: A law enforcement-specific application involving aerial drones is used for open terrain or large field searches as a force multiplier to assist in high-risk apprehensions of armed or violent suspects. Aerial drones can be used as an interior search tool to locate suspects barricaded inside a residence or commercial structure.

Authorized Uses: Unmanned vehicles have numerous applications. Aerial drones are used instead of personnel or police helicopters in high-risk environments to increase

safety for law enforcement. Drone pilots also respond to mutual aid requests from outside agencies to assist with locating outstanding suspects.

Fiscal Impact: Battery Replacement (depending on frequency of use and charging)

Legal and Procedural Rules: Authorized use must comply with state and federal laws and Lexipol Policy 433-Unmanned Aircraft Systems Program.

Training: All Drone pilots must pass the UAV FAA Remote Pilot test. Additionally, all drone pilots attend quarterly drone training. The Drone Team and the SWAT Team train together a couple of times a year, to become familiar with each other's tactics.

Inventory Update: This UAV was auctioned and is no longer within ESPD's inventory as of February 2024.

UAS #9

Type: Brinc Lemur S

Quantity: 1

Cost: $22,110.22

Lifespan: 5-year manufacturer warranty

Capabilities: The Lemur S is an interior drone that clears the interior portions of residences, office buildings, or warehouses. The interior drone allows officers to understand what a room or building looks like before entering. Two-way communication drone, allowing officers to communicate with any subject located. It will also have a Glass breaker feature that lets the drone break and fly through glass (ie, car windows and glass doors). There is a thirty-one-minute flight time.

Manufacturer's Description: A repeater that doubles the drone's range. Pushes open doors.IR flying capabilities that do not use GPS. This allows us to fly in total darkness. Two-way communication capabilities with a powerful speaker to assist with a barricaded suspect in a CNT situation. 31-minute flight time Turtle mode that makes it virtually crash-proof and can self-correct and re-fly without the pilot physically needing to touch the drone or flip its right side up. LIDAR-based pilot assistance (uses lasers, not GPS, to fly, which avoids the constant connection issues traditional GPS drones encounter 10-hours perch time that allows the pilot to land the drone, record video, and audio, and speak with a subject on a single charge. Glass breaker feature that lets the drone break and flies through glass (ie, car windows, glass doors). Spotlight, dropper

accessory, landing strip that lets the drone take off from the front of a vehicle/bearcat without the pilot stepping out in harm's way. It can withstand drops of up to 40'. The drone also has a carry feature that allows it to deliver anything from a bottle of water to a flashbang.

Purpose: A law enforcement-specific application involving aerial drones is used for open terrain or large field searches as a force multiplier to assist in high-risk apprehensions of armed or violent suspects. Aerial drones can be used as an interior search tool to locate suspects barricaded inside a residence or commercial structure.

Authorized Uses: Unmanned vehicles have numerous applications. Aerial drones are used instead of personnel or police helicopters in high-risk environments to increase safety for law enforcement. Drone pilots also respond to mutual aid requests from outside agencies to assist with locating outstanding suspects.

Fiscal Impact: Battery Replacement (depending on frequency of use and charging)

Legal and Procedural Rules: Authorized use must comply with state and federal laws and Lexipol Policy 433-Unmanned Aircraft Systems Program.

Training: All Drone pilots must pass the UAV FAA Remote Pilot test. Additionally, all drone pilots attend quarterly drone training. The Drone Team and the SWAT Team train together a couple of times a year, to become familiar with each other's tactics.

Unmanned, Remotely Piloted Powered Ground Vehicle

Type: Avatar III Robot

Quantity: 1

Cost: $22,246.90

Capabilities: Robots can support first responders in any hazardous incident which would benefit from a remotely powered robot entering an area to provide details of the environment. These uses could include search and rescue, barricaded suspects or high-risk tactical operations, disaster response, and communication with suspects and victims.

Life Span: N/A

Manufactures Description: The AVATAR® III is a rugged, easy-to-use tactical robot that enhances the capabilities of law enforcement and first-responders by allowing them

to safely and quickly inspect dangerous situations. The AVATAR III is completely customizable with plug-and-play payload bays, allowing users to build the robot to fit their needs.

Purpose: To be used to remotely gain visual/audio data, deliver CNT phones, open doors, disrupt packages, and clear buildings.

Authorized Uses: Only SWAT team members shall operate the robots on an incident with the SWAT Commander's or Incident Commander's approval.

Fiscal Impact: None

Legal and Procedural Rules: Authorized use must comply with state and federal laws and Lexipol Policy 300-Use of Force.

Training: Only SWAT Officers who have completed a SWAT basic academy are authorized to utilize the Avatar III Robot. SWAT Officers will continue training using the robot during supplemental SWAT courses and training.

Flashbangs

Type: Low Roll II Distraction Device by Defense Technology

Quantity: 22

Cost: $50 each

Lifespan: 5 years from date of manufacture

Capabilities: Diversionary Devices can release large amounts of stored energy through heat, light, pressure, and noise. They are intended to temporarily distract, confuse, and disorient subjects. They can also be used as “attention-getting” devices.

Manufacturer’s Description: The 11-Gram Low Roll II® Non-Reloadable Distraction Device, High Humidity utilizes an M201A1 fuse with Hex design steel body. This compact version of the 8933 Low Roll Distraction Device body is the newest version of the first reusable non-bursting canisters that limit movement and rolling once deployed.

Purpose: The flashbangs are used as a distraction device to provide an added degree of officer safety by disorienting subjects.

Authorized uses: The SWAT team will use Diversionary Devices exclusively. Diversionary Devices can be used as an attention-getting device in high-risk tactical operations. They can also be used during high-risk warrants, hostage rescue, and mobile field force incidents.

Fiscal Impact: None

Legal and Procedural Rules: Authorized use must comply with state and federal laws and Lexipol Policy 300-Use of Force.

Training: SWAT Officers must complete an 80-hour SWAT Academy and are subject to extensive classroom and practical application training in using Diversionary Devices. Additionally, SWAT Officers regularly train on safe device deployment in various operational settings.

Flashbang Serial #'s:

1200341 1200349
1200350 1306444
1307376 1307378
1307382 1307383
1308416 1308417
1308418 1308419
1308420 1397375
1397376 1397377
1397378 1397379
1397380 1397381
1397382 1397383
1397384 1397385
1397386

Supplemental Hate Crime Report.pdf

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SUPPLEMENTAL HATE CRIME REPORT

Commission on
Peace Officer Standards and Training (POST)
860 Stillwater Road, Suite 100
West Sacramento, CA 95605-1630 • 916 227-3909

☐ **Hate incident (No Crime Committed)** ☐ **Hate Crime (422.6 PC, 51.7 CC, 52.1 CC)**

VICTIM

VICTIM TYPE

☐ **Individual**

Legal name (Last, First): _____

Date of Birth	Age	Sex	Race

☐ **School, business or organization**

Name: _____

Type: _____
(e.g., non-profit, private, public school)

☐ **Faith-based organization**

Name: _____

Faith: _____

☐ **Other**

Name: _____

Type: _____

Address: _____

Date and time of incident: _____

Location of incident: _____

Date and time of report: _____

Location of report: _____

Agency Case #: _____

NATURE OF CALL FOR SERVICE (check all that apply)

☐ Crime against persons

☐ Crime against property

☐ Gang activity

☐ Other _____

SAMPLE

BIAS

TYPE OF BIAS
(Check all characteristics that apply)

☐ Disability
☐ Gender
☐ Gender identity/expression
☐ Sexual orientation
☐ Race
☐ Ethnicity
☐ Nationality
☐ Religion
☐ Significant day of offense
(e.g., 9/11, holy days)
☐ Association with a person or group with one or more of these characteristics (actual or perceived)
☐ Other: _____

ACTUAL OR PERCEIVED BIAS – VICTIM'S STATEMENT

☐ Actual bias [Victim has the indicated characteristic(s)].
☐ Perceived bias [Suspect believed victim had the indicated characteristic(s)].

REASON FOR BIAS:

Do you feel you were targeted based on one of these characteristics?
☐ Yes ☐ No

Do you know what motivated the suspect to commit this crime?
☐ Yes ☐ No

Do you feel you were targeted because you associated yourself with an individual or a group?
☐ Yes ☐ No

Are there indicators the suspect is affiliated with a Hate Group (i.e., literature/tattoos)?
☐ Yes ☐ No

Are there Indicators the suspect is affiliated with a criminal street gang?
☐ Yes ☐ No

BIAS INDICATORS (CHECK ALL THAT APPLY):

☐ Hate speech ☐ Acts/gestures ☐ Property damage ☐ Symbol used
☐ Written/electronic communication ☐ Graffiti/spray paint ☐ Other: _____

HISTORY

SUSPECT INFORMATION

Legal name (Last, First): _____

Other Names used (AKA): _____

Date of Birth	Age	Sex	Race

Relationship to Victim: _____

RELATIONSHIP BETWEEN SUSPECT & VICTIM

Suspect known to victim: ☐ Yes ☐ No

Nature of relationship: _____

Length of relationship: _____

☐ Prior reported incidents with suspect: *Total #* _____

Prior unreported incidents with suspect:

☐ Yes ☐ No ☐ Unknown

WEAPONS/FORCE

Weapon(s) used during incident? ☐ Yes ☐ No Type: _____

Force used during incident? ☐ Yes ☐ No Type: _____

EVIDENCE

Witnesses present during incident? ☐ Yes ☐ No Statements taken? ☐ Yes ☐ No

Evidence collected? ☐ Yes ☐ No

Photos taken? ☐ Yes ☐ No

Recordings: ☐ Video ☐ Audio ☐ Booked

Suspect identified: ☐ Field ID ☐ By photo/video ☐ Known

RESOURCES

Resources offered at scene: ☐ Yes ☐ No

☐ Marsy's Law Handout ☐ Hate Crimes Brochure ☐ Other: _____

MEDICAL

Victim	Suspect	
☐	☐	Declined medical treatment
☐	☐	Will seek own medical treatment
☐	☐	Received medical treatment
☐	☐	Injuries observed

Completed by	***Date***

Name/Title/ID number

SAMPLE

Uniform Manual FINAL Rev 7-10-2024.pdf

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EL SEGUNDO POLICE DEPARTMENT UNIFORM MANUAL

This Uniform Manual is to ensure all department worn uniforms are consistent and professional in appearance. All uniforms shall be professionally cleaned and maintained. Any deviation from this manual shall be approved by the Chief of Police or their designee.

SWORN EMPLOYEES

CLASS "A" UNIFORM:

A. Standard round navy-blue uniform cover with “El Segundo Police” gold metal hat piece. The Captains’ and Chief's round hat will have a gold leaf band on the bill and a gold braid band. The Lieutenants’ hat band will be a gold braid band. Sergeant and officer hat bands will be black with gold "P" buttons.
B. LAPD style navy-blue lightweight wool long sleeve shirt with one gold “ESPD” button on each pocket flap and each epaulet. Both epaulets may be sewn down. The uniform shirt will have the ESPD shoulder patches sewn on.
C. Gold name plate shall be affixed and centered just below the top seam of the right breast pocket (see name plate model# 0000417813). The name on the name plate will be the officer’s first name initial and last name. The optional years of service plate can also be worn in conjunction with the name plate. “SERVING-YEAR-SINCE” The letterings will be blue in color.
D. Black tie with four-in-hand knot and a 5/16" wide yellow metal tie bar. Command Staff (Lieutenant and above) will wear yellow metal tie bar with affixed El Segundo City Seal.
E. Navy blue lightweight wool uniform trousers.
F. Black “Oxford” (Corfam glossy uniform dress shoes) plain toe shoes with black or navy-blue socks.
G. Regulation leather Sam Browne (basket weave leather) gun belt, without baton or baton ring. The belt will only contain a firearm, a holster, handcuffs and case, and a double pouch magazine holder.

CLASS "B" UNIFORM:

A. LAPD style navy-blue lightweight wool uniform shirt and trousers.
B. An optional patrol uniform is the Blauer FlexRS outer vest uniform or the Blauer FlexRS Supershirt uniform, navy blue in color. The outer vest will be outfitted with the BWC chest mounting piece. The officer’s gold name plate shall be affixed and centered just below the top seam of the right breast pocket (see name plate model# 0000417813). The name on the name plate will be the officer’s first name initial and last name. The optional years of service plate can also be worn in conjunction with the name plate. “SERVING-YEAR-SINCE” The letterings will be blue in color.
C. The outer vest or uniform shirt will have one gold “ESPD” button on each pocket flap and each epaulet. Both epaulets may be sewn down. The uniform shirt will have the ESPD shoulder patches sewn on.

D. The Blauer FlexRS undershirt will have the ESPD shoulder patches sewn on. The uniform shirt will have the officer's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the "EL SEGUNDO POLICE OFFICER" cloth badge (appropriate rank cloth badge) sewn on. The undershirt is rip stop material. Service stripes, FTO, and Sergeant stripes apply when wearing long or short sleeves.
E. The trousers will be the matching Blauer pants (with zippered side pockets), navy blue in color. The trousers are rip stop material.
F. At the discretion of the officer, either the long sleeve or short sleeve uniform shirt may be worn year-round. LAPD style navy blue wool/poly-wool uniform is optional if the officer or command staff choose not to wear the Blauer FlexRS outer vest uniform. The LAPD style long and short sleeve uniform shirts worn by all sworn shall have one gold "ESPD" button on each pocket flap and each epaulet. Both epaulets may be sewn down.
G. White or black T-shirt with a tight round collar (crew neck style) will be worn with any open collar uniform shirt.
H. Black "Oxford" plain toe shoes or boots will be worn with black or dark blue socks. The footwear must have a heal and be able to be shined on the toe and heal.
I. Leather trouser belt and black basket weave or nylon Sam Browne belt with the following corresponding safety equipment:

    1. Baton holder
    2. Keepers (unless Sam Brown belt is of the Velcro Style)
    3. Handcuff case
    4. O.C. holder (small or large)
    5. Double Ammunition/Magazine pouch with button flaps. The optional three pouch magazine holder must match the Sam Browne belt and purchased at the officer's expense.
    6. Holster (with a minimum threat level two rating). A single drop-down strap with no clips and only one strap around the leg is an optional holster support. The Safariland small tactical plate with one elastic strap with harness (Black STX Tactical Finish) must be purchased by the officer. The gun holster must match the black leather basket weave or nylon Sam Brown belt.
    7. Taser holster
    8. As approved by the Chief of Police or their designee, ancillary equipment such as an approved folding knife, extra handcuff cases and mini-light holders may also be worn.
J. Officers may wear the standard round navy-blue cover with the Class B uniform.

Approved nylon gear may be purchased from an authorized department vendor at the officer's expense.

CLASS "C" UNIFORM:

A. 5-11 Tactical Series, multi-purpose BDU police uniform, black in color, and rip style fabric (style 72054). The uniform shirt will have the officer's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch height. The left breast area will have the "POLICE OFFICER" cloth badge or appropriate rank

badge. The uniform shirt will have the ESPD shoulder patches sewn on.

B. The optional uniform shirt for the Class C uniform is the Elbeco Polo shirt (style# 25214), black in color. The uniform shirt will have the officer's first initial and last name, embroidered on the upper right breast area in block white colored stitching ½ inch in height. The left breast area will have the "POLICE OFFICER" or appropriate rank badge silkscreened, white in color. Shoulder patches will also be silkscreened white in color with appropriate chevron rankings. "POLICE" in white lettering with a white border will be silkscreened on the back of the shirt. This optional uniform top can only be worn during special events, training, and when authorized by a supervisor.

C. At the discretion of the officer, either the long sleeve or short sleeve uniform shirt may be worn year round.

D. White or black T-shirt with a tight round collar will be worn with the uniform.

E. Black "Oxford" plain toe shoes or boots will be worn with black or dark blue socks. The footwear must have a heal and be able to be shined on the toe and heal.

BASEBALL CAP AND BLACK KNIT WATCH CAP:

A. A black knit watch cap with "EL SEGUNDO POLICE" embroidered in silver and four stars embroidered in gold on the front fold may only be worn by male or female officers when outdoors and when temperatures are 55 degrees or lower. The knit watch cap must be worn tight with no excess material at the top of the head.

B. A fleece headband with "EL SEGUNDO POLICE" embroidered in silver and four stars embroidered in gold on the front facing portion may be worn outdoors when temperatures are 55 degrees or lower. The headband may only be worn by female officers. Supervisors have the discretion to disapprove the wearing of the knit watch cap or headband at any time. Neither the knit watch cap nor the headband shall be worn inside the station.

C. A navy-blue baseball cap with "El SEGUNDO" with a grey colored italicized lettering in grey color embroidery with a height of ½ inch stitching will be on the top line and on the second line will be the four gold stars. Embroidered after the stars on the second line is "POLICE" italicized with white ¼ inch stitching.

D. The department issued baseball cap may be worn with either the Blauer FlexRS outer vest or Blauer FlexRS Supershirt uniforms at all times to include indoors. The baseball cap may be worn with the traditional wool uniform only during times of inclement rainy weather. Supervisors have the discretion to disapprove the wearing of the baseball cap at any time.

E. The headband, knit watch cap, and baseball cap will be provided by the department and purchased from an authorized department vendor.

ADMINISTRATIVE / PERSONNEL / TRAINING:

A. Administrative Division personnel may wear the Class B uniform or a standard suit and tie.

CANINE OFFICER:

A. Blauer TENX Armorskin, multi-purpose BDU outer vest uniform, black in color. The outer

vest will be outfitted with the BWC chest mounting piece. The Blauer undershirt uniform will be black in color and have the ESPD shoulder patches sewn on. The officer's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the "POLICE OFFICER" cloth badge sewn on and below the badge will be embroidered "K-9" in blocked gold colored stitching ½ inch in height, just above the left breast pocket. The top is rip stop material. Service stripes apply when wearing long sleeves.

B. The trousers will be the matching Blauer TENX Armorskin cargo pants (with flaps), black in color. The trousers are rip stop material.

C. An optional uniform is a 5-11 multi-purpose BDU uniform, black in color and outfitted with the BWC chest mounting piece. The officer's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the "POLICE OFFICER" cloth badge sewn on and below the badge will be embroidered "K-9" in blocked gold colored stitching ½ inch in height, just above the left breast pocket. The top is rip stop material. Service stripes apply when wearing long sleeves.

D. The trousers will be the matching 5-11 uniform pants. The trousers are rip stop material.

E. At the discretion of the officer, either the long sleeve or short sleeve uniform shirt may be worn year-round.

D. White or black undershirt with a tight round collar will be worn with the K-9 uniform.

E. Black "Oxford" plain toe shoes or boots will be worn with black or dark blue socks. The footwear must have a heal and be able to be shined on the toe and heal.

F. Trouser belt and black basket weave or nylon Sam Browne belt with the following corresponding safety equipment:

1. Baton holder
2. Keepers (unless Sam Brown belt is of the Velcro Style)
3. Handcuff case
4. O.C. holder
5. Double Ammunition/Magazine pouch
6. Holster with a minimum threat level two rating. A single drop-down strap with no clips is an optional holster support. The Safariland small tactical plate with double elastic leg straps with harness (Black STX Tactical Finish) will be purchased by the department. The gun holster must match the black leather basket weave or nylon Sam Brown belt.
7. Taser Holster

Nylon gear for a K-9 officer will be purchased at department expense.

COMMUNITY ENGAGEMENT:

See sworn officers' Class B uniform.

DEFENSIVE TACTICS:

When training, all defensive tactics staff shall wear the 5.11 Tactical style BDU pants, dark navy blue in color. The 5.11 polo style shirt will be dark navy in color and can either be short sleeve or long sleeve.

A. The officer's first initial and last name embroidered on the upper right breast area in block white colored stitching ½ inch in height. The left breast area will be embroidered in white lettering ½ inch in height, "DT INSTRUCTOR." No shoulder patches will be worn. If the officer is armed the officer shall wear a gun belt with gun and their issued badge on a badge holder to the front of their service weapon. The officer will wear black colored boots, equivalent to what is worn on patrol.

DRONE / FIELD TRAINING OFFICERS (FTO):

See sworn officers' Class B uniform.

CRISIS NEGOTIATION TEAM (CNT):

When training or deployed to an incident, CNT members may wear the 5.11 Stryke pants, black in color, and 5.11 polo style shirt, black in color, which can either be short sleeve or long sleeve.

A. The officer's rank and last name embroidered on the upper right breast area in block white colored stitching ½ inch in height. "NEGOTIATOR" silk-screened in 3" white block lettering with a border on the back of the shirt. The left breast area will have a silk-screened badge with the appropriate rank. All the silk-screens will be white in color. No shoulder patches will be worn. The officer shall wear a gun and holster and their issued badge on a badge holder, positioned to the front of their service weapon on a black belt. The officer will wear black colored boots, equivalent to what is worn on patrol.

BICYCLE PATROL:

A. Designated bicycle patrol officers will wear the 5.11 Tactical polo style shirt, short or long sleeve, navy-blue in color. The polo shirt will have the ESPD shoulder patches silk screened on. The officer's first initial and last name embroidered on the upper right breast area in block white colored stitching ½ inch in height. The left breast area will have the "POLICE OFFICER" cloth badge (or appropriate rank cloth badge) sewn on. "POLICE" silk-screened in 3" white block lettering with a border on the back of the shirt. The Sergeant stripes will apply when wearing long or short sleeves.
B. 5.11 Tactical bike shorts, navy blue in color, will be worn. If tattoos are visible on the arms or legs, the long sleeve shirt and/or the regular navy blue 5.11 Tactical bicycle patrol pants will be worn.
C. Black or black with white trim athletic shoes with black or white colored ankle socks will be worn when wearing shorts.
D. The approved baseball cap may be used.

HONOR GUARD UNIFORM:

The honor guard uniform will be worn by designated officers and will perform duties such as funerals, promotions, graduations, and special details as approved by the Chief of the Police or his designee.

A. Marine Corp Style black colored wool jacket with ESPD shoulder patches along with the ESPD issued metal badge appropriate for the ranking officer. A gold-colored name plate with black lettering above the right chest pocket and centered below the upper most part of the pocket edge. The pockets and chest buttons will be gold colored Marine Corp "P" Buttons. The collar will have gold colored "ESPD" pin devices on each side of the collar. The appropriate shoulder rank will be sewn on as needed.
B. Class A style black colored wool matching material pants with a one-inch gold colored stripe down the sides of each leg.
C. Dark navy-blue round "Drill Instructor" style hat with a shiny chin strap. The chin strap is a single silver colored buckle that is centered on the front top center of the hat. The ESPD hat badge will be mounted above the buckle and centered with the pre-made holes that come with the hat.
D. Patent leather (black Corfam-style) gun belt with an adjustable shoulder strap. The shoulder strap will run underneath the epaulet and across the body. The gold clips that attach to the gun belt will be in front and back of the holster. All buckles shall be gold in color. The gun holster with the same patent leather for the Glock 17 with a RMR red dot sighting system. No light.
E. Black "Oxford" (Corfam glossy uniform dress shoes) plain toe shoes will be worn with black or dark blue socks.

INVESTIGATIONS:

The Investigative Division will wear professional business attire. Male investigators will wear a suit and tie. Female investigators will wear professional business attire. Both male and female investigators will have a jacket available to wear when in court, professional meetings, or requested to wear by the Chief of Police or his designee.

A. Investigators must wear a professional dress gun belt that holds the authorized handgun. The gun belt should also have a handcuff holder with handcuffs.
B. Forward of the handgun, the investigators issued badge should be worn and displayed on a belt badge holder.
C. During tactical incidents or at the discretion of the detective supervisor an outer vest carrier, black in color, may be worn. The outer vest will have the investigator's first initial and last name embroidered on the upper right breast area in block white colored stitching ½ inch in height. The left breast area will have the "POLICE OFFICER" cloth badge (or appropriate rank cloth badge) sewn on. A "POLICE" patch with 1 ½" white lettering above the name tape on the right breast and a "POLICE" patch with 3" white lettering with a white border affixed to the back of the vest.
D. Black or brown plain toe shoes will be worn with professional dress socks. The footwear must have heels.
E. Dark navy-blue windbreaker with the investigator's first initial and last name embroidered in ½" white stitching over the right breast. The "DETECTIVE" badge silk-screened on the

left breast and ESPD shoulder patches silk-screened on each shoulder. "POLICE" silk-screened in 3" block lettering with a border on the back of the windbreaker. All the silk-screens will be white in color.

MARITIME ENFORCEMENT / BEACH PATROL:

E. Designated boat and beach patrol officers will wear the Blauer FlexRS outer vest uniform, dark navy-blue in color. The outer vest will be outfitted with the BWC chest mounting piece. The undershirt will have the ESPD shoulder patches sewn on. The officer's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch height. The left breast area will have the "POLICE OFFICER" cloth badge sewn on. Service stripes, the appropriate ranking cloth badge, and the Sergeants stripes will apply when wearing long or short sleeves.
F. Blauer FlexRS shorts with similar rip-stop material can be used with the Blauer outer vest. If tattoos are visible on the arms or legs, then the long sleeve shirt or the regular dark navy blue Blauer FlexRS patrol pants will be worn.
G. Black colored athletic shoes with black colored ankle socks will be worn when wearing shorts.
H. The approved baseball cap will be used during sunlight hours and inclement weather. The supervisor on duty may deny the use of the baseball cap at any time.

CLASS "B" UNIFORM - MOTOR OFFICERS:

A. Navy-blue wool or polyester uniform shirt and motorcycle safety trousers. An optional uniform top is the Blauer FlexRS outer vest uniform, dark navy-blue in color. The outer vest will be outfitted with the BWC chest mounting piece. The officer's gold name plate shall be affixed and centered just below the top seam of the right breast pocket. The name on the name plate will be the officer's first name initial and last name. The optional years of service plate can also be worn in conjunction with the name plate. "SERVICE-YEAR-SINCE" The letterings will be blue. The undershirt will have the ESPD shoulder patches sewn on. The officer's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the "POLICE OFFICER" cloth badge, or appropriate rank, sewn on. Below both shoulder patches will be the motors insignia of the wheel and wings sewn on. Service stripes, the appropriate ranking cloth badge, and the sergeant's stripes will apply when wearing long or short sleeves.
B. At the discretion of the officer, either the long sleeve or short sleeve uniform shirt may be worn year-round.
C. Navy-blue motor style uniform trousers with a blue vertical stripe with gold borders on the outside of each leg will be worn with motor boots.
D. Motor boots, gloves and issued duty helmet are required when operating the police motorcycle.

NOTE: The basic Class "A" or Class "B" uniform shall be worn by motor officers when temporarily assigned to duties other than two-wheeled motorcycle patrol. Motor officers are required to wear their helmets when performing field duties. Officers assigned to two-wheel

motorcycle duty will always be in complete uniform while operating the police motorcycle, including to and from work. Officers assigned to commercial enforcement details or motor training may wear a Class "C" uniform with the appropriate patches affixed.

RANGE STAFF:

All firearms range staff shall wear the tan colored 5.11 Tactical style BDU pants. The 5.11 polo style shirt will be red and can either be short sleeve or long sleeve. Long sleeves will be worn if tattoos are visible.

B. The officer's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will be embroidered in gold lettering with a ½ inch in height, "RANGE STAFF". No shoulder patches will be worn. The officer shall wear a gun and holster and their issued badge on a badge holder, positioned to the front of their service weapon on a black belt. The officer will wear black colored boots, equivalent to what is worn on patrol.

SPECIAL WEAPONS AND TACTICS:

The designated SWAT uniform will consist of a tactical uniform issued by the department with SWAT Commander approval. The SWAT uniform will consist of pants, a long sleeve shirt, and tactical footwear.

SOUTH BAY PLATOON:

Uniform will be the same as a patrol officer's Class C. The Sam Browne will be organized the same way as the standard Class B officer Sam Browne, with an optional extended sized baton.

<u>CIVILIAN EMPLOYEES</u>

CLASS "A" UNIFORM:

POLICE SERVICE OFFICER / ANIMAL CONTROL OFFICER / CADET/PARKING CONTROL OFFICER / CSI/CRIME PREVENTION / POLICE ASSISTANT

A. Light blue wool long sleeved uniform shirt.
B. Black necktie with a four-in-hand knot, with a 5/16" wide yellow metal tie bar.
C. Gold name plate shall be affixed and centered just below the top seam of the right breast pocket. The name on the name plate will be the employee's first name initial and last name.
D. Dark navy-blue poly-wool uniform trousers.
E. Black "Oxford" (Corfam glossy uniform dress shoes) plain toe shoes will be worn with black or dark blue socks.

CLASS "A" UNIFORM:

CHAPLAIN

A. White long sleeve uniform button up shirt with zipper with ESPD shoulder patches. “CHAPLAIN” rockers under the ESPD shoulder patches. One gold “ESPD” button on each pocket flap and each epaulet.
B. LAPD style navy blue trousers.
C. Black leather basket weave belt.
D. Black tie with four-in-hand knot and a 5/16" wide yellow metal tie bar.
E. Black “Oxford” plain toe shoes or boots will be worn with black or dark blue socks. The footwear must have a heal and be able to be shined on the toe and heal.

CLASS "A" UNIFORM:

VOLUNTEERS

A. White wool long sleeved uniform shirt.
B. Black necktie with a four-in-hand knot, with a 5/16" wide yellow metal tie bar.
C. Gold name plate shall be affixed and centered just below the top seam of the right breast pocket. The name on the name plate will be the employees’ first name initial and last name.
D. Dark navy-blue wool uniform trousers.
D. Black “Oxford” (Corfam glossy uniform dress shoes) plain toe shoes will be worn with black or dark blue socks.
E. A “VOLUNTEERS” rocker will also be sewn below each ESPD shoulder patch.

CLASS "B" UNIFORM:

CADET

Dark navy-blue wool or polyester uniform trousers. The shirt will be light blue and of similar material. An optional Cadet uniform is the French blue colored Blauer poly/wool material outer vest uniform. The outer vest will be outfitted with the BWC chest mounting piece. The cadet’s gold name plate shall be affixed and centered just below the top seam of the right breast pocket. The name on the name plate will be the employee’s first name initial and last name.

A. The undershirt will have the ESPD shoulder patches and underneath each shoulder patch will have the “CADET” rocker sewn on. The cadet’s first initial and last name will be embroidered on the upper right breast area in gold colored with stitching ½ inch in height. The left breast area will have the “EL SEGUNDO POLICE” cloth badge sewn on. The trousers will be the black 5.11 tactical lite striker cargo pants (with flaps).
B. The outer vest or uniform shirt will have one gold “ESPD” button on each pocket flap and each epaulet. Both epaulets may be sewn down.
C. Either the long sleeve or short sleeve uniform shirt may be worn year-round and at the discretion of the employee. A tight white round collar t-shirt will be worn with any open collar uniform shirt.
D. Black “Oxford” plain toe shoes, boots, or black athletic shoes will be worn with black or

dark blue socks.

E. All cadets while performing duties who may interact with the public shall wear a protective vest.

CLASS "B" UNIFORM:

CHAPLAIN

A. White polo style shirt with “EL SEGUNDO POLICE” embroidered in black ½” lettering over the left chest. The chaplain’s first name initial and full last name embroidered in black ½” lettering over the right chest. “Chaplain” embroidered in black ½” lettering centered a ½” below the chaplain’s name.
B. Black Blauer FlexRS pants.
C. Black leather basket weave belt.
D. Black “Oxford” (Corfam glossy uniform dress shoes) plain toe shoes or boots will be worn with black or dark blue socks.

CLASS "B" UNIFORM:

POLICE ASSISTANT

A. Dark navy-blue poly-wool short or long-sleeved uniform shirt. The uniform top will have the employee’s first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the “EL SEGUNDO POLICE” cloth badge. The ESPD shoulder patch will also be sewn on with a “RECORDS” rocker identifier sewn underneath.
B. Dark navy-blue poly-wool uniform trousers.
C. Black “Oxford” (Corfam glossy uniform dress shoes) plain toe shoes or boots will be worn with black or dark blue socks.

CRIME ANALYST / CRIME PREVENTION

A. Dark navy-blue poly-wool short or long-sleeved uniform shirt. The uniform top will have the employee’s first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the “EL SEGUNDO POLICE” cloth badge. The ESPD shoulder patch will also be sewn on with the appropriate rocker identifier “CRIME ANALYST” or “CRIME PREVENTION” sewn on underneath.
B. 5-11 STRYKE, multi-purpose BDU uniform pants, dark navy-blue in color and rip style fabric.
C. Black “Oxford” (Corfam glossy uniform dress shoes) plain toe shoes or boots will be worn with black or dark blue socks.

CLASS "B" UNIFORM:

VOLUNTEERS

A. White wool short or long-sleeved uniform shirt.
C. Dark navy-blue wool uniform trousers.
D. Black “Oxford” (Corfam glossy uniform dress shoes) plain toe shoes or boots will be worn with black or dark blue socks.
E. A designator/ rocker “VOLUNTEERS” patch will also be sewn below each ESPD shoulder patch.

CLASS "B" UNIFORM:

ANIMAL CONTROL / POLICE SERVICE OFFICER (JAILER)

A. 5-11 Tactical Series, multi-purpose BDU police uniform pant, khaki in color, and rip style fabric (style 74369-male and 64386-female). The 5-11 Tactical Series, multi-purpose BDU police uniform top will be black in color and rip style fabric (style 72054). The employee’s first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the “EL SEGUNDO POLICE” cloth badge. Underneath the cloth badge will be “SERVICE OFFICER” embroidered in block gold colored stitching ½ inch in height. The ESPD shoulder patch will also be sewn on with the appropriate rocker sewn on underneath (ie. ANIMAL CONTROL or JAILER).
B. An optional uniform is the Blauer FlexRS outer vest uniform, black in color. The outer vest will be outfitted with the BWC chest mounting piece. The employee’s first initial and last name will be embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the “EL SEGUNDO POLICE” cloth badge sewn on.
C. The Blauer FlexRS undershirt, black in color, will have the ESPD shoulder patches sewn on with the appropriate rocker sewn on underneath (i.e. ANIMAL CONTROL or JAILER). The uniform shirt will have the employee’s first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the “EL SEGUNDO POLICE” cloth badge sewn on. The undershirt is rip stop material.
D. An optional top is the Elbeco Polo shirt (style# 25214), black in color. The uniform top will have the employee’s first initial and last name embroidered on the upper right breast area in block white colored stitching ½ inch in height. The left breast area will have the “EL SEGUNDO POLICE” cloth badge. Shoulder patches will also be silkscreened white in color. This optional uniform top can only be worn during special events, training, and when authorized by a supervisor.
E. At the discretion of the officer, either the long sleeve or short sleeve uniform shirt may be worn year round.
D. White or black T-shirt with a tight round collar will be worn with the uniform.
E. Black “Oxford” plain toe shoes or boots will be worn with black or dark blue socks. The footwear must have a heal and be able to be shined on the toe and heal.
F. Department issued baseball cap. As a general rule, baseball caps may not be worn with the Class “A” or Class “B” uniforms; however, if approved by the Supervisor, baseball caps may be worn in inclement weather, and during incidents of prolonged sun exposure (e.g. perimeters, traffic control, etc.).

G. A navy-blue baseball cap with “El SEGUNDO” with a grey colored italicized lettering in grey color embroidery with a height of ½ inch will be on the top line, and on the second line will be the four gold stars. Embroidered after the stars on the second line is “POLICE” italicized with white color thread and a height of ¼ inch.

ANIMAL CONTROL EQUIPMENT

A. Trouser belt and black basket weave or nylon Sam Browne belt with the following corresponding safety equipment:

1. Baton and baton ring (may have an expandable baton at the employee’s expense)
2. Keepers (unless Sam Brown belt is of the Velcro Style)
3. O.C. holder
4. Electronic control device (ECD) and ECD Holster

CLASS "B" UNIFORM:

PROPERTY OFFICER / CRIME SCENE INVESTIGATOR

A. Blauer TENX Armorskin, multi-purpose BDU outer vest uniform, black in color. The outer vest will be outfitted with the current BWC chest mounting piece. The undershirt will be black and have the ESPD shoulder patches with the appropriate identifiers sewn on underneath. The outer vest and undershirt will have the employee’s first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the “EL SEGUNDO POLICE” cloth badge sewn on. The top will be rip stop material.
B. The trousers will be the matching Blauer TENX Armorskin cargo pants (with flaps), black in color. The trousers will be rip stop material.
C. At the discretion of the employee, either the long sleeve or short sleeve uniform shirt may be worn year-round.
D. White or black T-shirt with a tight round collar will be worn with the uniform.
E. Black “Oxford” plain toe shoes or boots will be worn with black or dark blue socks. The footwear must have a heal and be able to be shined on the toe and heal.

CLASS "A" CRIME ANALYST:
See PSO Class “A” uniform.
EXECUTIVE ASSISTANT:
Business casual attire

MANAGEMENT ANALYST:
Business casual attire

BADGES:

PURCHASE OF BADGES PROHIBITED. Personnel of this Department will not purchase an official badge, or reasonable facsimile thereof, for any purpose, without written authorization from the Chief of Police.

The only badge(s) personnel of this Department are authorized to use are those issued by the Department or those that have been authorized by the Chief of Police.

INSIGNIAS FOR THE POLICE UNIFORM:

PATCHES. Patches will be sewn on each shirt and jacket sleeve centered on the epaulet or shoulder 1/2" below the shoulder seam. Leather jackets worn by solo-motor officers do not require patches.

SERVICE STRIPES. Service stripes are required on the regulation long sleeved uniform shirt. One stripe for each calendar five years of peace officer service, sewn on the left sleeve, high point edge parallel and forward of the sleeve crease and the low point 3/8" above the cuff seam. The stripes will be blue with gold trim.

SERGEANT'S CHEVRONS. Sergeant chevrons are to be centered on the epaulet, 1/2" below the bottom of the patch on each sleeve of all uniform shirts and jackets, single point up, blue in color with gold trim.

LIEUTENANT'S BARS. Lieutenant bars will be 1/4" x 3/4" in size, gold in color. One will be pinned on each collar tab, 1/2" up from the bottom, the bars forward edge parallel to the vertical seam of the collar.

CAPTAIN'S BARS. Captain's bars will be two 1/4" x 3/4" in size, gold in color. One will be pinned to each collar tab 1" down from the top of the collar with the leading edge of the forward bar parallel with the vertical collar seam.

CHIEF'S STARS. The Chief of Police will wear four gold stars pinned to each collar tab of the dress uniform.

BADGES AND NAME TAGS. The badge of the El Segundo Police Department will be pinned in the holder provided on the left breast of the uniform shirt. The name plate will be pinned on the right uniform shirt pocket with the upper edge of the plate aligned with the upper flap seam. Personnel may wear an attached pin with the Name Tag listing the employee's year of hire as a peace officer. Lateral entry officers may account for their previous peace officer service.

POLICE BADGE MOURNING BAND. A police badge mourning band shall be worn on an officer's badge when:

A. A peace officer assigned to a law enforcement agency is killed in the line of duty within Los Angeles County or the adjacent counties of Ventura, San Bernadino, Riverside, Kern, or Orange.
B. An officer attends a funeral or other service for a fallen law enforcement officer.
C. Approved by the Chief of Police or an authorized designee.

The mourning band shall be 1/ 2 inch wide and made of solid black elastic with blue midline. The band shall be positioned horizontally over the center of the badge.

Professional Staff may wear the issued Thin Blue Line Ribbon 1.5-inch lapel pin on the left side, chest level of the outermost garment worn. This pin is supplied by the department.

The mourning band and pin should be worn from the day of the death until midnight on the evening of the official and/or formal memorial ceremony.

UNIFORM SERVICE PINS. Only authorized service pins may be worn by members of the department to signify special accomplishments or distinguished awards.

DISPLAY OF SERVICE PINS.

Display of One Service Pin (right uniform shirt pocket flap): One authorized pin (a-d) will be worn centered on the left half of the right uniform shirt pocket flap. It may be worn while in Class "A" or Class "B" Uniform.

Display of Two Service Pins (right uniform shirt pocket flap): Two authorized pins (a-d) will be worn centered on the left half and right half of the right uniform shirt pocket flap. They may be worn with a Class "A" or Class "B" uniform.

Display of One Service Pin (left uniform shirt pocket flap): One authorized pin (e & f) shall be worn centered on the left uniform shirt pocket with the upper edge of the device aligned with the upper flap seam. They may be worn with a Class "A" or Class "B" uniform.

A. FIRING RANGE QUALIFICATION PIN. Sworn personnel may wear the Firing Range Qualification Pin according to the following classifications. The pin shall be worn centered on the left half of the right uniform shirt pocket flap.

1.	MARKSMAN	365-417 - No pin awarded
2.	SHARPSHOOTER PIN	418-458
3.	EXPERT PIN	459-493
4.	DISTINGUISHED PIN	494-500

B. SWAT TEAM PIN. Active SWAT team members may wear the SWAT pin. The pin shall be worn centered on the left half of the right uniform shirt pocket flap.

C. AMERICAN FLAG PIN. United States flag pins are authorized to be worn by all uniformed personnel. The pin shall be 1 inch. Military veterans may instead wear a crossed pin of the American flag and military branch flag in which they served. The pin shall be worn centered on the left half of the right uniform shirt pocket flap.

D. GRACIE JIU-JITSU PINS (Bronze, Silver, and Gold). Personnel awarded a Gracie Jiu-Jitsu pin are authorized to wear the pin indefinitely while a member of this department.
   1. Gracie Jiu-Jitsu pins will be awarded to sworn officers as follows:
      a. Gold pins will be awarded to all sworn officers who have attended 300 or more approved Gracie Jiu-Jitsu classes.

b. Silver pins will be awarded to all sworn officers who have attended 200 or more approved Gracie Jiu-Jitsu classes.
c. Bronze pins will be given to all sworn officers who have attended 100 or more approved Gracie Jiu-Jitsu classes.

E. DRUNK DRIVING ENFORCEMENT 23152 PIN. Personnel awarded a Drunk Driving Enforcement pin are authorized to wear the pin indefinitely while a member of this department. The pin shall be worn centered on the left uniform shirt pocket with the upper edge of the pin aligned with the upper flap seam.

F. STOLEN VEHICLE 10851 PIN. Personnel awarded a Stolen Vehicle enforcement pin are authorized to wear the pin indefinitely while a member of this department. The pin shall be worn centered on the left uniform shirt pocket with the upper edge of the pin aligned with the upper flap seam.

***Officers that have achieved a 23152 Pin and a 10851 Pin may only wear one of the pins on their uniform.

MEDAL OF VALOR. Medal of Valor and Distinguished Service award pins awarded to uniformed personnel for bravery, heroism or other outstanding meritorious actions shall be worn centered on the left uniform shirt pocket with the upper edge of the device aligned with the upper flap seam. It may be worn while in Class "A" Uniform. Personnel awarded a Medal of Valor or Distinguished Service pin are authorized to wear the pin indefinitely while a member of this department.

***Officers that have achieved a Medal of Valor and Distinguished Service Pin may wear both pins on their Class "A" Uniform.

MILITARY RIBBONS. Uniformed employees of the El Segundo Police Department, including both sworn and civilian, who are active military reservists or veterans of the United States Armed Forces, whether active or reserve, including the California National Guard, State Military Reserve, or Naval Militia, will be authorized to wear ribbons earned while serving in the United States Armed Forces, in accordance with the provisions of Military and Veterans Code, Division 3, Chapter 2, Section 648 (b) and the following restrictions:

A. Military ribbons are to be worn on Class "A" uniforms only.
B. Only military ribbons may be worn. Military medals and badges (shooting badges, jump wings, dive badge, etc.) are not authorized.
The placement of military ribbons on the Class "A" uniform shall be centered above the right breast uniform pocket.
D. Military ribbons are authorized only during the following time periods:

1. Veteran's Day
2. Memorial Day
3. As authorized by the Chief of Police.

FIELD EQUIPMENT

REQUIRED EQUIPMENT – UNIFORMED PERSONNEL. In addition to the basic uniforms, personnel engaged in uniformed field duty shall carry the following equipment:

A. Protective Vests – All uniformed officers, community lead officers, school resource officers, animal control officers, cadets and supervisors must wear protective vests when conducting field duties.
B. Baton - The Department approved baton should be immediately available by uniformed sworn officers while engaged in field duties.
E. Handcuffs and Handcuff Key
G. Helmet and Gas Mask - Officers assigned to field duty in uniform shall have their helmets and Gas Mask in the vehicle to which they are assigned. Unless specifically directed, officers may use their own judgement as to the wearing of helmets in field situations.
H. Electronic Control Device – Officers, Supervisors, and non-sworn personnel assigned to field duty and trained in accordance with guidelines shall carry the ECD in an approved holster specifically manufactured for the device and must not be positioned on the same side of the utility belt as a firearm.
I. Department issued O.C. and holder.
J. Knives - Folded, buck type knives may be worn if enclosed in a closed sheath.
K. Second department approved, "Back-up" gun - may be carried, but must be completely concealed from view.
L. BWC camera and holder

NYLON FIELD JACKET. The heavy-duty or light-weight nylon field jacket may be worn with the basic uniform by all officers. If worn, this jacket must bear the official shoulder patch of the Department, as well as any additional insignia that the wearer of the jacket is authorized to wear.

Sworn employees- black uniform jacket or lightweight uniform jacket with “POLICE OFFICER” cloth badge, or appropriate rank cloth badge. The uniform jacket will have the ESPD shoulder patches sewn on along with the appropriate chevron rank or designator (FTO, SGT, or motorcycle) underneath the shoulder patches. The name tape will be embroidered in block gold colored stitching ½ inch in height and affixed above the right pocket.

Civilian employees- black uniform jacket or lightweight uniform jacket with “El SEGUNDO POLICE” cloth badge. The uniform jacket will have the ESPD shoulder patches sewn on with the appropriate rocker sewn underneath each shoulder patch. The name tape will have the employees first initial and last name embroidered in block gold colored stitching ½ inch in height.

Records Division- Blauer softshell hybrid jacket style 4675. The dark navy-blue jacket with “EL SEGUNDO POLICE” cloth badge. The uniform jacket will have the ESPD shoulder patches sewn on with the “RECORDS” rocker sewn underneath each shoulder patch. The employees first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height.

SAFETY VESTS. In accordance with the Federal Highway Administration (FHWA) Code of Federal Regulations, Title 23, Part 634, all police personnel will don a safety vest when performing any of the following field tasks day or night:

A. Directing traffic
B. Investigating traffic collisions
C. Managing lane closures, obstructed roadways, or disaster areas

All safety vests must meet the American National Standards Institute (ANSI) and International Safety Equipment Association (ISEA) 207 class 2 requirements and made of reflectorized/high visibility material.

UNIFORM ACCESSORIES AND GENERAL APPEARANCE:

REFER TO LEXIPOL 1022 FOR PERSONAL APPEARANCE AND STANDARDS

PLAINCLOTHES DRESS FOR ALL DEPARTMENT PERSONNEL

PLAINCLOTHES DRESS-DEFINITION:

Non-uniformed attire for all employees shall usually consist of a business suit or sports coat and slacks, for males and comparable professional attire for females. Exceptions may be granted by the Division Commanders for officers on certain special assignments.

DRESS CODE- DEPARTMENT MEETINGS AND TRAINING:

As direct representatives of the City and the Police Department, a standard of professionalism shall be the general guideline. When attending Department meetings and training, professional attire for employees will include the following: Collared shirts, khaki style pants or slacks; jeans may be worn if not faded, torn or soiled. Additionally, female employees may wear professional attire.

Employees are not permitted to wear the following clothing during department meetings and training unless approved by the Chief of Police or their designee: baseball caps, sandals, shorts, T-shirts, any clothing with logos or words that are offensive.

PROCUREMENT OF UNIFORMS AND SAFETY EQUIPMENT

PROVIDED UNIFORMS AND SAFETY EQUIPMENT:

The City shall provide required uniforms and safety equipment to eligible employees.

POLICE OFFICER TRAINEES: Shall be provided with the following equipment at time of hire:

A. LAPD style shirts (3) and LAPD style pants (3) or the optional Blauer FlexRS outer vest shirt and matching trousers navy blue in color: 2 outer vest, three undershirts, three pants. Full set of Class A long sleeve uniform shirt and pants.
B. Black tie and gold tie bar
C. Black shoes or boots

D. Standard round navy-blue cover with ESPD hat piece
E. Jacket
F. Basket weave dress belt
G. Four keepers- basket weave
H. Sam Browne belt- basket weave
I. One holster for ESPDs standard issued handgun- basket weave
J. One duty weapon- Glock 17
K. One double pouch ammo case with a button/ snap top- basket weave
L. Three magazines
M. Two pair handcuffs and two handcuff case- basket weave
N. One baton and baton ring
O. Flashlight
P. One radio holster
Q. Rain gear
R. Protective vest
S. Helmet and bag
T. O.C. and holder (open or closed top)- basket weave
U. Taser and Taser holder
V. BWC and holder

UNIFORM AND SAFETY EQUIPMENT REPLACEMENT:
Eligible employees requesting replacement of uniforms worn out or damaged in the line of duty will submit a uniform request along with the damaged or worn item to his/her immediate Supervisor for approval. The employees immediate Supervisor shall verify the cause of the damage or extent of the wear and base the recommendation for replacement on these findings. The supervisor inspecting the item(s) will indicate his or her approval, if warranted, by signing the form and shall then forward the request form and the item to the Administrative Sergeant for final approval. Replacement records shall be maintained by the Administrative Sergeant for inventory purposes.

FIREARM PURCHASE UPON SEPARATION. Non- Probationary, sworn personnel, with the written approval of the Chief of Police may purchase, upon honorable separation, his/her issued firearm. Below are the procedures to be followed:

A. Submit Inter-Departmental Correspondence to the Chief of Police requesting to purchase the firearm. Request must list the make, model, caliber, and serial number.
B. Fair market value to be estimated by a local FFL and approved by the Firearms Range Manager. Back-up documentation shall be provided.
C. Make payment to the City Finance Department and provide proof of payment to the Administrative Division Sergeant.
D. Present the firearm and Letter of Intent, signed by the Chief of Police (Letter is provided by Administration Division) to a licensed Federal Firearms dealer.

E. It is the responsibility of the purchasing officer to pay any applicable taxes and registration fees.

F. Due to CA firearm laws restricting the transfer of certain firearms only to active peace officers, the transaction shall be completed prior to the official separation date.

G. The purchasing officer shall provide the Administrative Division Sergeant with a copy of the Dealer Record of Sale (DROS) as proof of registration and compliance with state and federal firearms laws.

H. The Office of the Chief of Police shall retain copies of the approved request, proof of payment receipt, Letter of Intent and DROS.

AB 481 Military Equipment Inventory 2023.pdf

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El Segundo Police Department
Military Equipment Inventory List 2022

Armored Vehicles:

Type: *Tactical Humvee*

Quantity: 1

Cost: $0 (Acquired through the 10-33 Program)

Lifespan: 20+ years based on maintenance care

Capabilities: The Humvee can support first responders in any hazardous, high risk, or critical incident which would benefit from having a vehicle that provides a high level of ballistic protection.

Manufacturer's Description: The high-mobility multipurpose wheeled vehicle (HMMWV or Humvee) is a tactical vehicle designed and produced to replace the US Army's current tactical vehicles in the 0.25t to 1.25t range. It is manufactured by AM General LLC at its Mishawaka industrial plant.

Purpose: The purpose of the Humvee is to provide protection for the department members in high risk or critical incidents such as, serving high risk search warrants or arrest warrants of dangerous subjects.

Authorized uses: The Humvee is to be used for critical incidents, such as active shooters, armed barricaded suspects, hostage situations, high-risk tactical operations, disaster response, officer/citizen rescues.

Fiscal Impact: $500 (Maintenance Costs)

Legal and Procedural Rules: Authorized use must comply with state and federal laws and Lexipol Policy-300 Use of Force.

Training: Oversized SWAT and Police Vehicle Safety and Operation Training. This training is put on by the California Truck Driving Academy.

Explosive Breaching Tool:

Type: *Remington 870 Magnum 12 Gauge Shot Lock. SN LM010456*
Ammo: (Quantity:123) 12 Gauge, Avon, Breaching Round, Part #3105

Quantity: 1

Cost: $700

Lifespan: N/A

Capabilities: This tool allows for officers to safely utilize shotgun breaching rounds to destroy deadbolts, locks, and hinges. The stand-off that is attached to the end of the barrel allows for positive placement of the device into the correct position and vents gasses to prevent overpressure. This device can also defeat windows and sliding glass doors with a flash bang round.

Manufacturer's Description: The Remington 870 family of shotguns was first introduced by Remington in the 1950s and since, has become one of the most popular USA-made pump action shotguns ever. Sales of the 870 reached over 7 million guns by 1996 and have since continued to grow. This particular model is configured with a pistol grip and a door-breaching accessory threaded into the barrel making it ideal for forceful entry situations.

Purpose: During crisis situations, it may become necessary for a SWAT team to facilitate an entry into a target location. It is critical the point of entry is breached quickly and as safely as possible. A quick and effective breach is one key to a successful tactical mission. In some instances, an explosive breach may be required to provide an added degree of safety and tactical advantage in order to accomplish a mission.

Authorized uses: An Explosive Breach should only be utilized after taking into consideration the overall mission, officer and citizen safety, the overall construction of the structure, the presence of unstable chemicals, explosives or incendiary materials, and whether other means of mechanical breaching would be effective and safe to use. The option to use an explosive breach shall be at the discretion of the SWAT Team Leader with the approval of the SWAT or Incident Commander.

Fiscal Impact: None

Legal and Procedural Rules: Authorized use must comply with state and f federal laws and Lexipol Policy-300 Use of Force.

Training: Only SWAT Officers that are certified Explosive Breachers are authorized to utilize explosive breaching tools. SWAT Explosive Breachers must successfully complete an 80 hour SWAT Academy and must attend extensive POST certified Explosive Breaching Courses.

Projectile Launcher Platforms:

Type: *40mm, Single shot launchers. SN# D37725, SN# D36314, SN# 19782 and SN# D37841*
Quantity: 4

Cost: $835 each

Lifespan: N/A

Capabilities: 40mm launchers are capable of firing a variety of munitions with a maximum effective range of one hundred twenty (120) feet. 40mm launchers can deliver 40mm munitions in the form of chemical agents, sponge baton rounds, or combined use sponge baton OC chemical agent rounds.

Manufacturer's Description: The 40LMTS is a tactical 40mm single shot launcher that features an expandable stock and an adjustable Integrated Front Grip (IFG) with a light rail. The Ambidextrous Lateral Sling Mount (LSM) and QD mounting systems allow both a single and two point sling attachment. The 40LMTS will fire standard 40mm Less Lethal ammunition, up to 4.8 inches in cartridge length. This weapon is NOT designed to fire 40mm High Velocity HE ammunition. The Picatinny Rail Mounting System will accept a wide array of enhanced optics/sighting systems.

Purpose: Kinetic energy projectiles, when used properly, are less likely to result in death or serious physical injury and can be used in an attempt to de-escalate a potentially deadly situation.

Authorized Use: 40mm launchers utilized with less lethal sponge baton rounds may be deployed to impact subjects demonstrating assaultive behavior or life-threatening behavior. 40mm launchers utilized with less lethal sponge baton rounds may also be used to control an actively resistive subject reasonably believed to possess or have immediate access to a deadly weapon. (Policy 303.6 Kinetic Energy Projectiles and Policy 300 Use of Force).

Fiscal Impact: None

Legal and Procedural Rules: Authorized use must comply with state and federal laws and Lexipol Policy 303.6 Kinetic Energy Projectiles, 303.8 Kinetic Energy Projectile Training, and Policy 300 Use of Force.

Training: Every sworn El Segundo Police Officer attends a less lethal refresher course every two years. The refresher course consists of reading the department policy on each less lethal device, overview of the use of force policy, nomenclature of the projector launcher device and live fire with the projectile launchers. Additionally, SWAT members train on the projectile launcher platforms numerous times throughout the year.

Type: *Penn Arms, Model # PG5, 40mm, Pump action, Multi-Shot (6) launcher, SN 3131*

Quantity: 1

Cost: $2,000

Lifespan: N/A

Capabilities: 40mm launchers are capable of firing a variety of munitions with a maximum effective range of one hundred twenty (120) feet. 40mm launchers can deliver 40mm munitions in the form of chemical agents, sponge baton rounds, or combined use sponge baton OC chemical agent rounds.

Manufacturer's Description: A 40mm pump-action advance magazine drum launcher with a fixed stock and combo rail. It has a six-shot capacity and rifled barrel.

Purpose: Kinetic energy projectiles, when used properly, are less likely to result in death or serious physical injury and can be used in an attempt to de-escalate a potentially deadly situation.

Authorized Use: 40mm launchers utilized with less lethal sponge baton rounds may be deployed to impact subjects demonstrating assaultive behavior or life-threatening behavior. 40mm launchers utilized with less lethal sponge baton rounds may also be used to control an actively resistive subject reasonably believed to possess or have immediate access to a deadly weapon. (Policy 303.6 Kinetic Energy Projectiles and Policy 300 Use of Force).

Fiscal Impact: None

Legal and Procedural Rules: Authorized use must comply with state and federal laws and Lexipol Policy 303.6 Kinetic Energy Projectiles, 303.8 Kinetic Energy Projectile Training, and Policy 300 Use of Force.

Training: Every sworn El Segundo Police Officer attends a less lethal refresher course every two years. The refresher course consists of reading the department policy on each less lethal device, overview of the use of force policy, nomenclature of the projector launcher device and live fire with the projectile launchers. Additionally, SWAT members train on the projectile launcher platforms numerous times throughout the year.

Specialty Impact Munitions (SIM):

Type: *Direct Impact 40mm OC Crushable Foam Round – Part# 6320*

Quantity: 256

Cost: $22 each

Lifespan: 5 years from date of manufacture

Capability: 40mm launchers are capable of firing a variety of munitions with a minimum effective range of five (5) feet and a maximum effective range of one hundred twenty (120) feet. 40mm launchers can deliver 40mm munitions in the form of chemical agents, sponge baton rounds, or combined use sponge baton OC chemical agent rounds.

Manufacturer's Description: The 40mm Direct Impact® Round has evolved from Defense Technology® design of the eXact iMpact™. This lightweight, high-speed projectile consists of a plastic body and a crushable foam nose which is spin stabilized via the incorporated rifling collar and the 40mm launcher's rifled barrel. The rounds utilize smokeless powder as the propellant and have velocities that are extremely consistent. The 40mm Direct Impact® Round consists of a plastic body and a crushable foam nose that contains a powder payload. This payload area can hold inert, marking, OC or CS powder. The crushable foam nose dissipates energy upon impact while releasing the powder payload.

Purpose: Kinetic energy projectiles, when used properly, are less likely to result in death or serious physical injury and can be used in an attempt to de-escalate a potentially deadly situation. The Direct Impact OC round additionally brings the effects of an irritant powder, maximizing the potential for incapacitation. Its purpose is to minimize the risk to all parties through pain compliance, temporary discomfort and/or incapacitation of potentially violent or dangerous subjects.

Authorized Use: 40mm launchers utilized with less lethal sponge baton rounds may be deployed to impact subjects demonstrating assaultive behavior or life-threatening behavior. 40mm launchers utilized with less lethal sponge baton rounds may also be used to control an actively resistive subject reasonably believed to possess or have immediate access to a deadly weapon, within the force guidelines of Department Procedure (Policy 303.6 Kinetic Energy Projectiles, 303.8 Kinetic Energy Projectile Training, 303.10 Tear Gas Guidelines, 303.11 Pepper Projectile Systems, and Policy 300 Use of Force).

Fiscal Impact: None

Legal and Procedural Rules: Authorized use must comply with state and federal laws and Lexipol Policy 303.6 Kinetic Energy Projectiles, 303.8 Kinetic Energy Projectile Training, 303.10 Tear Gas Guidelines, 303.11 Pepper Projectile Systems, and Policy 300 Use of Force

Training: Every sworn El Segundo Police Officer attends a less lethal refresher course every two years. The refresher course consists of reading the department policy on each

less lethal device, overview of the use of force policy, nomenclature of the projector launcher device and live fire with the projectile launchers. Additionally, SWAT members train on the projectile launcher platforms numerous times throughout the year.

Type: *Exact Impact 40mm Standard Range Sponge Round-Part# 6325*

Quantity: 302

Cost: $22 each

Lifespan: 5 years from date of manufacture

Capability: 40mm launchers are capable of firing a variety of munitions with a minimum effective range of five (5) feet and a maximum effective range of one hundred twenty (120) feet. 40mm launchers can deliver 40mm munitions in the form of chemical agents, sponge baton rounds, or combined use sponge baton OC chemical agent rounds.

Manufacturer's Description: The 40mm eXact iMpact™ Sponge Round has evolved from the design of the 40mm XM1006 projectile, developed by the US Army Research Laboratory. This lightweight, high-speed projectile incorporates a plastic body and a foam (sponge) nose which is spin stabilized via the incorporated rifling collar and the 40mm launcher's rifled barrel. The round utilizes smokeless powder as the propellant and has velocities that are extremely consistent. The 40mm eXact iMpact™ Sponge Round is a "point-of-aim, point-of-impact" direct fire round that is most commonly used by tactical teams in situations where maximum deliverable energy is desired for the incapacitation of an aggressive, non-compliant subject. In many municipalities, these are being selected for both tactical call outs and as an available option for patrol.

Purpose: Kinetic energy projectiles, when used properly, are less likely to result in death or serious physical injury and can be used in an attempt to de-escalate a potentially deadly situation. The Direct Impact OC round additionally brings the effects of an irritant powder, maximizing the potential for incapacitation. Its purpose is to minimize the risk to all parties through pain compliance, temporary discomfort and/or incapacitation of potentially violent or dangerous subjects.

Authorized Use: 40mm launchers utilized with less lethal sponge baton rounds may be deployed to impact subjects demonstrating assaultive behavior or life-threatening behavior. 40mm launchers utilized with less lethal sponge baton rounds may also be used to control an actively resistive subject reasonably believed to possess or have immediate access to a deadly weapon, within the force guidelines of Department Procedure (Policy 303.6 Kinetic Energy Projectiles, 303.8 Kinetic Energy Projectile Training, 303.10 Tear Gas Guidelines, 303.11 Pepper Projectile Systems, and Policy 300 Use of Force).

Fiscal Impact: None

Legal and Procedural Rules: Authorized use must comply with state and federal laws and Lexipol Policy 303.6 Kinetic Energy Projectiles, 303.8 Kinetic Energy Projectile Training, 303.10 Tear Gas Guidelines, 303.11 Pepper Projectile Systems, and Policy 300 Use of Force

Training: Every sworn El Segundo Police Officer attends a less lethal refresher course every two years. The refresher course consists of reading the department policy on each less lethal device, overview of the use of force policy, nomenclature of the projector launcher device and live fire with the projectile launchers. Additionally, SWAT members train on the projectile launcher platforms numerous times throughout the year.

Type: *Exact Impact 40mm Extended Range Sponge Round- Part# 6325LE*

Quantity: 30

Cost: $25 each

Lifespan: 5 years from date of manufacture

Capability: 40mm launchers are capable of firing a variety of munitions. The minimum effective range is thirty three (33) feet and the maximum effective range of the extended range sponge round is two hundred thirty (230) feet. 40mm launchers can deliver 40mm munitions in the form of chemical agents, sponge baton rounds, or combined use sponge baton OC chemical agent rounds.

Manufacturer's Description: The 40mm eXact iMpact™ Extended Range Round has evolved from the Defense Technology® design of the eXact iMpact™. This lightweight, high-speed projectile incorporates a plastic body and a foam (sponge) nose which is spin stabilized via the incorporated rifling collar and the 40mm launcher's rifled barrel. The round utilizes smokeless powder as the propellant and has velocities that are extremely consistent. The 40mm eXact iMpact™ Extended Range Round is a "point-of-aim, point-of-impact" direct fire round that is most commonly used by tactical teams in situations where greater accuracy and deliverable energy is desired for the incapacitation of an aggressive, non-compliant subject at longer distances.
Purpose: Kinetic energy projectiles, when used properly, are less likely to result in death or serious physical injury and can be used in an attempt to de-escalate a potentially deadly situation. The Direct Impact OC round additionally brings the effects of an irritant powder, maximizing the potential for incapacitation. Its purpose is to minimize the risk to all parties through pain compliance, temporary discomfort and/or incapacitation of potentially violent or dangerous subjects.

Authorized Use: 40mm launchers utilized with less lethal sponge baton rounds may be deployed to impact subjects demonstrating assaultive behavior or life-threatening behavior. 40mm launchers utilized with less lethal sponge baton rounds may also be used to control an actively resistive subject reasonably believed to possess or have immediate access to a deadly weapon, within the force guidelines of Department Procedure (Policy 303.6 Kinetic Energy Projectiles, 303.8 Kinetic Energy Projectile Training, 303.10 Tear Gas Guidelines, 303.11 Pepper Projectile Systems, and Policy 300 Use of Force).

Fiscal Impact: None

Legal and Procedural Rules: Authorized use must comply with state and federal laws and Lexipol Policy 303.6 Kinetic Energy Projectiles, 303.8 Kinetic Energy Projectile Training, 303.10 Tear Gas Guidelines, 303.11 Pepper Projectile Systems, and Policy 300 Use of Force

Training: Every sworn El Segundo Police Officer attends a less lethal refresher course every two years. The refresher course consists of reading the department policy on each less lethal device, overview of the use of force policy, nomenclature of the projector launcher device and live fire with the projectile launchers. Additionally, SWAT members train on the projectile launcher platforms numerous times throughout the year.

Type: *40 mm Stinger 60-Cal Rubber Ball Smokeless Powder Round-Part# 6097*

Quantity: 98

Cost: $20.49 each

Lifespan: 5 years from date of manufacture

Capability: The Stinger 40mm, 60-Caliber Round is intended to be skipped or directly fired at the discretion of the operator. It is most suitable at close to moderate ranges of fire, approximately 15 to 40 feet.

Manufacturer's Description: The Stinger® 40mm, 60-Caliber Round incorporates a 4.8-inch casing that contains approximately eighteen (18) rubber balls. It differs from its 37mm counterpart in that it utilizes smokeless powder as the propellant and therefore has velocities that are considerably more consistent and have tighter patterns. The Stinger® 40mm, 60-Caliber Round is most widely used as a crowd management tool by Law Enforcement and Corrections. The round is generally deployed in low trajectories or skip fired in the general direction (non-target specific) of the intended targets.

Purpose: Kinetic energy projectiles, when used properly, are less likely to result in death or serious physical injury and can be used in an attempt to de-escalate a potentially

deadly situation. The Stinger 40mm, 60-Caliber Round is a pain compliance round for crowd control. Its purpose is to minimize the risk to all parties through pain compliance, temporary discomfort and/or incapacitation of potentially violent or dangerous subjects.

Authorized Use: 40mm launchers utilized with less lethal sponge baton rounds may be deployed to impact subjects demonstrating assaultive behavior or life-threatening behavior. 40mm launchers utilized with less lethal sponge baton rounds may also be used to control an actively resistive subject reasonably believed to possess or have immediate access to a deadly weapon, within the force guidelines of Department Procedure (Policy 303.6 Kinetic Energy Projectiles, 303.8 Kinetic Energy Projectile Training, 303.10 Tear Gas Guidelines, 303.11 Pepper Projectile Systems, and Policy 300 Use of Force).

Fiscal Impact: None

Legal and Procedural Rules: Authorized use must comply with state and federal laws and Lexipol Policy 303.6 Kinetic Energy Projectiles, 303.8 Kinetic Energy Projectile Training, 303.10 Tear Gas Guidelines, 303.11 Pepper Projectile Systems, and Policy 300 Use of Force.

Training: Every sworn El Segundo Police Officer attends a less lethal refresher course every two years. The refresher course consists of reading the department policy on each less lethal device, overview of the use of force policy, nomenclature of the projector launcher device and live fire with the projectile launchers. Additionally, SWAT members train on the projectile launcher platforms numerous times throughout the year.

Type: *Ferret 40mm CS Liquid Projectile-Part # 1262 (Newer version is Part # 2262).*

Quantity: 101

Cost: $24 each

Lifespan: 5 years from date of manufacture

Capability: The effective range of the Ferret 40mm CS Powder Barricade Penetrating Projectile is fifty-four (54) yards.

Manufacturer's Description: The Ferret 40mm Round is a frangible projectile filled with chemical agent. It is designed to deliver chemical agents in barricade situations from a 40mm launcher. Spin stabilization from barrel rifling affords maximum stand-off distance and accuracy for safety. The Ferret® 40mm Round is non-burning and suitable for indoor use. Used primarily by tactical teams, it is designed to penetrate barriers, such as windows, hollow core doors, wallboard and thin plywood. Upon impacting the

barrier, the nose cone ruptures and instantaneously delivers a small chemical payload inside of a structure or vehicle.

Purpose: Kinetic energy projectiles, when used properly, are less likely to result in death or serious physical injury and can be used in an attempt to de-escalate a potentially deadly situation. The Direct Impact OC round additionally brings the effects of an irritant powder, maximizing the potential for incapacitation. Its purpose is to minimize the risk to all parties through pain compliance, temporary discomfort and/or incapacitation of potentially violent or dangerous subjects.

Authorized Use: 40mm launchers utilized with less lethal sponge baton rounds may be deployed to impact subjects demonstrating assaultive behavior or life-threatening behavior. 40mm launchers utilized with less lethal sponge baton rounds may also be used to control an actively resistive subject reasonably believed to possess or have immediate access to a deadly weapon, within the force guidelines of Department Procedure (Policy 303.6 Kinetic Energy Projectiles, 303.8 Kinetic Energy Projectile Training, 303.10 Tear Gas Guidelines, 303.11 Pepper Projectile Systems, and Policy 300 Use of Force).

Fiscal Impact: None

Legal and Procedural Rules: Authorized use must comply with state and federal laws and Lexipol Policy 303.6 Kinetic Energy Projectiles, 303.8 Kinetic Energy Projectile Training, 303.10 Tear Gas Guidelines, 303.11 Pepper Projectile Systems, and Policy 300 Use of Force.

Training: Every sworn El Segundo Police Officer attends a less lethal refresher course every two years. The refresher course consists of reading the department policy on each less lethal device, overview of the use of force policy, nomenclature of the projector launcher device and live fire with the projectile launchers. Additionally, SWAT members train on the projectile launcher platforms numerous times throughout the year.

CS Munition #1:

Type: *Triple-Chaser, Separating Canister CS- Part# 1026*

Quantity: 50

Cost: $50 each

Lifespan: 5 years from date of manufacture

Capabilities: This device can be hand thrown or launched from a delivery system.

Manufacturer's Description: The Triple-Chaser consists of three separate canisters pressed together with separating charges between each. When deployed, the canisters separate and land approximately 20 feet apart allowing increased area coverage in a short period of time. This canister can be hand thrown or launched from a fired delivery system. The canister is 6.5 in. by 2.7 in. and holds an approximately 3.2 oz. of active agent payload. It has approximate burn time of 20-30 seconds.

Lifespan: 5 year manufacturer warranty

Purpose: The Triple-Chaser CS is used as crowd management in an outdoor setting.

Authorized Uses: Tear gas may be used for crowd control, crowd dispersal or against barricaded suspects based on the circumstances. Only the Watch Commander, Incident Commander or SWAT Lieutenant may authorize the delivery and use of tear gas, and only after evaluating all conditions known at the time and determining that such force reasonably appears justified and necessary. When practicable, fire personnel should be alerted or summoned to the scene prior to the deployment of tear gas to control any fires and to assist in providing medical aid or gas evacuation if needed.

Fiscal Impact: None

Legal and Procedural Rules: Authorized use must comply with state and federal laws and Lexipol Policy 303.10 Tear Gas Guidelines

Training: Only SWAT Officers that have completed a SWAT basic academy are authorized to utilize the Pocket Tactical device. SWAT Officers will conduct continued training with the use of hand deployed chemical agent devices during supplemental SWAT courses and trainings. Additionally, officers who have received P.O.S.T. certification in the use of chemical agents are authorized to use them. South Bay Platoon officers can also use them. They train on crowd control scenarios once a year.

CS Munition #2

Type: *Pocket Tactical CS Saf-Smoke - Part# 1017*

Quantity: 16

Cost: $27 each

Lifespan: 5 years from date of manufacture

Capabilities: The Pocket Tactical is a small lightweight easily carried device that provides a medium volume of chemical agent or smoke for certain situations.

Manufacturer's Description: The Pocket Tactical is a quick burning, reduced volume, continuous discharge canister available in OC, CN, CS, and Saf-Smoke™. Pelletized chemical agent or smoke is discharged through one (1) gas port located on the bottom of the canister. The Pocket Tactical is a small, lightweight, easily carried device that provides a medium volume of chemical agent or smoke for certain situations. It was designed with the tactical team in mind for distraction, concealment, rescue, or signaling.

Purpose: The Pocket Tactical was designed with the tactical team in mind and can be used for distraction, concealment, rescue, or signaling. Additionally, the Pocket Tactical may be used to dislodge barricaded suspects from confined areas. Its purpose is to minimize the risk to all parties through pain compliance, temporary discomfort and/or incapacitation of potentially violent or dangerous subjects.

Fiscal Impact: None

Legal and Procedural Rules: Authorized use must comply with state and federal laws and Lexipol Policy 303.10 Tear Gas Guidelines.

Training: Only SWAT Officers that have completed a SWAT basic academy are authorized to utilize the Pocket Tactical device. SWAT Officers will conduct continued training with the use of hand deployed chemical agent devices during supplemental SWAT courses and trainings. Additionally, officers who have received P.O.S.T. certification in the use of chemical agents are authorized to use them.

CS Munition #3

Type: *Pocket Tactical CS- Part# 1016*

Quantity: 28

Cost: $27 each

Lifespan: 5 years from date of manufacture

Capabilities: The Pocket Tactical is a small lightweight easily carried device that provides a medium volume of chemical agent or smoke for certain situations.

Manufacturer's Description: The Pocket Tactical is a quick burning, reduced volume, continuous discharge canister available in OC, CN, CS, and Saf-Smoke™. Pelletized chemical agent or smoke is discharged through one (1) gas port located on the bottom of the canister. The Pocket Tactical is a small, lightweight, easily carried device that provides a medium volume of chemical agent or smoke for certain situations. It was designed with the tactical team in mind for distraction, concealment, rescue, or signaling. The Pocket Tactical is not specifically intended as a crowd management

device; however, it can be used in chemical configurations in conjunction with larger smoke canisters to “piggy back” chemical agent into a predominately smoke environment.

Purpose: The Pocket Tactical was designed with the tactical team in mind and can be used for distraction, concealment, rescue, or signaling. Additionally, the Pocket Tactical may be used to dislodge barricaded suspects from confined areas. Its purpose is to minimize the risk to all parties through pain compliance, temporary discomfort and/or incapacitation of potentially violent or dangerous subjects.

Fiscal Impact: None

Legal and Procedural Rules: Authorized use must comply with state and federal laws and Lexipol Policy 303.10 Tear Gas Guidelines

Training: Only SWAT Officers that have completed a SWAT basic academy are authorized to utilize the Pocket Tactical device. SWAT Officers will conduct continued training with the use of hand deployed chemical agent devices during supplemental SWAT courses and trainings. Additionally, officers who have received P.O.S.T. certification in the use of chemical agents are authorized to use them.

CS Munition #4

Type: *Flameless Tri-Chamber, CS- Part# 1032*

Quantity: 21

Cost: $39 each

Lifespan: 5 years from date of manufacture

Capabilities: The design of the Tri-Chamber Flameless CS allows the contents to burn within an internal can and disperse the agent safely with reduced risk of fire. The device is designed primarily for indoor tactical situations to detect and/or dislodge a barricaded subject. It will deliver approximately.70 oz of agent during its 20-25 seconds of burn time. The Tri-Chamber Flameless can be used in crowd control as well as tactical deployment situations by Law Enforcement and Corrections, but was designed with the barricade situation in mind. Its applications in tactical situations are primarily to detect and/or dislodge barricaded subjects.

Manufacturer’s Description: The Tri-Chamber Flameless is designed for indoor use. The device’s pyrotechnic contents are burned within an internal can that is one of three in this design. The internal combustion allows the chemical-laden smoke to be released through three (3) ports on the outer canister side while safely containing any of the fire-

producing properties within the two internal canisters. The fuze is shrouded to further protect surrounding materials from the possibility of fire.

Purpose: The purpose of the Tri-Chamber Flameless is to minimize the risks to all parties through pain compliance, temporary discomfort, and/or incapacitation of potentially violent or dangerous subjects. The Tri-Chamber Flameless provides the option of delivering a pyrotechnic chemical device indoors, maximizing the chemicals effectiveness via heat and vaporization, while minimizing or negating the chance of fire to the structure.

Fiscal Impact: None

Legal and Procedural Rules: Authorized use must comply with state and federal laws and Lexipol Policy 303.10 Tear Gas Guidelines.

Training: Only SWAT Officers that have completed a SWAT basic academy are authorized to utilize the Tri-Chamber CS. SWAT Officers will conduct continued training with the use of hand deployed chemical agent devices during supplemental SWAT courses and trainings. Additionally, officers who have received P.O.S.T. certification in the use of chemical agents are authorized to use them.

CS Munition #5

Type: *Flameless Expulsion, CS- Part# 2042*

Quantity: 6

Cost: $50 each

Lifespan: 5 years from date of manufacture

Capabilities: The Flameless Expulsion CS device can be used in tactical deployment situations. Its applications include detection and/or dislodging barricaded subjects. The purpose of the Flameless Expulsion is to minimize the risks to all parties through pain compliance, temporary discomfort and/or incapacitation of potentially violent or dangerous subjects.

Manufacturer's Description: The CS Flameless Expulsion is a compact, non-pyrotechnic, chemical agent device that provides safe expulsion without risk of fire. It is safe to use inside of a residence. Unlike pyrotechnical grenades, this device's contents are expelled upon actuation of a CO2 cartridge that will affect a confined area of approximately 1500 square feet. This device is 7.5 in. by 1.65 in. and delivers approximately .16 oz. of active agent during its 3-second discharge time.

Purpose: To de-escalate a situation and lower the likelihood of lethal force. Situations for use of the less lethal weapon systems may include, but are not limited to, dangerous and/or combative individuals, riot/crowd control and civil unrest incidents, circumstances where a tactical advantage can be obtained, and potentially vicious animals.

Fiscal Impact: None

Legal and Procedural Rules: Authorized use must comply with state and federal laws and Lexipol Policy 303.10 Tear Gas Guidelines.

Training: Only SWAT Officers that have completed a SWAT basic academy are authorized to utilize the Flameless Expulsion CS. SWAT Officers will conduct continued training with the use of hand deployed chemical agent devices during supplemental SWAT courses and trainings. Additionally, officers who have received P.O.S.T. certification in the use of chemical agents are authorized to use them.

CS Munition #6

Type: *Spede-Heat, CS- Part# 1072*

Quantity: 39

Cost: $31 each

Lifespan: 5 years from date of manufacture

Capabilities: Can be hand thrown, deployed via robot, launched, placed into a Gas Ram, Burn Safe and Munitions Pole.

Manufacturer's Description: The Spede-Heat CS is a high volume, continuous burn it expels its payload in approximately 20-40 seconds. The payload is discharged through four gas ports on top of the canister, three on the side and one on the bottom. This launchable device is 6.12 in. by 2.62 in. and holds approximately 2.9 oz. of active agent.

Purpose: To safely resolve critical situations such as violent civil unrest and high risk tactical operations

Fiscal Impact: None

Legal and Procedural Rules: Authorized use must comply with state and federal laws and Lexipol Policy 303.10 Tear Gas Guidelines

Training: Only SWAT Officers that have completed a SWAT basic academy are authorized to utilize the Spede-Heat CS. SWAT Officers will conduct continued training

with the use of hand deployed chemical agent devices during supplemental SWAT courses and trainings. Additionally, officers who have received P.O.S.T. certification in the use of chemical agents are authorized to use them.

Unmanned, Remotely Piloted Powered Aerial Vehicle:

UAS#1

Type: *DJI Phantom 4*

Quantity: 3

Cost: $7,339.48 (Total for all three drones)

Lifespan: 5 year manufacturer warranty

Capabilities: UAS can support first responders in any hazardous incident which would benefit from an aerial perspective. These uses could include search and rescue, barricaded suspects or high-risk tactical operations, disaster response, and video and photographic documentation of a crime scene.

Manufacturer's Description: Featuring a 1-inch CMOS sensor that can shoot 4K/60fps videos and 20MP photos, the Phantom 4 Pro V2.0 grants filmmakers absolute creative freedom. The OcuSync 2.0 HD transmission system ensures stable connectivity and reliability, five directions of obstacle sensing ensures additional safety, and a dedicated remote controller with a built-in screen grants even greater precision and control. [1] A wide array of intelligent features makes flying that much easier. The Phantom 4 Pro V2.0 is a complete aerial imaging solution, designed for the professional creator.
Purpose: A law enforcement specific application involving aerial drones are used for open terrain or large field searches as a force-multiplier to assist in high-risk apprehensions of armed or violent suspects. Aerial drones can be used as an interior search tool to locate suspects barricaded inside a residence or commercial structure.

Authorized Uses: Unmanned vehicles have numerous applications. Aerial drones are used instead of personnel or a police helicopter in high-risk environments to increase safety for law enforcement. Drone pilots also respond to mutual aid requests from outside agencies to assist with locating outstanding suspects.

Fiscal Impact: Battery Replacement (depending on frequency of use and charging)

Legal and Procedural Rules: Authorized use must comply with state and federal laws and Lexipol Policy 433-Unmanned Aircraft Systems Program.

Training: All Drone pilots must pass the UAV FAA Remote Pilot test. Additionally, all drone pilots attend a monthly drone training. The Drone Team and the SWAT Team train together a couple of times a year, to become familiar with each other's tactics.

UAS#2

Type: *DJI Tello #1*

Quantity: 1

Cost: $100 per drone

Lifespan: 5 year manufacturer warranty

Capabilities: Can be flown indoors or outdoors. It is very light and easy to fly. It has a thirteen-minute flight time, has 720p HD transmission and 5MP photos.

Manufacturer's Description: The Tello is stable on uneven surfaces like stairs and different floors. The drone responds quickly to pilot inputs and makes precise, smooth movements in flight. When flying indoors, the Tello feels completely under the pilot's control.

Purpose: A law enforcement specific application involving aerial drones are used for open terrain or large field searches as a force-multiplier to assist in high-risk apprehensions of armed or violent suspects. Aerial drones can be used as an interior search tool to locate suspects barricaded inside a residence or commercial structure.

Authorized Uses: Unmanned vehicles have numerous applications. Aerial drones are used instead of personnel or a police helicopter in high-risk environments to increase safety for law enforcement. Drone pilots also respond to mutual aid requests from outside agencies to assist with locating outstanding suspects.

Fiscal Impact: Battery Replacement (depending on frequency of use and charging)

Legal and Procedural Rules: Authorized use must comply with state and federal laws and Lexipol Policy 433-Unmanned Aircraft Systems Program.

Training: All Drone pilots must pass the UAV FAA Remote Pilot test. Additionally, all drone pilots attend a monthly drone training. The Drone Team and the SWAT Team train together a couple of times a year, to become familiar with each other's tactics.

UAS#3

Type: *DJI Mini 3 Pro*

Quantity: 1

Cost: $1200

Lifespan: 5 year manufacturer warranty

Capabilities: Can be flown indoors or outdoors. It has a 35 minute flight time, has 1080p HD transmission and 48MP photos.

Manufacturer's Description: The mini-sized, mega-capable DJI Mini 3 Pro is just as powerful as it is portable. Weighing less than 249 g and with upgraded safety features, it's not only regulation-friendly, it's also the safest in its series. With a 1/1.3-inch sensor and top-tier features, it redefines what it means to fly Mini.

Purpose: A law enforcement specific application involving aerial drones are used for open terrain or large field searches as a force-multiplier to assist in high-risk apprehensions of armed or violent suspects. Aerial drones can be used as an interior search tool to locate suspects barricaded inside a residence or commercial structure.

Authorized Uses: Unmanned vehicles have numerous applications. Aerial drones are used instead of personnel or a police helicopter in high-risk environments to increase safety for law enforcement. Drone pilots also respond to mutual aid requests from outside agencies to assist with locating outstanding suspects.

Fiscal Impact: Battery Replacement (depending on frequency of use and charging)

Legal and Procedural Rules: Authorized use must comply with state and federal laws and Lexipol Policy 433-Unmanned Aircraft Systems Program.

Training: All Drone pilots must pass the UAV FAA Remote Pilot test. Additionally, all drone pilots attend a monthly drone training. The Drone Team and the SWAT Team train together a couple of times a year, to become familiar with each other's tactics.

UAS#4

Type: *DJI Matrice 210 V2 Combo (SP) Drone System with DJI Enterprise Shield Basic SN# 17TDG180020031*

Quantity: 1

Cost: $30,125.64

Lifespan: 5 year manufacturer warranty

Capabilities: The Matrice 210/300 drones are used for exterior overwatch missions. Both of these drones are large and have similar features that police helicopters have ranging from FLIR to zoom and wide-angle cameras to a very bright spotlight to illuminate a search area.

Manufacturer's Description: The ultimate platform for aerial productivity combines a rugged design and simple configurability to work as a solution for a variety of industrial

applications. Improvements to the M200 Series V2 enhance intelligent control systems, flight performance, and add flight safety and data security features.

Purpose: A law enforcement specific application involving aerial drones are used for open terrain or large field searches as a force-multiplier to assist in high-risk apprehensions of armed or violent suspects. Aerial drones can be used as an interior search tool to locate suspects barricaded inside a residence or commercial structure.

Authorized Uses: Unmanned vehicles have numerous applications. Aerial drones are used instead of personnel or a police helicopter in high-risk environments to increase safety for law enforcement. Drone pilots also respond to mutual aid requests from outside agencies to assist with locating outstanding suspects.

Fiscal Impact: Battery Replacement (depending on frequency of use and charging)

Legal and Procedural Rules: Authorized use must comply with state and federal laws and Lexipol Policy 433-Unmanned Aircraft Systems Program.

Training: All Drone pilots must pass the UAV FAA Remote Pilot test. Additionally, all drone pilots attend a monthly drone training. The Drone Team and the SWAT Team train together a couple of times a year, to become familiar with each other's tactics.

UAS#5

Type: *DJI Mavic Air*

Quantity: 1

Cost: $500

Lifespan: 5 year manufacturer warranty

Capabilities: The Mavic Air is an interior drone used to clear the interior portions of residences, office buildings, or warehouses. The interior drone allows officers to get an idea of what a room or building looks like prior to entering.

Manufacturer's Description: Mavic Air takes camera and flight performance to the next level with 48MP photos, 4K/60fps video, up to 34 minutes of flight time, and more.

Purpose: A law enforcement specific application involving aerial drones are used for open terrain or large field searches as a force-multiplier to assist in high-risk apprehensions of armed or violent suspects. Aerial drones can be used as an interior search tool to locate suspects barricaded inside a residence or commercial structure.

Authorized Uses: Unmanned vehicles have numerous applications. Aerial drones are used instead of personnel or a police helicopter in high-risk environments to increase safety

for law enforcement. Drone pilots also respond to mutual aid requests from outside agencies to assist with locating outstanding suspects.

Fiscal Impact: Battery Replacement (depending on frequency of use and charging)

Legal and Procedural Rules: Authorized use must comply with state and federal laws and Lexipol Policy 433-Unmanned Aircraft Systems Program.

Training: All Drone pilots must pass the UAV FAA Remote Pilot test. Additionally, all drone pilots attend a monthly drone training. The Drone Team and the SWAT Team train together a couple of times a year, to become familiar with each other's tactics.

UAS#6

Type: *DJI Matrice RTK 300 Commercial Drone System*

Quantity: 1

Cost: $30,603.08

Lifespan: 5 year manufacturer warranty

Capabilities: The DJI Matrice RTK can support first responders in any hazardous incident which would benefit from an aerial perspective. These uses could include search and rescue, barricaded suspects or high-risk tactical operations, disaster response, and video and photographic documentation of a crime scene.

Manufacturer's Description: The Matrice 300 RTK is DJI's latest commercial drone platform that takes inspiration from modern aviation systems. Offering up to 55 minutes of flight time, advanced AI capabilities, 6 directional sensing and positioning and more, the M300 RTK sets a whole new standard by combining intelligence with high-performance and unrivaled reliability.

Purpose: A law enforcement specific application involving aerial drones are used for open terrain or large field searches as a force-multiplier to assist in high-risk apprehensions of armed or violent suspects. Aerial drones can be used as an interior search tool to locate suspects barricaded inside a residence or commercial structure.

Authorized Uses: Unmanned vehicles have numerous applications. Aerial drones are used instead of personnel or a police helicopter in high-risk environments to increase safety for law enforcement. Drone pilots also respond to mutual aid requests from outside agencies to assist with locating outstanding suspects.

Fiscal Impact: Battery Replacement (depending on frequency of use and charging)

Legal and Procedural Rules: Authorized use must comply with state and federal laws and Lexipol Policy 433-Unmanned Aircraft Systems Program.

Training: All Drone pilots must pass the UAV FAA Remote Pilot test. Additionally, all drone pilots attend a monthly drone training. The Drone Team and the SWAT Team train together a couple of times a year, to become familiar with each other's tactics.

UAS#7

Type: *DJI Mavic 2 Zoom Enterprise Universal Edition with Enterprise Shield Support Program*

Quantity: 1

Cost: $3,245.58

Lifespan: 5 year manufacturer warranty

Capabilities: The Mavic Zoom is used for exterior missions including overwatch on smaller scale containments. The Mavic Zoom offers a 12X zoom lens to get visual of the target from farther away.

Manufacturer's Description: Capture accurate details in any mission with the Mavic 2 Enterprise Advanced – a highly versatile yet compact tool that packs a whole lot of performance upgrades. With high-resolution thermal and visual cameras, the M2EA supports up to 32× digital zoom and is capable of centimeter-level positioning accuracy with the RTK module.

Purpose: A law enforcement specific application involving aerial drones are used for open terrain or large field searches as a force-multiplier to assist in high-risk apprehensions of armed or violent suspects. Aerial drones can be used as an interior search tool to locate suspects barricaded inside a residence or commercial structure.

Authorized Uses: Unmanned vehicles have numerous applications. Aerial drones are used instead of personnel or a police helicopter in high-risk environments to increase safety for law enforcement. Drone pilots also respond to mutual aid requests from outside agencies to assist with locating outstanding suspects.

Fiscal Impact: Battery Replacement (depending on frequency of use and charging)

Legal and Procedural Rules: Authorized use must comply with state and federal laws and Lexipol Policy 433-Unmanned Aircraft Systems Program.

Training: All Drone pilots must pass the UAV FAA Remote Pilot test. Additionally, all drone pilots attend a monthly drone training. The Drone Team and the SWAT Team train together a couple of times a year, to become familiar with each other's tactics.

UAS#8

Type: *DJI Mavic 2 Dual Enterprise*

Quantity: 1

Cost: $4,181.81

Lifespan: 5 year manufacturer warranty

Capabilities: The Mavic Dual is used for exterior missions including overwatch on smaller scale containments. The Mavic Dual offers a 12X zoom lens to get visual of the target from farther away. The Mavic Dual offers a FLIR lens to sense heat sources during night hours.

Manufacturer's Description: Capture accurate details in any mission with the Mavic 2 Enterprise Advanced – a highly versatile yet compact tool that packs a whole lot of performance upgrades. With high-resolution thermal and visual cameras, the M2EA supports up to 32× digital zoom and is capable of centimeter-level positioning accuracy with the RTK module.

Purpose: A law enforcement specific application involving aerial drones are used for open terrain or large field searches as a force-multiplier to assist in high-risk apprehensions of armed or violent suspects. Aerial drones can be used as an interior search tool to locate suspects barricaded inside a residence or commercial structure.

Authorized Uses: Unmanned vehicles have numerous applications. Aerial drones are used instead of personnel or a police helicopter in high-risk environments to increase safety for law enforcement. Drone pilots also respond to mutual aid requests from outside agencies to assist with locating outstanding suspects.

Fiscal Impact: Battery Replacement (depending on frequency of use and charging)

Legal and Procedural Rules: Authorized use must comply with state and federal laws and Lexipol Policy 433-Unmanned Aircraft Systems Program.

Training: All Drone pilots must pass the UAV FAA Remote Pilot test. Additionally, all drone pilots attend a monthly drone training. The Drone Team and the SWAT Team train together a couple of times a year, to become familiar with each other's tactics.

UAS #9

Type: *Brinc Lemur S*

Quantity: 1

Cost: $22,110.22

Lifespan: 5 year manufacturer warranty

Capabilities: The Lemur S is an interior drone used to clear the interior portions of residences, office buildings, or warehouses. The interior drone allows officers to get an

idea of what a room or building looks like prior to entering. Two way communication drone, allowing officers to communicate with any subject located. It will also has a Glass breaker feature that lets the drone break and fly through glass (i.e. car windows, glass doors). There is a thirty one minute flight time.

Manufacturer's Description:
Repeater that doubles the drones range. Pushes open doors.IR flying capabilities that does not use GPS. This allows for flight in total darkness. Two-way communication capabilities with a powerful speaker to assist with a barricaded suspect in a CNT situation. 31 minute flight time Turtle mode that makes it virtually crash proof and can self-correct and re-fly without the pilot physically needing to touch the drone or flip it right side up. LIDAR based pilot assistance (uses lasers not GPS to fly which avoids the constant connection issues traditional GPS drones encounter). 10-hour perch time that allows the pilot to land the drone and record video and audio and speak with a subject on a single charge. Glass breaker feature that lets the drone break and fly through glass (i.e. car windows, glass doors). Spot light, dropper accessory, landing strip that lets the drone take off from the front of a vehicle without the pilot stepping out in harms way. Can withstand drops of up to 40'.The drone also has a carry feature that allows it to deliver anything from a bottle of water to a flash bang.

Purpose: A law enforcement specific application involving aerial drones are used for open terrain or large field searches as a force-multiplier to assist in high-risk apprehensions of armed or violent suspects. Aerial drones can be used as an interior search tool to locate suspects barricaded inside a residence or commercial structure.

Authorized Uses: Unmanned vehicles have numerous applications. Aerial drones are used instead of personnel or a police helicopter in high-risk environments to increase safety for law enforcement. Drone pilots also respond to mutual aid requests from outside agencies to assist with locating outstanding suspects.

Fiscal Impact: Battery Replacement (depending on frequency of use and charging)

Legal and Procedural Rules: Authorized use must comply with state and federal laws and Lexipol Policy 433-Unmanned Aircraft Systems Program.

Training: All Drone pilots must pass the UAV FAA Remote Pilot test. Additionally, all drone pilots attend a monthly drone training. The Drone Team and the SWAT Team train together a couple of times a year, to become familiar with each other's tactics.

UAS #10

Type: *Autel Robotics EVO II Pro V3*

Quantity: 1

Cost: $2,740

Lifespan: 5 year manufacturer warranty

Capabilities: The EVO II will be primarily used for 3D Mapping of fatal or serious traffic collisions and for outdoor crime scenes. Real time area maps can also be created of special events in the City or during a catastrophic emergency where an up-to-date overhead view of a large area can provide valuable information to first responders.

Manufacturer's Description: Autel EVO 2 Pro has an ultra-HD camera, a 1-inch sensor with 6k resolution. Capture stunning detail not previously possible on an aerial platform of this size. An adjustable aperture, HDR and intuitive camera controls make this the perfect choice for any aerial cinematographer or mapping pilot.

Purpose: A law enforcement specific application involving aerial drones are used for open terrain or large field searches as a force-multiplier to assist in high-risk apprehensions of armed or violent suspects. Aerial drones can be used as an interior search tool to locate suspects barricaded inside a residence or commercial structure.

Authorized Uses: Unmanned vehicles have numerous applications. Aerial drones are used instead of personnel or a police helicopter in high-risk environments to increase safety for law enforcement. Drone pilots also respond to mutual aid requests from outside agencies to assist with locating outstanding suspects.

Fiscal Impact: Battery Replacement (depending on frequency of use and charging)

Legal and Procedural Rules: Authorized use must comply with state and federal laws and Lexipol Policy 433-Unmanned Aircraft Systems Program.

Training: All Drone pilots must pass the UAV FAA Remote Pilot test. Additionally, all drone pilots attend a monthly drone training. The Drone Team and the SWAT Team train together a couple of times a year, to become familiar with each other's tactics.

Unmanned, Remotely Piloted Powered Ground Vehicle:

Type: *Avatar III Robot*

Quantity: 1

Cost: $22,246.90

Capabilities: Robots can support first responders in any hazardous incident which would benefit from a remotely powered robot entering an area to provide details of the environment. These uses could include search and rescue, barricaded suspects or high-risk tactical operations, disaster response, and communication with suspects and victims.

Life Span: N/A

Manufactures Description: The AVATAR® III is a rugged, easy-to-use tactical robot that enhances the capabilities of law enforcement and first-responders by allowing them to

safely and quickly inspect dangerous situations. The AVATAR III is completely customizable with plug-n-play payload bays, allowing users to build the robot to fit their needs.

Purpose: To be used to remotely gain visual/audio data, deliver CNT phone, open doors, disrupt packages, and clear buildings.

Authorized Uses: Only SWAT team members shall be permitted to operate the robots on an incident with the approval of the SWAT Commander or Incident Commander.

Fiscal Impact: None

Legal and Procedural Rules: Authorized use must comply with state and federal laws and Lexipol Policy 300-Use of Force.

Training: Only SWAT Officers that have completed a SWAT basic academy are authorized to utilize the Avatar III Robot. SWAT Officers will conduct continued training with the use of the robot during supplemental SWAT courses and trainings.

Flashbangs:

Type: *Low Roll II Distraction Device by Defense Technology*

Quantity: 25

Cost: $50 each

Lifespan: 5 years from date of manufacture

Capabilities: Diversionary Devices are capable of releasing large amounts of stored energy in the form of heat, light, pressure, and noise. They are intended to temporarily distract, confuse, and disorient subjects. They can also be used as “attention-getting” devices.

Manufacturer’s Description: The 11-Gram Low Roll II® Non-Reloadable Distraction Device, High Humidity utilizes an M201A1 type fuse with Hex design steel body. This compact version of the 8933 Low Roll Distraction Device body is the newest version of the first reusable non-bursting canisters that limits movement and rolling once deployed.

Purpose: The flashbangs are used as a distraction device and to provide an added degree of officer safety by disorienting subjects.

Authorized uses: Diversionary Devices are to be used exclusively by the SWAT Unit. Diversionary Devices can be used in high-risk tactical operations as an attention getting

device. They can also be used during high-risk warrants, hostage rescue incidents, and some mobile field force incidents.

Fiscal Impact: None

Legal and Procedural Rules: Authorized use must comply with state and federal laws and Lexipol Policy 300-Use of Force.

Training: SWAT Officers must successfully complete an 80 hour SWAT Academy and are subject to ongoing extensive classroom and practical application training in the use of the Diversionary Devices. Additionally, SWAT Officers regularly train on safe device deployment in a variety of operational settings.

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EL SEGUNDO POLICE DEPARTMENT UNIFORM MANUAL

This Uniform Manual is to ensure all department worn uniforms are consistent and professional in appearance. All uniforms shall be professionally cleaned and maintained. Any deviation from this manual shall be approved by the Chief of Police or their designee.

SWORN EMPLOYEES

CLASS "A" UNIFORM:

A. Standard round navy-blue uniform cover with “El Segundo Police” gold metal hat piece. The Captains’ and Chief's round hat will have a gold leaf band on the bill and a gold braid band. The Lieutenants’ hat band will be a gold braid band. Sergeant and officer hat bands will be black with gold "P" buttons.
B. LAPD style navy-blue lightweight wool long sleeve shirt with one gold “ESPD” button on each pocket flap and each epaulet. Both epaulets may be sewn down. The uniform shirt will have the ESPD shoulder patches sewn on.
C. Gold name plate shall be affixed and centered just below the top seam of the right breast pocket (see name plate model# 0000417813). The name on the name plate will be the officer’s first name initial and last name. The optional years of service plate can also be worn in conjunction with the name plate. “SERVING-YEAR-SINCE” The letterings will be blue in color.
D. Black tie with four-in-hand knot and a 5/16" wide yellow metal tie bar. Command Staff (Lieutenant and above) will wear yellow metal tie bar with affixed El Segundo City Seal.
E. Navy blue lightweight wool uniform trousers.
F. Black “Oxford” (Corfam glossy uniform dress shoes) plain toe shoes with black or navy-blue socks.
G. Regulation leather Sam Browne (basket weave leather) gun belt, without baton or baton ring. The belt will only contain a firearm, a holster, handcuffs and case, and a double pouch magazine holder.

CLASS "B" UNIFORM:

A. LAPD style navy-blue lightweight wool uniform shirt and trousers.
B. An optional patrol uniform is the Blauer FlexRS outer vest uniform or the Blauer FlexRS Supershirt uniform, navy blue in color. The outer vest will be outfitted with the BWC chest mounting piece. The officer’s gold name plate shall be affixed and centered just below the top seam of the right breast pocket (see name plate model# 0000417813). The name on the name plate will be the officer’s first name initial and last name. The optional years of service plate can also be worn in conjunction with the name plate. “SERVING-YEAR-SINCE” The letterings will be blue in color.
C. The outer vest or uniform shirt will have one gold “ESPD” button on each pocket flap and each epaulet. Both epaulets may be sewn down. The uniform shirt will have the ESPD shoulder patches sewn on.

D. The Blauer FlexRS undershirt will have the ESPD shoulder patches sewn on. The uniform shirt will have the officer's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the "EL SEGUNDO POLICE OFFICER" cloth badge (appropriate rank cloth badge) sewn on. The undershirt is rip stop material. Service stripes, FTO, and Sergeant stripes apply when wearing long or short sleeves.
E. The trousers will be the matching Blauer pants (with zippered side pockets), navy blue in color. The trousers are rip stop material.
F. At the discretion of the officer, either the long sleeve or short sleeve uniform shirt may be worn year-round. LAPD style navy blue wool/poly-wool uniform is optional if the officer or command staff choose not to wear the Blauer FlexRS outer vest uniform. The LAPD style long and short sleeve uniform shirts worn by all sworn shall have one gold "ESPD" button on each pocket flap and each epaulet. Both epaulets may be sewn down.
G. White or black T-shirt with a tight round collar (crew neck style) will be worn with any open collar uniform shirt.
H. Black "Oxford" plain toe shoes or boots will be worn with black or dark blue socks. The footwear must have a heal and be able to be shined on the toe and heal.
I. Leather trouser belt and black basket weave or nylon Sam Browne belt with the following corresponding safety equipment:

    1. Baton holder
    2. Keepers (unless Sam Brown belt is of the Velcro Style)
    3. Handcuff case
    4. O.C. holder (small or large)
    5. Double Ammunition/Magazine pouch with button flaps. The optional three pouch magazine holder must match the Sam Browne belt and purchased at the officer's expense.
    6. Holster (with a minimum threat level two rating). A single drop-down strap with no clips and only one strap around the leg is an optional holster support. The Safariland small tactical plate with one elastic strap with harness (Black STX Tactical Finish) must be purchased by the officer. The gun holster must match the black leather basket weave or nylon Sam Brown belt.
    7. Taser holster
    8. As approved by the Chief of Police or their designee, ancillary equipment such as an approved folding knife, extra handcuff cases and mini-light holders may also be worn.
J. Officers may wear the standard round navy-blue cover with the Class B uniform.

Approved nylon gear may be purchased from an authorized department vendor at the officer's expense.

CLASS "C" UNIFORM:

A. 5-11 Tactical Series, multi-purpose BDU police uniform, black in color, and rip style fabric (style 72054). The uniform shirt will have the officer's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch height. The left breast area will have the "POLICE OFFICER" cloth badge or appropriate rank

badge. The uniform shirt will have the ESPD shoulder patches sewn on.

B. The optional uniform shirt for the Class C uniform is the Elbeco Polo shirt (style# 25214), black in color. The uniform shirt will have the officer's first initial and last name, embroidered on the upper right breast area in block white colored stitching ½ inch in height. The left breast area will have the "POLICE OFFICER" or appropriate rank badge silkscreened, white in color. Shoulder patches will also be silkscreened white in color with appropriate chevron rankings. "POLICE" in white lettering with a white border will be silkscreened on the back of the shirt. This optional uniform top can only be worn during special events, training, and when authorized by a supervisor.

C. At the discretion of the officer, either the long sleeve or short sleeve uniform shirt may be worn year round.

D. White or black T-shirt with a tight round collar will be worn with the uniform.

E. Black "Oxford" plain toe shoes or boots will be worn with black or dark blue socks. The footwear must have a heal and be able to be shined on the toe and heal.

BASEBALL CAP AND BLACK KNIT WATCH CAP:

A. A blue knit watch cap with "EL SEGUNDO POLICE" embroidered in silver and four stars embroidered in gold on the front fold may only be worn by male or female officers when outdoors and when temperatures are 55 degrees or lower. The knit watch cap must be worn tight with no excess material at the top of the head.

B. A fleece headband with "EL SEGUNDO POLICE" embroidered in silver and four stars embroidered in gold on the front facing portion may be worn outdoors when temperatures are 55 degrees or lower. The headband may only be worn by female officers. Supervisors have the discretion to disapprove the wearing of the knit watch cap or headband at any time.

C. A navy-blue baseball cap with "El SEGUNDO" with a grey colored italicized lettering in grey color embroidery with a height of ½ inch stitching will be on the top line and on the second line will be the four gold stars. Embroidered after the stars on the second line is "POLICE" italicized with white ¼ inch stitching.

D. The department issued baseball cap may be worn with either the Blauer FlexRS outer vest or Blauer FlexRS Supershirt uniforms at all times to include indoors. The baseball cap may be worn with the traditional wool uniform only during times of inclement rainy weather. Supervisors have the discretion to disapprove the wearing of the baseball cap at any time.

E. The headband, knit watch cap, and baseball cap will be provided by the department and purchased from an authorized department vendor.

ADMINISTRATIVE / PERSONNEL / TRAINING:

A. Administrative Division personnel may wear the Class B uniform or a standard suit and tie.

CANINE OFFICER:

A. Blauer TENX Armorskin, multi-purpose BDU outer vest uniform, black in color. The outer

vest will be outfitted with the BWC chest mounting piece. The Blauer undershirt uniform will be black in color and have the ESPD shoulder patches sewn on. The officer's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the "POLICE OFFICER" cloth badge sewn on and below the badge will be embroidered "K-9" in blocked gold colored stitching ½ inch in height, just above the left breast pocket. The top is rip stop material. Service stripes apply when wearing long sleeves.

B. The trousers will be the matching Blauer TENX Armorskin cargo pants (with flaps), black in color. The trousers are rip stop material.

C. An optional uniform is a 5-11 multi-purpose BDU uniform, black in color and outfitted with the BWC chest mounting piece. The officer's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the "POLICE OFFICER" cloth badge sewn on and below the badge will be embroidered "K-9" in blocked gold colored stitching ½ inch in height, just above the left breast pocket. The top is rip stop material. Service stripes apply when wearing long sleeves.

D. The trousers will be the matching 5-11 uniform pants. The trousers are rip stop material.

E. At the discretion of the officer, either the long sleeve or short sleeve uniform shirt may be worn year-round.

D. White or black undershirt with a tight round collar will be worn with the K-9 uniform.

E. Black "Oxford" plain toe shoes or boots will be worn with black or dark blue socks. The footwear must have a heal and be able to be shined on the toe and heal.

F. Trouser belt and black basket weave or nylon Sam Browne belt with the following corresponding safety equipment:

1. Baton holder
2. Keepers (unless Sam Brown belt is of the Velcro Style)
3. Handcuff case
4. O.C. holder
5. Double Ammunition/Magazine pouch
6. Holster with a minimum threat level two rating. A single drop-down strap with no clips is an optional holster support. The Safariland small tactical plate with double elastic leg straps with harness (Black STX Tactical Finish) will be purchased by the department. The gun holster must match the black leather basket weave or nylon Sam Brown belt.
7. Taser Holster

Nylon gear for a K-9 officer will be purchased at department expense.

COMMUNITY ENGAGEMENT:

See sworn officers' Class B uniform.

DEFENSIVE TACTICS:

When training, all defensive tactics staff shall wear the 5.11 Tactical style BDU pants, dark navy blue in color. The 5.11 polo style shirt will be dark navy in color and can either be short sleeve or long sleeve.

A. The officer's first initial and last name embroidered on the upper right breast area in block white colored stitching ½ inch in height. The left breast area will be embroidered in white lettering ½ inch in height, "DT INSTRUCTOR." No shoulder patches will be worn. If the officer is armed the officer shall wear a gun belt with gun and their issued badge on a badge holder to the front of their service weapon. The officer will wear black colored boots, equivalent to what is worn on patrol.

DRONE / FIELD TRAINING OFFICERS (FTO):

See sworn officers' Class B uniform.

CRISIS NEGOTIATION TEAM (CNT):

When training or deployed to an incident, CNT members may wear the 5.11 Stryke pants, black in color, and 5.11 polo style shirt, black in color, which can either be short sleeve or long sleeve.

A. The officer's rank and last name embroidered on the upper right breast area in block white colored stitching ½ inch in height. "NEGOTIATOR" silk-screened in 3" white block lettering with a border on the back of the shirt. The left breast area will have a silk-screened badge with the appropriate rank. All the silk-screens will be white in color. No shoulder patches will be worn. The officer shall wear a gun and holster and their issued badge on a badge holder, positioned to the front of their service weapon on a black belt. The officer will wear black colored boots, equivalent to what is worn on patrol.

BICYCLE PATROL:

A. Designated bicycle patrol officers will wear the 5.11 Tactical polo style shirt, short or long sleeve, navy-blue in color. The polo shirt will have the ESPD shoulder patches silk screened on. The officer's first initial and last name embroidered on the upper right breast area in block white colored stitching ½ inch in height. The left breast area will have the "POLICE OFFICER" cloth badge (or appropriate rank cloth badge) sewn on. "POLICE" silk-screened in 3" white block lettering with a border on the back of the shirt. The Sergeant stripes will apply when wearing long or short sleeves.
B. 5.11 Tactical bike shorts, navy blue in color, will be worn. If tattoos are visible on the arms or legs, the long sleeve shirt and/or the regular navy blue 5.11 Tactical bicycle patrol pants will be worn.
C. Black or black with white trim athletic shoes with black or white colored ankle socks will be worn when wearing shorts.
D. The approved baseball cap may be used.

HONOR GUARD UNIFORM:

The honor guard uniform will be worn by designated officers and will perform duties such as funerals, promotions, graduations, and special details as approved by the Chief of the Police or his designee.

A. Marine Corp Style black colored wool jacket with ESPD shoulder patches along with the ESPD issued metal badge appropriate for the ranking officer. A gold-colored name plate with black lettering above the right chest pocket and centered below the upper most part of the pocket edge. The pockets and chest buttons will be gold colored Marine Corp "P" Buttons. The collar will have gold colored "ESPD" pin devices on each side of the collar. The appropriate shoulder rank will be sewn on as needed.
B. Class A style black colored wool matching material pants with a one-inch gold colored stripe down the sides of each leg.
C. Dark navy-blue round "Drill Instructor" style hat with a shiny chin strap. The chin strap is a single silver colored buckle that is centered on the front top center of the hat. The ESPD hat badge will be mounted above the buckle and centered with the pre-made holes that come with the hat.
D. Patent leather (black Corfam-style) gun belt with an adjustable shoulder strap. The shoulder strap will run underneath the epaulet and across the body. The gold clips that attach to the gun belt will be in front and back of the holster. All buckles shall be gold in color. The gun holster with the same patent leather for the Glock 17 with a RMR red dot sighting system. No light.
E. Black "Oxford" (Corfam glossy uniform dress shoes) plain toe shoes will be worn with black or dark blue socks.

INVESTIGATIONS:

The Investigative Division will wear professional business attire. Male investigators will wear a suit and tie. Female investigators will wear professional business attire. Both male and female investigators will have a jacket available to wear when in court, professional meetings, or requested to wear by the Chief of Police or his designee.

A. Investigators must wear a professional dress gun belt that holds the authorized handgun. The gun belt should also have a handcuff holder with handcuffs.
B. Forward of the handgun, the investigators issued badge should be worn and displayed on a belt badge holder.
C. During tactical incidents or at the discretion of the detective supervisor an outer vest carrier, black in color, may be worn. The outer vest will have the investigator's first initial and last name embroidered on the upper right breast area in block white colored stitching ½ inch in height. The left breast area will have the "POLICE OFFICER" cloth badge (or appropriate rank cloth badge) sewn on. A "POLICE" patch with 1 ½" white lettering above the name tape on the right breast and a "POLICE" patch with 3" white lettering with a white border affixed to the back of the vest.
D. Black or brown plain toe shoes will be worn with professional dress socks. The footwear must have heels.
E. Dark navy-blue windbreaker with the investigator's first initial and last name embroidered in ½" white stitching over the right breast. The "DETECTIVE" badge silk-screened on the

left breast and ESPD shoulder patches silk-screened on each shoulder. "POLICE" silk-screened in 3" block lettering with a border on the back of the windbreaker. All the silk-screens will be white in color.

MARITIME ENFORCEMENT / BEACH PATROL:

E. Designated boat and beach patrol officers will wear the Blauer FlexRS outer vest uniform, dark navy-blue in color. The outer vest will be outfitted with the BWC chest mounting piece. The undershirt will have the ESPD shoulder patches sewn on. The officer's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch height. The left breast area will have the "POLICE OFFICER" cloth badge sewn on. Service stripes, the appropriate ranking cloth badge, and the Sergeants stripes will apply when wearing long or short sleeves.
F. Blauer FlexRS shorts with similar rip-stop material can be used with the Blauer outer vest. If tattoos are visible on the arms or legs, then the long sleeve shirt or the regular dark navy blue Blauer FlexRS patrol pants will be worn.
G. Black colored athletic shoes with black colored ankle socks will be worn when wearing shorts.
H. The approved baseball cap will be used during sunlight hours and inclement weather. The supervisor on duty may deny the use of the baseball cap at any time.

CLASS "B" UNIFORM - MOTOR OFFICERS:

A. Navy-blue wool or polyester uniform shirt and motorcycle safety trousers. An optional uniform top is the Blauer FlexRS outer vest uniform, dark navy-blue in color. The outer vest will be outfitted with the BWC chest mounting piece. The officer's gold name plate shall be affixed and centered just below the top seam of the right breast pocket. The name on the name plate will be the officer's first name initial and last name. The optional years of service plate can also be worn in conjunction with the name plate. "SERVICE-YEAR-SINCE" The letterings will be blue. The undershirt will have the ESPD shoulder patches sewn on. The officer's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the "POLICE OFFICER" cloth badge, or appropriate rank, sewn on. Below both shoulder patches will be the motors insignia of the wheel and wings sewn on. Service stripes, the appropriate ranking cloth badge, and the sergeant's stripes will apply when wearing long or short sleeves.
B. At the discretion of the officer, either the long sleeve or short sleeve uniform shirt may be worn year-round.
C. Navy-blue motor style uniform trousers with a blue vertical stripe with gold borders on the outside of each leg will be worn with motor boots.
D. Motor boots, gloves and issued duty helmet are required when operating the police motorcycle.

NOTE: The basic Class "A" or Class "B" uniform shall be worn by motor officers when temporarily assigned to duties other than two-wheeled motorcycle patrol. Motor officers are required to wear their helmets when performing field duties. Officers assigned to two-wheel

motorcycle duty will always be in complete uniform while operating the police motorcycle, including to and from work. Officers assigned to commercial enforcement details or motor training may wear a Class "C" uniform with the appropriate patches affixed.

RANGE STAFF:

All firearms range staff shall wear the tan colored 5.11 Tactical style BDU pants. The 5.11 polo style shirt will be red and can either be short sleeve or long sleeve. Long sleeves will be worn if tattoos are visible.

B. The officer's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will be embroidered in gold lettering with a ½ inch in height, "RANGE STAFF". No shoulder patches will be worn. The officer shall wear a gun and holster and their issued badge on a badge holder, positioned to the front of their service weapon on a black belt. The officer will wear black colored boots, equivalent to what is worn on patrol.

SPECIAL WEAPONS AND TACTICS:

The designated SWAT uniform will consist of a tactical uniform issued by the department with SWAT Commander approval. The SWAT uniform will consist of pants, a long sleeve shirt, and tactical footwear.

SOUTH BAY PLATOON:

Uniform will be the same as a patrol officer's Class C. The Sam Browne will be organized the same way as the standard Class B officer Sam Browne, with an optional extended sized baton.

<u>CIVILIAN EMPLOYEES</u>

CLASS "A" UNIFORM:

POLICE SERVICE OFFICER / ANIMAL CONTROL OFFICER / CADET/PARKING CONTROL OFFICER / CSI/CRIME PREVENTION / POLICE ASSISTANT

A. Light blue wool long sleeved uniform shirt.
B. Black necktie with a four-in-hand knot, with a 5/16" wide yellow metal tie bar.
C. Gold name plate shall be affixed and centered just below the top seam of the right breast pocket. The name on the name plate will be the employee's first name initial and last name.
D. Dark navy-blue poly-wool uniform trousers.
E. Black "Oxford" (Corfam glossy uniform dress shoes) plain toe shoes will be worn with black or dark blue socks.

CLASS "A" UNIFORM:

CHAPLAIN

A. White long sleeve uniform button up shirt with zipper with ESPD shoulder patches. “CHAPLAIN” rockers under the ESPD shoulder patches. One gold “ESPD” button on each pocket flap and each epaulet.
B. LAPD style navy blue trousers.
C. Black leather basket weave belt.
D. Black tie with four-in-hand knot and a 5/16" wide yellow metal tie bar.
E. Black “Oxford” plain toe shoes or boots will be worn with black or dark blue socks. The footwear must have a heal and be able to be shined on the toe and heal.

CLASS "A" UNIFORM:

VOLUNTEERS

A. White wool long sleeved uniform shirt.
B. Black necktie with a four-in-hand knot, with a 5/16" wide yellow metal tie bar.
C. Gold name plate shall be affixed and centered just below the top seam of the right breast pocket. The name on the name plate will be the employees’ first name initial and last name.
D. Dark navy-blue wool uniform trousers.
D. Black “Oxford” (Corfam glossy uniform dress shoes) plain toe shoes will be worn with black or dark blue socks.
E. A “VOLUNTEERS” rocker will also be sewn below each ESPD shoulder patch.

CLASS "B" UNIFORM:

CADET

Dark navy-blue wool or polyester uniform trousers. The shirt will be light blue and of similar material. An optional Cadet uniform is the French blue colored Blauer poly/wool material outer vest uniform. The outer vest will be outfitted with the BWC chest mounting piece. The cadet’s gold name plate shall be affixed and centered just below the top seam of the right breast pocket. The name on the name plate will be the employee’s first name initial and last name.

A. The undershirt will have the ESPD shoulder patches and underneath each shoulder patch will have the “CADET” rocker sewn on. The cadet’s first initial and last name will be embroidered on the upper right breast area in gold colored with stitching ½ inch in height. The left breast area will have the “EL SEGUNDO POLICE” cloth badge sewn on. The trousers will be the black 5.11 tactical lite striker cargo pants (with flaps).
B. The outer vest or uniform shirt will have one gold “ESPD” button on each pocket flap and each epaulet. Both epaulets may be sewn down.
C. Either the long sleeve or short sleeve uniform shirt may be worn year-round and at the discretion of the employee. A tight white round collar t-shirt will be worn with any open collar uniform shirt.
D. Black “Oxford” plain toe shoes, boots, or black athletic shoes will be worn with black or

dark blue socks.

E. All cadets while performing duties who may interact with the public shall wear a protective vest.

CLASS "B" UNIFORM:

CHAPLAIN

A. White polo style shirt with “EL SEGUNDO POLICE” embroidered in black ½” lettering over the left chest. The chaplain’s first name initial and full last name embroidered in black ½” lettering over the right chest. “Chaplain” embroidered in black ½” lettering centered a ½” below the chaplain’s name.
B. Black Blauer FlexRS pants.
C. Black leather basket weave belt.
D. Black “Oxford” (Corfam glossy uniform dress shoes) plain toe shoes or boots will be worn with black or dark blue socks.

CLASS "B" UNIFORM:

POLICE ASSISTANT

A. Dark navy-blue poly-wool short or long-sleeved uniform shirt. The uniform top will have the employee’s first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the “EL SEGUNDO POLICE” cloth badge. The ESPD shoulder patch will also be sewn on with a “RECORDS” rocker identifier sewn underneath.
B. Dark navy-blue poly-wool uniform trousers.
C. Black “Oxford” (Corfam glossy uniform dress shoes) plain toe shoes or boots will be worn with black or dark blue socks.

CRIME ANALYST / CRIME PREVENTION

A. Dark navy-blue poly-wool short or long-sleeved uniform shirt. The uniform top will have the employee’s first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the “EL SEGUNDO POLICE” cloth badge. The ESPD shoulder patch will also be sewn on with the appropriate rocker identifier “CRIME ANALYST” or “CRIME PREVENTION” sewn on underneath.
B. 5-11 STRYKE, multi-purpose BDU uniform pants, dark navy-blue in color and rip style fabric.
C. Black “Oxford” (Corfam glossy uniform dress shoes) plain toe shoes or boots will be worn with black or dark blue socks.

CLASS "B" UNIFORM:

VOLUNTEERS

A. White wool short or long-sleeved uniform shirt.
C. Dark navy-blue wool uniform trousers.
D. Black "Oxford" (Corfam glossy uniform dress shoes) plain toe shoes or boots will be worn with black or dark blue socks.
E. A designator/ rocker "VOLUNTEERS" patch will also be sewn below each ESPD shoulder patch.

CLASS "B" UNIFORM:

ANIMAL CONTROL / POLICE SERVICE OFFICER (JAILER)

A. 5-11 Tactical Series, multi-purpose BDU police uniform pant, khaki in color, and rip style fabric (style 74369-male and 64386-female). The 5-11 Tactical Series, multi-purpose BDU police uniform top will be black in color and rip style fabric (style 72054). The employee's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the "EL SEGUNDO POLICE" cloth badge. Underneath the cloth badge will be "SERVICE OFFICER" embroidered in block gold colored stitching ½ inch in height. The ESPD shoulder patch will also be sewn on with the appropriate rocker if applicable sewn on underneath (ie. ANIMAL CONTROL).
B. An optional uniform is the Blauer FlexRS outer vest uniform, black in color. The outer vest will be outfitted with the BWC chest mounting piece. The employee's first initial and last name will be embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the "EL SEGUNDO POLICE" cloth badge sewn on.
C. The Blauer FlexRS undershirt, black in color, will have the ESPD shoulder patches sewn on with the appropriate rocker sewn on underneath (i.e. ANIMAL CONTROL or JAILER). The uniform shirt will have the employee's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the "EL SEGUNDO POLICE" cloth badge sewn on. The undershirt is rip stop material.
D. An optional top is the Elbeco Polo shirt (style# 25214), black in color. The uniform top will have the employee's first initial and last name embroidered on the upper right breast area in block white colored stitching ½ inch in height. The left breast area will have the "EL SEGUNDO POLICE" cloth badge. Shoulder patches will also be silkscreened white in color. This optional uniform top can only be worn during special events, training, and when authorized by a supervisor.
E. At the discretion of the officer, either the long sleeve or short sleeve uniform shirt may be worn year round.
D. White or black T-shirt with a tight round collar will be worn with the uniform.
E. Black "Oxford" plain toe shoes or boots will be worn with black or dark blue socks. The footwear must have a heal and be able to be shined on the toe and heal.
F. Department issued baseball cap. As a general rule, baseball caps may not be worn with the Class "A" or Class "B" uniforms; however, if approved by the Supervisor, baseball caps may be worn in inclement weather, and during incidents of prolonged sun exposure

(e.g. perimeters, traffic control, etc.).

G. A navy-blue baseball cap with “El SEGUNDO” with a grey colored italicized lettering in grey color embroidery with a height of ½ inch will be on the top line, and on the second line will be the four gold stars. Embroidered after the stars on the second line is “POLICE” italicized with white color thread and a height of ¼ inch.

ANIMAL CONTROL EQUIPMENT

A. Trouser belt and black basket weave or nylon Sam Browne belt with the following corresponding safety equipment:

1. Baton and baton ring (may have an expandable baton at the employee’s expense)
2. Keepers (unless Sam Brown belt is of the Velcro Style)
3. O.C. holder
4. Electronic control device (ECD) and ECD Holster

CLASS "B" UNIFORM:

PROPERTY OFFICER / CRIME SCENE INVESTIGATOR

A. Blauer TENX Armorskin, multi-purpose BDU outer vest uniform, black in color. The outer vest will be outfitted with the current BWC chest mounting piece. The undershirt will be black and have the ESPD shoulder patches with the appropriate identifiers sewn on underneath. The outer vest and undershirt will have the employee’s first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the “EL SEGUNDO POLICE” cloth badge sewn on. The top will be rip stop material.
B. The trousers will be the matching Blauer TENX Armorskin cargo pants (with flaps), black in color. The trousers will be rip stop material.
C. At the discretion of the employee, either the long sleeve or short sleeve uniform shirt may be worn year-round.
D. White or black T-shirt with a tight round collar will be worn with the uniform.
E. Black “Oxford” plain toe shoes or boots will be worn with black or dark blue socks. The footwear must have a heal and be able to be shined on the toe and heal.

CLASS "A" CRIME ANALYST:
See PSO Class “A” uniform.
EXECUTIVE ASSISTANT:
Business casual attire

MANAGEMENT ANALYST:
Business casual attire

BADGES:

PURCHASE OF BADGES PROHIBITED. Personnel of this Department will not purchase an official badge, or reasonable facsimile thereof, for any purpose, without written authorization from the Chief of Police.

The only badge(s) personnel of this Department are authorized to use are those issued by the Department or those that have been authorized by the Chief of Police.

INSIGNIAS FOR THE POLICE UNIFORM:

PATCHES. Patches will be sewn on each shirt and jacket sleeve centered on the epaulet or shoulder 1/2" below the shoulder seam. Leather jackets worn by solo-motor officers do not require patches.

SERVICE STRIPES. Service stripes are required on the regulation long sleeved uniform shirt. One stripe for each calendar five years of peace officer service, sewn on the left sleeve, high point edge parallel and forward of the sleeve crease and the low point 3/8" above the cuff seam. The stripes will be blue with gold trim.

SERGEANT'S CHEVRONS. Sergeant chevrons are to be centered on the epaulet, 1/2" below the bottom of the patch on each sleeve of all uniform shirts and jackets, single point up, blue in color with gold trim.

LIEUTENANT'S BARS. Lieutenant bars will be 1/4" x 3/4" in size, gold in color. One will be pinned on each collar tab, 1/2" up from the bottom, the bars forward edge parallel to the vertical seam of the collar.

CAPTAIN'S BARS. Captain's bars will be two 1/4" x 3/4" in size, gold in color. One will be pinned to each collar tab 1" down from the top of the collar with the leading edge of the forward bar parallel with the vertical collar seam.

CHIEF'S STARS. The Chief of Police will wear four gold stars pinned to each collar tab of the dress uniform.

BADGES AND NAME TAGS. The badge of the El Segundo Police Department will be pinned in the holder provided on the left breast of the uniform shirt. The name plate will be pinned on the right uniform shirt pocket with the upper edge of the plate aligned with the upper flap seam. Personnel may wear an attached pin with the Name Tag listing the employee's year of hire as a peace officer. Lateral entry officers may account for their previous peace officer service.

POLICE BADGE MOURNING BAND. A police badge mourning band shall be worn on an officer's badge when:

A. A peace officer assigned to a law enforcement agency is killed in the line of duty within Los Angeles County or the adjacent counties of Ventura, San Bernadino, Riverside, Kern, or Orange.
B. An officer attends a funeral or other service for a fallen law enforcement officer.

C. Approved by the Chief of Police or an authorized designee.

The mourning band shall be 1/ 2 inch wide and made of solid black elastic with blue midline. The band shall be positioned horizontally over the center of the badge.

Professional Staff may wear the issued Thin Blue Line Ribbon 1.5-inch lapel pin on the left side, chest level of the outermost garment worn. This pin is supplied by the department.

The mourning band and pin should be worn from the day of the death until midnight on the evening of the official and/or formal memorial ceremony.

UNIFORM SERVICE PINS. Only authorized service pins may be worn by members of the department to signify special accomplishments or distinguished awards.

DISPLAY OF SERVICE PINS.

Display of One Service Pin (right uniform shirt pocket flap): One authorized pin (a-d) will be worn centered on the left half of the right uniform shirt pocket flap. It may be worn while in Class "A" or Class "B" Uniform.

Display of Two Service Pins (right uniform shirt pocket flap): Two authorized pins (a-d) will be worn centered on the left half and right half of the right uniform shirt pocket flap. They may be worn with a Class "A" or Class "B" uniform.

Display of One Service Pin (left uniform shirt pocket flap): One authorized pin (e & f) shall be worn centered on the left uniform shirt pocket with the upper edge of the device aligned with the upper flap seam. They may be worn with a Class "A" or Class "B" uniform.

A. FIRING RANGE QUALIFICATION PIN. Sworn personnel may wear the Firing Range Qualification Pin according to the following classifications. The pin shall be worn centered on the left half of the right uniform shirt pocket flap.

1.	MARKSMAN	365-417 - No pin awarded
2.	SHARPSHOOTER PIN	418-458
3.	EXPERT PIN	459-493
4.	DISTINGUISHED PIN	494-500

B. SWAT TEAM PIN. Active SWAT team members may wear the SWAT pin. The pin shall be worn centered on the left half of the right uniform shirt pocket flap.

C. AMERICAN FLAG PIN. United States flag pins are authorized to be worn by all uniformed personnel. The pin shall be 1 inch. Military veterans may instead wear a crossed pin of the American flag and military branch flag in which they served. The pin shall be worn centered on the left half of the right uniform shirt pocket flap.

D. GRACIE JIU-JITSU PINS (Bronze, Silver, and Gold). Personnel awarded a Gracie Jiu-Jitsu pin are authorized to wear the pin indefinitely while a member of this department.

1. Gracie Jiu-Jitsu pins will be awarded to sworn officers as follows:
    a. Gold pins will be awarded to all sworn officers who have attended 300 or

more approved Gracie Jiu-Jitsu classes.

b. Silver pins will be awarded to all sworn officers who have attended 200 or more approved Gracie Jiu-Jitsu classes.
c. Bronze pins will be given to all sworn officers who have attended 100 or more approved Gracie Jiu-Jitsu classes.

E. DRUNK DRIVING ENFORCEMENT 23152 PIN. Personnel awarded a Drunk Driving Enforcement pin are authorized to wear the pin indefinitely while a member of this department. The pin shall be worn centered on the left uniform shirt pocket with the upper edge of the pin aligned with the upper flap seam.

F. STOLEN VEHICLE 10851 PIN. Personnel awarded a Stolen Vehicle enforcement pin are authorized to wear the pin indefinitely while a member of this department. The pin shall be worn centered on the left uniform shirt pocket with the upper edge of the pin aligned with the upper flap seam.

***Officers that have achieved a 23152 Pin and a 10851 Pin may only wear one of the pins on their uniform.

MEDAL OF VALOR. Medal of Valor and Distinguished Service award pins awarded to uniformed personnel for bravery, heroism or other outstanding meritorious actions shall be worn centered on the left uniform shirt pocket with the upper edge of the device aligned with the upper flap seam. It may be worn while in Class "A" Uniform. Personnel awarded a Medal of Valor or Distinguished Service pin are authorized to wear the pin indefinitely while a member of this department.

***Officers that have achieved a Medal of Valor and Distinguished Service Pin may wear both pins on their Class "A" Uniform.

MILITARY RIBBONS. Uniformed employees of the El Segundo Police Department, including both sworn and civilian, who are active military reservists or veterans of the United States Armed Forces, whether active or reserve, including the California National Guard, State Military Reserve, or Naval Militia, will be authorized to wear ribbons earned while serving in the United States Armed Forces, in accordance with the provisions of Military and Veterans Code, Division 3, Chapter 2, Section 648 (b) and the following restrictions:

A. Military ribbons are to be worn on Class "A" uniforms only.
B. Only military ribbons may be worn. Military medals and badges (shooting badges, jump wings, dive badge, etc.) are not authorized.
   The placement of military ribbons on the Class "A" uniform shall be centered above the right breast uniform pocket.
D. Military ribbons are authorized only during the following time periods:

   1. Veteran's Day
   2. Memorial Day
   3. As authorized by the Chief of Police.

FIELD EQUIPMENT

REQUIRED EQUIPMENT – UNIFORMED PERSONNEL. In addition to the basic uniforms, personnel engaged in uniformed field duty shall carry the following equipment:

A. Protective Vests – All uniformed officers, community lead officers, school resource officers, animal control officers, cadets and supervisors must wear protective vests when conducting field duties.
B. Baton - The Department approved baton should be immediately available by uniformed sworn officers while engaged in field duties.
E. Handcuffs and Handcuff Key
G. Helmet and Gas Mask - Officers assigned to field duty in uniform shall have their helmets and Gas Mask in the vehicle to which they are assigned. Unless specifically directed, officers may use their own judgement as to the wearing of helmets in field situations.
H. Electronic Control Device – Officers, Supervisors, and non-sworn personnel assigned to field duty and trained in accordance with guidelines shall carry the ECD in an approved holster specifically manufactured for the device and must not be positioned on the same side of the utility belt as a firearm.
I. Department issued O.C. and holder.
J. Knives - Folded, buck type knives may be worn if enclosed in a closed sheath.
K. Second department approved, "Back-up" gun - may be carried, but must be completely concealed from view.
L. BWC camera and holder

NYLON FIELD JACKET. The heavy-duty or light-weight nylon field jacket may be worn with the basic uniform by all officers. If worn, this jacket must bear the official shoulder patch of the Department, as well as any additional insignia that the wearer of the jacket is authorized to wear.

Sworn employees- black uniform jacket or lightweight uniform jacket with “POLICE OFFICER” cloth badge, or appropriate rank cloth badge. The uniform jacket will have the ESPD shoulder patches sewn on along with the appropriate chevron rank or designator (FTO, SGT, or motorcycle) underneath the shoulder patches. The name tape will be embroidered in block gold colored stitching ½ inch in height and affixed above the right pocket.

Civilian employees- black uniform jacket or lightweight uniform jacket with “El SEGUNDO POLICE” cloth badge. The uniform jacket will have the ESPD shoulder patches sewn on with the appropriate rocker sewn underneath each shoulder patch. The name tape will have the employees first initial and last name embroidered in block gold colored stitching ½ inch in height.

Records Division- Blauer softshell hybrid jacket style 4675. The dark navy-blue jacket with “EL SEGUNDO POLICE” cloth badge. The uniform jacket will have the ESPD shoulder patches sewn on with the “RECORDS” rocker sewn underneath each shoulder patch. The employees first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height.

SAFETY VESTS. In accordance with the Federal Highway Administration (FHWA) Code of Federal Regulations, Title 23, Part 634, all police personnel will don a safety vest when performing any of the following field tasks day or night:

A. Directing traffic
B. Investigating traffic collisions
C. Managing lane closures, obstructed roadways, or disaster areas

All safety vests must meet the American National Standards Institute (ANSI) and International Safety Equipment Association (ISEA) 207 class 2 requirements and made of reflectorized/high visibility material.

UNIFORM ACCESSORIES AND GENERAL APPEARANCE:

REFER TO LEXIPOL 1022 FOR PERSONAL APPEARANCE AND STANDARDS

PLAINCLOTHES DRESS FOR ALL DEPARTMENT PERSONNEL

PLAINCLOTHES DRESS-DEFINITION:

Non-uniformed attire for all employees shall usually consist of a business suit or sports coat and slacks, for males and comparable professional attire for females. Exceptions may be granted by the Division Commanders for officers on certain special assignments.

DRESS CODE- DEPARTMENT MEETINGS AND TRAINING:

As direct representatives of the City and the Police Department, a standard of professionalism shall be the general guideline. When attending Department meetings and training, professional attire for employees will include the following: Collared shirts, khaki style pants or slacks; jeans may be worn if not faded, torn or soiled. Additionally, female employees may wear professional attire.

Employees are not permitted to wear the following clothing during department meetings and training unless approved by the Chief of Police or their designee: baseball caps, sandals, shorts, T-shirts, any clothing with logos or words that are offensive.

PROCUREMENT OF UNIFORMS AND SAFETY EQUIPMENT

PROVIDED UNIFORMS AND SAFETY EQUIPMENT:

The City shall provide required uniforms and safety equipment to eligible employees.

POLICE OFFICER TRAINEES: Shall be provided with the following equipment at time of hire:

A. LAPD style shirts (3) and LAPD style pants (3) or the optional Blauer FlexRS outer vest shirt and matching trousers navy blue in color: 2 outer vest, three undershirts, three pants. Full set of Class A long sleeve uniform shirt and pants.
B. Black tie and gold tie bar
C. Black shoes or boots

D. Standard round navy-blue cover with ESPD hat piece
E. Jacket
F. Basket weave dress belt
G. Four keepers- basket weave
H. Sam Browne belt- basket weave
I. One holster for ESPDs standard issued handgun- basket weave
J. One duty weapon- Glock 17
K. One double pouch ammo case with a button/ snap top- basket weave
L. Three magazines
M. Two pair handcuffs and two handcuff case- basket weave
N. One baton and baton ring
O. Flashlight
P. One radio holster
Q. Rain gear
R. Protective vest
S. Helmet and bag
T. O.C. and holder (open or closed top)- basket weave
U. Taser and Taser holder
V. BWC and holder

UNIFORM AND SAFETY EQUIPMENT REPLACEMENT:
Eligible employees requesting replacement of uniforms worn out or damaged in the line of duty will submit a uniform request along with the damaged or worn item to his/her immediate Supervisor for approval. The employees immediate Supervisor shall verify the cause of the damage or extent of the wear and base the recommendation for replacement on these findings. The supervisor inspecting the item(s) will indicate his or her approval, if warranted, by signing the form and shall then forward the request form and the item to the Administrative Sergeant for final approval. Replacement records shall be maintained by the Administrative Sergeant for inventory purposes.

FIREARM PURCHASE UPON SEPARATION. Non- Probationary, sworn personnel, with the written approval of the Chief of Police may purchase, upon honorable separation, his/her issued firearm. Below are the procedures to be followed:

A. Submit Inter-Departmental Correspondence to the Chief of Police requesting to purchase the firearm. Request must list the make, model, caliber, and serial number.
B. Fair market value to be estimated by a local FFL and approved by the Firearms Range Manager. Back-up documentation shall be provided.
C. Make payment to the City Finance Department and provide proof of payment to the Administrative Division Sergeant.
D. Present the firearm and Letter of Intent, signed by the Chief of Police (Letter is provided by Administration Division) to a licensed Federal Firearms dealer.

E. It is the responsibility of the purchasing officer to pay any applicable taxes and registration fees.

F. Due to CA firearm laws restricting the transfer of certain firearms only to active peace officers, the transaction shall be completed prior to the official separation date.

G. The purchasing officer shall provide the Administrative Division Sergeant with a copy of the Dealer Record of Sale (DROS) as proof of registration and compliance with state and federal firearms laws.

H. The Office of the Chief of Police shall retain copies of the approved request, proof of payment receipt, Letter of Intent and DROS.

Supplemental Hate Crime Report-Agency.pdf

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SUPPLEMENTAL HATE CRIME REPORT

☐ **Hate incident (No Crime Committed)** ☐ **Hate Crime (422.6 PC, 51.7 CC, 52.1 CC)**

VICTIM

VICTIM TYPE

☐ **Individual**

Legal name (Last, First):

_____

Date of Birth	Age	Sex	Race

☐ **School, business or organization**

Name: _____

Type: _____

(e.g., non-profit, private, public school)

☐ **Faith-based organization**

Name: _____

Faith: _____

☐ **Other**

Name: _____

Type: _____

Address: _____

Date and time of incident:

_____

Location of incident:

_____

Date and time of report:

_____

Location of report:

_____

Agency Case #:

_____

NATURE OF CALL FOR SERVICE (check all that apply)

☐ Crime against persons

☐ Crime against property

☐ Gang activity

☐ Other _____

BIAS

TYPE OF BIAS

(Check all characteristics that apply)

☐ Disability

☐ Gender

☐ Gender identity/expression

☐ Sexual orientation

☐ Race

☐ Ethnicity

☐ Nationality

☐ Religion

☐ Significant day of offense *(e.g., 9/11, holy days)*

☐ Association with a person or group with one or more of these characteristics (actual or perceived)

☐ Other: _____

ACTUAL OR PERCEIVED BIAS – VICTIM'S STATEMENT

☐ Actual bias [Victim has the indicated characteristic(s)].

☐ Perceived bias [Suspect believed victim had the indicated characteristic(s)].

REASON FOR BIAS:

Do you feel you were targeted based on one of these characteristics?

☐ Yes ☐ No

Do you know what motivated the suspect to commit this crime?

☐ Yes ☐ No

Do you feel you were targeted because you associated yourself with an individual or a group?

☐ Yes ☐ No

Are there indicators the suspect is affiliated with a Hate Group (i.e., literature/tattoos)?

☐ Yes ☐ No

Are there Indicators the suspect is affiliated with a criminal street gang?

☐ Yes ☐ No

BIAS INDICATORS (CHECK ALL THAT APPLY):

☐ Hate speech ☐ Acts/gestures ☐ Property damage ☐ Symbol used

☐ Written/electronic communication ☐ Graffiti/spray paint ☐ Other: _____

HISTORY

SUSPECT INFORMATION

Legal name (Last, First): _____

Other Names used (AKA): _____

Date of Birth	Age	Sex	Race

Relationship to Victim: _____

RELATIONSHIP BETWEEN SUSPECT & VICTIM

Suspect known to victim: ☐ Yes ☐ No

Nature of relationship: _____

Length of relationship: _____

☐ Prior reported incidents with suspect: *Total #* _____

Prior unreported incidents with suspect:

☐ Yes ☐ No ☐ Unknown

WEAPONS/FORCE

Weapon(s) used during incident? ☐ Yes ☐ No Type: _____

Force used during incident? ☐ Yes ☐ No Type: _____

EVIDENCE

Witnesses present during incident? ☐ Yes ☐ No Statements taken? ☐ Yes ☐ No

Evidence collected? ☐ Yes ☐ No

Photos taken? ☐ Yes ☐ No

Recordings: ☐ Video ☐ Audio ☐ Booked

Suspect identified: ☐ Field ID ☐ By photo/video ☐ Known

RESOURCES

Resources offered at scene: ☐ Yes ☐ No

☐ Marsy's Law Handout ☐ Hate Crimes Brochure ☐ Other: _____

MEDICAL

Victim	Suspect	
☐	☐	Declined medical treatment
☐	☐	Will seek own medical treatment
☐	☐	Received medical treatment
☐	☐	Injuries observed

Completed by	***Date***

Name/Title/ID number

Civilian Report Procedure Form - English.pdf

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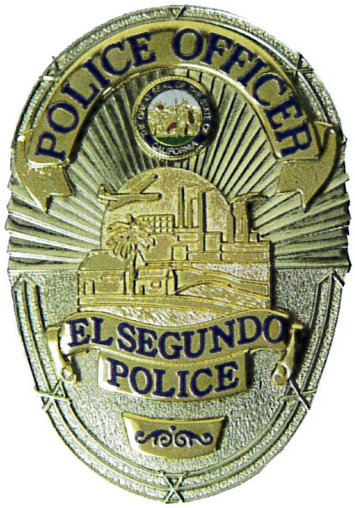
Civilian Report Procedure



The El Segundo Police Department welcomes your:

- Complaints
- Constructive Criticism
- Commendations
- Suggestions
- Information

In the interest of better Law Enforcement.

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348 Main Street
El Segundo, CA 90245
310-524-2200

Working Together To Meet Our Community Needs

To the residents of the City of El Segundo:

As your Chief of Police, I am committed to providing the highest level of quality law enforcement possible. Therefore, I welcome your comments, suggestions, constructive criticism, commendations, and complaints regarding actions or inactions by department members or matters of department policy.

To assist me in this regard, the "Civilian's Narrative Report" form has been created. This report form can be given to any Department member at any time on any day of the week and it will be forwarded to me personally.

Each complaint will be thoroughly investigated and I will take appropriate corrective action as necessary. If you have provided your personal contact information, you will be informed of the disposition of your complaint.

Any commendation of Department employees will result in appropriate recognition of the employee.

Should you care to make your report in person, you may come to the police station located at 348 Main Street in El Segundo.

Should you desire to complete your report in writing, you may mail or bring the Civilian's Narrative Report form to the same address. You can be assured you will be treated with courtesy and professionalism, and thorough consideration will be given to your concerns.

I hope you will feel free to express yourself on any matter which you feel should be brought to my attention.

Each civilian's report will receive my personal attention as I recognize the first responsibility of Department members is to serve and protect our residents.

Sincerely,

Saul Rodriguez
Chief of Police
City of El Segundo

YOU HAVE THE RIGHT TO MAKE A COMPLAINT AGAINST A POLICE OFFICER FOR ANY IMPROPER POLICE CONDUCT. CALIFORNIA LAW REQUIRES THIS AGENCY TO HAVE A PROCEDURE TO INVESTIGATE CIVILIAN COMPLAINTS. YOU HAVE A RIGHT TO A WRITTEN DESCRIPTION OF THIS PROCEDURE. THIS AGENCY MAY FIND AFTER INVESTIGATION THAT THERE IS NOT ENOUGH EVIDENCE TO WARRANT ACTION ON YOUR COMPLAINT; EVEN IF THAT IS THE CASE, YOU HAVE THE RIGHT TO MAKE THE COMPLAINT AND HAVE IT INVESTIGATED IF YOU BELIEVE AN OFFICER BEHAVED IMPROPERLY. CIVILAN COMPLAINTS AND ANY REPORTS OR FINDINGS RELATING TO COMPLAINTS MUST BE RETAINED BY THIS AGENCY FOR AT LEAST FIVE YEARS.

IT IS AGAINST THE LAW TO MAKE A COMPLAINT THAT YOU KNOW TO BE FALSE. IF YOU MAKE A COMPLAINT AGAINST AN OFFICER KNOWING THAT IT IS FALSE YOU CAN BE PROSECUTED ON A MISDEMEANOR CHARGE.

I have read and understand the above statement.

Complainant Signature:

_____

Date:

_____

INVESTIGATIVE PROCEDURE

You may choose to come to the Police Department to make your civilian report as experience has indicated that it is most desirable to obtain information during a personal interview. Additionally, you have the options of making your civilian report by telephone or in writing utilizing the Civilian's Narrative Report form, and you have the option of remaining anonymous.

If you desire to identify yourself you will be asked to provide the following information:

1. Your name, address, and telephone number;
2. If a specific incident is involved, the date, time, and location of that incident;
3. The names of any possible witnesses and telephone numbers, if available;
4. If the incident involves an arrest: the name, address, and telephone number of the individual arrested, if available;
5. If the incident involves a member of the department, his/her name, position in the department, and car number, if available;
6. Details of the subject matter which prompted your interest;
7. In some circumstances you may be asked to cooperate by voluntarily taking a polygraph examination.

Upon receipt of your comments, a supervisory member of the department will be assigned to contact you and conduct an investigation. The investigator will gather facts by interviewing all available witnesses and involved department members. Additionally, as part of the fact finding investigation, the investigator will examine all relevant documents and physical evidence, then draft and submit their report to the Chief of Police.

Civilian reports are investigated by supervisory members of the Department specifically assigned by the Chief of Police, and it is his responsibility to review the final report and approve the findings of an investigation. The Chief of Police or his designee will notify you by mail upon the completion of the investigation which is initiated by your comments.

Should the investigation of your civilian report indicate improper actions by a member of this department, the Chief of Police will initiate corrective action in accordance with Department policies and procedures. Such actions may include counseling, retraining, or disciplinary action against the employee.

In Summary...

Civilian reports and comments assist the police department in maintaining the present quality of law enforcement in the City of El Segundo and provide a means for improvement. They additionally assure the civilian that corrective action is taken if there is misconduct by a member of the El Segundo Police Department.

Further, a thorough and impartial investigation procedure protects police officers from unwarranted accusations.

CIVILIAN'S NARRATIVE REPORT

PRINT YOUR NAME, ADDRESS & PHONE NUMBER		
PRINT THE DATE THIS FORM IS FILLED IN	PRINT THE DAY & DATE OF INCIDENT	TIME OF INCIDENT
WHERE DID INCIDENT OR ACTION TAKE PLACE?		
PRINT THE NAME OF ANY WITNESS, THEIR ADDRESSES AND TELEPHONE NUMBERS		
IF A PERSON WAS ARRESTED, PRINT THE NAME, ADDRESS & PHONE NUMBER IF KNOWN		
IF A POLICE EMPLOYEE WAS INVOLVED, PRINT THE NAME AND CAR NUMBER, IF YOU HAVE THIS INFORMATION		
PRINT THE NATURE OF OPINION, COMPLAINT, SUGGESTION OR COMMENDATION & PROVIDE AS MUCH DETAIL AS POSSIBLE		

Attach separate sheet if more room is needed

Destruction of Firearms and Other Weapons.pdf

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DESTRUCTION OF FIREARMS AND OTHER WEAPONS

PURPOSE AND SCOPE - This policy establishes guidelines and procedures for the destruction of firearms and other weapons in compliance with California Penal Code Section 18005 as amended by Senate Bill (SB) 1019, departmental policy, and relevant state law.

For purposes of this policy, “destruction” means to destroy a firearm, or other weapon in its entirety by smelting, shredding, crushing, or cutting and shall include all parts including, without limitation, the frame or receiver, barrel, bolt, and grip of a firearm, as applicable, and any attachments including, but not limited to, a sight, scope, silencer, or suppressor, as applicable.

POLICY - The El Segundo Police Department (ESPD) is committed to ensuring the lawful and accountable destruction of firearms and weapons while maintaining transparency and adhering to all applicable legal requirements.

DESTRUCTION PROCEDURES

GENERAL REQUIREMENTS

Firearms and weapons eligible for destruction must be clearly identified and appropriately documented in the Property and Evidence Section records.

Destruction shall be conducted at an authorized facility. ESPD utilizes SA Recycling Plant in Long Beach, CA, for the destruction of firearms and weapons.

All records of destruction, including entry into the Automated Firearms System (AFS), shall be maintained for accountability.

FOUND FIREARMS

If the registered owner of a found firearm cannot be located after reasonable efforts, the firearm shall be held for a minimum of 90 days.

Following the 90-day waiting period, a Court Order must be obtained prior to destruction.

SAFEKEEPING FIREARMS

California Penal Code section 33875 provides that no law enforcement agency shall be required to retain any firearm for more than 180 days after the owner has been notified that the property has been made available for return.

Firearms retained for safekeeping shall be held for up to 180 days to allow the registered owner to obtain a Law Enforcement Gun Release Letter from the Department of Justice (DOJ).

If the owner fails to obtain the release letter within the 180-day period or if the DOJ denies the request, the firearm may be destroyed with a valid Court Order.

EVIDENCE FIREARMS

Firearms held as evidence shall remain in custody until the associated case is adjudicated.

Upon adjudication, the court will determine whether the firearm is to be returned to the registered owner or destroyed.

If the firearm is ordered to be returned, the owner must obtain a DOJ Law Enforcement Gun Release Letter within 180 days of the court's formal determination.

If the owner fails to meet the DOJ requirements or the release letter is denied, the firearm may be destroyed with a Court Order.

RELINQUISHED FIREARMS

Firearms relinquished pursuant to California Penal Code section 29850 shall be held for 30 days.

After the 30-day period, firearms may be destroyed, retained, sold, or otherwise transferred unless:

- A certificate is issued by a judge or the District Attorney requiring retention.
- The convicted person provides written notice of an intent to appeal.
- A search of the AFS indicates the firearm was reported lost or stolen.

If the firearm is reported lost or stolen, it shall be returned to the lawful owner when appropriate and upon proof of ownership.

CONTRACTUAL AGREEMENTS FOR DESTRUCTION

Any third-party contract for firearm or weapon destruction must explicitly prohibit the sale of firearms, weapons, or their components.

Contracts and agreements shall outline responsibilities for storage and destruction, ensuring compliance with California Penal Code section 18005.

PUBLIC DISCLOSURE

Guidelines and procedures related to the destruction of firearms and weapons shall be posted on the El Segundo Police Department website, ensuring transparency and compliance with California Penal Code section 18005.

RECORDS AND DOCUMENTATION

The Property and Evidence Section supervisor or designee shall maintain detailed records of firearms and weapons identified for destruction, the method of destruction, and corresponding court orders.

Entries into the AFS and destruction records shall be accurately documented to maintain accountability.

ACCOUNTABILITY AND COMPLIANCE

The Property and Evidence Section supervisor or authorized designee is responsible for ensuring compliance with this policy and all applicable laws regarding firearms and weapons destruction.

Annual reviews of procedures and audits of destruction records shall be conducted to maintain integrity and adherence to policy.

Uniform Manual FINAL Rev 12-16-2024.pdf

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EL SEGUNDO POLICE DEPARTMENT UNIFORM MANUAL

This Uniform Manual is to ensure all department worn uniforms are consistent and professional in appearance. All uniforms shall be professionally cleaned and maintained. Any deviation from this manual shall be approved by the Chief of Police or their designee.

SWORN EMPLOYEES

CLASS "A" UNIFORM:

A. Standard round navy-blue uniform cover with “El Segundo Police” gold metal hat piece. The Captains’ and Chief's round hat will have a gold leaf band on the bill and a gold braid band. The Lieutenants’ hat band will be a gold braid band. Sergeant and officer hat bands will be black with gold "P" buttons.
B. LAPD style navy-blue lightweight wool long sleeve shirt with one gold “ESPD” button on each pocket flap and each epaulet. Both epaulets may be sewn down. The uniform shirt will have the ESPD shoulder patches sewn on.
C. Gold name plate shall be affixed and centered just below the top seam of the right breast pocket (see name plate model# 0000417813). The name on the name plate will be the officer’s first name initial and last name. The optional years of service plate can also be worn in conjunction with the name plate. “SERVING-YEAR-SINCE” The letterings will be blue in color.
D. Black tie with four-in-hand knot and a 5/16" wide yellow metal tie bar. Command Staff (Lieutenant and above) will wear yellow metal tie bar with affixed El Segundo City Seal.
E. Navy blue lightweight wool uniform trousers.
F. Black “Oxford” (Corfam glossy uniform dress shoes) plain toe shoes with black or navy-blue socks.
G. Regulation leather Sam Browne (basket weave leather) gun belt, without baton or baton ring. The belt will only contain a firearm, a holster, handcuffs and case, and a double pouch magazine holder.

CLASS "B" UNIFORM:

A. LAPD style navy-blue lightweight wool uniform shirt and trousers.
B. An optional patrol uniform is the Blauer FlexRS outer vest uniform or the Blauer FlexRS Supershirt uniform, navy blue in color. The outer vest will be outfitted with the BWC chest mounting piece. The officer’s gold name plate shall be affixed and centered just below the top seam of the right breast pocket (see name plate model# 0000417813). The name on the name plate will be the officer’s first name initial and last name. The optional years of service plate can also be worn in conjunction with the name plate. “SERVING-YEAR-SINCE” The letterings will be blue in color.
C. The outer vest or uniform shirt will have one gold “ESPD” button on each pocket flap and each epaulet. Both epaulets may be sewn down. The uniform shirt will have the ESPD shoulder patches sewn on.

D. The Blauer FlexRS undershirt will have the ESPD shoulder patches sewn on. The uniform shirt will have the officer's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the "EL SEGUNDO POLICE OFFICER" cloth badge (appropriate rank cloth badge) sewn on. The undershirt is rip stop material. Service stripes, FTO, and Sergeant stripes apply when wearing long or short sleeves.
E. The trousers will be the matching Blauer pants (with zippered side pockets), navy blue in color. The trousers are rip stop material.
F. At the discretion of the officer, either the long sleeve or short sleeve uniform shirt may be worn year-round. LAPD style navy blue wool/poly-wool uniform is optional if the officer or command staff choose not to wear the Blauer FlexRS outer vest uniform. The LAPD style long and short sleeve uniform shirts worn by all sworn shall have one gold "ESPD" button on each pocket flap and each epaulet. Both epaulets may be sewn down.
G. White or black T-shirt with a tight round collar (crew neck style) will be worn with any open collar uniform shirt.
H. Black "Oxford" plain toe shoes or boots will be worn with black or dark blue socks. The footwear must have a heal and be able to be shined on the toe and heal.
I. Leather trouser belt and black basket weave or nylon Sam Browne belt with the following corresponding safety equipment:

    1. Baton holder
    2. Keepers (unless Sam Brown belt is of the Velcro Style)
    3. Handcuff case
    4. O.C. holder (small or large)
    5. Double Ammunition/Magazine pouch with button flaps. The optional three pouch magazine holder must match the Sam Browne belt and purchased at the officer's expense.
    6. Holster (with a minimum threat level two rating). A single drop-down strap with no clips and only one strap around the leg is an optional holster support. The Safariland small tactical plate with one elastic strap with harness (Black STX Tactical Finish) must be purchased by the officer. The gun holster must match the black leather basket weave or nylon Sam Brown belt.
    7. Taser holster
    8. As approved by the Chief of Police or their designee, ancillary equipment such as an approved folding knife, extra handcuff cases and mini-light holders may also be worn.
J. Officers may wear the standard round navy-blue cover with the Class B uniform.

Approved nylon gear may be purchased from an authorized department vendor at the officer's expense.

CLASS "C" UNIFORM:

A. 5-11 Tactical Series, multi-purpose BDU police uniform, black in color, and rip style fabric (style 72054). The uniform shirt will have the officer's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch height. The left breast area will have the "POLICE OFFICER" cloth badge or appropriate rank

badge. The uniform shirt will have the ESPD shoulder patches sewn on.

B. The optional uniform shirt for the Class C uniform is the Elbeco Polo shirt (style# 25214), black in color. The uniform shirt will have the officer's first initial and last name, embroidered on the upper right breast area in block white colored stitching ½ inch in height. The left breast area will have the "POLICE OFFICER" or appropriate rank badge silkscreened, white in color. Shoulder patches will also be silkscreened white in color with appropriate chevron rankings. "POLICE" in white lettering with a white border will be silkscreened on the back of the shirt. This optional uniform top can only be worn during special events, training, and when authorized by a supervisor.

C. At the discretion of the officer, either the long sleeve or short sleeve uniform shirt may be worn year round.

D. White or black T-shirt with a tight round collar will be worn with the uniform.

E. Black "Oxford" plain toe shoes or boots will be worn with black or dark blue socks. The footwear must have a heal and be able to be shined on the toe and heal.

BASEBALL CAP AND BLACK KNIT WATCH CAP:

A. A blue knit watch cap with "EL SEGUNDO POLICE" embroidered in silver and four stars embroidered in gold on the front fold may only be worn by male or female officers when outdoors and when temperatures are 55 degrees or lower. The knit watch cap must be worn tight with no excess material at the top of the head.

B. A fleece headband with "EL SEGUNDO POLICE" embroidered in silver and four stars embroidered in gold on the front facing portion may be worn outdoors when temperatures are 55 degrees or lower. The headband may only be worn by female officers. Supervisors have the discretion to disapprove the wearing of the knit watch cap or headband at any time.

C. A navy-blue baseball cap with "El SEGUNDO" with a grey colored italicized lettering in grey color embroidery with a height of ½ inch stitching will be on the top line and on the second line will be the four gold stars. Embroidered after the stars on the second line is "POLICE" italicized with white ¼ inch stitching.

D. The department issued baseball cap may be worn with either the Blauer FlexRS outer vest or Blauer FlexRS Supershirt uniforms at all times to include indoors. The baseball cap may be worn with the traditional wool uniform only during times of inclement rainy weather. Supervisors have the discretion to disapprove the wearing of the baseball cap at any time.

E. The headband, knit watch cap, and baseball cap will be provided by the department and purchased from an authorized department vendor.

ADMINISTRATIVE / PERSONNEL / TRAINING:

A. Administrative Division personnel may wear the Class B uniform or a standard suit and tie.

CANINE OFFICER:

A. Blauer TENX Armorskin, multi-purpose BDU outer vest uniform, black in color. The outer

vest will be outfitted with the BWC chest mounting piece. The Blauer undershirt uniform will be black in color and have the ESPD shoulder patches sewn on. The officer's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the "POLICE OFFICER" cloth badge sewn on and below the badge will be embroidered "K-9" in blocked gold colored stitching ½ inch in height, just above the left breast pocket. The top is rip stop material. Service stripes apply when wearing long sleeves.

B. The trousers will be the matching Blauer TENX Armorskin cargo pants (with flaps), black in color. The trousers are rip stop material.

C. An optional uniform is a 5-11 multi-purpose BDU uniform, black in color and outfitted with the BWC chest mounting piece. The officer's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the "POLICE OFFICER" cloth badge sewn on and below the badge will be embroidered "K-9" in blocked gold colored stitching ½ inch in height, just above the left breast pocket. The top is rip stop material. Service stripes apply when wearing long sleeves.

D. The trousers will be the matching 5-11 uniform pants. The trousers are rip stop material.

E. At the discretion of the officer, either the long sleeve or short sleeve uniform shirt may be worn year-round.

D. White or black undershirt with a tight round collar will be worn with the K-9 uniform.

E. Black "Oxford" plain toe shoes or boots will be worn with black or dark blue socks. The footwear must have a heal and be able to be shined on the toe and heal.

F. Trouser belt and black basket weave or nylon Sam Browne belt with the following corresponding safety equipment:

1. Baton holder
2. Keepers (unless Sam Brown belt is of the Velcro Style)
3. Handcuff case
4. O.C. holder
5. Double Ammunition/Magazine pouch
6. Holster with a minimum threat level two rating. A single drop-down strap with no clips is an optional holster support. The Safariland small tactical plate with double elastic leg straps with harness (Black STX Tactical Finish) will be purchased by the department. The gun holster must match the black leather basket weave or nylon Sam Brown belt.
7. Taser Holster

Nylon gear for a K-9 officer will be purchased at department expense.

COMMUNITY ENGAGEMENT:

See sworn officers' Class B uniform.

DEFENSIVE TACTICS:

When training, all defensive tactics staff shall wear the 5.11 Tactical style BDU pants, dark navy blue in color. The 5.11 polo style shirt will be dark navy in color and can either be short sleeve or long sleeve.

A. The officer's first initial and last name embroidered on the upper right breast area in block white colored stitching ½ inch in height. The left breast area will be embroidered in white lettering ½ inch in height, "DT INSTRUCTOR." No shoulder patches will be worn. If the officer is armed the officer shall wear a gun belt with gun and their issued badge on a badge holder to the front of their service weapon. The officer will wear black colored boots, equivalent to what is worn on patrol.

DRONE / FIELD TRAINING OFFICERS (FTO):

See sworn officers' Class B uniform.

CRISIS NEGOTIATION TEAM (CNT):

When training or deployed to an incident, CNT members may wear the 5.11 Stryke pants, black in color, and 5.11 polo style shirt, black in color, which can either be short sleeve or long sleeve.

A. The officer's rank and last name embroidered on the upper right breast area in block white colored stitching ½ inch in height. "NEGOTIATOR" silk-screened in 3" white block lettering with a border on the back of the shirt. The left breast area will have a silk-screened badge with the appropriate rank. All the silk-screens will be white in color. No shoulder patches will be worn. The officer shall wear a gun and holster and their issued badge on a badge holder, positioned to the front of their service weapon on a black belt. The officer will wear black colored boots, equivalent to what is worn on patrol.

BICYCLE PATROL:

A. Designated bicycle patrol officers will wear the 5.11 Tactical polo style shirt, short or long sleeve, navy-blue in color. The polo shirt will have the ESPD shoulder patches silk screened on. The officer's first initial and last name embroidered on the upper right breast area in block white colored stitching ½ inch in height. The left breast area will have the "POLICE OFFICER" cloth badge (or appropriate rank cloth badge) sewn on. "POLICE" silk-screened in 3" white block lettering with a border on the back of the shirt. The Sergeant stripes will apply when wearing long or short sleeves.
B. 5.11 Tactical bike shorts, navy blue in color, will be worn. If tattoos are visible on the arms or legs, the long sleeve shirt and/or the regular navy blue 5.11 Tactical bicycle patrol pants will be worn.
C. Black or black with white trim athletic shoes with black or white colored ankle socks will be worn when wearing shorts.
D. The approved baseball cap may be used.

HONOR GUARD UNIFORM:

The honor guard uniform will be worn by designated officers and will perform duties such as funerals, promotions, graduations, and special details as approved by the Chief of the Police or his designee.

A. Marine Corp Style black colored wool jacket with ESPD shoulder patches along with the ESPD issued metal badge appropriate for the ranking officer. A gold-colored name plate with black lettering above the right chest pocket and centered below the upper most part of the pocket edge. The pockets and chest buttons will be gold colored Marine Corp "P" Buttons. The collar will have gold colored "ESPD" pin devices on each side of the collar. The appropriate shoulder rank will be sewn on as needed.
B. Class A style black colored wool matching material pants with a one-inch gold colored stripe down the sides of each leg.
C. Dark navy-blue round "Drill Instructor" style hat with a shiny chin strap. The chin strap is a single silver colored buckle that is centered on the front top center of the hat. The ESPD hat badge will be mounted above the buckle and centered with the pre-made holes that come with the hat.
D. Patent leather (black Corfam-style) gun belt with an adjustable shoulder strap. The shoulder strap will run underneath the epaulet and across the body. The gold clips that attach to the gun belt will be in front and back of the holster. All buckles shall be gold in color. The gun holster with the same patent leather for the Glock 17 with a RMR red dot sighting system. No light.
E. Black "Oxford" (Corfam glossy uniform dress shoes) plain toe shoes will be worn with black or dark blue socks.

INVESTIGATIONS:

The Investigative Division will wear professional business attire. Male investigators will wear a suit and tie. Female investigators will wear professional business attire. Both male and female investigators will have a jacket available to wear when in court, professional meetings, or requested to wear by the Chief of Police or his designee.

A. Investigators must wear a professional dress gun belt that holds the authorized handgun. The gun belt should also have a handcuff holder with handcuffs.
B. Forward of the handgun, the investigators issued badge should be worn and displayed on a belt badge holder.
C. During tactical incidents or at the discretion of the detective supervisor an outer vest carrier, black in color, may be worn. The outer vest will have the investigator's first initial and last name embroidered on the upper right breast area in block white colored stitching ½ inch in height. The left breast area will have the "POLICE OFFICER" cloth badge (or appropriate rank cloth badge) sewn on. A "POLICE" patch with 1 ½" white lettering above the name tape on the right breast and a "POLICE" patch with 3" white lettering with a white border affixed to the back of the vest.
D. Black or brown plain toe shoes will be worn with professional dress socks. The footwear must have heels.
E. Dark navy-blue windbreaker with the investigator's first initial and last name embroidered in ½" white stitching over the right breast. The "DETECTIVE" badge silk-screened on the

left breast and ESPD shoulder patches silk-screened on each shoulder. "POLICE" silk-screened in 3" block lettering with a border on the back of the windbreaker. All the silk-screens will be white in color.

MARITIME ENFORCEMENT / BEACH PATROL:

E. Designated boat and beach patrol officers will wear the Blauer FlexRS outer vest uniform, dark navy-blue in color. The outer vest will be outfitted with the BWC chest mounting piece. The undershirt will have the ESPD shoulder patches sewn on. The officer's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch height. The left breast area will have the "POLICE OFFICER" cloth badge sewn on. Service stripes, the appropriate ranking cloth badge, and the Sergeants stripes will apply when wearing long or short sleeves.
F. Blauer FlexRS shorts with similar rip-stop material can be used with the Blauer outer vest. If tattoos are visible on the arms or legs, then the long sleeve shirt or the regular dark navy blue Blauer FlexRS patrol pants will be worn.
G. Black colored athletic shoes with black colored ankle socks will be worn when wearing shorts.
H. The approved baseball cap will be used during sunlight hours and inclement weather. The supervisor on duty may deny the use of the baseball cap at any time.

CLASS "B" UNIFORM - MOTOR OFFICERS:

A. Navy-blue wool or polyester uniform shirt and motorcycle safety trousers. An optional uniform top is the Blauer FlexRS outer vest uniform, dark navy-blue in color. The outer vest will be outfitted with the BWC chest mounting piece. The officer's gold name plate shall be affixed and centered just below the top seam of the right breast pocket. The name on the name plate will be the officer's first name initial and last name. The optional years of service plate can also be worn in conjunction with the name plate. "SERVICE-YEAR-SINCE" The letterings will be blue. The undershirt will have the ESPD shoulder patches sewn on. The officer's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the "POLICE OFFICER" cloth badge, or appropriate rank, sewn on. Below both shoulder patches will be the motors insignia of the wheel and wings sewn on. Service stripes, the appropriate ranking cloth badge, and the sergeant's stripes will apply when wearing long or short sleeves.
B. At the discretion of the officer, either the long sleeve or short sleeve uniform shirt may be worn year-round.
C. Navy-blue motor style uniform trousers with a blue vertical stripe with gold borders on the outside of each leg will be worn with motor boots.
D. Motor boots, gloves and issued duty helmet are required when operating the police motorcycle.

NOTE: The basic Class "A" or Class "B" uniform shall be worn by motor officers when temporarily assigned to duties other than two-wheeled motorcycle patrol. Motor officers are required to wear their helmets when performing field duties. Officers assigned to two-wheel

motorcycle duty will always be in complete uniform while operating the police motorcycle, including to and from work. Officers assigned to commercial enforcement details or motor training may wear a Class "C" uniform with the appropriate patches affixed.

RANGE STAFF:

All firearms range staff shall wear the tan colored 5.11 Tactical style BDU pants. The 5.11 polo style shirt will be red and can either be short sleeve or long sleeve. Long sleeves will be worn if tattoos are visible.

B. The officer's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will be embroidered in gold lettering with a ½ inch in height, "RANGE STAFF". No shoulder patches will be worn. The officer shall wear a gun and holster and their issued badge on a badge holder, positioned to the front of their service weapon on a black belt. The officer will wear black colored boots, equivalent to what is worn on patrol.

SPECIAL WEAPONS AND TACTICS:

The designated SWAT uniform will consist of a tactical uniform issued by the department with SWAT Commander approval. The SWAT uniform will consist of pants, a long sleeve shirt, and tactical footwear.

SOUTH BAY PLATOON:

Uniform will be the same as a patrol officer's Class C. The Sam Browne will be organized the same way as the standard Class B officer Sam Browne, with an optional extended sized baton.

<u>CIVILIAN EMPLOYEES</u>

CLASS "A" UNIFORM:

POLICE SERVICE OFFICER / ANIMAL CONTROL OFFICER / CADET/PARKING CONTROL OFFICER / CSI/CRIME PREVENTION / POLICE ASSISTANT

A. Light blue wool long sleeved uniform shirt.
B. Black necktie with a four-in-hand knot, with a 5/16" wide yellow metal tie bar.
C. Gold name plate shall be affixed and centered just below the top seam of the right breast pocket. The name on the name plate will be the employee's first name initial and last name.
D. Dark navy-blue poly-wool uniform trousers.
E. Black "Oxford" (Corfam glossy uniform dress shoes) plain toe shoes will be worn with black or dark blue socks.

CLASS "A" UNIFORM:

CHAPLAIN

A. White long sleeve uniform button up shirt with zipper with ESPD shoulder patches. “CHAPLAIN” rockers under the ESPD shoulder patches. One gold “ESPD” button on each pocket flap and each epaulet.
B. LAPD style navy blue trousers.
C. Black leather basket weave belt.
D. Black tie with four-in-hand knot and a 5/16" wide yellow metal tie bar.
E. Black “Oxford” plain toe shoes or boots will be worn with black or dark blue socks. The footwear must have a heal and be able to be shined on the toe and heal.

CLASS "A" UNIFORM:

VOLUNTEERS

A. White wool long sleeved uniform shirt.
B. Black necktie with a four-in-hand knot, with a 5/16" wide yellow metal tie bar.
C. Gold name plate shall be affixed and centered just below the top seam of the right breast pocket. The name on the name plate will be the employees’ first name initial and last name.
D. Dark navy-blue wool uniform trousers.
D. Black “Oxford” (Corfam glossy uniform dress shoes) plain toe shoes will be worn with black or dark blue socks.
E. A “VOLUNTEERS” rocker will also be sewn below each ESPD shoulder patch.

CLASS "B" UNIFORM:

CADET

Dark navy-blue wool or polyester uniform trousers. The shirt will be light blue and of similar material. An optional Cadet uniform is the French blue colored Blauer poly/wool material outer vest uniform. The outer vest will be outfitted with the BWC chest mounting piece. The cadet’s gold name plate shall be affixed and centered just below the top seam of the right breast pocket. The name on the name plate will be the employee’s first name initial and last name.

A. The undershirt will have the ESPD shoulder patches and underneath each shoulder patch will have the “CADET” rocker sewn on. The cadet’s first initial and last name will be embroidered on the upper right breast area in gold colored with stitching ½ inch in height. The left breast area will have the “EL SEGUNDO POLICE” cloth badge sewn on. The trousers will be the black 5.11 tactical lite striker cargo pants (with flaps).
B. The outer vest or uniform shirt will have one gold “ESPD” button on each pocket flap and each epaulet. Both epaulets may be sewn down.
C. Either the long sleeve or short sleeve uniform shirt may be worn year-round and at the discretion of the employee. A tight white round collar t-shirt will be worn with any open collar uniform shirt.
D. Black “Oxford” plain toe shoes, boots, or black athletic shoes will be worn with black or

dark blue socks.

E. All cadets while performing duties who may interact with the public shall wear a protective vest.

CLASS "B" UNIFORM:

CHAPLAIN

A. White polo style shirt with “EL SEGUNDO POLICE” embroidered in black ½” lettering over the left chest. The chaplain’s first name initial and full last name embroidered in black ½” lettering over the right chest. “Chaplain” embroidered in black ½” lettering centered a ½” below the chaplain’s name.
B. Black Blauer FlexRS pants.
C. Black leather basket weave belt.
D. Black “Oxford” (Corfam glossy uniform dress shoes) plain toe shoes or boots will be worn with black or dark blue socks.

CLASS "B" UNIFORM:

POLICE ASSISTANT

A. Dark navy-blue poly-wool short or long-sleeved uniform shirt. The uniform top will have the employee’s first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the “EL SEGUNDO POLICE” cloth badge. The ESPD shoulder patch will also be sewn on with a “RECORDS” rocker identifier sewn underneath.
B. Dark navy-blue poly-wool uniform trousers.
C. Black “Oxford” (Corfam glossy uniform dress shoes) plain toe shoes or boots will be worn with black or dark blue socks.

CRIME ANALYST / CRIME PREVENTION

A. Dark navy-blue poly-wool short or long-sleeved uniform shirt. The uniform top will have the employee’s first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the “EL SEGUNDO POLICE” cloth badge. The ESPD shoulder patch will also be sewn on with the appropriate rocker identifier “CRIME ANALYST” or “CRIME PREVENTION” sewn on underneath.
B. 5-11 STRYKE, multi-purpose BDU uniform pants, dark navy-blue in color and rip style fabric.
C. Black “Oxford” (Corfam glossy uniform dress shoes) plain toe shoes or boots will be worn with black or dark blue socks.

CLASS "B" UNIFORM:

VOLUNTEERS

A. White wool short or long-sleeved uniform shirt.
C. Dark navy-blue wool uniform trousers.
D. Black “Oxford” (Corfam glossy uniform dress shoes) plain toe shoes or boots will be worn with black or dark blue socks.
E. A designator/ rocker “VOLUNTEERS” patch will also be sewn below each ESPD shoulder patch.

CLASS "B" UNIFORM:

ANIMAL CONTROL / POLICE SERVICE OFFICER (JAILER)

A. 5-11 Tactical Series, multi-purpose BDU police uniform pant, storm gray in color, and rip style fabric (style 74369-male and 64386-female). The 5-11 Tactical Series, multi-purpose BDU police uniform top will be black in color and rip style fabric (style 72054). The employee’s first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the “EL SEGUNDO POLICE” cloth badge. Underneath the cloth badge will be “SERVICE OFFICER” embroidered in block gold colored stitching ½ inch in height. The ESPD shoulder patch will also be sewn on with the appropriate rocker if applicable sewn on underneath (ie. ANIMAL CONTROL).
B. An optional uniform is the Blauer FlexRS outer vest uniform, black in color. The outer vest will be outfitted with the BWC chest mounting piece. The employee’s first initial and last name will be embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the “EL SEGUNDO POLICE” cloth badge sewn on.
C. The Blauer FlexRS undershirt, black in color, will have the ESPD shoulder patches sewn on with the appropriate rocker sewn on underneath (i.e. ANIMAL CONTROL or JAILER). The uniform shirt will have the employee’s first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the “EL SEGUNDO POLICE” cloth badge sewn on. The undershirt is rip stop material.
D. An optional top is the Elbeco Polo shirt (style# 25214), black in color. The uniform top will have the employee’s first initial and last name embroidered on the upper right breast area in block white colored stitching ½ inch in height. The left breast area will have the “EL SEGUNDO POLICE” cloth badge. Shoulder patches will also be silkscreened white in color. This optional uniform top can only be worn during special events, training, and when authorized by a supervisor.
E. At the discretion of the officer, either the long sleeve or short sleeve uniform shirt may be worn year round.
D. White or black T-shirt with a tight round collar will be worn with the uniform.
E. Black “Oxford” plain toe shoes or boots will be worn with black or dark blue socks. The footwear must have a heal and be able to be shined on the toe and heal.
F. Department issued baseball cap. As a general rule, baseball caps may not be worn with the Class “A” or Class “B” uniforms; however, if approved by the Supervisor, baseball caps may be worn in inclement weather, and during incidents of prolonged sun exposure

(e.g. perimeters, traffic control, etc.).

G. A navy-blue baseball cap with “El SEGUNDO” with a grey colored italicized lettering in grey color embroidery with a height of ½ inch will be on the top line, and on the second line will be the four gold stars. Embroidered after the stars on the second line is “POLICE” italicized with white color thread and a height of ¼ inch.

ANIMAL CONTROL EQUIPMENT

A. Trouser belt and black basket weave or nylon Sam Browne belt with the following corresponding safety equipment:

1. Baton and baton ring (may have an expandable baton at the employee’s expense)
2. Keepers (unless Sam Brown belt is of the Velcro Style)
3. O.C. holder
4. Electronic control device (ECD) and ECD Holster

CLASS "B" UNIFORM:

PROPERTY OFFICER / CRIME SCENE INVESTIGATOR

A. Blauer TENX Armorskin, multi-purpose BDU outer vest uniform, black in color. The outer vest will be outfitted with the current BWC chest mounting piece. The undershirt will be black and have the ESPD shoulder patches with the appropriate identifiers sewn on underneath. The outer vest and undershirt will have the employee’s first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the “EL SEGUNDO POLICE” cloth badge sewn on. The top will be rip stop material.
B. The trousers will be the matching Blauer TENX Armorskin cargo pants (with flaps), black in color. The trousers will be rip stop material.
C. At the discretion of the employee, either the long sleeve or short sleeve uniform shirt may be worn year-round.
D. White or black T-shirt with a tight round collar will be worn with the uniform.
E. Black “Oxford” plain toe shoes or boots will be worn with black or dark blue socks. The footwear must have a heal and be able to be shined on the toe and heal.

CLASS "A" CRIME ANALYST:
See PSO Class “A” uniform.
EXECUTIVE ASSISTANT:
Business casual attire

MANAGEMENT ANALYST:
Business casual attire

BADGES:

PURCHASE OF BADGES PROHIBITED. Personnel of this Department will not purchase an official badge, or reasonable facsimile thereof, for any purpose, without written authorization from the Chief of Police.

The only badge(s) personnel of this Department are authorized to use are those issued by the Department or those that have been authorized by the Chief of Police.

INSIGNIAS FOR THE POLICE UNIFORM:

PATCHES. Patches will be sewn on each shirt and jacket sleeve centered on the epaulet or shoulder 1/2" below the shoulder seam. Leather jackets worn by solo-motor officers do not require patches.

SERVICE STRIPES. Service stripes are required on the regulation long sleeved uniform shirt. One stripe for each calendar five years of peace officer service, sewn on the left sleeve, high point edge parallel and forward of the sleeve crease and the low point 3/8" above the cuff seam. The stripes will be blue with gold trim.

SERGEANT'S CHEVRONS. Sergeant chevrons are to be centered on the epaulet, 1/2" below the bottom of the patch on each sleeve of all uniform shirts and jackets, single point up, blue in color with gold trim.

LIEUTENANT'S BARS. Lieutenant bars will be 1/4" x 3/4" in size, gold in color. One will be pinned on each collar tab, 1/2" up from the bottom, the bars forward edge parallel to the vertical seam of the collar.

CAPTAIN'S BARS. Captain's bars will be two 1/4" x 3/4" in size, gold in color. One will be pinned to each collar tab 1" down from the top of the collar with the leading edge of the forward bar parallel with the vertical collar seam.

CHIEF'S STARS. The Chief of Police will wear four gold stars pinned to each collar tab of the dress uniform.

BADGES AND NAME TAGS. The badge of the El Segundo Police Department will be pinned in the holder provided on the left breast of the uniform shirt. The name plate will be pinned on the right uniform shirt pocket with the upper edge of the plate aligned with the upper flap seam. Personnel may wear an attached pin with the Name Tag listing the employee's year of hire as a peace officer. Lateral entry officers may account for their previous peace officer service.

POLICE BADGE MOURNING BAND. A police badge mourning band shall be worn on an officer's badge when:

A. A peace officer assigned to a law enforcement agency is killed in the line of duty within Los Angeles County or the adjacent counties of Ventura, San Bernadino, Riverside, Kern, or Orange.
B. An officer attends a funeral or other service for a fallen law enforcement officer.

C. Approved by the Chief of Police or an authorized designee.

The mourning band shall be 1/ 2 inch wide and made of solid black elastic with blue midline. The band shall be positioned horizontally over the center of the badge.

Professional Staff may wear the issued Thin Blue Line Ribbon 1.5-inch lapel pin on the left side, chest level of the outermost garment worn. This pin is supplied by the department.

The mourning band and pin should be worn from the day of the death until midnight on the evening of the official and/or formal memorial ceremony.

UNIFORM SERVICE PINS. Only authorized service pins may be worn by members of the department to signify special accomplishments or distinguished awards.

DISPLAY OF SERVICE PINS.

Display of One Service Pin (right uniform shirt pocket flap): One authorized pin (a-d) will be worn centered on the left half of the right uniform shirt pocket flap. It may be worn while in Class "A" or Class "B" Uniform.

Display of Two Service Pins (right uniform shirt pocket flap): Two authorized pins (a-d) will be worn centered on the left half and right half of the right uniform shirt pocket flap. They may be worn with a Class "A" or Class "B" uniform.

Display of One Service Pin (left uniform shirt pocket flap): One authorized pin (e & f) shall be worn centered on the left uniform shirt pocket with the upper edge of the device aligned with the upper flap seam. They may be worn with a Class "A" or Class "B" uniform.

A. FIRING RANGE QUALIFICATION PIN. Sworn personnel may wear the Firing Range Qualification Pin according to the following classifications. The pin shall be worn centered on the left half of the right uniform shirt pocket flap.

1.	MARKSMAN	365-417 - No pin awarded
2.	SHARPSHOOTER PIN	418-458
3.	EXPERT PIN	459-493
4.	DISTINGUISHED PIN	494-500

B. SWAT TEAM PIN. Active SWAT team members may wear the SWAT pin. The pin shall be worn centered on the left half of the right uniform shirt pocket flap.

C. AMERICAN FLAG PIN. United States flag pins are authorized to be worn by all uniformed personnel. The pin shall be 1 inch. Military veterans may instead wear a crossed pin of the American flag and military branch flag in which they served. The pin shall be worn centered on the left half of the right uniform shirt pocket flap.

D. GRACIE JIU-JITSU PINS (Bronze, Silver, and Gold). Personnel awarded a Gracie Jiu-Jitsu pin are authorized to wear the pin indefinitely while a member of this department.

1. Gracie Jiu-Jitsu pins will be awarded to sworn officers as follows:
    a. Gold pins will be awarded to all sworn officers who have attended 300 or

more approved Gracie Jiu-Jitsu classes.

b. Silver pins will be awarded to all sworn officers who have attended 200 or more approved Gracie Jiu-Jitsu classes.
c. Bronze pins will be given to all sworn officers who have attended 100 or more approved Gracie Jiu-Jitsu classes.

E. DRUNK DRIVING ENFORCEMENT 23152 PIN. Personnel awarded a Drunk Driving Enforcement pin are authorized to wear the pin indefinitely while a member of this department. The pin shall be worn centered on the left uniform shirt pocket with the upper edge of the pin aligned with the upper flap seam.

F. STOLEN VEHICLE 10851 PIN. Personnel awarded a Stolen Vehicle enforcement pin are authorized to wear the pin indefinitely while a member of this department. The pin shall be worn centered on the left uniform shirt pocket with the upper edge of the pin aligned with the upper flap seam.

***Officers that have achieved a 23152 Pin and a 10851 Pin may only wear one of the pins on their uniform.

MEDAL OF VALOR. Medal of Valor and Distinguished Service award pins awarded to uniformed personnel for bravery, heroism or other outstanding meritorious actions shall be worn centered on the left uniform shirt pocket with the upper edge of the device aligned with the upper flap seam. It may be worn while in Class "A" Uniform. Personnel awarded a Medal of Valor or Distinguished Service pin are authorized to wear the pin indefinitely while a member of this department.

***Officers that have achieved a Medal of Valor and Distinguished Service Pin may wear both pins on their Class "A" Uniform.

MILITARY RIBBONS. Uniformed employees of the El Segundo Police Department, including both sworn and civilian, who are active military reservists or veterans of the United States Armed Forces, whether active or reserve, including the California National Guard, State Military Reserve, or Naval Militia, will be authorized to wear ribbons earned while serving in the United States Armed Forces, in accordance with the provisions of Military and Veterans Code, Division 3, Chapter 2, Section 648 (b) and the following restrictions:

A. Military ribbons are to be worn on Class "A" uniforms only.
B. Only military ribbons may be worn. Military medals and badges (shooting badges, jump wings, dive badge, etc.) are not authorized.
   The placement of military ribbons on the Class "A" uniform shall be centered above the right breast uniform pocket.
D. Military ribbons are authorized only during the following time periods:

   1. Veteran's Day
   2. Memorial Day
   3. As authorized by the Chief of Police.

FIELD EQUIPMENT

REQUIRED EQUIPMENT – UNIFORMED PERSONNEL. In addition to the basic uniforms, personnel engaged in uniformed field duty shall carry the following equipment:

A. Protective Vests – All uniformed officers, community lead officers, school resource officers, animal control officers, cadets and supervisors must wear protective vests when conducting field duties.
B. Baton - The Department approved baton should be immediately available by uniformed sworn officers while engaged in field duties.
E. Handcuffs and Handcuff Key
G. Helmet and Gas Mask - Officers assigned to field duty in uniform shall have their helmets and Gas Mask in the vehicle to which they are assigned. Unless specifically directed, officers may use their own judgement as to the wearing of helmets in field situations.
H. Electronic Control Device – Officers, Supervisors, and non-sworn personnel assigned to field duty and trained in accordance with guidelines shall carry the ECD in an approved holster specifically manufactured for the device and must not be positioned on the same side of the utility belt as a firearm.
I. Department issued O.C. and holder.
J. Knives - Folded, buck type knives may be worn if enclosed in a closed sheath.
K. Second department approved, "Back-up" gun - may be carried, but must be completely concealed from view.
L. BWC camera and holder

NYLON FIELD JACKET. The heavy-duty or light-weight nylon field jacket may be worn with the basic uniform by all officers. If worn, this jacket must bear the official shoulder patch of the Department, as well as any additional insignia that the wearer of the jacket is authorized to wear.

Sworn employees- black uniform jacket or lightweight uniform jacket with “POLICE OFFICER” cloth badge, or appropriate rank cloth badge. The uniform jacket will have the ESPD shoulder patches sewn on along with the appropriate chevron rank or designator (FTO, SGT, or motorcycle) underneath the shoulder patches. The name tape will be embroidered in block gold colored stitching ½ inch in height and affixed above the right pocket.

Civilian employees- black uniform jacket or lightweight uniform jacket with “El SEGUNDO POLICE” cloth badge. The uniform jacket will have the ESPD shoulder patches sewn on with the appropriate rocker sewn underneath each shoulder patch. The name tape will have the employees first initial and last name embroidered in block gold colored stitching ½ inch in height.

Records Division- Blauer softshell hybrid jacket style 4675. The dark navy-blue jacket with “EL SEGUNDO POLICE” cloth badge. The uniform jacket will have the ESPD shoulder patches sewn on with the “RECORDS” rocker sewn underneath each shoulder patch. The employees first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height.

SAFETY VESTS. In accordance with the Federal Highway Administration (FHWA) Code of Federal Regulations, Title 23, Part 634, all police personnel will don a safety vest when performing any of the following field tasks day or night:

A. Directing traffic
B. Investigating traffic collisions
C. Managing lane closures, obstructed roadways, or disaster areas

All safety vests must meet the American National Standards Institute (ANSI) and International Safety Equipment Association (ISEA) 207 class 2 requirements and made of reflectorized/high visibility material.

UNIFORM ACCESSORIES AND GENERAL APPEARANCE:

REFER TO LEXIPOL 1022 FOR PERSONAL APPEARANCE AND STANDARDS

PLAINCLOTHES DRESS FOR ALL DEPARTMENT PERSONNEL

PLAINCLOTHES DRESS-DEFINITION:

Non-uniformed attire for all employees shall usually consist of a business suit or sports coat and slacks, for males and comparable professional attire for females. Exceptions may be granted by the Division Commanders for officers on certain special assignments.

DRESS CODE- DEPARTMENT MEETINGS AND TRAINING:

As direct representatives of the City and the Police Department, a standard of professionalism shall be the general guideline. When attending Department meetings and training, professional attire for employees will include the following: Collared shirts, khaki style pants or slacks; jeans may be worn if not faded, torn or soiled. Additionally, female employees may wear professional attire.

Employees are not permitted to wear the following clothing during department meetings and training unless approved by the Chief of Police or their designee: baseball caps, sandals, shorts, T-shirts, any clothing with logos or words that are offensive.

PROCUREMENT OF UNIFORMS AND SAFETY EQUIPMENT

PROVIDED UNIFORMS AND SAFETY EQUIPMENT:

The City shall provide required uniforms and safety equipment to eligible employees.

POLICE OFFICER TRAINEES: Shall be provided with the following equipment at time of hire:

A. LAPD style shirts (3) and LAPD style pants (3) or the optional Blauer FlexRS outer vest shirt and matching trousers navy blue in color: 2 outer vest, three undershirts, three pants. Full set of Class A long sleeve uniform shirt and pants.
B. Black tie and gold tie bar
C. Black shoes or boots

D. Standard round navy-blue cover with ESPD hat piece
E. Jacket
F. Basket weave dress belt
G. Four keepers- basket weave
H. Sam Browne belt- basket weave
I. One holster for ESPDs standard issued handgun- basket weave
J. One duty weapon- Glock 17
K. One double pouch ammo case with a button/ snap top- basket weave
L. Three magazines
M. Two pair handcuffs and two handcuff case- basket weave
N. One baton and baton ring
O. Flashlight
P. One radio holster
Q. Rain gear
R. Protective vest
S. Helmet and bag
T. O.C. and holder (open or closed top)- basket weave
U. Taser and Taser holder
V. BWC and holder

UNIFORM AND SAFETY EQUIPMENT REPLACEMENT:
Eligible employees requesting replacement of uniforms worn out or damaged in the line of duty will submit a uniform request along with the damaged or worn item to his/her immediate Supervisor for approval. The employees immediate Supervisor shall verify the cause of the damage or extent of the wear and base the recommendation for replacement on these findings. The supervisor inspecting the item(s) will indicate his or her approval, if warranted, by signing the form and shall then forward the request form and the item to the Administrative Sergeant for final approval. Replacement records shall be maintained by the Administrative Sergeant for inventory purposes.

FIREARM PURCHASE UPON SEPARATION. Non- Probationary, sworn personnel, with the written approval of the Chief of Police may purchase, upon honorable separation, his/her issued firearm. Below are the procedures to be followed:

A. Submit Inter-Departmental Correspondence to the Chief of Police requesting to purchase the firearm. Request must list the make, model, caliber, and serial number.
B. Fair market value to be estimated by a local FFL and approved by the Firearms Range Manager. Back-up documentation shall be provided.
C. Make payment to the City Finance Department and provide proof of payment to the Administrative Division Sergeant.
D. Present the firearm and Letter of Intent, signed by the Chief of Police (Letter is provided by Administration Division) to a licensed Federal Firearms dealer.

E. It is the responsibility of the purchasing officer to pay any applicable taxes and registration fees.

F. Due to CA firearm laws restricting the transfer of certain firearms only to active peace officers, the transaction shall be completed prior to the official separation date.

G. The purchasing officer shall provide the Administrative Division Sergeant with a copy of the Dealer Record of Sale (DROS) as proof of registration and compliance with state and federal firearms laws.

H. The Office of the Chief of Police shall retain copies of the approved request, proof of payment receipt, Letter of Intent and DROS.

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EL SEGUNDO POLICE DEPARTMENT UNIFORM MANUAL

This Uniform Manual is to ensure all department worn uniforms are consistent and professional in appearance. All uniforms shall be professionally cleaned and maintained. Any deviation from this manual shall be approved by the Chief of Police or their designee.

SWORN EMPLOYEES

CLASS "A" UNIFORM:

A. Standard round navy-blue uniform cover with “El Segundo Police” gold metal hat piece. The Captains’ and Chief's round hat will have a gold leaf band on the bill and a gold braid band. The Lieutenants’ hat band will be a gold braid band. Sergeant and officer hat bands will be black with gold "P" buttons.
B. LAPD style navy-blue lightweight wool long sleeve shirt with one gold “ESPD” button on each pocket flap and each epaulet. Both epaulets may be sewn down. The uniform shirt will have the ESPD shoulder patches sewn on.
C. Gold name plate shall be affixed and centered just below the top seam of the right breast pocket (see name plate model# 0000417813). The name on the name plate will be the officer’s first name initial and last name. The optional years of service plate can also be worn in conjunction with the name plate. “SERVING-YEAR-SINCE” The letterings will be blue in color.
D. Black tie with four-in-hand knot and a 5/16" wide yellow metal tie bar. Command Staff (Lieutenant and above) will wear yellow metal tie bar with affixed El Segundo City Seal.
E. Navy blue lightweight wool uniform trousers.
F. Black “Oxford” (Corfam glossy uniform dress shoes) plain toe shoes with black or navy-blue socks.
G. Regulation leather Sam Browne (basket weave leather) gun belt, without baton or baton ring. The belt will only contain a firearm, a holster, handcuffs and case, and a double pouch magazine holder.

CLASS "B" UNIFORM:

A. LAPD style navy-blue lightweight wool uniform shirt and trousers.
B. An optional patrol uniform is the Blauer FlexRS outer vest uniform or the Blauer FlexRS Supershirt uniform, navy blue in color. The outer vest will be outfitted with the BWC chest mounting piece. The officer’s gold name plate shall be affixed and centered just below the top seam of the right breast pocket (see name plate model# 0000417813). The name on the name plate will be the officer’s first name initial and last name. The optional years of service plate can also be worn in conjunction with the name plate. “SERVING-YEAR-SINCE” The letterings will be blue in color.
C. The outer vest or uniform shirt will have one gold “ESPD” button on each pocket flap and each epaulet. Both epaulets may be sewn down. The uniform shirt will have the ESPD shoulder patches sewn on.

D. The Blauer FlexRS undershirt will have the ESPD shoulder patches sewn on. The uniform shirt will have the officer's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the "EL SEGUNDO POLICE OFFICER" cloth badge (appropriate rank cloth badge) sewn on. The undershirt is rip stop material. Service stripes, FTO, and Sergeant stripes apply when wearing long or short sleeves.
E. The trousers will be the matching Blauer pants (with zippered side pockets), navy blue in color. The trousers are rip stop material.
F. At the discretion of the officer, either the long sleeve or short sleeve uniform shirt may be worn year-round. LAPD style navy blue wool/poly-wool uniform is optional if the officer or command staff choose not to wear the Blauer FlexRS outer vest uniform. The LAPD style long and short sleeve uniform shirts worn by all sworn shall have one gold "ESPD" button on each pocket flap and each epaulet. Both epaulets may be sewn down.
G. White or black T-shirt with a tight round collar (crew neck style) will be worn with any open collar uniform shirt.
H. Black "Oxford" plain toe shoes or boots will be worn with black or dark blue socks. The footwear must have a heal and be able to be shined on the toe and heal.
I. Leather trouser belt and black basket weave or nylon Sam Browne belt with the following corresponding safety equipment:

    1. Baton holder
    2. Keepers (unless Sam Brown belt is of the Velcro Style)
    3. Handcuff case
    4. O.C. holder (small or large)
    5. Double Ammunition/Magazine pouch with button flaps. The optional three pouch magazine holder must match the Sam Browne belt and purchased at the officer's expense.
    6. Holster (with a minimum threat level two rating). A single drop-down strap with no clips and only one strap around the leg is an optional holster support. The Safariland small tactical plate with one elastic strap with harness (Black STX Tactical Finish) must be purchased by the officer. The gun holster must match the black leather basket weave or nylon Sam Brown belt.
    7. Taser holster
    8. As approved by the Chief of Police or their designee, ancillary equipment such as an approved folding knife, extra handcuff cases and mini-light holders may also be worn.
J. Officers may wear the standard round navy-blue cover with the Class B uniform.

Approved nylon gear may be purchased from an authorized department vendor at the officer's expense.

CLASS "C" UNIFORM:

A. 5-11 Tactical Series, multi-purpose BDU police uniform, black in color, and rip style fabric (style 72054). The uniform shirt will have the officer's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch height. The left breast area will have the "POLICE OFFICER" cloth badge or appropriate rank

badge. The uniform shirt will have the ESPD shoulder patches sewn on.

B. The optional uniform shirt for the Class C uniform is the Elbeco Polo shirt (style# 25214), black in color. The uniform shirt will have the officer's first initial and last name, embroidered on the upper right breast area in block white colored stitching ½ inch in height. The left breast area will have the "POLICE OFFICER" or appropriate rank badge silkscreened, white in color. Shoulder patches will also be silkscreened white in color with appropriate chevron rankings. "POLICE" in white lettering with a white border will be silkscreened on the back of the shirt. This optional uniform top can only be worn during special events, training, and when authorized by a supervisor.

C. At the discretion of the officer, either the long sleeve or short sleeve uniform shirt may be worn year round.

D. White or black T-shirt with a tight round collar will be worn with the uniform.

E. Black "Oxford" plain toe shoes or boots will be worn with black or dark blue socks. The footwear must have a heal and be able to be shined on the toe and heal.

BASEBALL CAP AND BLACK KNIT WATCH CAP:

A. A blue knit watch cap with "EL SEGUNDO POLICE" embroidered in silver and four stars embroidered in gold on the front fold may only be worn by male or female officers when outdoors and when temperatures are 55 degrees or lower. The knit watch cap must be worn tight with no excess material at the top of the head.

B. A fleece headband with "EL SEGUNDO POLICE" embroidered in silver and four stars embroidered in gold on the front facing portion may be worn outdoors when temperatures are 55 degrees or lower. The headband may only be worn by female officers. Supervisors have the discretion to disapprove the wearing of the knit watch cap or headband at any time.

C. A navy-blue baseball cap with "El SEGUNDO" with a grey colored italicized lettering in grey color embroidery with a height of ½ inch stitching will be on the top line and on the second line will be the four gold stars. Embroidered after the stars on the second line is "POLICE" italicized with white ¼ inch stitching.

D. The department issued baseball cap may be worn with either the Blauer FlexRS outer vest or Blauer FlexRS Supershirt uniforms at all times to include indoors. The baseball cap may be worn with the traditional wool uniform only during times of inclement rainy weather. Supervisors have the discretion to disapprove the wearing of the baseball cap at any time.

E. The headband, knit watch cap, and baseball cap will be provided by the department and purchased from an authorized department vendor.

ADMINISTRATIVE / PERSONNEL / TRAINING:

A. Administrative Division personnel may wear the Class B uniform or a standard suit and tie.

CANINE OFFICER:

A. Blauer TENX Armorskin, multi-purpose BDU outer vest uniform, black in color. The outer

vest will be outfitted with the BWC chest mounting piece. The Blauer undershirt uniform will be black in color and have the ESPD shoulder patches sewn on. The officer's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the "POLICE OFFICER" cloth badge sewn on and below the badge will be embroidered "K-9" in blocked gold colored stitching ½ inch in height, just above the left breast pocket. The top is rip stop material. Service stripes apply when wearing long sleeves.

B. The trousers will be the matching Blauer TENX Armorskin cargo pants (with flaps), black in color. The trousers are rip stop material.

C. An optional uniform is a 5-11 multi-purpose BDU uniform, black in color and outfitted with the BWC chest mounting piece. The officer's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the "POLICE OFFICER" cloth badge sewn on and below the badge will be embroidered "K-9" in blocked gold colored stitching ½ inch in height, just above the left breast pocket. The top is rip stop material. Service stripes apply when wearing long sleeves.

D. The trousers will be the matching 5-11 uniform pants. The trousers are rip stop material.

E. At the discretion of the officer, either the long sleeve or short sleeve uniform shirt may be worn year-round.

D. White or black undershirt with a tight round collar will be worn with the K-9 uniform.

E. Black "Oxford" plain toe shoes or boots will be worn with black or dark blue socks. The footwear must have a heal and be able to be shined on the toe and heal.

F. Trouser belt and black basket weave or nylon Sam Browne belt with the following corresponding safety equipment:

1. Baton holder
2. Keepers (unless Sam Brown belt is of the Velcro Style)
3. Handcuff case
4. O.C. holder
5. Double Ammunition/Magazine pouch
6. Holster with a minimum threat level two rating. A single drop-down strap with no clips is an optional holster support. The Safariland small tactical plate with double elastic leg straps with harness (Black STX Tactical Finish) will be purchased by the department. The gun holster must match the black leather basket weave or nylon Sam Brown belt.
7. Taser Holster

Nylon gear for a K-9 officer will be purchased at department expense.

COMMUNITY ENGAGEMENT:

See sworn officers' Class B uniform.

DEFENSIVE TACTICS:

When training, all defensive tactics staff shall wear the 5.11 Tactical style BDU pants, dark navy blue in color. The 5.11 polo style shirt will be dark navy in color and can either be short sleeve or long sleeve.

A. The officer's first initial and last name embroidered on the upper right breast area in block white colored stitching ½ inch in height. The left breast area will be embroidered in white lettering ½ inch in height, "DT INSTRUCTOR." No shoulder patches will be worn. If the officer is armed the officer shall wear a gun belt with gun and their issued badge on a badge holder to the front of their service weapon. The officer will wear black colored boots, equivalent to what is worn on patrol.

DRONE / FIELD TRAINING OFFICERS (FTO):

See sworn officers' Class B uniform.

CRISIS NEGOTIATION TEAM (CNT):

When training or deployed to an incident, CNT members may wear the 5.11 Stryke pants, black in color, and 5.11 polo style shirt, black in color, which can either be short sleeve or long sleeve.

A. The officer's rank and last name embroidered on the upper right breast area in block white colored stitching ½ inch in height. "NEGOTIATOR" silk-screened in 3" white block lettering with a border on the back of the shirt. The left breast area will have a silk-screened badge with the appropriate rank. All the silk-screens will be white in color. No shoulder patches will be worn. The officer shall wear a gun and holster and their issued badge on a badge holder, positioned to the front of their service weapon on a black belt. The officer will wear black colored boots, equivalent to what is worn on patrol.

BICYCLE PATROL:

A. Designated bicycle patrol officers will wear the 5.11 Tactical polo style shirt, short or long sleeve, navy-blue in color. The polo shirt will have the ESPD shoulder patches silk screened on. The officer's first initial and last name embroidered on the upper right breast area in block white colored stitching ½ inch in height. The left breast area will have the "POLICE OFFICER" cloth badge (or appropriate rank cloth badge) sewn on. "POLICE" silk-screened in 3" white block lettering with a border on the back of the shirt. The Sergeant stripes will apply when wearing long or short sleeves.
B. 5.11 Tactical bike shorts, navy blue in color, will be worn. If tattoos are visible on the arms or legs, the long sleeve shirt and/or the regular navy blue 5.11 Tactical bicycle patrol pants will be worn.
C. Black or black with white trim athletic shoes with black or white colored ankle socks will be worn when wearing shorts.
D. The approved baseball cap may be used.

HONOR GUARD UNIFORM:

The honor guard uniform will be worn by designated officers and will perform duties such as funerals, promotions, graduations, and special details as approved by the Chief of the Police or his designee.

A. Marine Corp Style black colored wool jacket with ESPD shoulder patches along with the ESPD issued metal badge appropriate for the ranking officer. A gold-colored name plate with black lettering above the right chest pocket and centered below the upper most part of the pocket edge. The pockets and chest buttons will be gold colored Marine Corp "P" Buttons. The collar will have gold colored "ESPD" pin devices on each side of the collar. The appropriate shoulder rank will be sewn on as needed.
B. Class A style black colored wool matching material pants with a one-inch gold colored stripe down the sides of each leg.
C. Dark navy-blue round "Drill Instructor" style hat with a shiny chin strap. The chin strap is a single silver colored buckle that is centered on the front top center of the hat. The ESPD hat badge will be mounted above the buckle and centered with the pre-made holes that come with the hat.
D. Patent leather (black Corfam-style) gun belt with an adjustable shoulder strap. The shoulder strap will run underneath the epaulet and across the body. The gold clips that attach to the gun belt will be in front and back of the holster. All buckles shall be gold in color. The gun holster with the same patent leather for the Glock 17 with a RMR red dot sighting system. No light.
E. Black "Oxford" (Corfam glossy uniform dress shoes) plain toe shoes will be worn with black or dark blue socks.

INVESTIGATIONS:

The Investigative Division will wear professional business attire. Male investigators will wear a suit and tie. Female investigators will wear professional business attire. Both male and female investigators will have a jacket available to wear when in court, professional meetings, or requested to wear by the Chief of Police or his designee.

A. Investigators must wear a professional dress gun belt that holds the authorized handgun. The gun belt should also have a handcuff holder with handcuffs.
B. Forward of the handgun, the investigators issued badge should be worn and displayed on a belt badge holder.
C. During tactical incidents or at the discretion of the detective supervisor an outer vest carrier, black in color, may be worn. The outer vest will have the investigator's first initial and last name embroidered on the upper right breast area in block white colored stitching ½ inch in height. The left breast area will have the "POLICE OFFICER" cloth badge (or appropriate rank cloth badge) sewn on. A "POLICE" patch with 1 ½" white lettering above the name tape on the right breast and a "POLICE" patch with 3" white lettering with a white border affixed to the back of the vest.
D. Black or brown plain toe shoes will be worn with professional dress socks. The footwear must have heels.
E. Dark navy-blue windbreaker with the investigator's first initial and last name embroidered in ½" white stitching over the right breast. The "DETECTIVE" badge silk-screened on the

left breast and ESPD shoulder patches silk-screened on each shoulder. "POLICE" silk-screened in 3" block lettering with a border on the back of the windbreaker. All the silk-screens will be white in color.

MARITIME ENFORCEMENT / BEACH PATROL:

E. Designated boat and beach patrol officers will wear the Blauer FlexRS outer vest uniform, dark navy-blue in color. The outer vest will be outfitted with the BWC chest mounting piece. The undershirt will have the ESPD shoulder patches sewn on. The officer's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch height. The left breast area will have the "POLICE OFFICER" cloth badge sewn on. Service stripes, the appropriate ranking cloth badge, and the Sergeants stripes will apply when wearing long or short sleeves.
F. Blauer FlexRS shorts with similar rip-stop material can be used with the Blauer outer vest. If tattoos are visible on the arms or legs, then the long sleeve shirt or the regular dark navy blue Blauer FlexRS patrol pants will be worn.
G. Black colored athletic shoes with black colored ankle socks will be worn when wearing shorts.
H. The approved baseball cap will be used during sunlight hours and inclement weather. The supervisor on duty may deny the use of the baseball cap at any time.

CLASS "B" UNIFORM - MOTOR OFFICERS:

A. Navy-blue wool or polyester uniform shirt and motorcycle safety trousers. An optional uniform top is the Blauer FlexRS outer vest uniform, dark navy-blue in color. The outer vest will be outfitted with the BWC chest mounting piece. The officer's gold name plate shall be affixed and centered just below the top seam of the right breast pocket. The name on the name plate will be the officer's first name initial and last name. The optional years of service plate can also be worn in conjunction with the name plate. "SERVICE-YEAR-SINCE" The letterings will be blue. The undershirt will have the ESPD shoulder patches sewn on. The officer's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the "POLICE OFFICER" cloth badge, or appropriate rank, sewn on. Below both shoulder patches will be the motors insignia of the wheel and wings sewn on. Service stripes, the appropriate ranking cloth badge, and the sergeant's stripes will apply when wearing long or short sleeves.
B. At the discretion of the officer, either the long sleeve or short sleeve uniform shirt may be worn year-round.
C. Navy-blue motor style uniform trousers with a blue vertical stripe with gold borders on the outside of each leg will be worn with motor boots.
D. Motor boots, gloves and issued duty helmet are required when operating the police motorcycle.

NOTE: The basic Class "A" or Class "B" uniform shall be worn by motor officers when temporarily assigned to duties other than two-wheeled motorcycle patrol. Motor officers are required to wear their helmets when performing field duties. Officers assigned to two-wheel

motorcycle duty will always be in complete uniform while operating the police motorcycle, including to and from work. Officers assigned to commercial enforcement details or motor training may wear a Class "C" uniform with the appropriate patches affixed.

RANGE STAFF:

All firearms range staff shall wear the tan colored 5.11 Tactical style BDU pants. The 5.11 polo style shirt will be red and can either be short sleeve or long sleeve. Long sleeves will be worn if tattoos are visible.

B. The officer's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will be embroidered in gold lettering with a ½ inch in height, "RANGE STAFF". No shoulder patches will be worn. The officer shall wear a gun and holster and their issued badge on a badge holder, positioned to the front of their service weapon on a black belt. The officer will wear black colored boots, equivalent to what is worn on patrol.

SPECIAL WEAPONS AND TACTICS:

The designated SWAT uniform will consist of a tactical uniform issued by the department with SWAT Commander approval. The SWAT uniform will consist of pants, a long sleeve shirt, and tactical footwear.

SOUTH BAY PLATOON:

Uniform will be the same as a patrol officer's Class C. The Sam Browne will be organized the same way as the standard Class B officer Sam Browne, with an optional extended sized baton.

<u>CIVILIAN EMPLOYEES</u>

CLASS "A" UNIFORM:

POLICE SERVICE OFFICER / ANIMAL CONTROL OFFICER / CADET/PARKING CONTROL OFFICER / CSI/CRIME PREVENTION / POLICE ASSISTANT

A. Light blue wool long sleeved uniform shirt.
B. Black necktie with a four-in-hand knot, with a 5/16" wide yellow metal tie bar.
C. Gold name plate shall be affixed and centered just below the top seam of the right breast pocket. The name on the name plate will be the employee's first name initial and last name.
D. Dark navy-blue poly-wool uniform trousers.
E. Black "Oxford" (Corfam glossy uniform dress shoes) plain toe shoes will be worn with black or dark blue socks.

CLASS "A" UNIFORM:

CHAPLAIN

A. White long sleeve uniform button up shirt with zipper with ESPD shoulder patches. “CHAPLAIN” rockers under the ESPD shoulder patches. One gold “ESPD” button on each pocket flap and each epaulet.
B. LAPD style navy blue trousers.
C. Black leather basket weave belt.
D. Black tie with four-in-hand knot and a 5/16" wide yellow metal tie bar.
E. Black “Oxford” plain toe shoes or boots will be worn with black or dark blue socks. The footwear must have a heal and be able to be shined on the toe and heal.

CLASS "A" UNIFORM:

VOLUNTEERS

A. White wool long sleeved uniform shirt.
B. Black necktie with a four-in-hand knot, with a 5/16" wide yellow metal tie bar.
C. Gold name plate shall be affixed and centered just below the top seam of the right breast pocket. The name on the name plate will be the employees’ first name initial and last name.
D. Dark navy-blue wool uniform trousers.
D. Black “Oxford” (Corfam glossy uniform dress shoes) plain toe shoes will be worn with black or dark blue socks.
E. A “VOLUNTEERS” rocker will also be sewn below each ESPD shoulder patch.

CLASS "B" UNIFORM:

CADET

Dark navy-blue wool or polyester uniform trousers. The shirt will be light blue and of similar material. An optional Cadet uniform is the French blue colored Blauer poly/wool material outer vest uniform. The outer vest will be outfitted with the BWC chest mounting piece. The cadet’s gold name plate shall be affixed and centered just below the top seam of the right breast pocket. The name on the name plate will be the employee’s first name initial and last name.

A. The undershirt will have the ESPD shoulder patches and underneath each shoulder patch will have the “CADET” rocker sewn on. The cadet’s first initial and last name will be embroidered on the upper right breast area in gold colored with stitching ½ inch in height. The left breast area will have the “EL SEGUNDO POLICE” cloth badge sewn on. The trousers will be the black 5.11 tactical lite striker cargo pants (with flaps).
B. The outer vest or uniform shirt will have one gold “ESPD” button on each pocket flap and each epaulet. Both epaulets may be sewn down.
C. Either the long sleeve or short sleeve uniform shirt may be worn year-round and at the discretion of the employee. A tight white round collar t-shirt will be worn with any open collar uniform shirt.
D. Black “Oxford” plain toe shoes, boots, or black athletic shoes will be worn with black or

dark blue socks.

E. All cadets while performing duties who may interact with the public shall wear a protective vest.

CLASS "B" UNIFORM:

CHAPLAIN

A. White polo style shirt with “EL SEGUNDO POLICE” embroidered in black ½” lettering over the left chest. The chaplain’s first name initial and full last name embroidered in black ½” lettering over the right chest. “Chaplain” embroidered in black ½” lettering centered a ½” below the chaplain’s name.
B. Black Blauer FlexRS pants.
C. Black leather basket weave belt.
D. Black “Oxford” (Corfam glossy uniform dress shoes) plain toe shoes or boots will be worn with black or dark blue socks.

CLASS "B" UNIFORM:

POLICE ASSISTANT

A. Dark navy-blue poly-wool short or long-sleeved uniform shirt. The uniform top will have the employee’s first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the “EL SEGUNDO POLICE” cloth badge. The ESPD shoulder patch will also be sewn on with a “RECORDS” rocker identifier sewn underneath.
B. Dark navy-blue poly-wool uniform trousers.
C. Black “Oxford” (Corfam glossy uniform dress shoes) plain toe shoes or boots will be worn with black or dark blue socks.

CRIME ANALYST / CRIME PREVENTION

A. Dark navy-blue poly-wool short or long-sleeved uniform shirt. The uniform top will have the employee’s first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the “EL SEGUNDO POLICE” cloth badge. The ESPD shoulder patch will also be sewn on with the appropriate rocker identifier “CRIME ANALYST” or “CRIME PREVENTION” sewn on underneath.
B. 5-11 STRYKE, multi-purpose BDU uniform pants, dark navy-blue in color and rip style fabric.
C. Black “Oxford” (Corfam glossy uniform dress shoes) plain toe shoes or boots will be worn with black or dark blue socks.

CLASS "B" UNIFORM:

VOLUNTEERS

A. White wool short or long-sleeved uniform shirt.
C. Dark navy-blue wool uniform trousers.
D. Black "Oxford" (Corfam glossy uniform dress shoes) plain toe shoes or boots will be worn with black or dark blue socks.
E. A designator/ rocker "VOLUNTEERS" patch will also be sewn below each ESPD shoulder patch.

CLASS "B" UNIFORM:

ANIMAL CONTROL / POLICE SERVICE OFFICER

A. 5-11 Tactical Series, multi-purpose BDU police uniform pant, storm gray in color, and rip style fabric (style 74369-male and 64386-female). The 5-11 Tactical Series, multi-purpose BDU police uniform top will be black in color and rip style fabric (style 72054). The employee's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the "EL SEGUNDO POLICE" cloth badge. Underneath the cloth badge will be "SERVICE OFFICER" embroidered in block gold colored stitching ½ inch in height. The ESPD shoulder patch will also be sewn on with the appropriate rocker if applicable sewn on underneath (ie. ANIMAL CONTROL or SERVICE OFFICER).
B. An optional uniform is the Blauer FlexRS outer vest uniform, black in color. The outer vest will be outfitted with the BWC chest mounting piece. The employee's first initial and last name will be embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the "EL SEGUNDO POLICE" cloth badge sewn on.
C. The Blauer FlexRS undershirt, black in color, will have the ESPD shoulder patches sewn on with the appropriate rocker sewn on underneath (i.e. ANIMAL CONTROL or SERVICE OFFICER). The uniform shirt will have the employee's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the "EL SEGUNDO POLICE" cloth badge sewn on. The undershirt is rip stop material.
D. An optional top is the Elbeco Polo shirt (style# 25214), black in color. The uniform top will have the employee's first initial and last name embroidered on the upper right breast area in block white colored stitching ½ inch in height. The left breast area will have the "EL SEGUNDO POLICE" cloth badge. Shoulder patches will also be silkscreened white in color. This optional uniform top can only be worn during special events, training, and when authorized by a supervisor.
E. At the discretion of the officer, either the long sleeve or short sleeve uniform shirt may be worn year round.
D. White or black T-shirt with a tight round collar will be worn with the uniform.
E. Black "Oxford" plain toe shoes or boots will be worn with black or dark blue socks. The footwear must have a heal and be able to be shined on the toe and heal.
F. Department issued baseball cap. As a general rule, baseball caps may not be worn with the Class "A" or Class "B" uniforms; however, if approved by the Supervisor, baseball caps may be worn in inclement weather, and during incidents of prolonged sun exposure

(e.g. perimeters, traffic control, etc.).

G. A navy-blue baseball cap with “El SEGUNDO” with a grey colored italicized lettering in grey color embroidery with a height of ½ inch will be on the top line, and on the second line will be the four gold stars. Embroidered after the stars on the second line is “POLICE” italicized with white color thread and a height of ¼ inch.

ANIMAL CONTROL EQUIPMENT

A. Trouser belt and black basket weave or nylon Sam Browne belt with the following corresponding safety equipment:

1. Baton and baton ring (may have an expandable baton at the employee’s expense)
2. Keepers (unless Sam Brown belt is of the Velcro Style)
3. O.C. holder
4. Electronic control device (ECD) and ECD Holster

CLASS "B" UNIFORM:

PROPERTY OFFICER / CRIME SCENE INVESTIGATOR

A. Blauer TENX Armorskin, multi-purpose BDU outer vest uniform, black in color. The outer vest will be outfitted with the current BWC chest mounting piece. The undershirt will be black and have the ESPD shoulder patches with the appropriate identifiers sewn on underneath. The outer vest and undershirt will have the employee’s first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the “EL SEGUNDO POLICE” cloth badge sewn on. The top will be rip stop material.
B. The trousers will be the matching Blauer TENX Armorskin cargo pants (with flaps), black in color. The trousers will be rip stop material.
C. At the discretion of the employee, either the long sleeve or short sleeve uniform shirt may be worn year-round.
D. White or black T-shirt with a tight round collar will be worn with the uniform.
E. Black “Oxford” plain toe shoes or boots will be worn with black or dark blue socks. The footwear must have a heal and be able to be shined on the toe and heal.

CLASS "A" CRIME ANALYST:
See PSO Class “A” uniform.
EXECUTIVE ASSISTANT:
Business casual attire
MANAGEMENT ANALYST:
Business casual attire

BADGES:

PURCHASE OF BADGES PROHIBITED. Personnel of this Department will not purchase an official badge, or reasonable facsimile thereof, for any purpose, without written authorization from the Chief of Police.

The only badge(s) personnel of this Department are authorized to use are those issued by the Department or those that have been authorized by the Chief of Police.

INSIGNIAS FOR THE POLICE UNIFORM:

PATCHES. Patches will be sewn on each shirt and jacket sleeve centered on the epaulet or shoulder 1/2" below the shoulder seam. Leather jackets worn by solo-motor officers do not require patches.

SERVICE STRIPES. Service stripes are required on the regulation long sleeved uniform shirt. One stripe for each calendar five years of peace officer service, sewn on the left sleeve, high point edge parallel and forward of the sleeve crease and the low point 3/8" above the cuff seam. The stripes will be blue with gold trim.

SERGEANT'S CHEVRONS. Sergeant chevrons are to be centered on the epaulet, 1/2" below the bottom of the patch on each sleeve of all uniform shirts and jackets, single point up, blue in color with gold trim.

LIEUTENANT'S BARS. Lieutenant bars will be 1/4" x 3/4" in size, gold in color. One will be pinned on each collar tab, 1/2" up from the bottom, the bars forward edge parallel to the vertical seam of the collar.

CAPTAIN'S BARS. Captain's bars will be two 1/4" x 3/4" in size, gold in color. One will be pinned to each collar tab 1" down from the top of the collar with the leading edge of the forward bar parallel with the vertical collar seam.

CHIEF'S STARS. The Chief of Police will wear four gold stars pinned to each collar tab of the dress uniform.

BADGES AND NAME TAGS. The badge of the El Segundo Police Department will be pinned in the holder provided on the left breast of the uniform shirt. The name plate will be pinned on the right uniform shirt pocket with the upper edge of the plate aligned with the upper flap seam. Personnel may wear an attached pin with the Name Tag listing the employee's year of hire as a peace officer. Lateral entry officers may account for their previous peace officer service.

POLICE BADGE MOURNING BAND. A police badge mourning band shall be worn on an officer's badge when:

A. A peace officer assigned to a law enforcement agency is killed in the line of duty within Los Angeles County or the adjacent counties of Ventura, San Bernadino, Riverside, Kern, or Orange.
B. An officer attends a funeral or other service for a fallen law enforcement officer.
C. Approved by the Chief of Police or an authorized designee.

The mourning band shall be 1/ 2 inch wide and made of solid black elastic with blue midline. The band shall be positioned horizontally over the center of the badge.

Professional Staff may wear the issued Thin Blue Line Ribbon 1.5-inch lapel pin on the left side, chest level of the outermost garment worn. This pin is supplied by the department.

The mourning band and pin should be worn from the day of the death until midnight on the evening of the official and/or formal memorial ceremony.

UNIFORM SERVICE PINS. Only authorized service pins may be worn by members of the department to signify special accomplishments or distinguished awards.

DISPLAY OF SERVICE PINS.

Display of One Service Pin (right uniform shirt pocket flap): One authorized pin (a-d) will be worn centered on the left half of the right uniform shirt pocket flap. It may be worn while in Class "A" or Class "B" Uniform.

Display of Two Service Pins (right uniform shirt pocket flap): Two authorized pins (a-d) will be worn centered on the left half and right half of the right uniform shirt pocket flap. They may be worn with a Class "A" or Class "B" uniform.

Display of One Service Pin (left uniform shirt pocket flap): One authorized pin (e & f) shall be worn centered on the left uniform shirt pocket with the upper edge of the device aligned with the upper flap seam. They may be worn with a Class "A" or Class "B" uniform.

A. FIRING RANGE QUALIFICATION PIN. Sworn personnel may wear the Firing Range Qualification Pin according to the following classifications. The pin shall be worn centered on the left half of the right uniform shirt pocket flap.

1.	MARKSMAN	365-417 - No pin awarded
2.	SHARPSHOOTER PIN	418-458
3.	EXPERT PIN	459-493
4.	DISTINGUISHED PIN	494-500

B. SWAT TEAM PIN. Active SWAT team members may wear the SWAT pin. The pin shall be worn centered on the left half of the right uniform shirt pocket flap.

C. AMERICAN FLAG PIN. United States flag pins are authorized to be worn by all uniformed personnel. The pin shall be 1 inch. Military veterans may instead wear a crossed pin of the American flag and military branch flag in which they served. The pin shall be worn centered on the left half of the right uniform shirt pocket flap.

D. GRACIE JIU-JITSU PINS (Bronze, Silver, and Gold). Personnel awarded a Gracie Jiu-Jitsu pin are authorized to wear the pin indefinitely while a member of this department.
   1. Gracie Jiu-Jitsu pins will be awarded to sworn officers as follows:
      a. Gold pins will be awarded to all sworn officers who have attended 300 or more approved Gracie Jiu-Jitsu classes.

b. Silver pins will be awarded to all sworn officers who have attended 200 or more approved Gracie Jiu-Jitsu classes.
c. Bronze pins will be given to all sworn officers who have attended 100 or more approved Gracie Jiu-Jitsu classes.

E. DRUNK DRIVING ENFORCEMENT 23152 PIN. Personnel awarded a Drunk Driving Enforcement pin are authorized to wear the pin indefinitely while a member of this department. The pin shall be worn centered on the left uniform shirt pocket with the upper edge of the pin aligned with the upper flap seam.

F. STOLEN VEHICLE 10851 PIN. Personnel awarded a Stolen Vehicle enforcement pin are authorized to wear the pin indefinitely while a member of this department. The pin shall be worn centered on the left uniform shirt pocket with the upper edge of the pin aligned with the upper flap seam.

***Officers that have achieved a 23152 Pin and a 10851 Pin may only wear one of the pins on their uniform.

MEDAL OF VALOR. Medal of Valor and Distinguished Service award pins awarded to uniformed personnel for bravery, heroism or other outstanding meritorious actions shall be worn centered on the left uniform shirt pocket with the upper edge of the device aligned with the upper flap seam. It may be worn while in Class "A" Uniform. Personnel awarded a Medal of Valor or Distinguished Service pin are authorized to wear the pin indefinitely while a member of this department.

***Officers that have achieved a Medal of Valor and Distinguished Service Pin may wear both pins on their Class "A" Uniform.

MILITARY RIBBONS. Uniformed employees of the El Segundo Police Department, including both sworn and civilian, who are active military reservists or veterans of the United States Armed Forces, whether active or reserve, including the California National Guard, State Military Reserve, or Naval Militia, will be authorized to wear ribbons earned while serving in the United States Armed Forces, in accordance with the provisions of Military and Veterans Code, Division 3, Chapter 2, Section 648 (b) and the following restrictions:

A. Military ribbons are to be worn on Class "A" uniforms only.
B. Only military ribbons may be worn. Military medals and badges (shooting badges, jump wings, dive badge, etc.) are not authorized.
The placement of military ribbons on the Class "A" uniform shall be centered above the right breast uniform pocket.
D. Military ribbons are authorized only during the following time periods:

1. Veteran's Day
2. Memorial Day
3. As authorized by the Chief of Police.

FIELD EQUIPMENT

REQUIRED EQUIPMENT – UNIFORMED PERSONNEL. In addition to the basic uniforms, personnel engaged in uniformed field duty shall carry the following equipment:

A. Protective Vests – All uniformed officers, community lead officers, school resource officers, animal control officers, cadets and supervisors must wear protective vests when conducting field duties.
B. Baton - The Department approved baton should be immediately available by uniformed sworn officers while engaged in field duties.
E. Handcuffs and Handcuff Key
G. Helmet and Gas Mask - Officers assigned to field duty in uniform shall have their helmets and Gas Mask in the vehicle to which they are assigned. Unless specifically directed, officers may use their own judgement as to the wearing of helmets in field situations.
H. Electronic Control Device – Officers, Supervisors, and non-sworn personnel assigned to field duty and trained in accordance with guidelines shall carry the ECD in an approved holster specifically manufactured for the device and must not be positioned on the same side of the utility belt as a firearm.
I. Department issued O.C. and holder.
J. Knives - Folded, buck type knives may be worn if enclosed in a closed sheath.
K. Second department approved, "Back-up" gun - may be carried, but must be completely concealed from view.
L. BWC camera and holder

NYLON FIELD JACKET. The heavy-duty or light-weight nylon field jacket may be worn with the basic uniform by all officers. If worn, this jacket must bear the official shoulder patch of the Department, as well as any additional insignia that the wearer of the jacket is authorized to wear.

Sworn employees- black uniform jacket or lightweight uniform jacket with “POLICE OFFICER” cloth badge, or appropriate rank cloth badge. The uniform jacket will have the ESPD shoulder patches sewn on along with the appropriate chevron rank or designator (FTO, SGT, or motorcycle) underneath the shoulder patches. The name tape will be embroidered in block gold colored stitching ½ inch in height and affixed above the right pocket.

Civilian employees- black uniform jacket or lightweight uniform jacket with “El SEGUNDO POLICE” cloth badge. The uniform jacket will have the ESPD shoulder patches sewn on with the appropriate rocker sewn underneath each shoulder patch. The name tape will have the employees first initial and last name embroidered in block gold colored stitching ½ inch in height.

Records Division- Blauer softshell hybrid jacket style 4675. The dark navy-blue jacket with “EL SEGUNDO POLICE” cloth badge. The uniform jacket will have the ESPD shoulder patches sewn on with the “RECORDS” rocker sewn underneath each shoulder patch. The employees first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height.

SAFETY VESTS. In accordance with the Federal Highway Administration (FHWA) Code of Federal Regulations, Title 23, Part 634, all police personnel will don a safety vest when performing any of the following field tasks day or night:

A. Directing traffic
B. Investigating traffic collisions
C. Managing lane closures, obstructed roadways, or disaster areas

All safety vests must meet the American National Standards Institute (ANSI) and International Safety Equipment Association (ISEA) 207 class 2 requirements and made of reflectorized/high visibility material.

UNIFORM ACCESSORIES AND GENERAL APPEARANCE:

REFER TO LEXIPOL 1022 FOR PERSONAL APPEARANCE AND STANDARDS

PLAINCLOTHES DRESS FOR ALL DEPARTMENT PERSONNEL

PLAINCLOTHES DRESS-DEFINITION:

Non-uniformed attire for all employees shall usually consist of a business suit or sports coat and slacks, for males and comparable professional attire for females. Exceptions may be granted by the Division Commanders for officers on certain special assignments.

DRESS CODE- DEPARTMENT MEETINGS AND TRAINING:

As direct representatives of the City and the Police Department, a standard of professionalism shall be the general guideline. When attending Department meetings and training, professional attire for employees will include the following: Collared shirts, khaki style pants or slacks; jeans may be worn if not faded, torn or soiled. Additionally, female employees may wear professional attire.

Employees are not permitted to wear the following clothing during department meetings and training unless approved by the Chief of Police or their designee: baseball caps, sandals, shorts, T-shirts, any clothing with logos or words that are offensive.

PROCUREMENT OF UNIFORMS AND SAFETY EQUIPMENT

PROVIDED UNIFORMS AND SAFETY EQUIPMENT:

The City shall provide required uniforms and safety equipment to eligible employees.

POLICE OFFICER TRAINEES: Shall be provided with the following equipment at time of hire:

A. LAPD style shirts (3) and LAPD style pants (3) or the optional Blauer FlexRS outer vest shirt and matching trousers navy blue in color: 2 outer vest, three undershirts, three pants. Full set of Class A long sleeve uniform shirt and pants.
B. Black tie and gold tie bar
C. Black shoes or boots

D. Standard round navy-blue cover with ESPD hat piece
E. Jacket
F. Basket weave dress belt
G. Four keepers- basket weave
H. Sam Browne belt- basket weave
I. One holster for ESPDs standard issued handgun- basket weave
J. One duty weapon- Glock 17
K. One double pouch ammo case with a button/ snap top- basket weave
L. Three magazines
M. Two pair handcuffs and two handcuff case- basket weave
N. One baton and baton ring
O. Flashlight
P. One radio holster
Q. Rain gear
R. Protective vest
S. Helmet and bag
T. O.C. and holder (open or closed top)- basket weave
U. Taser and Taser holder
V. BWC and holder

UNIFORM AND SAFETY EQUIPMENT REPLACEMENT:
Eligible employees requesting replacement of uniforms worn out or damaged in the line of duty will submit a uniform request along with the damaged or worn item to his/her immediate Supervisor for approval. The employees immediate Supervisor shall verify the cause of the damage or extent of the wear and base the recommendation for replacement on these findings. The supervisor inspecting the item(s) will indicate his or her approval, if warranted, by signing the form and shall then forward the request form and the item to the Administrative Sergeant for final approval. Replacement records shall be maintained by the Administrative Sergeant for inventory purposes.

FIREARM PURCHASE UPON SEPARATION. Non- Probationary, sworn personnel, with the written approval of the Chief of Police may purchase, upon honorable separation, his/her issued firearm. Below are the procedures to be followed:

A. Submit Inter-Departmental Correspondence to the Chief of Police requesting to purchase the firearm. Request must list the make, model, caliber, and serial number.
B. Fair market value to be estimated by a local FFL and approved by the Firearms Range Manager. Back-up documentation shall be provided.
C. Make payment to the City Finance Department and provide proof of payment to the Administrative Division Sergeant.
D. Present the firearm and Letter of Intent, signed by the Chief of Police (Letter is provided by Administration Division) to a licensed Federal Firearms dealer.

E. It is the responsibility of the purchasing officer to pay any applicable taxes and registration fees.

F. Due to CA firearm laws restricting the transfer of certain firearms only to active peace officers, the transaction shall be completed prior to the official separation date.

G. The purchasing officer shall provide the Administrative Division Sergeant with a copy of the Dealer Record of Sale (DROS) as proof of registration and compliance with state and federal firearms laws.

H. The Office of the Chief of Police shall retain copies of the approved request, proof of payment receipt, Letter of Intent and DROS.

Civilian Report Procedure Form - Spanish.pdf

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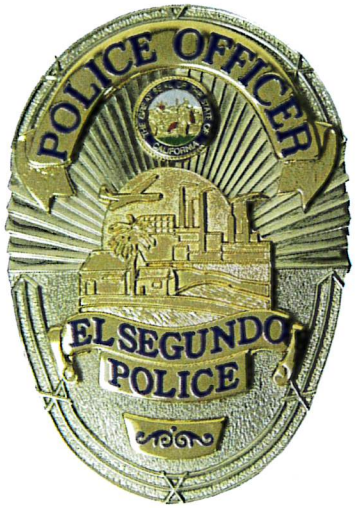
Informe de Civiles

Procedimiento y Formulario



El Departamento de Policía de la Ciudad de El Segundo da bienvenida a:

- **Reclamos o Quejas**
- **Criticas Constructivas**
- **Sugerencias**
- **Información**

Con el interés de proporcionar un mejor servicio policial

348 Main Street
El Segundo, CA 90245
(310) 524-2200

Trabajando juntos para alcanzar las necesidades de la comunidad

A los civiles de la ciudad de El Segundo:

Como Jefe de Policía, tengo el compromiso de proporcionarle una alta y mejor calidad de servicio policial disponible. Para lograr este propósito, doy la bienvenida a sus comentarios, sugerencias, críticas constructivas o quejas fundadas con respecto a acciones o inacciones cometidas por los miembros del departamento o por las reglas de este departamento.

Para facilitar esta tarea, se ha preparado este formulario de Informe a los civiles. Usted puede llenar este formulario y dárselo a un miembro del departamento, a cualquier hora del día, y a cualquier día de la semana. El formulario será remitido a la División Administrativa de este departamento.

Cada informe recibido será cuidadosamente investigado y si es necesario, se iniciara una acción disciplinaria adecuada. A usted se le informará los resultados de la investigación una vez que ésta sea terminada.

Cualquier comentario positivo que usted tenga de algún oficial o miembro del departamento, resultará en un reconocimiento apropiado para el empleado.

Si usted desea hacer su informe en persona, puede presentarse al departamento de policía localizado en el 348 Main Street en la ciudad de El Segundo. Si desea hacer el informe por escrito, lo puede enviar por correo o llevarlo a la dirección indicada. Usted puede estar seguro que lo recibirán con cortesía y que se le prestará cuidadosa atención y consideración a cada uno de sus reclamos o sugerencias.

Con esto, espero que usted se sienta libre de poder expresar cualquier preocupación o comentario que usted tenga o que usted crea que merece mi atención.

Cada uno de los "Informes de Civiles" recibirán mi atención personal ya que considero que la responsabilidad más importante de los miembros de mi departamento es la de servir y proteger a nuestros ciudadanos.

Atentamente,

Saul Rodriguez
Jefe de Policía
Ciudad de El Segundo.

Usted tiene el derecho de hacer cualquier reclamo en contra de un oficial de policía por cualquier conducta inapropiada del oficial. Las leyes de California requieren que este departamento tenga un procedimiento para investigar todos los reclamos o quejas de los civiles. Usted tiene el derecho a recibir una copia escrita del procedimiento. Este departamento quizás encuentre, después de la investigación, que no hay suficiente evidencia para autorizar acción en su reclamo. Aunque este sea el caso, usted tiene el derecho de presentar su reclamo para que sea investigado si considera que un oficial se comportó incorrectamente. Todos los informes de civiles y cualquier informe o resultado referente a un reclamo deben permanecer en este departamento por lo menos durante un periodo de cinco años.

Es contra la ley presentar una declaración que usted sepa que es falsa, si usted presenta una declaración falsa, involucrando a un oficial, sabiendo que es falsa, usted podrá ser procesado penalmente con cargos de delito menor.

He leído y entiendo la presente declaración.

_____
Firma del Demandante

_____
Escriba su Nombre

_____
Fecha

PROCEDIMIENTO DE INVESTIGATION

Usted puede presentarse al departamento de policía y hacer su Informe de Civiles en persona, esta experiencia nos ha demostrado que es mejor obtener información por medio de entrevistas personales. También tiene la opción de hacer su informe por teléfono o por escrito utilizando el formulario llamado Reporte Narrativo de Civiles, con este formulario usted tiene la opción de permanecer anónimo.

Si usted desea ser identificado, haga el favor de proveer la siguiente información:

1. Su nombre, dirección y número de teléfono.
2. Si el informe implica un incidente, incluya la fecha, la hora y el lugar donde ocurrió el incidente.
3. Nombres de los testigos y sus números de teléfono si los tiene.
4. Si el incidente implica la detención de alguna persona, incluya el nombre, la dirección y el número de teléfono de esa persona, si tiene esta información.
5. Si el incidente implica a un miembro de este departamento, incluya el nombre, la posición que él o ella tiene en el departamento y el número de la placa de la patrulla, si tiene esta información.
6. Los detalles del incidente que incitaron su interés para escribir este informe.
7. En ciertas circunstancias puede que se le pida a usted una colaboración voluntaria de tomar un examen polygrafíco para detección de mentiras.

Una vez recibido su reclamo, este departamento asignará a un supervisor quien se comunicará con usted y conducirá la investigación. Este investigador tomara todos los datos y entrevistas de las personas envueltas, incluyendo miembros o oficiales de este departamento. Adicionalmente, como parte importante de la investigación, el investigador examinara todos los documentos relacionados, incluyendo evidencia física, y continuamente proveerá un reporte al Jefe de Policía.

Informes de Civiles son investigados por supervisores miembros del departamento especialmente asignados por el Jefe de Policía, y es la responsabilidad del Jefe de Policía de revisar el reporte final y aprobar los resultados de la investigación. El Jefe de Policía y el supervisor asignado le notificara por correo una vez que la investigación sea completa por cual fue iniciada por sus comentarios.

Si la investigación de su Informe de Civiles indica una acción o conducta inapropiada por un miembro de este departamento, el Jefe de Policía iniciara una acción disciplinaria apropiada en acuerdo con las reglas y procedimientos empleados en este departamento.

Estas acciones pueden incluir asesoramiento y consulta, re-entrenamiento, o una acción disciplinaria en contra del empleado.

En Resumen...

Los Informes de Civiles y comentarios asisten a este departamento en mantener una presente calidad y el significado de mejorar el servicio policial en la Ciudad de El Segundo. Adicionalmente, estos reportes aseguran al ciudadano que este departamento toma la acción de corregir cuando un miembro de este departamento muestra una conducta inapropiada o incorrecta.

Además, una investigación meticulosa e imparcial protege a los oficiales de policía de ser acusados injustificadamente.

INFORME DE CIVILES

Escriba en letra de imprenta su nombre, dirección y número de teléfono		
Fecha en que llenó este formulario	Día y fecha en que ocurrió el incidente	Hora en que ocurrió el incidente
Lugar donde ocurrió el incidente		
Nombres de testigos, sus direcciones y números de teléfono		
Si alguna persona fue arrestada, escriba el nombre, dirección y número de teléfono, si tiene la información.		
Si algún oficial de policía estuvo involucrado, escriba el nombre y el número de placa de la patrulla, si tiene la información		
Escriba aquí cualquier opinión, queja, sugerencia o elogio que usted considera reportar. Por favor proporcione información detallada.		

Si necesita más espacio favor de usar otra hoja de papel y añadirla a este informe.

Uniform Manual FINAL Rev 5-23-2023.pdf

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EL SEGUNDO POLICE DEPARTMENT UNIFORM MANUAL

This Uniform Manual is to ensure all department worn uniforms are consistent and professional in appearance. All uniforms shall be professionally cleaned and maintained. Any deviation from this manual shall be approved by the Chief of Police or their designee.

SWORN EMPLOYEES

CLASS "A" UNIFORM:

A. Standard round navy-blue uniform cover with “El Segundo Police” gold metal hat piece. The Captains’ and Chief's round hat will have a gold leaf band on the bill and a gold braid band. The Lieutenants’ hat band will be a gold braid band. Sergeant and officer hat bands will be black with gold "P" buttons.
B. LAPD style navy-blue lightweight wool long sleeve shirt with one gold “ESPD” button on each pocket flap and each epaulet. Both epaulets may be sewn down. The uniform shirt will have the ESPD shoulder patches sewn on.
C. Gold name plate shall be affixed and centered just below the top seam of the right breast pocket (see name plate model# 0000417813). The name on the name plate will be the officer’s first name initial and last name. The optional years of service plate can also be worn in conjunction with the name plate. “SERVING-YEAR-SINCE” The letterings will be blue in color.
D. Black tie with four-in-hand knot and a 5/16" wide yellow metal tie bar. Command Staff (Lieutenant and above) will wear yellow metal tie bar with affixed El Segundo City Seal.
E. Navy blue lightweight wool uniform trousers.
F. Black “Oxford” (Corfam glossy uniform dress shoes) plain toe shoes with black or navy-blue socks.
G. Regulation leather Sam Browne (basket weave leather) gun belt, without baton or baton ring. The belt will only contain firearm, a holster, handcuff and case, and a double pouch magazine holder.

CLASS "B" UNIFORM:

A. LAPD style navy-blue lightweight wool uniform shirt and trousers.
B. An optional patrol uniform is the Blauer FlexRS outer vest uniform, navy blue in color. The outer vest will be outfitted with the BWC chest mounting piece. The officer’s gold name plate shall be affixed and centered just below the top seam of the right breast pocket (see name plate model# 0000417813). The name on the name plate will be the officer’s first name initial and last name. The optional years of service plate can also be worn in conjunction with the name plate. “SERVING-YEAR-SINCE” The letterings will be blue in color.
C. The outer vest or uniform shirt will have one gold “ESPD” button on each pocket flap and

each epaulet. Both epaulets may be sewn down. The uniform shirt will have the ESPD shoulder patches sewn on.

D. The Blauer FlexRS undershirt will have the ESPD shoulder patches sewn on. The uniform shirt will have the officer's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the "EL SEGUNDO POLICE OFFICER" cloth badge (appropriate rank cloth badge) sewn on. The undershirt is rip stop material. Service stripes, FTO, and Sergeant stripes apply when wearing long or short sleeve.

E. The trousers will be the matching Blauer pants (with zippered side pockets), navy blue in color. The trousers are rip stop material.

F. At the discretion of the officer, either the long sleeve or short sleeve uniform shirt may be worn year-round. LAPD style navy blue wool/poly-wool uniform is optional if the officer or command staff choose not to wear the Blauer FlexRS outer vest uniform. The LAPD style long and short sleeve uniform shirts worn by all sworn shall have one gold "ESPD" button on each pocket flap and each epaulet. Both epaulets may be sewn down.

G. White or black T-shirt with a tight round collar (crew neck style) will be worn with any open collar uniform shirt.

H. Black "Oxford" plain toe shoes or boots will be worn with black or dark blue socks. The footwear must have a heal and be able to be shinned on the toe and heal.

I. Leather trouser belt and black basket weave or nylon Sam Browne belt with the following corresponding safety equipment:

    1. Baton holder
    2. Keepers (unless Sam Brown belt is of the Velcro Style)
    3. Handcuff case
    4. O.C. holder (small or large)
    5. Double Ammunition/Magazine pouch with button flaps. The optional three pouch magazine holder must match the Sam Browne belt and purchased at the officer's expense.
    6. Holster (with a minimum threat level two rating). A single drop-down strap with no clips and only one strap around the leg is an optional holster support. The Safariland small tactical plate with one elastic strap with harness (Black STX Tactical Finish) must be purchased by the officer. The gun holster must match the black leather basket weave or nylon Sam Brown belt.
    7. Taser holster
    8. As approved by the Chief of Police or their designee, ancillary equipment such as an approved folding knife, extra handcuff cases and mini-light holders may also be worn.

J. Officers may wear the standard round navy-blue cover with the Class B uniform.

Approved nylon gear may be purchased from an authorized department vendor at the officer's expense.

CLASS "C" UNIFORM:

A. 5-11 Tactical Series, multi-purpose BDU police uniform, black in color, and rip style fabric (style 72054). The uniform shirt will have the officer's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch height. The left breast area will have the "POLICE OFFICER" cloth badge or appropriate rank badge. The uniform shirt will have the ESPD shoulder patches sewn on.
B. The optional uniform shirt for the Class C uniform is the Elbeco Polo shirt (style# 25214), black in color. The uniform shirt will have the officer's first initial and last name, embroidered on the upper right breast area in block white colored stitching ½ inch in height. The left breast area will have the "POLICE OFFICER" or appropriate rank badge silkscreened, white in color. Shoulder patches will also be silkscreened white in color with appropriate chevron rankings. "POLICE" in white lettering with a white border will be silkscreened on the back of the shirt. This optional uniform top can only be worn during special events, training, and when authorized by a supervisor.
C. At the discretion of the officer, either the long sleeve or short sleeve uniform shirt may be worn year round.
D. White or black T-shirt with a tight round collar will be worn with the uniform.
E. Black "Oxford" plain toe shoes or boots will be worn with black or dark blue socks. The footwear must have a heal and be able to be shinned on the toe and heal.

BASEBALL CAP AND BLACK KNIT WATCH CAP:

A. A black knit watch cap with "EL SEGUNDO POLICE" embroidered in silver and four stars embroidered in gold on the front fold may only be worn by male or female officers when outdoors and when temperatures are 55 degrees or lower. The knit watch cap must be worn tight with no excess material at the top of the head.
B. A fleece headband with "EL SEGUNDO POLICE" embroidered in silver and four stars embroidered in gold on the front facing portion may be worn outdoors when temperatures are 55 degrees or lower. The headband may only be worn by female officers. Supervisors have the discretion to disapprove the wearing of the knit watch cap or headband at any time. Neither the knit watch cap nor the headband shall be worn inside the station.
C. A navy-blue baseball cap with "El SEGUNDO" with a grey colored italicized lettering in grey color embroidery with a height of ½ inch stitching will be on the top line and on the second line will be the four gold stars. Embroidered after the stars on the second line is "POLICE" italicized with white ¼ inch stitching.
D. The department issued baseball cap may be worn during daylight hours when outdoors to mitigate sun exposure. The baseball cap may be worn by all shifts during times of inclement rainy weather. Supervisors have the discretion to disapprove the wearing of the baseball cap at any time. The baseball cap shall not be worn inside the station.
E. The headband, knit watch cap, and baseball cap will be provided by the department and purchased from an authorized department vendor.

ADMINISTRATIVE / PERSONNEL / TRAINING:

A. Administrative Division personnel may wear the Class B uniform or a standard suit and

tie.

CANINE OFFICER:

A. Blauer TENX Armorskin, multi-purpose BDU outer vest uniform, black in color. The outer vest will be outfitted with the BWC chest mounting piece. The Blauer undershirt uniform will be black in color and have the ESPD shoulder patches sewn on. The officer's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the "POLICE OFFICER" cloth badge sewn on and below the badge will be embroidered "K-9" in blocked gold colored stitching ½ inch in height, just above the left breast pocket. The top is rip stop material. Service stripes apply when wearing long sleeve.

B. The trousers will be the matching Blauer TENX Armorskin cargo pants (with flaps), black in color. The trousers are rip stop material.

C. An optional uniform is a 5-11 multi-purpose BDU uniform, black in color and outfitted with the BWC chest mounting piece. The officer's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the "POLICE OFFICER" cloth badge sewn on and below the badge will be embroidered "K-9" in blocked gold colored stitching ½ inch in height, just above the left breast pocket. The top is rip stop material. Service stripes apply when wearing long sleeve.

D. The trousers will be the matching 5-11 uniform pants. The trousers are rip stop material.

E. At the discretion of the officer, either the long sleeve or short sleeve uniform shirt may be worn year-round.

D. White or black undershirt with a tight round collar will be worn with the K-9 uniform.

E. Black "Oxford" plain toe shoes or boots will be worn with black or dark blue socks. The footwear must have a heal and be able to be shinned on the toe and heal.

F. Trouser belt and black basket weave or nylon Sam Browne belt with the following corresponding safety equipment:

1. Baton holder
2. Keepers (unless Sam Brown belt is of the Velcro Style)
3. Handcuff case
4. O.C. holder
5. Double Ammunition/Magazine pouch
6. Holster with a minimum threat level two rating. A single drop-down strap with no clips is an optional holster support. The Safariland small tactical plate with double elastic leg straps with harness (Black STX Tactical Finish) will be purchased by the department. The gun holster must match the black leather basket weave or nylon Sam Brown belt.
7. Taser Holster

Nylon gear for a K-9 officer will be purchased at department expense.

COMMUNITY ENGAGEMENT:

See sworn officers' Class B uniform.

DEFENSIVE TACTICS:

When training, all defensive tactics staff shall wear the 5.11 Tactical style BDU pants, dark navy blue in color. The 5.11 polo style shirt will be dark navy in color and can either be the short sleeve or long sleeve.

A. The officer's first initial and last name embroidered on the upper right breast area in block white colored stitching ½ inch in height. The left breast area will be embroidered in white lettering ½ inch in height, "DT INSTRUCTOR." No shoulder patches will be worn. If the officer is armed the officer shall wear a gun belt with gun and their issued badge on a badge holder to the front of their service weapon. The officer will wear the black colored boots, equivalent to what is worn on patrol.

DRONE / FIELD TRAINING OFFICERS (FTO) / CRISIS NEGOTIATION TEAM (CNT):

See sworn officers' Class B uniform.

HONOR GUARD UNIFORM:

The honor guard uniform will be worn by designated officers and will perform duties such a funerals, promotions, graduations, and special details as approved by the Chief of the Police or his designee.

A. Marine Corp Style black colored wool jacket with ESPD shoulder patches along with the ESPD issued metal badge appropriate for the ranking officer. A gold-colored name plate with black lettering above the right chest pocket and centered below the upper most part of the pocket edge. The pockets and chest buttons will be gold colored Marine Corp "P" Buttons. The collar will have gold colored "ESPD" pin devices on each side of the collar. The appropriate shoulder rank will be sewn on as needed.
B. Class A style black colored wool matching material pants with a one-inch gold colored stripe down the sides of each leg.
C. Dark navy-blue round "Drill Instructor" style hat with the shiny chin strap. The chin strap is a single silver colored buckle that is centered on the front top center of the hat. The ESPD hat badge will be mounted above the buckle and centered with the pre-made holes that come with the hat.
D. Patent leather (black Corfam-style) gun belt with an adjustable shoulder strap. The shoulder strap will run underneath the epaulet and across the body. The gold clips that attach to the gun belt will be in front and back of the holster. All buckles shall be gold in color. The gun holster with the same patent leather for the Glock 17 with a RMR red dot sighting system. No light.
E. Black "Oxford" (Corfam glossy uniform dress shoes) plain toe shoes will be worn with black or dark blue socks.

INVESTIGATIONS:

The Investigative Division will wear professional business attire. Male investigators will wear a suit and tie. Female investigators will wear professional business attire. Both male and female investigators will have a jacket available to wear when in court, professional meetings, or requested to wear by the Chief of Police or his designee.

A. Investigators must wear a professional dress gun belt that holds the authorized handgun. The gun belt should also have a handcuff holder with handcuffs.
B. Forward of the handgun, the investigators issued badge should be worn and displayed on a belt badge holder.
C. During tactical incidents or at the discretion of the detective supervisor an outer vest carrier, black in color, may be worn. The outer vest will have the investigator's first initial and last name embroidered on the upper right breast area in block white colored stitching ½ inch in height. The left breast area will have the "POLICE OFFICER" cloth badge (or appropriate rank cloth badge) sewn on. A "POLICE" patch with 1 ½" white lettering above the name tape on the right breast and a "POLICE" patch with 3" white lettering with a white border affixed to the back of the vest.
D. Black or brown plain toe shoes will be worn with professional dress socks. The footwear must have a heel.
E. Dark navy-blue windbreaker with the investigator's first initial and last name embroidered in ½" white stitching over the right breast. The "DETECTIVE" badge silk-screened on the left breast and ESPD shoulder patches silk-screened on each shoulder. "POLICE" silk-screened in 3" block lettering with a border on the back of the windbreaker. All the silk-screens will be white in color.

MARITIME ENFORCEMENT / BEACH PATROL:

A. Designated boat and beach patrol officers will wear the Blauer FlexRS outer vest uniform, dark navy-blue in color. The outer vest will be outfitted with the BWC chest mounting piece. The undershirt will have the ESPD shoulder patches sewn on. The officer's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch height. The left breast area will have the "POLICE OFFICER" cloth badge sewn on. Service stripes, the appropriate ranking cloth badge, and the Sergeants stripes will apply when wearing long or short sleeve.
B. Blauer FlexRS shorts with the similar rip-stop material can be used with the Blauer outer vest. If tattoos are visible on the arms or legs, then the long sleeve shirt or the regular dark navy blue Blauer FlexRS patrol pants will be worn.
C. Black colored athletic shoes with black colored ankle socks will be worn when using shorts.
D. The approved baseball cap will be used during sunlight hours and inclement weather. The supervisor on duty may deny the use of the baseball cap at any time.

CLASS "B" UNIFORM - MOTOR OFFICERS:

A. Navy-blue wool or polyester uniform shirt and motorcycle safety trousers. An optional

uniform top is the Blauer FlexRS outer vest uniform, dark navy-blue in color. The outer vest will be outfitted with the BWC chest mounting piece. The officer's gold name plate shall be affixed and centered just below the top seam of the right breast pocket. The name on the name plate will be the officer's first name initial and last name. The optional years of service plate can also be worn in conjunction with the name plate. "SERVICE-YEAR-SINCE" The letterings will be blue. The undershirt will have the ESPD shoulder patches sewn on. The officer's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the "POLICE OFFICER" cloth badge, or appropriate rank, sewn on. Below both shoulder patches will be the motors insignia of the wheel and wings sewn on. Service stripes, the appropriate ranking cloth badge, and the sergeant's stripes will apply when wearing long or short sleeve.

B. At the discretion of the officer, either the long sleeve or short sleeve uniform shirt may be worn year-round.
C. Navy-blue motor style uniform trouser with a blue vertical stripe with gold borders on the outside of each leg will be worn with motor boots.
D. Motor boots, gloves and issued duty helmet are required when operating the police motorcycle.

NOTE: The basic Class "A" or Class "B" uniform shall be worn by motor officers when temporarily assigned to duties other than two-wheeled motorcycle patrol. Motor officers are required to wear their helmets when performing field duties. Officers assigned to two-wheel motorcycle duty will always be in complete uniform while operating the police motorcycle, including to and from work. Officers assigned to commercial enforcement details or motor training may wear a Class "C" uniform with the appropriate patches affixed.

RANGE STAFF:

All firearms range staff shall wear the tan colored 5.11 Tactical style BDU pants. The 5.11 polo style shirt will be red and can either be the short sleeve or long sleeve. Long sleeves will be worn if tattoos are visible.

A. The officer's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will be embroidered in gold lettering with a ½ inch in height, "RANGE STAFF". No shoulder patches will be worn. The officer shall wear a gun and holster and their issued badge on a badge holder, positioned to the front of their service weapon on a black belt. The officer will wear black colored boots, equivalent to what is worn on patrol.

SPECIAL WEAPONS AND TACTICS:

The designated SWAT uniform will consist of a tactical uniform issued by the department with SWAT Commander approval. The SWAT uniform will consist of pants, a long sleeve shirt, and tactical footwear.

SOUTH BAY PLATOON:

Uniform will be the same as a patrol officer's Class C. The Sam Browne will be organized the same way as the standard Class B officer Sam Browne, with an optional extended sized baton.

CIVILIAN EMPLOYEES

CLASS "A" UNIFORM:

POLICE SERVICE OFFICER / ANIMAL CONTROL OFFICER / CADET/PARKING CONTROL OFFICER / CSI/CRIME PREVENTION / POLICE ASSISTANT

A. Light blue wool long sleeved uniform shirt.
B. Black necktie with a four-in-hand knot, with a 5/16" wide yellow metal tie bar.
C. Gold name plate shall be affixed and centered just below the top seam of the right breast pocket. The name on the name plate will be the employee's first name initial and last name.
D. Dark navy-blue poly-wool uniform trousers.
E. Black "Oxford" (Corfam glossy uniform dress shoes) plain toe shoes will be worn with black or dark blue socks.

CLASS "A" UNIFORM:

CHAPLAIN

A. White long sleeve uniform button up shirt with zipper with ESPD shoulder patches. "CHAPLAIN" rockers under the ESPD shoulder patches. One gold "ESPD" button on each pocket flap and each epaulet.
B. LAPD style navy blue trousers.
C. Black leather basket weave belt.
D. Black tie with four-in-hand knot and a 5/16" wide yellow metal tie bar.
E. Black "Oxford" plain toe shoes or boots will be worn with black or dark blue socks. The footwear must have a heal and be able to be shined on the toe and heal.

CLASS "A" UNIFORM:

VOLUNTEERS

A. White wool long sleeved uniform shirt.

B. Black necktie with a four-in-hand knot, with a 5/16" wide yellow metal tie bar.
C. Gold name plate shall be affixed and centered just below the top seam of the right breast pocket. The name on the name plate will be the employees' first name initial and last name.
D. Dark navy-blue wool uniform trousers.
D. Black "Oxford" (Corfam glossy uniform dress shoes) plain toe shoes will be worn with black or dark blue socks.
E. A "VOLUNTEERS" rocker will also be sewn below each ESPD shoulder patch.

CLASS "B" UNIFORM:

CADET

Dark navy-blue wool or polyester uniform trousers. The shirt will be light blue and of similar material. An optional Cadet uniform is the French blue colored Blauer poly/wool material outer vest uniform. The outer vest will be outfitted with the BWC chest mounting piece. The cadet's gold name plate shall be affixed and centered just below the top seam of the right breast pocket. The name on the name plate will be the employee's first name initial and last name.

A. The undershirt will have the ESPD shoulder patches and underneath each shoulder patch will have the "CADET" rocker sewn on. The cadet's first initial and last name will be embroidered on the upper right breast area in gold colored with stitching ½ inch in height. The left breast area will have the "EL SEGUNDO POLICE" cloth badge sewn on. The trousers will be the black 5.11 tactical lite striker cargo pants (with flaps).
B. The outer vest or uniform shirt will have one gold "ESPD" button on each pocket flap and each epaulet. Both epaulets may be sewn down.
C. Either the long sleeve or short sleeve uniform shirt may be worn year-round and at the discretion of the employee. A tight white round collar t-shirt will be worn with any open collar uniform shirt.
D. Black "Oxford" plain toe shoes, boots, or black athletic shoes will be worn with black or dark blue socks.
E. All cadets while performing duties who may interact with the public shall wear a protective vest.

CLASS "B" UNIFORM:

CHAPLAIN

A. White polo style shirt with "EL SEGUNDO POLICE" embroidered in black ½" lettering over the left chest. The chaplain's first name initial and full last name embroidered in black ½" lettering over the right chest. "Chaplain" embroidered in black ½" lettering centered a ½" below the chaplain's name.

B. Black Blauer FlexRS pants.
C. Black leather basket weave belt.
D. Black “Oxford” (Corfam glossy uniform dress shoes) plain toe shoes or boots will be worn with black or dark blue socks.

CLASS "B" UNIFORM:

POLICE ASSISTANT

A. Dark navy-blue poly-wool short or long-sleeved uniform shirt. The uniform top will have the employee’s first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the “EL SEGUNDO POLICE” cloth badge. The ESPD shoulder patch will also be sewn on with a “RECORDS” rocker identifier sewn on underneath.
B. Dark navy-blue poly-wool uniform trousers.
C. Black “Oxford” (Corfam glossy uniform dress shoes) plain toe shoes or boots will be worn with black or dark blue socks.

CRIME ANALYST / CRIME PREVENTION

A. Dark navy-blue poly-wool short or long-sleeved uniform shirt. The uniform top will have the employee’s first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the “EL SEGUNDO POLICE” cloth badge. The ESPD shoulder patch will also be sewn on with the appropriate rocker identifier “CRIME ANALYST” or “CRIME PREVENTION” sewn on underneath.
B. 5-11 STRYKE, multi-purpose BDU uniform pants, dark navy-blue in color and rip style fabric.
C. Black “Oxford” (Corfam glossy uniform dress shoes) plain toe shoes or boots will be worn with black or dark blue socks.

CLASS "B" UNIFORM:

VOLUNTEERS

A. White wool short or long-sleeved uniform shirt.
C. Dark navy-blue wool uniform trousers.
D. Black “Oxford” (Corfam glossy uniform dress shoes) plain toe shoes or boots will be worn with black or dark blue socks.
E. A designator/ rocker “VOLUNTEERS” patch will also be sewn below each ESPD shoulder patch.

CLASS "B" UNIFORM:

ANIMAL CONTROL / POLICE SERVICE OFFICER (JAILER)

A. 5-11 Tactical Series, multi-purpose BDU police uniform pant, khaki in color, and rip style fabric (style 74369-male and 64386-female). The 5-11 Tactical Series, multi-purpose BDU police uniform top will be black in color and rip style fabric (style 72054). The employee's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the "EL SEGUNDO POLICE" cloth badge. Underneath the cloth badge will be "SERVICE OFFICER" embroidered in block gold colored stitching ½ inch in height. The ESPD shoulder patch will also be sewn on with the appropriate rocker sewn on underneath (ie. ANIMAL CONTROL or JAILER).
B. The optional top is the Elbeco Polo shirt (style# 25214), black in color. The uniform top will have the employee's first initial and last name embroidered on the upper right breast area in block white colored stitching ½ inch in height. The left breast area will have the "EL SEGUNDO POLICE" cloth badge. Shoulder patches will also be silkscreened white in color. This optional uniform top can only be worn during special events, training, and when authorized by a supervisor.
C. At the discretion of the officer, either the long sleeve or short sleeve uniform shirt may be worn year round.
D. White or black T-shirt with a tight round collar will be worn with the uniform.
E. Black "Oxford" plain toe shoes or boots will be worn with black or dark blue socks. The footwear must have a heal and be able to be shined on the toe and heal.
F. Department issued baseball cap. As a general rule, baseball caps may not be worn with the Class "A" or Class "B" uniforms; however, if approved by the Supervisor, baseball caps may be worn in inclement weather, and during incidents of prolonged sun exposure (e.g. perimeters, traffic control, etc.).
G. A navy blue baseball cap with "El SEGUNDO" with a grey colored italicized lettering in grey color embroidery with a height of ½ inch will be on the top line, and on the second line will be the four gold stars. Embroidered after the stars on the second line is "POLICE" italicized with white color thread and a height of ¼ inch.

ANIMAL CONTROL EQUIPMENT

A. Trouser belt and black basket weave or nylon Sam Browne belt with the following corresponding safety equipment:

1. Baton and baton ring (may have an expandable baton at the employees expense)
2. Keepers (unless Sam Brown belt is of the Velcro Style)
3. O.C. holder
4. Electronic control device (ECD) and ECD Holster

CLASS "B" UNIFORM:

PROPERTY OFFICER / CRIME SCENE INVESTIGATOR

A. Blauer TENX Armorskin, multi-purpose BDU outer vest uniform, black in color. The outer vest will be outfitted with the current BWC chest mounting piece. The undershirt will be

black and have the ESPD shoulder patches with the appropriate identifiers sewn on underneath. The outer vest and undershirt will have the employee's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the "EL SEGUNDO POLICE" cloth badge sewn on. The top will be rip stop material.

B. The trousers will be the matching Blauer TENX Armorskin cargo pants (with flaps), black in color. The trousers will be rip stop material.
C. At the discretion of the employee, either the long sleeve or short sleeve uniform shirt may be worn year round.
D. White or black T-shirt with a tight round collar will be worn with the uniform.
E. Black "Oxford" plain toe shoes or boots will be worn with black or dark blue socks. The footwear must have a heal and be able to be shined on the toe and heal.

CLASS "A" CRIME ANALYST:
See PSO Class "A" uniform.
EXECUTIVE ASSISTANT:
Business casual attire
MANAGEMENT ANALYST:
Business casual attire

BADGES:

PURCHASE OF BADGES PROHIBITED. Personnel of this Department will not purchase an official badge, or reasonable facsimile thereof, for any purpose, without written authorization from the Chief of Police.

The only badge(s) personnel of this Department are authorized to use are those issued by the Department or those that have been authorized by the Chief of Police.

INSIGNIAS FOR THE POLICE UNIFORM:

PATCHES. Patches will be sewn on each shirt and jacket sleeve centered on the epaulet or shoulder 1/2" below the shoulder seam. Leather jackets worn by solo-motor officers do not require patches.

SERVICE STRIPES. Service stripes are required on the regulation long sleeved uniform shirt. One stripe for each five years of peace officer service, sewn on the left sleeve, high point edge parallel and forward of the sleeve crease and the low point 3/8" above the cuff seam. The stripes will be blue with gold trim.

SERGEANT'S CHEVRONS. Sergeant chevrons are to be centered on the epaulet, 1/2" below the bottom of the patch on each sleeve of all uniform shirts and jackets, single point up, blue in color with gold trim.

LIEUTENANT'S BARS. Lieutenant bars will be 1/4" x 3/4" in size, gold in color. One will be pinned on each collar tab, 1/2" up from the bottom, the bars forward edge parallel to the vertical seam of the collar.

CAPTAIN'S BARS. Captain's bars will be two 1/4" x 3/4" in size, gold in color. One will be pinned to each collar tab 1" down from the top of the collar with the leading edge of the forward bar parallel with the vertical collar seam.

CHIEF'S STARS. The Chief of Police will wear four gold stars pinned to each collar tab of the dress uniform.

BADGES AND NAME TAGS. The badge of the El Segundo Police Department will be pinned in the holder provided on the left breast of the uniform shirt. The name plate will be pinned on the right uniform shirt pocket with the upper edge of the plate aligned with the upper flap seam. Personnel may wear an attached pin with the Name Tag listing the employee's year of hire as a peace officer. Lateral entry officers may account for their previous peace officer service.

POLICE BADGE MOURNING BAND. A police badge mourning band shall be worn on an officer's badge when:

A. A peace officer assigned to a law enforcement agency is killed in the line of duty within Los Angeles County or the adjacent counties of Ventura, San Bernadino, Riverside, Kern, or Orange.
B. An officer attends a funeral or other service for a fallen law enforcement officer.
C. Approved by the Chief of Police or an authorized designee.

The mourning band shall be 1/ 2 inch wide and made of solid black elastic with blue midline. The band shall be positioned horizontally over the center of the badge.

Professional Staff may wear the issued Thin Blue Line Ribbon 1.5 inch lapel pin on the left side, chest level of the outermost garment worn. This pin is supplied by the department.

The mourning band and pin should be worn from the day of the death until midnight on the evening of the official and/or formal memorial ceremony.

UNIFORM SERVICE PINS. Only authorized service pins may be worn by members of the department to signify special accomplishments or distinguished awards.

DISPLAY OF SERVICE PINS. Sworn personnel may wear one authorized service pin, or a combination of two pins if displayed on opposite sides of the unform (see below authorized positions for each particular pin). Pins may be worn while in Class "A" or Class "B" Uniform.

A. FIRING RANGE QUALIFICATION PIN. Sworn personnel may wear the Firing Range Qualification Pin according to the following classifications. The pin shall be worn centered on the left half of the right uniform shirt pocket flap.

1.	MARKSMAN	365-417 - No pin awarded
2.	SHARPSHOOTER PIN	418-458
3.	EXPERT PIN	459-493

4. DISTINGUISHED PIN 494-500

B. SWAT TEAM PIN. Active SWAT team members may wear the SWAT pin. The pin shall be worn centered on the left half of the right uniform shirt pocket flap.

C. DRUNK DRIVING ENFORCEMENT 23152 PIN. Personnel awarded a Drunk Driving Enforcement pin are authorized to wear the pin indefinitely while a member of this department. The pin shall be worn centered on the left uniform shirt pocket with the upper edge of the pin aligned with the upper flap seam.

D. STOLEN VEHICLE 10851 PIN. Personnel awarded a Stolen Vehicle enforcement pin are authorized to wear the pin indefinitely while a member of this department. The pin shall be worn centered on the left uniform shirt pocket with the upper edge of the pin aligned with the upper flap seam.

E. AMERICAN FLAG PIN. United States flag pins are authorized to be worn by all uniformed personnel. The pin shall be 1 inch. Military veterans may instead wear a crossed pin of the American flag and military branch flag in which they served. The pin shall be worn centered on the left half of the right uniform shirt pocket flap.

MEDAL OF VALOR. Medal of Valor and Distinguished Service award pins awarded to uniformed personnel for bravery, heroism or other outstanding meritorious actions shall be worn centered on the left uniform shirt pocket with the upper edge of the device aligned with the upper flap seam. It may be worn while in Class "A" Uniform. Personnel awarded a Medal of Valor or Distinguished Service pin are authorized to wear the pin indefinitely while a member of this department.

MILITARY RIBBONS. Uniformed employees of the El Segundo Police Department, including both sworn and civilian, who are active military reservists or veterans of the United States Armed Forces, whether active or reserve, including the California National Guard, State Military Reserve, or Naval Militia, will be authorized to wear ribbons earned while serving in the United States Armed Forces, in accordance with the provisions of Military and Veterans Code, Division 3, Chapter 2, Section 648 (b) and the following restrictions:

A. Military ribbons are to be worn on Class "A" uniforms only.

B. Only military ribbons may be worn. Military medals and badges (shooting badges, jump wings, dive badge, etc.) are not authorized.
The placement of military ribbons on the Class "A" uniform shall be centered above the right breast uniform pocket.

D. Military ribbons are authorized only during the following time periods:

1. Veteran's Day
2. Memorial Day
3. As authorized by the Chief of Police.

FIELD EQUIPMENT

REQUIRED EQUIPMENT – UNIFORMED PERSONNEL. In addition to the basic uniforms, personnel engaged in uniformed field duty shall carry the following equipment:

A. Protective Vests – All uniformed officers, community lead officers, school resource officers, animal control officers, cadets and supervisors must wear protective vests when conducting field duties.
B. Baton - The Department approved baton should be immediately available by uniformed sworn officers while engaged in field duties.
E. Handcuffs and Handcuff Key
G. Helmet and Gas Mask - Officers assigned to field duty in uniform shall have their helmets and Gas Mask in the vehicle to which they are assigned. Unless specifically directed, officers may use their own judgement as to the wearing of helmets in field situations.
H. Electronic Control Device – Officers, Supervisors, and non-sworn personnel assigned to field duty and trained in accordance with guidelines shall carry the ECD in an approved holster specifically manufactured for the device and must not be positioned on the same side of the utility belt as a firearm.
I. Department issued O.C. and holder
J. Knives - Folded, buck type knives may be worn if enclosed in a closed sheath.
K. Second department approved, "Back-up" gun - may be carried, but must be completely concealed from view.
L. BWC camera and holder

NYLON FIELD JACKET. The heavy-duty or light-weight nylon field jacket may be worn with the basic uniform by all officers. If worn, this jacket must bear the official shoulder patch of the Department, as well as any additional insignia that the wearer of the jacket is authorized to wear.

Sworn employees- black uniform jacket or lightweight uniform jacket with “POLICE OFFICER” cloth badge, or appropriate rank cloth badge. The uniform jacket will have the ESPD shoulder patches sewn on along with the appropriate chevron rank or designator (FTO, SGT, or motorcycle) underneath the shoulder patches. The name tape will be embroidered in block gold colored stitching ½ inch in height and affixed above the right pocket.

Civilian employees- black uniform jacket or lightweight uniform jacket with “El SEGUNDO POLICE” cloth badge. The uniform jacket will have the ESPD shoulder patches sewn on with the appropriate rocker sewn underneath each shoulder patch. The name tape will have the employees first initial and last name embroidered in block gold colored stitching ½ inch in height.

Records Division- Blauer softshell hybrid jacket style 4675. The dark navy-blue jacket with “EL SEGUNDO POLICE” cloth badge. The uniform jacket will have the ESPD shoulder patches sewn on with the “RECORDS” rocker sewn underneath each shoulder patch. The employees first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height.

SAFETY VESTS. In accordance with the Federal Highway Administration (FHWA) Code of Federal Regulations, Title 23, Part 634, all police personnel will don a safety vest when performing any of the following field tasks day or night:

A. Directing traffic
B. Investigating traffic collisions

C. Managing lane closures, obstructed roadways, or disaster areas

All safety vests must meet the American National Standards Institute (ANSI) and International Safety Equipment Association (ISEA) 207 class 2 requirements and made of reflectorized/high visibility material.

UNIFORM ACCESSORIES AND GENERAL APPEARANCE:

REFER TO LEXIPOL 1022 FOR PERSONAL APPEARANCE AND STANDARDS

PLAINCLOTHES DRESS FOR ALL DEPARTMENT PERSONNEL

PLAINCLOTHES DRESS-DEFINITION:

Non-uniformed attire for all employees shall usually consist of a business suit or sports coat and slacks, for males and comparable professional attire for females. Exceptions may be granted by the Division Commanders for officers on certain special assignments.

DRESS CODE- DEPARTMENT MEETINGS AND TRAINING:

As direct representatives of the City and the Police Department, a standard of professionalism shall be the general guideline. When attending Department meetings and training, professional attire for employees will include the following: Collared shirts, khaki style pants or slacks; jeans may be worn if not faded, torn or soiled. Additionally, female employees may wear professional attire.

Employees are not permitted to wear the following clothing during department meetings and training unless approved by the Chief of Police or their designee: baseball caps, sandals, shorts, T-shirts, any clothing with logos or words that are offensive.

PROCUREMENT OF UNIFORMS AND SAFETY EQUIPMENT

PROVIDED UNIFORMS AND SAFETY EQUIPMENT:

The City shall provide required uniforms and safety equipment to eligible employees.

POLICE OFFICER TRAINEES: Shall be provided with the following equipment at time of hire:

A. LAPD style shirts (3) and LAPD style pants (3) or the optional Blauer FlexRS outer vest shirt and matching trousers navy blue in color: 2 outer vest, three undershirts, three pants. Full set of Class A long sleeve uniform shirt and pants.
B. Black tie and gold tie bar
C. Black shoes or boots
D. Standard round navy-blue cover with ESPD hat piece
E. Jacket
F. Basket weave dress belt
G. Four keepers- basket weave
H. Sam Browne belt- basket weave
I. One holster for ESPDs standard issued handgun- basket weave

J. One duty weapon- Glock 17
K. One double pouch ammo case with a button/ snap top- basket weave
L. Three magazines
M. Two pair handcuffs and two handcuff case- basket weave
N. One baton and baton ring
O. Flashlight
P. One radio holster
Q. Rain gear
R. Protective vest
S. Helmet and bag
T. O.C. and holder (open or closed top)- basket weave
U. Taser and Taser holder
V. BWC and holder

UNIFORM AND SAFETY EQUIPMENT REPLACEMENT:
Eligible employees requesting replacement of uniforms worn out or damaged in the line of duty will submit a uniform request along with the damaged or worn item to his/her immediate Supervisor for approval. The employees immediate Supervisor shall verify the cause of the damage or extent of the wear and base the recommendation for replacement on these findings. The supervisor inspecting the item(s) will indicate his or her approval, if warranted, by signing the form and shall then forward the request form and the item to the Administrative Sergeant for final approval. Replacement records shall be maintained by Administrative Sergeant for inventory purposes.

FIREARM PURCHASE UPON SEPARATION. Non- Probationary, Sworn personnel, with the written approval of the Chief of Police may purchase, upon honorable separation, his/her issued firearm. Below are the procedures to be followed:

A. Submit Inter-Departmental Correspondence to the Chief of Police requesting to purchase the firearm. Request must list the make, model, caliber and serial number.
B. Fair market value to be estimated by a local FFL and approved by the Firearms Range Manager. Back-up documentation shall be provided.
C. Make payment to the City Finance Department and provide proof of payment to the Administrative Division Sergeant.
D. Present the firearm and Letter of Intent, signed by the Chief of Police (Letter is provided by Administration Division) to a licensed Federal Firearms dealer.
E. It is the responsibility of the purchasing officer to pay any applicable taxes and registration fees.
F. Due to CA firearm laws restricting the transfer of certain firearms only to active peace officers, the transaction shall be completed prior to the official separation date.
G. The purchasing officer shall provide the Administrative Division Sergeant a copy of the Dealer Record of Sale (DROS) as proof of registration and compliance with state and federal firearms laws.

H. The Office of the Chief of Police shall retain copies of the approved request, proof of payment receipt, Letter of Intent and DROS.

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EL SEGUNDO POLICE DEPARTMENT UNIFORM MANUAL

This Uniform Manual is to ensure all department worn uniforms are consistent and professional in appearance. All uniforms shall be professionally cleaned and maintained. Any deviation from this manual shall be approved by the Chief of Police or their designee.

SWORN EMPLOYEES

CLASS "A" UNIFORM:

A. Standard round navy-blue uniform cover with “El Segundo Police” gold metal hat piece. The Captains’ and Chief's round hat will have a gold leaf band on the bill and a gold braid band. The Lieutenants’ hat band will be a gold braid band. Sergeant and officer hat bands will be black with gold "P" buttons.
B. LAPD style navy-blue lightweight wool long sleeve shirt with one gold “ESPD” button on each pocket flap and each epaulet. Both epaulets may be sewn down. The uniform shirt will have the ESPD shoulder patches sewn on.
C. Gold name plate shall be affixed and centered just below the top seam of the right breast pocket (see name plate model# 0000417813). The name on the name plate will be the officer’s first name initial and last name. The optional years of service plate can also be worn in conjunction with the name plate. “SERVING-YEAR-SINCE” The letterings will be blue in color.
D. Black tie with four-in-hand knot and a 5/16" wide yellow metal tie bar. Command Staff (Lieutenant and above) will wear yellow metal tie bar with affixed El Segundo City Seal.
E. Navy blue lightweight wool uniform trousers.
F. Black “Oxford” (Corfam glossy uniform dress shoes) plain toe shoes with black or navy-blue socks.
G. Regulation leather Sam Browne (basket weave leather) gun belt, without baton or baton ring. The belt will only contain firearm, a holster, handcuff and case, and a double pouch magazine holder.

CLASS "B" UNIFORM:

A. LAPD style navy-blue lightweight wool uniform shirt and trousers.
B. An optional patrol uniform is the Blauer FlexRS outer vest uniform, navy blue in color. The outer vest will be outfitted with the BWC chest mounting piece. The officer’s gold name plate shall be affixed and centered just below the top seam of the right breast pocket (see name plate model# 0000417813). The name on the name plate will be the officer’s first name initial and last name. The optional years of service plate can also be worn in conjunction with the name plate. “SERVING-YEAR-SINCE” The letterings will be blue in color.
C. The outer vest or uniform shirt will have one gold “ESPD” button on each pocket flap and

each epaulet. Both epaulets may be sewn down. The uniform shirt will have the ESPD shoulder patches sewn on.

D. The Blauer FlexRS undershirt will have the ESPD shoulder patches sewn on. The uniform shirt will have the officer's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the "EL SEGUNDO POLICE OFFICER" cloth badge (appropriate rank cloth badge) sewn on. The undershirt is rip stop material. Service stripes, FTO, and Sergeant stripes apply when wearing long or short sleeve.

E. The trousers will be the matching Blauer pants (with zippered side pockets), navy blue in color. The trousers are rip stop material.

F. At the discretion of the officer, either the long sleeve or short sleeve uniform shirt may be worn year-round. LAPD style navy blue wool/poly-wool uniform is optional if the officer or command staff choose not to wear the Blauer FlexRS outer vest uniform. The LAPD style long and short sleeve uniform shirts worn by all sworn shall have one gold "ESPD" button on each pocket flap and each epaulet. Both epaulets may be sewn down.

G. White or black T-shirt with a tight round collar (crew neck style) will be worn with any open collar uniform shirt.

H. Black "Oxford" plain toe shoes or boots will be worn with black or dark blue socks. The footwear must have a heal and be able to be shinned on the toe and heal.

I. Leather trouser belt and black basket weave or nylon Sam Browne belt with the following corresponding safety equipment:

    1. Baton holder
    2. Keepers (unless Sam Brown belt is of the Velcro Style)
    3. Handcuff case
    4. O.C. holder (small or large)
    5. Double Ammunition/Magazine pouch with button flaps. The optional three pouch magazine holder must match the Sam Browne belt and purchased at the officer's expense.
    6. Holster (with a minimum threat level two rating). A single drop-down strap with no clips and only one strap around the leg is an optional holster support. The Safariland small tactical plate with one elastic strap with harness (Black STX Tactical Finish) must be purchased by the officer. The gun holster must match the black leather basket weave or nylon Sam Brown belt.
    7. Taser holster
    8. As approved by the Chief of Police or their designee, ancillary equipment such as an approved folding knife, extra handcuff cases and mini-light holders may also be worn.

J. Officers may wear the standard round navy-blue cover with the Class B uniform.

Approved nylon gear may be purchased from an authorized department vendor at the officer's expense.

CLASS "C" UNIFORM:

A. 5-11 Tactical Series, multi-purpose BDU police uniform, black in color, and rip style fabric (style 72054). The uniform shirt will have the officer's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch height. The left breast area will have the "POLICE OFFICER" cloth badge or appropriate rank badge. The uniform shirt will have the ESPD shoulder patches sewn on.
B. The optional uniform shirt for the Class C uniform is the Elbeco Polo shirt (style# 25214), black in color. The uniform shirt will have the officer's first initial and last name, embroidered on the upper right breast area in block white colored stitching ½ inch in height. The left breast area will have the "POLICE OFFICER" or appropriate rank badge silkscreened, white in color. Shoulder patches will also be silkscreened white in color with appropriate chevron rankings. "POLICE" in white lettering with a white border will be silkscreened on the back of the shirt. This optional uniform top can only be worn during special events, training, and when authorized by a supervisor.
C. At the discretion of the officer, either the long sleeve or short sleeve uniform shirt may be worn year round.
D. White or black T-shirt with a tight round collar will be worn with the uniform.
E. Black "Oxford" plain toe shoes or boots will be worn with black or dark blue socks. The footwear must have a heal and be able to be shinned on the toe and heal.

BASEBALL CAP AND BLACK KNIT WATCH CAP:

A. A black knit watch cap with "EL SEGUNDO POLICE" embroidered in silver and four stars embroidered in gold on the front fold may only be worn by male or female officers when outdoors and when temperatures are 55 degrees or lower. The knit watch cap must be worn tight with no excess material at the top of the head.
B. A fleece headband with "EL SEGUNDO POLICE" embroidered in silver and four stars embroidered in gold on the front facing portion may be worn outdoors when temperatures are 55 degrees or lower. The headband may only be worn by female officers. Supervisors have the discretion to disapprove the wearing of the knit watch cap or headband at any time. Neither the knit watch cap nor the headband shall be worn inside the station.
C. A navy-blue baseball cap with "El SEGUNDO" with a grey colored italicized lettering in grey color embroidery with a height of ½ inch stitching will be on the top line and on the second line will be the four gold stars. Embroidered after the stars on the second line is "POLICE" italicized with white ¼ inch stitching.
D. The department issued baseball cap may be worn during daylight hours when outdoors to mitigate sun exposure. The baseball cap may be worn by all shifts during times of inclement rainy weather. Supervisors have the discretion to disapprove the wearing of the baseball cap at any time. The baseball cap shall not be worn inside the station.
E. The headband, knit watch cap, and baseball cap will be provided by the department and purchased from an authorized department vendor.

ADMINISTRATIVE / PERSONNEL / TRAINING:

A. Administrative Division personnel may wear the Class B uniform or a standard suit and tie.

CANINE OFFICER:

A. Blauer TENX Armorskin, multi-purpose BDU outer vest uniform, black in color. The outer vest will be outfitted with the BWC chest mounting piece. The Blauer undershirt uniform will be black in color and have the ESPD shoulder patches sewn on. The officer's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the "POLICE OFFICER" cloth badge sewn on and below the badge will be embroidered "K-9" in blocked gold colored stitching ½ inch in height, just above the left breast pocket. The top is rip stop material. Service stripes apply when wearing long sleeve.

B. The trousers will be the matching Blauer TENX Armorskin cargo pants (with flaps), black in color. The trousers are rip stop material.

C. An optional uniform is a 5-11 multi-purpose BDU uniform, black in color and outfitted with the BWC chest mounting piece. The officer's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the "POLICE OFFICER" cloth badge sewn on and below the badge will be embroidered "K-9" in blocked gold colored stitching ½ inch in height, just above the left breast pocket. The top is rip stop material. Service stripes apply when wearing long sleeve.

D. The trousers will be the matching 5-11 uniform pants. The trousers are rip stop material.

E. At the discretion of the officer, either the long sleeve or short sleeve uniform shirt may be worn year-round.

D. White or black undershirt with a tight round collar will be worn with the K-9 uniform.

E. Black "Oxford" plain toe shoes or boots will be worn with black or dark blue socks. The footwear must have a heal and be able to be shinned on the toe and heal.

F. Trouser belt and black basket weave or nylon Sam Browne belt with the following corresponding safety equipment:

1. Baton holder
2. Keepers (unless Sam Brown belt is of the Velcro Style)
3. Handcuff case
4. O.C. holder
5. Double Ammunition/Magazine pouch
6. Holster with a minimum threat level two rating. A single drop-down strap with no clips is an optional holster support. The Safariland small tactical plate with double elastic leg straps with harness (Black STX Tactical Finish) will be purchased by the department. The gun holster must match the black leather basket weave or nylon Sam Brown belt.
7. Taser Holster

Nylon gear for a K-9 officer will be purchased at department expense.

COMMUNITY ENGAGEMENT:

See sworn officers' Class B uniform.

DEFENSIVE TACTICS:

When training, all defensive tactics staff shall wear the 5.11 Tactical style BDU pants, dark navy blue in color. The 5.11 polo style shirt will be dark navy in color and can either be the short sleeve or long sleeve.

A. The officer's first initial and last name embroidered on the upper right breast area in block white colored stitching ½ inch in height. The left breast area will be embroidered in white lettering ½ inch in height, "DT INSTRUCTOR." No shoulder patches will be worn. If the officer is armed the officer shall wear a gun belt with gun and their issued badge on a badge holder to the front of their service weapon. The officer will wear the black colored boots, equivalent to what is worn on patrol.

DRONE / FIELD TRAINING OFFICERS (FTO) / CRISIS NEGOTIATION TEAM (CNT):

See sworn officers' Class B uniform.

HONOR GUARD UNIFORM:

The honor guard uniform will be worn by designated officers and will perform duties such a funerals, promotions, graduations, and special details as approved by the Chief of the Police or his designee.

A. Marine Corp Style black colored wool jacket with ESPD shoulder patches along with the ESPD issued metal badge appropriate for the ranking officer. A gold-colored name plate with black lettering above the right chest pocket and centered below the upper most part of the pocket edge. The pockets and chest buttons will be gold colored Marine Corp "P" Buttons. The collar will have gold colored "ESPD" pin devices on each side of the collar. The appropriate shoulder rank will be sewn on as needed.
B. Class A style black colored wool matching material pants with a one-inch gold colored stripe down the sides of each leg.
C. Dark navy-blue round "Drill Instructor" style hat with the shiny chin strap. The chin strap is a single silver colored buckle that is centered on the front top center of the hat. The ESPD hat badge will be mounted above the buckle and centered with the pre-made holes that come with the hat.
D. Patent leather (black Corfam-style) gun belt with an adjustable shoulder strap. The shoulder strap will run underneath the epaulet and across the body. The gold clips that attach to the gun belt will be in front and back of the holster. All buckles shall be gold in color. The gun holster with the same patent leather for the Glock 17 with a RMR red dot sighting system. No light.
E. Black "Oxford" (Corfam glossy uniform dress shoes) plain toe shoes will be worn with black or dark blue socks.

INVESTIGATIONS:

The Investigative Division will wear professional business attire. Male investigators will wear a suit and tie. Female investigators will wear professional business attire. Both male and female investigators will have a jacket available to wear when in court, professional meetings, or requested to wear by the Chief of Police or his designee.

A. Investigators must wear a professional dress gun belt that holds the authorized handgun. The gun belt should also have a handcuff holder with handcuffs.
B. Forward of the handgun, the investigators issued badge should be worn and displayed on a belt badge holder.
C. During tactical incidents or at the discretion of the detective supervisor an outer vest carrier, black in color, may be worn. The outer vest will have the investigator's first initial and last name embroidered on the upper right breast area in block white colored stitching ½ inch in height. The left breast area will have the "POLICE OFFICER" cloth badge (or appropriate rank cloth badge) sewn on. A "POLICE" patch with 1 ½" white lettering above the name tape on the right breast and a "POLICE" patch with 3" white lettering with a white border affixed to the back of the vest.
D. Black or brown plain toe shoes will be worn with professional dress socks. The footwear must have a heel.
E. Dark navy-blue windbreaker with the investigator's first initial and last name embroidered in ½" white stitching over the right breast. The "DETECTIVE" badge silk-screened on the left breast and ESPD shoulder patches silk-screened on each shoulder. "POLICE" silk-screened in 3" block lettering with a border on the back of the windbreaker. All the silk-screens will be white in color.

MARITIME ENFORCEMENT / BEACH PATROL:

A. Designated boat and beach patrol officers will wear the Blauer FlexRS outer vest uniform, dark navy-blue in color. The outer vest will be outfitted with the BWC chest mounting piece. The undershirt will have the ESPD shoulder patches sewn on. The officer's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch height. The left breast area will have the "POLICE OFFICER" cloth badge sewn on. Service stripes, the appropriate ranking cloth badge, and the Sergeants stripes will apply when wearing long or short sleeve.
B. Blauer FlexRS shorts with the similar rip-stop material can be used with the Blauer outer vest. If tattoos are visible on the arms or legs, then the long sleeve shirt or the regular dark navy blue Blauer FlexRS patrol pants will be worn.
C. Black colored athletic shoes with black colored ankle socks will be worn when using shorts.
D. The approved baseball cap will be used during sunlight hours and inclement weather. The supervisor on duty may deny the use of the baseball cap at any time.

CLASS "B" UNIFORM - MOTOR OFFICERS:

A. Navy-blue wool or polyester uniform shirt and motorcycle safety trousers. An optional

uniform top is the Blauer FlexRS outer vest uniform, dark navy-blue in color. The outer vest will be outfitted with the BWC chest mounting piece. The officer's gold name plate shall be affixed and centered just below the top seam of the right breast pocket. The name on the name plate will be the officer's first name initial and last name. The optional years of service plate can also be worn in conjunction with the name plate. "SERVICE-YEAR-SINCE" The letterings will be blue. The undershirt will have the ESPD shoulder patches sewn on. The officer's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the "POLICE OFFICER" cloth badge, or appropriate rank, sewn on. Below both shoulder patches will be the motors insignia of the wheel and wings sewn on. Service stripes, the appropriate ranking cloth badge, and the sergeant's stripes will apply when wearing long or short sleeve.

B. At the discretion of the officer, either the long sleeve or short sleeve uniform shirt may be worn year-round.
C. Navy-blue motor style uniform trouser with a blue vertical stripe with gold borders on the outside of each leg will be worn with motor boots.
D. Motor boots, gloves and issued duty helmet are required when operating the police motorcycle.

NOTE: The basic Class "A" or Class "B" uniform shall be worn by motor officers when temporarily assigned to duties other than two-wheeled motorcycle patrol. Motor officers are required to wear their helmets when performing field duties. Officers assigned to two-wheel motorcycle duty will always be in complete uniform while operating the police motorcycle, including to and from work. Officers assigned to commercial enforcement details or motor training may wear a Class "C" uniform with the appropriate patches affixed.

RANGE STAFF:

All firearms range staff shall wear the tan colored 5.11 Tactical style BDU pants. The 5.11 polo style shirt will be red and can either be the short sleeve or long sleeve. Long sleeves will be worn if tattoos are visible.

A. The officer's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will be embroidered in gold lettering with a ½ inch in height, "RANGE STAFF". No shoulder patches will be worn. The officer shall wear a gun and holster and their issued badge on a badge holder, positioned to the front of their service weapon on a black belt. The officer will wear black colored boots, equivalent to what is worn on patrol.

SPECIAL WEAPONS AND TACTICS:

The designated SWAT uniform will consist of a tactical uniform issued by the department with SWAT Commander approval. The SWAT uniform will consist of pants, a long sleeve shirt, and tactical footwear.

SOUTH BAY PLATOON:

Uniform will be the same as a patrol officer's Class C. The Sam Browne will be organized the same way as the standard Class B officer Sam Browne, with an optional extended sized baton.

CIVILIAN EMPLOYEES

CLASS "A" UNIFORM:

POLICE SERVICE OFFICER / ANIMAL CONTROL OFFICER / CADET/PARKING CONTROL OFFICER / CSI/CRIME PREVENTION / POLICE ASSISTANT

A. Light blue wool long sleeved uniform shirt.
B. Black necktie with a four-in-hand knot, with a 5/16" wide yellow metal tie bar.
C. Gold name plate shall be affixed and centered just below the top seam of the right breast pocket. The name on the name plate will be the employee's first name initial and last name.
D. Dark navy-blue poly-wool uniform trousers.
E. Black "Oxford" (Corfam glossy uniform dress shoes) plain toe shoes will be worn with black or dark blue socks.

CLASS "A" UNIFORM:

CHAPLAIN

A. White long sleeve uniform button up shirt with zipper with ESPD shoulder patches. "CHAPLAIN" rockers under the ESPD shoulder patches. One gold "ESPD" button on each pocket flap and each epaulet.
B. LAPD style navy blue trousers.
C. Black leather basket weave belt.
D. Black tie with four-in-hand knot and a 5/16" wide yellow metal tie bar.
E. Black "Oxford" plain toe shoes or boots will be worn with black or dark blue socks. The footwear must have a heal and be able to be shined on the toe and heal.

CLASS "A" UNIFORM:

VOLUNTEERS

A. White wool long sleeved uniform shirt.
B. Black necktie with a four-in-hand knot, with a 5/16" wide yellow metal tie bar.
C. Gold name plate shall be affixed and centered just below the top seam of the right breast pocket. The name on the name plate will be the employees' first name initial and last name.
D. Dark navy-blue wool uniform trousers.
D. Black "Oxford" (Corfam glossy uniform dress shoes) plain toe shoes will be worn with black or dark blue socks.
E. A "VOLUNTEERS" rocker will also be sewn below each ESPD shoulder patch.

CLASS "B" UNIFORM:

CADET

Dark navy-blue wool or polyester uniform trousers. The shirt will be light blue and of similar material. An optional Cadet uniform is the French blue colored Blauer poly/wool material outer vest uniform. The outer vest will be outfitted with the BWC chest mounting piece. The cadet's gold name plate shall be affixed and centered just below the top seam of the right breast pocket. The name on the name plate will be the employee's first name initial and last name.

A. The undershirt will have the ESPD shoulder patches and underneath each shoulder patch will have the "CADET" rocker sewn on. The cadet's first initial and last name will be embroidered on the upper right breast area in gold colored with stitching ½ inch in height. The left breast area will have the "EL SEGUNDO POLICE" cloth badge sewn on. The trousers will be the black 5.11 tactical lite striker cargo pants (with flaps).
B. The outer vest or uniform shirt will have one gold "ESPD" button on each pocket flap and each epaulet. Both epaulets may be sewn down.
C. Either the long sleeve or short sleeve uniform shirt may be worn year-round and at the discretion of the employee. A tight white round collar t-shirt will be worn with any open collar uniform shirt.
D. Black "Oxford" plain toe shoes, boots, or black athletic shoes will be worn with black or dark blue socks.
E. All cadets while performing duties who may interact with the public shall wear a protective vest.

CLASS "B" UNIFORM:

CHAPLAIN

A. White polo style shirt with "EL SEGUNDO POLICE" embroidered in black ½" lettering over the left chest. The chaplain's first name initial and full last name embroidered in black ½" lettering over the right chest. "Chaplain" embroidered in black ½" lettering centered a ½" below the chaplain's name.
B. Black Blauer FlexRS pants.
C. Black leather basket weave belt.
D. Black "Oxford" (Corfam glossy uniform dress shoes) plain toe shoes or boots will be worn with black or dark blue socks.

CLASS "B" UNIFORM:

POLICE ASSISTANT

A. Dark navy-blue poly-wool short or long-sleeved uniform shirt. The uniform top will have the employee's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the "EL SEGUNDO POLICE" cloth badge. The ESPD shoulder patch will also be sewn on with a "RECORDS" rocker identifier sewn on underneath.

B. Dark navy-blue poly-wool uniform trousers.
C. Black “Oxford” (Corfam glossy uniform dress shoes) plain toe shoes or boots will be worn with black or dark blue socks.

CRIME ANALYST / CRIME PREVENTION

A. Dark navy-blue poly-wool short or long-sleeved uniform shirt. The uniform top will have the employee’s first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the “EL SEGUNDO POLICE” cloth badge. The ESPD shoulder patch will also be sewn on with the appropriate rocker identifier “CRIME ANALYST” or “CRIME PREVENTION” sewn on underneath.
B. 5-11 STRYKE, multi-purpose BDU uniform pants, dark navy-blue in color and rip style fabric.
C. Black “Oxford” (Corfam glossy uniform dress shoes) plain toe shoes or boots will be worn with black or dark blue socks.

CLASS "B" UNIFORM:

VOLUNTEERS

A. White wool short or long-sleeved uniform shirt.
C. Dark navy-blue wool uniform trousers.
D. Black “Oxford” (Corfam glossy uniform dress shoes) plain toe shoes or boots will be worn with black or dark blue socks.
E. A designator/ rocker “VOLUNTEERS” patch will also be sewn below each ESPD shoulder patch.

CLASS "B" UNIFORM:

ANIMAL CONTROL / POLICE SERVICE OFFICER (JAILER)

A. 5-11 Tactical Series, multi-purpose BDU police uniform pant, khaki in color, and rip style fabric (style 74369-male and 64386-female). The 5-11 Tactical Series, multi-purpose BDU police uniform top will be black in color and rip style fabric (style 72054). The employee’s first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the “EL SEGUNDO POLICE” cloth badge. Underneath the cloth badge will be “SERVICE OFFICER” embroidered in block gold colored stitching ½ inch in height. The ESPD shoulder patch will also be sewn on with the appropriate rocker sewn on underneath (ie. ANIMAL CONTROL or JAILER).
B. An optional uniform is the Blauer FlexRS outer vest uniform, black in color. The outer vest will be outfitted with the BWC chest mounting piece. The employee’s first initial and last name will be embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the “EL SEGUNDO POLICE” cloth badge sewn on.
C. The Blauer FlexRS undershirt, black in color, will have the ESPD shoulder patches sewn

on with the appropriate rocker sewn on underneath (i.e. ANIMAL CONTROL or JAILER). The uniform shirt will have the employee's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the "EL SEGUNDO POLICE" cloth badge sewn on. The undershirt is rip stop material.

D. An optional top is the Elbeco Polo shirt (style# 25214), black in color. The uniform top will have the employee's first initial and last name embroidered on the upper right breast area in block white colored stitching ½ inch in height. The left breast area will have the "EL SEGUNDO POLICE" cloth badge. Shoulder patches will also be silkscreened white in color. This optional uniform top can only be worn during special events, training, and when authorized by a supervisor.

E. At the discretion of the officer, either the long sleeve or short sleeve uniform shirt may be worn year round.

D. White or black T-shirt with a tight round collar will be worn with the uniform.

E. Black "Oxford" plain toe shoes or boots will be worn with black or dark blue socks. The footwear must have a heal and be able to be shined on the toe and heal.

F. Department issued baseball cap. As a general rule, baseball caps may not be worn with the Class "A" or Class "B" uniforms; however, if approved by the Supervisor, baseball caps may be worn in inclement weather, and during incidents of prolonged sun exposure (e.g. perimeters, traffic control, etc.).

G. A navy blue baseball cap with "El SEGUNDO" with a grey colored italicized lettering in grey color embroidery with a height of ½ inch will be on the top line, and on the second line will be the four gold stars. Embroidered after the stars on the second line is "POLICE" italicized with white color thread and a height of ¼ inch.

ANIMAL CONTROL EQUIPMENT

A. Trouser belt and black basket weave or nylon Sam Browne belt with the following corresponding safety equipment:

1. Baton and baton ring (may have an expandable baton at the employees expense)
2. Keepers (unless Sam Brown belt is of the Velcro Style)
3. O.C. holder
4. Electronic control device (ECD) and ECD Holster

CLASS "B" UNIFORM:

PROPERTY OFFICER / CRIME SCENE INVESTIGATOR

A. Blauer TENX Armorskin, multi-purpose BDU outer vest uniform, black in color. The outer vest will be outfitted with the current BWC chest mounting piece. The undershirt will be black and have the ESPD shoulder patches with the appropriate identifiers sewn on underneath. The outer vest and undershirt will have the employee's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in

height. The left breast area will have the “EL SEGUNDO POLICE” cloth badge sewn on. The top will be rip stop material.

B. The trousers will be the matching Blauer TENX Armorskin cargo pants (with flaps), black in color. The trousers will be rip stop material.
C. At the discretion of the employee, either the long sleeve or short sleeve uniform shirt may be worn year round.
D. White or black T-shirt with a tight round collar will be worn with the uniform.
E. Black “Oxford” plain toe shoes or boots will be worn with black or dark blue socks. The footwear must have a heal and be able to be shined on the toe and heal.

CLASS "A" CRIME ANALYST:
See PSO Class “A” uniform.

EXECUTIVE ASSISTANT:
Business casual attire

MANAGEMENT ANALYST:
Business casual attire

BADGES:

PURCHASE OF BADGES PROHIBITED. Personnel of this Department will not purchase an official badge, or reasonable facsimile thereof, for any purpose, without written authorization from the Chief of Police.

The only badge(s) personnel of this Department are authorized to use are those issued by the Department or those that have been authorized by the Chief of Police.

INSIGNIAS FOR THE POLICE UNIFORM:

PATCHES. Patches will be sewn on each shirt and jacket sleeve centered on the epaulet or shoulder 1/2" below the shoulder seam. Leather jackets worn by solo-motor officers do not require patches.

SERVICE STRIPES. Service stripes are required on the regulation long sleeved uniform shirt. One stripe for each five years of peace officer service, sewn on the left sleeve, high point edge parallel and forward of the sleeve crease and the low point 3/8" above the cuff seam. The stripes will be blue with gold trim.

SERGEANT’S CHEVRONS. Sergeant chevrons are to be centered on the epaulet, 1/2" below the bottom of the patch on each sleeve of all uniform shirts and jackets, single point up, blue in color with gold trim.

LIEUTENANT’S BARS. Lieutenant bars will be 1/4" x 3/4" in size, gold in color. One will be pinned on each collar tab, 1/2" up from the bottom, the bars forward edge parallel to the vertical seam of the collar.

CAPTAIN'S BARS. Captain's bars will be two 1/4" x 3/4" in size, gold in color. One will be pinned to each collar tab 1" down from the top of the collar with the leading edge of the forward bar parallel with the vertical collar seam.

CHIEF'S STARS. The Chief of Police will wear four gold stars pinned to each collar tab of the dress uniform.

BADGES AND NAME TAGS. The badge of the El Segundo Police Department will be pinned in the holder provided on the left breast of the uniform shirt. The name plate will be pinned on the right uniform shirt pocket with the upper edge of the plate aligned with the upper flap seam. Personnel may wear an attached pin with the Name Tag listing the employee's year of hire as a peace officer. Lateral entry officers may account for their previous peace officer service.

POLICE BADGE MOURNING BAND. A police badge mourning band shall be worn on an officer's badge when:

A. A peace officer assigned to a law enforcement agency is killed in the line of duty within Los Angeles County or the adjacent counties of Ventura, San Bernadino, Riverside, Kern, or Orange.
B. An officer attends a funeral or other service for a fallen law enforcement officer.
C. Approved by the Chief of Police or an authorized designee.

The mourning band shall be 1/ 2 inch wide and made of solid black elastic with blue midline. The band shall be positioned horizontally over the center of the badge.

Professional Staff may wear the issued Thin Blue Line Ribbon 1.5 inch lapel pin on the left side, chest level of the outermost garment worn. This pin is supplied by the department.

The mourning band and pin should be worn from the day of the death until midnight on the evening of the official and/or formal memorial ceremony.

UNIFORM SERVICE PINS. Only authorized service pins may be worn by members of the department to signify special accomplishments or distinguished awards.

DISPLAY OF SERVICE PINS.

Display of One Service Pin (right uniform shirt pocket flap): One authorized pin (a-d) will be worn centered on the left half of the right uniform shirt pocket flap. It may be worn while in Class "A" or Class "B" Uniform.

Display of Two Service Pins (right uniform shirt pocket flap): Two authorized pins (a-d) will be worn centered on the left half and right half of the right uniform shirt pocket flap. They may be worn with a Class"A" or Class "B" uniform.

Display of One Service Pin (left uniform shirt pocket flap): One authorized pin (e & f) shall be worn centered on the left uniform shirt pocket with the upper edge of the device aligned with the upper flap seam. They may be worn with a Class"A" or Class "B" uniform.

A. FIRING RANGE QUALIFICATION PIN. Sworn personnel may wear the Firing Range Qualification Pin according to the following classifications. The pin shall be worn centered on the left half of the right uniform shirt pocket flap.

1.	MARKSMAN	365-417 - No pin awarded
2.	SHARPSHOOTER PIN	418-458
3.	EXPERT PIN	459-493
4.	DISTINGUISHED PIN	494-500

B. SWAT TEAM PIN. Active SWAT team members may wear the SWAT pin. The pin shall be worn centered on the left half of the right uniform shirt pocket flap.

C. AMERICAN FLAG PIN. United States flag pins are authorized to be worn by all uniformed personnel. The pin shall be 1 inch. Military veterans may instead wear a crossed pin of the American flag and military branch flag in which they served. The pin shall be worn centered on the left half of the right uniform shirt pocket flap.

D. GRACIE JIU-JITSU PINS (Bronze, Silver, and Gold). Personnel awarded a Gracie Jiu-Jitsu pin are authorized to wear the pin indefinitely while a member of this department.

1. Gracie Jiu-Jitsu pins will be awarded to sworn officers as follows:
    a. Gold pins will be awarded to all sworn officers who have attended 300 or more approved Gracie Jiu-Jitsu classes.
    b. Silver pins will be awarded to all sworn officers who have attended 200 or more approved Gracie Jiu-Jitsu classes.
    c. Bronze pins will be given to all sworn officers who have attended 100 or more approved Gracie Jiu-Jitsu classes.

E. DRUNK DRIVING ENFORCEMENT 23152 PIN. Personnel awarded a Drunk Driving Enforcement pin are authorized to wear the pin indefinitely while a member of this department. The pin shall be worn centered on the left uniform shirt pocket with the upper edge of the pin aligned with the upper flap seam.

F. STOLEN VEHICLE 10851 PIN. Personnel awarded a Stolen Vehicle enforcement pin are authorized to wear the pin indefinitely while a member of this department. The pin shall be worn centered on the left uniform shirt pocket with the upper edge of the pin aligned with the upper flap seam.

***Officers that have achieved a 23152 Pin and a 10851 Pin may only wear one of the pins on their uniform.

MEDAL OF VALOR. Medal of Valor and Distinguished Service award pins awarded to uniformed personnel for bravery, heroism or other outstanding meritorious actions shall be worn centered on the left uniform shirt pocket with the upper edge of the device aligned with the upper flap seam. It may be worn while in Class “A” Uniform. Personnel awarded a Medal of Valor or

Distinguished Service pin are authorized to wear the pin indefinitely while a member of this department.

***Officers that have achieved a Medal of Valor and Distinguished Service Pin may wear both pins on their Class “A” Uniform.

MILITARY RIBBONS. Uniformed employees of the El Segundo Police Department, including both sworn and civilian, who are active military reservists or veterans of the United States Armed Forces, whether active or reserve, including the California National Guard, State Military Reserve, or Naval Militia, will be authorized to wear ribbons earned while serving in the United States Armed Forces, in accordance with the provisions of Military and Veterans Code, Division 3, Chapter 2, Section 648 (b) and the following restrictions:

A. Military ribbons are to be worn on Class “A” uniforms only.
B. Only military ribbons may be worn. Military medals and badges (shooting badges, jump wings, dive badge, etc.) are not authorized.
   The placement of military ribbons on the Class “A” uniform shall be centered above the right breast uniform pocket.
D. Military ribbons are authorized only during the following time periods:

   1. Veteran’s Day
   2. Memorial Day
   3. As authorized by the Chief of Police.

FIELD EQUIPMENT

REQUIRED EQUIPMENT – UNIFORMED PERSONNEL. In addition to the basic uniforms, personnel engaged in uniformed field duty shall carry the following equipment:

A. Protective Vests – All uniformed officers, community lead officers, school resource officers, animal control officers, cadets and supervisors must wear protective vests when conducting field duties.
B. Baton - The Department approved baton should be immediately available by uniformed sworn officers while engaged in field duties.
E. Handcuffs and Handcuff Key
G. Helmet and Gas Mask - Officers assigned to field duty in uniform shall have their helmets and Gas Mask in the vehicle to which they are assigned. Unless specifically directed, officers may use their own judgement as to the wearing of helmets in field situations.
H. Electronic Control Device – Officers, Supervisors, and non-sworn personnel assigned to field duty and trained in accordance with guidelines shall carry the ECD in an approved holster specifically manufactured for the device and must not be positioned on the same side of the utility belt as a firearm.
I. Department issued O.C. and holder
J. Knives - Folded, buck type knives may be worn if enclosed in a closed sheath.
K. Second department approved, "Back-up" gun - may be carried, but must be completely concealed from view.

L. BWC camera and holder

NYLON FIELD JACKET. The heavy-duty or light-weight nylon field jacket may be worn with the basic uniform by all officers. If worn, this jacket must bear the official shoulder patch of the Department, as well as any additional insignia that the wearer of the jacket is authorized to wear.

Sworn employees- black uniform jacket or lightweight uniform jacket with "POLICE OFFICER" cloth badge, or appropriate rank cloth badge. The uniform jacket will have the ESPD shoulder patches sewn on along with the appropriate chevron rank or designator (FTO, SGT, or motorcycle) underneath the shoulder patches. The name tape will be embroidered in block gold colored stitching ½ inch in height and affixed above the right pocket.

Civilian employees- black uniform jacket or lightweight uniform jacket with "El SEGUNDO POLICE" cloth badge. The uniform jacket will have the ESPD shoulder patches sewn on with the appropriate rocker sewn underneath each shoulder patch. The name tape will have the employees first initial and last name embroidered in block gold colored stitching ½ inch in height.

Records Division- Blauer softshell hybrid jacket style 4675. The dark navy-blue jacket with "EL SEGUNDO POLICE" cloth badge. The uniform jacket will have the ESPD shoulder patches sewn on with the "RECORDS" rocker sewn underneath each shoulder patch. The employees first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height.

SAFETY VESTS. In accordance with the Federal Highway Administration (FHWA) Code of Federal Regulations, Title 23, Part 634, all police personnel will don a safety vest when performing any of the following field tasks day or night:

A. Directing traffic
B. Investigating traffic collisions
C. Managing lane closures, obstructed roadways, or disaster areas

All safety vests must meet the American National Standards Institute (ANSI) and International Safety Equipment Association (ISEA) 207 class 2 requirements and made of reflectorized/high visibility material.

UNIFORM ACCESSORIES AND GENERAL APPEARANCE:

REFER TO LEXIPOL 1022 FOR PERSONAL APPEARANCE AND STANDARDS

PLAINCLOTHES DRESS FOR ALL DEPARTMENT PERSONNEL

PLAINCLOTHES DRESS-DEFINITION:

Non-uniformed attire for all employees shall usually consist of a business suit or sports coat and slacks, for males and comparable professional attire for females. Exceptions may be granted by the Division Commanders for officers on certain special assignments.

DRESS CODE- DEPARTMENT MEETINGS AND TRAINING:

As direct representatives of the City and the Police Department, a standard of professionalism shall be the general guideline. When attending Department meetings and training, professional attire for employees will include the following: Collared shirts, khaki style pants or slacks; jeans may be worn if not faded, torn or soiled. Additionally, female employees may wear professional attire.

Employees are not permitted to wear the following clothing during department meetings and training unless approved by the Chief of Police or their designee: baseball caps, sandals, shorts, T-shirts, any clothing with logos or words that are offensive.

PROCUREMENT OF UNIFORMS AND SAFETY EQUIPMENT

PROVIDED UNIFORMS AND SAFETY EQUIPMENT:

The City shall provide required uniforms and safety equipment to eligible employees.

POLICE OFFICER TRAINEES: Shall be provided with the following equipment at time of hire:

A. LAPD style shirts (3) and LAPD style pants (3) or the optional Blauer FlexRS outer vest shirt and matching trousers navy blue in color: 2 outer vest, three undershirts, three pants. Full set of Class A long sleeve uniform shirt and pants.
B. Black tie and gold tie bar
C. Black shoes or boots
D. Standard round navy-blue cover with ESPD hat piece
E. Jacket
F. Basket weave dress belt
G. Four keepers- basket weave
H. Sam Browne belt- basket weave
I. One holster for ESPDs standard issued handgun- basket weave
J. One duty weapon- Glock 17
K. One double pouch ammo case with a button/ snap top- basket weave
L. Three magazines
M. Two pair handcuffs and two handcuff case- basket weave
N. One baton and baton ring
O. Flashlight
P. One radio holster
Q. Rain gear
R. Protective vest
S. Helmet and bag
T. O.C. and holder (open or closed top)- basket weave
U. Taser and Taser holder
V. BWC and holder

UNIFORM AND SAFETY EQUIPMENT REPLACEMENT:
Eligible employees requesting replacement of uniforms worn out or damaged in the line of duty will submit a uniform request along with the damaged or worn item to his/her immediate

Supervisor for approval. The employees immediate Supervisor shall verify the cause of the damage or extent of the wear and base the recommendation for replacement on these findings. The supervisor inspecting the item(s) will indicate his or her approval, if warranted, by signing the form and shall then forward the request form and the item to the Administrative Sergeant for final approval. Replacement records shall be maintained by Administrative Sergeant for inventory purposes.

FIREARM PURCHASE UPON SEPARATION. Non- Probationary, Sworn personnel, with the written approval of the Chief of Police may purchase, upon honorable separation, his/her issued firearm. Below are the procedures to be followed:

A. Submit Inter-Departmental Correspondence to the Chief of Police requesting to purchase the firearm. Request must list the make, model, caliber and serial number.
B. Fair market value to be estimated by a local FFL and approved by the Firearms Range Manager. Back-up documentation shall be provided.
C. Make payment to the City Finance Department and provide proof of payment to the Administrative Division Sergeant.
D. Present the firearm and Letter of Intent, signed by the Chief of Police (Letter is provided by Administration Division) to a licensed Federal Firearms dealer.
E. It is the responsibility of the purchasing officer to pay any applicable taxes and registration fees.
F. Due to CA firearm laws restricting the transfer of certain firearms only to active peace officers, the transaction shall be completed prior to the official separation date.
G. The purchasing officer shall provide the Administrative Division Sergeant a copy of the Dealer Record of Sale (DROS) as proof of registration and compliance with state and federal firearms laws.
H. The Office of the Chief of Police shall retain copies of the approved request, proof of payment receipt, Letter of Intent and DROS.

Organizational Chart.pdf

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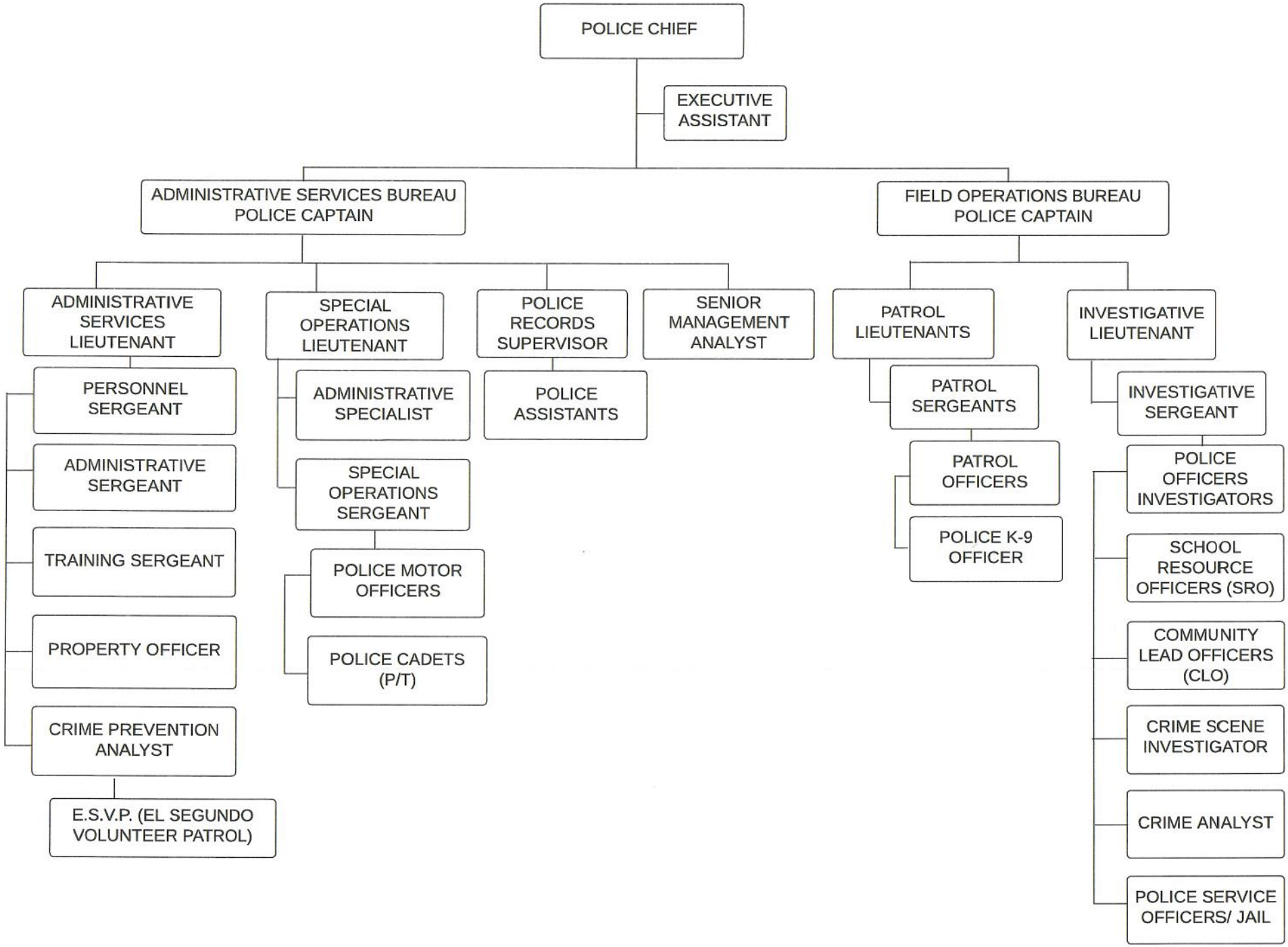
POLICE CHIEF
EXECUTIVE ASSISTANT
ADMINISTRATIVE SERVICES BUREAU POLICE CAPTAIN
FIELD OPERATIONS BUREAU POLICE CAPTAIN
ADMINISTRATIVE SERVICES LIEUTENANT
PERSONNEL SERGEANT
ADMINISTRATIVE SERGEANT
TRAINING SERGEANT
PROPERTY OFFICER
CRIME PREVENTION ANALYST
E.S.V.P. (EL SEGUNDO VOLUNTEER PATROL)
SPECIAL OPERATIONS LIEUTENANT
ADMINISTRATIVE SPECIALIST
SPECIAL OPERATIONS SERGEANT
POLICE MOTOR OFFICERS
POLICE CADETS (P/T)
POLICE RECORDS SUPERVISOR
POLICE ASSISTANTS
SENIOR MANAGEMENT ANALYST
PATROL LIEUTENANTS
PATROL SERGEANTS
PATROL OFFICERS
POLICE K-9 OFFICER
INVESTIGATIVE LIEUTENANT
INVESTIGATIVE SERGEANT
POLICE OFFICERS INVESTIGATORS
SCHOOL RESOURCE OFFICERS (SRO)
COMMUNITY LEAD OFFICERS (CLO)
CRIME SCENE INVESTIGATOR
CRIME ANALYST
POLICE SERVICE OFFICERS/ JAIL

Uniform Manual FINAL Rev 6-22-2022.pdf

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EL SEGUNDO POLICE DEPARTMENT UNIFORM MANUAL

This Uniform Manual is to ensure all department worn uniforms are consistent and professional in appearance. All uniforms shall be professionally cleaned and maintained. Any deviation from this manual shall be approved by the Chief of Police or their designee.

SWORN EMPLOYEES

CLASS "A" UNIFORM:

A. Standard round navy-blue uniform cover with "El Segundo Police" gold metal hat piece. The Captains' and Chief's round hat will have a gold leaf band on the bill and a gold braid band. The Lieutenants' hat band will be a gold braid band. Sergeant and officer hat bands will be black with gold "P" buttons.
B. LAPD style navy-blue lightweight wool long sleeve shirt with one gold "ESPD" button on each pocket flap and each epaulet. Both epaulets may be sewn down. The uniform shirt will have the ESPD shoulder patches sewn on.
C. Gold name plate shall be affixed and centered just below the top seam of the right breast pocket (see name plate model# 0000417813). The name on the name plate will be the officer's first name initial and last name. The optional years of service plate can also be worn in conjunction with the name plate. "SERVING-YEAR-SINCE" The letterings will be blue in color.
D. Black tie with four-in-hand knot and a 5/16" wide yellow metal tie bar. Command Staff (Lieutenant and above) will wear yellow metal tie bar with affixed El Segundo City Seal.
E. Navy blue lightweight wool uniform trousers.
F. Black "Oxford" (Corfam glossy uniform dress shoes) plain toe shoes with black or navy-blue socks.
G. Regulation leather Sam Browne (basket weave leather) gun belt, without baton or baton ring. The belt will only contain firearm, a holster, handcuff and case, and a double pouch magazine holder.

CLASS "B" UNIFORM:

A. LAPD style navy-blue lightweight wool uniform shirt and trousers.
B. An optional patrol uniform is the Blauer FlexRS outer vest uniform, navy blue in color. The outer vest will be outfitted with the BWC chest mounting piece. The officer's gold name plate shall be affixed and centered just below the top seam of the right breast pocket (see name plate model# 0000417813). The name on the name plate will be the officer's first name initial and last name. The optional years of service plate can also be worn in conjunction with the name plate. "SERVING-YEAR-SINCE" The letterings will be blue in color.
C. The outer vest or uniform shirt will have one gold "ESPD" button on each pocket flap and

each epaulet. Both epaulets may be sewn down. The uniform shirt will have the ESPD shoulder patches sewn on.

D. The Blauer FlexRS undershirt will have the ESPD shoulder patches sewn on. The uniform shirt will have the officer's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the "EL SEGUNDO POLICE OFFICER" cloth badge (appropriate rank cloth badge) sewn on. The undershirt is rip stop material. Service stripes, FTO, and Sergeant stripes apply when wearing long or short sleeve.

E. The trousers will be the matching Blauer pants (with zippered side pockets), navy blue in color. The trousers are rip stop material.

F. At the discretion of the officer, either the long sleeve or short sleeve uniform shirt may be worn year-round. LAPD style navy blue wool/poly-wool uniform is optional if the officer or command staff choose not to wear the Blauer FlexRS outer vest uniform. The LAPD style long and short sleeve uniform shirts worn by all sworn shall have one gold "ESPD" button on each pocket flap and each epaulet. Both epaulets may be sewn down.

G. White or black T-shirt with a tight round collar (crew neck style) will be worn with any open collar uniform shirt.

H. Black "Oxford" plain toe shoes or boots will be worn with black or dark blue socks. The footwear must have a heal and be able to be shinned on the toe and heal.

I. Leather trouser belt and black basket weave or nylon Sam Browne belt with the following corresponding safety equipment:

    1. Baton holder
    2. Keepers (unless Sam Brown belt is of the Velcro Style)
    3. Handcuff case
    4. O.C. holder (small or large)
    5. Double Ammunition/Magazine pouch with button flaps. The optional three pouch magazine holder must match the Sam Browne belt and purchased at the officer's expense.
    6. Holster (with a minimum threat level two rating). A single drop-down strap with no clips and only one strap around the leg is an optional holster support. The Safariland small tactical plate with one elastic strap with harness (Black STX Tactical Finish) must be purchased by the officer. The gun holster must match the black leather basket weave or nylon Sam Brown belt.
    7. Taser holster
    8. As approved by the Chief of Police or their designee, ancillary equipment such as an approved folding knife, extra handcuff cases and mini-light holders may also be worn.

J. Officers may wear the standard round navy-blue cover with the Class B uniform.

Approved nylon gear may be purchased from an authorized department vendor at the officer's expense.

CLASS "C" UNIFORM:

A. 5-11 Tactical Series, multi-purpose BDU police uniform, black in color, and rip style fabric (style 72054). The uniform shirt will have the officer's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch height. The left breast area will have the "POLICE OFFICER" cloth badge or appropriate rank badge. The uniform shirt will have the ESPD shoulder patches sewn on.
B. The optional uniform shirt for the Class C uniform is the Elbeco Polo shirt (style# 25214), black in color. The uniform shirt will have the officer's first initial and last name, embroidered on the upper right breast area in block white colored stitching ½ inch in height. The left breast area will have the "POLICE OFFICER" or appropriate rank badge silkscreened, white in color. Shoulder patches will also be silkscreened white in color with appropriate chevron rankings. "POLICE" in white lettering with a white border will be silkscreened on the back of the shirt. This optional uniform top can only be worn during special events, training, and when authorized by a supervisor.
C. At the discretion of the officer, either the long sleeve or short sleeve uniform shirt may be worn year round.
D. White or black T-shirt with a tight round collar will be worn with the uniform.
E. Black "Oxford" plain toe shoes or boots will be worn with black or dark blue socks. The footwear must have a heal and be able to be shinned on the toe and heal.

BASEBALL CAP AND BLACK KNIT WATCH CAP:

A. A black knit watch cap with "ESPD" embroidered in gold on the front fold and an American flag embroidered on the back fold. The watch cap may only be worn by personnel assigned to swing and graveyard shifts and when warranted by cold weather. It must be worn tight with no excess material at the top of the head. The watch cap may be purchased at the officer's expense from an authorized department vendor. Supervisors have the discretion to disapprove the wearing of the watch cap at any time.
B. A navy-blue baseball cap with "El SEGUNDO" with a grey colored italicized lettering in grey color embroidery with a height of ½ inch stitching will be on the top line and on the second line will be the four gold stars. Embroidered after the stars on the second line is "POLICE" italicized with white ¼ inch stitching.
C. The department issued baseball cap may be worn by dayshift when outside to mitigate sun exposure. The baseball cap may be worn by all shifts during times of inclement rainy weather. Supervisors have the discretion to disapprove the wearing of the baseball cap at any time.

ADMINISTRATIVE / PERSONNEL / TRAINING:

A. Administrative Division personnel may wear the Class B uniform or a standard suit and tie.

CANINE OFFICER:

A. Blauer TENX Armorskin, multi-purpose BDU outer vest uniform, black in color. The outer vest will be outfitted with the BWC chest mounting piece. The Blauer undershirt uniform will be black in color and have the ESPD shoulder patches sewn on. The officer's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the "POLICE OFFICER" cloth badge sewn on and below the badge will be embroidered "K-9" in blocked gold colored stitching ½ inch in height, just above the left breast pocket. The top is rip stop material. Service stripes apply when wearing long sleeve.
B. The trousers will be the matching Blauer TENX Armorskin cargo pants (with flaps), black in color. The trousers are rip stop material.
C. At the discretion of the officer, either the long sleeve or short sleeve uniform shirt may be worn year-round.
D. White or black undershirt with a tight round collar will be worn with the K-9 uniform.
E. Black "Oxford" plain toe shoes or boots will be worn with black or dark blue socks. The footwear must have a heal and be able to be shinned on the toe and heal.
F. Trouser belt and black basket weave or nylon Sam Browne belt with the following corresponding safety equipment:

    1. Baton holder
    2. Keepers (unless Sam Brown belt is of the Velcro Style)
    3. Handcuff case
    4. O.C. holder
    5. Double Ammunition/Magazine pouch
    6. Holster with a minimum threat level two rating. A single drop-down strap with no clips is an optional holster support. The Safariland small tactical plate with double elastic leg straps with harness (Black STX Tactical Finish) will be purchased by the department. The gun holster must match the black leather basket weave or nylon Sam Brown belt.
    7. Taser Holster

Nylon gear for a K-9 officer will be purchased at department expense.

COMMUNITY ENGAGEMENT:

See sworn officers' Class B uniform.

DEFENSIVE TACTICS:

When training, all defensive tactics staff shall wear the 5.11 Tactical style BDU pants, dark navy blue in color. The 5.11 polo style shirt will be dark navy in color and can either be the short sleeve or long sleeve.

A. The officer's first initial and last name embroidered on the upper right breast area in block white colored stitching ½ inch in height. The left breast area will be embroidered in white lettering ½ inch in height, "DT INSTRUCTOR." No shoulder patches will be worn. If the

officer is armed the officer shall wear a gun belt with gun and their issued badge on a badge holder to the front of their service weapon. The officer will wear the black colored boots, equivalent to what is worn on patrol.

DRONE / FIELD TRAINING OFFICERS (FTO) / CRISIS NEGOTIATION TEAM (CNT):

See sworn officers' Class B uniform.

HONOR GUARD UNIFORM:

The honor guard uniform will be worn by designated officers and will perform duties such a funerals, promotions, graduations, and special details as approved by the Chief of the Police or his designee.

A. Marine Corp Style black colored wool jacket with ESPD shoulder patches along with the ESPD issued metal badge appropriate for the ranking officer. A gold-colored name plate with black lettering above the right chest pocket and centered below the upper most part of the pocket edge. The pockets and chest buttons will be gold colored Marine Corp "P" Buttons. The collar will have gold colored "ESPD" pin devices on each side of the collar. The appropriate shoulder rank will be sewn on as needed.
B. Class A style black colored wool matching material pants with a one-inch gold colored stripe down the sides of each leg.
C. Dark navy-blue round "Drill Instructor" style hat with the shiny chin strap. The chin strap is a single silver colored buckle that is centered on the front top center of the hat. The ESPD hat badge will be mounted above the buckle and centered with the pre-made holes that come with the hat.
D. Patent leather (black Corfam-style) gun belt with an adjustable shoulder strap. The shoulder strap will run underneath the epaulet and across the body. The gold clips that attach to the gun belt will be in front and back of the holster. All buckles shall be gold in color. The gun holster with the same patent leather for the Glock 17 with a RMR red dot sighting system. No light.
E. Black "Oxford" (Corfam glossy uniform dress shoes) plain toe shoes will be worn with black or dark blue socks.

INVESTIGATIONS:

The Investigative Division will wear professional business attire. Male investigators will wear a suit and tie. Female investigators will wear professional business attire. Both male and female investigators will have a jacket available to wear when in court, professional meetings, or requested to wear by the Chief of Police or his designee.

A. Investigators must wear a professional dress gun belt that holds the authorized handgun. The gun belt should also have a handcuff holder with handcuffs.
B. Forward of the handgun, the investigators issued badge should be worn and displayed on a belt badge holder.
C. During tactical incidents or at the discretion of the detective supervisor an outer vest carrier, black in color, may be worn. The outer vest will have the investigator's first initial and

last name embroidered on the upper right breast area in block white colored stitching ½ inch in height. The left breast area will have the "POLICE OFFICER" cloth badge (or appropriate rank cloth badge) sewn on. A "POLICE" patch with 1 ½" white lettering above the name tape on the right breast and a "POLICE" patch with 3" white lettering with a white border affixed to the back of the vest.

D. Black or brown plain toe shoes will be worn with professional dress socks. The footwear must have a heel.
E. Dark navy-blue windbreaker with the investigator's first initial and last name embroidered in ½" white stitching over the right breast. The "POLICE OFFICER" badge silk-screened on the left breast and ESPD shoulder patches silk-screened on each shoulder. "POLICE" silk-screened in 3" block lettering with a border on the back of the windbreaker. All the silk-screens will be white in color.

MARITIME ENFORCEMENT / BEACH PATROL:

A. Designated boat and beach patrol officers will wear the Blauer FlexRS outer vest uniform, dark navy-blue in color. The outer vest will be outfitted with the BWC chest mounting piece. The undershirt will have the ESPD shoulder patches sewn on. The officer's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch height. The left breast area will have the "POLICE OFFICER" cloth badge sewn on. Service stripes, the appropriate ranking cloth badge, and the Sergeants stripes will apply when wearing long or short sleeve.
B. Blauer FlexRS shorts with the similar rip-stop material can be used with the Blauer outer vest. If tattoos are visible on the arms or legs, then the long sleeve shirt or the regular dark navy blue Blauer FlexRS patrol pants will be worn.
C. Black colored athletic shoes with black colored ankle socks will be worn when using shorts.
D. The approved baseball cap will be used during sunlight hours and inclement weather. The supervisor on duty may deny the use of the baseball cap at any time.

CLASS "B" UNIFORM - MOTOR OFFICERS:

A. Navy-blue wool or polyester uniform shirt and motorcycle safety trousers. An optional uniform top is the Blauer FlexRS outer vest uniform, dark navy-blue in color. The outer vest will be outfitted with the BWC chest mounting piece. The officer's gold name plate shall be affixed and centered just below the top seam of the right breast pocket. The name on the name plate will be the officer's first name initial and last name. The optional years of service plate can also be worn in conjunction with the name plate. "SERVICE-YEAR-SINCE" The letterings will be blue. The undershirt will have the ESPD shoulder patches sewn on. The officer's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the "POLICE OFFICER" cloth badge, or appropriate rank, sewn on. Below both shoulder patches will be the motors insignia of the wheel and wings sewn on. Service stripes, the appropriate ranking cloth badge, and the sergeant's stripes will apply when wearing long or short sleeve.
B. At the discretion of the officer, either the long sleeve or short sleeve uniform shirt may be worn year-round.

C. Navy-blue motor style uniform trouser with a blue vertical stripe with gold borders on the outside of each leg will be worn with motor boots.
D. Motor boots, gloves and issued duty helmet are required when operating the police motorcycle.

NOTE: The basic Class "A" or Class "B" uniform shall be worn by motor officers when temporarily assigned to duties other than two-wheeled motorcycle patrol. Motor officers are required to wear their helmets when performing field duties. Officers assigned to two-wheel motorcycle duty will always be in complete uniform while operating the police motorcycle, including to and from work. Officers assigned to commercial enforcement details or motor training may wear a Class "C" uniform with the appropriate patches affixed.

RANGE / AR-15 STAFF:

All firearms range and AR-15 staff shall wear the tan colored 5.11 Tactical style BDU pants. The 5.11 polo style shirt will be red and can either be the short sleeve or long sleeve. Long sleeves will be worn if tattoos are visible.

A. The officer's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will be embroidered in gold lettering with a ½ inch in height, "RANGE MASTER" and "FIREARMS INSTRUCTOR" for AR-15 staff. No shoulder patches will be worn. The officer shall wear a gun and holster and their issued badge on a badge holder, positioned to the front of their service weapon on a black belt. The officer will wear black colored boots, equivalent to what is worn on patrol.

SPECIAL WEAPONS AND TACTICS:

The designated SWAT uniform will consist of a tactical uniform issued by the department with SWAT Commander approval. The SWAT uniform will consist of pants, a long sleeve shirt, and tactical footwear.

SOUTH BAY PLATOON:

Uniform will be the same as a patrol officer's Class C. The Sam Browne will be organized the same way as the standard Class B officer Sam Browne, with an optional extended sized baton.

CIVILIAN EMPLOYEES

CLASS "A" UNIFORM:

POLICE SERVICE OFFICER / ANIMAL CONTROL OFFICER / CADET/PARKING CONTROL OFFICER / CSI/CRIME PREVENTION / POLICE ASSISTANT

A. Light blue wool long sleeved uniform shirt.
B. Black necktie with a four-in-hand knot, with a 5/16" wide yellow metal tie bar.
C. Gold name plate shall be affixed and centered just below the top seam of the right breast pocket. The name on the name plate will be the employee's first name initial and last name.
D. Dark navy-blue wool uniform trousers.
E. Black "Oxford" (Corfam glossy uniform dress shoes) plain toe shoes will be worn with black or dark blue socks.

CLASS "A" UNIFORM:

CHAPLAIN

A. White long sleeve uniform button up shirt with zipper with ESPD shoulder patches. "CHAPLAIN" rockers under the ESPD shoulder patches. One gold "ESPD" button on each pocket flap and each epaulet.
B. LAPD style navy blue trousers.
C. Black leather basket weave belt.
D. Black tie with four-in-hand knot and a 5/16" wide yellow metal tie bar.
E. Black "Oxford" plain toe shoes or boots will be worn with black or dark blue socks. The footwear must have a heal and be able to be shined on the toe and heal.

CLASS "A" UNIFORM:

VOLUNTEERS

A. White wool long sleeved uniform shirt.
B. Black necktie with a four-in-hand knot, with a 5/16" wide yellow metal tie bar.
C. Gold name plate shall be affixed and centered just below the top seam of the right breast pocket. The name on the name plate will be the employees' first name initial and last name.
D. Dark navy-blue wool uniform trousers.
D. Black "Oxford" (Corfam glossy uniform dress shoes) plain toe shoes will be worn with black or dark blue socks.
E. A "VOLUNTEERS" rocker will also be sewn below each ESPD shoulder patch.

CLASS "B" UNIFORM:

CADET

Dark navy-blue wool or polyester uniform trousers. The shirt will be light blue and of similar material. An optional Cadet uniform is the French blue colored Blauer poly/wool material outer vest uniform. The outer vest will be outfitted with the BWC chest mounting piece. The cadet's gold name plate shall be affixed and centered just below the top seam of the right breast pocket. The name on the name plate will be the employee's first name initial and last name.

A. The undershirt will have the ESPD shoulder patches and underneath each shoulder patch will have the "CADET" rocker sewn on. The cadet's first initial and last name will be embroidered on the upper right breast area in gold colored with stitching ½ inch in height. The left breast area will have the "EL SEGUNDO POLICE" cloth badge sewn on. The trousers will be the black 5.11 tactical lite striker cargo pants (with flaps).
B. The outer vest or uniform shirt will have one gold "ESPD" button on each pocket flap and each epaulet. Both epaulets may be sewn down.
C. Either the long sleeve or short sleeve uniform shirt may be worn year-round and at the discretion of the employee. A tight white round collar t-shirt will be worn with any open collar uniform shirt.
D. Black "Oxford" plain toe shoes, boots, or black athletic shoes will be worn with black or dark blue socks.
E. All cadets while performing duties who may interact with the public shall wear a protective vest.

CLASS "B" UNIFORM:

CHAPLAIN

A. White polo style shirt with "EL SEGUNDO POLICE" embroidered in black ½" lettering over the left chest. The chaplain's first name initial and full last name embroidered in black ½" lettering over the right chest. "Chaplain" embroidered in black ½" lettering centered a ½" below the chaplain's name.
B. Black Blauer FlexRS pants.
C. Black leather basket weave belt.
D. Black "Oxford" (Corfam glossy uniform dress shoes) plain toe shoes or boots will be worn with black or dark blue socks.

CLASS "B" UNIFORM:

POLICE ASSISTANT

A. Dark navy-blue poly-wool short or long-sleeved uniform shirt. The uniform top will have the employee's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the "EL

SEGUNDO POLICE" cloth badge. The ESPD shoulder patch will also be sewn on with a "RECORDS" rocker identifier sewn on underneath.

B. Dark navy-blue poly-wool uniform trousers.
C. Black "Oxford" (Corfam glossy uniform dress shoes) plain toe shoes or boots will be worn with black or dark blue socks.

CRIME ANALYST / CRIME PREVENTION

A. Dark navy-blue poly-wool short or long-sleeved uniform shirt. The uniform top will have the employee's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the "EL SEGUNDO POLICE" cloth badge. The ESPD shoulder patch will also be sewn on with the appropriate rocker identifier "CRIME ANALYST" or "CRIME PREVENTION" sewn on underneath.
B. 5-11 STRYKE, multi-purpose BDU uniform pants, dark navy-blue in color and rip style fabric.
C. Black "Oxford" (Corfam glossy uniform dress shoes) plain toe shoes or boots will be worn with black or dark blue socks.

CLASS "B" UNIFORM:

VOLUNTEERS

A. White wool short or long-sleeved uniform shirt.
C. Dark navy-blue wool uniform trousers.
D. Black "Oxford" (Corfam glossy uniform dress shoes) plain toe shoes or boots will be worn with black or dark blue socks.
E. A designator/ rocker "VOLUNTEERS" patch will also be sewn below each ESPD shoulder patch.

CLASS "B" UNIFORM:

ANIMAL CONTROL / POLICE SERVICE OFFICER (JAILER)

A. 5-11 Tactical Series, multi-purpose BDU police uniform pant, khaki in color, and rip style fabric (style 74369-male and 64386-female). The 5-11 Tactical Series, multi-purpose BDU police uniform top will be black in color and rip style fabric (style 72054). The employee's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the "EL SEGUNDO POLICE" cloth badge. Underneath the cloth badge will be "SERVICE OFFICER" embroidered in block gold colored stitching ½ inch in height. The ESPD shoulder patch will also be sewn on with the appropriate rocker sewn on underneath (ie. ANIMAL CONTROL or JAILER).
B. The optional top is the Elbeco Polo shirt (style# 25214), black in color. The uniform top will have the employee's first initial and last name embroidered on the upper right breast area in block white colored stitching ½ inch in height. The left breast area will have the "EL SEGUNDO POLICE" cloth badge. Shoulder patches will also be silkscreened white

in color. This optional uniform top can only be worn during special events, training, and when authorized by a supervisor.

C. At the discretion of the officer, either the long sleeve or short sleeve uniform shirt may be worn year round.
D. White or black T-shirt with a tight round collar will be worn with the uniform.
E. Black "Oxford" plain toe shoes or boots will be worn with black or dark blue socks. The footwear must have a heal and be able to be shined on the toe and heal.
F. Department issued baseball cap. As a general rule, baseball caps may not be worn with the Class "A" or Class "B" uniforms; however, if approved by the Supervisor, baseball caps may be worn in inclement weather, and during incidents of prolonged sun exposure (e.g. perimeters, traffic control, etc.).
G. A navy blue baseball cap with "El SEGUNDO" with a grey colored italicized lettering in grey color embroidery with a height of ½ inch will be on the top line, and on the second line will be the four gold stars. Embroidered after the stars on the second line is "POLICE" italicized with white color thread and a height of ¼ inch.

ANIMAL CONTROL EQUIPMENT

A. Trouser belt and black basket weave or nylon Sam Browne belt with the following corresponding safety equipment:

1. Baton and baton ring (may have an expandable baton at the employees expense)
2. Keepers (unless Sam Brown belt is of the Velcro Style)
3. O.C. holder
4. Electronic control device (ECD) and ECD Holster

CLASS "B" UNIFORM:

PROPERTY OFFICER / CRIME SCENE INVESTIGATOR

A. Blauer TENX Armorskin, multi-purpose BDU outer vest uniform, black in color. The outer vest will be outfitted with the current BWC chest mounting piece. The undershirt will be black and have the ESPD shoulder patches with the appropriate identifiers sewn on underneath. The outer vest and undershirt will have the employee's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the "EL SEGUNDO POLICE" cloth badge sewn on. The top will be rip stop material.
B. The trousers will be the matching Blauer TENX Armorskin cargo pants (with flaps), black in color. The trousers will be rip stop material.
C. At the discretion of the employee, either the long sleeve or short sleeve uniform shirt may be worn year round.
D. White or black T-shirt with a tight round collar will be worn with the uniform.
E. Black "Oxford" plain toe shoes or boots will be worn with black or dark blue socks. The footwear must have a heal and be able to be shined on the toe and heal.

CLASS "A" CRIME ANALYST:
See PSO Class “A” uniform.
EXECUTIVE ASSISTANT:
Business casual attire
MANAGEMENT ANALYST:
Business casual attire

BADGES:

PURCHASE OF BADGES PROHIBITED. Personnel of this Department will not purchase an official badge, or reasonable facsimile thereof, for any purpose, without written authorization from the Chief of Police.

The only badge(s) personnel of this Department are authorized to use are those issued by the Department or those that have been authorized by the Chief of Police.

INSIGNIAS FOR THE POLICE UNIFORM:

PATCHES. Patches will be sewn on each shirt and jacket sleeve centered on the epaulet or shoulder 1/2" below the shoulder seam. Leather jackets worn by solo-motor officers do not require patches.

SERVICE STRIPES. Service stripes are required on the regulation long sleeved uniform shirt. One stripe for each five years of peace officer service, sewn on the left sleeve, high point edge parallel and forward of the sleeve crease and the low point 3/8" above the cuff seam. The stripes will be blue with gold trim.

SERGEANT’S CHEVRONS. Sergeant chevrons are to be centered on the epaulet, 1/2" below the bottom of the patch on each sleeve of all uniform shirts and jackets, single point up, blue in color with gold trim.

LIEUTENANT’S BARS. Lieutenant bars will be 1/4" x 3/4" in size, gold in color. One will be pinned on each collar tab, 1/2" up from the bottom, the bars forward edge parallel to the vertical seam of the collar.

CAPTAIN’S BARS. Captain's bars will be two 1/4" x 3/4" in size, gold in color. One will be pinned to each collar tab 1" down from the top of the collar with the leading edge of the forward bar parallel with the vertical collar seam.

CHIEF'S STARS. The Chief of Police will wear four gold stars pinned to each collar tab of the dress uniform.

BADGES AND NAME TAGS. The badge of the El Segundo Police Department will be pinned in the holder provided on the left breast of the uniform shirt. The name plate will be pinned on the right uniform shirt pocket with the upper edge of the plate aligned with the upper flap seam.

Personnel may wear an attached pin with the Name Tag listing the employee's year of hire as a peace officer. Lateral entry officers may account for their previous peace officer service.

POLICE BADGE MOURNING BAND. A police badge mourning band shall be worn on an officer's badge when:

A. A peace officer assigned to a law enforcement agency is killed in the line of duty within Los Angeles County or the adjacent counties of Ventura, San Bernadino, Riverside, Kern, or Orange.
B. An officer attends a funeral or other service for a fallen law enforcement officer.
C. Approved by the Chief of Police or an authorized designee.

The mourning band shall be 1/ 2 inch wide and made of solid black elastic with blue midline. The band shall be positioned horizontally over the center of the badge.

Professional Staff may wear the issued Thin Blue Line Ribbon 1.5 inch lapel pin on the left side, chest level of the outermost garment worn. This pin is supplied by the department.

The mourning band and pin should be worn from the day of the death until midnight on the evening of the official and/or formal memorial ceremony.

UNIFORM SERVICE PINS. Only authorized service pins may be worn by members of the department to signify special accomplishments or distinguished awards.

DISPLAY OF SERVICE PINS. Sworn personnel may wear one authorized service pin, or a combination of two pins if displayed on opposite sides of the unform (see below authorized positions for each particular pin). Pins may be worn while in Class "A" or Class "B" Uniform.

A. FIRING RANGE QUALIFICATION PIN. Sworn personnel may wear the Firing Range Qualification Pin according to the following classifications. The pin shall be worn centered on the left half of the right uniform shirt pocket flap.

1.	MARKSMAN	365-417 - No pin awarded
2.	SHARPSHOOTER PIN	418-458
3.	EXPERT PIN	459-493
4.	DISTINGUISHED PIN	494-500

B. SWAT TEAM PIN. Active SWAT team members may wear the SWAT pin. The pin shall be worn centered on the left half of the right uniform shirt pocket flap.
C. DRUNK DRIVING ENFORCEMENT 23152 PIN. Personnel awarded a Drunk Driving Enforcement pin are authorized to wear the pin indefinitely while a member of this department. The pin shall be worn centered on the left uniform shirt pocket with the upper edge of the pin aligned with the upper flap seam.
D. STOLEN VEHICLE 10851 PIN. Personnel awarded a Stolen Vehicle enforcement pin are authorized to wear the pin indefinitely while a member of this department. The pin shall be worn centered on the left uniform shirt pocket with the upper edge of the pin aligned with the upper flap seam.
E. AMERICAN FLAG PIN. United States flag pins are authorized to be worn by all uniformed personnel. The pin shall be 1 inch. Military veterans may instead wear a crossed pin of the

American flag and military branch flag in which they served. The pin shall be worn centered on the left half of the right uniform shirt pocket flap.

MEDAL OF VALOR. Medal of Valor and Distinguished Service award pins awarded to uniformed personnel for bravery, heroism or other outstanding meritorious actions shall be worn centered on the left uniform shirt pocket with the upper edge of the device aligned with the upper flap seam. It may be worn while in Class "A" Uniform. Personnel awarded a Medal of Valor or Distinguished Service pin are authorized to wear the pin indefinitely while a member of this department.

MILITARY RIBBONS. Uniformed employees of the El Segundo Police Department, including both sworn and civilian, who are active military reservists or veterans of the United States Armed Forces, whether active or reserve, including the California National Guard, State Military Reserve, or Naval Militia, will be authorized to wear ribbons earned while serving in the United States Armed Forces, in accordance with the provisions of Military and Veterans Code, Division 3, Chapter 2, Section 648 (b) and the following restrictions:

A. Military ribbons are to be worn on Class "A" uniforms only.
B. Only military ribbons may be worn. Military medals and badges (shooting badges, jump wings, dive badge, etc.) are not authorized.
   The placement of military ribbons on the Class "A" uniform shall be centered above the right breast uniform pocket.
D. Military ribbons are authorized only during the following time periods:

   1. Veteran's Day
   2. Memorial Day
   3. As authorized by the Chief of Police.

FIELD EQUIPMENT

REQUIRED EQUIPMENT – UNIFORMED PERSONNEL. In addition to the basic uniforms, personnel engaged in uniformed field duty shall carry the following equipment:

A. Protective Vests – All uniformed officers, community lead officers, school resource officers, animal control officers, cadets and supervisors must wear protective vests when conducting field duties.
B. Baton - The Department approved baton should be immediately available by uniformed sworn officers while engaged in field duties.
E. Handcuffs and Handcuff Key
G. Helmet and Gas Mask - Officers assigned to field duty in uniform shall have their helmets and Gas Mask in the vehicle to which they are assigned. Unless specifically directed, officers may use their own judgement as to the wearing of helmets in field situations.
H. Electronic Control Device – Officers, Supervisors, and non-sworn personnel assigned to field duty and trained in accordance with guidelines shall carry the ECD in an approved holster specifically manufactured for the device and must not be positioned on the same side of the utility belt as a firearm.

I. Department issued O.C. and holder
J. Knives - Folded, buck type knives may be worn if enclosed in a closed sheath.
K. Second department approved, "Back-up" gun - may be carried, but must be completely concealed from view.
L. BWC camera and holder

NYLON FIELD JACKET. The heavy-duty or light-weight nylon field jacket may be worn with the basic uniform by all officers. If worn, this jacket must bear the official shoulder patch of the Department, as well as any additional insignia that the wearer of the jacket is authorized to wear.

Sworn employees- black uniform jacket or lightweight uniform jacket with "POLICE OFFICER" cloth badge, or appropriate rank cloth badge. The uniform jacket will have the ESPD shoulder patches sewn on along with the appropriate chevron rank or designator (FTO, SGT, or motorcycle) underneath the shoulder patches. The name tape will be embroidered in block gold colored stitching ½ inch in height and affixed above the right pocket.

Civilian employees- black uniform jacket or lightweight uniform jacket with "El SEGUNDO POLICE" cloth badge. The uniform jacket will have the ESPD shoulder patches sewn on with the appropriate rocker sewn underneath each shoulder patch. The name tape will have the employees first initial and last name embroidered in block gold colored stitching ½ inch in height.

Records Division- Blauer softshell hybrid jacket style 4675. The dark navy-blue jacket with "EL SEGUNDO POLICE" cloth badge. The uniform jacket will have the ESPD shoulder patches sewn on with the "RECORDS" rocker sewn underneath each shoulder patch. The employees first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height.

SAFETY VESTS. In accordance with the Federal Highway Administration (FHWA) Code of Federal Regulations, Title 23, Part 634, all police personnel will don a safety vest when performing any of the following field tasks day or night:

A. Directing traffic
B. Investigating traffic collisions
C. Managing lane closures, obstructed roadways, or disaster areas

All safety vests must meet the American National Standards Institute (ANSI) and International Safety Equipment Association (ISEA) 207 class 2 requirements and made of reflectorized/high visibility material.

UNIFORM ACCESSORIES AND GENERAL APPEARANCE:

REFER TO LEXIPOL 1022 FOR PERSONAL APPEARANCE AND STANDARDS

PLAINCLOTHES DRESS FOR ALL DEPARTMENT PERSONNEL

PLAINCLOTHES DRESS-DEFINITION:

Non-uniformed attire for all employees shall usually consist of a business suit or sports coat and slacks, for males and comparable professional attire for females. Exceptions may be granted by the Division Commanders for officers on certain special assignments.

DRESS CODE- DEPARTMENT MEETINGS AND TRAINING:

As direct representatives of the City and the Police Department, a standard of professionalism shall be the general guideline. When attending Department meetings and training, professional attire for employees will include the following: Collared shirts, khaki style pants or slacks; jeans may be worn if not faded, torn or soiled. Additionally, female employees may wear professional attire.

Employees are not permitted to wear the following clothing during department meetings and training unless approved by the Chief of Police or their designee: baseball caps, sandals, shorts, T-shirts, any clothing with logos or words that are offensive.

PROCUREMENT OF UNIFORMS AND SAFETY EQUIPMENT

PROVIDED UNIFORMS AND SAFETY EQUIPMENT:

The City shall provide required uniforms and safety equipment to eligible employees.

POLICE OFFICER TRAINEES: Shall be provided with the following equipment at time of hire:

A. LAPD style shirts (3) and LAPD style pants (3) or the optional Blauer FlexRS outer vest shirt and matching trousers navy blue in color: 2 outer vest, three undershirts, three pants. Full set of Class A long sleeve uniform shirt and pants.
B. Black tie and gold tie bar
C. Black shoes or boots
D. Standard round navy-blue cover with ESPD hat piece
E. Jacket
F. Basket weave dress belt
G. Four keepers- basket weave
H. Sam Browne belt- basket weave
I. One holster for ESPDs standard issued handgun- basket weave
J. One duty weapon- Glock 17
K. One double pouch ammo case with a button/ snap top- basket weave
L. Three magazines
M. Two pair handcuffs and two handcuff case- basket weave
N. One baton and baton ring
O. Flashlight
P. One radio holster
Q. Rain gear
R. Protective vest
S. Helmet and bag
T. O.C. and holder (open or closed top)- basket weave
U. Taser and Taser holder

V. BWC and holder

UNIFORM AND SAFETY EQUIPMENT REPLACEMENT:
Eligible employees requesting replacement of uniforms worn out or damaged in the line of duty will submit a uniform request along with the damaged or worn item to his/her immediate Supervisor for approval. The employees immediate Supervisor shall verify the cause of the damage or extent of the wear and base the recommendation for replacement on these findings. The supervisor inspecting the item(s) will indicate his or her approval, if warranted, by signing the form and shall then forward the request form and the item to the Administrative Sergeant for final approval. Replacement records shall be maintained by Administrative Sergeant for inventory purposes.

FIREARM PURCHASE UPON SEPARATION. Non- Probationary, Sworn personnel, with the written approval of the Chief of Police may purchase, upon honorable separation, his/her issued firearm. Below are the procedures to be followed:

A. Submit Inter-Departmental Correspondence to the Chief of Police requesting to purchase the firearm. Request must list the make, model, caliber and serial number.
B. Fair market value to be estimated by a local FFL and approved by the Firearms Range Manager. Back-up documentation shall be provided.
C. Make payment to the City Finance Department and provide proof of payment to the Administrative Division Sergeant.
D. Present the firearm and Letter of Intent, signed by the Chief of Police (Letter is provided by Administration Division) to a licensed Federal Firearms dealer.
E. It is the responsibility of the purchasing officer to pay any applicable taxes and registration fees.
F. Due to CA firearm laws restricting the transfer of certain firearms only to active peace officers, the transaction shall be completed prior to the official separation date.
G. The purchasing officer shall provide the Administrative Division Sergeant a copy of the Dealer Record of Sale (DROS) as proof of registration and compliance with state and federal firearms laws.
H. The Office of the Chief of Police shall retain copies of the approved request, proof of payment receipt, Letter of Intent and DROS.

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EL SEGUNDO POLICE DEPARTMENT UNIFORM MANUAL

This Uniform Manual is to ensure all department worn uniforms are consistent and professional in appearance. All uniforms shall be professionally cleaned and maintained. Any deviation from this manual shall be approved by the Chief of Police or their designee.

SWORN EMPLOYEES

CLASS "A" UNIFORM:

A. Standard round navy-blue uniform cover with "El Segundo Police" gold metal hat piece. The Captains' and Chief's round hat will have a gold leaf band on the bill and a gold braid band. The Lieutenants' hat band will be a gold braid band. Sergeant and officer hat bands will be black with gold "P" buttons.
B. LAPD style navy-blue lightweight wool long sleeve shirt with one gold "ESPD" button on each pocket flap and each epaulet. Both epaulets may be sewn down. The uniform shirt will have the ESPD shoulder patches sewn on.
C. Gold name plate shall be affixed and centered just below the top seam of the right breast pocket (see name plate model# 0000417813). The name on the name plate will be the officer's first name initial and last name. The optional years of service plate can also be worn in conjunction with the name plate. "SERVING-YEAR-SINCE" The letterings will be blue in color.
D. Black tie with four-in-hand knot and a 5/16" wide yellow metal tie bar. Command Staff (Lieutenant and above) will wear yellow metal tie bar with affixed El Segundo City Seal.
E. Navy blue lightweight wool uniform trousers.
F. Black "Oxford" (Corfam glossy uniform dress shoes) plain toe shoes with black or navy-blue socks.
G. Regulation leather Sam Browne (basket weave leather) gun belt, without baton or baton ring. The belt will only contain firearm, a holster, handcuff and case, and a double pouch magazine holder.

CLASS "B" UNIFORM:

A. LAPD style navy-blue lightweight wool uniform shirt and trousers.
B. An optional patrol uniform is the Blauer FlexRS outer vest uniform, navy blue in color. The outer vest will be outfitted with the BWC chest mounting piece. The officer's gold name plate shall be affixed and centered just below the top seam of the right breast pocket (see name plate model# 0000417813). The name on the name plate will be the officer's first name initial and last name. The optional years of service plate can also be worn in conjunction with the name plate. "SERVING-YEAR-SINCE" The letterings will be blue in color.
C. The outer vest or uniform shirt will have one gold "ESPD" button on each pocket flap and

each epaulet. Both epaulets may be sewn down. The uniform shirt will have the ESPD shoulder patches sewn on.

D. The Blauer FlexRS undershirt will have the ESPD shoulder patches sewn on. The uniform shirt will have the officer's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the "EL SEGUNDO POLICE OFFICER" cloth badge (appropriate rank cloth badge) sewn on. The undershirt is rip stop material. Service stripes, FTO, and Sergeant stripes apply when wearing long or short sleeve.

E. The trousers will be the matching Blauer pants (with zippered side pockets), navy blue in color. The trousers are rip stop material.

F. At the discretion of the officer, either the long sleeve or short sleeve uniform shirt may be worn year-round. LAPD style navy blue wool/poly-wool uniform is optional if the officer or command staff choose not to wear the Blauer FlexRS outer vest uniform. The LAPD style long and short sleeve uniform shirts worn by all sworn shall have one gold "ESPD" button on each pocket flap and each epaulet. Both epaulets may be sewn down.

G. White or black T-shirt with a tight round collar (crew neck style) will be worn with any open collar uniform shirt.

H. Black "Oxford" plain toe shoes or boots will be worn with black or dark blue socks. The footwear must have a heal and be able to be shinned on the toe and heal.

I. Leather trouser belt and black basket weave or nylon Sam Browne belt with the following corresponding safety equipment:

    1. Baton holder
    2. Keepers (unless Sam Brown belt is of the Velcro Style)
    3. Handcuff case
    4. O.C. holder (small or large)
    5. Double Ammunition/Magazine pouch with button flaps. The optional three pouch magazine holder must match the Sam Browne belt and purchased at the officer's expense.
    6. Holster (with a minimum threat level two rating). A single drop-down strap with no clips and only one strap around the leg is an optional holster support. The Safariland small tactical plate with one elastic strap with harness (Black STX Tactical Finish) must be purchased by the officer. The gun holster must match the black leather basket weave or nylon Sam Brown belt.
    7. Taser holster
    8. As approved by the Chief of Police or their designee, ancillary equipment such as an approved folding knife, extra handcuff cases and mini-light holders may also be worn.

J. Officers may wear the standard round navy-blue cover with the Class B uniform.

Approved nylon gear may be purchased from an authorized department vendor at the officer's expense.

CLASS "C" UNIFORM:

A. 5-11 Tactical Series, multi-purpose BDU police uniform, black in color, and rip style fabric (style 72054). The uniform shirt will have the officer's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch height. The left breast area will have the "POLICE OFFICER" cloth badge or appropriate rank badge. The uniform shirt will have the ESPD shoulder patches sewn on.
B. The optional uniform shirt for the Class C uniform is the Elbeco Polo shirt (style# 25214), black in color. The uniform shirt will have the officer's first initial and last name, embroidered on the upper right breast area in block white colored stitching ½ inch in height. The left breast area will have the "POLICE OFFICER" or appropriate rank badge silkscreened, white in color. Shoulder patches will also be silkscreened white in color with appropriate chevron rankings. "POLICE" in white lettering with a white border will be silkscreened on the back of the shirt. This optional uniform top can only be worn during special events, training, and when authorized by a supervisor.
C. At the discretion of the officer, either the long sleeve or short sleeve uniform shirt may be worn year round.
D. White or black T-shirt with a tight round collar will be worn with the uniform.
E. Black "Oxford" plain toe shoes or boots will be worn with black or dark blue socks. The footwear must have a heal and be able to be shinned on the toe and heal.

BASEBALL CAP AND BLACK KNIT WATCH CAP:

A. A black knit watch cap with "ESPD" embroidered in gold on the front fold and an American flag embroidered on the back fold. The watch cap may only be worn by personnel assigned to swing and graveyard shifts and when warranted by cold weather. It must be worn tight with no excess material at the top of the head. The watch cap may be purchased at the officer's expense from an authorized department vendor. Supervisors have the discretion to disapprove the wearing of the watch cap at any time.
B. A navy-blue baseball cap with "El SEGUNDO" with a grey colored italicized lettering in grey color embroidery with a height of ½ inch stitching will be on the top line and on the second line will be the four gold stars. Embroidered after the stars on the second line is "POLICE" italicized with white ¼ inch stitching.
C. The department issued baseball cap may be worn by dayshift when outside to mitigate sun exposure. The baseball cap may be worn by all shifts during times of inclement rainy weather. Supervisors have the discretion to disapprove the wearing of the baseball cap at any time.

ADMINISTRATIVE / PERSONNEL / TRAINING:

A. Administrative Division personnel may wear the Class B uniform or a standard suit and tie.

CANINE OFFICER:

A. Blauer TENX Armorskin, multi-purpose BDU outer vest uniform, black in color. The outer vest will be outfitted with the BWC chest mounting piece. The Blauer undershirt uniform will be black in color and have the ESPD shoulder patches sewn on. The officer's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the "POLICE OFFICER" cloth badge sewn on and below the badge will be embroidered "K-9" in blocked gold colored stitching ½ inch in height, just above the left breast pocket. The top is rip stop material. Service stripes apply when wearing long sleeve.
B. The trousers will be the matching Blauer TENX Armorskin cargo pants (with flaps), black in color. The trousers are rip stop material.
C. At the discretion of the officer, either the long sleeve or short sleeve uniform shirt may be worn year-round.
D. White or black undershirt with a tight round collar will be worn with the K-9 uniform.
E. Black "Oxford" plain toe shoes or boots will be worn with black or dark blue socks. The footwear must have a heal and be able to be shinned on the toe and heal.
F. Trouser belt and black basket weave or nylon Sam Browne belt with the following corresponding safety equipment:

    1. Baton holder
    2. Keepers (unless Sam Brown belt is of the Velcro Style)
    3. Handcuff case
    4. O.C. holder
    5. Double Ammunition/Magazine pouch
    6. Holster with a minimum threat level two rating. A single drop-down strap with no clips is an optional holster support. The Safariland small tactical plate with double elastic leg straps with harness (Black STX Tactical Finish) will be purchased by the department. The gun holster must match the black leather basket weave or nylon Sam Brown belt.
    7. Taser Holster

Nylon gear for a K-9 officer will be purchased at department expense.

COMMUNITY ENGAGEMENT:

See sworn officers' Class B uniform.

DEFENSIVE TACTICS:

When training, all defensive tactics staff shall wear the 5.11 Tactical style BDU pants, dark navy blue in color. The 5.11 polo style shirt will be dark navy in color and can either be the short sleeve or long sleeve.

A. The officer's first initial and last name embroidered on the upper right breast area in block white colored stitching ½ inch in height. The left breast area will be embroidered in white lettering ½ inch in height, "DT INSTRUCTOR." No shoulder patches will be worn. If the

officer is armed the officer shall wear a gun belt with gun and their issued badge on a badge holder to the front of their service weapon. The officer will wear the black colored boots, equivalent to what is worn on patrol.

DRONE / FIELD TRAINING OFFICERS (FTO) / CRISIS NEGOTIATION TEAM (CNT):

See sworn officers' Class B uniform.

HONOR GUARD UNIFORM:

The honor guard uniform will be worn by designated officers and will perform duties such a funerals, promotions, graduations, and special details as approved by the Chief of the Police or his designee.

A. Marine Corp Style black colored wool jacket with ESPD shoulder patches along with the ESPD issued metal badge appropriate for the ranking officer. A gold-colored name plate with black lettering above the right chest pocket and centered below the upper most part of the pocket edge. The pockets and chest buttons will be gold colored Marine Corp "P" Buttons. The collar will have gold colored "ESPD" pin devices on each side of the collar. The appropriate shoulder rank will be sewn on as needed.
B. Class A style black colored wool matching material pants with a one-inch gold colored stripe down the sides of each leg.
C. Dark navy-blue round "Drill Instructor" style hat with the shiny chin strap. The chin strap is a single silver colored buckle that is centered on the front top center of the hat. The ESPD hat badge will be mounted above the buckle and centered with the pre-made holes that come with the hat.
D. Patent leather (black Corfam-style) gun belt with an adjustable shoulder strap. The shoulder strap will run underneath the epaulet and across the body. The gold clips that attach to the gun belt will be in front and back of the holster. All buckles shall be gold in color. The gun holster with the same patent leather for the Glock 17 with a RMR red dot sighting system. No light.
E. Black "Oxford" (Corfam glossy uniform dress shoes) plain toe shoes will be worn with black or dark blue socks.

INVESTIGATIONS:

The Investigative Division will wear professional business attire. Male investigators will wear a suit and tie. Female investigators will wear professional business attire. Both male and female investigators will have a jacket available to wear when in court, professional meetings, or requested to wear by the Chief of Police or his designee.

A. Investigators must wear a professional dress gun belt that holds the authorized handgun. The gun belt should also have a handcuff holder with handcuffs.
B. Forward of the handgun, the investigators issued badge should be worn and displayed on a belt badge holder.
C. During tactical incidents or at the discretion of the detective supervisor an outer vest carrier, black in color, may be worn. The outer vest will have the investigator's first initial and

last name embroidered on the upper right breast area in block white colored stitching ½ inch in height. The left breast area will have the "POLICE OFFICER" cloth badge (or appropriate rank cloth badge) sewn on. A "POLICE" patch with 1 ½" white lettering above the name tape on the right breast and a "POLICE" patch with 3" white lettering with a white border affixed to the back of the vest.

D. Black or brown plain toe shoes will be worn with professional dress socks. The footwear must have a heel.
E. Dark navy-blue windbreaker with the investigator's first initial and last name embroidered in ½" white stitching over the right breast. The "DETECTIVE" badge silk-screened on the left breast and ESPD shoulder patches silk-screened on each shoulder. "POLICE" silk-screened in 3" block lettering with a border on the back of the windbreaker. All the silk-screens will be white in color.

MARITIME ENFORCEMENT / BEACH PATROL:

A. Designated boat and beach patrol officers will wear the Blauer FlexRS outer vest uniform, dark navy-blue in color. The outer vest will be outfitted with the BWC chest mounting piece. The undershirt will have the ESPD shoulder patches sewn on. The officer's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch height. The left breast area will have the "POLICE OFFICER" cloth badge sewn on. Service stripes, the appropriate ranking cloth badge, and the Sergeants stripes will apply when wearing long or short sleeve.
B. Blauer FlexRS shorts with the similar rip-stop material can be used with the Blauer outer vest. If tattoos are visible on the arms or legs, then the long sleeve shirt or the regular dark navy blue Blauer FlexRS patrol pants will be worn.
C. Black colored athletic shoes with black colored ankle socks will be worn when using shorts.
D. The approved baseball cap will be used during sunlight hours and inclement weather. The supervisor on duty may deny the use of the baseball cap at any time.

CLASS "B" UNIFORM - MOTOR OFFICERS:

A. Navy-blue wool or polyester uniform shirt and motorcycle safety trousers. An optional uniform top is the Blauer FlexRS outer vest uniform, dark navy-blue in color. The outer vest will be outfitted with the BWC chest mounting piece. The officer's gold name plate shall be affixed and centered just below the top seam of the right breast pocket. The name on the name plate will be the officer's first name initial and last name. The optional years of service plate can also be worn in conjunction with the name plate. "SERVICE-YEAR-SINCE" The letterings will be blue. The undershirt will have the ESPD shoulder patches sewn on. The officer's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the "POLICE OFFICER" cloth badge, or appropriate rank, sewn on. Below both shoulder patches will be the motors insignia of the wheel and wings sewn on. Service stripes, the appropriate ranking cloth badge, and the sergeant's stripes will apply when wearing long or short sleeve.
B. At the discretion of the officer, either the long sleeve or short sleeve uniform shirt may be worn year-round.

C. Navy-blue motor style uniform trouser with a blue vertical stripe with gold borders on the outside of each leg will be worn with motor boots.
D. Motor boots, gloves and issued duty helmet are required when operating the police motorcycle.

NOTE: The basic Class "A" or Class "B" uniform shall be worn by motor officers when temporarily assigned to duties other than two-wheeled motorcycle patrol. Motor officers are required to wear their helmets when performing field duties. Officers assigned to two-wheel motorcycle duty will always be in complete uniform while operating the police motorcycle, including to and from work. Officers assigned to commercial enforcement details or motor training may wear a Class "C" uniform with the appropriate patches affixed.

RANGE / AR-15 STAFF:

All firearms range and AR-15 staff shall wear the tan colored 5.11 Tactical style BDU pants. The 5.11 polo style shirt will be red and can either be the short sleeve or long sleeve. Long sleeves will be worn if tattoos are visible.

A. The officer's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will be embroidered in gold lettering with a ½ inch in height, "RANGE MASTER" and "FIREARMS INSTRUCTOR" for AR-15 staff. No shoulder patches will be worn. The officer shall wear a gun and holster and their issued badge on a badge holder, positioned to the front of their service weapon on a black belt. The officer will wear black colored boots, equivalent to what is worn on patrol.

SPECIAL WEAPONS AND TACTICS:

The designated SWAT uniform will consist of a tactical uniform issued by the department with SWAT Commander approval. The SWAT uniform will consist of pants, a long sleeve shirt, and tactical footwear.

SOUTH BAY PLATOON:

Uniform will be the same as a patrol officer's Class C. The Sam Browne will be organized the same way as the standard Class B officer Sam Browne, with an optional extended sized baton.

CIVILIAN EMPLOYEES

CLASS "A" UNIFORM:

POLICE SERVICE OFFICER / ANIMAL CONTROL OFFICER / CADET/PARKING CONTROL OFFICER / CSI/CRIME PREVENTION / POLICE ASSISTANT

A. Light blue wool long sleeved uniform shirt.
B. Black necktie with a four-in-hand knot, with a 5/16" wide yellow metal tie bar.
C. Gold name plate shall be affixed and centered just below the top seam of the right breast pocket. The name on the name plate will be the employee's first name initial and last name.
D. Dark navy-blue poly-wool uniform trousers.
E. Black "Oxford" (Corfam glossy uniform dress shoes) plain toe shoes will be worn with black or dark blue socks.

CLASS "A" UNIFORM:

CHAPLAIN

A. White long sleeve uniform button up shirt with zipper with ESPD shoulder patches. "CHAPLAIN" rockers under the ESPD shoulder patches. One gold "ESPD" button on each pocket flap and each epaulet.
B. LAPD style navy blue trousers.
C. Black leather basket weave belt.
D. Black tie with four-in-hand knot and a 5/16" wide yellow metal tie bar.
E. Black "Oxford" plain toe shoes or boots will be worn with black or dark blue socks. The footwear must have a heal and be able to be shined on the toe and heal.

CLASS "A" UNIFORM:

VOLUNTEERS

A. White wool long sleeved uniform shirt.
B. Black necktie with a four-in-hand knot, with a 5/16" wide yellow metal tie bar.
C. Gold name plate shall be affixed and centered just below the top seam of the right breast pocket. The name on the name plate will be the employees' first name initial and last name.
D. Dark navy-blue wool uniform trousers.
D. Black "Oxford" (Corfam glossy uniform dress shoes) plain toe shoes will be worn with black or dark blue socks.
E. A "VOLUNTEERS" rocker will also be sewn below each ESPD shoulder patch.

CLASS "B" UNIFORM:

CADET

Dark navy-blue wool or polyester uniform trousers. The shirt will be light blue and of similar material. An optional Cadet uniform is the French blue colored Blauer poly/wool material outer vest uniform. The outer vest will be outfitted with the BWC chest mounting piece. The cadet's gold name plate shall be affixed and centered just below the top seam of the right breast pocket. The name on the name plate will be the employee's first name initial and last name.

A. The undershirt will have the ESPD shoulder patches and underneath each shoulder patch will have the "CADET" rocker sewn on. The cadet's first initial and last name will be embroidered on the upper right breast area in gold colored with stitching ½ inch in height. The left breast area will have the "EL SEGUNDO POLICE" cloth badge sewn on. The trousers will be the black 5.11 tactical lite striker cargo pants (with flaps).
B. The outer vest or uniform shirt will have one gold "ESPD" button on each pocket flap and each epaulet. Both epaulets may be sewn down.
C. Either the long sleeve or short sleeve uniform shirt may be worn year-round and at the discretion of the employee. A tight white round collar t-shirt will be worn with any open collar uniform shirt.
D. Black "Oxford" plain toe shoes, boots, or black athletic shoes will be worn with black or dark blue socks.
E. All cadets while performing duties who may interact with the public shall wear a protective vest.

CLASS "B" UNIFORM:

CHAPLAIN

A. White polo style shirt with "EL SEGUNDO POLICE" embroidered in black ½" lettering over the left chest. The chaplain's first name initial and full last name embroidered in black ½" lettering over the right chest. "Chaplain" embroidered in black ½" lettering centered a ½" below the chaplain's name.
B. Black Blauer FlexRS pants.
C. Black leather basket weave belt.
D. Black "Oxford" (Corfam glossy uniform dress shoes) plain toe shoes or boots will be worn with black or dark blue socks.

CLASS "B" UNIFORM:

POLICE ASSISTANT

A. Dark navy-blue poly-wool short or long-sleeved uniform shirt. The uniform top will have the employee's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the "EL

SEGUNDO POLICE" cloth badge. The ESPD shoulder patch will also be sewn on with a "RECORDS" rocker identifier sewn on underneath.

B. Dark navy-blue poly-wool uniform trousers.
C. Black "Oxford" (Corfam glossy uniform dress shoes) plain toe shoes or boots will be worn with black or dark blue socks.

CRIME ANALYST / CRIME PREVENTION

A. Dark navy-blue poly-wool short or long-sleeved uniform shirt. The uniform top will have the employee's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the "EL SEGUNDO POLICE" cloth badge. The ESPD shoulder patch will also be sewn on with the appropriate rocker identifier "CRIME ANALYST" or "CRIME PREVENTION" sewn on underneath.
B. 5-11 STRYKE, multi-purpose BDU uniform pants, dark navy-blue in color and rip style fabric.
C. Black "Oxford" (Corfam glossy uniform dress shoes) plain toe shoes or boots will be worn with black or dark blue socks.

CLASS "B" UNIFORM:

VOLUNTEERS

A. White wool short or long-sleeved uniform shirt.
C. Dark navy-blue wool uniform trousers.
D. Black "Oxford" (Corfam glossy uniform dress shoes) plain toe shoes or boots will be worn with black or dark blue socks.
E. A designator/ rocker "VOLUNTEERS" patch will also be sewn below each ESPD shoulder patch.

CLASS "B" UNIFORM:

ANIMAL CONTROL / POLICE SERVICE OFFICER (JAILER)

A. 5-11 Tactical Series, multi-purpose BDU police uniform pant, khaki in color, and rip style fabric (style 74369-male and 64386-female). The 5-11 Tactical Series, multi-purpose BDU police uniform top will be black in color and rip style fabric (style 72054). The employee's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the "EL SEGUNDO POLICE" cloth badge. Underneath the cloth badge will be "SERVICE OFFICER" embroidered in block gold colored stitching ½ inch in height. The ESPD shoulder patch will also be sewn on with the appropriate rocker sewn on underneath (ie. ANIMAL CONTROL or JAILER).
B. The optional top is the Elbeco Polo shirt (style# 25214), black in color. The uniform top will have the employee's first initial and last name embroidered on the upper right breast area in block white colored stitching ½ inch in height. The left breast area will have the "EL SEGUNDO POLICE" cloth badge. Shoulder patches will also be silkscreened white

in color. This optional uniform top can only be worn during special events, training, and when authorized by a supervisor.

C. At the discretion of the officer, either the long sleeve or short sleeve uniform shirt may be worn year round.
D. White or black T-shirt with a tight round collar will be worn with the uniform.
E. Black "Oxford" plain toe shoes or boots will be worn with black or dark blue socks. The footwear must have a heal and be able to be shined on the toe and heal.
F. Department issued baseball cap. As a general rule, baseball caps may not be worn with the Class "A" or Class "B" uniforms; however, if approved by the Supervisor, baseball caps may be worn in inclement weather, and during incidents of prolonged sun exposure (e.g. perimeters, traffic control, etc.).
G. A navy blue baseball cap with "El SEGUNDO" with a grey colored italicized lettering in grey color embroidery with a height of ½ inch will be on the top line, and on the second line will be the four gold stars. Embroidered after the stars on the second line is "POLICE" italicized with white color thread and a height of ¼ inch.

ANIMAL CONTROL EQUIPMENT

A. Trouser belt and black basket weave or nylon Sam Browne belt with the following corresponding safety equipment:

1. Baton and baton ring (may have an expandable baton at the employees expense)
2. Keepers (unless Sam Brown belt is of the Velcro Style)
3. O.C. holder
4. Electronic control device (ECD) and ECD Holster

CLASS "B" UNIFORM:

PROPERTY OFFICER / CRIME SCENE INVESTIGATOR

A. Blauer TENX Armorskin, multi-purpose BDU outer vest uniform, black in color. The outer vest will be outfitted with the current BWC chest mounting piece. The undershirt will be black and have the ESPD shoulder patches with the appropriate identifiers sewn on underneath. The outer vest and undershirt will have the employee's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the "EL SEGUNDO POLICE" cloth badge sewn on. The top will be rip stop material.
B. The trousers will be the matching Blauer TENX Armorskin cargo pants (with flaps), black in color. The trousers will be rip stop material.
C. At the discretion of the employee, either the long sleeve or short sleeve uniform shirt may be worn year round.
D. White or black T-shirt with a tight round collar will be worn with the uniform.
E. Black "Oxford" plain toe shoes or boots will be worn with black or dark blue socks. The footwear must have a heal and be able to be shined on the toe and heal.

CLASS "A" CRIME ANALYST:
See PSO Class “A” uniform.
EXECUTIVE ASSISTANT:
Business casual attire
MANAGEMENT ANALYST:
Business casual attire

BADGES:

PURCHASE OF BADGES PROHIBITED. Personnel of this Department will not purchase an official badge, or reasonable facsimile thereof, for any purpose, without written authorization from the Chief of Police.

The only badge(s) personnel of this Department are authorized to use are those issued by the Department or those that have been authorized by the Chief of Police.

INSIGNIAS FOR THE POLICE UNIFORM:

PATCHES. Patches will be sewn on each shirt and jacket sleeve centered on the epaulet or shoulder 1/2" below the shoulder seam. Leather jackets worn by solo-motor officers do not require patches.

SERVICE STRIPES. Service stripes are required on the regulation long sleeved uniform shirt. One stripe for each five years of peace officer service, sewn on the left sleeve, high point edge parallel and forward of the sleeve crease and the low point 3/8" above the cuff seam. The stripes will be blue with gold trim.

SERGEANT’S CHEVRONS. Sergeant chevrons are to be centered on the epaulet, 1/2" below the bottom of the patch on each sleeve of all uniform shirts and jackets, single point up, blue in color with gold trim.

LIEUTENANT’S BARS. Lieutenant bars will be 1/4" x 3/4" in size, gold in color. One will be pinned on each collar tab, 1/2" up from the bottom, the bars forward edge parallel to the vertical seam of the collar.

CAPTAIN’S BARS. Captain's bars will be two 1/4" x 3/4" in size, gold in color. One will be pinned to each collar tab 1" down from the top of the collar with the leading edge of the forward bar parallel with the vertical collar seam.

CHIEF'S STARS. The Chief of Police will wear four gold stars pinned to each collar tab of the dress uniform.

BADGES AND NAME TAGS. The badge of the El Segundo Police Department will be pinned in the holder provided on the left breast of the uniform shirt. The name plate will be pinned on the right uniform shirt pocket with the upper edge of the plate aligned with the upper flap seam.

Personnel may wear an attached pin with the Name Tag listing the employee's year of hire as a peace officer. Lateral entry officers may account for their previous peace officer service.

POLICE BADGE MOURNING BAND. A police badge mourning band shall be worn on an officer's badge when:

A. A peace officer assigned to a law enforcement agency is killed in the line of duty within Los Angeles County or the adjacent counties of Ventura, San Bernadino, Riverside, Kern, or Orange.
B. An officer attends a funeral or other service for a fallen law enforcement officer.
C. Approved by the Chief of Police or an authorized designee.

The mourning band shall be 1/ 2 inch wide and made of solid black elastic with blue midline. The band shall be positioned horizontally over the center of the badge.

Professional Staff may wear the issued Thin Blue Line Ribbon 1.5 inch lapel pin on the left side, chest level of the outermost garment worn. This pin is supplied by the department.

The mourning band and pin should be worn from the day of the death until midnight on the evening of the official and/or formal memorial ceremony.

UNIFORM SERVICE PINS. Only authorized service pins may be worn by members of the department to signify special accomplishments or distinguished awards.

DISPLAY OF SERVICE PINS. Sworn personnel may wear one authorized service pin, or a combination of two pins if displayed on opposite sides of the unform (see below authorized positions for each particular pin). Pins may be worn while in Class "A" or Class "B" Uniform.

A. FIRING RANGE QUALIFICATION PIN. Sworn personnel may wear the Firing Range Qualification Pin according to the following classifications. The pin shall be worn centered on the left half of the right uniform shirt pocket flap.

1.	MARKSMAN	365-417 - No pin awarded
2.	SHARPSHOOTER PIN	418-458
3.	EXPERT PIN	459-493
4.	DISTINGUISHED PIN	494-500

B. SWAT TEAM PIN. Active SWAT team members may wear the SWAT pin. The pin shall be worn centered on the left half of the right uniform shirt pocket flap.
C. DRUNK DRIVING ENFORCEMENT 23152 PIN. Personnel awarded a Drunk Driving Enforcement pin are authorized to wear the pin indefinitely while a member of this department. The pin shall be worn centered on the left uniform shirt pocket with the upper edge of the pin aligned with the upper flap seam.
D. STOLEN VEHICLE 10851 PIN. Personnel awarded a Stolen Vehicle enforcement pin are authorized to wear the pin indefinitely while a member of this department. The pin shall be worn centered on the left uniform shirt pocket with the upper edge of the pin aligned with the upper flap seam.
E. AMERICAN FLAG PIN. United States flag pins are authorized to be worn by all uniformed personnel. The pin shall be 1 inch. Military veterans may instead wear a crossed pin of the

American flag and military branch flag in which they served. The pin shall be worn centered on the left half of the right uniform shirt pocket flap.

MEDAL OF VALOR. Medal of Valor and Distinguished Service award pins awarded to uniformed personnel for bravery, heroism or other outstanding meritorious actions shall be worn centered on the left uniform shirt pocket with the upper edge of the device aligned with the upper flap seam. It may be worn while in Class "A" Uniform. Personnel awarded a Medal of Valor or Distinguished Service pin are authorized to wear the pin indefinitely while a member of this department.

MILITARY RIBBONS. Uniformed employees of the El Segundo Police Department, including both sworn and civilian, who are active military reservists or veterans of the United States Armed Forces, whether active or reserve, including the California National Guard, State Military Reserve, or Naval Militia, will be authorized to wear ribbons earned while serving in the United States Armed Forces, in accordance with the provisions of Military and Veterans Code, Division 3, Chapter 2, Section 648 (b) and the following restrictions:

A. Military ribbons are to be worn on Class "A" uniforms only.
B. Only military ribbons may be worn. Military medals and badges (shooting badges, jump wings, dive badge, etc.) are not authorized.
   The placement of military ribbons on the Class "A" uniform shall be centered above the right breast uniform pocket.
D. Military ribbons are authorized only during the following time periods:

   1. Veteran's Day
   2. Memorial Day
   3. As authorized by the Chief of Police.

FIELD EQUIPMENT

REQUIRED EQUIPMENT – UNIFORMED PERSONNEL. In addition to the basic uniforms, personnel engaged in uniformed field duty shall carry the following equipment:

A. Protective Vests – All uniformed officers, community lead officers, school resource officers, animal control officers, cadets and supervisors must wear protective vests when conducting field duties.
B. Baton - The Department approved baton should be immediately available by uniformed sworn officers while engaged in field duties.
E. Handcuffs and Handcuff Key
G. Helmet and Gas Mask - Officers assigned to field duty in uniform shall have their helmets and Gas Mask in the vehicle to which they are assigned. Unless specifically directed, officers may use their own judgement as to the wearing of helmets in field situations.
H. Electronic Control Device – Officers, Supervisors, and non-sworn personnel assigned to field duty and trained in accordance with guidelines shall carry the ECD in an approved holster specifically manufactured for the device and must not be positioned on the same side of the utility belt as a firearm.

I. Department issued O.C. and holder
J. Knives - Folded, buck type knives may be worn if enclosed in a closed sheath.
K. Second department approved, "Back-up" gun - may be carried, but must be completely concealed from view.
L. BWC camera and holder

NYLON FIELD JACKET. The heavy-duty or light-weight nylon field jacket may be worn with the basic uniform by all officers. If worn, this jacket must bear the official shoulder patch of the Department, as well as any additional insignia that the wearer of the jacket is authorized to wear.

Sworn employees- black uniform jacket or lightweight uniform jacket with "POLICE OFFICER" cloth badge, or appropriate rank cloth badge. The uniform jacket will have the ESPD shoulder patches sewn on along with the appropriate chevron rank or designator (FTO, SGT, or motorcycle) underneath the shoulder patches. The name tape will be embroidered in block gold colored stitching ½ inch in height and affixed above the right pocket.

Civilian employees- black uniform jacket or lightweight uniform jacket with "El SEGUNDO POLICE" cloth badge. The uniform jacket will have the ESPD shoulder patches sewn on with the appropriate rocker sewn underneath each shoulder patch. The name tape will have the employees first initial and last name embroidered in block gold colored stitching ½ inch in height.

Records Division- Blauer softshell hybrid jacket style 4675. The dark navy-blue jacket with "EL SEGUNDO POLICE" cloth badge. The uniform jacket will have the ESPD shoulder patches sewn on with the "RECORDS" rocker sewn underneath each shoulder patch. The employees first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height.

SAFETY VESTS. In accordance with the Federal Highway Administration (FHWA) Code of Federal Regulations, Title 23, Part 634, all police personnel will don a safety vest when performing any of the following field tasks day or night:

A. Directing traffic
B. Investigating traffic collisions
C. Managing lane closures, obstructed roadways, or disaster areas

All safety vests must meet the American National Standards Institute (ANSI) and International Safety Equipment Association (ISEA) 207 class 2 requirements and made of reflectorized/high visibility material.

UNIFORM ACCESSORIES AND GENERAL APPEARANCE:

REFER TO LEXIPOL 1022 FOR PERSONAL APPEARANCE AND STANDARDS

PLAINCLOTHES DRESS FOR ALL DEPARTMENT PERSONNEL

PLAINCLOTHES DRESS-DEFINITION:

Non-uniformed attire for all employees shall usually consist of a business suit or sports coat and slacks, for males and comparable professional attire for females. Exceptions may be granted by the Division Commanders for officers on certain special assignments.

DRESS CODE- DEPARTMENT MEETINGS AND TRAINING:

As direct representatives of the City and the Police Department, a standard of professionalism shall be the general guideline. When attending Department meetings and training, professional attire for employees will include the following: Collared shirts, khaki style pants or slacks; jeans may be worn if not faded, torn or soiled. Additionally, female employees may wear professional attire.

Employees are not permitted to wear the following clothing during department meetings and training unless approved by the Chief of Police or their designee: baseball caps, sandals, shorts, T-shirts, any clothing with logos or words that are offensive.

PROCUREMENT OF UNIFORMS AND SAFETY EQUIPMENT

PROVIDED UNIFORMS AND SAFETY EQUIPMENT:

The City shall provide required uniforms and safety equipment to eligible employees.

POLICE OFFICER TRAINEES: Shall be provided with the following equipment at time of hire:

A. LAPD style shirts (3) and LAPD style pants (3) or the optional Blauer FlexRS outer vest shirt and matching trousers navy blue in color: 2 outer vest, three undershirts, three pants. Full set of Class A long sleeve uniform shirt and pants.
B. Black tie and gold tie bar
C. Black shoes or boots
D. Standard round navy-blue cover with ESPD hat piece
E. Jacket
F. Basket weave dress belt
G. Four keepers- basket weave
H. Sam Browne belt- basket weave
I. One holster for ESPDs standard issued handgun- basket weave
J. One duty weapon- Glock 17
K. One double pouch ammo case with a button/ snap top- basket weave
L. Three magazines
M. Two pair handcuffs and two handcuff case- basket weave
N. One baton and baton ring
O. Flashlight
P. One radio holster
Q. Rain gear
R. Protective vest
S. Helmet and bag
T. O.C. and holder (open or closed top)- basket weave
U. Taser and Taser holder

V. BWC and holder

UNIFORM AND SAFETY EQUIPMENT REPLACEMENT:
Eligible employees requesting replacement of uniforms worn out or damaged in the line of duty will submit a uniform request along with the damaged or worn item to his/her immediate Supervisor for approval. The employees immediate Supervisor shall verify the cause of the damage or extent of the wear and base the recommendation for replacement on these findings. The supervisor inspecting the item(s) will indicate his or her approval, if warranted, by signing the form and shall then forward the request form and the item to the Administrative Sergeant for final approval. Replacement records shall be maintained by Administrative Sergeant for inventory purposes.

FIREARM PURCHASE UPON SEPARATION. Non- Probationary, Sworn personnel, with the written approval of the Chief of Police may purchase, upon honorable separation, his/her issued firearm. Below are the procedures to be followed:

A. Submit Inter-Departmental Correspondence to the Chief of Police requesting to purchase the firearm. Request must list the make, model, caliber and serial number.
B. Fair market value to be estimated by a local FFL and approved by the Firearms Range Manager. Back-up documentation shall be provided.
C. Make payment to the City Finance Department and provide proof of payment to the Administrative Division Sergeant.
D. Present the firearm and Letter of Intent, signed by the Chief of Police (Letter is provided by Administration Division) to a licensed Federal Firearms dealer.
E. It is the responsibility of the purchasing officer to pay any applicable taxes and registration fees.
F. Due to CA firearm laws restricting the transfer of certain firearms only to active peace officers, the transaction shall be completed prior to the official separation date.
G. The purchasing officer shall provide the Administrative Division Sergeant a copy of the Dealer Record of Sale (DROS) as proof of registration and compliance with state and federal firearms laws.
H. The Office of the Chief of Police shall retain copies of the approved request, proof of payment receipt, Letter of Intent and DROS.

Civilian Report Procedure Form.pdf

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Civilian Report Procedure

The El Segundo Police Department welcomes your:

- Complaints
- Constructive Criticism
- Commendations
- Suggestions
- Information

In the interest of better Law Enforcement.

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348 Main Street
El Segundo, CA 90245
310-524-2200

Working Together To Meet Our Community Needs

To the residents of the City of El Segundo:

As your Chief of Police, I am committed to providing the highest level of quality law enforcement possible. Therefore, I welcome your comments, suggestions, constructive criticism, commendations, and complaints regarding actions or inactions by department members or matters of department policy.

To assist me in this regard, the "Civilian's Narrative Report" form has been created. This report form can be given to any Department member at any time on any day of the week and it will be forwarded to me personally.

Each complaint will be thoroughly investigated and I will take appropriate corrective action as necessary. If you have provided your personal contact information, you will be informed of the disposition of your complaint.

Any commendation of Department employees will result in appropriate recognition of the employee.

Should you care to make your report in person, you may come to the police station located at 348 Main Street in El Segundo.

Should you desire to complete your report in writing, you may mail or bring the Civilian's Narrative Report form to the same address. You can be assured you will be treated with courtesy and professionalism, and thorough consideration will be given to your concerns.

I hope you will feel free to express yourself on any matter which you feel should be brought to my attention.

Each civilian's report will receive my personal attention as I recognize the first responsibility of Department members is to serve and protect our residents.

Sincerely,

Jaime Bermudez
Chief of Police
City of El Segundo

YOU HAVE THE RIGHT TO MAKE A COMPLAINT AGAINST A POLICE OFFICER FOR ANY IMPROPER POLICE CONDUCT. CALIFORNIA LAW REQUIRES THIS AGENCY TO HAVE A PROCEDURE TO INVESTIGATE CIVILIAN COMPLAINTS. YOU HAVE A RIGHT TO A WRITTEN DESCRIPTION OF THIS PROCEDURE. THIS AGENCY MAY FIND AFTER INVESTIGATION THAT THERE IS NOT ENOUGH EVIDENCE TO WARRANT ACTION ON YOUR COMPLAINT; EVEN IF THAT IS THE CASE, YOU HAVE THE RIGHT TO MAKE THE COMPLAINT AND HAVE IT INVESTIGATED IF YOU BELIEVE AN OFFICER BEHAVED IMPROPERLY. CIVILAN COMPLAINTS AND ANY REPORTS OR FINDINGS RELATING TO COMPLAINTS MUST BE RETAINED BY THIS AGENCY FOR AT LEAST FIVE YEARS.

IT IS AGAINST THE LAW TO MAKE A COMPLAINT THAT YOU KNOW TO BE FALSE. IF YOU MAKE A COMPLAINT AGAINST AN OFFICER KNOWING THAT IT IS FALSE YOU CAN BE PROSECUTED ON A MISDEMEANOR CHARGE. PC 148.6

I have read and understand the above statement.

Complainant Signature:

_____

Print Name:

_____

Date:

_____

INVESTIGATIVE PROCEDURE

You may choose to come to the Police Department to make your civilian report as experience has indicated that it is most desirable to obtain information during a personal interview. Additionally, you have the options of making your civilian report by telephone or in writing utilizing the Civilian's Narrative Report form, and you have the option of remaining anonymous.

If you desire to identify yourself you will be asked to provide the following information:

1. Your name, address, and telephone number;
2. If a specific incident is involved, the date, time, and location of that incident;
3. The names of any possible witnesses and telephone numbers, if available;
4. If the incident involves an arrest: the name, address, and telephone number of the individual arrested, if available;
5. If the incident involves a member of the department, his/her name, position in the department, and car number, if available;
6. Details of the subject matter which prompted your interest;
7. In some circumstances you may be asked to cooperate by voluntarily taking a polygraph examination.

Upon receipt of your comments, a supervisory member of the department will be assigned to contact you and conduct an investigation. The investigator will gather facts by interviewing all available witnesses and involved department members. Additionally, as part of the fact finding investigation, the investigator will examine all relevant documents and physical evidence, then draft and submit their report to the Chief of Police.

Civilian reports are investigated by supervisory members of the Department specifically assigned by the Chief of Police, and it is his responsibility to review the final report and approve the findings of an investigation. The Chief of Police or his designee will notify you by mail upon the completion of the investigation which is initiated by your comments.

Should the investigation of your civilian report indicate improper actions by a member of this department, the Chief of Police will initiate corrective action in accordance with Department policies and procedures. Such actions may include counseling, retraining, or disciplinary action against the employee.

In Summary...

Civilian reports and comments assist the police department in maintaining the present quality of law enforcement in the City of El Segundo and provide a means for improvement. They additionally assure the civilian that corrective action is taken if there is misconduct by a member of the El Segundo Police Department.

Further, a thorough and impartial investigation procedure protects police officers from unwarranted accusations.

CIVILIAN'S NARRATIVE REPORT

PRINT YOUR NAME, ADDRESS & PHONE NUMBER		
PRINT THE DATE THIS FORM IS FILLED IN	PRINT THE DAY & DATE OF INCIDENT	TIME OF INCIDENT
WHERE DID INCIDENT OR ACTION TAKE PLACE?		
PRINT THE NAME OF ANY WITNESS, THEIR ADDRESSES AND TELEPHONE NUMBERS		
IF A PERSON WAS ARRESTED, PRINT THE NAME, ADDRESS & PHONE NUMBER IF KNOWN		
IF A POLICE EMPLOYEE WAS INVOLVED, PRINT THE NAME AND CAR NUMBER, IF YOU HAVE THIS INFORMATION		
PRINT THE NATURE OF OPINION, COMPLAINT, SUGGESTION OR COMMENDATION & PROVIDE AS MUCH DETAIL AS POSSIBLE		

Attach separate sheet if more room is needed

Hate Crime Checklist.pdf

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HATE CRIME CHECKLIST

VICTIM

Victim Type:

☐ **Individual**
Legal name (Last, First): _____
Other Names used (AKA): _____

☐ **School, business or organization**
Name: _____
Type: _____
(e.g., non-profit, private, public school)
Address: _____

☐ **Faith-based organization**
Name: _____
Faith: _____
Address: _____

Target of Crime (Check all that apply):

☐ Person ☐ Private property ☐ Public property

☐ Other _____

Nature of Crime (Check all that apply):

☐ Bodily injury ☐ Threat of violence

☐ Property damage

☐ Other crime: _____

Property damage - estimated value _____

BIAS

Type of Bias
(Check all characteristics that apply):

☐ Disability
☐ Gender
☐ Gender identity/expression
☐ Sexual orientation
☐ Race
☐ Ethnicity
☐ Nationality
☐ Religion
☐ Significant day of offense
(e.g., 9/11, holy days)
☐ Other: _____

Specify disability (be specific):

_____

_____

Actual or Perceived Bias – Victim's Statement:

☐ Actual bias [Victim actually has the indicated characteristic(s)].

☐ Perceived bias [Suspect believed victim had the indicated characteristic(s)].

If perceived, explain the circumstances in narrative portion of Report.

Reason for Bias:

Do you feel you were targeted based on one of these characteristics?
☐ Yes ☐ No *Explain in narrative portion of Report.*

Do you know what motivated the suspect to commit this crime?
☐ Yes ☐ No *Explain in narrative portion of Report.*

Do you feel you were targeted because you associated yourself with an individual or a group?
☐ Yes ☐ No *Explain in narrative portion of Report.*

Are there indicators the suspect is affiliated with a Hate Group (i.e., literature/tattoos)?
☐ Yes ☐ No *Describe in narrative portion of Report.*

Are there Indicators the suspect is affiliated with a criminal street gang?
☐ Yes ☐ No *Describe in narrative portion of Report.*

Bias Indicators (Check all that apply):

☐ Hate speech ☐ Acts/gestures ☐ Property damage ☐ Symbol used
☐ Written/electronic communication ☐ Graffiti/spray paint ☐ Other: _____

Describe with exact detail in narrative portion of Report.

HISTORY

Relationship Between Suspect & Victim:

Suspect known to victim? ☐ Yes ☐ No
Nature of relationship: _____
Length of relationship: _____
If Yes, describe in narrative portion of Report

☐ Prior reported incidents with suspect? Total # _____
☐ Prior unreported incidents with suspect? Total # _____
Restraining orders? ☐ Yes ☐ No
If Yes, describe in narrative portion of Report
Type of order: _____ Order/Case# _____

WEAPONS

Weapon(s) used during incident? ☐ Yes ☐ No Type: _____
Weapon(s) booked as evidence? ☐ Yes ☐ No
Automated Firearms System (AFS) Inquiry attached to Report? ☐ Yes ☐ No

HATE CRIME CHECKLIST

EVIDENCE

Witnesses present during incident? ☐ Yes ☐ No Statements taken? ☐ Yes ☐ No

Evidence collected? ☐ Yes ☐ No

Photos taken? ☐ Yes ☐ No

Total # of photos: _____ D#: _____

Taken by: _____ Serial #: _____

Recordings: ☐ Video ☐ Audio ☐ Booked

Suspect identified: ☐ Field ID ☐ By photo ☐ Known to victim

OBSERVATIONS

VICTIM	SUSPECT
☐ Tattoos	☐ Tattoos
☐ Shaking	☐ Shaking
☐ Unresponsive	☐ Unresponsive
☐ Crying	☐ Crying
☐ Scared	☐ Scared
☐ Angry	☐ Angry
☐ Fearful	☐ Fearful
☐ Calm	☐ Calm
☐ Agitated	☐ Agitated
☐ Nervous	☐ Nervous
☐ Threatening	☐ Threatening
☐ Apologetic	☐ Apologetic
☐ Other observations: _____	☐ Other observations: _____

ADDITIONAL QUESTIONS (Explain all boxes marked "Yes" in narrative portion of report):

Has suspect ever threatened you? ☐ Yes ☐ No

Has suspect ever harmed you? ☐ Yes ☐ No

Does suspect possess or have access to a firearm? ☐ Yes ☐ No

Are you afraid for your safety? ☐ Yes ☐ No

Do you have any other information that may be helpful? ☐ Yes ☐ No

Resources offered at scene: ☐ Yes ☐ No Type: _____

MEDICAL

Victim	Suspect	
☐	☐	Declined medical treatment
☐	☐	Will seek own medical treatment
☐	☐	Received medical treatment

Authorization to Release Medical Information, Form 05.03.00, signed? ☐ Yes ☐ No

Paramedics at scene? ☐ Yes ☐ No Unit # _____

Name(s)/ID #: _____

Hospital: _____

Jail Dispensary: _____

Physician/Doctor: _____

Patient #: _____

Officer (Name/Rank)	Date
Officer (Name/Rank)	Date
Supervisor Approving (Name/Rank)	Date

Statutes and Legal Requirements.pdf

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Statutes and Legal Requirements

Items listed in this section include sections from the California Penal Code (CPC), Welfare and Institutions Code (WI) and Government Code (GC).

Definitions

CPC 422.55 - Provides general definition of hate crimes in California.

CPC 422.56- Provides definitions of terms included in hate crimes statutes.

GC 12926- Disability-related definitions applicable to some hate crime statutes.

Felonies

Hate Crimes

CPC 422.7 - Commission of a crime for the purpose of interfering with another's exercise of civil rights.

Related Crimes

CPC 190.2(a)(16) - Homicide penalties related to certain hate crime related acts.

CPC 190.03(a) - Homicide penalties related to certain hate crime related acts.

CPC 288(b)(2) - Sexual assault of dependent person by caretaker

CPC 368(b) - Dependent adult abuse generally - may apply as disability-related hate crime.

CPC 594.3 - Vandalism of places of worship.

CPC 11412 - Causing or attempting to cause other to refrain from exercising religion by threat.

CPC 11413 - Arson or destructive device at place of worship.

Misdemeanors

Hate Crimes

CPC 422.6 - Use of force, threats, or destruction of property to interfere with another's exercise of civil rights.

CPC 422.77 - Violation of civil order (Bane Act) protecting the exercise of civil rights

Related Crimes

CPC 302 - Disorderly conduct during an assemblage of people gathered for religious worship at a tax-exempt place of worship.

CPC 538(c) - Unauthorized insertion of advertisements in newspapers and redistribution to the public.

CPC 640.2 - Placing handbill, notice of advertisement on a consumer product or product packaged without authorization.

CPC 11411 - Terrorism of owner or occupant of real property. Placement or display of sign, symbol, or other physical impression without authorization, engagement in pattern of conduct, or burning or desecration of religious symbols.

Enhancements

CPC 190.2(a)(16) - Special circumstances imposing the Death Penalty or Life Without Possibility of Parole, if the victim was intentionally killed because of sexual orientation, gender, or disability.

CPC 190.3 - Special circumstances imposing LWOP if the victim was intentionally killed because of sexual orientation, gender, or disability.

CPC 422.75 - Penalty for felony committed because of victim's race, color, religion, nationality, country or origin, ancestry, disability, or sexual orientation shall be enhanced one, two, or three years in prison, if the person acts alone; and two, three, or four years if the person commits the act with another.

CPC 1170.8 - Enhancement for robbery or assault at a place of worship.

CPC 1170.85(b) - Felony assault or battery enhancement due to age or disability.

Reporting

CPC 13023- Requirement for law enforcement agencies to report hate crime data to DOJ.

WI 15630 – Elder and Dependent Adult Abuse Mandated Reporting (may apply in disability-related hate crimes).

Training and Policy Requirements

CPC 422.87 - Hate crimes policy adoption and update requirements (AB 1985, Effective January 1, 2019).

CPC 13519.6 - Defines hate crime training requirements for peace officers.

CPC 13519.41 - Training requirements on sexual orientation and gender identity-related hate crimes for peace officers and dispatchers (AB 2504, Effective January 1, 2019).

Miscellaneous Provisions

CPC 422.78 - Responsibility for prosecution of stay away order violations.

CPC 422.86 - Public policy regarding hate crimes.

CPC 422.89 - Legislative intent regarding violations of civil rights and hate crimes

CPC 422.92 - Hate crimes victims brochure requirement for law enforcement agencies.

CPC 422.93 - Protection of victims and witnesses from being reported to immigration authorities.

GC 6254 - Victim confidentiality.

Uniform Manual FINAL Rev 8-2-2022.pdf

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EL SEGUNDO POLICE DEPARTMENT UNIFORM MANUAL

This Uniform Manual is to ensure all department worn uniforms are consistent and professional in appearance. All uniforms shall be professionally cleaned and maintained. Any deviation from this manual shall be approved by the Chief of Police or their designee.

SWORN EMPLOYEES

CLASS "A" UNIFORM:

A. Standard round navy-blue uniform cover with "El Segundo Police" gold metal hat piece. The Captains' and Chief's round hat will have a gold leaf band on the bill and a gold braid band. The Lieutenants' hat band will be a gold braid band. Sergeant and officer hat bands will be black with gold "P" buttons.
B. LAPD style navy-blue lightweight wool long sleeve shirt with one gold "ESPD" button on each pocket flap and each epaulet. Both epaulets may be sewn down. The uniform shirt will have the ESPD shoulder patches sewn on.
C. Gold name plate shall be affixed and centered just below the top seam of the right breast pocket (see name plate model# 0000417813). The name on the name plate will be the officer's first name initial and last name. The optional years of service plate can also be worn in conjunction with the name plate. "SERVING-YEAR-SINCE" The letterings will be blue in color.
D. Black tie with four-in-hand knot and a 5/16" wide yellow metal tie bar. Command Staff (Lieutenant and above) will wear yellow metal tie bar with affixed El Segundo City Seal.
E. Navy blue lightweight wool uniform trousers.
F. Black "Oxford" (Corfam glossy uniform dress shoes) plain toe shoes with black or navy-blue socks.
G. Regulation leather Sam Browne (basket weave leather) gun belt, without baton or baton ring. The belt will only contain firearm, a holster, handcuff and case, and a double pouch magazine holder.

CLASS "B" UNIFORM:

A. LAPD style navy-blue lightweight wool uniform shirt and trousers.
B. An optional patrol uniform is the Blauer FlexRS outer vest uniform, navy blue in color. The outer vest will be outfitted with the BWC chest mounting piece. The officer's gold name plate shall be affixed and centered just below the top seam of the right breast pocket (see name plate model# 0000417813). The name on the name plate will be the officer's first name initial and last name. The optional years of service plate can also be worn in conjunction with the name plate. "SERVING-YEAR-SINCE" The letterings will be blue in color.
C. The outer vest or uniform shirt will have one gold "ESPD" button on each pocket flap and

each epaulet. Both epaulets may be sewn down. The uniform shirt will have the ESPD shoulder patches sewn on.

D. The Blauer FlexRS undershirt will have the ESPD shoulder patches sewn on. The uniform shirt will have the officer's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the "EL SEGUNDO POLICE OFFICER" cloth badge (appropriate rank cloth badge) sewn on. The undershirt is rip stop material. Service stripes, FTO, and Sergeant stripes apply when wearing long or short sleeve.

E. The trousers will be the matching Blauer pants (with zippered side pockets), navy blue in color. The trousers are rip stop material.

F. At the discretion of the officer, either the long sleeve or short sleeve uniform shirt may be worn year-round. LAPD style navy blue wool/poly-wool uniform is optional if the officer or command staff choose not to wear the Blauer FlexRS outer vest uniform. The LAPD style long and short sleeve uniform shirts worn by all sworn shall have one gold "ESPD" button on each pocket flap and each epaulet. Both epaulets may be sewn down.

G. White or black T-shirt with a tight round collar (crew neck style) will be worn with any open collar uniform shirt.

H. Black "Oxford" plain toe shoes or boots will be worn with black or dark blue socks. The footwear must have a heal and be able to be shinned on the toe and heal.

I. Leather trouser belt and black basket weave or nylon Sam Browne belt with the following corresponding safety equipment:

    1. Baton holder
    2. Keepers (unless Sam Brown belt is of the Velcro Style)
    3. Handcuff case
    4. O.C. holder (small or large)
    5. Double Ammunition/Magazine pouch with button flaps. The optional three pouch magazine holder must match the Sam Browne belt and purchased at the officer's expense.
    6. Holster (with a minimum threat level two rating). A single drop-down strap with no clips and only one strap around the leg is an optional holster support. The Safariland small tactical plate with one elastic strap with harness (Black STX Tactical Finish) must be purchased by the officer. The gun holster must match the black leather basket weave or nylon Sam Brown belt.
    7. Taser holster
    8. As approved by the Chief of Police or their designee, ancillary equipment such as an approved folding knife, extra handcuff cases and mini-light holders may also be worn.

J. Officers may wear the standard round navy-blue cover with the Class B uniform.

Approved nylon gear may be purchased from an authorized department vendor at the officer's expense.

CLASS "C" UNIFORM:

A. 5-11 Tactical Series, multi-purpose BDU police uniform, black in color, and rip style fabric (style 72054). The uniform shirt will have the officer's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch height. The left breast area will have the "POLICE OFFICER" cloth badge or appropriate rank badge. The uniform shirt will have the ESPD shoulder patches sewn on.
B. The optional uniform shirt for the Class C uniform is the Elbeco Polo shirt (style# 25214), black in color. The uniform shirt will have the officer's first initial and last name, embroidered on the upper right breast area in block white colored stitching ½ inch in height. The left breast area will have the "POLICE OFFICER" or appropriate rank badge silkscreened, white in color. Shoulder patches will also be silkscreened white in color with appropriate chevron rankings. "POLICE" in white lettering with a white border will be silkscreened on the back of the shirt. This optional uniform top can only be worn during special events, training, and when authorized by a supervisor.
C. At the discretion of the officer, either the long sleeve or short sleeve uniform shirt may be worn year round.
D. White or black T-shirt with a tight round collar will be worn with the uniform.
E. Black "Oxford" plain toe shoes or boots will be worn with black or dark blue socks. The footwear must have a heal and be able to be shinned on the toe and heal.

BASEBALL CAP AND BLACK KNIT WATCH CAP:

A. A black knit watch cap with "ESPD" embroidered in gold on the front fold and an American flag embroidered on the back fold. The watch cap may only be worn by personnel assigned to swing and graveyard shifts and when warranted by cold weather. It must be worn tight with no excess material at the top of the head. The watch cap may be purchased at the officer's expense from an authorized department vendor. Supervisors have the discretion to disapprove the wearing of the watch cap at any time.
B. A navy-blue baseball cap with "El SEGUNDO" with a grey colored italicized lettering in grey color embroidery with a height of ½ inch stitching will be on the top line and on the second line will be the four gold stars. Embroidered after the stars on the second line is "POLICE" italicized with white ¼ inch stitching.
C. The department issued baseball cap may be worn by dayshift when outside to mitigate sun exposure. The baseball cap may be worn by all shifts during times of inclement rainy weather. Supervisors have the discretion to disapprove the wearing of the baseball cap at any time.

ADMINISTRATIVE / PERSONNEL / TRAINING:

A. Administrative Division personnel may wear the Class B uniform or a standard suit and tie.

CANINE OFFICER:

A. Blauer TENX Armorskin, multi-purpose BDU outer vest uniform, black in color. The outer vest will be outfitted with the BWC chest mounting piece. The Blauer undershirt uniform will be black in color and have the ESPD shoulder patches sewn on. The officer's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the "POLICE OFFICER" cloth badge sewn on and below the badge will be embroidered "K-9" in blocked gold colored stitching ½ inch in height, just above the left breast pocket. The top is rip stop material. Service stripes apply when wearing long sleeve.
B. The trousers will be the matching Blauer TENX Armorskin cargo pants (with flaps), black in color. The trousers are rip stop material.
C. At the discretion of the officer, either the long sleeve or short sleeve uniform shirt may be worn year-round.
D. White or black undershirt with a tight round collar will be worn with the K-9 uniform.
E. Black "Oxford" plain toe shoes or boots will be worn with black or dark blue socks. The footwear must have a heal and be able to be shinned on the toe and heal.
F. Trouser belt and black basket weave or nylon Sam Browne belt with the following corresponding safety equipment:

    1. Baton holder
    2. Keepers (unless Sam Brown belt is of the Velcro Style)
    3. Handcuff case
    4. O.C. holder
    5. Double Ammunition/Magazine pouch
    6. Holster with a minimum threat level two rating. A single drop-down strap with no clips is an optional holster support. The Safariland small tactical plate with double elastic leg straps with harness (Black STX Tactical Finish) will be purchased by the department. The gun holster must match the black leather basket weave or nylon Sam Brown belt.
    7. Taser Holster

Nylon gear for a K-9 officer will be purchased at department expense.

COMMUNITY ENGAGEMENT:

See sworn officers' Class B uniform.

DEFENSIVE TACTICS:

When training, all defensive tactics staff shall wear the 5.11 Tactical style BDU pants, dark navy blue in color. The 5.11 polo style shirt will be dark navy in color and can either be the short sleeve or long sleeve.

A. The officer's first initial and last name embroidered on the upper right breast area in block white colored stitching ½ inch in height. The left breast area will be embroidered in white lettering ½ inch in height, "DT INSTRUCTOR." No shoulder patches will be worn. If the

officer is armed the officer shall wear a gun belt with gun and their issued badge on a badge holder to the front of their service weapon. The officer will wear the black colored boots, equivalent to what is worn on patrol.

DRONE / FIELD TRAINING OFFICERS (FTO) / CRISIS NEGOTIATION TEAM (CNT):

See sworn officers' Class B uniform.

HONOR GUARD UNIFORM:

The honor guard uniform will be worn by designated officers and will perform duties such a funerals, promotions, graduations, and special details as approved by the Chief of the Police or his designee.

A. Marine Corp Style black colored wool jacket with ESPD shoulder patches along with the ESPD issued metal badge appropriate for the ranking officer. A gold-colored name plate with black lettering above the right chest pocket and centered below the upper most part of the pocket edge. The pockets and chest buttons will be gold colored Marine Corp "P" Buttons. The collar will have gold colored "ESPD" pin devices on each side of the collar. The appropriate shoulder rank will be sewn on as needed.
B. Class A style black colored wool matching material pants with a one-inch gold colored stripe down the sides of each leg.
C. Dark navy-blue round "Drill Instructor" style hat with the shiny chin strap. The chin strap is a single silver colored buckle that is centered on the front top center of the hat. The ESPD hat badge will be mounted above the buckle and centered with the pre-made holes that come with the hat.
D. Patent leather (black Corfam-style) gun belt with an adjustable shoulder strap. The shoulder strap will run underneath the epaulet and across the body. The gold clips that attach to the gun belt will be in front and back of the holster. All buckles shall be gold in color. The gun holster with the same patent leather for the Glock 17 with a RMR red dot sighting system. No light.
E. Black "Oxford" (Corfam glossy uniform dress shoes) plain toe shoes will be worn with black or dark blue socks.

INVESTIGATIONS:

The Investigative Division will wear professional business attire. Male investigators will wear a suit and tie. Female investigators will wear professional business attire. Both male and female investigators will have a jacket available to wear when in court, professional meetings, or requested to wear by the Chief of Police or his designee.

A. Investigators must wear a professional dress gun belt that holds the authorized handgun. The gun belt should also have a handcuff holder with handcuffs.
B. Forward of the handgun, the investigators issued badge should be worn and displayed on a belt badge holder.
C. During tactical incidents or at the discretion of the detective supervisor an outer vest carrier, black in color, may be worn. The outer vest will have the investigator's first initial and

last name embroidered on the upper right breast area in block white colored stitching ½ inch in height. The left breast area will have the "POLICE OFFICER" cloth badge (or appropriate rank cloth badge) sewn on. A "POLICE" patch with 1 ½" white lettering above the name tape on the right breast and a "POLICE" patch with 3" white lettering with a white border affixed to the back of the vest.

D. Black or brown plain toe shoes will be worn with professional dress socks. The footwear must have a heel.
E. Dark navy-blue windbreaker with the investigator's first initial and last name embroidered in ½" white stitching over the right breast. The "DETECTIVE" badge silk-screened on the left breast and ESPD shoulder patches silk-screened on each shoulder. "POLICE" silk-screened in 3" block lettering with a border on the back of the windbreaker. All the silk-screens will be white in color.

MARITIME ENFORCEMENT / BEACH PATROL:

A. Designated boat and beach patrol officers will wear the Blauer FlexRS outer vest uniform, dark navy-blue in color. The outer vest will be outfitted with the BWC chest mounting piece. The undershirt will have the ESPD shoulder patches sewn on. The officer's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch height. The left breast area will have the "POLICE OFFICER" cloth badge sewn on. Service stripes, the appropriate ranking cloth badge, and the Sergeants stripes will apply when wearing long or short sleeve.
B. Blauer FlexRS shorts with the similar rip-stop material can be used with the Blauer outer vest. If tattoos are visible on the arms or legs, then the long sleeve shirt or the regular dark navy blue Blauer FlexRS patrol pants will be worn.
C. Black colored athletic shoes with black colored ankle socks will be worn when using shorts.
D. The approved baseball cap will be used during sunlight hours and inclement weather. The supervisor on duty may deny the use of the baseball cap at any time.

CLASS "B" UNIFORM - MOTOR OFFICERS:

A. Navy-blue wool or polyester uniform shirt and motorcycle safety trousers. An optional uniform top is the Blauer FlexRS outer vest uniform, dark navy-blue in color. The outer vest will be outfitted with the BWC chest mounting piece. The officer's gold name plate shall be affixed and centered just below the top seam of the right breast pocket. The name on the name plate will be the officer's first name initial and last name. The optional years of service plate can also be worn in conjunction with the name plate. "SERVICE-YEAR-SINCE" The letterings will be blue. The undershirt will have the ESPD shoulder patches sewn on. The officer's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the "POLICE OFFICER" cloth badge, or appropriate rank, sewn on. Below both shoulder patches will be the motors insignia of the wheel and wings sewn on. Service stripes, the appropriate ranking cloth badge, and the sergeant's stripes will apply when wearing long or short sleeve.
B. At the discretion of the officer, either the long sleeve or short sleeve uniform shirt may be worn year-round.

C. Navy-blue motor style uniform trouser with a blue vertical stripe with gold borders on the outside of each leg will be worn with motor boots.
D. Motor boots, gloves and issued duty helmet are required when operating the police motorcycle.

NOTE: The basic Class "A" or Class "B" uniform shall be worn by motor officers when temporarily assigned to duties other than two-wheeled motorcycle patrol. Motor officers are required to wear their helmets when performing field duties. Officers assigned to two-wheel motorcycle duty will always be in complete uniform while operating the police motorcycle, including to and from work. Officers assigned to commercial enforcement details or motor training may wear a Class "C" uniform with the appropriate patches affixed.

RANGE / AR-15 STAFF:

All firearms range and AR-15 staff shall wear the tan colored 5.11 Tactical style BDU pants. The 5.11 polo style shirt will be red and can either be the short sleeve or long sleeve. Long sleeves will be worn if tattoos are visible.

A. The officer's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will be embroidered in gold lettering with a ½ inch in height, "RANGE STAFF" for range staff or "FIREARMS INSTRUCTOR" for AR-15 staff. No shoulder patches will be worn. The officer shall wear a gun and holster and their issued badge on a badge holder, positioned to the front of their service weapon on a black belt. The officer will wear black colored boots, equivalent to what is worn on patrol.

SPECIAL WEAPONS AND TACTICS:

The designated SWAT uniform will consist of a tactical uniform issued by the department with SWAT Commander approval. The SWAT uniform will consist of pants, a long sleeve shirt, and tactical footwear.

SOUTH BAY PLATOON:

Uniform will be the same as a patrol officer's Class C. The Sam Browne will be organized the same way as the standard Class B officer Sam Browne, with an optional extended sized baton.

CIVILIAN EMPLOYEES

CLASS "A" UNIFORM:

POLICE SERVICE OFFICER / ANIMAL CONTROL OFFICER / CADET/PARKING CONTROL OFFICER / CSI/CRIME PREVENTION / POLICE ASSISTANT

A. Light blue wool long sleeved uniform shirt.
B. Black necktie with a four-in-hand knot, with a 5/16" wide yellow metal tie bar.
C. Gold name plate shall be affixed and centered just below the top seam of the right breast pocket. The name on the name plate will be the employee's first name initial and last name.
D. Dark navy-blue poly-wool uniform trousers.
E. Black "Oxford" (Corfam glossy uniform dress shoes) plain toe shoes will be worn with black or dark blue socks.

CLASS "A" UNIFORM:

CHAPLAIN

A. White long sleeve uniform button up shirt with zipper with ESPD shoulder patches. "CHAPLAIN" rockers under the ESPD shoulder patches. One gold "ESPD" button on each pocket flap and each epaulet.
B. LAPD style navy blue trousers.
C. Black leather basket weave belt.
D. Black tie with four-in-hand knot and a 5/16" wide yellow metal tie bar.
E. Black "Oxford" plain toe shoes or boots will be worn with black or dark blue socks. The footwear must have a heal and be able to be shined on the toe and heal.

CLASS "A" UNIFORM:

VOLUNTEERS

A. White wool long sleeved uniform shirt.
B. Black necktie with a four-in-hand knot, with a 5/16" wide yellow metal tie bar.
C. Gold name plate shall be affixed and centered just below the top seam of the right breast pocket. The name on the name plate will be the employees' first name initial and last name.
D. Dark navy-blue wool uniform trousers.
D. Black "Oxford" (Corfam glossy uniform dress shoes) plain toe shoes will be worn with black or dark blue socks.
E. A "VOLUNTEERS" rocker will also be sewn below each ESPD shoulder patch.

CLASS "B" UNIFORM:

CADET

Dark navy-blue wool or polyester uniform trousers. The shirt will be light blue and of similar material. An optional Cadet uniform is the French blue colored Blauer poly/wool material outer vest uniform. The outer vest will be outfitted with the BWC chest mounting piece. The cadet's gold name plate shall be affixed and centered just below the top seam of the right breast pocket. The name on the name plate will be the employee's first name initial and last name.

A. The undershirt will have the ESPD shoulder patches and underneath each shoulder patch will have the "CADET" rocker sewn on. The cadet's first initial and last name will be embroidered on the upper right breast area in gold colored with stitching ½ inch in height. The left breast area will have the "EL SEGUNDO POLICE" cloth badge sewn on. The trousers will be the black 5.11 tactical lite striker cargo pants (with flaps).
B. The outer vest or uniform shirt will have one gold "ESPD" button on each pocket flap and each epaulet. Both epaulets may be sewn down.
C. Either the long sleeve or short sleeve uniform shirt may be worn year-round and at the discretion of the employee. A tight white round collar t-shirt will be worn with any open collar uniform shirt.
D. Black "Oxford" plain toe shoes, boots, or black athletic shoes will be worn with black or dark blue socks.
E. All cadets while performing duties who may interact with the public shall wear a protective vest.

CLASS "B" UNIFORM:

CHAPLAIN

A. White polo style shirt with "EL SEGUNDO POLICE" embroidered in black ½" lettering over the left chest. The chaplain's first name initial and full last name embroidered in black ½" lettering over the right chest. "Chaplain" embroidered in black ½" lettering centered a ½" below the chaplain's name.
B. Black Blauer FlexRS pants.
C. Black leather basket weave belt.
D. Black "Oxford" (Corfam glossy uniform dress shoes) plain toe shoes or boots will be worn with black or dark blue socks.

CLASS "B" UNIFORM:

POLICE ASSISTANT

A. Dark navy-blue poly-wool short or long-sleeved uniform shirt. The uniform top will have the employee's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the "EL

SEGUNDO POLICE" cloth badge. The ESPD shoulder patch will also be sewn on with a "RECORDS" rocker identifier sewn on underneath.

B. Dark navy-blue poly-wool uniform trousers.
C. Black "Oxford" (Corfam glossy uniform dress shoes) plain toe shoes or boots will be worn with black or dark blue socks.

CRIME ANALYST / CRIME PREVENTION

A. Dark navy-blue poly-wool short or long-sleeved uniform shirt. The uniform top will have the employee's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the "EL SEGUNDO POLICE" cloth badge. The ESPD shoulder patch will also be sewn on with the appropriate rocker identifier "CRIME ANALYST" or "CRIME PREVENTION" sewn on underneath.
B. 5-11 STRYKE, multi-purpose BDU uniform pants, dark navy-blue in color and rip style fabric.
C. Black "Oxford" (Corfam glossy uniform dress shoes) plain toe shoes or boots will be worn with black or dark blue socks.

CLASS "B" UNIFORM:

VOLUNTEERS

A. White wool short or long-sleeved uniform shirt.
C. Dark navy-blue wool uniform trousers.
D. Black "Oxford" (Corfam glossy uniform dress shoes) plain toe shoes or boots will be worn with black or dark blue socks.
E. A designator/ rocker "VOLUNTEERS" patch will also be sewn below each ESPD shoulder patch.

CLASS "B" UNIFORM:

ANIMAL CONTROL / POLICE SERVICE OFFICER (JAILER)

A. 5-11 Tactical Series, multi-purpose BDU police uniform pant, khaki in color, and rip style fabric (style 74369-male and 64386-female). The 5-11 Tactical Series, multi-purpose BDU police uniform top will be black in color and rip style fabric (style 72054). The employee's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the "EL SEGUNDO POLICE" cloth badge. Underneath the cloth badge will be "SERVICE OFFICER" embroidered in block gold colored stitching ½ inch in height. The ESPD shoulder patch will also be sewn on with the appropriate rocker sewn on underneath (ie. ANIMAL CONTROL or JAILER).
B. The optional top is the Elbeco Polo shirt (style# 25214), black in color. The uniform top will have the employee's first initial and last name embroidered on the upper right breast area in block white colored stitching ½ inch in height. The left breast area will have the "EL SEGUNDO POLICE" cloth badge. Shoulder patches will also be silkscreened white

in color. This optional uniform top can only be worn during special events, training, and when authorized by a supervisor.

C. At the discretion of the officer, either the long sleeve or short sleeve uniform shirt may be worn year round.
D. White or black T-shirt with a tight round collar will be worn with the uniform.
E. Black "Oxford" plain toe shoes or boots will be worn with black or dark blue socks. The footwear must have a heal and be able to be shined on the toe and heal.
F. Department issued baseball cap. As a general rule, baseball caps may not be worn with the Class "A" or Class "B" uniforms; however, if approved by the Supervisor, baseball caps may be worn in inclement weather, and during incidents of prolonged sun exposure (e.g. perimeters, traffic control, etc.).
G. A navy blue baseball cap with "El SEGUNDO" with a grey colored italicized lettering in grey color embroidery with a height of ½ inch will be on the top line, and on the second line will be the four gold stars. Embroidered after the stars on the second line is "POLICE" italicized with white color thread and a height of ¼ inch.

ANIMAL CONTROL EQUIPMENT

A. Trouser belt and black basket weave or nylon Sam Browne belt with the following corresponding safety equipment:

1. Baton and baton ring (may have an expandable baton at the employees expense)
2. Keepers (unless Sam Brown belt is of the Velcro Style)
3. O.C. holder
4. Electronic control device (ECD) and ECD Holster

CLASS "B" UNIFORM:

PROPERTY OFFICER / CRIME SCENE INVESTIGATOR

A. Blauer TENX Armorskin, multi-purpose BDU outer vest uniform, black in color. The outer vest will be outfitted with the current BWC chest mounting piece. The undershirt will be black and have the ESPD shoulder patches with the appropriate identifiers sewn on underneath. The outer vest and undershirt will have the employee's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the "EL SEGUNDO POLICE" cloth badge sewn on. The top will be rip stop material.
B. The trousers will be the matching Blauer TENX Armorskin cargo pants (with flaps), black in color. The trousers will be rip stop material.
C. At the discretion of the employee, either the long sleeve or short sleeve uniform shirt may be worn year round.
D. White or black T-shirt with a tight round collar will be worn with the uniform.
E. Black "Oxford" plain toe shoes or boots will be worn with black or dark blue socks. The footwear must have a heal and be able to be shined on the toe and heal.

CLASS "A" CRIME ANALYST:
See PSO Class “A” uniform.
EXECUTIVE ASSISTANT:
Business casual attire
MANAGEMENT ANALYST:
Business casual attire

BADGES:

PURCHASE OF BADGES PROHIBITED. Personnel of this Department will not purchase an official badge, or reasonable facsimile thereof, for any purpose, without written authorization from the Chief of Police.

The only badge(s) personnel of this Department are authorized to use are those issued by the Department or those that have been authorized by the Chief of Police.

INSIGNIAS FOR THE POLICE UNIFORM:

PATCHES. Patches will be sewn on each shirt and jacket sleeve centered on the epaulet or shoulder 1/2" below the shoulder seam. Leather jackets worn by solo-motor officers do not require patches.

SERVICE STRIPES. Service stripes are required on the regulation long sleeved uniform shirt. One stripe for each five years of peace officer service, sewn on the left sleeve, high point edge parallel and forward of the sleeve crease and the low point 3/8" above the cuff seam. The stripes will be blue with gold trim.

SERGEANT’S CHEVRONS. Sergeant chevrons are to be centered on the epaulet, 1/2" below the bottom of the patch on each sleeve of all uniform shirts and jackets, single point up, blue in color with gold trim.

LIEUTENANT’S BARS. Lieutenant bars will be 1/4" x 3/4" in size, gold in color. One will be pinned on each collar tab, 1/2" up from the bottom, the bars forward edge parallel to the vertical seam of the collar.

CAPTAIN’S BARS. Captain's bars will be two 1/4" x 3/4" in size, gold in color. One will be pinned to each collar tab 1" down from the top of the collar with the leading edge of the forward bar parallel with the vertical collar seam.

CHIEF'S STARS. The Chief of Police will wear four gold stars pinned to each collar tab of the dress uniform.

BADGES AND NAME TAGS. The badge of the El Segundo Police Department will be pinned in the holder provided on the left breast of the uniform shirt. The name plate will be pinned on the right uniform shirt pocket with the upper edge of the plate aligned with the upper flap seam.

Personnel may wear an attached pin with the Name Tag listing the employee's year of hire as a peace officer. Lateral entry officers may account for their previous peace officer service.

POLICE BADGE MOURNING BAND. A police badge mourning band shall be worn on an officer's badge when:

A. A peace officer assigned to a law enforcement agency is killed in the line of duty within Los Angeles County or the adjacent counties of Ventura, San Bernadino, Riverside, Kern, or Orange.
B. An officer attends a funeral or other service for a fallen law enforcement officer.
C. Approved by the Chief of Police or an authorized designee.

The mourning band shall be 1/ 2 inch wide and made of solid black elastic with blue midline. The band shall be positioned horizontally over the center of the badge.

Professional Staff may wear the issued Thin Blue Line Ribbon 1.5 inch lapel pin on the left side, chest level of the outermost garment worn. This pin is supplied by the department.

The mourning band and pin should be worn from the day of the death until midnight on the evening of the official and/or formal memorial ceremony.

UNIFORM SERVICE PINS. Only authorized service pins may be worn by members of the department to signify special accomplishments or distinguished awards.

DISPLAY OF SERVICE PINS. Sworn personnel may wear one authorized service pin, or a combination of two pins if displayed on opposite sides of the unform (see below authorized positions for each particular pin). Pins may be worn while in Class "A" or Class "B" Uniform.

A. FIRING RANGE QUALIFICATION PIN. Sworn personnel may wear the Firing Range Qualification Pin according to the following classifications. The pin shall be worn centered on the left half of the right uniform shirt pocket flap.

1.	MARKSMAN	365-417 - No pin awarded
2.	SHARPSHOOTER PIN	418-458
3.	EXPERT PIN	459-493
4.	DISTINGUISHED PIN	494-500

B. SWAT TEAM PIN. Active SWAT team members may wear the SWAT pin. The pin shall be worn centered on the left half of the right uniform shirt pocket flap.
C. DRUNK DRIVING ENFORCEMENT 23152 PIN. Personnel awarded a Drunk Driving Enforcement pin are authorized to wear the pin indefinitely while a member of this department. The pin shall be worn centered on the left uniform shirt pocket with the upper edge of the pin aligned with the upper flap seam.
D. STOLEN VEHICLE 10851 PIN. Personnel awarded a Stolen Vehicle enforcement pin are authorized to wear the pin indefinitely while a member of this department. The pin shall be worn centered on the left uniform shirt pocket with the upper edge of the pin aligned with the upper flap seam.
E. AMERICAN FLAG PIN. United States flag pins are authorized to be worn by all uniformed personnel. The pin shall be 1 inch. Military veterans may instead wear a crossed pin of the

American flag and military branch flag in which they served. The pin shall be worn centered on the left half of the right uniform shirt pocket flap.

MEDAL OF VALOR. Medal of Valor and Distinguished Service award pins awarded to uniformed personnel for bravery, heroism or other outstanding meritorious actions shall be worn centered on the left uniform shirt pocket with the upper edge of the device aligned with the upper flap seam. It may be worn while in Class "A" Uniform. Personnel awarded a Medal of Valor or Distinguished Service pin are authorized to wear the pin indefinitely while a member of this department.

MILITARY RIBBONS. Uniformed employees of the El Segundo Police Department, including both sworn and civilian, who are active military reservists or veterans of the United States Armed Forces, whether active or reserve, including the California National Guard, State Military Reserve, or Naval Militia, will be authorized to wear ribbons earned while serving in the United States Armed Forces, in accordance with the provisions of Military and Veterans Code, Division 3, Chapter 2, Section 648 (b) and the following restrictions:

A. Military ribbons are to be worn on Class "A" uniforms only.
B. Only military ribbons may be worn. Military medals and badges (shooting badges, jump wings, dive badge, etc.) are not authorized.
   The placement of military ribbons on the Class "A" uniform shall be centered above the right breast uniform pocket.
D. Military ribbons are authorized only during the following time periods:

   1. Veteran's Day
   2. Memorial Day
   3. As authorized by the Chief of Police.

FIELD EQUIPMENT

REQUIRED EQUIPMENT – UNIFORMED PERSONNEL. In addition to the basic uniforms, personnel engaged in uniformed field duty shall carry the following equipment:

A. Protective Vests – All uniformed officers, community lead officers, school resource officers, animal control officers, cadets and supervisors must wear protective vests when conducting field duties.
B. Baton - The Department approved baton should be immediately available by uniformed sworn officers while engaged in field duties.
E. Handcuffs and Handcuff Key
G. Helmet and Gas Mask - Officers assigned to field duty in uniform shall have their helmets and Gas Mask in the vehicle to which they are assigned. Unless specifically directed, officers may use their own judgement as to the wearing of helmets in field situations.
H. Electronic Control Device – Officers, Supervisors, and non-sworn personnel assigned to field duty and trained in accordance with guidelines shall carry the ECD in an approved holster specifically manufactured for the device and must not be positioned on the same side of the utility belt as a firearm.

I. Department issued O.C. and holder
J. Knives - Folded, buck type knives may be worn if enclosed in a closed sheath.
K. Second department approved, "Back-up" gun - may be carried, but must be completely concealed from view.
L. BWC camera and holder

NYLON FIELD JACKET. The heavy-duty or light-weight nylon field jacket may be worn with the basic uniform by all officers. If worn, this jacket must bear the official shoulder patch of the Department, as well as any additional insignia that the wearer of the jacket is authorized to wear.

Sworn employees- black uniform jacket or lightweight uniform jacket with "POLICE OFFICER" cloth badge, or appropriate rank cloth badge. The uniform jacket will have the ESPD shoulder patches sewn on along with the appropriate chevron rank or designator (FTO, SGT, or motorcycle) underneath the shoulder patches. The name tape will be embroidered in block gold colored stitching ½ inch in height and affixed above the right pocket.

Civilian employees- black uniform jacket or lightweight uniform jacket with "El SEGUNDO POLICE" cloth badge. The uniform jacket will have the ESPD shoulder patches sewn on with the appropriate rocker sewn underneath each shoulder patch. The name tape will have the employees first initial and last name embroidered in block gold colored stitching ½ inch in height.

Records Division- Blauer softshell hybrid jacket style 4675. The dark navy-blue jacket with "EL SEGUNDO POLICE" cloth badge. The uniform jacket will have the ESPD shoulder patches sewn on with the "RECORDS" rocker sewn underneath each shoulder patch. The employees first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height.

SAFETY VESTS. In accordance with the Federal Highway Administration (FHWA) Code of Federal Regulations, Title 23, Part 634, all police personnel will don a safety vest when performing any of the following field tasks day or night:

A. Directing traffic
B. Investigating traffic collisions
C. Managing lane closures, obstructed roadways, or disaster areas

All safety vests must meet the American National Standards Institute (ANSI) and International Safety Equipment Association (ISEA) 207 class 2 requirements and made of reflectorized/high visibility material.

UNIFORM ACCESSORIES AND GENERAL APPEARANCE:

REFER TO LEXIPOL 1022 FOR PERSONAL APPEARANCE AND STANDARDS

PLAINCLOTHES DRESS FOR ALL DEPARTMENT PERSONNEL

PLAINCLOTHES DRESS-DEFINITION:

Non-uniformed attire for all employees shall usually consist of a business suit or sports coat and slacks, for males and comparable professional attire for females. Exceptions may be granted by the Division Commanders for officers on certain special assignments.

DRESS CODE- DEPARTMENT MEETINGS AND TRAINING:

As direct representatives of the City and the Police Department, a standard of professionalism shall be the general guideline. When attending Department meetings and training, professional attire for employees will include the following: Collared shirts, khaki style pants or slacks; jeans may be worn if not faded, torn or soiled. Additionally, female employees may wear professional attire.

Employees are not permitted to wear the following clothing during department meetings and training unless approved by the Chief of Police or their designee: baseball caps, sandals, shorts, T-shirts, any clothing with logos or words that are offensive.

PROCUREMENT OF UNIFORMS AND SAFETY EQUIPMENT

PROVIDED UNIFORMS AND SAFETY EQUIPMENT:

The City shall provide required uniforms and safety equipment to eligible employees.

POLICE OFFICER TRAINEES: Shall be provided with the following equipment at time of hire:

A. LAPD style shirts (3) and LAPD style pants (3) or the optional Blauer FlexRS outer vest shirt and matching trousers navy blue in color: 2 outer vest, three undershirts, three pants. Full set of Class A long sleeve uniform shirt and pants.
B. Black tie and gold tie bar
C. Black shoes or boots
D. Standard round navy-blue cover with ESPD hat piece
E. Jacket
F. Basket weave dress belt
G. Four keepers- basket weave
H. Sam Browne belt- basket weave
I. One holster for ESPDs standard issued handgun- basket weave
J. One duty weapon- Glock 17
K. One double pouch ammo case with a button/ snap top- basket weave
L. Three magazines
M. Two pair handcuffs and two handcuff case- basket weave
N. One baton and baton ring
O. Flashlight
P. One radio holster
Q. Rain gear
R. Protective vest
S. Helmet and bag
T. O.C. and holder (open or closed top)- basket weave
U. Taser and Taser holder

V. BWC and holder

UNIFORM AND SAFETY EQUIPMENT REPLACEMENT:
Eligible employees requesting replacement of uniforms worn out or damaged in the line of duty will submit a uniform request along with the damaged or worn item to his/her immediate Supervisor for approval. The employees immediate Supervisor shall verify the cause of the damage or extent of the wear and base the recommendation for replacement on these findings. The supervisor inspecting the item(s) will indicate his or her approval, if warranted, by signing the form and shall then forward the request form and the item to the Administrative Sergeant for final approval. Replacement records shall be maintained by Administrative Sergeant for inventory purposes.

FIREARM PURCHASE UPON SEPARATION. Non- Probationary, Sworn personnel, with the written approval of the Chief of Police may purchase, upon honorable separation, his/her issued firearm. Below are the procedures to be followed:

A. Submit Inter-Departmental Correspondence to the Chief of Police requesting to purchase the firearm. Request must list the make, model, caliber and serial number.
B. Fair market value to be estimated by a local FFL and approved by the Firearms Range Manager. Back-up documentation shall be provided.
C. Make payment to the City Finance Department and provide proof of payment to the Administrative Division Sergeant.
D. Present the firearm and Letter of Intent, signed by the Chief of Police (Letter is provided by Administration Division) to a licensed Federal Firearms dealer.
E. It is the responsibility of the purchasing officer to pay any applicable taxes and registration fees.
F. Due to CA firearm laws restricting the transfer of certain firearms only to active peace officers, the transaction shall be completed prior to the official separation date.
G. The purchasing officer shall provide the Administrative Division Sergeant a copy of the Dealer Record of Sale (DROS) as proof of registration and compliance with state and federal firearms laws.
H. The Office of the Chief of Police shall retain copies of the approved request, proof of payment receipt, Letter of Intent and DROS.

ESPD Annual Performance Appraisal Report.pdf

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El Segundo Police Department

Annual Performance Appraisal Report

Rating Period From: To:

Name (Last)	First	ID#

Division Assigned	Duty Assignment

Standard Factors	Below Standard	Meets Standards
1. COOPERATIVENESS The extent to which the employee is a team player and is willing to assist others to get the job done and promote harmony and good relationships.	☐ Frequently has to be urged to assist others. Inability or lack of desire to be a team player lowers effectiveness.	☐ Participates as a team player. Behavior generally promotes harmony and good relationships.
2. COURTESY The extent to which the employee is polite, respectful, tactful, considerate and dignified.	☐ Tends to be rude or abrupt at times. Can be courteous to others; however, is not consistent in this regard.	☐ Treats others with respect and generally displays a courteous attitude.
3. DILIGENCE The extent to which the employee can be relied upon to complete assignments.	☐ Often requires follow-up to ensure that an assignment is completed in a reasonable length of time.	☐ Requires minimal supervision to ensure that assignments will be completed in a reasonable length of time.
4. INITIATIVE Extent to which the employee displays the motivation necessary to produce without urging.	☐ Tends to require an inordinate amount of specific direction and supervision.	☐ Displays an acceptable level of drive and energy. Only requires routine guidance and direction.
5. JUDGEMENT The extent to which the employee considers all available facts before acting and is logical in conclusions and actions.	☐ Does not always consider available facts, before taking action. Supervisors tend to question and review decisions.	☐ Gives adequate consideration to all known facts before taking action. Decisions are generally accepted.
6. LEADERSHIP The extent to which the employee is able to accept the responsibility of leadership. Has the ability to organize, control and guide the work of others to obtain satisfactory results.	☐ Possesses leadership capabilities. However, frequently fails to gain the support of those who must be controlled and directed.	☐ Accepts a leadership role in keeping with the position and generally achieves satisfactory results through the efforts of those directed or controlled.
7. DEDICATION The extent to which the employee supports the department and its policies; the quality of rendering faithful and willing service towards the attainment of department goals, principles, and values.	☐ At times openly criticizes the department, its procedures, policies and operations in a non-constructive manner. When in personal disagreement, does not provide support.	☐ Generally supportive of the department and its policies. Renders willing and faithful service when called upon.

Standard Factors	Below Standard	Meets Standards
8. PERSONAL APPEARANCE The employee's ability to maintain a standard of personal appearance and neatness in keeping with the demands and prestige of the position.	Frequently has been found to be inappropriately or untidily dressed. General appearance, including dress and personal neatness is not up to standard.	Is presentable in appearance and meets the acceptable standard of dress.
9. PERSONAL DEVELOPMENT The extent to which the employee strives for self-improvement and skill development through education.	Occasionally fails to participate in required training programs.	Participates in required training programs to maintain skills and knowledge at an acceptable level.
10. QUALITY OF WORK The extent to which the employee completes work in a thorough, neat accurate and effective manner.	Work product frequently reflects a lack of consideration for the factors of thoroughness, neatness, and accuracy. An undue amount of review is necessary.	☐ Work is completed in an acceptable manner. Generally considers the need for neatness, accuracy and thoroughness.
11. SAFETY SKILLS The extent to which the employee practices safety techniques in both routine and emergency situations, including vehicle operation.	Frequently demonstrates poor safety techniques. Requires close supervision.	Generally demonstrates good safety techniques and procedures.
12. SELF-EXPRESSION The extent to which the employee communicates both orally and in writing, in a clear, precise and convincing manner.	Exhibits difficulties in expression. Frequently is unable to communicate clearly and precisely. Reports are difficult to read and understand.	Is able to write and speak in an acceptable manner.
13. JOB KNOWLEDGE The extent to which the employee applies knowledge of current police methods, codes, legal updates, and concepts of supervision and/or management.	Lacks knowledge of current court decisions. Is indifferent to new police concepts and methods.	Remains current on those subjects which will have direct impact on self or job assignment.
14. Stability The extent to which the employee displays poise and controls emotions in routine or adverse situations.	Frequently loses control of situations. Cannot be relied upon to maintain self-control and poise in routine or adverse situations.	Demonstrates an acceptable level of self-control. Exhibits poise and composure during most situations.
15. Problem Solving The extent to which the employee utilizes available resources to resolve problems, both criminal and non-criminal.	☐ Does not explore all avenues in resolving problems encountered.	Utilizes the resources of city government and associated agencies to resolve problems both criminal and non-criminal.
16. OVERALL EVALUATION	**Below Standard**	**Meets Standards**

This overall evaluation is based on:

1. The employee's value in the present assignment and performance therein during the evaluation period.
2. Consideration of general needs of the department, comparing the capabilities and characteristics of this employee to departmental standards.

17. **Specific Achievements/Commendations/Write Ups:**
18. **Employee's Strongest Points (Required):**
19. **Areas for Improvement (Required):**
20. **Additional Information (Goals, Objectives, Expectations, Etc.):**

Signatures and Approvals

Rating Supervisor _____

Signature | Print | Date

Rater's Supervisor _____

Signature | Print | Date

Bureau Commander _____

Signature | Print | Date

Chief of Police _____

Signature | Print | Date

I have discussed this report with a supervisor and understand that signing this performance appraisal report does not necessarily imply agreement.

I do ☐ Do Not ☐ wish to discuss this appraisal with my rater's supervisor.

Employee _____ _____

Signature | Date

Outside Employment.pdf

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645 OUTSIDE EMPLOYMENT

645.05 OUTSIDE EMPLOYMENT DEFINED. Outside employment is defined as any secondary employment, activity or enterprise not associated with the employees city duties involving the receipt or acceptance of any asset.

645.10 OUTSIDE EMPLOYMENT - POLICY. A city employee shall not engage in any employment, activity, or enterprise which is inconsistent, incompatible, or in conflict with his duties, functions, or responsibilities as a City employee.

645.15 AUTHORIZATION OR DENIAL OF OUTSIDE EMPLOYMENT REQUEST:

A. Any officer or employee wishing to engage in any occupation or outside activity for compensation shall complete the current "Outside Employment Authorization Request" form and submit said request through channels to the Chief of Police. The chief shall determine whether or not such activity is compatible with the employee's city employment as described in sections 645.10, 645.20 and 645.30.
B. Upon a finding of compatibility, the chief may authorize the activity by approving the request form and providing a copy to the requesting officer or employee. A copy will also be forwarded to the Director of the Human Resources Department.
C. Said authorization shall be valid only for the work and designated period described therein. All outside employment requests must be renewed at the beginning of each new calendar year.
D. If the request is denied, the officer or employee shall be notified in writing. Denial of a request for permission for outside employment may be appealed under current grievance procedures.

645.20 DETERMINATION OF INCONSISTENT ACTIVITIES. In making a determination as to the consistency or inconsistency of outside activities, the chief or his designate shall consider among other pertinent factors whether the activity:

A. Involves the use for private gain or advantage of City time, facilities, equipment and supplies, or the badge uniform prestige or influence of ones' City office or employment or,
B. Involves receipt or acceptance by the officer or employee of any money or other consideration from anyone other than the City for the performance of an act which the officer or employee, if not performing such act, would be required or expected to render in the regular course or hours of their City employment or as a part of their duties as a City employee or,
C. Involves the performance of any act in other than his capacity as a City officer or employee which act may later be subject directly or indirectly to the control, inspection, review, audit or enforcement by such officer or employee or the Department by which they are employed or,
D. Involves conditions or factors which would probably directly or indirectly lessen the efficiency of the employee in their regular City employment, or conditions in which there is substantial danger of injury or illness to the employee.
E. Involves employment by any employer who does not carry the required Worker's Compensation Insurance.
F. Involves employment by any employer that does not indemnify the City from the actions of a police department employee when such actions occur while working for said outside employer.

645.30 EMPLOYMENT RESTRICTIONS. Members of the police department are prohibited from engaging in any outside employment which, by its very nature, is detrimental to the performance of the employees regular duties, or which:

A. Is in conflict with or prohibited by Section 645.10.
B. Would detract from the health or efficiency of the employee.
C. Would tend to reflect discredit or criticism on the employee, the police department, or the City, or which would materially detract from the efficiency of the employee in the performance of their regular duties.
D. Would not permit the employee, while engaged in such outside employment, to take necessary and proper action, when the occasion necessitated, on any offense or condition of which the employee has or acquires knowledge of and which would normally require police action.
E. Requires affiliation, membership, or allegiance to any group or organization which would tend to interfere with the ability of the employee to properly and efficiently discharge their duties.
F. Would interfere with the immediate availability of the employee should they be needed in an emergency.

645.40 EMPLOYMENT PROHIBITED. No employee of the police department shall engage in any of the following types of off-duty employment without the expressed written permission of the Chief of Police .

A. Any employment where the sale of liquor is the principle business.
B. Any employment requiring the service of civil processes.
C. Any employment requiring the utilization of the police uniform or any department or city-owned equipment or materials, except as provided in section 645.85.
D. Any employment where the local labor supply is adequate and employment by police department employees could create a hardship on civilians making application for such employment.
E. Any employment by any other municipality or political subdivision of this state.
F. Employment as bill collectors or collecting payments of any kind.
G. Employment involving the repossession of merchandise.
H. Employment as guards, watchmen, or any other security operation.
I. Any employment as an attorney or notary public, private investigator or private detective.
J. Any employment in association with the services of a bail bondsman.
K. Any employment which may necessitate access to police information, records, files or correspondence.

645.50 OUTSIDE EMPLOYMENT - USE OF CITY PROPERTY PROHIBITED. Except as provided in section 645.90, no city property shall be used for any outside employment.

A. No city owned equipment, autos, trucks, instruments, tools, supplies, machines, or any other item which is the property of the city shall be used by an officer or employee while said officer or employee is engaged in any outside employment or activity, for compensation or otherwise, except upon prior order of the City Council.
B. No officer or employee shall allow any unauthorized person to rent, borrow or use any of the items referred to on section 645.50 (A) except upon prior order of the City Manager.

645.60 REVOCATION. Permits for outside employment are subject to revocation by the Department

Head, the City Manager, or the City Council.

645.70 HOURS OF OUTSIDE EMPLOYMENT. Employees of the police department shall be limited in any outside employment to twenty hours per week. Employees of the police department shall not engage in outside employment to exceed four hours a day on their regular working days and eight hours a day on their days off. Such hours of outside employment shall terminate not less than four hours prior to the commencement of the employee's regularly assigned duty shift.

645.75 OUTSIDE EMPLOYMENT WHEN ON SICK LEAVE OR IOD STATUS. An employee of the police department shall not engage in outside employment while carried on sick or IOD status.

645.80 OUTSIDE EMPLOYMENT - JOB PERFORMANCE. Requests for outside employment by police employees shall not be given favorable consideration if, in the opinion of the employee's Division Commander or immediate Supervisor, the employee's job performance is not satisfactory, or might be detrimentally affected by such employment.

645.85 OUTSIDE EMPLOYMENT - VIOLATIONS AND PENALTIES. Any violation of the provisions herein contained respecting outside employment or activity, including use of City property, shall constitute sufficient grounds for disciplinary action up to and including immediate dismissal of the employee from the City service.

645.90 CONTRACT EMPLOYMENT FOR POLICE SERVICES. All requests for such employment shall be made in writing from the prospective employer to the Chief of Police setting forth the nature of duties expected and the duration of such employment.

A. When a request from a private citizen, business, or corporation is made to the Chief of Police for the purpose of providing off-duty officers, the Chief, or his designate will, determine if the services requested fulfill the following criteria:

1. The assignment requires a sworn officer or civilian police employee to direct traffic, control crowds, or to prevent a specific demonstrated criminal activity.
2. The presence of private security guard would not immediately alleviate or address the situation, or the situation has escalated or deteriorated to the extent that a specific police response is required.

B. The prospective employer agrees to compensate such personnel at a rate of pay currently in effect in the MOU between the City of El Segundo and the El Segundo Police Officer's Association. The requesting party will be referred to the Finance Department wherein salary compensation and the rental of police equipment will be assessed. Once this obligation has been completed, the traffic supervisor will administer the request and schedule appropriate personnel.

C. Once hired, personnel of this Department shall receive a minimum of two (2) hours pay unless the outside employer cancels the employment a minimum of four (4) hours prior to the designated time of reporting for duty.

D. If at any time an event is canceled at least four hours prior to an employee reporting to the assignment, a memo from the Field Operations Bureau Commander will be forwarded to the Director of Finance. The memo will state the reasons for the cancellation and the time the cancellation occurred.

Uniform Manual FINAL Rev 3-21-2023.pdf

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EL SEGUNDO POLICE DEPARTMENT UNIFORM MANUAL

This Uniform Manual is to ensure all department worn uniforms are consistent and professional in appearance. All uniforms shall be professionally cleaned and maintained. Any deviation from this manual shall be approved by the Chief of Police or their designee.

SWORN EMPLOYEES

CLASS "A" UNIFORM:

A. Standard round navy-blue uniform cover with "El Segundo Police" gold metal hat piece. The Captains' and Chief's round hat will have a gold leaf band on the bill and a gold braid band. The Lieutenants' hat band will be a gold braid band. Sergeant and officer hat bands will be black with gold "P" buttons.
B. LAPD style navy-blue lightweight wool long sleeve shirt with one gold "ESPD" button on each pocket flap and each epaulet. Both epaulets may be sewn down. The uniform shirt will have the ESPD shoulder patches sewn on.
C. Gold name plate shall be affixed and centered just below the top seam of the right breast pocket (see name plate model# 0000417813). The name on the name plate will be the officer's first name initial and last name. The optional years of service plate can also be worn in conjunction with the name plate. "SERVING-YEAR-SINCE" The letterings will be blue in color.
D. Black tie with four-in-hand knot and a 5/16" wide yellow metal tie bar. Command Staff (Lieutenant and above) will wear yellow metal tie bar with affixed El Segundo City Seal.
E. Navy blue lightweight wool uniform trousers.
F. Black "Oxford" (Corfam glossy uniform dress shoes) plain toe shoes with black or navy-blue socks.
G. Regulation leather Sam Browne (basket weave leather) gun belt, without baton or baton ring. The belt will only contain firearm, a holster, handcuff and case, and a double pouch magazine holder.

CLASS "B" UNIFORM:

A. LAPD style navy-blue lightweight wool uniform shirt and trousers.
B. An optional patrol uniform is the Blauer FlexRS outer vest uniform, navy blue in color. The outer vest will be outfitted with the BWC chest mounting piece. The officer's gold name plate shall be affixed and centered just below the top seam of the right breast pocket (see name plate model# 0000417813). The name on the name plate will be the officer's first name initial and last name. The optional years of service plate can also be worn in conjunction with the name plate. "SERVING-YEAR-SINCE" The letterings will be blue in color.
C. The outer vest or uniform shirt will have one gold "ESPD" button on each pocket flap and

each epaulet. Both epaulets may be sewn down. The uniform shirt will have the ESPD shoulder patches sewn on.

D. The Blauer FlexRS undershirt will have the ESPD shoulder patches sewn on. The uniform shirt will have the officer's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the "EL SEGUNDO POLICE OFFICER" cloth badge (appropriate rank cloth badge) sewn on. The undershirt is rip stop material. Service stripes, FTO, and Sergeant stripes apply when wearing long or short sleeve.

E. The trousers will be the matching Blauer pants (with zippered side pockets), navy blue in color. The trousers are rip stop material.

F. At the discretion of the officer, either the long sleeve or short sleeve uniform shirt may be worn year-round. LAPD style navy blue wool/poly-wool uniform is optional if the officer or command staff choose not to wear the Blauer FlexRS outer vest uniform. The LAPD style long and short sleeve uniform shirts worn by all sworn shall have one gold "ESPD" button on each pocket flap and each epaulet. Both epaulets may be sewn down.

G. White or black T-shirt with a tight round collar (crew neck style) will be worn with any open collar uniform shirt.

H. Black "Oxford" plain toe shoes or boots will be worn with black or dark blue socks. The footwear must have a heal and be able to be shinned on the toe and heal.

I. Leather trouser belt and black basket weave or nylon Sam Browne belt with the following corresponding safety equipment:

    1. Baton holder
    2. Keepers (unless Sam Brown belt is of the Velcro Style)
    3. Handcuff case
    4. O.C. holder (small or large)
    5. Double Ammunition/Magazine pouch with button flaps. The optional three pouch magazine holder must match the Sam Browne belt and purchased at the officer's expense.
    6. Holster (with a minimum threat level two rating). A single drop-down strap with no clips and only one strap around the leg is an optional holster support. The Safariland small tactical plate with one elastic strap with harness (Black STX Tactical Finish) must be purchased by the officer. The gun holster must match the black leather basket weave or nylon Sam Brown belt.
    7. Taser holster
    8. As approved by the Chief of Police or their designee, ancillary equipment such as an approved folding knife, extra handcuff cases and mini-light holders may also be worn.

J. Officers may wear the standard round navy-blue cover with the Class B uniform.

Approved nylon gear may be purchased from an authorized department vendor at the officer's expense.

CLASS "C" UNIFORM:

A. 5-11 Tactical Series, multi-purpose BDU police uniform, black in color, and rip style fabric (style 72054). The uniform shirt will have the officer's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch height. The left breast area will have the "POLICE OFFICER" cloth badge or appropriate rank badge. The uniform shirt will have the ESPD shoulder patches sewn on.
B. The optional uniform shirt for the Class C uniform is the Elbeco Polo shirt (style# 25214), black in color. The uniform shirt will have the officer's first initial and last name, embroidered on the upper right breast area in block white colored stitching ½ inch in height. The left breast area will have the "POLICE OFFICER" or appropriate rank badge silkscreened, white in color. Shoulder patches will also be silkscreened white in color with appropriate chevron rankings. "POLICE" in white lettering with a white border will be silkscreened on the back of the shirt. This optional uniform top can only be worn during special events, training, and when authorized by a supervisor.
C. At the discretion of the officer, either the long sleeve or short sleeve uniform shirt may be worn year round.
D. White or black T-shirt with a tight round collar will be worn with the uniform.
E. Black "Oxford" plain toe shoes or boots will be worn with black or dark blue socks. The footwear must have a heal and be able to be shinned on the toe and heal.

BASEBALL CAP AND BLACK KNIT WATCH CAP:

A. A black knit watch cap with "EL SEGUNDO POLICE" embroidered in silver and four stars embroidered in gold on the front fold may only be worn by male or female officers when outdoors and when temperatures are 55 degrees or lower. The knit watch cap must be worn tight with no excess material at the top of the head.
B. A fleece headband with "EL SEGUNDO POLICE" embroidered in silver and four stars embroidered in gold on the front facing portion may be worn outdoors when temperatures are 55 degrees or lower. The headband may only be worn by female officers. Supervisors have the discretion to disapprove the wearing of the knit watch cap or headband at any time.
C. A navy-blue baseball cap with "El SEGUNDO" with a grey colored italicized lettering in grey color embroidery with a height of ½ inch stitching will be on the top line and on the second line will be the four gold stars. Embroidered after the stars on the second line is "POLICE" italicized with white ¼ inch stitching.
D. The department issued baseball cap may be worn during daylight hours when outdoors to mitigate sun exposure. The baseball cap may be worn by all shifts during times of inclement rainy weather. Supervisors have the discretion to disapprove the wearing of the baseball cap at any time.
E. The headband, knit watch cap, and baseball cap will be provided by the department and purchased from an authorized department vendor.

ADMINISTRATIVE / PERSONNEL / TRAINING:

A. Administrative Division personnel may wear the Class B uniform or a standard suit and

tie.

CANINE OFFICER:

A. Blauer TENX Armorskin, multi-purpose BDU outer vest uniform, black in color. The outer vest will be outfitted with the BWC chest mounting piece. The Blauer undershirt uniform will be black in color and have the ESPD shoulder patches sewn on. The officer's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the "POLICE OFFICER" cloth badge sewn on and below the badge will be embroidered "K-9" in blocked gold colored stitching ½ inch in height, just above the left breast pocket. The top is rip stop material. Service stripes apply when wearing long sleeve.

B. The trousers will be the matching Blauer TENX Armorskin cargo pants (with flaps), black in color. The trousers are rip stop material.

C. An optional uniform is a 5-11 multi-purpose BDU uniform, black in color and outfitted with the BWC chest mounting piece. The officer's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the "POLICE OFFICER" cloth badge sewn on and below the badge will be embroidered "K-9" in blocked gold colored stitching ½ inch in height, just above the left breast pocket. The top is rip stop material. Service stripes apply when wearing long sleeve.

D. The trousers will be the matching 5-11 uniform pants. The trousers are rip stop material.

E. At the discretion of the officer, either the long sleeve or short sleeve uniform shirt may be worn year-round.

D. White or black undershirt with a tight round collar will be worn with the K-9 uniform.

E. Black "Oxford" plain toe shoes or boots will be worn with black or dark blue socks. The footwear must have a heal and be able to be shinned on the toe and heal.

F. Trouser belt and black basket weave or nylon Sam Browne belt with the following corresponding safety equipment:

1. Baton holder
2. Keepers (unless Sam Brown belt is of the Velcro Style)
3. Handcuff case
4. O.C. holder
5. Double Ammunition/Magazine pouch
6. Holster with a minimum threat level two rating. A single drop-down strap with no clips is an optional holster support. The Safariland small tactical plate with double elastic leg straps with harness (Black STX Tactical Finish) will be purchased by the department. The gun holster must match the black leather basket weave or nylon Sam Brown belt.
7. Taser Holster

Nylon gear for a K-9 officer will be purchased at department expense.

COMMUNITY ENGAGEMENT:

See sworn officers' Class B uniform.

DEFENSIVE TACTICS:

When training, all defensive tactics staff shall wear the 5.11 Tactical style BDU pants, dark navy blue in color. The 5.11 polo style shirt will be dark navy in color and can either be the short sleeve or long sleeve.

A. The officer's first initial and last name embroidered on the upper right breast area in block white colored stitching ½ inch in height. The left breast area will be embroidered in white lettering ½ inch in height, "DT INSTRUCTOR." No shoulder patches will be worn. If the officer is armed the officer shall wear a gun belt with gun and their issued badge on a badge holder to the front of their service weapon. The officer will wear the black colored boots, equivalent to what is worn on patrol.

DRONE / FIELD TRAINING OFFICERS (FTO) / CRISIS NEGOTIATION TEAM (CNT):

See sworn officers' Class B uniform.

HONOR GUARD UNIFORM:

The honor guard uniform will be worn by designated officers and will perform duties such a funerals, promotions, graduations, and special details as approved by the Chief of the Police or his designee.

A. Marine Corp Style black colored wool jacket with ESPD shoulder patches along with the ESPD issued metal badge appropriate for the ranking officer. A gold-colored name plate with black lettering above the right chest pocket and centered below the upper most part of the pocket edge. The pockets and chest buttons will be gold colored Marine Corp "P" Buttons. The collar will have gold colored "ESPD" pin devices on each side of the collar. The appropriate shoulder rank will be sewn on as needed.
B. Class A style black colored wool matching material pants with a one-inch gold colored stripe down the sides of each leg.
C. Dark navy-blue round "Drill Instructor" style hat with the shiny chin strap. The chin strap is a single silver colored buckle that is centered on the front top center of the hat. The ESPD hat badge will be mounted above the buckle and centered with the pre-made holes that come with the hat.
D. Patent leather (black Corfam-style) gun belt with an adjustable shoulder strap. The shoulder strap will run underneath the epaulet and across the body. The gold clips that attach to the gun belt will be in front and back of the holster. All buckles shall be gold in color. The gun holster with the same patent leather for the Glock 17 with a RMR red dot sighting system. No light.
E. Black "Oxford" (Corfam glossy uniform dress shoes) plain toe shoes will be worn with black or dark blue socks.

INVESTIGATIONS:

The Investigative Division will wear professional business attire. Male investigators will wear a suit and tie. Female investigators will wear professional business attire. Both male and female investigators will have a jacket available to wear when in court, professional meetings, or requested to wear by the Chief of Police or his designee.

A. Investigators must wear a professional dress gun belt that holds the authorized handgun. The gun belt should also have a handcuff holder with handcuffs.
B. Forward of the handgun, the investigators issued badge should be worn and displayed on a belt badge holder.
C. During tactical incidents or at the discretion of the detective supervisor an outer vest carrier, black in color, may be worn. The outer vest will have the investigator's first initial and last name embroidered on the upper right breast area in block white colored stitching ½ inch in height. The left breast area will have the "POLICE OFFICER" cloth badge (or appropriate rank cloth badge) sewn on. A "POLICE" patch with 1 ½" white lettering above the name tape on the right breast and a "POLICE" patch with 3" white lettering with a white border affixed to the back of the vest.
D. Black or brown plain toe shoes will be worn with professional dress socks. The footwear must have a heel.
E. Dark navy-blue windbreaker with the investigator's first initial and last name embroidered in ½" white stitching over the right breast. The "DETECTIVE" badge silk-screened on the left breast and ESPD shoulder patches silk-screened on each shoulder. "POLICE" silk-screened in 3" block lettering with a border on the back of the windbreaker. All the silk-screens will be white in color.

MARITIME ENFORCEMENT / BEACH PATROL:

A. Designated boat and beach patrol officers will wear the Blauer FlexRS outer vest uniform, dark navy-blue in color. The outer vest will be outfitted with the BWC chest mounting piece. The undershirt will have the ESPD shoulder patches sewn on. The officer's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch height. The left breast area will have the "POLICE OFFICER" cloth badge sewn on. Service stripes, the appropriate ranking cloth badge, and the Sergeants stripes will apply when wearing long or short sleeve.
B. Blauer FlexRS shorts with the similar rip-stop material can be used with the Blauer outer vest. If tattoos are visible on the arms or legs, then the long sleeve shirt or the regular dark navy blue Blauer FlexRS patrol pants will be worn.
C. Black colored athletic shoes with black colored ankle socks will be worn when using shorts.
D. The approved baseball cap will be used during sunlight hours and inclement weather. The supervisor on duty may deny the use of the baseball cap at any time.

CLASS "B" UNIFORM - MOTOR OFFICERS:

A. Navy-blue wool or polyester uniform shirt and motorcycle safety trousers. An optional

uniform top is the Blauer FlexRS outer vest uniform, dark navy-blue in color. The outer vest will be outfitted with the BWC chest mounting piece. The officer's gold name plate shall be affixed and centered just below the top seam of the right breast pocket. The name on the name plate will be the officer's first name initial and last name. The optional years of service plate can also be worn in conjunction with the name plate. "SERVICE-YEAR-SINCE" The letterings will be blue. The undershirt will have the ESPD shoulder patches sewn on. The officer's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the "POLICE OFFICER" cloth badge, or appropriate rank, sewn on. Below both shoulder patches will be the motors insignia of the wheel and wings sewn on. Service stripes, the appropriate ranking cloth badge, and the sergeant's stripes will apply when wearing long or short sleeve.

B. At the discretion of the officer, either the long sleeve or short sleeve uniform shirt may be worn year-round.
C. Navy-blue motor style uniform trouser with a blue vertical stripe with gold borders on the outside of each leg will be worn with motor boots.
D. Motor boots, gloves and issued duty helmet are required when operating the police motorcycle.

NOTE: The basic Class "A" or Class "B" uniform shall be worn by motor officers when temporarily assigned to duties other than two-wheeled motorcycle patrol. Motor officers are required to wear their helmets when performing field duties. Officers assigned to two-wheel motorcycle duty will always be in complete uniform while operating the police motorcycle, including to and from work. Officers assigned to commercial enforcement details or motor training may wear a Class "C" uniform with the appropriate patches affixed.

RANGE STAFF:

All firearms range staff shall wear the tan colored 5.11 Tactical style BDU pants. The 5.11 polo style shirt will be red and can either be the short sleeve or long sleeve. Long sleeves will be worn if tattoos are visible.

A. The officer's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will be embroidered in gold lettering with a ½ inch in height, "RANGE STAFF". No shoulder patches will be worn. The officer shall wear a gun and holster and their issued badge on a badge holder, positioned to the front of their service weapon on a black belt. The officer will wear black colored boots, equivalent to what is worn on patrol.

SPECIAL WEAPONS AND TACTICS:

The designated SWAT uniform will consist of a tactical uniform issued by the department with SWAT Commander approval. The SWAT uniform will consist of pants, a long sleeve shirt, and tactical footwear.

SOUTH BAY PLATOON:

Uniform will be the same as a patrol officer's Class C. The Sam Browne will be organized the same way as the standard Class B officer Sam Browne, with an optional extended sized baton.

CIVILIAN EMPLOYEES

CLASS "A" UNIFORM:

POLICE SERVICE OFFICER / ANIMAL CONTROL OFFICER / CADET/PARKING CONTROL OFFICER / CSI/CRIME PREVENTION / POLICE ASSISTANT

A. Light blue wool long sleeved uniform shirt.
B. Black necktie with a four-in-hand knot, with a 5/16" wide yellow metal tie bar.
C. Gold name plate shall be affixed and centered just below the top seam of the right breast pocket. The name on the name plate will be the employee's first name initial and last name.
D. Dark navy-blue poly-wool uniform trousers.
E. Black "Oxford" (Corfam glossy uniform dress shoes) plain toe shoes will be worn with black or dark blue socks.

CLASS "A" UNIFORM:

CHAPLAIN

A. White long sleeve uniform button up shirt with zipper with ESPD shoulder patches. "CHAPLAIN" rockers under the ESPD shoulder patches. One gold "ESPD" button on each pocket flap and each epaulet.
B. LAPD style navy blue trousers.
C. Black leather basket weave belt.
D. Black tie with four-in-hand knot and a 5/16" wide yellow metal tie bar.
E. Black "Oxford" plain toe shoes or boots will be worn with black or dark blue socks. The footwear must have a heal and be able to be shined on the toe and heal.

CLASS "A" UNIFORM:

VOLUNTEERS

A. White wool long sleeved uniform shirt.

B. Black necktie with a four-in-hand knot, with a 5/16" wide yellow metal tie bar.
C. Gold name plate shall be affixed and centered just below the top seam of the right breast pocket. The name on the name plate will be the employees' first name initial and last name.
D. Dark navy-blue wool uniform trousers.
D. Black "Oxford" (Corfam glossy uniform dress shoes) plain toe shoes will be worn with black or dark blue socks.
E. A "VOLUNTEERS" rocker will also be sewn below each ESPD shoulder patch.

CLASS "B" UNIFORM:

CADET

Dark navy-blue wool or polyester uniform trousers. The shirt will be light blue and of similar material. An optional Cadet uniform is the French blue colored Blauer poly/wool material outer vest uniform. The outer vest will be outfitted with the BWC chest mounting piece. The cadet's gold name plate shall be affixed and centered just below the top seam of the right breast pocket. The name on the name plate will be the employee's first name initial and last name.

A. The undershirt will have the ESPD shoulder patches and underneath each shoulder patch will have the "CADET" rocker sewn on. The cadet's first initial and last name will be embroidered on the upper right breast area in gold colored with stitching ½ inch in height. The left breast area will have the "EL SEGUNDO POLICE" cloth badge sewn on. The trousers will be the black 5.11 tactical lite striker cargo pants (with flaps).
B. The outer vest or uniform shirt will have one gold "ESPD" button on each pocket flap and each epaulet. Both epaulets may be sewn down.
C. Either the long sleeve or short sleeve uniform shirt may be worn year-round and at the discretion of the employee. A tight white round collar t-shirt will be worn with any open collar uniform shirt.
D. Black "Oxford" plain toe shoes, boots, or black athletic shoes will be worn with black or dark blue socks.
E. All cadets while performing duties who may interact with the public shall wear a protective vest.

CLASS "B" UNIFORM:

CHAPLAIN

A. White polo style shirt with "EL SEGUNDO POLICE" embroidered in black ½" lettering over the left chest. The chaplain's first name initial and full last name embroidered in black ½" lettering over the right chest. "Chaplain" embroidered in black ½" lettering centered a ½" below the chaplain's name.

B. Black Blauer FlexRS pants.
C. Black leather basket weave belt.
D. Black “Oxford” (Corfam glossy uniform dress shoes) plain toe shoes or boots will be worn with black or dark blue socks.

CLASS "B" UNIFORM:

POLICE ASSISTANT

A. Dark navy-blue poly-wool short or long-sleeved uniform shirt. The uniform top will have the employee’s first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the “EL SEGUNDO POLICE” cloth badge. The ESPD shoulder patch will also be sewn on with a “RECORDS” rocker identifier sewn on underneath.
B. Dark navy-blue poly-wool uniform trousers.
C. Black “Oxford” (Corfam glossy uniform dress shoes) plain toe shoes or boots will be worn with black or dark blue socks.

CRIME ANALYST / CRIME PREVENTION

A. Dark navy-blue poly-wool short or long-sleeved uniform shirt. The uniform top will have the employee’s first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the “EL SEGUNDO POLICE” cloth badge. The ESPD shoulder patch will also be sewn on with the appropriate rocker identifier “CRIME ANALYST” or “CRIME PREVENTION” sewn on underneath.
B. 5-11 STRYKE, multi-purpose BDU uniform pants, dark navy-blue in color and rip style fabric.
C. Black “Oxford” (Corfam glossy uniform dress shoes) plain toe shoes or boots will be worn with black or dark blue socks.

CLASS "B" UNIFORM:

VOLUNTEERS

A. White wool short or long-sleeved uniform shirt.
C. Dark navy-blue wool uniform trousers.
D. Black “Oxford” (Corfam glossy uniform dress shoes) plain toe shoes or boots will be worn with black or dark blue socks.
E. A designator/ rocker “VOLUNTEERS” patch will also be sewn below each ESPD shoulder patch.

CLASS "B" UNIFORM:

ANIMAL CONTROL / POLICE SERVICE OFFICER (JAILER)

A. 5-11 Tactical Series, multi-purpose BDU police uniform pant, khaki in color, and rip style fabric (style 74369-male and 64386-female). The 5-11 Tactical Series, multi-purpose BDU police uniform top will be black in color and rip style fabric (style 72054). The employee's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the "EL SEGUNDO POLICE" cloth badge. Underneath the cloth badge will be "SERVICE OFFICER" embroidered in block gold colored stitching ½ inch in height. The ESPD shoulder patch will also be sewn on with the appropriate rocker sewn on underneath (ie. ANIMAL CONTROL or JAILER).
B. The optional top is the Elbeco Polo shirt (style# 25214), black in color. The uniform top will have the employee's first initial and last name embroidered on the upper right breast area in block white colored stitching ½ inch in height. The left breast area will have the "EL SEGUNDO POLICE" cloth badge. Shoulder patches will also be silkscreened white in color. This optional uniform top can only be worn during special events, training, and when authorized by a supervisor.
C. At the discretion of the officer, either the long sleeve or short sleeve uniform shirt may be worn year round.
D. White or black T-shirt with a tight round collar will be worn with the uniform.
E. Black "Oxford" plain toe shoes or boots will be worn with black or dark blue socks. The footwear must have a heal and be able to be shined on the toe and heal.
F. Department issued baseball cap. As a general rule, baseball caps may not be worn with the Class "A" or Class "B" uniforms; however, if approved by the Supervisor, baseball caps may be worn in inclement weather, and during incidents of prolonged sun exposure (e.g. perimeters, traffic control, etc.).
G. A navy blue baseball cap with "El SEGUNDO" with a grey colored italicized lettering in grey color embroidery with a height of ½ inch will be on the top line, and on the second line will be the four gold stars. Embroidered after the stars on the second line is "POLICE" italicized with white color thread and a height of ¼ inch.

ANIMAL CONTROL EQUIPMENT

A. Trouser belt and black basket weave or nylon Sam Browne belt with the following corresponding safety equipment:

1. Baton and baton ring (may have an expandable baton at the employees expense)
2. Keepers (unless Sam Brown belt is of the Velcro Style)
3. O.C. holder
4. Electronic control device (ECD) and ECD Holster

CLASS "B" UNIFORM:

PROPERTY OFFICER / CRIME SCENE INVESTIGATOR

A. Blauer TENX Armorskin, multi-purpose BDU outer vest uniform, black in color. The outer vest will be outfitted with the current BWC chest mounting piece. The undershirt will be

black and have the ESPD shoulder patches with the appropriate identifiers sewn on underneath. The outer vest and undershirt will have the employee's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the "EL SEGUNDO POLICE" cloth badge sewn on. The top will be rip stop material.

B. The trousers will be the matching Blauer TENX Armorskin cargo pants (with flaps), black in color. The trousers will be rip stop material.
C. At the discretion of the employee, either the long sleeve or short sleeve uniform shirt may be worn year round.
D. White or black T-shirt with a tight round collar will be worn with the uniform.
E. Black "Oxford" plain toe shoes or boots will be worn with black or dark blue socks. The footwear must have a heal and be able to be shined on the toe and heal.

CLASS "A" CRIME ANALYST:
See PSO Class "A" uniform.
EXECUTIVE ASSISTANT:
Business casual attire
MANAGEMENT ANALYST:
Business casual attire

BADGES:

PURCHASE OF BADGES PROHIBITED. Personnel of this Department will not purchase an official badge, or reasonable facsimile thereof, for any purpose, without written authorization from the Chief of Police.

The only badge(s) personnel of this Department are authorized to use are those issued by the Department or those that have been authorized by the Chief of Police.

INSIGNIAS FOR THE POLICE UNIFORM:

PATCHES. Patches will be sewn on each shirt and jacket sleeve centered on the epaulet or shoulder 1/2" below the shoulder seam. Leather jackets worn by solo-motor officers do not require patches.

SERVICE STRIPES. Service stripes are required on the regulation long sleeved uniform shirt. One stripe for each five years of peace officer service, sewn on the left sleeve, high point edge parallel and forward of the sleeve crease and the low point 3/8" above the cuff seam. The stripes will be blue with gold trim.

SERGEANT'S CHEVRONS. Sergeant chevrons are to be centered on the epaulet, 1/2" below the bottom of the patch on each sleeve of all uniform shirts and jackets, single point up, blue in color with gold trim.

LIEUTENANT'S BARS. Lieutenant bars will be 1/4" x 3/4" in size, gold in color. One will be pinned on each collar tab, 1/2" up from the bottom, the bars forward edge parallel to the vertical seam of the collar.

CAPTAIN'S BARS. Captain's bars will be two 1/4" x 3/4" in size, gold in color. One will be pinned to each collar tab 1" down from the top of the collar with the leading edge of the forward bar parallel with the vertical collar seam.

CHIEF'S STARS. The Chief of Police will wear four gold stars pinned to each collar tab of the dress uniform.

BADGES AND NAME TAGS. The badge of the El Segundo Police Department will be pinned in the holder provided on the left breast of the uniform shirt. The name plate will be pinned on the right uniform shirt pocket with the upper edge of the plate aligned with the upper flap seam. Personnel may wear an attached pin with the Name Tag listing the employee's year of hire as a peace officer. Lateral entry officers may account for their previous peace officer service.

POLICE BADGE MOURNING BAND. A police badge mourning band shall be worn on an officer's badge when:

A. A peace officer assigned to a law enforcement agency is killed in the line of duty within Los Angeles County or the adjacent counties of Ventura, San Bernadino, Riverside, Kern, or Orange.
B. An officer attends a funeral or other service for a fallen law enforcement officer.
C. Approved by the Chief of Police or an authorized designee.

The mourning band shall be 1/ 2 inch wide and made of solid black elastic with blue midline. The band shall be positioned horizontally over the center of the badge.

Professional Staff may wear the issued Thin Blue Line Ribbon 1.5 inch lapel pin on the left side, chest level of the outermost garment worn. This pin is supplied by the department.

The mourning band and pin should be worn from the day of the death until midnight on the evening of the official and/or formal memorial ceremony.

UNIFORM SERVICE PINS. Only authorized service pins may be worn by members of the department to signify special accomplishments or distinguished awards.

DISPLAY OF SERVICE PINS. Sworn personnel may wear one authorized service pin, or a combination of two pins if displayed on opposite sides of the unform (see below authorized positions for each particular pin). Pins may be worn while in Class "A" or Class "B" Uniform.

A. FIRING RANGE QUALIFICATION PIN. Sworn personnel may wear the Firing Range Qualification Pin according to the following classifications. The pin shall be worn centered on the left half of the right uniform shirt pocket flap.

1.	MARKSMAN	365-417 - No pin awarded
2.	SHARPSHOOTER PIN	418-458
3.	EXPERT PIN	459-493

4. DISTINGUISHED PIN 494-500

B. SWAT TEAM PIN. Active SWAT team members may wear the SWAT pin. The pin shall be worn centered on the left half of the right uniform shirt pocket flap.

C. DRUNK DRIVING ENFORCEMENT 23152 PIN. Personnel awarded a Drunk Driving Enforcement pin are authorized to wear the pin indefinitely while a member of this department. The pin shall be worn centered on the left uniform shirt pocket with the upper edge of the pin aligned with the upper flap seam.

D. STOLEN VEHICLE 10851 PIN. Personnel awarded a Stolen Vehicle enforcement pin are authorized to wear the pin indefinitely while a member of this department. The pin shall be worn centered on the left uniform shirt pocket with the upper edge of the pin aligned with the upper flap seam.

E. AMERICAN FLAG PIN. United States flag pins are authorized to be worn by all uniformed personnel. The pin shall be 1 inch. Military veterans may instead wear a crossed pin of the American flag and military branch flag in which they served. The pin shall be worn centered on the left half of the right uniform shirt pocket flap.

MEDAL OF VALOR. Medal of Valor and Distinguished Service award pins awarded to uniformed personnel for bravery, heroism or other outstanding meritorious actions shall be worn centered on the left uniform shirt pocket with the upper edge of the device aligned with the upper flap seam. It may be worn while in Class "A" Uniform. Personnel awarded a Medal of Valor or Distinguished Service pin are authorized to wear the pin indefinitely while a member of this department.

MILITARY RIBBONS. Uniformed employees of the El Segundo Police Department, including both sworn and civilian, who are active military reservists or veterans of the United States Armed Forces, whether active or reserve, including the California National Guard, State Military Reserve, or Naval Militia, will be authorized to wear ribbons earned while serving in the United States Armed Forces, in accordance with the provisions of Military and Veterans Code, Division 3, Chapter 2, Section 648 (b) and the following restrictions:

A. Military ribbons are to be worn on Class "A" uniforms only.

B. Only military ribbons may be worn. Military medals and badges (shooting badges, jump wings, dive badge, etc.) are not authorized.
The placement of military ribbons on the Class "A" uniform shall be centered above the right breast uniform pocket.

D. Military ribbons are authorized only during the following time periods:

1. Veteran's Day
2. Memorial Day
3. As authorized by the Chief of Police.

FIELD EQUIPMENT

REQUIRED EQUIPMENT – UNIFORMED PERSONNEL. In addition to the basic uniforms, personnel engaged in uniformed field duty shall carry the following equipment:

A. Protective Vests – All uniformed officers, community lead officers, school resource officers, animal control officers, cadets and supervisors must wear protective vests when conducting field duties.
B. Baton - The Department approved baton should be immediately available by uniformed sworn officers while engaged in field duties.
E. Handcuffs and Handcuff Key
G. Helmet and Gas Mask - Officers assigned to field duty in uniform shall have their helmets and Gas Mask in the vehicle to which they are assigned. Unless specifically directed, officers may use their own judgement as to the wearing of helmets in field situations.
H. Electronic Control Device – Officers, Supervisors, and non-sworn personnel assigned to field duty and trained in accordance with guidelines shall carry the ECD in an approved holster specifically manufactured for the device and must not be positioned on the same side of the utility belt as a firearm.
I. Department issued O.C. and holder
J. Knives - Folded, buck type knives may be worn if enclosed in a closed sheath.
K. Second department approved, "Back-up" gun - may be carried, but must be completely concealed from view.
L. BWC camera and holder

NYLON FIELD JACKET. The heavy-duty or light-weight nylon field jacket may be worn with the basic uniform by all officers. If worn, this jacket must bear the official shoulder patch of the Department, as well as any additional insignia that the wearer of the jacket is authorized to wear.

Sworn employees- black uniform jacket or lightweight uniform jacket with “POLICE OFFICER” cloth badge, or appropriate rank cloth badge. The uniform jacket will have the ESPD shoulder patches sewn on along with the appropriate chevron rank or designator (FTO, SGT, or motorcycle) underneath the shoulder patches. The name tape will be embroidered in block gold colored stitching ½ inch in height and affixed above the right pocket.

Civilian employees- black uniform jacket or lightweight uniform jacket with “El SEGUNDO POLICE” cloth badge. The uniform jacket will have the ESPD shoulder patches sewn on with the appropriate rocker sewn underneath each shoulder patch. The name tape will have the employees first initial and last name embroidered in block gold colored stitching ½ inch in height.

Records Division- Blauer softshell hybrid jacket style 4675. The dark navy-blue jacket with “EL SEGUNDO POLICE” cloth badge. The uniform jacket will have the ESPD shoulder patches sewn on with the “RECORDS” rocker sewn underneath each shoulder patch. The employees first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height.

SAFETY VESTS. In accordance with the Federal Highway Administration (FHWA) Code of Federal Regulations, Title 23, Part 634, all police personnel will don a safety vest when performing any of the following field tasks day or night:

A. Directing traffic
B. Investigating traffic collisions

C. Managing lane closures, obstructed roadways, or disaster areas

All safety vests must meet the American National Standards Institute (ANSI) and International Safety Equipment Association (ISEA) 207 class 2 requirements and made of reflectorized/high visibility material.

UNIFORM ACCESSORIES AND GENERAL APPEARANCE:

REFER TO LEXIPOL 1022 FOR PERSONAL APPEARANCE AND STANDARDS

PLAINCLOTHES DRESS FOR ALL DEPARTMENT PERSONNEL

PLAINCLOTHES DRESS-DEFINITION:

Non-uniformed attire for all employees shall usually consist of a business suit or sports coat and slacks, for males and comparable professional attire for females. Exceptions may be granted by the Division Commanders for officers on certain special assignments.

DRESS CODE- DEPARTMENT MEETINGS AND TRAINING:

As direct representatives of the City and the Police Department, a standard of professionalism shall be the general guideline. When attending Department meetings and training, professional attire for employees will include the following: Collared shirts, khaki style pants or slacks; jeans may be worn if not faded, torn or soiled. Additionally, female employees may wear professional attire.

Employees are not permitted to wear the following clothing during department meetings and training unless approved by the Chief of Police or their designee: baseball caps, sandals, shorts, T-shirts, any clothing with logos or words that are offensive.

PROCUREMENT OF UNIFORMS AND SAFETY EQUIPMENT

PROVIDED UNIFORMS AND SAFETY EQUIPMENT:

The City shall provide required uniforms and safety equipment to eligible employees.

POLICE OFFICER TRAINEES: Shall be provided with the following equipment at time of hire:

A. LAPD style shirts (3) and LAPD style pants (3) or the optional Blauer FlexRS outer vest shirt and matching trousers navy blue in color: 2 outer vest, three undershirts, three pants. Full set of Class A long sleeve uniform shirt and pants.
B. Black tie and gold tie bar
C. Black shoes or boots
D. Standard round navy-blue cover with ESPD hat piece
E. Jacket
F. Basket weave dress belt
G. Four keepers- basket weave
H. Sam Browne belt- basket weave
I. One holster for ESPDs standard issued handgun- basket weave

J. One duty weapon- Glock 17
K. One double pouch ammo case with a button/ snap top- basket weave
L. Three magazines
M. Two pair handcuffs and two handcuff case- basket weave
N. One baton and baton ring
O. Flashlight
P. One radio holster
Q. Rain gear
R. Protective vest
S. Helmet and bag
T. O.C. and holder (open or closed top)- basket weave
U. Taser and Taser holder
V. BWC and holder

UNIFORM AND SAFETY EQUIPMENT REPLACEMENT:
Eligible employees requesting replacement of uniforms worn out or damaged in the line of duty will submit a uniform request along with the damaged or worn item to his/her immediate Supervisor for approval. The employees immediate Supervisor shall verify the cause of the damage or extent of the wear and base the recommendation for replacement on these findings. The supervisor inspecting the item(s) will indicate his or her approval, if warranted, by signing the form and shall then forward the request form and the item to the Administrative Sergeant for final approval. Replacement records shall be maintained by Administrative Sergeant for inventory purposes.

FIREARM PURCHASE UPON SEPARATION. Non- Probationary, Sworn personnel, with the written approval of the Chief of Police may purchase, upon honorable separation, his/her issued firearm. Below are the procedures to be followed:

A. Submit Inter-Departmental Correspondence to the Chief of Police requesting to purchase the firearm. Request must list the make, model, caliber and serial number.
B. Fair market value to be estimated by a local FFL and approved by the Firearms Range Manager. Back-up documentation shall be provided.
C. Make payment to the City Finance Department and provide proof of payment to the Administrative Division Sergeant.
D. Present the firearm and Letter of Intent, signed by the Chief of Police (Letter is provided by Administration Division) to a licensed Federal Firearms dealer.
E. It is the responsibility of the purchasing officer to pay any applicable taxes and registration fees.
F. Due to CA firearm laws restricting the transfer of certain firearms only to active peace officers, the transaction shall be completed prior to the official separation date.
G. The purchasing officer shall provide the Administrative Division Sergeant a copy of the Dealer Record of Sale (DROS) as proof of registration and compliance with state and federal firearms laws.

H. The Office of the Chief of Police shall retain copies of the approved request, proof of payment receipt, Letter of Intent and DROS.

Public Safety Statement.pdf

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PUBLIC SAFETY STATEMENT

"Officer _____ (#_____), I am ordering you to give me a Public Safety Statement. Due to the Immediate Need to take action, you do not have the right to wait for representation to answer these limited questions."

1. Were you involved in an officer-involved shooting?

2. Approximately how many rounds did you fire and in what direction did you fire them?

3. Do you know if any other officers fired rounds?

4. Is it possible the suspect fired rounds at you? If so, from what direction were the rounds fired?

5. Is anyone injured? If so, where are they located?

6. Are you aware of any witnesses? If so, what is their location?

7. Approximately where were you when you fired the rounds?

8. Are there any outstanding suspects? If so, what is the description and direction and mode of travel? How long have they been gone? What crime(s) are they wanted for? What weapons are they armed with?

9. Are there any weapons or evidence that needs to be secured /protected? Where are they located?

10. I am ordering you not to discuss this incident with anyone, prior to the arrival of investigators except with your legal representative. Understand?

Uniform Manual FINAL Rev 5-30-2024.pdf

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EL SEGUNDO POLICE DEPARTMENT UNIFORM MANUAL

This Uniform Manual is to ensure all department worn uniforms are consistent and professional in appearance. All uniforms shall be professionally cleaned and maintained. Any deviation from this manual shall be approved by the Chief of Police or their designee.

SWORN EMPLOYEES

CLASS "A" UNIFORM:

A. Standard round navy-blue uniform cover with “El Segundo Police” gold metal hat piece. The Captains’ and Chief's round hat will have a gold leaf band on the bill and a gold braid band. The Lieutenants’ hat band will be a gold braid band. Sergeant and officer hat bands will be black with gold "P" buttons.
B. LAPD style navy-blue lightweight wool long sleeve shirt with one gold “ESPD” button on each pocket flap and each epaulet. Both epaulets may be sewn down. The uniform shirt will have the ESPD shoulder patches sewn on.
C. Gold name plate shall be affixed and centered just below the top seam of the right breast pocket (see name plate model# 0000417813). The name on the name plate will be the officer’s first name initial and last name. The optional years of service plate can also be worn in conjunction with the name plate. “SERVING-YEAR-SINCE” The letterings will be blue in color.
D. Black tie with four-in-hand knot and a 5/16" wide yellow metal tie bar. Command Staff (Lieutenant and above) will wear yellow metal tie bar with affixed El Segundo City Seal.
E. Navy blue lightweight wool uniform trousers.
F. Black “Oxford” (Corfam glossy uniform dress shoes) plain toe shoes with black or navy-blue socks.
G. Regulation leather Sam Browne (basket weave leather) gun belt, without baton or baton ring. The belt will only contain a firearm, a holster, handcuffs and case, and a double pouch magazine holder.

CLASS "B" UNIFORM:

A. LAPD style navy-blue lightweight wool uniform shirt and trousers.
B. An optional patrol uniform is the Blauer FlexRS outer vest uniform, navy blue in color. The outer vest will be outfitted with the BWC chest mounting piece. The officer’s gold name plate shall be affixed and centered just below the top seam of the right breast pocket (see name plate model# 0000417813). The name on the name plate will be the officer’s first name initial and last name. The optional years of service plate can also be worn in conjunction with the name plate. “SERVING-YEAR-SINCE” The letterings will be blue in color.
C. The outer vest or uniform shirt will have one gold “ESPD” button on each pocket flap and each epaulet. Both epaulets may be sewn down. The uniform shirt will have the ESPD shoulder patches sewn on.

D. The Blauer FlexRS undershirt will have the ESPD shoulder patches sewn on. The uniform shirt will have the officer's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the "EL SEGUNDO POLICE OFFICER" cloth badge (appropriate rank cloth badge) sewn on. The undershirt is rip stop material. Service stripes, FTO, and Sergeant stripes apply when wearing long or short sleeves.
E. The trousers will be the matching Blauer pants (with zippered side pockets), navy blue in color. The trousers are rip stop material.
F. At the discretion of the officer, either the long sleeve or short sleeve uniform shirt may be worn year-round. LAPD style navy blue wool/poly-wool uniform is optional if the officer or command staff choose not to wear the Blauer FlexRS outer vest uniform. The LAPD style long and short sleeve uniform shirts worn by all sworn shall have one gold "ESPD" button on each pocket flap and each epaulet. Both epaulets may be sewn down.
G. White or black T-shirt with a tight round collar (crew neck style) will be worn with any open collar uniform shirt.
H. Black "Oxford" plain toe shoes or boots will be worn with black or dark blue socks. The footwear must have a heal and be able to be shined on the toe and heal.
I. Leather trouser belt and black basket weave or nylon Sam Browne belt with the following corresponding safety equipment:

    1. Baton holder
    2. Keepers (unless Sam Brown belt is of the Velcro Style)
    3. Handcuff case
    4. O.C. holder (small or large)
    5. Double Ammunition/Magazine pouch with button flaps. The optional three pouch magazine holder must match the Sam Browne belt and purchased at the officer's expense.
    6. Holster (with a minimum threat level two rating). A single drop-down strap with no clips and only one strap around the leg is an optional holster support. The Safariland small tactical plate with one elastic strap with harness (Black STX Tactical Finish) must be purchased by the officer. The gun holster must match the black leather basket weave or nylon Sam Brown belt.
    7. Taser holster
    8. As approved by the Chief of Police or their designee, ancillary equipment such as an approved folding knife, extra handcuff cases and mini-light holders may also be worn.
J. Officers may wear the standard round navy-blue cover with the Class B uniform.

Approved nylon gear may be purchased from an authorized department vendor at the officer's expense.

CLASS "C" UNIFORM:

A. 5-11 Tactical Series, multi-purpose BDU police uniform, black in color, and rip style fabric (style 72054). The uniform shirt will have the officer's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch height. The left breast area will have the "POLICE OFFICER" cloth badge or appropriate rank

badge. The uniform shirt will have the ESPD shoulder patches sewn on.

B. The optional uniform shirt for the Class C uniform is the Elbeco Polo shirt (style# 25214), black in color. The uniform shirt will have the officer's first initial and last name, embroidered on the upper right breast area in block white colored stitching ½ inch in height. The left breast area will have the "POLICE OFFICER" or appropriate rank badge silkscreened, white in color. Shoulder patches will also be silkscreened white in color with appropriate chevron rankings. "POLICE" in white lettering with a white border will be silkscreened on the back of the shirt. This optional uniform top can only be worn during special events, training, and when authorized by a supervisor.

C. At the discretion of the officer, either the long sleeve or short sleeve uniform shirt may be worn year round.

D. White or black T-shirt with a tight round collar will be worn with the uniform.

E. Black "Oxford" plain toe shoes or boots will be worn with black or dark blue socks. The footwear must have a heal and be able to be shined on the toe and heal.

BASEBALL CAP AND BLACK KNIT WATCH CAP:

A. A black knit watch cap with "EL SEGUNDO POLICE" embroidered in silver and four stars embroidered in gold on the front fold may only be worn by male or female officers when outdoors and when temperatures are 55 degrees or lower. The knit watch cap must be worn tight with no excess material at the top of the head.

B. A fleece headband with "EL SEGUNDO POLICE" embroidered in silver and four stars embroidered in gold on the front facing portion may be worn outdoors when temperatures are 55 degrees or lower. The headband may only be worn by female officers. Supervisors have the discretion to disapprove the wearing of the knit watch cap or headband at any time. Neither the knit watch cap nor the headband shall be worn inside the station.

C. A navy-blue baseball cap with "El SEGUNDO" with a grey colored italicized lettering in grey color embroidery with a height of ½ inch stitching will be on the top line and on the second line will be the four gold stars. Embroidered after the stars on the second line is "POLICE" italicized with white ¼ inch stitching.

D. The department issued baseball cap may be worn during daylight hours when outdoors to mitigate sun exposure. The baseball cap may be worn by all shifts during times of inclement rainy weather. Supervisors have the discretion to disapprove the wearing of the baseball cap at any time. The baseball cap shall not be worn inside the station.

E. The headband, knit watch cap, and baseball cap will be provided by the department and purchased from an authorized department vendor.

ADMINISTRATIVE / PERSONNEL / TRAINING:

A. Administrative Division personnel may wear the Class B uniform or a standard suit and tie.

CANINE OFFICER:

A. Blauer TENX Armorskin, multi-purpose BDU outer vest uniform, black in color. The outer

vest will be outfitted with the BWC chest mounting piece. The Blauer undershirt uniform will be black in color and have the ESPD shoulder patches sewn on. The officer's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the "POLICE OFFICER" cloth badge sewn on and below the badge will be embroidered "K-9" in blocked gold colored stitching ½ inch in height, just above the left breast pocket. The top is rip stop material. Service stripes apply when wearing long sleeves.

B. The trousers will be the matching Blauer TENX Armorskin cargo pants (with flaps), black in color. The trousers are rip stop material.

C. An optional uniform is a 5-11 multi-purpose BDU uniform, black in color and outfitted with the BWC chest mounting piece. The officer's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the "POLICE OFFICER" cloth badge sewn on and below the badge will be embroidered "K-9" in blocked gold colored stitching ½ inch in height, just above the left breast pocket. The top is rip stop material. Service stripes apply when wearing long sleeves.

D. The trousers will be the matching 5-11 uniform pants. The trousers are rip stop material.

E. At the discretion of the officer, either the long sleeve or short sleeve uniform shirt may be worn year-round.

D. White or black undershirt with a tight round collar will be worn with the K-9 uniform.

E. Black "Oxford" plain toe shoes or boots will be worn with black or dark blue socks. The footwear must have a heal and be able to be shined on the toe and heal.

F. Trouser belt and black basket weave or nylon Sam Browne belt with the following corresponding safety equipment:

1. Baton holder
2. Keepers (unless Sam Brown belt is of the Velcro Style)
3. Handcuff case
4. O.C. holder
5. Double Ammunition/Magazine pouch
6. Holster with a minimum threat level two rating. A single drop-down strap with no clips is an optional holster support. The Safariland small tactical plate with double elastic leg straps with harness (Black STX Tactical Finish) will be purchased by the department. The gun holster must match the black leather basket weave or nylon Sam Brown belt.
7. Taser Holster

Nylon gear for a K-9 officer will be purchased at department expense.

COMMUNITY ENGAGEMENT:

See sworn officers' Class B uniform.

DEFENSIVE TACTICS:

When training, all defensive tactics staff shall wear the 5.11 Tactical style BDU pants, dark navy blue in color. The 5.11 polo style shirt will be dark navy in color and can either be short sleeve or long sleeve.

A. The officer's first initial and last name embroidered on the upper right breast area in block white colored stitching ½ inch in height. The left breast area will be embroidered in white lettering ½ inch in height, "DT INSTRUCTOR." No shoulder patches will be worn. If the officer is armed the officer shall wear a gun belt with gun and their issued badge on a badge holder to the front of their service weapon. The officer will wear black colored boots, equivalent to what is worn on patrol.

DRONE / FIELD TRAINING OFFICERS (FTO):

See sworn officers' Class B uniform.

CRISIS NEGOTIATION TEAM (CNT):

When training or deployed to an incident, CNT members may wear the 5.11 Stryke pants, black in color, and 5.11 polo style shirt, black in color, which can either be short sleeve or long sleeve.

A. The officer's rank and last name embroidered on the upper right breast area in block white colored stitching ½ inch in height. "NEGOTIATOR" silk-screened in 3" white block lettering with a border on the back of the shirt. The left breast area will have a silk-screened badge with the appropriate rank. All the silk-screens will be white in color. No shoulder patches will be worn. The officer shall wear a gun and holster and their issued badge on a badge holder, positioned to the front of their service weapon on a black belt. The officer will wear black colored boots, equivalent to what is worn on patrol.

BICYCLE PATROL:

A. Designated bicycle patrol officers will wear the 5.11 Tactical polo style shirt, short or long sleeve, navy-blue in color. The polo shirt will have the ESPD shoulder patches silk screened on. The officer's first initial and last name embroidered on the upper right breast area in block white colored stitching ½ inch in height. The left breast area will have the "POLICE OFFICER" cloth badge (or appropriate rank cloth badge) sewn on. "POLICE" silk-screened in 3" white block lettering with a border on the back of the shirt. The Sergeant stripes will apply when wearing long or short sleeves.
B. 5.11 Tactical bike shorts, navy blue in color, will be worn. If tattoos are visible on the arms or legs, the long sleeve shirt and/or the regular navy blue 5.11 Tactical bicycle patrol pants will be worn.
C. Black or black with white trim athletic shoes with black or white colored ankle socks will be worn when wearing shorts.
D. The approved baseball cap may be used.

HONOR GUARD UNIFORM:

The honor guard uniform will be worn by designated officers and will perform duties such as funerals, promotions, graduations, and special details as approved by the Chief of the Police or his designee.

A. Marine Corp Style black colored wool jacket with ESPD shoulder patches along with the ESPD issued metal badge appropriate for the ranking officer. A gold-colored name plate with black lettering above the right chest pocket and centered below the upper most part of the pocket edge. The pockets and chest buttons will be gold colored Marine Corp "P" Buttons. The collar will have gold colored "ESPD" pin devices on each side of the collar. The appropriate shoulder rank will be sewn on as needed.
B. Class A style black colored wool matching material pants with a one-inch gold colored stripe down the sides of each leg.
C. Dark navy-blue round "Drill Instructor" style hat with a shiny chin strap. The chin strap is a single silver colored buckle that is centered on the front top center of the hat. The ESPD hat badge will be mounted above the buckle and centered with the pre-made holes that come with the hat.
D. Patent leather (black Corfam-style) gun belt with an adjustable shoulder strap. The shoulder strap will run underneath the epaulet and across the body. The gold clips that attach to the gun belt will be in front and back of the holster. All buckles shall be gold in color. The gun holster with the same patent leather for the Glock 17 with a RMR red dot sighting system. No light.
E. Black "Oxford" (Corfam glossy uniform dress shoes) plain toe shoes will be worn with black or dark blue socks.

INVESTIGATIONS:

The Investigative Division will wear professional business attire. Male investigators will wear a suit and tie. Female investigators will wear professional business attire. Both male and female investigators will have a jacket available to wear when in court, professional meetings, or requested to wear by the Chief of Police or his designee.

A. Investigators must wear a professional dress gun belt that holds the authorized handgun. The gun belt should also have a handcuff holder with handcuffs.
B. Forward of the handgun, the investigators issued badge should be worn and displayed on a belt badge holder.
C. During tactical incidents or at the discretion of the detective supervisor an outer vest carrier, black in color, may be worn. The outer vest will have the investigator's first initial and last name embroidered on the upper right breast area in block white colored stitching ½ inch in height. The left breast area will have the "POLICE OFFICER" cloth badge (or appropriate rank cloth badge) sewn on. A "POLICE" patch with 1 ½" white lettering above the name tape on the right breast and a "POLICE" patch with 3" white lettering with a white border affixed to the back of the vest.
D. Black or brown plain toe shoes will be worn with professional dress socks. The footwear must have heels.
E. Dark navy-blue windbreaker with the investigator's first initial and last name embroidered in ½" white stitching over the right breast. The "DETECTIVE" badge silk-screened on the

left breast and ESPD shoulder patches silk-screened on each shoulder. "POLICE" silk-screened in 3" block lettering with a border on the back of the windbreaker. All the silk-screens will be white in color.

MARITIME ENFORCEMENT / BEACH PATROL:

E. Designated boat and beach patrol officers will wear the Blauer FlexRS outer vest uniform, dark navy-blue in color. The outer vest will be outfitted with the BWC chest mounting piece. The undershirt will have the ESPD shoulder patches sewn on. The officer's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch height. The left breast area will have the "POLICE OFFICER" cloth badge sewn on. Service stripes, the appropriate ranking cloth badge, and the Sergeants stripes will apply when wearing long or short sleeves.
F. Blauer FlexRS shorts with similar rip-stop material can be used with the Blauer outer vest. If tattoos are visible on the arms or legs, then the long sleeve shirt or the regular dark navy blue Blauer FlexRS patrol pants will be worn.
G. Black colored athletic shoes with black colored ankle socks will be worn when wearing shorts.
H. The approved baseball cap will be used during sunlight hours and inclement weather. The supervisor on duty may deny the use of the baseball cap at any time.

CLASS "B" UNIFORM - MOTOR OFFICERS:

A. Navy-blue wool or polyester uniform shirt and motorcycle safety trousers. An optional uniform top is the Blauer FlexRS outer vest uniform, dark navy-blue in color. The outer vest will be outfitted with the BWC chest mounting piece. The officer's gold name plate shall be affixed and centered just below the top seam of the right breast pocket. The name on the name plate will be the officer's first name initial and last name. The optional years of service plate can also be worn in conjunction with the name plate. "SERVICE-YEAR-SINCE" The letterings will be blue. The undershirt will have the ESPD shoulder patches sewn on. The officer's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the "POLICE OFFICER" cloth badge, or appropriate rank, sewn on. Below both shoulder patches will be the motors insignia of the wheel and wings sewn on. Service stripes, the appropriate ranking cloth badge, and the sergeant's stripes will apply when wearing long or short sleeves.
B. At the discretion of the officer, either the long sleeve or short sleeve uniform shirt may be worn year-round.
C. Navy-blue motor style uniform trousers with a blue vertical stripe with gold borders on the outside of each leg will be worn with motor boots.
D. Motor boots, gloves and issued duty helmet are required when operating the police motorcycle.

NOTE: The basic Class "A" or Class "B" uniform shall be worn by motor officers when temporarily assigned to duties other than two-wheeled motorcycle patrol. Motor officers are required to wear their helmets when performing field duties. Officers assigned to two-wheel

motorcycle duty will always be in complete uniform while operating the police motorcycle, including to and from work. Officers assigned to commercial enforcement details or motor training may wear a Class "C" uniform with the appropriate patches affixed.

RANGE STAFF:

All firearms range staff shall wear the tan colored 5.11 Tactical style BDU pants. The 5.11 polo style shirt will be red and can either be short sleeve or long sleeve. Long sleeves will be worn if tattoos are visible.

B. The officer's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will be embroidered in gold lettering with a ½ inch in height, "RANGE STAFF". No shoulder patches will be worn. The officer shall wear a gun and holster and their issued badge on a badge holder, positioned to the front of their service weapon on a black belt. The officer will wear black colored boots, equivalent to what is worn on patrol.

SPECIAL WEAPONS AND TACTICS:

The designated SWAT uniform will consist of a tactical uniform issued by the department with SWAT Commander approval. The SWAT uniform will consist of pants, a long sleeve shirt, and tactical footwear.

SOUTH BAY PLATOON:

Uniform will be the same as a patrol officer's Class C. The Sam Browne will be organized the same way as the standard Class B officer Sam Browne, with an optional extended sized baton.

<u>CIVILIAN EMPLOYEES</u>

CLASS "A" UNIFORM:

POLICE SERVICE OFFICER / ANIMAL CONTROL OFFICER / CADET/PARKING CONTROL OFFICER / CSI/CRIME PREVENTION / POLICE ASSISTANT

A. Light blue wool long sleeved uniform shirt.
B. Black necktie with a four-in-hand knot, with a 5/16" wide yellow metal tie bar.
C. Gold name plate shall be affixed and centered just below the top seam of the right breast pocket. The name on the name plate will be the employee's first name initial and last name.
D. Dark navy-blue poly-wool uniform trousers.
E. Black "Oxford" (Corfam glossy uniform dress shoes) plain toe shoes will be worn with black or dark blue socks.

CLASS "A" UNIFORM:

CHAPLAIN

A. White long sleeve uniform button up shirt with zipper with ESPD shoulder patches. “CHAPLAIN” rockers under the ESPD shoulder patches. One gold “ESPD” button on each pocket flap and each epaulet.
B. LAPD style navy blue trousers.
C. Black leather basket weave belt.
D. Black tie with four-in-hand knot and a 5/16" wide yellow metal tie bar.
E. Black “Oxford” plain toe shoes or boots will be worn with black or dark blue socks. The footwear must have a heal and be able to be shined on the toe and heal.

CLASS "A" UNIFORM:

VOLUNTEERS

A. White wool long sleeved uniform shirt.
B. Black necktie with a four-in-hand knot, with a 5/16" wide yellow metal tie bar.
C. Gold name plate shall be affixed and centered just below the top seam of the right breast pocket. The name on the name plate will be the employees’ first name initial and last name.
D. Dark navy-blue wool uniform trousers.
D. Black “Oxford” (Corfam glossy uniform dress shoes) plain toe shoes will be worn with black or dark blue socks.
E. A “VOLUNTEERS” rocker will also be sewn below each ESPD shoulder patch.

CLASS "B" UNIFORM:

CADET

Dark navy-blue wool or polyester uniform trousers. The shirt will be light blue and of similar material. An optional Cadet uniform is the French blue colored Blauer poly/wool material outer vest uniform. The outer vest will be outfitted with the BWC chest mounting piece. The cadet’s gold name plate shall be affixed and centered just below the top seam of the right breast pocket. The name on the name plate will be the employee’s first name initial and last name.

A. The undershirt will have the ESPD shoulder patches and underneath each shoulder patch will have the “CADET” rocker sewn on. The cadet’s first initial and last name will be embroidered on the upper right breast area in gold colored with stitching ½ inch in height. The left breast area will have the “EL SEGUNDO POLICE” cloth badge sewn on. The trousers will be the black 5.11 tactical lite striker cargo pants (with flaps).
B. The outer vest or uniform shirt will have one gold “ESPD” button on each pocket flap and each epaulet. Both epaulets may be sewn down.
C. Either the long sleeve or short sleeve uniform shirt may be worn year-round and at the discretion of the employee. A tight white round collar t-shirt will be worn with any open collar uniform shirt.
D. Black “Oxford” plain toe shoes, boots, or black athletic shoes will be worn with black or

dark blue socks.

E. All cadets while performing duties who may interact with the public shall wear a protective vest.

CLASS "B" UNIFORM:

CHAPLAIN

A. White polo style shirt with “EL SEGUNDO POLICE” embroidered in black ½” lettering over the left chest. The chaplain’s first name initial and full last name embroidered in black ½” lettering over the right chest. “Chaplain” embroidered in black ½” lettering centered a ½” below the chaplain’s name.
B. Black Blauer FlexRS pants.
C. Black leather basket weave belt.
D. Black “Oxford” (Corfam glossy uniform dress shoes) plain toe shoes or boots will be worn with black or dark blue socks.

CLASS "B" UNIFORM:

POLICE ASSISTANT

A. Dark navy-blue poly-wool short or long-sleeved uniform shirt. The uniform top will have the employee’s first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the “EL SEGUNDO POLICE” cloth badge. The ESPD shoulder patch will also be sewn on with a “RECORDS” rocker identifier sewn underneath.
B. Dark navy-blue poly-wool uniform trousers.
C. Black “Oxford” (Corfam glossy uniform dress shoes) plain toe shoes or boots will be worn with black or dark blue socks.

CRIME ANALYST / CRIME PREVENTION

A. Dark navy-blue poly-wool short or long-sleeved uniform shirt. The uniform top will have the employee’s first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the “EL SEGUNDO POLICE” cloth badge. The ESPD shoulder patch will also be sewn on with the appropriate rocker identifier “CRIME ANALYST” or “CRIME PREVENTION” sewn on underneath.
B. 5-11 STRYKE, multi-purpose BDU uniform pants, dark navy-blue in color and rip style fabric.
C. Black “Oxford” (Corfam glossy uniform dress shoes) plain toe shoes or boots will be worn with black or dark blue socks.

CLASS "B" UNIFORM:

VOLUNTEERS

A. White wool short or long-sleeved uniform shirt.
C. Dark navy-blue wool uniform trousers.
D. Black “Oxford” (Corfam glossy uniform dress shoes) plain toe shoes or boots will be worn with black or dark blue socks.
E. A designator/ rocker “VOLUNTEERS” patch will also be sewn below each ESPD shoulder patch.

CLASS "B" UNIFORM:

ANIMAL CONTROL / POLICE SERVICE OFFICER (JAILER)

A. 5-11 Tactical Series, multi-purpose BDU police uniform pant, khaki in color, and rip style fabric (style 74369-male and 64386-female). The 5-11 Tactical Series, multi-purpose BDU police uniform top will be black in color and rip style fabric (style 72054). The employee’s first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the “EL SEGUNDO POLICE” cloth badge. Underneath the cloth badge will be “SERVICE OFFICER” embroidered in block gold colored stitching ½ inch in height. The ESPD shoulder patch will also be sewn on with the appropriate rocker sewn on underneath (ie. ANIMAL CONTROL or JAILER).
B. An optional uniform is the Blauer FlexRS outer vest uniform, black in color. The outer vest will be outfitted with the BWC chest mounting piece. The employee’s first initial and last name will be embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the “EL SEGUNDO POLICE” cloth badge sewn on.
C. The Blauer FlexRS undershirt, black in color, will have the ESPD shoulder patches sewn on with the appropriate rocker sewn on underneath (i.e. ANIMAL CONTROL or JAILER). The uniform shirt will have the employee’s first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the “EL SEGUNDO POLICE” cloth badge sewn on. The undershirt is rip stop material.
D. An optional top is the Elbeco Polo shirt (style# 25214), black in color. The uniform top will have the employee’s first initial and last name embroidered on the upper right breast area in block white colored stitching ½ inch in height. The left breast area will have the “EL SEGUNDO POLICE” cloth badge. Shoulder patches will also be silkscreened white in color. This optional uniform top can only be worn during special events, training, and when authorized by a supervisor.
E. At the discretion of the officer, either the long sleeve or short sleeve uniform shirt may be worn year round.
D. White or black T-shirt with a tight round collar will be worn with the uniform.
E. Black “Oxford” plain toe shoes or boots will be worn with black or dark blue socks. The footwear must have a heal and be able to be shined on the toe and heal.
F. Department issued baseball cap. As a general rule, baseball caps may not be worn with the Class “A” or Class “B” uniforms; however, if approved by the Supervisor, baseball caps may be worn in inclement weather, and during incidents of prolonged sun exposure (e.g. perimeters, traffic control, etc.).

G. A navy-blue baseball cap with “El SEGUNDO” with a grey colored italicized lettering in grey color embroidery with a height of ½ inch will be on the top line, and on the second line will be the four gold stars. Embroidered after the stars on the second line is “POLICE” italicized with white color thread and a height of ¼ inch.

ANIMAL CONTROL EQUIPMENT

A. Trouser belt and black basket weave or nylon Sam Browne belt with the following corresponding safety equipment:

1. Baton and baton ring (may have an expandable baton at the employee’s expense)
2. Keepers (unless Sam Brown belt is of the Velcro Style)
3. O.C. holder
4. Electronic control device (ECD) and ECD Holster

CLASS "B" UNIFORM:

PROPERTY OFFICER / CRIME SCENE INVESTIGATOR

A. Blauer TENX Armorskin, multi-purpose BDU outer vest uniform, black in color. The outer vest will be outfitted with the current BWC chest mounting piece. The undershirt will be black and have the ESPD shoulder patches with the appropriate identifiers sewn on underneath. The outer vest and undershirt will have the employee’s first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the “EL SEGUNDO POLICE” cloth badge sewn on. The top will be rip stop material.
B. The trousers will be the matching Blauer TENX Armorskin cargo pants (with flaps), black in color. The trousers will be rip stop material.
C. At the discretion of the employee, either the long sleeve or short sleeve uniform shirt may be worn year-round.
D. White or black T-shirt with a tight round collar will be worn with the uniform.
E. Black “Oxford” plain toe shoes or boots will be worn with black or dark blue socks. The footwear must have a heal and be able to be shined on the toe and heal.

CLASS "A" CRIME ANALYST:
See PSO Class “A” uniform.
EXECUTIVE ASSISTANT:
Business casual attire

MANAGEMENT ANALYST:
Business casual attire

BADGES:

PURCHASE OF BADGES PROHIBITED. Personnel of this Department will not purchase an official badge, or reasonable facsimile thereof, for any purpose, without written authorization from the Chief of Police.

The only badge(s) personnel of this Department are authorized to use are those issued by the Department or those that have been authorized by the Chief of Police.

INSIGNIAS FOR THE POLICE UNIFORM:

PATCHES. Patches will be sewn on each shirt and jacket sleeve centered on the epaulet or shoulder 1/2" below the shoulder seam. Leather jackets worn by solo-motor officers do not require patches.

SERVICE STRIPES. Service stripes are required on the regulation long sleeved uniform shirt. One stripe for each calendar five years of peace officer service, sewn on the left sleeve, high point edge parallel and forward of the sleeve crease and the low point 3/8" above the cuff seam. The stripes will be blue with gold trim.

SERGEANT'S CHEVRONS. Sergeant chevrons are to be centered on the epaulet, 1/2" below the bottom of the patch on each sleeve of all uniform shirts and jackets, single point up, blue in color with gold trim.

LIEUTENANT'S BARS. Lieutenant bars will be 1/4" x 3/4" in size, gold in color. One will be pinned on each collar tab, 1/2" up from the bottom, the bars forward edge parallel to the vertical seam of the collar.

CAPTAIN'S BARS. Captain's bars will be two 1/4" x 3/4" in size, gold in color. One will be pinned to each collar tab 1" down from the top of the collar with the leading edge of the forward bar parallel with the vertical collar seam.

CHIEF'S STARS. The Chief of Police will wear four gold stars pinned to each collar tab of the dress uniform.

BADGES AND NAME TAGS. The badge of the El Segundo Police Department will be pinned in the holder provided on the left breast of the uniform shirt. The name plate will be pinned on the right uniform shirt pocket with the upper edge of the plate aligned with the upper flap seam. Personnel may wear an attached pin with the Name Tag listing the employee's year of hire as a peace officer. Lateral entry officers may account for their previous peace officer service.

POLICE BADGE MOURNING BAND. A police badge mourning band shall be worn on an officer's badge when:

A. A peace officer assigned to a law enforcement agency is killed in the line of duty within Los Angeles County or the adjacent counties of Ventura, San Bernadino, Riverside, Kern, or Orange.
B. An officer attends a funeral or other service for a fallen law enforcement officer.
C. Approved by the Chief of Police or an authorized designee.

The mourning band shall be 1/ 2 inch wide and made of solid black elastic with blue midline. The band shall be positioned horizontally over the center of the badge.

Professional Staff may wear the issued Thin Blue Line Ribbon 1.5-inch lapel pin on the left side, chest level of the outermost garment worn. This pin is supplied by the department.

The mourning band and pin should be worn from the day of the death until midnight on the evening of the official and/or formal memorial ceremony.

UNIFORM SERVICE PINS. Only authorized service pins may be worn by members of the department to signify special accomplishments or distinguished awards.

DISPLAY OF SERVICE PINS.

Display of One Service Pin (right uniform shirt pocket flap): One authorized pin (a-d) will be worn centered on the left half of the right uniform shirt pocket flap. It may be worn while in Class "A" or Class "B" Uniform.

Display of Two Service Pins (right uniform shirt pocket flap): Two authorized pins (a-d) will be worn centered on the left half and right half of the right uniform shirt pocket flap. They may be worn with a Class "A" or Class "B" uniform.

Display of One Service Pin (left uniform shirt pocket flap): One authorized pin (e & f) shall be worn centered on the left uniform shirt pocket with the upper edge of the device aligned with the upper flap seam. They may be worn with a Class "A" or Class "B" uniform.

A. FIRING RANGE QUALIFICATION PIN. Sworn personnel may wear the Firing Range Qualification Pin according to the following classifications. The pin shall be worn centered on the left half of the right uniform shirt pocket flap.

1.	MARKSMAN	365-417 - No pin awarded
2.	SHARPSHOOTER PIN	418-458
3.	EXPERT PIN	459-493
4.	DISTINGUISHED PIN	494-500

B. SWAT TEAM PIN. Active SWAT team members may wear the SWAT pin. The pin shall be worn centered on the left half of the right uniform shirt pocket flap.

C. AMERICAN FLAG PIN. United States flag pins are authorized to be worn by all uniformed personnel. The pin shall be 1 inch. Military veterans may instead wear a crossed pin of the American flag and military branch flag in which they served. The pin shall be worn centered on the left half of the right uniform shirt pocket flap.

D. GRACIE JIU-JITSU PINS (Bronze, Silver, and Gold). Personnel awarded a Gracie Jiu-Jitsu pin are authorized to wear the pin indefinitely while a member of this department.
   1. Gracie Jiu-Jitsu pins will be awarded to sworn officers as follows:
      a. Gold pins will be awarded to all sworn officers who have attended 300 or more approved Gracie Jiu-Jitsu classes.

b. Silver pins will be awarded to all sworn officers who have attended 200 or more approved Gracie Jiu-Jitsu classes.
c. Bronze pins will be given to all sworn officers who have attended 100 or more approved Gracie Jiu-Jitsu classes.

E. DRUNK DRIVING ENFORCEMENT 23152 PIN. Personnel awarded a Drunk Driving Enforcement pin are authorized to wear the pin indefinitely while a member of this department. The pin shall be worn centered on the left uniform shirt pocket with the upper edge of the pin aligned with the upper flap seam.

F. STOLEN VEHICLE 10851 PIN. Personnel awarded a Stolen Vehicle enforcement pin are authorized to wear the pin indefinitely while a member of this department. The pin shall be worn centered on the left uniform shirt pocket with the upper edge of the pin aligned with the upper flap seam.

***Officers that have achieved a 23152 Pin and a 10851 Pin may only wear one of the pins on their uniform.

MEDAL OF VALOR. Medal of Valor and Distinguished Service award pins awarded to uniformed personnel for bravery, heroism or other outstanding meritorious actions shall be worn centered on the left uniform shirt pocket with the upper edge of the device aligned with the upper flap seam. It may be worn while in Class "A" Uniform. Personnel awarded a Medal of Valor or Distinguished Service pin are authorized to wear the pin indefinitely while a member of this department.

***Officers that have achieved a Medal of Valor and Distinguished Service Pin may wear both pins on their Class "A" Uniform.

MILITARY RIBBONS. Uniformed employees of the El Segundo Police Department, including both sworn and civilian, who are active military reservists or veterans of the United States Armed Forces, whether active or reserve, including the California National Guard, State Military Reserve, or Naval Militia, will be authorized to wear ribbons earned while serving in the United States Armed Forces, in accordance with the provisions of Military and Veterans Code, Division 3, Chapter 2, Section 648 (b) and the following restrictions:

A. Military ribbons are to be worn on Class "A" uniforms only.
B. Only military ribbons may be worn. Military medals and badges (shooting badges, jump wings, dive badge, etc.) are not authorized.
The placement of military ribbons on the Class "A" uniform shall be centered above the right breast uniform pocket.
D. Military ribbons are authorized only during the following time periods:

1. Veteran's Day
2. Memorial Day
3. As authorized by the Chief of Police.

FIELD EQUIPMENT

REQUIRED EQUIPMENT – UNIFORMED PERSONNEL. In addition to the basic uniforms, personnel engaged in uniformed field duty shall carry the following equipment:

A. Protective Vests – All uniformed officers, community lead officers, school resource officers, animal control officers, cadets and supervisors must wear protective vests when conducting field duties.
B. Baton - The Department approved baton should be immediately available by uniformed sworn officers while engaged in field duties.
E. Handcuffs and Handcuff Key
G. Helmet and Gas Mask - Officers assigned to field duty in uniform shall have their helmets and Gas Mask in the vehicle to which they are assigned. Unless specifically directed, officers may use their own judgement as to the wearing of helmets in field situations.
H. Electronic Control Device – Officers, Supervisors, and non-sworn personnel assigned to field duty and trained in accordance with guidelines shall carry the ECD in an approved holster specifically manufactured for the device and must not be positioned on the same side of the utility belt as a firearm.
I. Department issued O.C. and holder.
J. Knives - Folded, buck type knives may be worn if enclosed in a closed sheath.
K. Second department approved, "Back-up" gun - may be carried, but must be completely concealed from view.
L. BWC camera and holder

NYLON FIELD JACKET. The heavy-duty or light-weight nylon field jacket may be worn with the basic uniform by all officers. If worn, this jacket must bear the official shoulder patch of the Department, as well as any additional insignia that the wearer of the jacket is authorized to wear.

Sworn employees- black uniform jacket or lightweight uniform jacket with “POLICE OFFICER” cloth badge, or appropriate rank cloth badge. The uniform jacket will have the ESPD shoulder patches sewn on along with the appropriate chevron rank or designator (FTO, SGT, or motorcycle) underneath the shoulder patches. The name tape will be embroidered in block gold colored stitching ½ inch in height and affixed above the right pocket.

Civilian employees- black uniform jacket or lightweight uniform jacket with “El SEGUNDO POLICE” cloth badge. The uniform jacket will have the ESPD shoulder patches sewn on with the appropriate rocker sewn underneath each shoulder patch. The name tape will have the employees first initial and last name embroidered in block gold colored stitching ½ inch in height.

Records Division- Blauer softshell hybrid jacket style 4675. The dark navy-blue jacket with “EL SEGUNDO POLICE” cloth badge. The uniform jacket will have the ESPD shoulder patches sewn on with the “RECORDS” rocker sewn underneath each shoulder patch. The employees first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height.

SAFETY VESTS. In accordance with the Federal Highway Administration (FHWA) Code of Federal Regulations, Title 23, Part 634, all police personnel will don a safety vest when performing any of the following field tasks day or night:

A. Directing traffic
B. Investigating traffic collisions
C. Managing lane closures, obstructed roadways, or disaster areas

All safety vests must meet the American National Standards Institute (ANSI) and International Safety Equipment Association (ISEA) 207 class 2 requirements and made of reflectorized/high visibility material.

UNIFORM ACCESSORIES AND GENERAL APPEARANCE:

REFER TO LEXIPOL 1022 FOR PERSONAL APPEARANCE AND STANDARDS

PLAINCLOTHES DRESS FOR ALL DEPARTMENT PERSONNEL

PLAINCLOTHES DRESS-DEFINITION:

Non-uniformed attire for all employees shall usually consist of a business suit or sports coat and slacks, for males and comparable professional attire for females. Exceptions may be granted by the Division Commanders for officers on certain special assignments.

DRESS CODE- DEPARTMENT MEETINGS AND TRAINING:

As direct representatives of the City and the Police Department, a standard of professionalism shall be the general guideline. When attending Department meetings and training, professional attire for employees will include the following: Collared shirts, khaki style pants or slacks; jeans may be worn if not faded, torn or soiled. Additionally, female employees may wear professional attire.

Employees are not permitted to wear the following clothing during department meetings and training unless approved by the Chief of Police or their designee: baseball caps, sandals, shorts, T-shirts, any clothing with logos or words that are offensive.

PROCUREMENT OF UNIFORMS AND SAFETY EQUIPMENT

PROVIDED UNIFORMS AND SAFETY EQUIPMENT:

The City shall provide required uniforms and safety equipment to eligible employees.

POLICE OFFICER TRAINEES: Shall be provided with the following equipment at time of hire:

A. LAPD style shirts (3) and LAPD style pants (3) or the optional Blauer FlexRS outer vest shirt and matching trousers navy blue in color: 2 outer vest, three undershirts, three pants. Full set of Class A long sleeve uniform shirt and pants.
B. Black tie and gold tie bar
C. Black shoes or boots

D. Standard round navy-blue cover with ESPD hat piece
E. Jacket
F. Basket weave dress belt
G. Four keepers- basket weave
H. Sam Browne belt- basket weave
I. One holster for ESPDs standard issued handgun- basket weave
J. One duty weapon- Glock 17
K. One double pouch ammo case with a button/ snap top- basket weave
L. Three magazines
M. Two pair handcuffs and two handcuff case- basket weave
N. One baton and baton ring
O. Flashlight
P. One radio holster
Q. Rain gear
R. Protective vest
S. Helmet and bag
T. O.C. and holder (open or closed top)- basket weave
U. Taser and Taser holder
V. BWC and holder

UNIFORM AND SAFETY EQUIPMENT REPLACEMENT:
Eligible employees requesting replacement of uniforms worn out or damaged in the line of duty will submit a uniform request along with the damaged or worn item to his/her immediate Supervisor for approval. The employees immediate Supervisor shall verify the cause of the damage or extent of the wear and base the recommendation for replacement on these findings. The supervisor inspecting the item(s) will indicate his or her approval, if warranted, by signing the form and shall then forward the request form and the item to the Administrative Sergeant for final approval. Replacement records shall be maintained by the Administrative Sergeant for inventory purposes.

FIREARM PURCHASE UPON SEPARATION. Non- Probationary, sworn personnel, with the written approval of the Chief of Police may purchase, upon honorable separation, his/her issued firearm. Below are the procedures to be followed:

A. Submit Inter-Departmental Correspondence to the Chief of Police requesting to purchase the firearm. Request must list the make, model, caliber, and serial number.
B. Fair market value to be estimated by a local FFL and approved by the Firearms Range Manager. Back-up documentation shall be provided.
C. Make payment to the City Finance Department and provide proof of payment to the Administrative Division Sergeant.
D. Present the firearm and Letter of Intent, signed by the Chief of Police (Letter is provided by Administration Division) to a licensed Federal Firearms dealer.

E. It is the responsibility of the purchasing officer to pay any applicable taxes and registration fees.

F. Due to CA firearm laws restricting the transfer of certain firearms only to active peace officers, the transaction shall be completed prior to the official separation date.

G. The purchasing officer shall provide the Administrative Division Sergeant with a copy of the Dealer Record of Sale (DROS) as proof of registration and compliance with state and federal firearms laws.

H. The Office of the Chief of Police shall retain copies of the approved request, proof of payment receipt, Letter of Intent and DROS.

Facial Recognition Search Request Sample Forms.pdf

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Facial Recognition Search Request

Attention [Insert agency / unit name here] Staff:

Please assist our agency's investigation by conducting a facial recognition search of the attached image(s) in the Los Angeles County Digital Mugshot System and any searchable repositories through the California Facial Recognition Interconnect (CAFRI).

Our agency understands that any results will be used as an investigative lead only and shall not be considered a positive identification, reason for detention, or probable cause for an arrest.

Requesting Agency:

Requester Name:

Requester Phone Number:

Requester Email:

Case/File Number:

Reason for search:

Source image obtained from:

Image extracted from video? Yes No

Number of Images attached:

_____	_____	_____
Requestor Signature	**Printed Name**	**Date**

SAMPLE

Insert Agency Logo here if desired

UNCLASSIFIED//LAW ENFORCEMENT SENSITIVE

Cal-ID / Facial Recognition Unit

Manual Search Report

THIS IS NOT A POSITIVE IDENTIFICATION. IT IS AN INVESTIGATIVE LEAD ONLY, AND FURTHER INVESTIGATION IS NEEDED THIS IS NOT PROBABLE CAUSE TO ARREST OR A REASON FOR DETENTION.

Facial Recognition Case Number	Submitted by:
Date Searched:	Investigating Agency:
Face Reviewer:	Agency Case Number:

Submitted Image (Probe)	Investigative Lead Image

The above investigative lead is deemed viable for further investigation based on a facial recognition search and morphological comparison. See the demographic information below:

Name:	Date of Birth:
CDL:	MAIN #:
SID:	Recent booking number:

Comments: insert any pertinent info regarding recent arrests or contact locations here

☐ **[Insert agency name here]** has determined that the image(s) provided did not result in a possible match in the digital mugshot repository. A new facial recognition search request form must be completed if your agency wishes to provide additional images.

If LACRIS is notified to seal/destroy this record, it is your agency's responsibility to destroy this information in compliance with California's Department of Justice Criminal Offender Record Information (Information Bulletin 13-04-CJIS).

This document is the property of [insert agency name here] and is prepared for the limited purpose of information sharing. This information is designated U//LES and is shared in confidence. This document contains Personally Identifiable Information (PII) and must be handled in accordance with the LACRIS Policy and FBI CJIS Security Policy. It may be shared with other LE agencies but may not be posed within public view. This document must not be reclassified in any way, in whole or part. Questions about this document can be directed to (insert email or phone number of your Facial Recognition unit).

SAMPLE

Uniform Manual FINAL Rev 1-6-2026.pdf

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EL SEGUNDO POLICE DEPARTMENT UNIFORM MANUAL

This Uniform Manual is to ensure all department worn uniforms are consistent and professional in appearance. All uniforms shall be professionally cleaned and maintained. Any deviation from this manual shall be approved by the Chief of Police or their designee.

SWORN EMPLOYEES

CLASS "A" UNIFORM:

A. Standard round navy-blue uniform cover with “El Segundo Police” gold metal hat piece. The Captains’ and Chief's round hat will have a gold leaf band on the bill and a gold braid band. The Lieutenants’ hat band will be a gold braid band. Sergeant and officer hat bands will be black with gold "P" buttons.
B. LAPD style navy-blue lightweight wool long sleeve shirt with one gold “ESPD” button on each pocket flap and each epaulet. Both epaulets may be sewn down. The uniform shirt will have the ESPD shoulder patches sewn on.
C. Gold name plate shall be affixed and centered just below the top seam of the right breast pocket (see name plate model# 0000417813). The name on the name plate will be the officer’s first name initial and last name. The optional years of service plate can also be worn in conjunction with the name plate. “SERVING-YEAR-SINCE” The letterings will be blue in color.
D. Black tie with four-in-hand knot and a 5/16" wide yellow metal tie bar. Command Staff (Lieutenant and above) will wear yellow metal tie bar with affixed El Segundo City Seal.
E. Navy blue lightweight wool uniform trousers.
F. Black “Oxford” (Corfam glossy uniform dress shoes) plain toe shoes with black or navy-blue socks.
G. Regulation leather Sam Browne (basket weave leather) gun belt, without baton or baton ring. The belt will only contain a firearm, a holster, handcuffs and case, and a double pouch magazine holder.

CLASS "B" UNIFORM:

A. LAPD style navy-blue lightweight wool uniform shirt and trousers.
B. An optional patrol uniform is the Blauer FlexRS outer vest uniform or the Blauer FlexRS Supershirt uniform, navy blue in color. The outer vest will be outfitted with the BWC chest mounting piece. The officer’s gold name plate shall be affixed and centered just below the top seam of the right breast pocket (see name plate model# 0000417813). The name on the name plate will be the officer’s first name initial and last name. The optional years of service plate can also be worn in conjunction with the name plate. “SERVING-YEAR-SINCE” The letterings will be blue in color.
C. The outer vest or uniform shirt will have one gold “ESPD” button on each pocket flap and each epaulet. Both epaulets may be sewn down. The uniform shirt will have the ESPD shoulder patches sewn on.

D. The Blauer FlexRS undershirt will have the ESPD shoulder patches sewn on. The uniform shirt will have the officer's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the "EL SEGUNDO POLICE OFFICER" cloth badge (appropriate rank cloth badge) sewn on. The undershirt is rip stop material. Service stripes, FTO, and Sergeant stripes apply when wearing long or short sleeves.
E. The trousers will be the matching Blauer pants (with zippered side pockets), navy blue in color. The trousers are rip stop material.
F. At the discretion of the officer, either the long sleeve or short sleeve uniform shirt may be worn year-round. LAPD style navy blue wool/poly-wool uniform is optional if the officer or command staff choose not to wear the Blauer FlexRS outer vest uniform. The LAPD style long and short sleeve uniform shirts worn by all sworn shall have one gold "ESPD" button on each pocket flap and each epaulet. Both epaulets may be sewn down.
G. White or black T-shirt with a tight round collar (crew neck style) will be worn with any open collar uniform shirt.
H. Black "Oxford" plain toe shoes or boots will be worn with black or dark blue socks. The footwear must have a heal and be able to be shined on the toe and heal.
I. Leather trouser belt and black basket weave or nylon Sam Browne belt with the following corresponding safety equipment:

    1. Baton holder
    2. Keepers (unless Sam Brown belt is of the Velcro Style)
    3. Handcuff case
    4. O.C. holder (small or large)
    5. Double Ammunition/Magazine pouch with button flaps. The optional three pouch magazine holder must match the Sam Browne belt and purchased at the officer's expense.
    6. Holster (with a minimum threat level two rating). A single drop-down strap with no clips and only one strap around the leg is an optional holster support. The Safariland small tactical plate with one elastic strap with harness (Black STX Tactical Finish) must be purchased by the officer. The gun holster must match the black leather basket weave or nylon Sam Brown belt.
    7. Taser holster
    8. As approved by the Chief of Police or their designee, ancillary equipment such as an approved folding knife, extra handcuff cases and mini-light holders may also be worn.
J. Officers may wear the standard round navy-blue cover with the Class B uniform.

Approved nylon gear may be purchased from an authorized department vendor at the officer's expense.

CLASS "C" UNIFORM:

A. 5-11 Tactical Series, multi-purpose BDU police uniform, black in color, and rip style fabric (style 72054). The uniform shirt will have the officer's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch height. The left breast area will have the "POLICE OFFICER" cloth badge or appropriate rank

badge. The uniform shirt will have the ESPD shoulder patches sewn on.

B. The optional uniform shirt for the Class C uniform is the Elbeco Polo shirt (style# 25214), black in color. The uniform shirt will have the officer's first initial and last name, embroidered on the upper right breast area in block white colored stitching ½ inch in height. The left breast area will have the "POLICE OFFICER" or appropriate rank badge silkscreened, white in color. Shoulder patches will also be silkscreened white in color with appropriate chevron rankings. "POLICE" in white lettering with a white border will be silkscreened on the back of the shirt. This optional uniform top can only be worn during special events, training, and when authorized by a supervisor.

C. At the discretion of the officer, either the long sleeve or short sleeve uniform shirt may be worn year round.

D. White or black T-shirt with a tight round collar will be worn with the uniform.

E. Black "Oxford" plain toe shoes or boots will be worn with black or dark blue socks. The footwear must have a heal and be able to be shined on the toe and heal.

PATROL BASEBALL CAP AND BLACK KNIT PATROL WATCH CAP:

A. A blue knit watch cap with "EL SEGUNDO POLICE" embroidered in silver and four stars embroidered in gold on the front fold may only be worn by male or female officers when outdoors and when temperatures are 55 degrees or lower. The knit watch cap must be worn tight with no excess material at the top of the head.

B. A fleece headband with "EL SEGUNDO POLICE" embroidered in silver and four stars embroidered in gold on the front facing portion may be worn outdoors when temperatures are 55 degrees or lower. The headband may only be worn by female officers. Supervisors have the discretion to disapprove the wearing of the knit watch cap or headband at any time.

C. A navy-blue baseball cap with "El SEGUNDO" with a grey colored italicized lettering in grey color embroidery with a height of ½ inch stitching will be on the top line and on the second line will be the four gold stars. Embroidered after the stars on the second line is "POLICE" italicized with white ¼ inch stitching.

D. The department issued baseball cap may be worn with either the Blauer FlexRS outer vest or Blauer FlexRS Supershirt uniforms at all times to include indoors. The baseball cap may be worn with the traditional wool uniform only during times of inclement rainy weather. Supervisors have the discretion to disapprove the wearing of the baseball cap at any time.

E. The headband, knit watch cap, and baseball cap will be provided by the department and purchased from an authorized department vendor.

ADMINISTRATIVE / PERSONNEL / TRAINING:

A. Administrative Division personnel may wear the Class B uniform or a standard suit and tie.

CANINE OFFICER:

A. Blauer TENX Armorskin, multi-purpose BDU outer vest uniform, black in color. The outer

vest will be outfitted with the BWC chest mounting piece. The Blauer undershirt uniform will be black in color and have the ESPD shoulder patches sewn on. The officer's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the "POLICE OFFICER" cloth badge sewn on and below the badge will be embroidered "K-9" in blocked gold colored stitching ½ inch in height, just above the left breast pocket. The top is rip stop material. Service stripes apply when wearing long sleeves.

B. The trousers will be the matching Blauer TENX Armorskin cargo pants (with flaps), black in color. The trousers are rip stop material.

C. An optional uniform is a 5-11 multi-purpose BDU uniform, black in color and outfitted with the BWC chest mounting piece. The officer's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the "POLICE OFFICER" cloth badge sewn on and below the badge will be embroidered "K-9" in blocked gold colored stitching ½ inch in height, just above the left breast pocket. The top is rip stop material. Service stripes apply when wearing long sleeves.

D. The trousers will be the matching 5-11 uniform pants. The trousers are rip stop material.

E. At the discretion of the officer, either the long sleeve or short sleeve uniform shirt may be worn year-round.

F. White or black undershirt with a tight round collar will be worn with the K-9 uniform.

G. Black "Oxford" plain toe shoes or boots will be worn with black or dark blue socks. The footwear must have a heal and be able to be shined on the toe and heal.

H. Trouser belt and black basket weave or nylon Sam Browne belt with the following corresponding safety equipment:

1. Baton holder
2. Keepers (unless Sam Brown belt is of the Velcro Style)
3. Handcuff case
4. O.C. holder
5. Double Ammunition/Magazine pouch
6. Holster with a minimum threat level two rating. A single drop-down strap with no clips is an optional holster support. The Safariland small tactical plate with double elastic leg straps with harness (Black STX Tactical Finish) will be purchased by the department. The gun holster must match the black leather basket weave or nylon Sam Brown belt.
7. Taser Holster

Nylon gear for a K-9 officer will be purchased at department expense.

I. A black New ERA snapback baseball cap with "El SEGUNDO" with a grey colored italicized lettering in grey color embroidery with a height of ½ inch stitching will be on the top line and on the second line will be the four gold stars. Embroidered after the stars on the second line is "POLICE" italicized with white ¼ inch stitching. The black baseball cap may be worn by the K-9 officer during patrol duties and authorized training days.

COMMUNITY ENGAGEMENT:

See sworn officers' Class B uniform.

DEFENSIVE TACTICS:

When training, all defensive tactics staff shall wear the 5.11 Tactical style BDU pants, dark navy blue in color. The 5.11 polo style shirt will be dark navy in color and can either be short sleeve or long sleeve.

A. The officer's first initial and last name embroidered on the upper right breast area in block white colored stitching ½ inch in height. The left breast area will be embroidered in white lettering ½ inch in height, "DT INSTRUCTOR." No shoulder patches will be worn. If the officer is armed the officer shall wear a gun belt with gun and their issued badge on a badge holder to the front of their service weapon. The officer will wear black colored boots, equivalent to what is worn on patrol.

DRONE / FIELD TRAINING OFFICERS (FTO):

See sworn officers' Class B uniform.

CRISIS NEGOTIATION TEAM (CNT):

When training or deployed to an incident, CNT members may wear the 5.11 Stryke pants, black in color, and 5.11 polo style shirt, black in color, which can either be short sleeve or long sleeve.

A. The officer's rank and last name embroidered on the upper right breast area in block white colored stitching ½ inch in height. "NEGOTIATOR" silk-screened in 3" white block lettering with a border on the back of the shirt. The left breast area will have a silk-screened badge with the appropriate rank. All the silk-screens will be white in color. No shoulder patches will be worn. The officer shall wear a gun and holster and their issued badge on a badge holder, positioned to the front of their service weapon on a black belt. The officer will wear black colored boots, equivalent to what is worn on patrol.

BICYCLE PATROL:

A. Designated bicycle patrol officers will wear the 5.11 Tactical polo style shirt, short or long sleeve, navy-blue in color. The polo shirt will have the ESPD shoulder patches silk screened on. The officer's first initial and last name embroidered on the upper right breast area in block white colored stitching ½ inch in height. The left breast area will have the "POLICE OFFICER" cloth badge (or appropriate rank cloth badge) sewn on. "POLICE" silk-screened in 3" white block lettering with a border on the back of the shirt. The Sergeant stripes will apply when wearing long or short sleeves.
B. 5.11 Tactical bike shorts, navy blue in color, will be worn. If tattoos are visible on the arms or legs, the long sleeve shirt and/or the regular navy blue 5.11 Tactical bicycle patrol pants will be worn.
C. Black or black with white trim athletic shoes with black or white colored ankle socks will be worn when wearing shorts.

D. The approved baseball cap may be used.

HONOR GUARD UNIFORM:

The honor guard uniform will be worn by designated officers and will perform duties such as funerals, promotions, graduations, and special details as approved by the Chief of the Police or his designee.

A. Marine Corp Style black colored wool jacket with ESPD shoulder patches along with the ESPD issued metal badge appropriate for the ranking officer. A gold-colored name plate with black lettering above the right chest pocket and centered below the upper most part of the pocket edge. The pockets and chest buttons will be gold colored Marine Corp "P" Buttons. The collar will have gold colored "ESPD" pin devices on each side of the collar. The appropriate shoulder rank will be sewn on as needed.
B. Class A style black colored wool matching material pants with a one-inch gold colored stripe down the sides of each leg.
C. Dark navy-blue round "Drill Instructor" style hat with a shiny chin strap. The chin strap is a single silver colored buckle that is centered on the front top center of the hat. The ESPD hat badge will be mounted above the buckle and centered with the pre-made holes that come with the hat.
D. Patent leather (black Corfam-style) gun belt with an adjustable shoulder strap. The shoulder strap will run underneath the epaulet and across the body. The gold clips that attach to the gun belt will be in front and back of the holster. All buckles shall be gold in color. The gun holster with the same patent leather for the Glock 17 with a RMR red dot sighting system. No light.
E. Black "Oxford" (Corfam glossy uniform dress shoes) plain toe shoes will be worn with black or dark blue socks.

INVESTIGATIONS:

The Investigative Division will wear professional business attire. Male investigators will wear a suit and tie. Female investigators will wear professional business attire. Both male and female investigators will have a jacket available to wear when in court, professional meetings, or requested to wear by the Chief of Police or his designee.

A. Investigators must wear a professional dress gun belt that holds the authorized handgun. The gun belt should also have a handcuff holder with handcuffs.
B. Forward of the handgun, the investigators issued badge should be worn and displayed on a belt badge holder.
C. During tactical incidents or at the discretion of the detective supervisor an outer vest carrier, black in color, may be worn. The outer vest will have the investigator's first initial and last name embroidered on the upper right breast area in block white colored stitching ½ inch in height. The left breast area will have the "POLICE OFFICER" cloth badge (or appropriate rank cloth badge) sewn on. A "POLICE" patch with 1 ½" white lettering above the name tape on the right breast and a "POLICE" patch with 3" white lettering with a white border affixed to the back of the vest.

D. Black or brown plain toe shoes will be worn with professional dress socks. The footwear must have heels.
E. Dark navy-blue windbreaker with the investigator's first initial and last name embroidered in ½" white stitching over the right breast. The "DETECTIVE" badge silk-screened on the left breast and ESPD shoulder patches silk-screened on each shoulder. "POLICE" silk-screened in 3" block lettering with a border on the back of the windbreaker. All the silk-screens will be white in color.

MARITIME ENFORCEMENT / BEACH PATROL:

A. Designated boat and beach patrol officers will wear the Blauer FlexRS outer vest uniform, dark navy-blue in color. The outer vest will be outfitted with the BWC chest mounting piece. The undershirt will have the ESPD shoulder patches sewn on. The officer's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch height. The left breast area will have the "POLICE OFFICER" cloth badge sewn on. Service stripes, the appropriate ranking cloth badge, and the Sergeants stripes will apply when wearing long or short sleeves.
B. Blauer FlexRS shorts with similar rip-stop material can be used with the Blauer outer vest. If tattoos are visible on the arms or legs, then the long sleeve shirt or the regular dark navy blue Blauer FlexRS patrol pants will be worn.
C. Black colored athletic shoes with black colored ankle socks will be worn when wearing shorts.
D. The approved baseball cap will be used during sunlight hours and inclement weather. The supervisor on duty may deny the use of the baseball cap at any time.

CLASS "B" UNIFORM - MOTOR OFFICERS:

A. Navy-blue wool or polyester uniform shirt and motorcycle safety trousers. An optional uniform top is the Blauer FlexRS outer vest uniform, dark navy-blue in color. The outer vest will be outfitted with the BWC chest mounting piece. The officer's gold name plate shall be affixed and centered just below the top seam of the right breast pocket. The name on the name plate will be the officer's first name initial and last name. The optional years of service plate can also be worn in conjunction with the name plate. "SERVICE-YEAR-SINCE" The letterings will be blue. The undershirt will have the ESPD shoulder patches sewn on. The officer's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the "POLICE OFFICER" cloth badge, or appropriate rank, sewn on. Below both shoulder patches will be the motors insignia of the wheel and wings sewn on. Service stripes, the appropriate ranking cloth badge, and the sergeant's stripes will apply when wearing long or short sleeves.
B. At the discretion of the officer, either the long sleeve or short sleeve uniform shirt may be worn year-round.
C. Navy-blue motor style uniform trousers with a blue vertical stripe with gold borders on the outside of each leg will be worn with motor boots.
D. Motor boots, gloves and issued duty helmet are required when operating the police motorcycle.

NOTE: The basic Class "A" or Class "B" uniform shall be worn by motor officers when temporarily assigned to duties other than two-wheeled motorcycle patrol. Motor officers are required to wear their helmets when performing field duties. Officers assigned to two-wheel motorcycle duty will always be in complete uniform while operating the police motorcycle, including to and from work. Officers assigned to commercial enforcement details or motor training may wear a Class "C" uniform with the appropriate patches affixed.

RANGE STAFF:

All firearms range staff shall wear the tan colored 5.11 Tactical style BDU pants. The 5.11 polo style shirt will be red and can either be short sleeve or long sleeve. Long sleeves will be worn if tattoos are visible.

A. The officer's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will be embroidered in gold lettering with a ½ inch in height, "RANGE STAFF". No shoulder patches will be worn. The officer shall wear a gun and holster and their issued badge on a badge holder, positioned to the front of their service weapon on a black belt. The officer will wear black colored boots, equivalent to what is worn on patrol.

SPECIAL WEAPONS AND TACTICS:

The designated SWAT uniform will consist of a tactical uniform issued by the department with SWAT Commander approval. The SWAT uniform will consist of pants, a long sleeve shirt, and tactical footwear.

SOUTH BAY PLATOON:

Uniform will be the same as a patrol officer's Class C. The Sam Browne will be organized the same way as the standard Class B officer Sam Browne, with an optional extended sized baton.

A. A black New ERA snapback baseball cap with "El SEGUNDO" with a grey colored italicized lettering in grey color embroidery with a height of ½ inch stitching will be on the top line and on the second line will be the four gold stars. Embroidered after the stars on the second line is "POLICE" italicized with white ¼ inch stitching. The black baseball cap may be worn by South Bay Platoon members during callouts and authorized training days.

CIVILIAN EMPLOYEES

CLASS "A" UNIFORM:

POLICE SERVICE OFFICER / ANIMAL CONTROL OFFICER / CADET/PARKING CONTROL OFFICER / CSI/CRIME PREVENTION / POLICE ASSISTANT

A. Light blue wool long sleeved uniform shirt.
B. Black necktie with a four-in-hand knot, with a 5/16" wide yellow metal tie bar.
C. Gold name plate shall be affixed and centered just below the top seam of the right breast pocket. The name on the name plate will be the employee's first name initial and last name.
D. Dark navy-blue poly-wool uniform trousers.
E. Black "Oxford" (Corfam glossy uniform dress shoes) plain toe shoes will be worn with black or dark blue socks.

CLASS "A" UNIFORM:

CHAPLAIN

A. White long sleeve uniform button up shirt with zipper with ESPD shoulder patches. "CHAPLAIN" rockers under the ESPD shoulder patches. One gold "ESPD" button on each pocket flap and each epaulet.
B. LAPD style navy blue trousers.
C. Black leather basket weave belt.
D. Black tie with four-in-hand knot and a 5/16" wide yellow metal tie bar.
E. Black "Oxford" plain toe shoes or boots will be worn with black or dark blue socks. The footwear must have a heal and be able to be shined on the toe and heal.

CLASS "A" UNIFORM:

VOLUNTEERS

A. White wool long sleeved uniform shirt.
B. Black necktie with a four-in-hand knot, with a 5/16" wide yellow metal tie bar.
C. Gold name plate shall be affixed and centered just below the top seam of the right breast pocket. The name on the name plate will be the employees' first name initial and last name.
D. Dark navy-blue wool uniform trousers.
E. Black "Oxford" (Corfam glossy uniform dress shoes) plain toe shoes will be worn with black or dark blue socks.
F. A "VOLUNTEERS" rocker will also be sewn below each ESPD shoulder patch.

CLASS "B" UNIFORM:

CADET

Dark navy-blue wool or polyester uniform trousers. The shirt will be light blue and of similar material. An optional Cadet uniform is the French blue colored Blauer poly/wool material outer vest uniform. The outer vest will be outfitted with the BWC chest mounting piece. The cadet's gold name plate shall be affixed and centered just below the top seam of the right breast pocket. The name on the name plate will be the employee's first name initial and last name.

A. The undershirt will have the ESPD shoulder patches and underneath each shoulder patch will have the "CADET" rocker sewn on. The cadet's first initial and last name will be embroidered on the upper right breast area in gold colored with stitching ½ inch in height. The left breast area will have the "EL SEGUNDO POLICE" cloth badge sewn on. The trousers will be the black 5.11 tactical lite striker cargo pants (with flaps).
B. The outer vest or uniform shirt will have one gold "ESPD" button on each pocket flap and each epaulet. Both epaulets may be sewn down.
C. Either the long sleeve or short sleeve uniform shirt may be worn year-round and at the discretion of the employee. A tight white round collar t-shirt will be worn with any open collar uniform shirt.
D. Black "Oxford" plain toe shoes, boots, or black athletic shoes will be worn with black or dark blue socks.
E. All cadets while performing duties who may interact with the public shall wear a protective vest.

CLASS "B" UNIFORM:

CHAPLAIN

A. White polo style shirt with "EL SEGUNDO POLICE" embroidered in black ½" lettering over the left chest. The chaplain's first name initial and full last name embroidered in black ½" lettering over the right chest. "Chaplain" embroidered in black ½" lettering centered a ½" below the chaplain's name.
B. Black Blauer FlexRS pants.
C. Black leather basket weave belt.
D. Black "Oxford" (Corfam glossy uniform dress shoes) plain toe shoes or boots will be worn with black or dark blue socks.

CLASS "B" UNIFORM:

POLICE ASSISTANT

A. Dark navy-blue poly-wool short or long-sleeved uniform shirt. The uniform top will have the employee's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the "EL SEGUNDO POLICE" cloth badge. The ESPD shoulder patch will also be sewn on with a "RECORDS" rocker identifier sewn underneath.
B. Dark navy-blue poly-wool uniform trousers.
C. Black "Oxford" (Corfam glossy uniform dress shoes) plain toe shoes or boots will be worn with black or dark blue socks.

CRIME ANALYST / CRIME PREVENTION

A. Dark navy-blue poly-wool short or long-sleeved uniform shirt. The uniform top will have the employee's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the "EL SEGUNDO POLICE" cloth badge. The ESPD shoulder patch will also be sewn on with the appropriate rocker identifier "CRIME ANALYST" or "CRIME PREVENTION" sewn on underneath.
B. 5-11 STRYKE, multi-purpose BDU uniform pants, dark navy-blue in color and rip style fabric.
C. Black "Oxford" (Corfam glossy uniform dress shoes) plain toe shoes or boots will be worn with black or dark blue socks.

CLASS "B" UNIFORM:

VOLUNTEERS

A. White wool short or long-sleeved uniform shirt.
B. Dark navy-blue wool uniform trousers.
C. Black "Oxford" (Corfam glossy uniform dress shoes) plain toe shoes or boots will be worn with black or dark blue socks.
D. A designator/ rocker "VOLUNTEERS" patch will also be sewn below each ESPD shoulder patch.

CLASS "B" UNIFORM:

ANIMAL CONTROL / POLICE SERVICE OFFICER

A. 5-11 Tactical Series, multi-purpose BDU police uniform pant, storm gray in color, and rip style fabric (style 74369-male and 64386-female). The 5-11 Tactical Series, multi-purpose BDU police uniform top will be black in color and rip style fabric (style 72054). The employee's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the "EL SEGUNDO POLICE" cloth badge. Underneath the cloth badge will be "SERVICE OFFICER" embroidered in block gold colored stitching ½ inch in height. The ESPD shoulder patch will also be sewn on with the appropriate rocker if applicable sewn on underneath (ie. ANIMAL CONTROL or SERVICE OFFICER).
B. An optional uniform is the Blauer FlexRS outer vest uniform, black in color. The outer vest will be outfitted with the BWC chest mounting piece. The employee's first initial and last name will be embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the "EL SEGUNDO POLICE" cloth badge sewn on.
C. The Blauer FlexRS undershirt, black in color, will have the ESPD shoulder patches sewn on with the appropriate rocker sewn on underneath (i.e. ANIMAL CONTROL or SERVICE OFFICER). The uniform shirt will have the employee's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the "EL SEGUNDO POLICE" cloth badge sewn on.

The undershirt is rip stop material.

D. An optional top is the Elbeco Polo shirt (style# 25214), black in color. The uniform top will have the employee's first initial and last name embroidered on the upper right breast area in block white colored stitching ½ inch in height. The left breast area will have the "EL SEGUNDO POLICE" cloth badge. Shoulder patches will also be silkscreened white in color. This optional uniform top can only be worn during special events, training, and when authorized by a supervisor.

E. At the discretion of the officer, either the long sleeve or short sleeve uniform shirt may be worn year round.

F. White or black T-shirt with a tight round collar will be worn with the uniform.

G. Black "Oxford" plain toe shoes or boots will be worn with black or dark blue socks. The footwear must have a heal and be able to be shined on the toe and heal.

H. Department issued baseball cap. As a general rule, baseball caps may not be worn with the Class "A" or Class "B" uniforms; however, if approved by the Supervisor, baseball caps may be worn in inclement weather, and during incidents of prolonged sun exposure (e.g. perimeters, traffic control, etc.).

I. A navy-blue baseball cap with "El SEGUNDO" with a grey colored italicized lettering in grey color embroidery with a height of ½ inch will be on the top line, and on the second line will be the four gold stars. Embroidered after the stars on the second line is "POLICE" italicized with white color thread and a height of ¼ inch.

ANIMAL CONTROL EQUIPMENT

A. Trouser belt and black basket weave or nylon Sam Browne belt with the following corresponding safety equipment:

1. Baton and baton ring (may have an expandable baton at the employee's expense)
2. Keepers (unless Sam Brown belt is of the Velcro Style)
3. O.C. holder
4. Electronic control device (ECD) and ECD Holster

CLASS "B" UNIFORM:

PROPERTY OFFICER / CRIME SCENE INVESTIGATOR

A. Blauer TENX Armorskin, multi-purpose BDU outer vest uniform, black in color. The outer vest will be outfitted with the current BWC chest mounting piece. The undershirt will be black and have the ESPD shoulder patches with the appropriate identifiers sewn on underneath. The outer vest and undershirt will have the employee's first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height. The left breast area will have the "EL SEGUNDO POLICE" cloth badge sewn on. The top will be rip stop material.

B. The trousers will be the matching Blauer TENX Armorskin cargo pants (with flaps), black in color. The trousers will be rip stop material.

C. At the discretion of the employee, either the long sleeve or short sleeve uniform shirt may be worn year-round.
D. White or black T-shirt with a tight round collar will be worn with the uniform.
E. Black “Oxford” plain toe shoes or boots will be worn with black or dark blue socks. The footwear must have a heal and be able to be shined on the toe and heal.

CLASS "A" CRIME ANALYST:

See PSO Class “A” uniform.

EXECUTIVE ASSISTANT:

Business casual attire

MANAGEMENT ANALYST:

Business casual attire

BADGES:

PURCHASE OF BADGES PROHIBITED. Personnel of this Department will not purchase an official badge, or reasonable facsimile thereof, for any purpose, without written authorization from the Chief of Police.

The only badge(s) personnel of this Department are authorized to use are those issued by the Department or those that have been authorized by the Chief of Police.

INSIGNIAS FOR THE POLICE UNIFORM:

PATCHES. Patches will be sewn on each shirt and jacket sleeve centered on the epaulet or shoulder 1/2" below the shoulder seam. Leather jackets worn by solo-motor officers do not require patches.

SERVICE STRIPES. Service stripes are required on the regulation long sleeved uniform shirt. One stripe for each calendar five years of peace officer service, sewn on the left sleeve, high point edge parallel and forward of the sleeve crease and the low point 3/8" above the cuff seam. The stripes will be blue with gold trim.

SERGEANT’S CHEVRONS. Sergeant chevrons are to be centered on the epaulet, 1/2" below the bottom of the patch on each sleeve of all uniform shirts and jackets, single point up, blue in color with gold trim.

LIEUTENANT’S BARS. Lieutenant bars will be 1/4" x 3/4" in size, gold in color. One will be pinned on each collar tab, 1/2" up from the bottom, the bars forward edge parallel to the vertical seam of the collar.

CAPTAIN'S BARS. Captain's bars will be two 1/4" x 3/4" in size, gold in color. One will be pinned to each collar tab 1" down from the top of the collar with the leading edge of the forward bar parallel with the vertical collar seam.

CHIEF'S STARS. The Chief of Police will wear four gold stars pinned to each collar tab of the dress uniform.

BADGES AND NAME TAGS. The badge of the El Segundo Police Department will be pinned in the holder provided on the left breast of the uniform shirt. The name plate will be pinned on the right uniform shirt pocket with the upper edge of the plate aligned with the upper flap seam. Personnel may wear an attached pin with the Name Tag listing the employee's year of hire as a peace officer. Lateral entry officers may account for their previous peace officer service.

POLICE BADGE MOURNING BAND. A police badge mourning band shall be worn on an officer's badge when:

A. A peace officer assigned to a law enforcement agency is killed in the line of duty within Los Angeles County or the adjacent counties of Ventura, San Bernadino, Riverside, Kern, or Orange.
B. An officer attends a funeral or other service for a fallen law enforcement officer.
C. Approved by the Chief of Police or an authorized designee.

The mourning band shall be 1/ 2 inch wide and made of solid black elastic with blue midline. The band shall be positioned horizontally over the center of the badge.

Professional Staff may wear the issued Thin Blue Line Ribbon 1.5-inch lapel pin on the left side, chest level of the outermost garment worn. This pin is supplied by the department.

The mourning band and pin should be worn from the day of the death until midnight on the evening of the official and/or formal memorial ceremony.

UNIFORM SERVICE PINS. Only authorized service pins may be worn by members of the department to signify special accomplishments or distinguished awards.

DISPLAY OF SERVICE PINS.

Display of One Service Pin (right uniform shirt pocket flap): One authorized pin (a-d) will be worn centered on the left half of the right uniform shirt pocket flap. It may be worn while in Class "A" or Class "B" Uniform.

Display of Two Service Pins (right uniform shirt pocket flap): Two authorized pins (a-d) will be worn centered on the left half and right half of the right uniform shirt pocket flap. They may be worn with a Class "A" or Class "B" uniform.

Display of One Service Pin (left uniform shirt pocket flap): One authorized pin (e & f) shall be worn centered on the left uniform shirt pocket with the upper edge of the device aligned with the upper flap seam. They may be worn with a Class "A" or Class "B" uniform.

A. FIRING RANGE QUALIFICATION PIN. Sworn personnel may wear the Firing Range Qualification Pin according to the following classifications. The pin shall be worn centered on the left half of the right uniform shirt pocket flap.

1.	MARKSMAN	365-417 - No pin awarded
2.	SHARPSHOOTER PIN	418-458
3.	EXPERT PIN	459-493
4.	DISTINGUISHED PIN	494-500

B. SWAT TEAM PIN. Active SWAT team members may wear the SWAT pin. The pin shall be worn centered on the left half of the right uniform shirt pocket flap.

C. AMERICAN FLAG PIN. United States flag pins are authorized to be worn by all uniformed personnel. The pin shall be 1 inch. Military veterans may instead wear a crossed pin of the American flag and military branch flag in which they served. The pin shall be worn centered on the left half of the right uniform shirt pocket flap.

D. GRACIE JIU-JITSU PINS (Bronze, Silver, and Gold). Personnel awarded a Gracie Jiu-Jitsu pin are authorized to wear the pin indefinitely while a member of this department.

1. Gracie Jiu-Jitsu pins will be awarded to sworn officers as follows:
    a. Gold pins will be awarded to all sworn officers who have attended 300 or more approved Gracie Jiu-Jitsu classes.
    b. Silver pins will be awarded to all sworn officers who have attended 200 or more approved Gracie Jiu-Jitsu classes.
    c. Bronze pins will be given to all sworn officers who have attended 100 or more approved Gracie Jiu-Jitsu classes.

E. DRUNK DRIVING ENFORCEMENT 23152 PIN. Personnel awarded a Drunk Driving Enforcement pin are authorized to wear the pin indefinitely while a member of this department. The pin shall be worn centered on the left uniform shirt pocket with the upper edge of the pin aligned with the upper flap seam.

F. STOLEN VEHICLE 10851 PIN. Personnel awarded a Stolen Vehicle enforcement pin are authorized to wear the pin indefinitely while a member of this department. The pin shall be worn centered on the left uniform shirt pocket with the upper edge of the pin aligned with the upper flap seam.

***Officers that have achieved a 23152 Pin and a 10851 Pin may only wear one of the pins on their uniform.

MEDAL OF VALOR. Medal of Valor and Distinguished Service award pins awarded to uniformed personnel for bravery, heroism or other outstanding meritorious actions shall be worn centered on the left uniform shirt pocket with the upper edge of the device aligned with the upper flap seam. It may be worn while in Class “A” Uniform. Personnel awarded a Medal of Valor or

Distinguished Service pin are authorized to wear the pin indefinitely while a member of this department.

***Officers that have achieved a Medal of Valor and Distinguished Service Pin may wear both pins on their Class “A” Uniform.

MILITARY RIBBONS. Uniformed employees of the El Segundo Police Department, including both sworn and civilian, who are active military reservists or veterans of the United States Armed Forces, whether active or reserve, including the California National Guard, State Military Reserve, or Naval Militia, will be authorized to wear ribbons earned while serving in the United States Armed Forces, in accordance with the provisions of Military and Veterans Code, Division 3, Chapter 2, Section 648 (b) and the following restrictions:

A. Military ribbons are to be worn on Class “A” uniforms only.
B. Only military ribbons may be worn. Military medals and badges (shooting badges, jump wings, dive badge, etc.) are not authorized.
The placement of military ribbons on the Class “A” uniform shall be centered above the right breast uniform pocket.
C. Military ribbons are authorized only during the following time periods:

1. Veteran’s Day
2. Memorial Day
3. As authorized by the Chief of Police.

FIELD EQUIPMENT

REQUIRED EQUIPMENT – UNIFORMED PERSONNEL. In addition to the basic uniforms, personnel engaged in uniformed field duty shall carry the following equipment:

A. Protective Vests – All uniformed officers, community lead officers, school resource officers, animal control officers, cadets and supervisors must wear protective vests when conducting field duties.
B. Baton - The Department approved baton should be immediately available by uniformed sworn officers while engaged in field duties.
C. Handcuffs and Handcuff Key
D. Helmet and Gas Mask - Officers assigned to field duty in uniform shall have their helmets and Gas Mask in the vehicle to which they are assigned. Unless specifically directed, officers may use their own judgement as to the wearing of helmets in field situations.
E. Electronic Control Device – Officers, Supervisors, and non-sworn personnel assigned to field duty and trained in accordance with guidelines shall carry the ECD in an approved holster specifically manufactured for the device and must not be positioned on the same side of the utility belt as a firearm.
F. Department issued O.C. and holder.
G. Knives - Folded, buck type knives may be worn if enclosed in a closed sheath.
H. Second department approved, "Back-up" gun - may be carried, but must be completely concealed from view.

I. BWC camera and holder

NYLON FIELD JACKET. The heavy-duty or light-weight nylon field jacket may be worn with the basic uniform by all officers. If worn, this jacket must bear the official shoulder patch of the Department, as well as any additional insignia that the wearer of the jacket is authorized to wear.

Sworn employees- black uniform jacket or lightweight uniform jacket with "POLICE OFFICER" cloth badge, or appropriate rank cloth badge. The uniform jacket will have the ESPD shoulder patches sewn on along with the appropriate chevron rank or designator (FTO, SGT, or motorcycle) underneath the shoulder patches. The name tape will be embroidered in block gold colored stitching ½ inch in height and affixed above the right pocket.

Civilian employees- black uniform jacket or lightweight uniform jacket with "El SEGUNDO POLICE" cloth badge. The uniform jacket will have the ESPD shoulder patches sewn on with the appropriate rocker sewn underneath each shoulder patch. The name tape will have the employees first initial and last name embroidered in block gold colored stitching ½ inch in height.

Records Division- Blauer softshell hybrid jacket style 4675. The dark navy-blue jacket with "EL SEGUNDO POLICE" cloth badge. The uniform jacket will have the ESPD shoulder patches sewn on with the "RECORDS" rocker sewn underneath each shoulder patch. The employees first initial and last name embroidered on the upper right breast area in block gold colored stitching ½ inch in height.

SAFETY VESTS. In accordance with the Federal Highway Administration (FHWA) Code of Federal Regulations, Title 23, Part 634, all police personnel will don a safety vest when performing any of the following field tasks day or night:

A. Directing traffic
B. Investigating traffic collisions
C. Managing lane closures, obstructed roadways, or disaster areas

All safety vests must meet the American National Standards Institute (ANSI) and International Safety Equipment Association (ISEA) 207 class 2 requirements and made of reflectorized/high visibility material.

UNIFORM ACCESSORIES AND GENERAL APPEARANCE:

REFER TO LEXIPOL 1022 FOR PERSONAL APPEARANCE AND STANDARDS

PLAINCLOTHES DRESS FOR ALL DEPARTMENT PERSONNEL

PLAINCLOTHES DRESS-DEFINITION:

Non-uniformed attire for all employees shall usually consist of a business suit or sports coat and slacks, for males and comparable professional attire for females. Exceptions may be granted by the Division Commanders for officers on certain special assignments.

DRESS CODE- DEPARTMENT MEETINGS AND TRAINING:

As direct representatives of the City and the Police Department, a standard of professionalism shall be the general guideline. When attending Department meetings and training, professional attire for employees will include the following: Collared shirts, khaki style pants or slacks; jeans may be worn if not faded, torn or soiled. Additionally, female employees may wear professional attire.

Employees are not permitted to wear the following clothing during department meetings and training unless approved by the Chief of Police or their designee: baseball caps, sandals, shorts, T-shirts, any clothing with logos or words that are offensive.

PROCUREMENT OF UNIFORMS AND SAFETY EQUIPMENT

PROVIDED UNIFORMS AND SAFETY EQUIPMENT:

The City shall provide required uniforms and safety equipment to eligible employees.

POLICE OFFICER TRAINEES: Shall be provided with the following equipment at time of hire:

A. LAPD style shirts (3) and LAPD style pants (3) or the optional Blauer FlexRS outer vest shirt and matching trousers navy blue in color: 2 outer vest, three undershirts, three pants. Full set of Class A long sleeve uniform shirt and pants.
B. Black tie and gold tie bar
C. Black shoes or boots
D. Standard round navy-blue cover with ESPD hat piece
E. Jacket
F. Basket weave dress belt
G. Four keepers- basket weave
H. Sam Browne belt- basket weave
I. One holster for ESPDs standard issued handgun- basket weave
J. One duty weapon- Glock 17
K. One double pouch ammo case with a button/ snap top- basket weave
L. Three magazines
M. Two pair handcuffs and two handcuff case- basket weave
N. One baton and baton ring
O. Flashlight
P. One radio holster
Q. Rain gear
R. Protective vest
S. Helmet and bag
T. O.C. and holder (open or closed top)- basket weave
U. Taser and Taser holder
V. BWC and holder

UNIFORM AND SAFETY EQUIPMENT REPLACEMENT:
Eligible employees requesting replacement of uniforms worn out or damaged in the line of duty will submit a uniform request along with the damaged or worn item to his/her immediate

Supervisor for approval. The employees immediate Supervisor shall verify the cause of the damage or extent of the wear and base the recommendation for replacement on these findings. The supervisor inspecting the item(s) will indicate his or her approval, if warranted, by signing the form and shall then forward the request form and the item to the Administrative Sergeant for final approval. Replacement records shall be maintained by the Administrative Sergeant for inventory purposes.

FIREARM PURCHASE UPON SEPARATION. Non- Probationary, sworn personnel, with the written approval of the Chief of Police may purchase, upon honorable separation, his/her issued firearm. Below are the procedures to be followed:

A. Submit Inter-Departmental Correspondence to the Chief of Police requesting to purchase the firearm. Request must list the make, model, caliber, and serial number.
B. Fair market value to be estimated by a local FFL and approved by the Firearms Range Manager. Back-up documentation shall be provided.
C. Make payment to the City Finance Department and provide proof of payment to the Administrative Division Sergeant.
D. Present the firearm and Letter of Intent, signed by the Chief of Police (Letter is provided by Administration Division) to a licensed Federal Firearms dealer.
E. It is the responsibility of the purchasing officer to pay any applicable taxes and registration fees.
F. Due to CA firearm laws restricting the transfer of certain firearms only to active peace officers, the transaction shall be completed prior to the official separation date.
G. The purchasing officer shall provide the Administrative Division Sergeant with a copy of the Dealer Record of Sale (DROS) as proof of registration and compliance with state and federal firearms laws.
H. The Office of the Chief of Police shall retain copies of the approved request, proof of payment receipt, Letter of Intent and DROS.

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