

# CITY OF HERMOSA BEACH POLICE DEPARTMENT



## POLICY AND PROCEDURES MANUAL

Paul LeBaron  
Chief of Police

Issued 10/11/2021



## **A Statement by the Chief of Police**

The Hermosa Beach Police Department is committed to be an integral part of the Hermosa Beach community. Our role is critical to public safety and we take that responsibility seriously. We strive for excellence in all we do and adhere to the Law Enforcement Code of Ethics as a guiding standard in our decision making. Also included in the introduction to this manual are Robert Peel's Principles of Policing that have stood as a foundation for effective law enforcement since 1829.

The policies in this manual have been created to ensure accountability to the community and the profession of law enforcement. All policies are posted online to ensure transparency in our decision making. Although no policy should take the place of treating all people with dignity and respect, these regulations require that all employees are held to the highest standards when serving our residents, businesses and visitors.

Because the Hermosa Beach Police Department is constantly striving to become better, this manual is a living document. As laws, tactics, technology and best practices change, our policy will change with them. This manual will undergo annual reviews to meet the strict standards set forth through the Commission of Accreditation for Law Enforcement (CALEA). When changes are made to this manual, the Chief of Police will have final approval.

In conclusion, the Hermosa Beach Police Department honors its place in the profession of law enforcement and in the community we serve. We respect our authority given to us by our citizens and maintain a reverence for human life and the Constitutional rights of all people. I am proud to be a part of the Hermosa Beach Police Department and support this manual as a symbol of public trust.

A handwritten signature in cursive script, appearing to read "W. Paul LeBaron".

W. Paul LeBaron  
Chief of Police



## **HERMOSA BEACH POLICE DEPARTMENT**

### **Our Mission:**

We exist so Hermosa Beach can be the safest little beach city through partnerships, integrity and excellent service.

### **Our Vision:**

We will be leaders in our profession by utilizing the best policing techniques and creating a workplace where our employees thrive.

### **Our Core Values:**

#### **Excellence through:**

- **Dedication** – We are dedicated to being an integral part of the Hermosa Beach community and the profession of law enforcement.
- **Integrity** – We are committed to the Law Enforcement Code of Ethics and to be the best of who we are in all relationships.
- **Honesty** – We are honest in communication in the workplace and the community. As an organization, we consider transparency as a form of honesty.



## **LAW ENFORCEMENT CODE OF ETHICS**

**AS A LAW ENFORCEMENT OFFICER**, my fundamental duty is to serve; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against 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; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

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

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



## **SIR ROBERT PEEL'S PRINCIPLES OF POLICING**

1. To prevent crime and disorder, as an alternative to their repression by military force and severity of legal punishment.
2. To recognize always that the power of the police to fulfill their functions and duties is dependent on public approval of their existence, actions and behavior, and on their ability to secure and maintain public respect.
3. To recognize always that to secure and maintain the respect and approval of the public means also the securing of the willing cooperation of the public in the task of securing observance of laws.
4. To recognize always that the extent to which the cooperation of the public can be secured diminishes proportionately the necessity of the use of physical force and compulsion for achieving police objectives.
5. To seek and preserve public favor, not by pandering to public opinion, but by constantly demonstrating absolute impartial service to law, in complete independence of policy, and without regard to the justice or injustice of the substance of individual laws, by ready offering of individual service and friendship to all members of the public without regard to their wealth or social standing, by ready exercise of courtesy and friendly good humor, and by ready offering of individual sacrifice in protecting and preserving life.
6. To use physical force only when the exercise of persuasion, advice and warning is found to be insufficient to obtain public cooperation to an extent necessary to secure observance of law or to restore order, and to use only the minimum degree of physical force which is necessary on any particular occasion for achieving a police objective.
7. To maintain at all times a relationship with the public that gives reality to the historic tradition that the police are the public and that the public are the police, the police being only members of the public who are paid to give full-time attention to duties which are incumbent on every citizen in the interests of community welfare and existence.
8. To recognize always the need for strict adherence to police-executive functions, and to refrain from even seeming to usurp the powers of the judiciary of avenging individuals or the State, and of authoritatively judging guilt and punishing the guilty.
9. To recognize always that the test of police efficiency is the absence of crime and disorder, and not the visible evidence of police action in dealing with them.

## **Policy and Procedures Manual Overview**

The Policies in this manual are numbered and grouped by chapters which represent four organizational components, as well as the Police Officer's Rules and Regulations:

- Chapter 1, Administration
- Chapter 2, Support Services
- Chapter 3, Operations
- Chapter 4, Community Services
- Chapter 5, Police Officers Rules and Regulations

Each Policy within a chapter is identified by a letter and three number decimal system. For example, Policy A1.01 refers to AAdministration, Chapter 1, Policy 01.

Each Policy in this manual contains a date the Policy became effective and the date it was updated, if applicable. Policies in this Manual will remain in effect until rescinded by the Chief of Police. General Orders, which are directives concerned with policy, rules and procedures that are temporary in nature, are maintained in a separate Manual and are self-canceling.

### **Locating a Policy**

The Table of Contents lists all Policies by chapter and title. Located at the end of the manual are two indices; one Index for Policies by title, and one Index by subject. In the electronic format on the Department's shared drive, Policy titles and subjects in the Table of Contents and Indices are linked to the first page of each Policy. Clicking on a Policy title or subject will take you directly to a particular Policy within the manual.



# **CHAPTER 1**

# **ADMINISTRATION**



## HERMOSA BEACH POLICE DEPARTMENT

### A1.02 DISCIPLINE PROCEDURES

Effective 10/27/2009  
Updated

#### PURPOSE

To establish procedures for an effective disciplinary system.

#### POLICY

The Police Department has a responsibility to the community and its members to institute policies and procedures establishing an effective and fair system of discipline for all department personnel. All disciplinary action shall be administered for the purpose of insuring that the offense will not recur, and that the best interests of the community and the police department will be paramount. Discipline may be imposed by the Department to assist an employee in meeting the standards set by the department. As an alternative to discipline, the Department may also assist an employee through educational training or counseling in order to ensure all personnel are in compliance with Department and City standards. Each situation will be evaluated on a case-by-case basis to determine the appropriate Department response.

#### PROCEDURES

- I. Nature of Discipline
  - A. A well-disciplined public safety agency is a department whose members voluntarily conform to all department policies, procedures and rules. It follows that the best-disciplined department is the least in need of corrective action. Nevertheless, a violation of the department's policies, procedures, rules or the law, may require disciplinary action.
  - B. Discipline may be utilized by the Department to either ensure compliance with Department and City standards and expectations, or for punitive measure. The nature of disciplinary action depends upon the circumstances of each particular situation. While the Department strives to allow employees reasonable opportunities to positively conform their behavior and/or performance, the Department also realizes that progressive discipline cannot be followed in all cases due to the gravity of the offense, the impact of conduct on the public and/or the Department, or for other related reasons.
- II. General conduct subject to disciplinary action by any member or employee of the Hermosa Beach Police Department includes:
  - A. Personal actions that are adverse or contrary to the reputation or mission of the Department.



- B. Any offense punishable under the laws or statutes of the United States, the State or local Municipal Code regulations,
- C. Violations of any provision of the rules and regulations of the Department;
- D. Disobedience of any lawful order; or
- E. Incompetent performance of assigned duties.

III. Specific conduct subject to disciplinary action

- A. A member of the Department may be made the subject of disciplinary action whenever a member's conduct so warrants.
- B. Examples of conduct which may result in disciplinary action include, but are not limited to, the following:
  1. The commission of a crime.
  2. Use of intoxicants in violation of this Policy Manual.
  3. Illegal use of narcotics or drugs.
  4. Willful neglect of duty.
  5. Willful disobedience of orders.
  6. Absence from duty without leave.
  7. Conduct unbecoming an officer.
  8. Use of unreasonable or unnecessary force.
  9. Sleeping on duty.
  10. Accepting or soliciting a bribe.
  11. Soliciting gratuities.
  12. Use of police badge, uniform, business card or identification card for personal gain.
  13. Aiding and abetting a prisoner to escape.
  14. Appropriating for one's own use property, evidence, or items received in the course of duty.
  15. Falsification of reports, official records, or communications.
  16. Divulging information that may be detrimental to an investigation or another person without first obtaining consent from a supervisor.
  17. Feigning sickness or injury to escape duty.
  18. Willful rough and careless handling of Department property.
  19. Any other conduct that reflects adversely on the Department, City, and/or its members.

**(CALEA 26.1.1)**

IV. Identifying acts of misconduct - Acts of misconduct by Department members are brought forward through the following means:

- A. Complaints by citizens.

- B. Complaints by other Department members.
  - C. Observations by supervisory members of the Department.
  - D. Findings arising from audits or investigations.
  - E. Complaints and/or information received from other law enforcement or criminal justice agencies.
  - F. Complaints against Department members will be handled in accordance with the policy for “Internal Affairs Investigations”.
- V. Disciplinary actions available – When corrective action is indicated by the finding, one or more of the following actions may be taken by the Chief of Police.
- A. Verbal Reprimand
  - B. Written reprimand
  - C. Suspension
  - D. Demotion
  - E. Dismissal from the Department
- VI. Departmental authority for disciplinary action.
- A. Final department disciplinary authority and responsibility rests with the Chief of Police. Punitive actions that may be taken against an employee in the interest of discipline are specified in Rules and Regulations Sections 10.00 through 190.25.  
(CALEA 26.1.4 c)
  - B. Supervisory personnel, including Acting Watch Commanders, may administer a verbal reprimand.
    - 1. Observed infractions committed by an employee of equal or higher rank or classification shall be directed to the reporting employee’s supervisor.  
(CALEA 26.1.5)
- VII. Relief from Duty
- A. In case of a situation in which the possibility of proposing termination, suspension, or demotion of a permanent employee is indicated, but where the Department needs time to conduct an investigation before proposing such action, or in a situation where immediate removal of an employee from the job is needed to avoid disruption of work for the protection of persons or property, or for similar reasons, the employee may be relieved of duty with pay.
  - B. Normally, the highest-ranking supervisor on duty shall have the authority to invoke this regulation in situations of disruption, although it is recommended that administrative review be sought in advance when time permits. Supervisors invoking this regulation should be prepared to justify fully their actions and shall notify the Chief or the Lieutenant in the individual’s chain of

command at the earliest opportunity. If the Captain relieves a Lieutenant from duty he shall notify the Chief at the earliest opportunity.

1. The Chief shall determine if this regulation is to be invoked in situations where an investigation is to occur.
2. Nothing in this regulation shall give supervisors of this Department the authority to relieve from duty or escort from city property employees of other departments. Department employees may assist in removing City employees from other departments off of City premises if circumstances warrant.

#### VIII. Notification

The member or employee being disciplined will be informed of the charges and penalties assigned at the time such action is taken.

#### IX. Appeals from Penalties

Appeals from penalties imposed as disciplinary measures may be taken as provided in the applicable portion of Rules and Regulations Section 10.20, or current MOU. Specific procedures for appeals are detailed in Exhibit A of the Police Officer and Sergeants MOU.

**(CALEA 26.1.6)**

#### X. Dismissal

If a non-probationary employee's misconduct results in dismissal, the following information will be provided to the employee:

- A. A written statement citing the reason for dismissal;
- B. The effective date of the dismissal;
- C. A statement of the status of fringe and retirement benefits after dismissal.

**(CALEA 26.1.7)**

#### XI. Maintenance of Records of Disciplinary Actions

- A. All disciplinary records will be forwarded to the Personnel Department for inclusion in the employee's permanent personnel file.
- B. Copies of records forwarded to Personnel will be maintained in the employee's department file, which will be maintained in the Chief's office.
- C. No records of discipline may be placed in an employee's file that does not have the employee's signature attached. If the employee refuses to sign acknowledging receipt, the supervisor will note this and sign and date the item.
- D. Disciplinary records may not be purged from an employee's personnel file except as provided for in the department's destruction of records policy or MOU agreement.

**(CALEA 26.1.8)**

## XII. Supervisor and Command Officer Responsibilities

### A. First Line Supervisor Responsibility

1. Monitor performance of all assigned personnel for changes in work habits or personality changes, such as reporting late to work, excessive absences or patterns to requests for time off, moodiness, aloofness, aggressiveness, and/or misconduct.
2. Address concerns with the affected employee and attempt to determine cause of change in behavior.
3. Initiate a review by the Lieutenant in the individual's chain of command by notifying him/her of any concerns and/or documenting any situations involving misconduct.

### B. Lieutenant's Responsibility

1. Monitor performance of employees through reviews of use of force reports, counseling forms and other discipline, citizen complaints, performance evaluations and traffic accidents to determine if there are any patterns of concern involving individual employees.
2. Review all incidents of misconduct or concerns forwarded by first line Supervisors.
3. In consultation with the Chief, determine the appropriate intervention such as remedial training, peer counseling or referral to professional counseling, in an attempt to identify and abate patterns of misconduct before they reach a serious level. (Participation in EAP is voluntary and cannot be compelled.)
4. Establish remedial actions such as employee improvement plans which contain specific action plans and goal setting and monitoring.
5. Monitor the progress with follow-up meetings with the affected employee and supervisor.

(CALEA 26.1.5)

- C. The Chief of Police will perform an annual evaluation of the system to determine its effectiveness and make recommendations for improvements.

APPROVED:



Greg Savelli  
Chief of Police



## HERMOSA BEACH POLICE DEPARTMENT

### A1.03 GRIEVANCE PROCEDURES

Effective 10/27/2009  
Updated

#### PURPOSE

- a. To promote improved employee-employer relations by establishing grievance procedures on matters.
- b. To provide that grievances shall be heard and settled as informally as possible.
- c. To enable grievances to be settled promptly and/or as near to the point of origin as possible.

#### Definition

A grievance is defined as any dispute concerning the interpretation, intent or application of the written Memorandum of Understanding or departmental rules and regulations governing personnel practices or working conditions applicable to employees covered by the Memorandum of Understanding. An impasse in meeting and conferring upon the terms of a proposed Memorandum of Understanding is not a grievance.

#### PROCEDURE

Contract language currently exists for each employee of this Department. Grievance procedures must be followed by each member of the Hermosa Beach Police Department as outlined in each Memorandum of Understanding:

Police Management: Article 9

Police Officers and Sergeants: Article 10

General and Supervisory Employees/Teamsters: Article 57

Professional and Administrative Employees: Article 25

APPROVED:

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Greg Savelli  
Chief of Police



## HERMOSA BEACH POLICE DEPARTMENT

### A1.04 ORGANIZATION AND DIRECTION

Effective 10/27/2009

Updated 08/06/2018

#### 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.

#### DIVISIONS

The Chief of Police is the chief executive officer of the Department and the final departmental authority in all matters of policy, operations and discipline. The Chief of Police exercises all lawful powers of the office and issues such orders as are necessary to assure the effective performance of the Department. Through the Chief of Police, the Department is responsible for the enforcement of all laws and directives coming within its jurisdiction.

(CALEA 12.1.1)

The Chief of Police is responsible for administering and managing the Hermosa Beach Police Department.

There are three divisions in the Police Department as follows:

- Operations Division
- Investigative/Administrative Services Division
- Community Services Division  
(CALEA 11.1.1)

#### I. Operations Division

The Operations Division is commanded by a Lieutenant, whose primary responsibility is to provide general management direction and control for the Operations Division. The Operations Division consists of Uniformed Patrol and Special Operations, which includes Traffic, the Reserve Officer Program and the Downtown Enforcement Unit

#### II. Investigative/Administrative Services Division

The Investigative/Administrative Services Division is commanded by a Lieutenant, whose primary responsibility is to provide general management direction and control for the Investigations/Administrative Services Division. The Investigative/Administrative Services Division consists of the Investigations Bureau, Crime Analysis Unit, Property and Evidence Unit, Jail Operations, Court Liaison, Records Bureau and the Professional Standards Unit.

### III. Community Services Division

Community Services Division is commanded by the Community Services Division Manager, whose primary responsibility is to provide general management direction and control for the Community Services Division. The Community Services Division consists of the uniformed Community Services Officers (Parking and Animal Control), Administrative Services Coordinator, Community Outreach, and Volunteers in Policing (VIP).

#### **COMMAND PROTOCOL**

In the absence of the Chief of Police, the Captain shall act as the Department Executive Officer. If the Captain is also absent the Chief shall designate a Lieutenant to act as the Department Executive Officer.

In normal day-to-day Department operations, the chain of command established by the Department organizational chart will be adhered to.

In Department situations involving personnel of different functions engaged in a single operation where prior command authority has not been assigned, the highest-ranking officer shall assume command. However, supervisors are cautioned not to arbitrarily assume command in normal situations from junior ranking members without sound justification.

In exceptional situations where two officers of equal rank are the senior officials present and where functional assignment is not a determining factor, then seniority shall be used to determine who is in charge.

For all pre-planned and special events, an Officer-in-Charge will be assigned as part of the event-planning phase.

(CALEA 12.1.2a-d)

#### **AUTHORITY AND RESPONSIBILITY**

- A. At every level within this Department, responsibility is accompanied by commensurate authority.
- B. Each employee is given the authority to make decisions necessary for the effective execution of their responsibilities.
- C. Each employee is accountable for the use of delegated authority. The delegation of authority should be consistent with this Department's values and mission statement.
- D. Every supervisor will be held accountable for the activities of employees under their immediate control.
  - a. Supervisors
  - b. Watch Commanders

## **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 Captain or the Division 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) Captain
- (b) Operations Division Commander
- (c) Investigative/Administrative Services Division Commander
- (d) Sergeant/Watch Commander
- (e) Police Officer

## **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.

## **ORDERS**

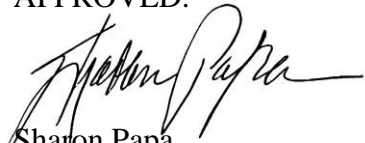
Members shall respond to and make a good faith and reasonable effort to comply with the lawful order of superior officers and other proper authority.

## **GOALS AND OBJECTIVES**

The Chief of Police and Captain will formulate, annually update, and distribute to all personnel, written goals and objectives for the Department and for each organizational component.

(CALEA 15.2.1)

APPROVED:

  
Sharon Papa  
Chief of Police

Attachment A: Organizational Chart



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## Organizational Structure and Responsibility

### I. DIVISIONS

The Department is organized as follows:

- Reporting directly to the Chief of Police are the Captain and the Chief's Secretary
- Reporting directly to the Captain are the Operations Lieutenant, the Investigative/Administrative Services Lieutenant, Community Services Division Manager and the Administrative Assistant/Accreditation Manager
- Reporting directly to the Operations Lieutenant in the Operations Division are the Patrol Sergeants, the Community Lead Sergeant, the Traffic Sergeant (if assigned)
- Reporting directly to the Investigative/Administrative Services Lieutenant are the Detective Sergeant, the Administrative Sergeant, the Crime Analyst and the Police Services Officer Supervisors
- Reporting directly to the Community Services Division Manager are the Community Services Supervisors and Administrative Services Coordinator

#### A. OPERATIONS DIVISION

The major responsibilities of each area in the Operations Division include:

- The Operations Lieutenant is responsible for managing the Patrol, Traffic, and Community Lead units of the police department.
- The Patrol Bureau responds to calls for service; provides proactive patrols of the city in vehicles, on bicycles, and on foot; and documents incidents and crimes in department reports. Traffic officers have the primary responsibility of traffic enforcement and collision investigation. They may patrol on motors or in vehicles and they report to the Traffic Sergeant or on duty Watch Commander.
- The Community Lead unit is primarily responsible for enforcement in the Downtown area with emphasis on alcohol and disturbance violations and problem oriented policing projects. Officers assigned to this unit may report to the Community Lead Sergeant or the on duty Watch Commander

#### B. INVESTIGATIVE/ADMINISTRATIVE SERVICES DIVISION

The major responsibilities of each area in the Investigative/Administrative Services Division include:

- The Investigative/Administrative Services Lieutenant is responsible for managing the Detective Bureau, Crime Analysis, Internal Affairs, Hiring / Training, Jail, Records, and Property / Evidence elements of the police department.
- The Detective Bureau, supervised by the Detective Sergeant, is responsible for investigating crime, filing cases with the District attorney or City Prosecutor, and serving on task forces.

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- The Administrative Sergeant is responsible for conducting Internal Affairs investigations, Hiring / Training, other duties as assigned, and assisting the Accreditation Manager as needed.
- The Jail Facility is used to temporarily house arrestees. The Records Bureau maintains all records held by the agency, enters information in the records management system, releases information per state law, performs records checks, and prepares statistical reports. The Property and Evidence unit stores evidence / property, assists with CSI, sends evidence to the lab for testing, and arranges for the disposition / destruction of property as required. The Jail, Records Bureau, and Property and Evidence units are staffed by Police Service Officers (PSO) who report to PSO Supervisors.

### C. COMMUNITY SERVICES DIVISION

The Community Services Division is primarily responsible for parking enforcement, parking meter collection and maintenance, administrative review, taxi cab permits, animal control and community outreach to include: Coffee with a Cop, Pets in the Park, Safety Fair, and National Night Out.

Community Services Supervisors are responsible for supervising parking enforcement and animal control. The Administrative Services Coordinator is responsible for supervising meter collections and maintenance, taxi cab permits, and Administrative reviews.

## II. AUTHORITY AND RESPONSIBILITY

### I. Captain

1. The Captain is responsible for running day to day operations of the three divisions of the Police Department. The Captain will also assist the Chief of Police in developing policy and procedure, overseeing and preparing the budget, purchasing, maintenance of the physical plant, liaison with other agencies and the community, IA investigations as needed, other duties as assigned, and being the Acting Chief of Police during the Chief's absence.

### II. Lieutenant/Division Manager

1. Subject to direction from the Captain or Chief of Police, Lieutenants have indirect control over all officers and employees within the Department. In addition to the general and individual responsibilities of all officers and employees, Lieutenants are responsible for the following:
  - (a) Maintenance: Assurance that equipment, supplies and materials assigned to his/her command are correctly used and maintained.
  - (b) Reports and Records: Preparation of required correspondence and reports, and maintenance of records relating to the activities of his/her command. Assurance that information is communicated up and down the chain of command as required.
  - (c) Organization and Assignment: Proper organization and assignment of duties within the bureaus and units under his/her command to assure proper performance of departmental functions.

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- (d) Inter-Divisional Action: The promotion of harmony and cooperation within other units of the Department. Initiations of proper actions in cases not regularly assigned to his/her command when delay in action might result in failure to perform a police duty.
- (e) Discipline and Morale: The maintenance of discipline and morale within the Department and the investigation of personnel complaints not assigned elsewhere.
- (f) Loyalty: The development and maintenance of an esprit de corps and loyalty to the Department.
- (g) Command: The inspection, direction and control of personnel under his/her command to assure proper performance of duties and adherence to established rules, regulations, policies and procedures. Providing for continuation of command or supervision in his/her absence.

### III. Supervisors

1. A supervisor may be assigned to field or staff duties. During his/her tour of duty, he/she must closely supervise the activities of subordinates, making corrections where necessary and commending where appropriate. Also, each supervisor is specifically responsible for the following:
  - (a) Leadership: Effective supervision demands leadership. Provision of leadership shall include on-the-job training as needed for efficient operation and coordination of effort when more than one officer or employee is involved.
  - (b) Direction: Supervisors must exercise direct command in a manner that assures the good order, conduct, discipline and efficiency of subordinates. Exercise of command may extend to subordinates outside his/her usual sphere of supervision if the police objective or reputation of the Department so requires, or if no other provision is made for personnel temporarily unsupervised. This authority shall not be exercised unnecessarily. If a supervisor requires a subordinate other than his/her own to leave a regular assignment, the supervisor so directing will inform the subordinate's supervisor as soon as possible.
  - (c) Enforcement of Rules: Supervisors must enforce departmental rules and regulations and ensure compliance with departmental policies and procedures.
  - (d) Inspection: Supervisors are responsible for inspection of activities, personnel and equipment under their supervision and initiation of suitable actions in the event of a failure, error, violation, misconduct, or neglect of duty by a subordinate.
  - (e) Assisting Subordinates: Supervisors shall have a working knowledge of the duties and responsibilities of their subordinates. They shall observe contacts made with the public by subordinates, be available for assistance or instruction as may be required and take active charge when necessary.

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### *Organizational Structure and Responsibility*

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#### IV. Watch Commanders

1. The Watch Commander is the supervisor over a patrol shift. Patrol Sergeants perform this function. In the absence of a Patrol Sergeant an officer who has been assigned as a designated Watch Commander by the Chief of Police will perform this function. In addition to general and individual responsibilities of all member sand employees, the Watch Commander is specifically responsible for the following:
  - (a) Good Order: The general and good order of his/her command during tour of duty to include proper discipline, conduct, welfare, field training and efficiency
  - (b) Briefing: Conduct of prescribed shift briefing, communication of all orders or other information at briefings and inspection and correction of his/her command, as necessary.
  - (c) Reporting: Reporting as required by the Operations Lieutenant. Maintenance of such records as specified by higher authority.
  - (d) Personnel Complaints: Inquiry into personnel complaints against officers or employees under his/her command in accordance with the appropriate departmental directive.
2. In the absence of those members of the Department who regularly exercise authority over the Department, the Watch Commander shall be designated as the ranking authority of the Department.

#### V. Chief's Administrative Assistant

1. The Chief's Administrative Assistant is responsible for the payroll, maintenance of Department files and archives including personnel, training files, and purchase requisitions, and preparing reports as needed.

#### VI. Administrative Assistant/Accreditation Manager

1. The Administrative Assistant/Accreditation Manager is responsible for accreditation files, purchase requisitions, assisting in preparing the budget, and offers backup to the Chief's Secretary.

### RESPONSIBILITIES

#### I. Police Department:

1. Effectively administer the Rules and Regulations, Policies and Procedures, and General Orders of the Department
2. Ensure that the department remains in compliance with all CALEA accreditation standards, complete all required accreditation reports, and review all proposed changes to department policies and procedures that have an effect upon accreditation
3. Responsibility: Chief of Police and Captain

#### II. Crime Prevention/Community Service:

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1. Provide services that assist in the prevention of crime, contribute to a safe environment and are of service to the community
  2. Responsibility: Operations Division Lieutenant and Investigative/Administrative Services Division Lieutenant
- III. Patrol/Traffic Operations:
1. Work proactively to reduce the incidence of crime, establish effective traffic enforcement programs and foster confidence through visible patrol strategies.
  2. Responsibility: Operations Division Lieutenant
- IV. Community Services/Parking Enforcement/Animal Control:
1. Provide services that assist community parking and animal control regulations that foster confidence through visible patrol strategies and prompt service.
  2. Responsibility: Community Services Division Manager
- V. Parking Meter Maintenance/Administrative Review:
1. Provide services that enable the city to collect parking revenues, maintain equipment, and fairly administer municipal parking enforcement statutes.
  2. Responsibility: Community Services Division Manager
- VI. Detective/Investigations Bureau:
1. Identify, apprehend, and prosecute individuals involved in criminal behavior.
  2. Responsibility: Investigative/Administrative Services Division Lieutenant
- VII. Regional Task Force:
1. Provide liaison (Detective/Investigator) to operate within regional multi-jurisdictional task force enforcement units.
  2. Responsibility: Investigative/Administrative Services Division Lieutenant
- VIII. Court Liaison:
1. Provide liaison to the Los Angeles County District Attorney's Office and the Office of the City Prosecutor to successfully present and prosecute criminal cases.
  2. Responsibility: Investigative/Administrative Services Division Lieutenant
- IX. Professional Standards Unit:
1. Conduct internal investigations that are thorough, fair, impartial, and timely, to instill departmental and community faith and trust.
  2. Ensure that all employees are provided the opportunities to develop their personal and professional knowledge and skills to not only meet minimums, but to establish goals to exceed requirement.
  3. Secure the best qualified candidates for current or future vacant department positions.

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4. Responsibility: Investigative/Administrative Services Division Lieutenant
- X. Jail/Records/Property and Evidence:
  1. Provide effective processing and supervision of detainees/arrestees and assist patrol officers, investigators, and the department.
  2. Provide services in Records that enhance the efficiency of the department and assist patrol officers, investigators, and the department.
  3. Provide effective and secure management of property and evidence.
  4. Responsibility: Investigative/Administrative Services Division Lieutenant
- XI. Multi-hazard Emergency Preparedness:
  1. Maintain a coordinated, comprehensive and operational emergency response program and planning process.
  2. Responsibility: Operations Division Lieutenant and Investigative/Administrative Services Division Lieutenant

### **III. GOALS AND OBJECTIVES**

- I. Definitions
  1. Goals: Stated in broad, almost immeasurable terms, and are based on the duties assigned to the Department. Goals are long-term guides that provide solid direction, provide guidance and stability for planning future activities of the Department. Goals are statements of the end result that the Department intends ultimately to achieve.
  2. Objectives: Specific, measurable, obtainable statements of actions to be accomplished. One or more objectives, if satisfactorily attained during a year, should effectively contribute toward attainment of a departmental goal.
- II. Establishment of Departmental Goals and Objectives:
  1. Input will be sought from individual employees for proposed revisions.
  2. Annually, the supervisor of each component will evaluate their areas progress toward attainment of the goals and objectives that pertain to them.
  3. Evaluation of the achievement of goals & objectives is essential to determine the extent to which objectives were achieved and to identify reasons for successes and failures.
  4. Evaluating should include an assessment of the:
    - (a) Amount of activity that takes place
    - (b) Extent to which the performance is adequate to the total amount of need
    - (c) Ratio between effort and performance
    - (d) Results of effort
  5. A multi-year plan should include the following information:

# Hermosa Beach Police Department

HBPD Procedures Manual

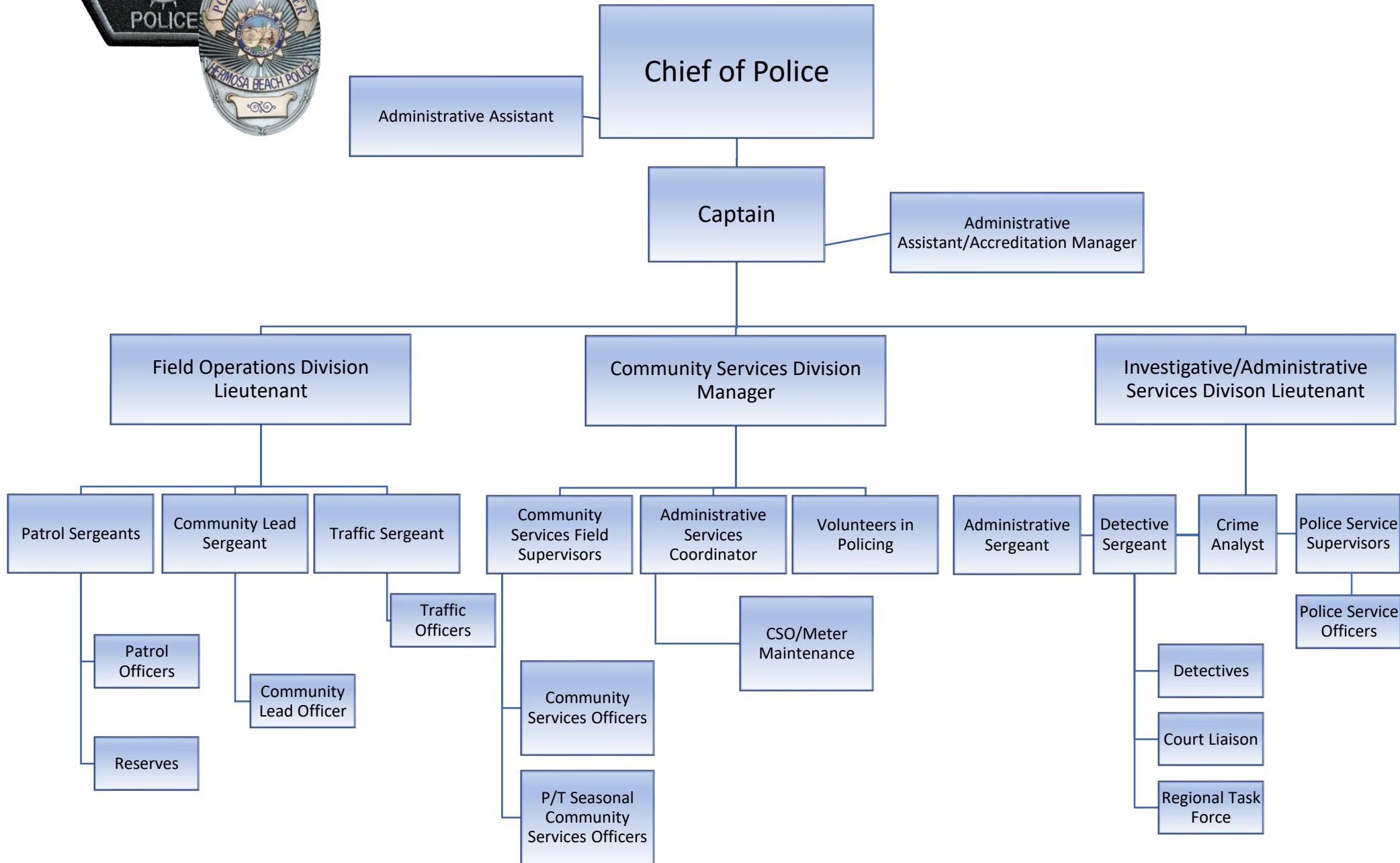
## *Organizational Structure and Responsibility*

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- (a) Goals and Objectives of the Organization
- (b) Anticipated Workload and Population Trends
- (c) Anticipated Personnel Requirements
- (d) Anticipated Capital Improvements and Equipment Needs
- (e) Provisions for Review and Revision as Needed



# Hermosa Beach Police Department Organizational Chart







## HERMOSA BEACH POLICE DEPARTMENT

### A1.05 JOB DUTIES AND RESPONSIBILITIES

Effective 10/27/2009  
Updated

#### PURPOSE

The purpose of this policy is to provide all employees with a clear and readily accessible statement of duties and responsibilities for each position classification and job assignment, both sworn and non-sworn, within this Department.

#### JOB CLASS SPECIFICATIONS

The City of Hermosa Beach Personnel Department is responsible for developing and maintaining the specifications for each job class within the Police Department. A description of each job class specification is available to Police Department personnel via the Department intranet. Employees may access this information by logging onto the Department's computer system and opening the "Job Classifications" folder located on the system's shared drive.

The Chief of Police, or his/her designee, will conduct an annual review of job classifications. The City's Personnel Department will be advised, via memorandum, that the review has been completed. The Personnel Department will be advised of any recommend revision(s) to the job classifications at this time.

#### JOB ASSIGNMENT RESPONSIBILITIES

A description of each job assignment's duties and responsibilities is available to Police Department personnel via the Department intranet. This information may be accessed by any employee by logging onto the Department's computer system and opening the "Job Assignment Responsibilities" folder located on the system's shared drive.

The appropriate Division Commander, or his/her designee, will conduct an annual review of the job duties and responsibilities. Any necessary revisions will be completed at this time.

(CALEA 21.2.2)

APPROVED:

A handwritten signature in black ink, appearing to read "A. Savelli".

Greg Savelli  
Chief of Police



## **HERMOSA BEACH POLICE DEPARTMENT**

**A1.06 POLICY MANUAL**

**Effective 08/06/2018**

### **PURPOSE AND SCOPE**

The manual of the Hermosa Beach 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.

### **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.

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 Hermosa Beach 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 Hermosa Beach Police Department reserves the right to revise any policy content, in whole or in part.

### **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.

## **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.

**Beat:** A geographical area of variable size to which one or more officers are specifically assigned to accomplish policing responsibilities.

**Bureau:** A functional unit, which may be a sub-unit of a division or under the immediate direction of the Chief of Police. It may be commanded by any rank, depending on its size and the nature and importance of its function.

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

**Chain of Command:** The vertical Chain of Command shall be adhered to in the transmittal of commands of communications between the Chief of Police and all subordinate officers and employees.

**CHP**- The California Highway Patrol.

**CFR** - Code of Federal Regulations.

**City** - The City of Hermosa Beach.

**Command Staff:** Members of the Department having the equivalent rank of Lieutenant or higher.

**Department/HBPD** - The Hermosa Beach Police Department.

**Division:** The first subordinate organizational unit within the Department.

**DMV** - The Department of Motor Vehicles.

**Employee** - Any person employed by the Department.

**General Orders:** Temporary directives concerned with policy, rules, and procedures affecting more than one organizational component and are of a temporary or self-canceling nature. Issued by the Chief of Police.

**Juvenile**- Any person under the age of 18 years.

**Lawful Order:** Any written or oral directive issued by a superior officer to any subordinate or group of subordinates in the course of police duty which is not a violation of any law, or any departmental rule or regulation.

**Manual** - The Hermosa Beach Police Department Policy Manual.

**May** - Indicates a permissive, discretionary or conditional action.

**Member** - Any person employed or appointed by the Hermosa Beach Police Department, including:

- Full- and part-time employees
- Sworn peace officers
- Police Service Officers
- Community Service Officers
- Reserve, auxiliary officers
- Professional Staff employees
- Volunteers.

**Memoranda:** Transmitters of information of interest, not necessarily directives, or documentation to provide written direction at levels of command not authorized to issue general or special orders. Issued by Supervisors or Command personnel.

**M.O.U** – The Memorandum of Understanding for each bargaining unit within the Police Department

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

**Officer in Charge:** Any member below the rank of Lieutenant in charge of an organizational unit

**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.

**Personnel Actions:** Announcements of change in status of personnel, such as promotions and interdepartmental transfers. Issued by the Chief.

**Policy:** Designates a governing principle of management and reflects the objectives, philosophy and direction of the Department.

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

**Procedure:** Designates a step-by-step outline of action to be followed for the accomplishment of a task.

**Professional Staff** - Employees and volunteers who are not sworn peace officers.

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

**Rules/Regulations:** A set of specific guidelines to which all employees must adhere.

**Seniority:** Status attained by length of continuous service generally based upon the date of appointment to a specific job classification.

- Seniority among officers and employees will be established by date of hire; or if the same, by the Chief of Police.
- Seniority Sergeants will be established by date of appointment/promotion; or if the same, seniority will be as announced by the Chief of Police.

**Shall or will** - Indicates a mandatory action.

**Shift:** A designated span of time within a 24-hour period during which personnel are actually engaged in the performance of their duties.

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

**Special Orders:** Directives affecting only a specific segment of the organization or statements of policy or procedure regarding a specific circumstance or that which is of a temporary or self-canceling nature. Issued by Supervisors or Command personnel.

**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.

**Unit:** Any number of employees of the Department regularly grouped together under one head to accomplish a police purpose.

**USC** - United States Code.

### **ISSUING THE POLICY MANUAL**

The Policy Manual will be maintained electronically.

An electronic version of the Policy Manual will be made available to all members on the department network for viewing and printing. The Policy Manual will be maintained and accessible on the Lexipol application via any web accessible device. 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.

### **PERIODIC REVIEW OF THE POLICY MANUAL**

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

### **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.

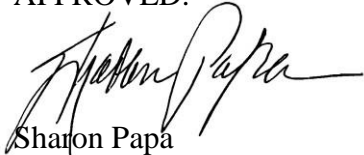
Members are responsible for keeping abreast of all Policy Manual revisions.

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.

Proposed policies and/or revisions will be reviewed to ensure they do not conflict with current practices of the Department or any existing directives or state law. Policies will be distributed to all command staff for comment prior to implementation.

APPROVED:



Sharon Papa  
Chief of Police



## HERMOSA BEACH POLICE DEPARTMENT

### A1.07 LIMITS OF AUTHORITY

Effective 10/27/2009  
Updated

#### PURPOSE

The purpose of this policy is to establish the legal authority that is vested in the sworn police officers employed by the City of Hermosa Beach.

#### AUTHORITY

California Penal Code Section 830.1 establishes "any police officer of a city" as a peace officer. The authority of any such peace officer extends to any place in the State of California:

1. "As to any public offense committed or which there is probable cause to believe has been committed within the political subdivision which employs him; or
2. Where he has the prior consent of the Chief of Police, or person authorized by him to give such consent, if the place is within a city or of the Sheriff, or person authorized by him to give such consent, if the place is within a county; or
3. As to any public offense committed or which there is probable cause to believe has been committed in his presence, and with respect to which there is immediate danger to person or property, or of the escape of the perpetrator of such offense."  
(CALEA 1.2.1)

California Penal Code Section 12027 establishes that officers, as defined in Penal Code Section 830.1, are authorized to carry weapons to be used in the performance of their duties.  
(CALEA 1.2.2)

APPROVED:

A handwritten signature in black ink, appearing to read "Greg Savelli".

Greg Savelli  
Chief of Police



## HERMOSA BEACH POLICE DEPARTMENT

**A1.08 USE OF DISCRETION**

**Effective 10/27/2009  
Updated**

### **PURPOSE**

The purpose of this policy is to define discretion and to establish a policy for its use by the sworn personnel of the police department.

### **DISCRETION DEFINED**

Discretion is defined as the freedom or authority to make decisions and choices.

### **POLICY**

It is the policy of this Department that when sworn members are faced with a situation where discretion can be exercised, they must carefully evaluate the circumstances and consider the following areas:

- Federal, state, and local statutes
- Case law
- Training
- Department policies and procedures
- The Mission statement adopted by the Department
- Contemporary public opinion

The use of discretion is sharply limited in felony crime situations. A greater latitude of discretionary judgment is permitted in the investigation of misdemeanor and infraction offenses. Each officer will be held strictly accountable for his actions in these circumstances.

**(CALEA 1.2.7)**

APPROVED:

A handwritten signature in black ink, appearing to read "Greg Savelli".

Greg Savelli  
Chief of Police



# ADMINISTRATIVE MEMORANDUM

**TO** : All Employees

**FUNCTION:** Personnel

**FROM** : City Manager

**SUBJECT:** ANTI-HARASSMENT POLICY **NO.:** P-7

## **PURPOSE:**

The City of Hermosa Beach is committed to providing a work environment free of discriminatory harassment. This Policy defines discriminatory harassment, and sets forth a procedure for the investigation and resolution of complaints of such harassment by or against an employee or applicant.

## **POLICY:**

Discriminatory harassment violates this Policy (a violation of this policy may not be a violation of state and/or federal law, although discriminatory harassment is prohibited by both) and will not be tolerated. Discriminatory harassment of an applicant or employee includes harassment based on race, religious creed, sex, national origin, ancestry, disability, medical condition, marital status, age or sexual orientation. It is also improper to retaliate against any individual for making a complaint of discriminatory harassment or for participating in a harassment investigation. Retaliation is a violation of this Policy.

This Policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities and compensation.

Employees who violate this Policy may be subject to disciplinary action up to and including termination.

## **DEFINITION:**

Harassment can consist of virtually any form or combination of verbal, physical, visual or environmental conduct. It need not be explicit, or even specifically directed at the victim. Sexually harassing conduct can occur between people of the same or different genders. Sexual harassment may be quid pro quo or environmental.

Harassment includes, but is not limited to the following misconduct:

1. Verbal: Inappropriate or offensive remarks, slurs, jokes or innuendoes based on sex, religious creed, national origin, ancestry, disability, medical condition, marital status, age or sexual orientation. This may include, but is not limited to, inappropriate comments regarding an individual's body, physical appearance, attire, sexual prowess, marital status, pregnancy or sexual orientation; repeated unwelcome flirting or propositions; demands for sexual favors; verbal abuse, threats or intimidation of a sexual nature; or sexist, patronizing or ridiculing statements that convey derogatory attitudes about a particular gender.

2. Physical: Inappropriate or offensive touching, assault, or physical interference with free movement when directed at an individual on the basis of sex, religious creed, national origin, ancestry, disability, medical condition, marital status, age or sexual orientation. This may include, but is not limited to, kissing, patting, lingering or intimate touches, grabbing, massaging, pinching, leering, staring, unnecessarily brushing against or blocking another person, whistling or sexual gestures.

3. Visual or Written: The display or circulation of offensive or derogatory visual or written material, or the failure to remove it if it is related to sex, religious creed, national origin, ancestry, disability, medical condition, marital status, age or sexual orientation. This may include, but is not limited to, posters, cartoons, drawings, graffiti, reading materials, computer graphics or electronic media transmissions. Display includes placing the material on bulletin boards, chalkboards, or vehicles.

4. Quid Pro Quo Sexual Harassment: Quid pro quo occurs when submission to sexual conduct is explicitly or implicitly made a condition of a job, a job benefit or the absence of a job detriment.

5. Environmental: A work environment that is permeated with sexually-oriented talk, innuendo, insults or abuse not relevant to the subject matter of the job. A hostile environment can arise from an unwarranted focus on sexual topics or sexually suggestive statements. An environment may be hostile if unwelcome sexual behavior is directed specifically at an individual or if the individual merely witnesses unlawful harassment in his or her immediate surroundings. The determination of whether an environment is hostile is based on the totality of the circumstances, including such factors as the frequency of the conduct, the severity of the conduct, whether the conduct is humiliating or physically threatening, and whether the conduct unreasonably interferes with an individual's work.

Romantic or sexual relationships between supervisors and employees are discouraged. There is an inherent imbalance of power and potential for exploitation in such relationships. The relationship may create an appearance of impropriety and lead to charges of favoritism by other employees. A welcome sexual relationship may change, with the result that sexual conduct that was once welcome becomes unwelcome and harassing.

By definition, sexual harassment is not within the course and scope of an individual's employment with the City.

### **REPORTING PROCEDURES**

- A. It is the responsibility of every employee to help eliminate all forms of discriminatory harassment by controlling their conduct and behavior and by reporting occurrences or actions that may lead to a charge of harassment. Employees may report incidents of harassment to any manager or supervisor, or to the Personnel Director.
- B. Any employee who believes that he/she has been made the subject of discriminatory harassment shall report the alleged act immediately to his/her supervisor, the Department Director, the Personnel Director or the City Manager.
- C. Under no circumstances shall an employee of the City who believes that he or she has been the victim of discriminatory harassment be required to first report that harassment to a supervisor or manager if that person is the individual who has done the harassing.

### **OBLIGATIONS OF SUPERVISORS/MANAGERS**

- 1. A copy of this policy shall be provided to all employees in the City.
- 2. All supervisors and managers, shall make available to any new employees a copy of this policy.
- 3. The City shall periodically notify employees of the procedures for registering a complaint as well as available redress. Such notification shall occur through the normal channels of written or oral communication.
- 4. The Personnel Department shall make available information from the Department of Fair Employment and Housing and the Equal Employment Opportunity Commission about filing claims of discriminatory harassment upon the request of any employee.

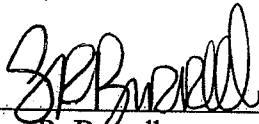
### **INVESTIGATIVE PROCEDURES**

- A. Any and all complaints of harassment will be investigated thoroughly, promptly, without prejudice and in as confidential a manner as possible. The results of the investigation shall be promptly forwarded to the Personnel Department. The employee shall be advised of the results of the investigation and that appropriate action was taken, if any.
- B. Disciplinary action, if any, shall be taken in accordance with City policy.
- C. Employees who are witnesses to or are victims of harassment may be required to provide statements during administrative investigations regarding their observations.

## REPRISALS OR RETALIATION

Retaliation, including engaging in direct reprisal or encouraging others to do so, is strictly forbidden. No actions may be taken against any person who:

- A. Complies with, or encourages others to comply with, any provision of this policy.
- B. Files a complaint concerning any violation of this policy.
- C. Testifies, assists or participates in any investigation or hearing resulting from a complaint under this policy; or
- D. Exercises or attempts to exercise any right conferred under this policy.



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Stephen R. Burrell  
City Manager

REVISED : 10/26/98

ADM-7



## HERMOSA BEACH POLICE DEPARTMENT

### A1.10 PLANNING AND RESEARCH

Effective 10/27/2009  
Updated

#### PURPOSE AND SCOPE

The Hermosa Beach Police Department does not currently maintain a trained, active, operational Planning and Research Unit; however, planning and research is still an operational function of police department personnel. The direction of such activities shall fall under the direct control of the Chief of Police and necessary functions may be delegated as deemed appropriate.

#### PLANNING AND RESEARCH

Any Planning and Research duties assigned to police department personnel shall be assigned by, and will report directly to, the Chief of Police and Captain.  
(CALEA 15.1.2)

Current Planning and Research duties assigned to police department personnel shall be assigned as follows:

- Accreditation:  
The Accreditation Manager will ensure that the department remains in compliance with all CALEA accreditation standards, verifies completion of all required accreditation reports, and reviews all proposed changes to department policies and procedures that have an effect upon accreditation.
- Rules and Regulations, Policies and Procedures, and General Orders Manual Review:  
The Captain is responsible for the maintenance of the Department's Operating Manuals.
- Grants Administration:  
Any grant administrative functions shall be assigned by the Chief of Police.
- Police Planning:  
Information gathering and dissemination of such information utilizing the police department's automated information system files to produce a variety of management reports as requested or needed by the Chief of Police, department personnel, city staff, and elected officials shall be directed by the Chief of Police.

- Analytical Studies:

Surveys, studies and other detailed analysis in order to make recommendations concerning efficient utilization of existing resources shall be directed by the Chief of Police.

(CALEA 15.1.1)

### **DEPARTMENT MULTI-YEAR PLAN**

The Chief of Police and Captain shall annually prepare a multi-year plan which will include the following information:

- Goals and Objectives of the Organization
- Anticipated Workload and Population Trends
- Anticipated Personnel Requirements
- Anticipated Capital Improvements and Equipment Needs
- Provisions for Review and Revision as Needed

(CALEA 15.1.3)

APPROVED:



Greg Savelli  
Chief of Police



## HERMOSA BEACH POLICE DEPARTMENT

### A1.13 PERSONNEL EARLY WARNING SYSTEM

Effective 10/27/2009  
Updated

#### PURPOSE

A Personnel Early Warning System is designed to assist supervisors in identifying police employees whose performs and/or behavior indicates that intervention may be necessary to prevent negative consequences for the employee and the Department. Involvement in multiple citizen complaints/ administrative investigations, multiple on-duty traffic collisions, multiple vehicular pursuits, and multiple use of force incidents may be indicative of an employee who is in need of intervention.

The system will:

- A. Compile accurate statistical information regarding citizen complaints, administrative investigations, on-duty traffic collisions, vehicular pursuits, and use of force incidents.
- B. Provide a means to identify patterns of behavior to enable supervisors to address training or other needs at an early stage and improve employee performance.

The Personnel Early Warning System does not relieve the supervisor of their normal responsibility to monitor and initiate a review and remedial action, as warranted, of their assigned employees' performance related issues.

#### POLICY

The Support Services Lieutenant will maintain a computerized database that is designed to keep an accurate record of citizen complaints/administrative investigations, on-duty traffic collisions, vehicular pursuits, and use of force incidents. Only those citizen complaints/administrative investigations with a disposition of sustained or not sustained, and those on-duty traffic collisions that are found by the Department's Safety Committee or the employee's chain-of-command to be preventable, will be used to activate the Personnel Early Warning System.

The Personnel Early Warning System shall activate when an employee has:

- a. Three or more citizen complaints/administrative investigations within a twelve-month period.
- b. Three or more on-duty traffic collisions within a twelve-month period.
- c. Three or more vehicular pursuits, which were initiated by the employee, in a twelve-month period.

- d. Four or more use of force incidents in a twelve-month period that required examination by the Use of Force Review Board.
- e. A combination of five or more of any of the above incidents in a twelve-month period.

(CALEA 35.1.9 a, b)

The Support Services Lieutenant shall notify, in writing, the Division Commander of the involved employee that the Personnel Early Warning System has been activated, with a copy to the Chief of Police. The notification should include:

- a. A synopsis of the incident(s) that caused the activation, including the disposition(s).
- b. A synopsis of all the applicable incidents maintained by Internal Affairs (sustained or not sustained citizen complaints/administrative investigations, on-duty traffic collisions, vehicular pursuits, and/or use of force incidents).

The Support Services Lieutenant shall notify the employee's immediate supervisor that the Personnel Early Warning System has been activated. The employee's supervisor will then notify the employee of the review. The appropriate division commander shall then conduct a review of the employee's performance consisting of, but not limited to:

- a. Training File
- b. Personnel File (evaluations, discipline, and commendations/awards)
- c. Evaluation Log
- d. Attendance Records
- e. Penal Code 148/241-243 Reports

The Division Commander shall submit a written response to the Chief of Police with his/her findings, and a Personal Improvement Plan, if applicable. Possible corrective measures may include, but are not limited to:

- a. Counseling by peers, supervisors or commanders.
- b. Referral to the Employee Assistance Program (EAP).
- c. Remedial training to address identifiable problems.
- d. Fitness for Duty evaluation, if authorized by the Chief of Police and the City's Director of Personnel.

The Division Commander may determine that based on their review, no corrective action is necessary.

(CALEA 35.1.9 e)

The Chief of Police shall review the written response and must approve any corrective measures. The Division Commander shall insure that any corrective measures are accomplished, and forward a report to the Chief of Police with the final results. After being reviewed by the Chief of Police, the final report will be maintained in the employee's Evaluation Log for one year.

(CALEA 35.1.9 d)



The Personnel Early Warning System shall be reviewed annually to evaluate the system's effectiveness and changes made, as required.

(CALEA 35.1.9 c)

### **EMPLOYEE ASSISTANCE PROGRAM (EAP)**

The City of Hermosa Beach makes an Employee Assistance Program (EAP) available to all of its employees, through the Holman Group, to address a full array of personal and professional problems that may affect an employee's day-to-day life. Participation in the EAP is voluntary and benefits vary by specific bargaining groups. Information regarding individual benefits can be found in the various MOU's representing Police Department personnel.

During P.O.S.T. certified Supervisory Training Class, supervisors are trained in the identification of employee behavior indicative of the existence of employee concerns; problems or issues that could impact an employees job performance. It is the responsibility of the employee's supervisor to provide the employee with contact and benefits information necessary for obtaining services as may be needed.

Employees and their immediate family members may also self-refer to any of the programs offered by the Holman Group as needed. Additional benefit and enrollment information is available in the Personnel Department, or online at [www.holmangroup.com](http://www.holmangroup.com).

An employee's voluntary use of the EAP is confidential. Absent a legally defined, compelling reason, information can only be released to the City upon written approval of the involved employee.

(CALEA 22.2.6 a-f; 35.1.9 f)

APPROVED:



Greg Savelli  
Chief of Police



## HERMOSA BEACH POLICE DEPARTMENT

### **A1.14 PERFORMANCE EVALUATIONS (Supersedes General Order 6)**

**Effective 10/27/2009  
Updated**

#### **PURPOSE**

To provide an effective process to document performance and facilitate continuing communication between supervisors and subordinates, and to establish a process and supervisory responsibilities for the completion of police officer performance evaluations.

#### **POLICY**

Employee performance evaluations will be written based on job related factors specific to the position occupied by the employee without regard to sex, race, color, or creed. Each evaluation will be based upon the employee's performance during the applicable evaluation period. However, prior and recurring issues from previous evaluations may be referenced where appropriate. The employee's immediate supervisor will complete each evaluation. The immediate supervisor should seek the input of other supervisors directly familiar with the employee's performance during the rating period. Contents of the employee's Evaluation Log, where applicable, will also be used to assist the supervisor(s) in creating an accurate evaluation. (CALEA 35.1.4)

#### **EVALUATION PROCESS**

##### **I. Supervisory Interaction**

The evaluation process does not occur once a year with the completion of the Performance Evaluation Rating Sheet. The process should occur daily through personal observations and interaction with the subject employees. Recognition or recommendation for improvement should occur at the same time as the events that demonstrate exceptional or deficient performance. An Evaluation Log is kept for all sworn and non-sworn uniformed officers where supervisors keep track of performance issues that arise during the year. Any notations made in the employees Evaluation Log for the current rating period may be included in the officer's evaluation.

The written performance evaluation is the formal documentation of observations made and guidance given to the employee during the prior year. Ideally, the written evaluation will not include any issues which had not previously been brought to the employee's attention.

## **EVALUATION LOG**

### **I. Evaluation Log Design**

The Evaluation Log shall be contained in a standard two-hole pressboard binder, red in color, with the employee's name and rank on a file tab inside the folder and affixed to the front of the binder on a white label. A standard log type form shall be permanently attached to the inside left cover with four (4) columns marked; Date, Page Number, Employee's Signature and Supervisor's Signature. Under the column heading employee's signature will be the words "employee acknowledgement".

### **II. Entries into the Evaluation Log**

Only supervising employees at least one civil service rank above the subject employee may make entries in the Evaluation Log. This shall include employees in acting positions (i.e., acting sergeant, acting lieutenant) excluding acting watch commander. In the event an employee working as the acting watch commander becomes aware of an action worthy an entry into an employee's Evaluation Log the acting watch commander will contact any of the employees authorized to make entries into the Evaluation Log and make notification to them of the event in writing. Any additional paperwork placed into the Evaluation Log will have a page number marked on the lower right corner. The page number will be recorded on the log in the appropriate column. Entries made in the Evaluation Log shall be reviewed by the employee at the first available opportunity and shall be acknowledged with the employee's signature. In the event the employee refuses to sign the acknowledgement form, refer to Policy O3.12 in this manual.

### **III. Positive and Negative Comments from Outside Sources**

This area of the Evaluation Log is intended to be used as a temporary repository for any form of communication (card, letter, e-mail, documentation of phone calls, etc.) received by the department concerning an employee. The employee will be made aware of the communication as soon as possible after its inclusion in the Evaluation Log. Based on these outside comments, the Supervisor may write a commendation or note recommendations for improvement.

## **PERFORMANCE EVALUATIONS**

The written performance evaluations used by this department are intended to help motivate department members to work at their highest capacity. Objective job standards have been established to measure each employee's work product. Documented evaluations provide a means to reward employees for their achievements through recognition and help to plan their future professional development.

Evaluations may play a role in an employee's promotional opportunities or assignment to specialized details. Evaluations also help to correct marginal or below standard performance and can demonstrate an employee's failure to correct below standard performances over time.

Supervisors and staff are reminded that the recognition, evaluation, and guidance of employees is a constant and continuing process. Evaluators are responsible for knowing what employees under their control are doing, and how well they are doing it.

## **I. Performance Evaluation Rating Sheet**

### **A. Sworn Personnel**

The Performance Evaluation Rating Sheet for police officers is a departmentally approved document that includes measurement definitions within categories of performance and job standards objectives. The Rating Sheet will be used in conjunction with the Standardized Performance Guidelines to indicate performance levels for each job standard. The form includes narrative sections for specific achievements, recognition of strong points, areas for improvement, and action plans for improvement/career development.

### **B. Non-Sworn Personnel**

The Performance Evaluation Form for non-sworn uniformed and administrative personnel are specific to each classification. These forms have their own set of measurement definitions and performance criteria and will be used to indicate the employee's performance level within specific categories. Each form also includes narrative sections for specific achievements, as well as areas requiring improvement with suggested remedial steps to be taken, and/or suggestions for career development.

## **II. Unsatisfactory Performance**

Any time a non-probationary employee's performance is deemed to be unsatisfactory, the supervisor shall notify the employee in writing at least 90 days prior to the end of the employees annual rating period. The supervisor will provide actions the employee should take to improve their performance to an acceptable level.

(CALEA 35.1.6)

## **III. Evaluation Periods**

All Hermosa Beach Police Department employees will receive performance evaluations annually. The evaluations cover a one-year period and will be completed as close to the employee's employment anniversary date as circumstances allow.

Probationary employees will receive performance evaluations in accordance with their MOU. Sworn probationary employees will receive evaluations every three months upon completion of their formal field training, and until the end of their probationary employment period. During formal field training the probationers Daily Observation Reports and monthly Field Training Officers evaluations will serve as the employee's evaluations.

Reserve officers will receive performance evaluations yearly. Reserve officers under formal field training shall have the Daily Observation Reports and monthly Field Training Officers evaluations serve as their employee evaluations.

(CALEA 35.1.2, 35.1.3, 35.1.5a)

#### **IV. Evaluators/Raters**

Sergeants/Supervisors are responsible for evaluating those in the Officer ranks and will give consideration to input from command officers. Sergeants must have attended a POST approved Supervisory course prior to conducting and preparing evaluations.

Officers undergoing the Field Training Program shall be evaluated by the Field Training Officer currently assigned to them.

Division Commanders (Lieutenants) will complete evaluations for Sergeants.

Evaluations for Lieutenants will be completed by Captains or the Chief of Police. These evaluations will be a narrative and may or may not include the departmental evaluation form. This will be determined by the duties and responsibilities of the Lieutenant during the rating period. Evaluations for Captains will be completed by the Chief of Police in a similar fashion.

Because of changing shifts and assignments a department member may be supervised by several people during any given rating period. The Officer's Divisional Commander will determine which Sergeant will complete the evaluation. Consideration will be given to how much and how recently the Officer has worked with each Sergeant during the rating period.

Prior to completing the evaluation the rating supervisor/Sergeant will discuss the employee's performance with their other supervisors. The Sergeant will complete the performance evaluation and submit it to the Division Commander who will review and sign it. The performance evaluation will then be forwarded to the Chief of Police for review and signature. It will then be returned to the rating supervisor and presented to the subject employee.

In order to ensure the rater's apply ratings uniformly, supervisors and managers will be rated on their ability to be fair and impartial when rating employees, their participation in counseling employees, and their ability to carry out the rater's role in the performance evaluation system.

**(CALEA 35.1.8)**

#### **V. Performance Evaluation Narrative Comments**

The performance evaluation form includes narrative sections which must be effectively used by the rating supervisor. Narratives should include, but not be limited to:

- a. Specific areas of performance in need of improvement
- b. Action plans for improvement
- c. The employees training needs or desires
- d. Special assignments worked during the rating period
- e. Performance in relation to specific assignments
- f. Supervisory or leadership potential
- g. Interest and suitability for specialized assignments
- h. Individual specialized skills or professional interests

i. Any other issues the rater feels are pertinent  
(CALEA 35.1.1a-d; 35.1.5 b)

**VI. Acknowledgment/Response by Employee**

The rating supervisor will present and discuss the evaluation with the employee after its approval by the Division Commander and Chief of Police. The rating supervisor shall discuss the level of performance expected and goals for the new rating period and career counseling pertaining to advancement, specialized assignments and training appropriate for the employee's current assignment and the results of their performance evaluation. Any employee who objects to a rating received will have the ability to submit the objection in writing which shall accompany the evaluation. The objection shall be reviewed by the employee's superiors within the chain-of-command.


The employee must sign the evaluation form as an acknowledgment of receipt only. The signed and completed form will be forwarded to the office of the Chief of Police via the Division Commander for inclusion in the appropriate departmental files with a copy provided to the employee.

**VII. Evaluation and Evaluation Log Retention**

All information contained in the Evaluation Log will be destroyed each year after completion of the Annual Performance Evaluation.

Employee evaluations shall be maintained in the employees personnel file in accordance with the City of Hermosa Beach Records Retention Schedule.

APPROVED:



Greg Savelli  
Chief of Police



## HERMOSA BEACH POLICE DEPARTMENT

### A1.16 EMPLOYEE RECOGNITION POLICY

Effective 10/27/2009  
Updated

#### PURPOSE

To establish a procedure for recognizing exemplary performance by Department employees.

#### POLICY

It shall be the policy of this department to recognize and honor the exemplary performance of department personnel.

#### PROCEDURE

##### I. Employee Recognition and Awards Program

A. The following awards have been established by the South Bay Chambers of Commerce for sworn officers:

1. Medal of Valor- This award shall be presented to employees who distinguish themselves with conspicuous bravery, heroism, or other outstanding action and where the employee is aware of great personal danger prior to the performance of the act. Presentation of the award is based on the performance of the act, which would be considered in excess of the normal demands of service and under circumstances where the employee was fully aware of the scope of the action and the threat to physical safety.
2. Distinguished Service Award- This award shall be presented to employees who take outstanding action beyond the call of duty to preserve the life of a person. The rescuer need not have been subjected to personal risk.
3. Sustained Superiority Award- this award shall be presented to employees who shall by their act or acts, tangibly and conspicuously further the cause of law enforcement in the community by outstanding or superior conduct. The performance of such act or acts shall be motivated solely by the desire to benefit the community without thought of personal gain.

##### B. Nomination and Selection Process

1. Any member of the Department may recommend another employee for an award.

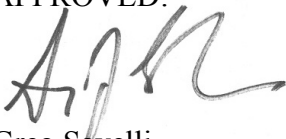
2. Employees shall submit their recommendation to their immediate supervisor in writing, detailing the circumstances and reason for the recommendation.
3. The supervisor shall follow up and verify the circumstances described and shall submit all material to the Chief of Police.
4. The Chief of Police will review the material and determine whether or not to nominate the employee for an award.
5. Awards are received at the annual South Bay Medal of Valor Awards Ceremony.

C. City and Departmental awards

1. Department employees, including sworn or non-sworn, who perform an act or series of actions which bring credit to the department or to the employee individually may be recognized as deemed by the Chief of Police and/or the City Council.
2. These awards may be in the form of Letters of Commendation or Council Resolutions.

(CALEA 26.1.2)

APPROVED:

A handwritten signature in black ink, appearing to read 'G. Savelli', written over a horizontal line.

Greg Savelli  
Chief of Police





## HERMOSA BEACH POLICE DEPARTMENT

### **A1.17 COMPENSATION AND BENEFITS (Supersedes General Order No. 5, 10, 12)**

**Effective 10/27/2009  
Updated 08/01/2015**

#### **PURPOSE**

This written directive establishes an informational resource in relation to the compensation and benefits afforded to Department personnel, and is aligned with the bargaining unit contracts.

#### **POLICY**

The Department supports the system-wide bargaining unit process and shall maintain compensation, benefits, and working conditions that are in compliance with existing contractual agreements. Nothing in this policy shall be construed to supersede existing contractual agreements.

#### **CONTRACT AGREEMENTS**

All of the Department's employees (except volunteer and "at-will" positions) are represented by one of four labor unions recognized by the City of Hermosa Beach. Each labor union maintains a specific Memorandum of Understanding (MOU) with the City of Hermosa Beach. The four agreements are as follows:

MOU between: City of Hermosa Beach and Police Officers and Sergeants Bargaining Group (**POA**). This contract represents all sworn police officers below the rank of Lieutenant.

MOU between: City of Hermosa Beach and Police Management Bargaining Group (**Management**). This contract represents all sworn police officers at the rank of Lieutenant or Captain.

MOU between: City of Hermosa Beach and Professional and Administrative Employees (**P&AE**). This contract represents the administrative assistants to the Chief of Police.

MOU between: City of Hermosa Beach and General and Supervisory Employees Bargaining Group (**Local 911**). This contract represents all other non-sworn employees with the Department.

#### **SALARY COMPENSATION**

For sworn personnel, the Department administers its compensation program according to the established POA and Management agreements.

For non-sworn personnel, the Department administers its compensation program according to the established P&AE and Local 911 agreements.

A. Entry-level salary.

1. The salary schedule that pertains to sworn personnel can be found in Article 12 of the POA MOU and in Article 11 of the Management MOU. The Chief of Police may recommend a higher entry-level salary based on the experience and background of the person hired.
2. The salary schedule that pertains to non-sworn personnel can be found in Exhibit A of the P&AE and Local 911 MOUs. Upon recommendation of the Chief of Police, an employee shall be assigned a salary rate within the salary range or sub-range appropriate to his/her classification.

B. Salary differential within ranks – sworn and non-sworn.

1. Salary differential within ranks is set by contract.
2. The differential between steps within the scales is standardized at a set percentage or amount subject to change via the bargaining process.

C. Salary differential between ranks – sworn and non-sworn.

1. Both entry and top-end salary levels are determined via the bargaining process.
2. The salary increases between ranks provide incentive for promotion and are designed to recognize more complex levels of responsibility.

D. Salary levels and augmentation for those with special skills or assignments (sworn positions).

1. Salary increases are offered to eligible employees based on education and experience, special assignment, and longevity.
  - a. Education and experience pay increases can be found in the POA MOU (Article 24) and Management MOU (Article 13).
  - b. Special assignment pay increases can be found in the POA MOU (Article 27).
  - c. Longevity pay increases can be found in the POA MOU (Article 23) and Management MOU (Article 12).

E. Salary levels and augmentation for those with special skills or assignments (non-sworn positions).

1. Salary increases are offered to eligible employees based on special assignment, merit, and longevity.
  - a. Special assignment pay increases can be found in the P&AE MOU (Article 8-Premium Pay, and Article 27-Out of Class Pay) and Local 911 MOU (Article 36-Higher Classification Pay, and Article 41-Premium Pay).
  - b. Merit pay increases can be found in the P&AE MOU (Article 9).
  - c. Longevity pay increases can be found in the Local 911 MOU (Article 40).

(CALEA 22.1.1 a,b,c,d,g)

## **OVERTIME AND COMPENSATORY TIME**

### **Sworn personnel:**

Overtime includes time that is directed by an appropriate supervisor and performed at a time outside of, and not continuous with, an employee's assigned regular work schedule. Overtime for shift coverage to meet minimum staffing levels shall be filled by the supervisor recognizing the need to backfill on overtime. Seniority will not be considered when filling minimums.

Posted overtime assignments will include the date and time for the assignment, location of the assignment and anticipated duties. Once posted, overtime sign-ups may begin. Any officer may sign up. Officers with less seniority may be "bumped" by more senior officers up until the date and time specified on the posting (which will be approximately the midway point between the posting and the assignment). On and after the date specified, any officer regardless of seniority may sign-up and may not be bumped.

Officers who sign up for overtime are then required to appear for that assignment. Should an officer miss such an assignment, without notice to the department, they may be subject to discipline in a manner consistent with Regulation 90-05. Officers who must cancel their overtime assignment due to unforeseen circumstances (which should be rare) must notify the on-duty Sergeant or Watch Commander. It will be that supervisor's responsibility to locate a replacement. If the assignment is more than three days away, the supervisor shall use the seniority list to call the officers. The supervisor shall document the time of each call and the result, i.e., no answer, message left on machine etc. There is no requirement to wait for each officer to respond to the request. The first officer who accepts will be assigned. If there is less than three days until the posted assignment, the supervisor is not required to use the seniority list. This order should be used to ensure the equal disbursement of available overtime in a fair and equitable manner while ensuring the department's staffing needs are met.

Officers shall review their information on the seniority list to determine the Department is calling a number that will most likely be capable of reaching them, i.e. cell phone or home phone.

Compensatory time earned is compensation in lieu of overtime pay and is awarded in the same rate as overtime (1.5/1 or as required by contract).

The earning of and paying out of overtime and compensatory time can be found in Article 14 of the POA MOU. Sworn officers governed by the Management MOU are not eligible to earn overtime or compensatory time.

Pre-scheduled overtime is subject to the approval of the Division Commander. Pre-scheduled overtime will be filled on a seniority basis. Unanticipated overtime will be filled on a first-available basis. If no officer elects to fill any overtime assignment, that assignment may be filled by a reserve police officer. If no reserve officer is available to fill the assignment, a regular sworn officer may be ordered to fill the assignment on a reverse-seniority basis.

**Non-sworn personnel:**

Overtime is authorized time worked in excess of forty (40) hours in a standard, seven-day workweek (commencing at 0001 hours on Sunday and ending at 2400 hours the following Saturday) for employees working a 5/40 or 4/40 schedule.

For employees working a 9/80 schedule, the workweek shall commence at 1101 hours on Friday and terminate at 1100 hours the following Friday.

For the purpose of administering a 3/12 work schedule, overtime shall be defined as time worked in excess of eighty (80) hours within a fourteen (14) day work schedule.

For employees belonging to the Local 911 bargaining group, overtime shall be determined in accordance with Article 27 of the MOU. Overtime for employees in the P&AE group shall be determined in accordance with Article 13 of their MOU.

(CALEA 22.1.1 e, f)

**Off-Duty Work/Business Calls, Sworn and Non-Sworn Personnel:**

The following procedure for compensation for off-duty phone calls shall be as follows:

When any employee of the Hermosa Beach Police Department is required to speak with attorneys representing the department on criminal or civil matters, the employee will be compensated similar to that of the Court Minimum, that being, two hours minimum at a rate of time and one-half. This would include scheduled DMV Hearings.

For other business related calls, with the exception of calls from supervisors regarding the scheduling of overtime, schedule/shift selections or in response to requests from the employee, the following shall apply;

For off-duty calls initiated by a supervisor, employees will be compensated for one hour at a rate of straight time and rounded to the next hour if the call exceeds the first hour.

**LEAVE PROGRAM**

**Administrative Leave**

A. Bereavement

1. Each employee shall receive a maximum of three (3) shifts per calendar year to be utilized because of a death in their immediate family.
2. If needed, an additional shift may be granted (two additional shifts may be granted for P&AE members).
3. Immediate family shall be defined as: father; mother; father-in-law; mother-in-law; brother; sister; spouse; or legal dependent.
4. Employees may predesignate and substitute other members for those members defined as "immediate family." The intent of this provision is neither to

expand the number of persons included in the definition nor to increase paid leave opportunities, but rather, to recognize variation in family structure.

5. For the purposes of bereavement leave, parents-in-law, step-children, step-parents, and persons living within the same household are to be considered in the definition of “immediate family.”

#### B. Jury Duty

1. Sworn peace officers with this Department are eligible to be exempt from jury service.
2. Employees covered by the P&AE MOU, if called to jury service, shall remain in their regular pay status while in jury service, in accordance with Article 16 of the MOU.
3. Employees covered by the Local 911 MOU, if called to jury service, will not be provided Jury Duty leave pay; however, if the State or Federal jury commissioners rescind their present policy of granting jury service exemptions to persons who do not receive Jury Duty leave pay, the employees will remain in their regular pay status while in jury service, in accordance with Article 45 of the MOU.

#### C. Leave to Vote

1. An employee who would otherwise be unable to vote outside of his/her regular working hours may be granted up to two (2) hours of work time, without loss of pay, to vote at a general, direct primary, or presidential primary election.
2. An employee shall be required to request such leave time from the appropriate supervisor at least two (2) working days prior to the election.

#### D. Military Leave

The Department supports members who are also members of the armed forces Reserve Component or National Guard through pre-deployment, deployment, and post deployment phases and will assist the member with reintegration after the military activation concludes.

1. Emergency military leave, temporary military leave, and indefinite military leave shall be granted to eligible employees in accordance with Military and Veterans Code Section 395.01.
2. Employees shall receive a salary from the City while on military leave.
3. The Department’s Administrative Sergeant is the designated agency point of contact for questions related to military leave policy and related paperwork.
4. The officer’s Division Commander or designee, such as Officer in Charge will serve as the department’s direct liaison with the deployed member and their family during pre-deployment, deployment, and post deployment periods.
5. All department personnel involved in a military activation exceeding 90 days will be scheduled for an interview with their Division Commander or designee to review City and Department directives, the employee’s obligations, and address

any questions at the that time.

6. Officers will return their agency owned equipment to the Administrative Sergeant for storage during deployment.
7. Officers returning from a military activation exceeding 90 days will be scheduled for an interview with their Division Commander or designee to review City and Department policies, the officer's obligation upon returning to work, and address any questions the officer may have at that time. The Division Commander or designee is responsible for inquiring and determining if the officer from military deployment has any special needs, particularly those involved in combat operations, and offer the City's Employee Assistance Program (EAP) or other local available and feasible resources for returning military personnel.
8. Returning sworn officers who missed a regular firearms and less-lethal weapons qualification are required to complete refresher training and requalify before resuming normal duty.
9. All returning officers are required to complete initial and/or refresher training for mandatory training topics that were not completed during military deployment before resuming normal duty.  
(CALEA 22.2.8)

#### E. Long Term Disability (LTD)

1. For the purpose of this section, LTD includes provisions for both extended personal medical leave and family medical leave, including maternity/paternity/adoption leave and pregnancy disability leave.
2. Long Term Disability benefits for sworn personnel are funded and governed by the Hermosa Beach Police Officers' Association (HBPOA). Information regarding these benefits can be found in the HBPOA Rules and By-laws.
3. Long Term Disability benefits for non-sworn personnel are provided by the City. LTD benefits for employees of the P&AE bargaining are found in Article 21 of their MOU. LTD benefits for employees of the Local 911 bargaining group are found in Article 51 of their MOU.

#### F. Leave of Absence (LOA)

1. Non-sworn employees may be granted LOA, subject to the approval of the employee's department head. Any employee requesting LOA must make the request in writing. The request must include the dates the LOA commences and ends, an acknowledgement that the employee will receive no compensation from the City during the LOA, and that the City may hire a permanent replacement for the employee, causing the employee to be permanently terminated from employment with the City.
2. Sworn employees are allowed LOA, not to exceed sixty (60) days. LOA may only be granted once every other year and may be taken in conjunction with, or in addition to, regular vacation time. LOA is subject to approval by the Chief of Police. Requests for LOA must be submitted, in writing, no less than thirty (30) days prior to the commencement of the LOA. Employees on LOA will

not be compensated by the City in any way and will be responsible for the continuation of their benefits during their LOA.

**G. Management Leave**

1. Sworn officers covered by the Management MOU are allowed one hundred (100) hours of additional leave per calendar year.
2. Management Leave does not accumulate or carry over; it must be used each year and may not be “cashed out.”

**Holiday Leave**

- A. Sworn officers covered by the POA MOU are scheduled without regard to holidays and receive holiday compensatory time in lieu of paid holidays off. These officers shall accrue 9.33 hours of “Holiday Comp” time per month. Holiday compensatory time may be accrued and utilized in accordance with Article 20 of the MOU.
- B. For sworn officers covered by the Management MOU, the following holidays are considered as paid: New Year’s Day; Martin Luther King, Jr.’s Birthday; Presidents’ Day; Memorial Day; Independence Day; Labor Day; Veterans’ Day; Thanksgiving Day; Day after Thanksgiving (for those employees working a 5/40 schedule); and Christmas Day.
- C. Non-sworn employees covered by the P&AE MOU shall receive ninety (90) hours per year for the following holidays off with pay: New Year’s Day; Martin Luther King, Jr.’s Birthday; Presidents’ Day; Memorial Day; Independence Day; Labor Day; Veterans’ Day; Thanksgiving Day; and Christmas Day. If a holiday falls on a normal day off, the employee shall receive holiday compensation time. Holiday compensatory time will be accrued in accordance with Article 18 of the MOU.
- D. Holiday time for non-sworn employees covered by the Local 911 bargaining group is detailed in Article 47 of the MOU.
  1. Employees who work a 5/40 schedule shall receive the following holidays off with pay: New Year’s Day; Martin Luther King, Jr.’s Birthday; Presidents’ Day; Memorial Day; Independence Day; Labor Day; Veterans’ Day; Thanksgiving Day; Day after Thanksgiving; Christmas Eve (5 hours); Christmas Day; and New Year’s Eve (5 hours).
  2. Employees who work a 4/40 schedule shall receive the following holidays off with pay: New Year’s Day; Martin Luther King, Jr.’s Birthday; Presidents’ Day; Memorial Day; Independence Day; Labor Day; Veterans’ Day; Thanksgiving Day; and Christmas Day.
  3. Employees who work a 9/80 schedule shall receive ninety (90) hours of “Holiday Comp” time per calendar year.

**Sick Leave**

Compensatory time and vacation time are considered approved time off. The Watch Commander, PSO Supervisor, or CSO Supervisor may approve the use of compensatory or vacation time by their respective subordinates if it does not adversely affect the manpower

needs of the department and/or is requested far enough in advance to arrange for coverage (no less than 24 hours.) If an employee calls in sick, then a sick slip shall be submitted for the hours or day(s) missed. Supervisors shall not approve compensatory or vacation time in lieu of sick time.

- A. Sworn employees covered by the POA MOU accrue eight (8) hours of sick time per month, up to a maximum of six hundred (600) hours. Any additional accrued sick time over 600 hours will be “cashed out” by the City as part of the February 20<sup>th</sup> payroll. The utilization of sick time shall be in accordance with Article 21 of the MOU.
- B. Sworn employees covered by the Management MOU accrue six (6) hours of sick time per month until they have accrued a minimum of one hundred, seventy-six hours, at that time the accrual rate will change to eight (8) hours per month, up to a maximum of three hundred, fifty (350) hours. Any additional accrued sick time in excess of 350 hours will be “cashed out” on the next pay period. The utilization of sick time shall be in accordance with Article 21 of the MOU.
- C. Non-sworn employees covered by the P&AE MOU shall accrue eight (8) hours of sick time per month, up to a maximum of two hundred, forty (240) hours. Any additional accrued time over 240 hours will be “cashed out” on the December 5<sup>th</sup> payroll. The utilization of sick time shall be in accordance with Article 14 of the MOU.
- D. Non-sworn employees covered by the Local 911 MOU shall accrue seven (7) hours of sick time per month until they have accrued a minimum of one hundred, seventy-six (176) hours, at that time the accrual rate will change to eight (8) hours per month. The utilization of sick time will be in accordance with Article 43 of the MOU.

### **Vacation Leave**

- A. Sworn employees accrue vacation time at the following rates (270 hour cap):
  - 1. Upon hire, at the rate of ninety-six (96) hours per year.
  - 2. Commencing with the 7<sup>th</sup> year, at the rate of 112 hours per year.
  - 3. Commencing with the 8<sup>th</sup> year, at the rate of 136 hours per year.
  - 4. Commencing with the 15<sup>th</sup> year, at the rate of 160 hours per year.
  - 5. Commencing with the 16<sup>th</sup> year, at the rate of 168 hours per year.
- B. Commencing with the 17<sup>th</sup> year, at the rate of 176 hours per year. Non-sworn employees accrue vacation time at the following rates (capped at the 30 month accrual level):
  - 1. Upon hire, at the rate of 80 hours per year.
  - 2. Commencing with the 4<sup>th</sup> year, at the rate of 96 hours per year.
  - 3. Commencing with the 6<sup>th</sup> year, at the rate of 112 hours per year.
  - 4. Commencing with the 10<sup>th</sup> year, at the rate of 128 hours per year.
  - 5. Commencing with the 14<sup>th</sup> year, at the rate of 144 hours per year.
  - 6. Commencing with the 18<sup>th</sup> year, at the rate of 160 hours per year.

(CALEA 22.2.1)



## **BENEFITS PROGRAM**

### **Education Benefits**

- A. Sworn employees belonging to the POA bargaining group, pursuant to Article 24 of the MOU, are entitled to the following:
  - 1. An employee who possesses an Associate in Arts (A.A.) or Associate in Science (A.S.) degree, or POST Intermediate Certificate, shall receive additional compensation of 5% above base salary.
  - 2. An employee who possesses a Bachelor in Arts (B.A.) or Bachelor in Science (B.S.) degree, or POST Advanced Certificate, shall receive additional compensation of 10% above base salary.
  
- B. Sworn employees belonging to the Management bargaining group, pursuant to Article 13 and Article 24 of the MOU, are entitled to the following:
  - 1. An employee who possesses a POST Management Certificate shall be eligible to receive additional compensation of 5% above base salary.
  - 2. The City will pay the education costs for any employee who enrolls in training and academic courses that could provide the employee additional skills and/or knowledge related to his/her position.
    - a. Subject to prior approval by the City Manager.
    - b. Costs include tuition/course fees and books/materials.
    - c. Costs will be capped at the most current California State University rate.
  
- C. Non-sworn employees, pursuant to both the P&AE and Local 911 MOUs, are entitled to the following:
  - 1. The City will pay the education costs for any employee who enrolls in training and academic courses that could provide the employee additional skills and/or knowledge related to his/her position.
    - a. Subject to prior approval by the City Manager.
    - b. Costs include tuition/course fees and books/materials.
    - c. Costs will be capped at the most current California State University rate.
  - 2. Reimbursement of tuition shall be on a pro-rated basis, depending on hours worked, for employees working less than full time.

### **Retirement Program**

All full time employees with this Department are eligible to receive retirement benefits paid for by the City via the California Public Employees Retirement System (CalPERS).

The City also provides a medical insurance supplement to all eligible employees upon retirement.

Specifics regarding each employee's retirement benefits are detailed in the employee's applicable MOU. The sections are as follows:

1. Article 17 of the POA MOU.
2. Article 17 of the Management MOU.
3. Article 19 of the P&AE MOU.
4. Article 49 of the Local 911 MOU.

### **Health Insurance Program**

For sworn personnel, the City will make available health, dental, vision, mental health, and life insurance. For non-sworn personnel, the City will also make available long term disability insurance (LTD).

Coverage specifics can be found in the following locations:

1. Article 15 of the POA MOU.
2. Article 15 of the Management MOU.
3. Article 20 of the P&AE MOU.
4. Article 50 of the Local 911 MOU.

### **Death and Disability Benefits Program**

The City shall provide life insurance for each employee, pursuant to the employee's MOU. This benefit is as follows:

1. For employees covered by the POA MOU, the City shall provide a life insurance policy for each employee, payable in the amount of \$60,000 upon such employee's death.
2. For employees covered by the Management MOU, the City shall provide a life insurance policy for each employee, payable in the amount of two times (2x) the employee's annual salary.
3. For employees covered by the P&AE MOU, the City shall provide a life insurance policy for each employee, payable in an amount equal to the employee's annual salary upon such employee's death.
4. For employees covered by the Local 911 MOU, the City shall provide a life insurance policy for each employee, payable in the amount of \$40,000.

Employees may elect to increase their insurance coverage through the City's insurance provider, at their own expense, including insurance for Accidental Death and Dismemberment.

Upon the death of a qualifying employee, the immediate family of a sworn employee is eligible to receive a contribution from the Robert Mutch Fund, via the HBPOA. The contribution from the Robert Mutch Fund is designed to cover the cost of burial services.

Sworn employees who sustain a work-related injury in which they are unable to return to

work in their current job duties are eligible to receive their monthly salary via the City's Workers Compensation insurance, pursuant to Section 4850 of the California Labor Code. Such benefit extends for a maximum of one year per injury. Upon exhaustion of this benefit, the employee will revert to his/her LTD benefits.

The City may, at its discretion and with medical approval, order the injured employee back to work in a modified work status. If provided, the injured employee will resume his/her regular salary and the Workers Compensation insurance benefit ("4850 time") will be halted.

If an employee dies before retiring, CalPERS will provide several benefits for the employee's family or the beneficiary(ies) named by the employee. Pre-retirement death benefits are divided into two categories:

1. Not Eligible to Retire – Under the age of 50, or age 50 or over with less than five (5) years of CalPERS-credited service.
  - a. Group Term Life Insurance
  - b. Alternate Death Benefit
  - c. Special Death Benefit
  - d. Basic Death Benefit
  - e. 1959 Survivor Benefit
  
2. Eligible to Retire – Age 50 or over with a minimum of five (5) years CalPERS-credited service.
  - a. Group Term Life Insurance
  - b. Optional Settlement 2 – Death Benefit
  - c. 1957 Survivor Benefit
  - d. Special Death Benefit
  - e. Basic Death Benefit
  - f. 1959 Survivor Benefit

## **Liability Protection**

Civil liability, due to injuries caused by employees within the scope of employment, and immunity of employees, is discussed in California Government Code Section 815.2 as follows:

1. A public entity is liable for injury proximately caused by an act or omission of an employee within the scope of his/her employment if the act or omission would, apart from this section, have given rise to a cause of action against that employee or his/her personal representative.

2. Except as otherwise provided by statute, a public entity is not liable for an injury resulting from an act or omission of an employee of the public entity where the employee is immune from liability.

The City will represent an employee, at no cost, in any civil action brought against the employee arising from any act or omission causing personal injury, death, or property destruction, where the act or omission occurred when the employee was determined to

be acting within the course and scope of his/her employment. Employees are also able to utilize their legal defense resources available through their respective labor union.

In order to insure that employees are properly represented in legal matters related to their employment with the Department, it is imperative that employees notify their Division Commander, in writing, of any legal action. The employees shall also provide copies of all legal papers and documents related to the incident.  
(CALEA22.2.2)

### **CLOTHING AND EQUIPMENT**

The Department will provide the appropriate clothing and/or safety gear to all personnel. A complete detailing of the items to be issued are contained in Policy A1.21 of this manual.

All Department-issued safety gear and clothing shall be maintained in satisfactory condition. The procedure for replacing worn-out or damaged safety equipment is detailed in Policy A1.21 of this manual.

Sworn personnel covered by the POA bargaining group will be provided an annual uniform replacement allowance in accordance with Article 25 of the MOU.

Sworn personnel covered by the Management bargaining group will be provided an annual uniform replacement allowance in accordance with Article 25 of the MOU.

Non-sworn personnel covered by the Local 911 bargaining group will be provided a monthly uniform allowance in accordance with Article 30 of the MOU.

### **PHYSICAL EXAMINATIONS**

Any physical examinations required of Department employees shall be provided at no cost to the employee. Any physical examination should be conducted only to confirm the employee's continued fitness to perform the duties required of their assignment. The physical examination shall not be used to identify employees with disabilities who are otherwise able to perform their assigned duties, with or without reasonable accommodation.  
(CALEA 22.3.1)

### **GENERAL HEALTH AND PHYSICAL FITNESS**

The Department desires all sworn members to maintain an overall level of health and physical fitness consistent with this directive. All sworn officers through the rank of Chief of Police are encouraged to be physically fit to ensure their ability to perform the essential functions of the job.

All personnel covered by the POA bargaining group are authorized to engage in a physical fitness training regimen while "on-duty," in accordance with Article 28 of the MOU.  
(CALEA 22.3.2)

**PERSONNEL SUPPORT SERVICES**

The Hermosa Beach Police Department offers support services to its employees through the City of Hermosa Beach Personnel Department on an as needed and case-by-case basis. Employees requiring assistance or information on available benefits associated with their employment may make an appointment directly with the Personnel Department. Such assistance may include, but is not limited to, health, dental, or vision plans, benefits available in the event of an employee’s death or serious injury, EAP, or deferred compensation plans. For direct assistance, contact the Personnel Assistant at 310-318-0230.  
(CALEA 22.2.3)

**EMPLOYEE ASSISTANCE PROGRAM (EAP)**

The City of Hermosa Beach makes an Employee Assistance Program (EAP) available to all of its employees through the Holman Group to address a full array of personal and professional problems that may affect an employee’s day-to-day life.

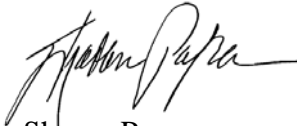
Participation in the EAP is voluntary and benefits vary by specific bargaining groups. Information regarding individual benefits can be found in the various MOU’s representing Police Department personnel.

Employees and their immediate family members may self-refer to any of the programs offered by the Holman Group as needed. Additional benefit information is available in the Personnel Department, or online at [www.holmangroup.com](http://www.holmangroup.com).

An employee’s voluntary use of the EAP is confidential. Absent a legally defined, compelling reason, information can only be released to the City upon written approval of the involved employee.

(CALEA 22.2.6)

APPROVED:



Sharon Papa  
Chief of Police



## HERMOSA BEACH POLICE DEPARTMENT

### **A1.19 ON-DUTY AND OFF-DUTY INJURIES/ILLNESSES**

**Effective 10/27/2009**

**Updated 11/21/2016**

#### **PURPOSE**

To establish procedures for the proper handling of an employee injury, illness, or exposure to bodily fluids of suspects.

#### **POLICY**

In any case where an employee is injured while on duty, whether the injury is minor or serious, or exposed to bodily fluids, the affected employee shall immediately report the injury to their immediate supervisor. It shall be the responsibility of the employee's immediate supervisor to direct and obtain proper medical attention.

1. In cases involving injuries which do not require IMMEDIATE emergency care, the Fire Department paramedics shall first be called to render medical aid, and in some serious cases, to stabilize the injured employee prior to transportation for further professional care.
2. In any case where the supervisor determines the seriousness of the injury will warrant advanced or specialized treatment and/or hospitalization, the injured employee shall be immediately transported by paramedic unit, ambulance, or other expedient means determined necessary by the supervisor to the hospital. While the injured employee is en route to the hospital, the immediate supervisor shall direct the communications center to notify the emergency room that the employee is en route, so that emergency preparation to receive the injured may be made. If during regular City business hours, the supervisor should also contact the Personnel Department and advise them of the injured employee and that the employee is being taken to the hospital.
3. If an employee is exposed to bodily fluids, not limited to but including, blood, saliva, urine or feces, of a suspect in the course of their duties, the Watch Commander or immediate supervisor of the employee shall send the employee to the City's authorized medical provider to have an exam and baseline testing conducted. The Watch Commander will ask the suspect to voluntarily submit to a blood draw to check for infectious diseases. If the suspect refuses, current law allows a court order to be obtained to force the blood draw and testing and the Watch Commander shall attempt to obtain the order.

4. If the injury to the employee is less serious, i.e., there is no requirement for advanced emergency care, specialized services or hospitalization, then the supervisor should call the Company Nurse at (877) 223-9310 to be triaged. If directed, the employee should be transported to Providence Little Company of Mary Care Station at 2382 Crenshaw Blvd., Torrance, (310) 618-9200. An authorization form may be obtained from the Personnel Department (during City Hall business hours) or the Watch Commander's office. If City Hall is closed, then the supervisor should contact the Care Station directly and advise them of the situation and that the injured employee will be en route for treatment. If the Care Station is closed, then the injured employee should be sent to the hospital.

### **REPORTING – SUPERVISOR’S RESPONSIBILITY**

Supervisors shall document all injuries reported by employees, including any minor injuries. It is the supervisor’s responsibility to complete and submit the “Supervisor’s Report of Injury” form prior to the end of watch. This form must be filled out even when an employee does not seek or require immediate medical treatment. It is important to document all potential injuries in case a medical problem later develops. Additionally, for exposures to bodily fluids, the Watch Commander shall fill out the State of California Department of Public Health Exposure Form that is available in the Watch Commander’s office or online.

When completed, the Supervisor’s Report of Injury form and exposure form (if applicable), along with a copy of any and all medical paperwork received from the attending medical facility must be turned in to the Division Commander of the affected employee. The Division Commander shall ensure that the originals of these reports are forwarded to the Personnel Department and a copy is forwarded to the Office of the Chief of Police.

Employees that receive further medical care shall keep the Personnel Department aware of any future medical appointments to receive care. Employees are to forward copies of medical slips received from the treating medical facilities to their Division Commander and to the Personnel Departments.

### **INJURIES AND ILLNESSES OFF-DUTY (EXTENDED TIME OFF)**

The purpose of this policy is threefold:

1. The primary concern is the protection of the employee. Due to the nature of police work and its inherent dangers, the City requires assurance that the employee is able to perform without the possibility of more serious injury occurring.
2. The second consideration is the possibility that the employee returning to work too soon, while suffering from a communicable or contagious disease such as the flu, might infect fellow employees.
3. The third consideration is the possibility of City liability. If an employee is allowed to return to duty while still suffering from an illness or injury, or post-operative recovery, and should become more seriously injured or ill at work, the question of

liability is raised.

If an employee is injured, ill, or will undergo some minor surgery not related to a duty occurrence, which will require absence from duty in excess of three days, the employee shall notify their immediate supervisor or Division Commander as to the nature of the injury, illness, or surgery. If the employee suffers any injury to a limb, i.e., arms, legs, fingers, toes, etc., the employee shall notify their immediate supervisor or Division Commander as to the nature of their condition.

In any of the preceding cases, the employee shall provide the Department written documentation of their personal physician's prognosis as to the estimated length of time the employee will be off duty.

After an employee is off duty for three (3) consecutive days, the City may, at its option, require a return to work checkup by the City physician or may accept the opinion of the employee's personal physician.

In all cases involving an injury to a limb which requires time off, the City may require a return to work examination.

When an employee is to be cleared to return to work by their personal physician, they shall immediately notify their Division Commander, who will then notify the City Personnel Department of the anticipated return date so that an appointment may be made in advance with the City physician, if required by the City.

If an employee gives the required notice before their anticipated return to work time, and the City is unable to obtain an appointment with the City physician for the employee, the employee shall not be docked for time off beyond the date the employee was cleared to return by their physician.

APPROVED:



Sharon Papa  
Chief of Police





## HERMOSA BEACH POLICE DEPARTMENT

### A1.20 EMPLOYEE IDENTIFICATION CARDS

Effective 10/27/2009  
Updated

#### PURPOSE

To ensure the public can identify law enforcement officers and employees of the Police Department and establish procedures for issuance and use of identification cards.

#### POLICY

It is the policy of this Department to issue proper identification to all of its employees and to require that all employees present that identification when requested to confirm their identity.

#### PROCEDURE

- I. Issuance of Police Department Identification Cards
  - A. All permanent employees of the Hermosa Beach Police Department shall be issued employee identification cards by the authority of the Chief of Police. Employees shall carry identification cards while on duty or when on official business for the Police Department.
  - B. Sworn employees will carry their ID cards with them at all times. It is recommended that non-sworn employees carry their identification cards at all times when off duty for access through police barricades in the event of an emergency.
  - C. The identification card will contain the name Hermosa Beach Police Department, photograph of a badge, photograph of the employee, the name of the employee and the rank or position of the employee on the front. The back of the card will include the employee's thumb print, serial number, employee identification information, and issue date.  
(CALEA 22.2.7 b)
  - D. All regular police employees are required to show their identification to a concerned member of the public when requested to confirm that he/she is an official police employee, except an officer working in an undercover capacity.  
(CALEA 22.2.7 a)
- II. Authorized Use of Police Department Identification Cards
  - A. No employee shall use the Police Department employee identification card for other than official business for the Police Department.

- B. The card will not be used to cash checks, to purchase alcoholic beverages, or to enter a place serving alcoholic beverages.
- C. No employee shall give or loan his/her identification card to any other person.
- D. Any loss or theft of the employee's identification card shall be reported to the employee's supervisor within twenty-four (24) hours of the occurrence.
- E. At no time shall a non-sworn employee use his/her identification card to represent himself/herself as a peace officer.
- F. Improper use of the Police Department identification card shall be cause for disciplinary action by the Police Chief or his/her designee, and the card will be withdrawn from use.

APPROVED:

A handwritten signature in black ink, appearing to read 'G. Savelli', written over the word 'APPROVED:'.

Greg Savelli  
Chief of Police



## HERMOSA BEACH POLICE DEPARTMENT

### A1.22 LINE AND STAFF INSPECTIONS

Effective 10/27/2009

Updated 02/08/2010

#### PURPOSE

This policy establishes the procedural guidelines regarding the conduction of line and staff inspections as a method of evaluating the efficiency and effectiveness of Department operations.

#### DEFINITIONS

**Line Inspection** – Inspection conducted by personnel in control of the persons, facilities, procedures, or other elements being inspected. Line inspections may be carried out by any supervisor within the chain-of-command and is often conducted by supervisory personnel who may be responsible for ensuring that any substandard conditions revealed in the inspection are corrected.

**Staff Inspection** – Inspection conducted by personnel who do not have control of the persons, facilities, or procedures being inspected.

#### INSPECTIONAL PROCESS

The inspectional process is an essential mechanism for evaluating the quality of the Department's operations, ensuring the Department's goals are being pursued and standards are being followed. The inspectional process compares the Department's formal expectations with actual performance. Inspections can help the Department identify the need for additional resources and determine if available resources are being properly utilized.

The inspectional process, at both the line and staff levels, provides the Chief of Police and other elements of the command structure with a means of regularly assessing the Department's efficiency and effectiveness, and provides information necessary to plan for change.

#### LINE INSPECTIONS

Line inspections are performed within each organizational component by supervisory personnel who have direct authority and responsibility for the operation of the unit being inspected. There are two types of line inspections – formal and informal.

**Formal inspections** will be conducted in January and July of each year. These inspections will include, but not be limited to, the following areas:

- a. Personnel appearance, grooming, and uniforms
- b. Required safety equipment
- c. Weapons, where applicable
- d. Vehicle condition and equipment, where applicable
- e. Facilities, performed by the Captain

The results of formal inspections are prepared in written form and submitted to administrative or commanding officers, with a copy of each report to the Accreditation Manager. These reports will include any specific action taken to correct discrepancies and any recommendations for long-range solutions to deficiencies discovered during the inspection.

**Informal inspections** are performed by supervisory personnel during routine operations to ensure that department policy and procedures are adhered to. Immediate action is taken by the inspecting supervisor to correct discrepancies. A written inspection report may be completed but is not required.

Repeated deficiencies noted during any inspection (formal or informal) shall be documented and forwarded to the appropriate Division Commander.  
(CALEA 53.1.1 a-e)

### **STAFF INSPECTIONS**

Staff inspections generally focus on agency procedures and are conducted by command personnel or designee assigned the responsibility by the Chief of Police. A staff inspection system monitors organizational components in terms of their results.

Staff inspections shall be conducted by personnel who have no direct authority over the subject or function inspected.

A staff inspection will be conducted within all organizational components for the major functions at least every three years. Such components include:

- a. Property and Evidence
- b. Patrol operations
- c. Investigations
- d. Armory/Weapons
- e. Records and Records Management
- f. Internal Affairs
- g. Personnel files
- h. Training records

A written report will be submitted to the Chief of Police that identifies deficiencies and makes recommendations for improvement and/or correction and identifies positive aspects of the area inspected.

A follow-up inspection and written report will be completed for any noted deficiencies that cannot be immediately corrected.

(CALEA 53.2.1a-e)

APPROVED:



Greg Savelli  
Chief of Police



## HERMOSA BEACH POLICE DEPARTMENT

### A1.23 TRAFFIC COLLISION REPORTING

Effective 10/27/2009

Updated 12/16/2020

#### PURPOSE AND SCOPE

The Hermosa Beach 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.

#### RESPONSIBILITY

The Traffic Sergeant will be responsible for distribution of the Collision Investigation Manual. The Traffic Sergeant will receive all changes in the state manual and ensure conformity with this policy.

#### TRAFFIC COLLISION REPORTING

All traffic collision reports taken by members of this department shall be forwarded to the Watch Commander for approval. The Records Division will forward a copy of all traffic collision reports to the CHP or other persons as required.

#### REPORTING SITUATIONS

##### I. 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 Property Damage Only (HBPD form 554) shall be completed and forwarded to the appropriate Division Commander and other persons as required.

Photographs of the collision scene and vehicle damage should be taken at the scene of all traffic collisions.

##### II. 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 Hermosa Beach Police Department resulting in a serious injury or fatality, the Traffic Sergeant or the Watch Commander, should notify the

California Highway Patrol for assistance. The term serious injury is defined as any injury that may result in a fatality.

### III. TRAFFIC COLLISIONS WITH OTHER CITY EMPLOYEES OR OFFICIALS

The Traffic Sergeant or on-duty Watch Commander should 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.

### IV. TRAFFIC COLLISIONS ON PRIVATE PROPERTY

In compliance with the Collision Investigation Manual, traffic collision reports shall not be taken for traffic collisions occurring on private property unless there is a death or injury to any person involved, a hit-and-run violation, or Vehicle Code violation. An Incident Report may be taken at the discretion of any supervisor.

### V. TRAFFIC COLLISIONS ON ROADWAYS OR HIGHWAYS

Traffic collision reports shall be taken when they occur on a roadway or highway within the jurisdiction of this department under any of the following circumstances:

- (a) When there is a death or injury to any persons involved in the collision
- (b) When there is an identifiable violation of the Vehicle Code
- (c) When a report is requested by any involved driver

### **NOTIFICATION OF TRAFFIC BUREAU SUPERVISIONS**

In the event of a serious injury or death related traffic collision, the Watch Commander shall notify the Traffic Sergeant to relate the circumstances of the traffic collision and seek assistance from the Traffic Bureau. In the absence of a Traffic Sergeant, the Watch Commander or any supervisor may assign an accident investigator or motor officer to investigate the traffic collision.

## **DEPARTMENTAL ACCIDENT REVIEW BOARD**

The Departmental Accident Review Board shall review all accidents and damage incidents involving City vehicles driven by members of the department.

The Accident Review Board should convene within 30 calendar days after receiving all completed report(s) including any damage assessments by the City Mechanic or Insurance company.

APPROVED:

A handwritten signature in cursive script, appearing to read "Paul LeBaron".

Paul LeBaron  
Chief of Police



## HERMOSA BEACH POLICE DEPARTMENT

### A1.25 COMMUNITY RELATIONS

Effective 5/19/2010  
Updated 12/16/2020

#### PURPOSE

The purpose of this policy is to provide guidelines for community relationship-building.

Additional guidance on community relations and outreach is provided in other policies, including the:

- Hate Crimes Policy.
- Limited English Proficiency Services Policy.
- Communications with Persons with Disabilities Policy.
- Chaplains Policy.
- Patrol Function Policy.
- Suspicious Activity Reporting Policy.

#### POLICY

It is the policy of the Hermosa Beach Police Department to promote positive relationships between members of the department and the community by treating community members with dignity and respect. Department members should engage the community 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.

#### 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 Dispatch of their status (i.e., on foot patrol) and location before beginning and upon completion of the foot patrol. They should also periodically inform Dispatch of their location and status during the foot patrol.

### **COMMUNITY RELATIONS COORDINATOR**

The Chief of Police or the authorized designee should designate a member of the Department to serve as the community relations coordinator. He/she should report directly to the Chief of Police or authorized designee and is responsible for:

- (a) Obtaining department-approved training related to his/her responsibilities.
- (b) Responding to requests from department members and the community for assistance in identifying issues and solving problems related to community relations and public safety.
- (c) Organizing surveys to measure the condition of the department's relationship with the community.
- (d) Working with community groups, department members and other community resources to:
  - 1. Identify and solve public safety problems within the community.
  - 2. Organize programs and activities that help build positive relationships between department members and the community and provide community members with an improved understanding of department operations.
- (e) Working with the Operations Division Commander to develop patrol deployment plans that allow officers the time to participate in community engagement and problem- solving activities.
- (f) Recognizing department and community members for exceptional work or performance in community relations efforts.
- (g) Attending City council and other community meetings to obtain information on community relations needs.
- (h) Provide information about community crime issues and crime prevention suggestions to City officials responsible for development and/or revision of zoning policies, building codes, and conditional use permits.
- (i) 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.

- (j) Informing the Chief of Police and others of developments and needs related to the furtherance of the department's community relations goals, as appropriate.

### **SURVEYS**

The community relations coordinator should arrange for a survey of community members and department members to be conducted at least annually to assess the condition of the relationship between the Department and the community. Survey questions should be designed to evaluate perceptions of the following:

- (a) Overall performance of the Department
- (b) Overall competence of department members
- (c) Attitude and behavior of department member
- (d) Level of community trust in the Department
- (e) Safety, security or other concerns

Prior to survey distribution, the Chief of Police or their designee shall review and approve the survey questions. A written summary of the compiled results of the survey should be provided to the Chief of Police.

### **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).
- (b) Police-community get-togethers (e.g., cookouts, meals, charity events).
- (c) Youth leadership and life skills mentoring.
- (d) Neighborhood Watch/National Night Out and crime prevention programs

### **INFORMATION SHARING**

Information related to major incident notifications, significant changes in department operations, comments, feedback, positive events should be regularly refreshed, to inform and engage community members continuously.

Examples of information-sharing methods include:

- (a) Community meetings.
- (b) Social media (see the Department Use of Social Media Policy).
- (c) Department website postings.

### **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) Instruction in schools.
- (d) Department ride-alongs (see the Ride-Along Policy).
- (e) Scenario/Simulation exercises with community member participation.
- (f) Citizen academies.

Instructional information should include direction on how community members should interact with the police during enforcement or investigative contacts and how community members can make a complaint to the department regarding alleged misconduct or inappropriate job performance by department members.

### **SAFETY AND OTHER CONSIDERATIONS**

Department members responsible for community relations activities should consider the safety of the community participants and, as much as reasonably practicable, not allow them to be present in any location or situation that would jeopardize their safety.

Department members in charge of community relations events should ensure that participating community members have completed waiver forms before participation, if appropriate. A parent or guardian must complete the waiver form if the participating community member has not reached 18 years of age.

Community members are subject to a criminal history check before approval for participation in certain activities, such as citizen academies.

## **COMMUNITY POLICE ADVISORY BOARD**

The Chief of Police should establish a committee of volunteers consisting of community members, community leaders and other community stakeholders (e.g., representatives from schools, churches, businesses, social service organizations). The makeup of the committee should reflect the demographics of the community as much as practicable.

The committee should convene regularly to:

- (a) Provide a public forum for gathering information about public safety concerns in the community.
- (b) Work with the Department to develop strategies to solve public safety problems.
- (c) Generate plans for improving the relationship between the Department and the community.
- (d) Participate in community outreach to solicit input from community members, including youth from the community.

The Training Sergeant should arrange for initial and ongoing training for committee members on topics relevant to their responsibilities.

The Chief of Police may include the committee in the evaluation and development of department policies and procedures and may ask them to review certain personnel complaints for the purpose of providing recommendations regarding supervisory, training or other issues as appropriate.

### **I. LEGAL CONSIDERATIONS**

The Chief of Police and the community relations coordinator should work with the City Attorney as appropriate to ensure the committee complies with any legal requirements such as public notices, records maintenance and any other associated obligations or procedures.

### **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.

### **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.
- (f) Social Media Sharing

Where practicable and appropriate, community members, especially those with relevant expertise, should be involved in the training to provide input from a community perspective.

APPROVED

A handwritten signature in cursive script, appearing to read "Paul LeBaron".

Paul LeBaron  
Chief of Police



# **CHAPTER 2**

# **SUPPORT SERVICES**



## HERMOSA BEACH POLICE DEPARTMENT

### S2.05 VICE, DRUGS AND ORGANIZED CRIME

Effective 10/27/2009  
Updated

#### PURPOSE AND SCOPE

To establish guidelines for investigating cases involving vice, narcotics and organized crime and for handling criminal intelligence activities. It is the policy of this department to effectively identify, analyze, disseminate and utilize criminal intelligence information related to criminal activity and to make every effort to suppress and control organized crime, vice and narcotics activities. Minor narcotics cases are to be issued to in house investigators.

#### POLICY

This Department does not have the resources to conduct an extended, in-depth organized crime, vice or narcotics investigation. Two investigators are assigned to regional task forces. One Investigator assigned to SIU (Special Investigations Unit) the other to LA IMPACT (Los Angeles Interagency Metropolitan Police Apprehension Crime Task Force). Both units are specialized multi-jurisdictional task forces responsible for investigating narcotics, vice and major felonies. The Chief of Police, or his/her designee, shall periodically evaluate the necessity to continue participation with these agencies. If it is determined that an investigation is beyond the capabilities of our limited resources, the investigation will be directed to the SIU or LA IMPACT.

#### PROCEDURE

- I. Handling of Vice, Drugs, and Organized Crime/Intelligence Information
  - A. Complaint Receipt
    1. Intelligence information may be received from several sources such as, anonymous tips, private citizens' observations or knowledge, officer's observation, media sources, electronic information, etc.
    2. Upon receipt of information of a criminal nature occurring within the jurisdiction of this Department concerning organized crime, gang, vice or narcotics activity, Department employees will complete a memorandum detailing the information received and forward it to the appropriate investigative unit.
    3. Information received from other law enforcement agencies will be documented and forwarded in the same manner.

4. Any information that is received regarding an actual offense that occurs in this jurisdiction will be documented on a crime/incident report form, and will be assigned to an investigator for follow-up.
5. Upon receipt of this type of information, the Investigative Sergeant will assess the veracity of the information and ensure the information received is limited to criminal conduct and relates to an activity that presents a threat or potential threat to the community.  
(CALEA 43.1.1 a, c)

**B. Handling and Dissemination of Information**

1. Any information received that relates to activities in other jurisdictions will be forwarded to that jurisdiction for assessment and follow-up, and a copy of information that was forwarded will be maintained on file.
2. The Investigative Sergeant will maintain a secure file on all intelligence information received in relation to vice, gang, organized crime and narcotics complaints.
  - a. This file will include memorandums forwarded from department personnel, as well as documented information received from other agencies.
  - b. Also included in the file will be information from any source that has been validated and relates to organized crime activities, gang activities, vice activities, narcotics activities or other subversive activities occurring within the Department's jurisdiction.
  - c. All active investigations will be assigned a DR number, but the file on the on-going investigation will be maintained by the Investigative Sergeant rather than in Records to ensure that the investigation does not become compromised. Access to this file will be restricted to the Investigators and Command Staff.  
(CALEA 43.1.1 b; 43.1.2)
3. The Investigative Sergeant and or the SIU and or the LA IMPACT investigator will personally advise the Chief of Police of any information that is received on vice, drug, organized crime and gang activities, and will personally provide updates on any on-going investigations.  
(CALEA 43.1.1 d)

**C. Purging Information**

1. Intelligence information will be purged from the file when it is no longer considered criminal intelligence, i.e., it is no longer valid, an arrest has been made, or it is determined to be false.



II. This Department will on occasion conduct covert surveillance operations when the operation does not require extensive manpower.

A. Surveillance Procedures

1. All surveillance operations will be conducted in such a manner so that no infringement occurs upon the statutory and constitutional rights of the individual being observed.
2. Surveillance, for the purpose of this directive, is defined as the continuous or periodic watching of persons, vehicles, places, or objects. The routine observation of individuals or groups acting in a suspicious manner, the photographing and visual monitoring of events for safety, historical, or training purposes does not constitute surveillance, as defined by this manual.
3. The objectives of surveillance are:
  - a. To determine whether a violation of law exists or will exist.
  - b. To obtain evidence of a crime.
  - c. To protect undercover officers or corroborate their testimony
  - d. To determine the reliability of informants.
  - e. To determine identities of involved persons.
  - f. To determine “methods of operation”.
  - g. To obtain probable cause for obtaining search warrants.
  - h. To prevent the commission of a crime or to apprehend a suspect in the commission of a crime.
4. Criteria for establishing surveillances
  - a. Surveillance data will only be used for legitimate law enforcement purposes.
  - b. Photographic surveillance may be conducted on any individual, location, organization, or event that meets the criteria for surveillances are:
    - 1) A legitimate and reasonable cause exists to believe that an individual or organization is engaged in or has demonstrated the propensity to engage in illegal activity.
    - 2) A legitimate and reasonable cause exists to believe that an event may provoke community disorder.
    - 3) To ensure that the exercise of constitutional rights are protected.
    - 4) Operational Procedures

- 5) The Investigations Unit supervisor will be responsible for the execution of the surveillance and the coordination of the efforts of each surveillance officer.
- 6) Prior to initiating surveillances, particularly long-term ones, the supervisor of the operation shall ensure that the officers involved are knowledgeable of the scope and extent of the offenses and type of victims associated with the target of the surveillance.
- 7) All information should be gathered concerning the premises, suspects and vehicles involved. This information will be evaluated and distributed to the participating personnel.
- 8) A physical reconnaissance should be made to study the area where the surveillance will take place to identify vantage points that are suitable for the officers.
- 9) Similarly, traffic conditions should be observed and the officers should become familiar with the names and locations of streets in the area.
- 10) The supervisor will be responsible for selecting the hours or period of surveillance. The number of personnel available and the circumstances of the suspected violations will govern their decision.
- 11) When a number of officers are involved in the operation, a plan specifying procedures for observation, arrest and following the subject should be made by the surveillance supervisor. Additionally, the supervisor shall make plans for providing suitable relief for the officers involved in the operation.
- 12) The supervisor will be responsible for selecting the type of surveillance equipment necessary for the operation. This will depend upon the nature and extent of the surveillance and the equipment available. When the equipment is selected, each piece will be examined or tested to ensure it is in satisfactory operating condition.
- 13) All surveillance officers will have ready access to radio communications. It will be the responsibility of the surveillance supervisor to select one primary radio frequency to be used for the operation and to inform the involved personnel of the selected frequency and any changes.
- 14) Vehicles used during surveillance operations should be inconspicuous. Surveillance vehicles should fit the setting in which they are to be used as best as possible.

B. Undercover Operations

1. When there is a need for an undercover investigation, the investigator will gather sufficient background and intelligence information to identify the suspect or suspects and analyze their involvement in the criminal activity.
2. The investigations sergeant will review the case and deny the request or obtain approval from the Support Services Division Commander to initiate the operation.
3. The investigator will resolve any legal questions surrounding the use of a covert operative with the District Attorney's office prior to implementing such a program.
4. The investigations sergeant is responsible for selecting the operative, subject to supervisory approval, and will insure that the operative is adequately trained and briefed prior to the placement. He/she will formulate a plan to place the operative, give instructions on making contact with the target, insure that the operative is properly equipped, and will provide overall responsibility for the undercover operation.
5. All specialized equipment will be tested prior to the undercover operation begins. The investigator will insure that all officers using such specialized equipment are properly instructed in its use and care.
6. Prior to actually engaging in an undercover operation, investigations will conduct a survey of the target area to determine surveillance location, potential escape routes, etc. This intelligence information will be provided to all persons involved in the operation.
7. The investigator will establish a means of routine and emergency communication with the operative. Depending on the nature of the covert operation, he/she will attempt to provide back-up security for the operative at all times.
8. The timing of any arrests and termination of the covert action will primarily be the responsibility of investigations, but the operative may terminate the operation if it appears unsafe to continue.
9. Once the operation terminates, investigations will debrief the operative and the investigations sergeant will debrief the operations lieutenant of the outcome of the operation. He/she will complete any required paperwork. Officers will follow established department policy and

procedure regarding the use of force, arrest and booking of detainees and in completing required reports.

C. Decoy Operations

1. This Department will conduct surveillance, undercover, decoy, or raid operations. Officers of this Department may also be assigned to work with outside agencies, such as Alcohol Beverage Control (ABC), in undercover, decoy, or intelligence operations.
  - a. Officers assigned in this status will be under the supervision of the supervisor of the unit where they are assigned.
  - b. These officers will maintain contact with this Department as arranged at the time of the assignment, to provide updates on their status.

**(CALEA 43.1.5)**

D. Use of surveillance and Undercover Equipment

1. This Department has limited specialized equipment for surveillance and undercover operations. Confidential funds to support the operations of the vice, drug, and organized crime control functions are available through the SIU and LA Impact task forces.  
**(CALEA 43.1.3)**
2. If the Department requires equipment for surveillance or intelligence operations, the Support Services Division Commander will be notified and a request will be made to utilize equipment from neighboring police agencies.
3. Any equipment utilized will be immediately returned after the completion of the operation.  
**(CALEA 43.1.4)**

III. Operational Plans

1. If the Department does become involved in an in-depth organized crime, vice, or narcotics investigation, a written operational plan will be completed by the assigned supervisor. The plan will include:
  2. All written police reports and intelligence information;
  3. Suspect(s) list including name, description, vehicle description, place of residence, known associates, criminal history and recent photographs;
  4. A list of officers involved in the operation listing their assignment, type of equipment being used by the officer, the weapons each officer is carrying, and vehicle assignment;

5. A detailed accounting of the planned action.
6. Prior to execution of any surveillance, undercover, decoy or raid operations the supervisor in charge of the detail will plan for all the following that are applicable, and brief all persons involved:
  7. Analyzing the crime(s), victims, suspect and others involved;
  8. Determining legal ramifications;
  9. Familiarizing officers with the objectives of the operation, the target area and surrounding area;
  10. Determining operational procedures for observation, arrests, surveillance and high risk situations;
  11. Supplying officers with needed equipment;
  12. Establishing routes of approach and alternate routes;
  13. Establishing routine and emergency communications;
  14. Providing relief, backup security and perimeter protection;
  15. Providing for false identification documents, disguises and necessary credentials;
  16. Maintaining confidentiality and cover;
  17. Establishing authorization for the detail and use of force measures;
  18. Designating a single person as supervisor and coordinator;
  19. Providing close supervision;
  20. Making contact with suspects;
  21. Searching and seizing evidence and contraband;
  22. Requesting medical assistance and establishing routes to medical facilities;
  23. Coordinating and obtaining assistance from outside agencies, if needed;
  24. Selecting equipment and vehicles and assigning personnel based on expertise.

APPROVED:



Greg Savelli  
Chief of Police



## HERMOSA BEACH POLICE DEPARTMENT

### **S2.17 SPECIALIZED ASSIGNMENTS AND COLLATERAL DUTIES**

**Effective 10/27/2009  
Updated 4/13/2010**

#### **PURPOSE**

To establish what qualifies as a specialized assignment and collateral duties for sworn personnel and define how those duties are assigned

#### **POLICY**

It shall be the policy of this Department to select individuals for specialized assignments and collateral duties based on their skills, knowledge and abilities.

#### **PROCEDURE**

##### I. Specialized Assignments

- A. Those assignments that involve full time participation with specific enforcement responsibilities.
  - 1. Detective (including Detective Sergeant)
  - 2. Administrative Sergeant
  - 3. Motor Officer
  - 4. Community Lead
  - 5. Special Investigations Unit
  - 6. LA IMPACT
  - 7. K-9 Handler
- B. Specialized Assignments are of a temporary duration and shall be for a period of four (4) years without extension. Exception: the Community Lead assignment(s) shall be filled as part of the shift rotation.
- C. Officers considered for a Specialized Assignment must be off probation and should not have been subject to discipline in the previous twelve (12) months. Selection for a Specialized Assignment will be based on the officer's demonstrated desire and ability to perform the functions of that specialty. For example, candidates for investigative positions should meet or exceed expectations regarding investigative skills, evidence gathering, and report writing in his/her annual evaluation. Candidates for Motor Officer should meet or exceed expectations regarding traffic enforcement (writing citations, DUI enforcement, etc). Training and experience may also be considered.

- D. Openings for Specialized Assignments will be announced by the appropriate Division Commander via posted memo and email. Any qualified officer seeking a Specialty Assignment shall submit an interest memo to the appropriate Division Commander through his/her immediate supervisor. The interest memo shall include a description of the officer's training, experience, and any specific achievements that are applicable to the position. The Chief of Police will review the interest memos and each candidate's most recent evaluation. Based on this review the Chief may assign officers to the open positions. Per MOU Article 27 the right to assign and re-assign shall be vested solely with the Chief of Police.

## II. Collateral Duties

- A. Police Sergeants and Police Officers may be assigned collateral duties in addition to their primary assignment.
- B. Collateral duties shall be based on the needs of the department as determined by the Chief of Police.
- C. Open Assignments – those that involve participation or supervision on an on-going and part time basis.
  - 1. Range Staff
  - 2. Terrorist Liaison Officer
  - 3. Use of Force Instructor
  - 4. Mutual Aid, Area G, and TLO Supervisor
  - 5. IT Liaison and Use of Force Supervisor
  - 6. VIP, Chaplain, and Crisis Response Team Supervisor
  - 7. FTO Supervisor
  - 8. Range supervisor
  - 9. SBRCA Liaison
  - 10. PIO
- D. Restricted Assignments – those assignments that involve fulfilling a specific task during a patrol shift(s). These assignments shall be compensated with “special duty pay” as per the MOU Article 28.
  - 1. FTO
  - 2. Acting Watch Commander

## III. Review of Collateral Duty Assignments

- A. Annually the Chief will review each collateral duty assignment for the purpose of determining whether it should be continued. This review will include:
  - 1. A listing of all collateral duty assignments;
  - 2. A statement of the purpose of each collateral duty; and,

3. An evaluation of the reasons for initially implementing the collateral duty assignment.

(CALEA 16.2.1)

B. Any openings for collateral duties in the Department will be filled in the following manner:

1. For the assignment of FTO or Acting Watch Commander, any individuals who meet the minimum criteria for the position and have an interest in the position will submit a memorandum to their immediate supervisor. The memorandum will be forwarded through the Division Commander to the Chief of Police for a decision.
2. The selection of who will be assigned as an FTO or Acting Watch Commander will be based on an analysis of the skills, knowledge and abilities of the interested candidates. This could include training, specialized skills and length of experience.
3. The Chief will select individuals for all other collateral duties based on their qualifications, the needs of the Department and recommendations from the Lieutenants and Sergeants in the Department. Individuals who have an interest in a particular collateral duty should notify their immediate supervisor so they will be considered for the next opening.

(CALEA 16.2.2, 33.4.3)

#### IV. Rotation of Collateral Duties

- A. Rotation of collateral duties allows for a greater number of officers to receive specialized training and allows for an expanded pool of employees prepared to assume the responsibilities of a number of positions.
- B. Because of the training required, most assignments will be for a period of time sufficient to allow for the best use of the expertise gained from time in the position. However, assignment of some collateral duties will be rotated based on the individual's current primary assignment. For example, if the FTO Supervisor transfers to the detective bureau then the responsibility for the FTO program shall be transferred to a patrol sergeant. Individuals may voluntarily rotate out of collateral duties with the approval of the Chief of Police.

(CALEA 16.2.3)

APPROVED:



Greg Savelli  
Chief of Police





## HERMOSA BEACH POLICE DEPARTMENT

### S2.20 HOMELAND SECURITY

Effective 10/27/2009  
Updated

#### PURPOSE AND SCOPE

The procedure establishes guidelines for reporting and relaying terrorism related information and provides employees with awareness level guidelines for events involving chemical, biological, radiological, nuclear and explosive attacks.

#### LIAISON WITH EXTERNAL ORGANIZATIONS

The Hermosa Beach Police Department should maintain a liaison with other organizations for the exchange of information related to terrorism. This liaison may be in the form of direct contact with specific departments and/or through such organizations as the Joint Regional Intelligence Center (JRIC), Regional Terrorism Threat Assessment Center, Western States Information Network, California Office of Homeland Security, The FBI Terrorism Early Warning Group (TEWG), and United States Department of Homeland Security (DHS). The Terrorism Liaison Officer (TLO) is responsible for maintaining liaison with other organizations and dissemination of terrorist related information within the department.  
(CALEA 46.3.1)

#### TERRORISM LIAISON OFFICER (TLO)

It is the policy of this Department to participate in multi-jurisdictional information sharing (as specified above) as part of Homeland Security efforts to detect and/or prevent acts of domestic or foreign terrorism.

The Department shall assign a Terrorism Liaison Officer (TLO). The designated TLO is the agency representative as liaison to any/all local, county, state and federal agencies dedicated to preserving Homeland Security measures.

The Terrorism Liaison Officer (TLO) sustains the following responsibilities:

- Attending regular Homeland Security meetings, briefings, seminars, etc. – as specified by the Operations Division Commander.
- Collecting, reporting, retrieving, and sharing of terrorism intelligence and materials, such as:
  1. Training bulletins
  2. Information on schools and cases
  3. Books, journals, periodicals, and video information
  4. Lists of official contacts

- Identifying and communicating with community stakeholders. The TLO shall review, filter, and then forward relevant intelligence information to other agencies, City departments, and/or individuals, when and where appropriate and approved by the Operations Division Commander.
- Conducting, coordinating and/or facilitating Departmental training regarding terrorism and/or terrorism related subjects.
- Provide appropriate information to the Public Information Officer (PIO) for media dissemination when such information is related to terrorism.

### **REPORTING TERRORISM RELATED INFORMATION**

Any officer receiving information concerning possible terrorism activities will immediately notify the Watch Commander and complete a TEW/LAJRIC Lead Sheet. The Watch Commander will determine the validity of the information and the appropriate response from the department. This shall include notification as follows:

- Operations Division Commander
- TLO and TLO Sergeant
- Support Services Division Commander

The Operations Division Commander shall direct the Watch Commander and/or TLO to make appropriate notifications to the Los Angeles Terrorism Early Warning Group or other law enforcement agencies, and/or the appropriate state and federal agencies.

The Support Services Division Commander shall notify and direct the Detective Sergeant in any investigative procedures necessary.

Patrol Officers, detectives, and other police employees should look for and report the following and other suspicious items or events that may link a subject to terrorism:

- Unusual items in vehicles or residences
- Suspicious identification characteristics such as fraudulent or altered license, multiple IDs with names spelled differently
- Thefts, purchases or discovery of weapons, explosive materials or other tactical equipment
- Testing of security systems and responder behavior
- Advanced payments for apartment or vehicle rentals, payments in cash
- Credit card fraud, money laundering, counterfeit cigarette tax stamps
- Links between gangs and international organizations

(CALEA 46.3.2)

### **PROVIDING AWARENESS INFORMATION**

The Hermosa Beach Police Department's website provides terrorism awareness information and methods for reporting suspicious activity that may be related to terrorism.

(CALEA 46.3.3)

## CHEMICAL, BIOLOGICAL, RADIOLOGICAL, NUCLEAR AND EXPLOSIVE (CBRNE) ATTACKS

### Chemical Weapons

Chemical agents can enter the body by inhalation of the chemical agents, absorption through the skin or eyes, injection into the body by flying glass or shrapnel, or by ingesting with food or water. A likely delivery method is in the form of a gas or as an aerosol spray. There are numerous chemical agents each with different symptoms and effects. The most common families of chemical agents are:

- **Nerve Agents**: Nerve agents attack the victim's nervous system. Most belong to the family of chemicals known as organophosphates (OP) (organophosphates are also the basis of many insecticides, herbicides, and nerve gases). Many common pesticides belong to this family of chemicals. Nerve agents tabun (GA), sarin (GB), soman (GD), and VX are manufactured chemical warfare agents classified as nerve agents (all classified as WMDs). Nerve agents are the most toxic and rapidly acting of the known chemical warfare agents.
- **Blister Agents**: Blister agents (vesicants) also known as vesicants attack the skin of the victim resulting in blisters and skin burns. Mustard gas and Lewisite (an organic compound once manufactured in the U.S. and Japan as a chemical weapon) are common blister agents.
- **Blood Agents**: Blood agents attack the ability of the blood to hold and deliver oxygen. The victim suffocates. Cyanide gases and compounds are the most common types of these agents.
- **Choking Agents**: These chemicals attack the lungs causing them to fill with fluid. Chlorine gas and phosgene (CG) (phosgene was used extensively during World War I) are typical choking agents.
- **Incapacitating Agents**: These agents usually irritate the skin, mucous membranes, eyes, nose, lips and mouth. They may cause vomiting or intolerable pain. While they may lead to serious medical situations such as seizures or heart attacks, they are not designed to kill or cause permanent harm. Used alone, the intention is to temporarily incapacitate or harass the target, or force them to evacuate the area. However, incapacitating agents may be used in combination with other agents to force responders to remove their gas masks and other protective gear, so that they will be exposed to lethal doses of the other agent. Examples of incapacitating agents are pepper spray, tear gas, riot control agents and several military chemicals from different nations.

### Biological Weapons

Biological weapons present a serious challenge for response planning. There is risk that a biological attack may not be detected until days, or even weeks after it happens. First responder resources, therefore, may be of little use at a bioterrorism incident unless it is detected promptly. There are two (2) types of biological weapons:

- **Pathogens:**

These are disease-causing organisms, some of which can reproduce and keep spreading long after the attack. The potential for many thousands of casualties is possible but the more likely number is much less because of the difficulty of efficiently delivering the pathogenic agents to large numbers of people.

Pathogens can be bacteria such as anthrax, viruses such as smallpox, or fungi like yeast and molds, mycoplasmas (a specific and unique species of bacteria - the smallest free-living organism known on the planet) that cause pneumonia and similar problems, or rickettsiae (causing diseases such as typhus and Rocky Mountain spotted fever). Plague, smallpox, anthrax, hemorrhagic fever, and rabbit fever are known to be probable biological weapons.

Not all diseases are contagious, and many have a low mortality rate when properly treated.

- **Toxins:**

Toxins are poisonous substances produced by living things. Many toxins are extremely lethal and small quantities can kill very large numbers of people. In many ways a toxin attack is more like a chemical attack than a biological one. Some possible toxin weapons are ricin (a poison found naturally in castor beans that has potential to be used as an agent of biological warfare and as a WMD), botulism toxin (botulism is a muscle-paralyzing disease caused by a toxin made by a bacterium to contaminate food), and aflatoxin (a poison produced by two (2) common fungi to contaminate food). Again, the difficulty for the terrorist is in finding an effective way to disperse or distribute the toxin.

### **Radiological Dispersion Devices (RDD)**

An RDD or “dirty bomb” is an explosive intended to spread radioactive material from the detonation of conventional explosives. Radiation comes from the decay of radioactive isotopes of certain elements and compounds. Radiation can be in the form of alpha, beta, or gamma rays. All three are odorless and colorless and can be detected only with radiation detectors. The primary hazard will be from dust contaminated with radioactive sources. It will be very important for the first responder to use respiratory protection to avoid breathing in the radioactive dust particles.

### **Explosives**

Terrorists make lethal explosives from readily available materials, many of which are uncontrolled and attract little attention. The availability of many of these materials, along with the widespread proliferation of techniques for making homemade explosive (HME) mixtures and IEDs (improvised explosive devices), enables terrorists to assemble weapons even when deprived of commercial or military explosives.

- HMEs are packaged into IEDs of various shapes and sizes (e.g. pipe bombs and VBIEDs – vehicle born improvised explosive devices)

- The effectiveness of most HME mixtures dissipates over time, so they must be deployed as an explosive device soon after their manufacture
- HMEs and their chemical precursors should be noted during searches of persons, vehicles and residences as suggestive of bomb-making and other pre-attack activity

### **CBRNE INDICATORS**

Patrol Officers, detectives, and other police employees should look for and report the following and other suspicious CBRNE-related indicators:

- Theft of large quantities of baby formula (may be used to grow specific cultures)
- Theft or solicitation of live agents, toxins or diseases from medical supply companies or testing and experimentation facilities
- Multiple cases of unexplained human or animal deaths
- Thefts of agricultural sprayers, crop-dusting aircraft, foggers or other dispensing systems
- Suspicious inquiries regarding local chemical or biological sales, storage or transportation points and facilities
- Inappropriate inquiries regarding heating and ventilation systems for buildings or facilities by persons not associated with service agencies

### **CBRNE AWARENESS LEVELS**

In the event of a CBRNE attack, the Hermosa Beach Police Department's primary objective is to secure and isolate the target area and assist the FBI in the criminal investigation of the incident. Department response to incidents involving CBRNE or other hazardous materials will be accomplished in accordance with the Hermosa Beach Police Department Policies and Procedures and the City of Hermosa Beach Emergency Operations Plan.

In the event of a terrorist attack, officers should use caution if the explosion seems to do little damage. A small explosive device might be used to disperse chemical, biological or even radioactive agents. Another purpose of a small device might be to bring large numbers of first responders, who are then subjected to a larger secondary device.

Another immediate problem for responders and victims is the potential for asbestos exposure. Older buildings may contain asbestos as insulation, pipe coverings, siding or roofing, flooring, adhesives, floor or ceiling tile and wall panels. Any explosion or collapse may cause this asbestos to become airborne in hazardous levels.

Immediately, the primary inhalation threat and decontamination problem will be dust particles. Any expedient breathing protection should be used - masks, wet towels, handkerchiefs, etc. - while exiting the area immediately.

### **CBRNE EQUIPMENT AND AWARENESS TRAINING**

All equipment utilized by the Hermosa Beach Police Department will meet Cal/OSHA and NIOSH standards. The Respiratory Protection Manager will be responsible for the purchase of equipment that meet the standards and that all employees are properly trained and go through annual fit testing.

All First Responders will go through Weapons of Mass Destruction Awareness training as outlined by Police Officer Standards and Training requirements. This course is given to all basic police academy recruits and in advanced officer training classes.

The Hermosa Beach Police Department issues gas masks and CBRN canisters to all officers and sergeants. Additionally the department has on hand at the station Level "C" suits, gloves, booties and chemical tape (Chem-Tape) that can be deployed as needed. All officers wearing the Level C suits must go through mandatory training prior to wearing the suits.

(CALEA 46.3.4)

APPROVED:

A handwritten signature in black ink, appearing to read 'AS', is written over the printed name 'Greg Savelli'.

Greg Savelli  
Chief of Police



## HERMOSA BEACH POLICE DEPARTMENT

### **S2.24 ORGANIZATION, ADMINISTRATION, AND MANAGEMENT OF HOLDING FACILITY**

**Effective 10/27/2009  
Updated 10/24/2016**

#### **PURPOSE AND SCOPE**

The purpose of this policy is to outline the organization, administration, and management, of the Hermosa Beach Police Department's holding facility.

#### **MANAGEMENT OF THE HOLDING FACILITY**

The management of the holding facility is the responsibility of the Support Services Division Commander. Any problems with the facility or contents thereof shall be reported via intra-departmental memorandum and chain-of-command to the Support Services Division Commander.

The shift operation of the holding facility is the responsibility of the on-duty Watch Commander. The on-duty Watch Commander is responsible for overseeing security, arrestee accounting, and control inside the holding facility. The on-duty patrol Watch Commander will have departmental accountability for the temporary holding facility.

#### **SECURITY**

Security within the holding facility is a paramount concern to the organization. To ensure that a high level of security is maintained, only authorized department personnel are allowed access to the holding facility. Authorized personnel shall include sworn officers, sworn and non-sworn personnel directed to search an arrestee, and all persons authorized by an on-duty supervisor.

The only exceptions are:

- tours authorized by the department
- individuals authorized to make necessary repairs

(CALEA 72.1.2)

#### **ARRESTEE ACCOUNTABILITY**

The on-duty Police Services Officers (PSOs) are responsible for arrestee accountability while the individual is housed in the Hermosa Beach Police Department holding facility. This is necessary for the safety of the arrestees, department members, and the facility.

## **TRAINING**

All PSO personnel shall be trained and certified as required by the State of California Corrections Standards Authority, Title 15. Retraining, including the use of fire suppression equipment, will be conducted as mandated by state law, or at least once every three years.  
(CALEA 72.1.1)

## **ARRESTEE RECORDS**

All arrestee records/information are confidential in nature. This information shall be kept secured and not released to unauthorized persons.  
(CALEA 72.1.3)

APPROVED:

A handwritten signature in black ink, appearing to read "Sharon Papa", with a long horizontal flourish extending to the right.

Sharon Papa  
Chief of Police





## HERMOSA BEACH POLICE DEPARTMENT

### **S2.25 DETAINEE PROCESSING (Supersedes General Order No. 9)**

**Effective 10/27/2009  
Updated**

#### **PURPOSE AND SCOPE**

The purpose of this policy is to establish guidelines for the processing of detainees (persons arrested) placed in the Hermosa Beach Police Department holding facility.

#### **PRELIMINARY DETAINEE PROCESSING**

Prior to the processing of detainees the arresting/transporting officer shall complete a Hermosa Beach Police Department Booking Approval Form. This form shall be completed with the following minimum information:

- Date, time, DR number
- Arrest Location
- Arrestee name (if known – see below)
- Arresting Officer(s) name, serial number, agency
- Transporting Officer(s) name, serial number, agency
- Booking charges and/or warrant information

This minimum information shall be presented to the on-duty PSO, and approved (signature authorization) by the on-duty Watch Commander prior to the processing/booking of any detainee. In the event the on-duty Watch Commander is not in the station, verbal radio authorization may be obtained.

It is understood that in some cases a detainee's proper identification cannot be initially obtained (due to intoxication or reluctance by the detainee to provide proper identification). In these cases a California Identification (CAL-ID) procedure shall be completed as soon as possible.

The on-duty PSO shall complete the Los Angeles County Unified Arrestee Medical Screening Form as soon as possible/practicable upon receipt of all detainees. The on-duty Watch Commander is responsible for review and signature authorization of this form pertaining to any/all medical conditions, the taking of any prescription drugs, mental or psychological disorders, and/or conditions when the detainee is under the influence of alcohol and/or drugs (in particular, sub-sections #2, #3, #4, #5 & #12). The on-duty PSO shall not complete any processing/booking until this form is signature authorized by the on-duty Watch Commander.

It is necessary to obtain a medical clearance prior to booking a prisoner into the Hermosa Beach Police Department Jail facility if the prisoner is in obvious need of medical care or reports that they have a serious medical condition. In all cases where an employee suspects

that a prisoner is in need of medical attention the Watch Commander must be notified immediately.

Serious medical conditions include, but are not limited to; traumatic injury, asthma, diabetes, epilepsy, heart trouble, high blood pressure, HIV/AIDS, hepatitis, tuberculosis, pregnancy, any condition for which they are taking prescription medication.

Medical Clearance can only be obtained from a **Medical Doctor** at Bayside Medical, Little Company of Mary Hospital, Torrance Memorial Medical Center, Harbor General Hospital, County USC Jail ward or any Los Angeles County Sheriff's medical facility.

The Hermosa Beach Fire Department Paramedics should evaluate the prisoner if there is any question regarding his/her medical condition. After an evaluation by the Paramedics has occurred, one of the three courses of action listed below should be followed:

1. The Paramedics determine that the prisoner is in need of medical attention and the prisoner is transported to one of the authorized medical facilities listed above for a medical clearance to book or for extended medical care. The Paramedics will determine if the prisoner needs to be transported by ambulance or is safe to transport in a police vehicle.
2. The Paramedics determine that the prisoner has no medical problems or that the problems are so minor that minor first aid is all that is required. The prisoner may be booked into the Hermosa Beach Police Department Jail facility. In this case the Paramedics are not giving a medical clearance to book; they are making a determination that no medical condition exists for which a medical clearance to book is required.
3. If the Paramedics determine that the prisoner is not in need of immediate medical attention but does have a serious medical condition. The prisoner must be transported to one of the authorized medical facilities listed above for a medical clearance to book or for extended medical care. The Paramedics will determine if the prisoner needs to be transported by ambulance or is safe to transport in a police vehicle.

**The Paramedics can not give a medical clearance for booking.**

If a prisoner has a condition that requires a medical clearance to book and you are unable to secure one, the prisoner must be transported to a Los Angeles County Sheriff's medical facility. If the Los Angeles County Jail facility will not accept the prisoner then he/she should be released on bail, cited out or released on their own recognizance (whichever is the most appropriate). Contact a Division Commander prior to releasing prisoner if there is likelihood that such release would endanger the public.

In a situation where a detainee is under the influence of alcohol and/or drugs, the on-duty Watch Commander shall take into consideration and determine the following:

- Degree or level of intoxication (alcohol) and/or drug influence
- Behavior and mental acuity of under the influence detainee

- Consciousness level of the detainee

If, in the opinion of the on-duty Watch Commander and/or on-duty PSO, the detainee is intoxicated and/or under the influence to such a degree that the safety and welfare of the detainee may be in question, the on-duty Watch Commander shall summon the Hermosa Beach Fire Department Paramedics for emergency evaluation/treatment.

If the Hermosa Beach Fire Department Paramedics determine that the detainee's state of intoxication and/or under the influence condition is to such a degree that the safety and welfare of the detainee may be in question, the detainee shall be transported to the department designated medical facility for:

- Clearance to book (by medical doctor)
- Emergency medical treatment (state of medical emergency)  
(in this situation, the detainee shall be released to the immediate custody of the medical facility for treatment – and not allowed in the Hermosa Beach Police Department Holding Facility)

In a situation where a detainee is injured or has trauma markings, bruises, lesions, or other visible injuries, the on-duty Watch Commander shall summon the Hermosa Beach Fire Department Paramedics for emergency evaluation/treatment.

If the Hermosa Beach Fire Department Paramedics determine that the detainee's condition is to such a degree that the safety and welfare of the detainee may be in question, the detainee shall be transported to the department designated medical facility for:

- Clearance to book (by medical doctor)
- Emergency medical treatment (state of medical emergency)  
(in this situation, the detainee shall be released to the immediate custody of the medical facility for treatment – and not allowed in the Hermosa Beach Police Department Holding Facility)

In a situation where a detainee is demonstrating mental instability (not intoxicated or under the influence of drugs/controlled substance), as follows:

- Making threats of suicide or self-harm
- Making threats of harming others
- Other statements of death or suicide

The on-duty Watch Commander shall summon the Hermosa Beach Fire Department Paramedics for emergency evaluation. If so determined, the detainee shall be committed to an appropriate facility for 72-hour evaluation pursuant to California State Welfare and Institutions Code 5150.

(CALEA 72.5.2)

### **DETAINEE SEARCHES**

Please see Policy 901.4 - Custodial Searches.

With the exception of basic clothing items, all property articles shall be removed from the detainee. The officer/PSO may remove any item that he/she feels might be used in a harmful manner by the arrestee.

Arrestees will be un-handcuffed as soon as safety and practicality allows. Prisoners shall be un-handcuffed prior to being locked in a cell.

### **STRIP SEARCHES**

A “strip or visual body cavity search” will only be conducted with the prior written authorization of the Watch Commander, investigative supervisor, or other sworn personnel with the rank of sergeant or higher, pursuant to provisions outlined in California Penal Code Section 4030. (Refer to Policy S2.02 in this manual for detailed procedures)

The justification will be contained in a statement of facts written by the arresting officer, transporting officer, or PSO. The individual writing the statement of facts must have first hand knowledge that there is reasonable suspicion based on specific and particular facts (articulated in statement SUMMARY) to believe the arrestee is concealing a weapon or contraband, and a strip search will result in the discovery of the weapon or contraband.

Strip searches should be limited to arrestees who are charged with crimes involving:

- violence
- weapons
- controlled substances

After a review and approval, the Watch Commander will sign the “Strip Search Authorization Form,” thereby authorizing the search. The “Strip Search Authorization Form” is a separate document and will be maintained with the completed report.

Please see Policy 901.6.1 - Custodial Searches.

(CALEA 72.5.1)

### **DETAINEE PROPERTY INVENTORY**

The arrestee's property shall be inventoried by the arresting/transporting officer and PSO personnel upon arrival at the holding facility. An itemized list of the property taken from the arrestee shall be recorded on standardized Los Angeles County Booking Form. The receipt form should be signed by the arrestee with a copy placed with his property. In the event the arrestee is unable to sign the Booking Form, the PSO shall note that fact on the form. If the arrestee refuses to sign the Booking Form, the on-duty Watch Commander will be notified immediately for verification assessment.

Any complaint of property mishandling will be documented and forwarded to the PSO Supervisor and Support Services Division Commander.

All property taken from an arrestee shall be placed in a secured property locker located in the holding facility. If any of the arrestee's property is seized as evidence, the Property and Evidence booking procedure shall be followed and the appropriate box checked on Hermosa Beach Police Department Property Receipt Form.

Please see Policy 901.4.2 - Custodial Searches.

Please see Policy 901.4.1 - Custodial Searches.

When the arrestee is released, he/she should inventory his/her property to ensure all items are accounted for. A property receipt form should be signed by the arrestee with a copy placed with the arrest report. In the event the arrestee is unable to sign the returned property, the PSO shall note that fact on the form. If the arrestee refuses to sign the returned property, the on-duty Watch Commander will be notified immediately for verification assessment.

Prior to releasing an arrestee or transferring him to another agency, the on-duty PSO officer shall confirm the arrestee's identity. This process shall be verified by the California Identification (CAL-ID) process.

(CALEA 72.5.1, 72.5.2, 72.5.7)

### **JUVENILE ARRESTEES**

Juvenile arrestees shall not come in contact with any adult arrestees. Refer to Hermosa Beach Police Department Booking Procedures.

### **FEMALE ARRESTEES**

Female arrestees shall be placed in a holding cell out of sight and sound from male arrestees.  
(CALEA 72.5.3)

### **INTOXICATED ARRESTEES**

Persons arrested for being under the influence of alcohol or other drugs or who are violent should be segregated.

These types of individuals shall be checked at least every 30 minutes by PSO personnel. The times the arrestee is checked shall be logged on the Hermosa Beach Police Department Welfare Check Sheet.

See Preliminary Detainee Processing above.  
(CALEA 72.5.4)

### **VIOLENT ARRESTEES**

Arrestee(s) who appear, or are reported as being potentially violent with jail personnel, or other arrestees, shall immediately be segregated from other arrestees. The arresting/transporting officer(s) shall remain in the jail booking area with PSO personnel during the booking and/or processing of these arrestees. The arresting/transporting officer(s) shall NOT leave until the arrestee is secured in a holding cell.  
(CALEA 72.5.4)

### **ARRESTEE FROM AN OUTSIDE AGENCY**

The Hermosa Beach Police Department will accept prisoners from outside agencies when advance notification and prior arrangements have been made and approval has been obtained by the on-duty Watch Commander. If extenuating circumstances exist, and arrestees are delivered to the Hermosa Beach Police Department by an officer/employee of an outside law enforcement agency without making prior arrangement, PSO(s) shall require the officer/employee present proper identification and advise the circumstances surrounding the arrest/detention, thus verifying the person's authority to make the arrest/detention. The receiving PSO shall also contact the on-duty Watch Commander for verification of the arresting officer's identity and authority to make the arrest/detention.  
(CALEA 72.5.5)

### **GROUP/MASS ARRESTS**

In the event of a group arrest that would exceed the maximum capacity of the Hermosa Beach Police Department holding facility, the excess arrestee(s) shall be transferred, as soon as possible, to the Los Angeles County Jail, Redondo Beach City Jail, Manhattan Beach City Jail, or released on a written promise to appear, if applicable.  
(CALEA 72.5.6)

### **BOOKING PROCEDURE FOR LOS ANGELES COUNTY JAIL**

The Hermosa Beach Police Department has temporary holding facilities only. All arrestees not being released from the Hermosa Beach Police Department holding facility, transferred to a medical/mental health facility, or transported to the Southwest District Court Jail Facility, shall be booked into the Los Angeles County Jail.

The appropriate booking form contains the arrest information and physical condition of the arrestee, which is completed by the on-duty PSO. The booking form also contains a property inventory and disposition section that is completed by the on-duty PSO.

### **DETAINEE DNA COLLECTION**

California State Proposition 69 requires collection of DNA samples from:

- adults and juveniles convicted of any felony offense
- adults arrested for or charged with any felony offense
- adults and juveniles convicted of any sex offense or arson offense, or an attempt to commit such an offense (not just felonies)

- adults arrested for or charged with felony sex offenses, murder, or voluntary manslaughter (or the attempt to commit such offenses)

PSOs are charged with compliance with California State Proposition 69 pursuant to guidelines contained in the Collection Procedure Manual located in the Hermosa Beach Police Department Holding Facility.

APPROVED:

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Greg Savelli  
Chief of Police



## HERMOSA BEACH POLICE DEPARTMENT

### S2.27 MEDICAL AND HEALTH CARE SERVICES

Effective 10/27/2009  
Updated

#### PURPOSE AND SCOPE

The purpose of this policy is to outline medical and health care services provided to arrestees detained in the Hermosa Beach Police Department holding cells.

#### MEDICAL ASSISTANCE FOR ARRESTEES

In the event that an arrestee held in the Hermosa Beach Police Department holding facility is in need of emergency medical treatment, the Hermosa Beach Fire Department paramedics shall be called immediately to render medical aid.

Until the Hermosa Beach Fire Department paramedics arrive, the individual discovering the medical emergency shall render first aid, as necessary. All Hermosa Beach Police Department personnel and PSO personnel shall follow the Hermosa Beach Fire Department paramedics' recommendations regarding additional medical treatment for arrestees detained in the holding facility.

(CALEA 72.6.1)

#### FIRST AID KIT

A first aid kit shall be maintained in the holding facility. The on-duty PSO shall inspect the first aid kit on a weekly basis and restock as necessary.

(CALEA 72.6.2)

#### MEDICAL INFORMATION

The on-duty PSO shall complete the Los Angeles County Unified Arrestee Medical Screening Form as soon as possible/practicable upon receipt of all detainees. The on-duty Watch Commander is responsible for review and signature authorization of this form pertaining to any/all medical conditions, including whether the arrestee;

- a. has any injuries or medical problems
- b. possesses/requires prescribed medications
- c. appears to be under the influence of alcohol or drugs
- d. is currently a mental patient or is under the care of a mental health professional

The on-duty Watch Commander shall follow department procedure for the handling of detainees with medical conditions and/or detainees taking prescription medication. Disposition of detainees shall be determined by department policy and the on-duty Watch Commander in these cases.



The arresting officer and PSO shall document any/all unusual conditions in arrest reports and on the Los Angeles County Unified Arrestee Medical Screening Form.

In addition, the on-duty PSO shall complete the following forms, as necessary:

- Hermosa Beach Police Department Inmate Injury Report
- Hermosa Beach Police Department Jail Incident Report

These reports shall be approved by the on-duty Watch Commander and forwarded to the PSO Supervisor and Support Services Division Commander.

(CALEA 72.6.3 a, b, c, d; 72.5.2)

### **ACCESS TO MEDICAL SERVICES**

It is important that arrestees know that emergency health care services are available to them. The procedures for requesting Hermosa Beach Fire Department paramedics shall be posted in the holding facility in English and Spanish.

In the event the arrestee is unable to read the posted sign, the procedure shall be explained orally, or in extreme cases, an interpreter obtained.

(CALEA 72.6.4)

### **DISPENSING OF MEDICATION**

Hermosa Beach Police Department personnel SHALL NOT dispense ANY medication(s) to arrestees detained in the holding facility. If an arrestee is in need of constant medication, he shall be immediately transported to the Los Angeles County Jail Facility.

(CALEA 72.6.5)

APPROVED:



Greg Savelli  
Chief of Police



## HERMOSA BEACH POLICE DEPARTMENT

### **S2.28 SECURITY AND CONTROL IN THE HOLDING FACILITY**

**Effective 10/27/2009  
Updated 2/9/2017**

#### **PURPOSE AND SCOPE**

The purpose of this policy is to outline the proper security and control measures to be utilized by all departmental personnel and Police Services employees while in the holding facility.

#### **FIREARMS**

Sworn officers of the Hermosa Beach Police Department and other law enforcement agencies shall not enter the holding facility with a firearm or other deadly weapons. The only exception to this policy would be in the event that an arrestee has armed himself with a deadly weapon and a sworn officer must arm himself with a firearm to subdue the prisoner.

Firearms shall be secured utilizing the firearm lockers located outside the sally port door or the hallway entry prior to entering the secured Holding Facility. Officers may elect to secure their firearms in their patrol vehicles.

(CALEA 72.4.1)

#### **ENTRY INTO OCCUPIED HOLDING CELLS**

Sworn officers and PSOs should not enter an occupied holding cell alone unless they are being monitored via the closed circuit television by other PSO personnel, or a sworn officer.

Please see Policy 901.6.1 - Custodial Searches.

(CALEA 72.4.2)

#### **CONTROL OF HOLDING FACILITY KEYS**

The keys to the three (3) holding cells are maintained by PSOs and not accessible to arrestees. Duplicate keys for the holding cells and keys for the inner holding facility security doors are maintained in the secure booking area (police personnel access only).

(CALEA 72.4.3)

#### **SECURITY DOOR**

There are six (6) security doors in the holding facility:

- the west security door leading to the sally port;
- the inner-west security door for the sally port holding cell to the main jail facility;
- the north security door (white) leading to the main hallway of the police department;

- the inner-north security door (grey) leading from the Livescan area to the jail facility;
- the east security door, separating the Livescan area from the holding cells;
- the south-east door, for emergency exit only

With the exception of the north security door, these doors are to remain closed and locked when the jail facility is in use. This may exclude instances where prisoners are being moved to another location or for other official business.

There are three (3) booking booths utilized for temporary holding of detainees during the booking process. These doors are to remain unlocked and open unless occupied by a detainee.

There are six (6) holding cells within the facility. The doors to the holding cells will remain unlocked and open when unoccupied – this deactivates the motion-activated video monitoring system within each separate cell. As a matter of standard operating practice, PSO personnel should verify that the locking mechanisms engaged properly after doors have been closed.  
(CALEA 72.4.4)

### **SECURITY CHECK OF HOLDING CELLS**

It is the responsibility of on-duty PSO personnel to conduct a security inspection of an unoccupied holding cell prior to placing an arrestee in that cell. The security inspection shall include a search for weapons and contraband.

Upon removing an arrestee from a holding cell, thus making the cell unoccupied, the on-duty PSO officer shall conduct a security inspection of that cell.

In the event that a weapon or contraband is found during a security inspection, the on-duty Watch Commander shall be notified immediately or as soon as practical of the circumstances surrounding the incident. This incident will be documented and forwarded to the Support Services Division Commander.  
(CALEA 72.4.5)

### **WEEKLY SECURITY INSPECTION OF THE HOLDING CELLS**

The assigned PSO shall conduct a weekly inspection of the holding cells/facility. This inspection shall include a search for weapons and contraband and a check of the locks, bars, lights, telephones, ventilator covers, sinks, showers, and toilets to ensure they are operating correctly and have not been tampered with.

The results of the inspection shall be documented on the Hermosa Beach Police Department Weekly Jail Safety and Sanitation Checklist and forwarded to the Support Services Division Commander. If defective/unsafe equipment is found, it shall be repaired or replaced immediately.  
(CALEA 72.4.6)

## **HOLDING FACILITY SURVEILLANCE**

The holding facility is equipped with a video security surveillance system - monitored in the Watch Commander's Office, the Records Bureau Office, the Chief's Office, and the Briefing Room.

This equipment shall be maintained in working order at all times. The video from the surveillance cameras shall be maintained by the department for the required period of time as set forth by California law.

If a member of the Department requests a copy (DVD disk) of a specific incident for court purposes, the request shall be made to the Court Liaison Officer. Absent extenuating circumstance, the request shall be made at least five (5) court days in advance. The Court Liaison Officer shall maintain the requests for copies. The Court Liaison Officer also processes outside requests for video surveillance copies pursuant to Government Code and Penal Code restrictions.

It is the responsibility of the Department member obtaining a copy of a DVD disk, to return that copy as soon as practical. The Court Liaison Officer shall erase/destroy the DVD disk immediately.

## **TOOLS AND CULINARY EQUIPMENT**

In the event that outside maintenance personnel make repairs in the holding facility, on-duty PSO personnel shall visually inspect the facility for tools immediately after the repair(s) is completed.

Meals for arrestees are prepared and served in accordance with the Minimum Standards for Local Detention Facilities: Title 15 guidelines. PSO personnel provide one-time use plastic utensils with meals provided to arrestees and record the issuance and collection of utensils on the Jail Welfare Check List. The Hermosa Police Department does not have kitchen facilities for arrestees; therefore, culinary equipment is prohibited in the holding facility.  
(CALEA 72.4.7)

## **PANIC ALARMS/ALERTING CONTROL POINT**

For the safety of department employees and prisoners, there are emergency buttons connected to an alarm system positioned throughout the holding facility. This alarm also sounds in the downstairs briefing room and Watch Commander's office. This alarm shall also be maintained in working order at all times. Additionally, each on-duty PSO shall wear a personal protection alarm activating device, which will set off the alarm when activated; or a police radio with an emergency orange button that will notify dispatch of an emergency when activated.

The Emergency Panic Alarm and Personal Alarm Activating devices shall be tested weekly by the assigned PSO. The results shall be documented on the Hermosa Beach Police Department Weekly Jail Safety and Sanitation Checklist and forwarded to the Support

Services Division Commander. If defective/unsafe equipment is found, it shall be repaired or replaced immediately.  
(CALEA 72.4.8, 72.4.9)

### **ESCAPES AND OTHER UNUSUAL SITUATIONS**


In the event that an arrestee escapes from the holding facility, PSO personnel will make immediate notification to Radio Communications (RCC) and the on-duty Watch Commander. Immediate action should be taken by sworn police personnel to apprehend the escapee. This may include setting up a perimeter around the affected area, a city and/or county wide radio broadcast, and the mobilization of other resources deemed necessary.

Any and all unusual situations occurring in the holding cell area shall be reported immediately to the on-duty Watch Commander by the employee discovering the incident. This shall also be reported to the Support Services Division Commander via telephone and email (immediate) and by a written Hermosa Beach Police Department intra-departmental memorandum.  
(CALEA 72.4.10)

### **THREATS TO FACILITY**

Any received threats against the Hermosa Beach Police Department Holding Facility, personnel, or inmates, via any medium (telephone, email, written correspondence, etc.) shall be reported to the on-duty Watch Commander immediately. This shall also be reported to the Support Services Division Commander via telephone and email (immediate) and by a written Hermosa Beach Police Department intra-departmental memorandum.  
(CALEA 72.4.11)

APPROVED:



Sharon Papa  
Chief of Police



## HERMOSA BEACH POLICE DEPARTMENT

### S2.29 HOLDING FACILITY SAFETY AND SANITATION

Effective 10/27/2009  
Updated

#### PURPOSE AND SCOPE

The purpose of this policy is to ensure that necessary safety, sanitation, and physical conditions of the holding facility are maintained.

#### PHYSICAL PLANT

The following minimum conditions shall be maintained in the holding facility:

- General lighting shall meet recommendations from Illuminating Engineering Association of North America (IESNA) - Artificial light shall be provided sufficient for the prisoners to read or work without injury to eyesight.
- Circulation of purified air in accordance with state and local health standards
- Toilets, showers, and wash basins will be maintained in proper working order.
- Clean, sanitary fire-retardant bedding will be provided for detainees held in excess of eight hours. Bedding is not provided in the sobering cell.  
(CALEA 72.2.1 a, b, c, d, e)

#### SAFETY AND SANITATION INSPECTION PROCESS

Safety and sanitation in the holding facility is very important. It is the responsibility of all department employees to immediately report to the on-duty Watch Commander, any unsafe and/or unsanitary conditions occurring in the holding cell areas. The on-duty Watch Commander shall direct the ranking on-duty PSO to notify the Support Services Division Commander of such conditions via intra-departmental memorandum and chain-of-command.

The ranking on-duty PSO shall complete the Jail Safety and Sanitation Checklist on a weekly basis and maintain the filing of this report. A copy of the completed form will be routed to the PSO Supervisor and Support Services Division Commander for review and for any corrective measures that may be considered.

#### VERMIN-INFESTED ARRESTEES

Arrestees infested with vermin (lice, crabs, etc.) shall be transferred to the Los Angeles County Jail as soon as possible. The in-take deputy at the Los Angeles County Jail shall be informed that the arrestee is infested with vermin so that he/she will receive proper medical attention.

A vermin-infested arrestee shall not be placed in the same holding cell or transported in the same vehicle with other arrestees. If a vermin-infested arrestee is placed in a holding cell, the on-duty PSO(s) will take appropriate action to clean and disinfect the cell with a non-toxic pesticide.

A visual vermin inspection will be completed on a weekly basis by the on-duty PSO(s). Documentation will be included in the weekly facility inspection form. Staff will also complete an informal visual inspection at the change of shifts, and if any vermin are seen it will be reported to the on-duty Watch Commander.

(CALEA 72.3.3)

### **FIRE SAFETY/EVACUATION PLAN**

The Hermosa Beach Police Department holding facility is currently equipped with smoke/heat detectors which are approved by the State Fire Marshal which are inspected semi-annually by the Hermosa Beach Fire Department.

In addition, a fire extinguisher which is approved by the State Fire Marshal is currently housed in the holding cell area.

The smoke/heat detector and the fire extinguisher should be visually inspected on a daily basis by the on-duty PSO(s) and tested weekly by the PSO Supervisor to ensure the equipment is maintained in working order (under National Fire Protection Association (NFPA) Standards, Section 72).

This test shall be logged on the Hermosa Beach Police Department Weekly Jail Safety and Sanitation Checklist.

(CALEA 72.3.1 a, b)

In the event of an actual fire, Hermosa Beach Police Department personnel shall take immediate action to evacuate any and all prisoners to an area of safety, notify the Hermosa Beach Fire Department so that appropriate fire department personnel respond and attempt to extinguish the fire.

There are three (3) posted emergency evacuation routes for the holding facility. They are:

- Exit the holding facility via the sally port door onto the ramp/parking area.
- Exit the holding facility via the east fire door to the front of the Police Station main entrance and/or into the front parking lot.
- Exit the holding facility area via the main security door to the holding facility via the hallway to the main Police Station lobby entrance to the front of the Police Station and/or into the front parking lot.

Subsequent disposition and housing of any evacuated detainees shall be determined by the on-duty Watch Commander. The following options may be considered and implemented:

- Transportation to and subsequent housing at the Redondo Beach Jail Facility
- Transportation to and subsequent housing at the Manhattan Beach Jail facility

- Transportation to and subsequent housing at the Los Angeles County Jail Facility

Implementations of any of these options are time sensitive, and may require mutual aid activation.

(CALEA 72.3.2)

APPROVED:

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Greg Savelli  
Chief of Police





# **CHAPTER 3**

# **OPERATIONS**



## HERMOSA BEACH POLICE DEPARTMENT

### **O3.13 ADMINISTRATIVE REPORTING**

**Effective 10/27/2009**

**Updated 4/06/2010**

#### **PURPOSE**

To establish the administrative reporting system for the Hermosa Beach Police Department and establish responsibility for formulating required reports.

#### **POLICY**

It is the policy of this Department to provide proper documentation and reporting of pertinent administrative/operational activities.

#### **PROCEDURE**

##### **I. Types of Reports**

- A. Reports can be required either based on specific incidents or according to an established time line. Numbers in parenthesis after a specific report indicate applicable CALEA standards.
- B. Some examples of reports that are based on specific incidents, that are documented by the supervisor on duty or the involved officer and forwarded to the Operations Lieutenant for review are:
  - 1. Pursuit reports. (41.2.2)
  - 2. Use of force reports. (1.3.6)
  - 3. Supervisors Report of Injury
- C. Many reports that are required based on a timeline are analytical reports that are utilized to assist the administration in budget justifications or for statistical comparisons.
- D. The Accreditation Manager, utilizing CALEA Accreditation Compliance Express (CACE) reports and the Time Sensitive Standards Report, will email all reports due for the month to the assigned persons.
- E. To guarantee that reports and reviews will be completed in a timely manner, the Accreditation Manager will use the following tracking procedures:
  - 1. The first week of every month he/she will notify all applicable personnel of any reports and reviews that are due.

2. The standard information page will be updated in CACE-L upon receipt of reports required by standard to reflect completion.
3. The Captain will be notified of any past due reports at the end of each month.

## II. Time Sensitive Reports and Analysis

### A. Daily Reports

1. Daily Activity Report
  - a. Electronically available
  - b. Prepared by the on duty Watch Commander
  - c. Used to note all activity of patrol shifts.
  - d. A copy placed on the shared drive and a copy placed in the briefing folder.
2. Shift Vehicle Inspection Report
  - a. Prepared by Officers on assigned vehicles.
  - b. Used to note damages, needed repairs and equipment needs in vehicles.
  - c. Forwarded to the Operations Lieutenant for action as needed.
3. Media Board
  - a. Prepared by Records personnel.
  - b. Provides public information on police activities.
  - c. Used by the media and public.
4. Daily Evaluation Reports
  - a. Prepared by Field Training Officers on trainees.
  - b. Used as a daily observation report to note progress.
  - c. Distributed to the FTO Sergeant and Operations Lieutenant.

### B. Weekly Reports

1. Jail Safety and Sanitation Checklist
  - a. Prepared by the assigned PSO.
  - b. Used to document operating condition and identify deficiencies of jail facility.
  - c. Original is files in the Jail Inspection Log Book
  - d. Copy distributed to the Support Services Lieutenant and Accreditation files.

### **C. Monthly Reports**

1. Revenue and Expenditure Status Reports (17.4.1)
  - a. Prepared by the Finance Department.
  - b. Used to track expenditures, encumbrances, and balances of all Department fiscal accounts.
  - c. Maintained in both computer & hard copy.
  - d. Distributed to the Chief's Secretary.
2. Monthly Leave Balance Totals
  - a. Prepared by the Personnel Department.
  - b. Used to track sick, vacation, holiday and compensatory time balances for all Department personnel.
  - c. Distributed to the Chief's Secretary.
3. Monthly Uniform Crime Report
  - a. Prepared by the Records Supervisor.
  - b. Used to document criminal activity/arrests that occur in the city.
  - c. Distributed to the City Manager, Chief of Police, DOJ and FBI.

### **D. Quarterly Reports**

1. Critical Incident Equipment Inspection (46.1.8)
  - a. Performed by the Operations Division Lieutenant.
  - b. Used to note operational readiness of all equipment utilized by the department in the event of an unusual occurrence or disaster.
  - c. Distributed to Accreditation Files.
2. Performance Evaluation Report on Probationary Employees (35.1.3)
  - a. Prepared by employee's supervisor.
  - b. Used to determine suitability for current position.
  - c. Distributed to employee, Lieutenant in the individual's chain of command, Chief of Police and Personnel file.

### **E. Semi-annual Reports**

1. Inspection of Evidence/Property Rooms (84.1.6 a)
  - a. Conducted by the Property and Evidence custodian.
  - b. Used to determine adherence to policies and procedures reference the control of property.
  - c. Distributed to Accreditation files.

2. Line Inspection Report (53.1.1)
  - a. Prepared by Shift Supervisors of each organizational component in January & July of each year.
  - b. Used to determine personnel grooming and appearance and condition of issued equipment, vehicles, and facilities.
  - c. Distributed to the Operations Lieutenant and Accreditation files.

**F. Annual Reports**

1. Review of Biased Based Profiling (1.2.9)
  - a. Prepared by the Chief of Police
  - b. Used to reveal trends that could indicate corrective training needs.
  - c. Distributed to the Accreditation files.
2. Update and Review of Attainment of Goals and Objectives (15.2.1)
  - a. Prepared by Supervisors of each organizational component.
  - b. Used to prepare department report and establish measurable objectives for the coming year.
  - c. Distributed to the Chief of Police who will prepare department report for inclusion in Department Annual Report.
3. Analysis of Use of Force Incidents (1.3.13)
  - a. Prepared by the Operations Lieutenant.
  - b. Used to reveal trends that could indicate training needs, equipment upgrades, and/or policy modifications.
  - c. Distributed to the Chief of Police and Accreditation files.
4. Review of Specialized Assignments (16.2.1)
  - a. Prepared by the Chief of Police
  - b. Used to determine whether each specialized assignment should be continued.
  - c. Distributed to Accreditation files.
5. Budget Recommendations/Supplemental Appropriation Requests(17.2.2)
  - a. Prepared by the Division Commanders.
  - b. Used to determine overall department needs and priorities for the budget cycle.
  - c. Distributed to the Chief of Police.
6. Review of Employee Grievances (25.1.3)
  - a. Prepared by the Chief of Police
  - b. Used to analyze trends and take steps to minimize causes.
  - c. Distributed to Accreditation files.

7. Analysis of Pursuit Reports (41.2.2)
  - a. Prepared by the Operations Lieutenant.
  - b. Used to reveal patterns or trends that indicate training needs and/or policy modifications.
  - c. Distributed to the Chief of Police and Accreditation files.
  
8. Statistical Summary of Internal Affairs Investigations (52.1.5)
  - a. Prepared by the Chief of Police.
  - b. Indicates allegations and findings of all Internal Affairs Investigations.
  - c. Published in the Annual Report and made available to the public and department employees.
  
9. Audit of Evidence and Property Rooms (84.1.6c)
  - a. Performed annually by a supervisor not connected with control of property.
  - b. Used to determine integrity of evidence/property control functions.
  - c. Distributed to the Chief of Police, Support Services Lieutenant, and Accreditation files.
  
10. Unannounced Inspection of Evidence and Property Rooms (84.1.6d)
  - a. Performed once a year by a supervisor designated by the Chief of Police.
  - b. Used to determine integrity of evidence/property control functions.
  - c. Distributed to the Chief of Police, Support Services Lieutenant, and Accreditation files.
  
11. Performance Evaluation Report on all Employees (35.1.2)
  - a. Prepared by employee's supervisor.
  - b. Used to determine if employees are qualified to carry out their assigned duties and provides necessary behavior modification information to the employee.
  - c. Distributed to employee, Lieutenant in the individual's chain of command, Chief of Police and Personnel file.
  
12. Department Annual Report
  - a. Prepared by the Chief of Police with information supplied by the organizational components.
  - b. Used to inform members of the Department and the community of activities and statistics for previous fiscal year.
  - c. Distributed to Department members.

## **G. Multiyear Reports**

1. Staff Inspection Report (53.2.1)
  - a. Prepared by the command staff, or designee, every three years.
  - b. Purpose is to report findings of an in-depth review of all department components to ensure that administrative procedures are adhered to.
  - c. Distributed to the Chief of Police and Accreditation files.
  
2. Periodic Workload Assessment (16.1.2)
  - a. Prepared by the Operations Lieutenant every three years.
  - b. Used to reveal patterns or trends that indicate the appropriate personnel allocation to maximize the efficiency and effectiveness of the department.
  - c. Distributed to the Chief of Police and Accreditation files.
  
3. Multi-year Plan (15.1.3)
  - a. Prepared by the Administrative Captain and revised as needed.
  - b. Used to project long-range plans and trends beyond the current budget year. Used in budget process.
  - c. Distributed to Chief of Police and Accreditation files.
  
4. Crime Prevention Programs (45.1.1)
  - a. Prepared by the Community Lead Sergeant once every three years.
  - b. Used to evaluate the prevention programs effectiveness in addressing community perceptions.
  - c. Distributed to the Chief of Police, both Lieutenants and Accreditation files.
  
5. Recruitment Plan Review (31.2.2)
  - a. Reviewed and revised if needed by the Chief of Police
  - b. Used by the department to expand the pool for personnel recruitment
  - c. Distributed to all personnel in recruitment positions and the Accreditation Files.

(CALEA 11.4.1, 11.4.3)

APPROVED:



Greg Savelli  
Chief of Police



## HERMOSA BEACH POLICE DEPARTMENT

### **O3.27 ARREST PROCEDURES**

**Effective 10/27/2009  
Updated**

#### **PURPOSE**

To clarify the duties and responsibilities of a Police Officer making an arrest with or without a warrant and the specific Penal Code sections governing these situations, and to establish procedures for alternatives to a physical arrest.

#### **POLICY**

It is the policy of this Department to abide by the state code in relation to service of legal process and to seek out alternatives to arrest whenever feasible.

#### **APPLICABLE STATE CODES**

- A. California Penal Code Sections that address arrests with warrants
1. P.C. 815 states that at the time of issuance a warrant will indicate the name of the defendant, time and location issued and be signed by a magistrate. At the time of issuance the magistrate shall fix a reasonable bail.
  2. P.C. 816 states that a warrant of arrest shall be directed generally to any peace officer, and when a warrant of arrest has been delivered to a peace officer and the person named in the warrant is in custody, the warrant may be executed by the peace officer.
  3. P.C. 817 states that when a declaration of probable cause is made by a peace officer, the magistrate if satisfied that there exists probable cause that the offense has been committed and that the defendant described committed the offense, shall issue a warrant of probable cause for arrest of the defendant.
  4. P.C. 817(g) states that an original warrant of probable cause for arrest or the duplicate original warrant shall be sufficient for booking a defendant into custody.
  5. P.C. 817(h) states that once the defendant named in the warrant for arrest has been taken into custody, the agency that obtained the warrant shall file a certificate of service with the clerk of the issuing court. The certificate of service shall contain all of the following: date and time of service; name of defendant arrested; location of arrest; and the location where the defendant is incarcerated.
  6. P.C. 818 states that in any case in which a peace officer serves upon a person a warrant of arrest for a misdemeanor offense under the Vehicle Code or



under any local ordinance reference operation of a motor vehicle, and where no written promise to appear has been filed and the warrant states on its face that a citation may be issued in lieu of physical arrest, the peace officer may, instead of taking the person before a magistrate, prepare a notice to appear and release the person on his promise to appear.

7. P.C. 827.1 states that a person who is specified in a warrant of arrest for a misdemeanor offense may be released upon the issuance of a citation, in lieu of physical arrest unless one of the following conditions exists:
  - 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 himself or others due to Intoxication;
  - f. The person requires medical examination or medical care or is otherwise unable to care for his own safety;
  - g. The person has other ineligible charges pending against him;
  - h. There is reasonable likelihood that the offense will continue or resume or that the safety of persons or property would be endangered by the release of the person;
  - i. The person refuses to sign the notice to appear;
  - j. The person cannot provide satisfactory evidence of personal identification;
  - k. The warrant of arrest indicates that the person is not eligible to be released on a citation.
8. P.C. 842 states that an arrest by a peace officer acting under a warrant is lawful even though the officer does not have the warrant in his possession at the time of the arrest, but if the person arrested requests it, the warrant shall be shown to him as soon as practicable.
9. P.C. 848 states that an officer making an arrest, in obedience to a warrant, must proceed with the person arrested as commanded by the warrant or as provided by law.

B. California Penal Code Sections that address arrests without a warrant

1. P.C. 836 states that a peace officer may arrest a person in obedience to a warrant or without a warrant, may arrest a person whenever any of the following circumstances occur:
  - a. The officer has probable cause to believe that the person to be arrested

- has committed a public offense in the officer's presence.
- b. The person arrested has committed a felony, although not in the officer's presence.
  - c. The officer has probable cause to believe that the person to be arrested has committed a felony, whether or not a felony, in fact, has been committed.
2. P.C. 849(a) states that when an arrest is made without a warrant by a peace officer or private person, the person arrested, if not otherwise released shall, without unnecessary delay, be taken before the nearest or most accessible magistrate, and a complaint stating the charge against the arrested person shall be laid before such magistrate.
  3. P.C. 849(b) states that any peace officer may release from custody, instead of taking such person before a magistrate, any person arrested without a warrant whenever:
    - (1) He or she is satisfied that there are insufficient grounds for making a criminal complaint against the person arrested.
    - (2) The person arrested was arrested for intoxication only, and no further proceedings are desirable.
    - (3) The person was arrested only for being under the influence of a controlled substance or drug and such person is delivered to a facility or hospital for treatment and no further proceedings are desirable.
  4. P.C. 853.6 states that in any case in which a person is arrested for an offense declared to be a misdemeanor, including a violation of any city or county ordinance, and does not demand to be taken before a magistrate, that person shall, instead of being taken before a magistrate, be released according to the procedures set forth in this chapter. If the person is released, the officer or superior shall prepare in duplicate a written notice to appear in court, containing the name and address of the person, the offense charged, and the time when, and place where, the person shall appear in court.

C. Arrest with and without a warrant

1. When a Police Officer stops and detains a person, and as a result of a warrant check, determines the person has an outstanding warrant, the officer shall complete the following actions:
  - a. Determine that the person described in the warrant and the subject in custody is one and the same.
  - b. Determine if the warrant is available for service. Out of county agencies may not want to send an abstract for booking purposes due to the distance involved and the type of crime for which the warrant has been issued.
  - c. Upon receipt of the warrant abstract, the person should be taken into custody and transported to the station.

2. All arrests, whether with or without a warrant, require the assignment of a case number and completion of an arrest report.
  - a. Field arrests and Custodial arrests require the following:
  - b. Written promise to appear;
  - c. Officer's arrest report; and
  - d. Department Property/Evidence Forms (if applicable).
3. All Felony arrests, domestic violence cases, sex offenses and other serious misdemeanor arrests, if the suspect is booked into the jail, require the following in addition to the above list:
  - a. Fingerprints and Photographs
  - b. Booking Forms and any additional documents as dictated by a Watch Commander.
  - c. Arrests with a warrant require a copy of the warrant in addition to the above documentation and processing.

(CALEA 1.2.5 a, b, c)

#### D. Legal Process

##### 1. Service of Warrants

- a. Arrest warrants will be executed by sworn peace officers only.
- b. Warrants obtained in California are maintained in the California Law Enforcement Telecommunications System (CLETS), an automated warrant system.
- c. When an individual is contacted, the officer will have Dispatch confirm through the system that a valid warrant is outstanding.
- d. Officers will utilize a print out of a working paper that indicates that the warrant is valid and outstanding. This paper indicates the offense, bail amount, and warrant type (bench warrant, traffic, criminal).
- e. If a valid warrant is confirmed, the individual will be taken into custody and the service of the warrant will be documented in an Arrest Report. This report will indicate the date, time and location of the arrest, information on the suspect including name, date of birth and social security number.

#### E. Arrest of Armed Forces Personnel

In the event a member of the Armed Forces is arrested, the watch commander may notify the base or commanding officer of the arrestee. Such notification will be accomplished only after consultation with the Operations Division Commander or the Chief of Police.

Exception: If the subject is arrested for a misdemeanor only, and is not AWOL, such notification is not required.

If the subject is arrested for being AWOL only or has been arrested for a felony such military notification shall be made only after consulting the Operations Division Commander or the Chief of Police.

The following information should be obtained prior to contacting the military:

- Name, rank and serial number
- Branch of Service
- Organizational unit and its location
- Duty status (on pass, on orders, AWOL, etc.)

When contacting the military be sure to coordinate and identify which reports will be required by them for processing the subject after they take custody.

F. Execution of Criminal Process

1. Officers will execute only traffic and criminal warrants. The only exception to this is civil restraining orders.
2. Execution of Department warrants outside of this jurisdiction will be determined on a case-by-case basis, depending on the distance, crime, and Department needs.
3. When serving a warrant outside of this jurisdiction, the agency will be notified that we are going to serve a warrant in their jurisdiction, and a request will be made to have a unit from their agency assist.
4. Individuals arrested outside of this jurisdiction will be brought back to the station. If a warrant is served outside of the immediate area, the arrestee will be transported to a local facility until transport can be made.

G. General Requirements to Fingerprint (Cite and Release cases)

1. Pursuant to Section 13150 of the California Penal Code, "For each arrest made, the reporting agency shall report to the Department of Justice, Bureau of Criminal Identification and arrest data described in Section 13125 and FINGERPRINTS, except as otherwise provided by law or as prescribed by the Department of Justice."
2. To ensure that DOJ will place a conviction on a criminal history, Live scan is to be completed on all cite and release cases in which the offense or charge is RETAINABLE; this includes juveniles (FBI/DOJ-CA/CA I.D./ DEPT.).
3. Retainable Offenses (Fingerprint). - Includes all other penal code offenses and the vehicle code violations on Attachment (A).

H. Fingerprinting Procedure

1. An officer citing a subject on a retainable offense should bring the subject

2. The Police Services Officer will Live scan fingerprint the subject. No cards need to be printed.
3. The officer must fill in all mandatory fields in live scan including the department case number, any aliases, physical description, charge and date of arrest. Case number must be followed by an Alpha character.
4. When fingerprinting juveniles, the officer must also include the final disposition, i.e. released to parents, released to juvenile hall, petition requested, etc.
5. The “Caution” box should be checked if the subject is dangerous, armed or suicidal, in which case the specific reason for the caution should be stated in the ICO area.
6. If a photo or palm prints have been taken of the subject, then mark the appropriate area.
7. Each time an arrest is made fingerprints must be done regardless if we have fingerprinted him/her before. DOJ requires fingerprint impressions for EACH arrest made to ensure that positive identification can be made.
8. Make certain that all fingerprint impressions are legible, fully rolled, and classifiable. Never submit rejected or “mismatched” prints.
9. Once the subject is fingerprinted, fill in the live scan log with name, date, officer ID number, and any problems.

#### I. Alternatives to Arrest

1. Hermosa Beach Police Officers may exercise alternatives to arrest based on the individual circumstances of each situation. The officer with discretion, taking into consideration the severity of the crime or violation and also considering the conduct of the suspect and the suspect’s past criminal history, utilizes alternatives to a custodial arrest.
2. Whenever possible or appropriate, officers are encouraged to exercise alternatives to physical arrest.
3. Some alternatives are as follows:
  - a. Verbal warning (provided the violation is minor);
  - b. Administrative Citation;
  - c. Infraction ticket;
  - d. Release to parents (if juvenile)
  - e. Referral to Social Services
4. Officers will use discretion when selecting the appropriate course of action in each situation, taking into account the person’s past history, age, state at

the time of the incident, attitude, and other extenuating circumstances.

5. If there is a victim in the case, the officer will consider and honor as much as possible the victim's preference for alternative or an arrest, except for domestic violence cases, where an alternative may not be the appropriate course of action.
6. If a question arises concerning the use of an alternative, officers should contact the watch commander to resolve the matter.
7. Oral warning:
  - a. May be issued for misdemeanor or petty offenses.
  - b. Document using a Field Interview Card (FI card).
  - c. Make a referral if appropriate.

J. Social Service Programs – There are occasions where based on the situation referral to a social service program may be more appropriate than arrest.

1. Social Service programs for the public include referral to counseling and psychological services.
  - a. Both of these programs provide assistance for drug and alcohol issues and utilize awareness and training to assist with these concerns.
  - b. Counseling and Psychological Services provides assistance with mental health concerns.
  - c. In addition, referral to homeless shelters and services should be offered when appropriate.
2. Each officer shall be provided with a referral sheet for local counseling and homeless assistance programs.

(CALEA 1.2.6)

APPROVED:



Greg Savelli  
Chief of Police



## HERMOSA BEACH POLICE DEPARTMENT

### **03.28 PROCEDURES FOR THE ARREST OF FOREIGN NATIONALS**

**Effective 10/27/2009  
Updated**

#### **PURPOSE**

To establish guidelines for the proper handling and notification requirements associated with the detention, arrest, and/or death of a foreign national. The obligations discussed in this policy are in fact a matter of international law, enacted under the Vienna Convention on Consular Relations and in some cases in bilateral agreements, conventions, or treaties, all of which are binding on federal, state, and local governments.

#### **POLICY**

In accordance with federal law and the provisions of Section 834c of the California Penal Code, every officer, upon arrest and booking or detention for more than two (2) hours of a known or suspected foreign national, shall advise the foreign national that he or she has a right to communicate with an official from the consulate of his or her country.

Countries requiring mandatory notification under Article 36 of the Vienna Convention shall be notified by officers as set forth in this section without regard to an arrested or detained foreign national's request to the contrary. The mandatory notification countries are listed in section IV. of this policy, and can also be found in subdivision (d) of the California Penal Code Section 834c.

A current list of telephone and fax numbers for Foreign Embassies and Consulates in the United States can be obtained on the Department of State's website at: <http://www.travel.state.gov/law/notifv.html>  
(CALEA 1.1.4)

#### **PROCEDURE**

- I. Foreign Nationals
  - A. Foreign nationals are all non-U.S. citizens. This group of individuals includes those traveling or living here in the country legally on green cards, visas, or passports, as well as those traveling or living here in the country illegally.
  - B. Foreign nationals can have dual citizenship. If a foreign national is also a U.S. citizen, no advisement is necessary. If a foreign national has dual citizenship between two other (non-U.S.) countries, then upon his/her request, or in the case of mandatory reporting, both countries shall be notified.

## II. Deaths, Arrests and Detentions of Foreign Nationals

- A. During the course of any death investigation involving a foreign national, the investigating officer shall notify the deputy coroner that the deceased is a foreign national, and the coroner's office will make the necessary notifications.
- B. Whenever a foreign national is arrested or detained in the United States, there are legal requirements to ensure that the foreign national's government can offer him/her appropriate consular assistance. In all cases, the foreign national must be told of the right of consular notification and access.
- C. In most cases, the foreign national then has the option to decide whether to have consular representatives notified of the arrest or detention. When consular notification is at the foreign national's option, the below notification admonishment is suggested.
  1. As a non-US. Citizen who is being arrested or detained, you are entitled to have us notify your country's consular representatives here in the United States. A consular official from your country may be able to help you obtain legal counsel, and may contact your family and visit you in detention, among other things.
  2. If you want us to notify your country's consular officials, you can request this notification now, or at any time in the future. After your consular officials are notified, they may call or visit you. Do you want us to notify your country's consular officials?
- D. In other cases the foreign national's consular officials must be notified of an arrest and/or detention regardless of the foreign national's wishes when he or she is from a mandatory reporting country.
- E. A list of the mandatory reporting countries with informational notations as of January 1<sup>st</sup> 2007 is included at the end of this section. Also, a current list of the mandatory reporting countries, the phone and fax numbers for all foreign embassies can be found on the U.S. State Department's WebPages at <http://www.travel.state.gov/notification6.html#phone>.
- F. Hermosa Beach Police Department fax notification forms will be kept in the Watch Commander's office and a suitable fax copy can be obtained off the U.S. State Department's WebPages.
- G. When consular notification is mandatory, the below notification admonishment is suggested.
  1. Because of your nationality, we are required to notify your country's consular representatives here in the United States that you have been



arrested or detained. After your consular officials are notified, they may call or visit you.

2. You are not required to accept their assistance, but they may be able to help you obtain legal counsel and may contact your family and visit you in detention, among other things. We will be notifying your country's consular officials as soon as possible:
- H. Foreign nationals whose country requires mandatory notification should still be informed that the notification has been made and advised that he/she may also specifically request to see their consulate.
1. Privacy concerns or the possibility that a foreign national may have a legitimate fear of persecution or other mistreatment by his/her government may exist in some mandatory notification cases. The notification requirement should still be honored, but it is possible to take precautions regarding the disclosure of information. For example, it may not be necessary to provide information about why a foreign national is in detention.
  2. Moreover, under no circumstances should any information indicating that a foreign national may have applied for asylum in the United States or elsewhere be disclosed to that person's government. The Department of State can provide more specific guidance in these particular cases.
- I. The arresting or reporting officer shall record in the body of his report that he/she complied with the notification and whenever possible record the subject's response. The case officer should include in his report, a copy of the fax confirmation as proof of notice.

### III. Consular Access to Detained Foreign Nationals

- A. Detained foreign nationals are entitled to communicate with their consular officers. Any communication by a foreign national to his/her consular representative must be forwarded by the appropriate local officials to the consular post without delay.
- B. Foreign consular officers must be given access to their citizens. Such officers have the right to visit their nationals, to converse and correspond with them, and to arrange for their legal representation.
- C. They must refrain from acting on behalf of a foreign national, if the foreign national opposes their involvement and consular officers may not act as attorneys for their citizens.

#### IV. Mandatory Notification Countries and Jurisdictions

- A. As of January 1, 2007, the countries listed below are currently on the list of mandatory reporting countries:

Algeria	Malta
Antigua and Barbuda	Mauritius
Armenia	Moldova.
Azerbaijan	Mongolia
Bahamas	Nigeria
The Barbados	Philippines
Belarus	Poland (non-permanent residents only)
Belize	Romania
Brunei	Russia
Bulgaria	Saint Kitts and Nevis
China <sup>1</sup>	Saint Lucia
Costa Rica	Saint Vincent and the Grenadines
Cyprus	Seychelles
Czech Republic	Sierra Leone
Dominica	Singapore
Fiji	Slovakia
Gambia	Tajikistan
The Georgia	Tanzania
Ghana	Tonga
Grenada	Trinidad and Tobago
Guyana	Tunisia
Hong Kong <sup>2</sup>	Turkmenistan
Hungary	Tuvalu
Jamaica	Ukraine
Kazakhstan	United Kingdom <sup>3</sup>
Kiribati	U.S.S.R. <sup>4</sup>
Kuwait	Uzbekistan
Kyrgyzstan	Zambia
Malaysia	Zimbabwe

- B. Informational notations on the mandatory countries of China, Hong Kong, United Kingdom, and U.S.S.R.

1. <sup>1</sup>Notification is not mandatory in the case of persons who carry "Republic of China" passports issued by Taiwan. Such persons should

be informed without delay that the nearest office of the Taipei Economic and Cultural Representative Office ("TECRO"), the unofficial entity representing Taiwan's interests in the United States, can be notified at their request.

2. <sup>2</sup>Hong Kong reverted to Chinese sovereignty on July 1, 1997, and is now officially referred to as the Hong Kong Special Administrative Region, or "SAR". Under paragraph 3(f)(2) of the March 25, 1997, U.S.-China Agreement on the Maintenance of the U.S. Consulate General in the Hong Kong Special Administrative Region, U.S. officials are required to notify Chinese officials of the arrest or detention of the bearers of Hong Kong passports in the same manner as is required for bearers of Chinese passports--i.e., immediately, and in any event within four days of the arrest or detention.
3. <sup>3</sup> British dependencies also covered by this agreement are Anguilla, British Virgin Islands, Bermuda, Montserrat, and the Turks and Caicos Islands. Their residents carry British passports.
4. <sup>4</sup> Although the U.S.S.R. no longer exists, some nationals of its successor states may still be traveling on its passports. Mandatory notification should be given to consular officers for all nationals of such states, including those traveling on old U.S.S.R. passports. The successor states are listed separately above.

APPROVED:



Greg Savelli  
Chief of Police



## HERMOSA BEACH POLICE DEPARTMENT

### 03.29 JUVENILE OPERATIONS AND ARREST PROCEDURES

Effective 10/27/2009  
Updated

#### PURPOSE AND SCOPE

The purpose of this policy is to set forth regulations governing juvenile operations and arrest procedures, which are consistent with federal and state mandates relating to juvenile matters. The Hermosa Beach Police Department shall be committed to ensuring that the letter and spirit of the law is followed in dealing with juveniles and juvenile offenders.

#### PROCEDURES

##### I. Definitions

A. Diversion. In the broadest sense, any procedure that:

1. Substitutes non-entry for official entry into the justice process;
2. Substitutes the suspension of criminal justice proceedings for the continuation of those proceedings;
3. Substitutes lesser supervision or referral to a non-justice agency or no supervision for conventional supervision; or
4. Substitutes any kind of non-confinement status for confinement.

B. Status Offense. An act or conduct declared by statute to be an offense only when committed by a juvenile, and adjudicated only by a juvenile court.

II. Jurisdiction: Jurisdiction of the Juvenile Court over minors is authorized by the following five sections of the Welfare and Institutions Code.

A. 300 WIC: Dependents – includes dependent, neglected, destitute, abused children or those who are physically dangerous to the public because of mental or physical deficiency. All such protective service cases are to be adjudged “dependents of the court”.

B. 305 WIC: Temporary Custody of a Minor by Peace Officer without a Warrant when the officer has cause to believe that the minor is as described in Section 300 WIC or in need of immediate medical care or in immediate danger of abuse or a dangerous physical environment.

C. 307 WIC: Minor in Custody, Disposition and Release – A peace officer who takes a minor into temporary custody under provisions of section 305 WIC shall

either release the minor or prepare a petition for the parents/guardians to appear with the minor at Juvenile Court.

- D. 601 WIC: Status Offenders, any person under the age of 18 years – Includes habitual incorrigibles, habitual runaways, truants, immoral youths, and those with dependent tendencies. Those in this category are known as “status offenders.”
- E. 602 WIC: Delinquents, 14 years of age or older – Includes violations of federal, state and local laws. Those in this category are adjudged “delinquent.” These offenders and 601’s may become “wards of the court.”

### III. Juvenile Operations Function (CALEA 44.1.1)

- A. The Hermosa Beach Police Department is committed to the development and perpetuation of programs designed to prevent and control juvenile delinquency (i.e. drug and alcohol use, bullying, cyber crimes, etc.). The department will liaison with school officials, parents, and students to provide a forum to deal with these issues. (CALEA 44.2.4)
- B. Detectives attend School Attendance Review Board (SARB) meetings that involve students that reside in the City of Hermosa Beach. SARB is composed of representatives from various youth-serving agencies that help truant or recalcitrant students and their parents or guardians solve school attendance and behavior problems through the use of available school and community resources.
- C. All agency employees are responsible for participating in and supporting efforts to reduce the occurrence of juvenile crime and delinquency.
- D. The various elements of the juvenile justice system are encouraged to review and provide input and suggestions to the department on its juvenile policies and procedures. A copy of this written directive shall be distributed to the juvenile justice system contacts utilized by the department. (CALEA 44.1.2)
- E. The Hermosa Beach Police Child Abuse Investigator will prepare an annual report evaluating all enforcement and prevention programs related to juveniles. The report will show both the quantitative and qualitative elements of each program and show whether the program should function as is, be modified, or be discontinued. (CALEA 44.1.3)

### IV. Alternatives to Arrest: Officers dealing with juvenile offenders shall use the least coercive among reasonable alternatives.

- A. Outright release with no further action. (CALEA 44.2.1 a)
  - 1. Based on the judgment of the officer in consultation with the Watch Commander, a juvenile may be released in the field without further

- formal action. The best interests of the minor and the community shall be considered.
2. Documentation of such release shall be made within a written incident report.
- B. Criteria and procedures for issuing citations and written petitions to juvenile offenders to appear in lieu of taking them into custody. (CALEA 44.2.1 b)
1. Juveniles cited for infractions should be released in the field unless circumstances indicate that it would be in the best interest of the minor and/or the public for him/her to be detained or if such release would be otherwise be unlawful or inappropriate.
  2. If a minor is detained for a non-traffic infraction or non-violent misdemeanor, the arresting officer may, upon approval of a supervisor, release the minor to a responsible adult. If the detention is for a 602 WIC offense a JIR (Juvenile Investigation Report) form shall be completed as well as a crime incident report for the offense committed.
  3. All juveniles arrested for misdemeanors and/or felony charges shall be detained until a parent/guardian or responsible adult can respond to accept custody, the officer shall complete a JIR (Juvenile Investigation Report) form and complete a crime report for the offense committed. If the juvenile is cited into court for any reason, the parent/guardian shall also receive a promise to appear pursuant to 660.5 WIC.
  4. If the detention is for a 601 WIC Status Offense, (i.e., runaway, truancy, and curfew) and the minor is going to be released in the field to a parent/guardian or responsible party, the officer shall write the appropriate report and document the incident.

V. Referral to Juvenile Court. (CALEA 44.2.1 c)

- A. Custody Dispositions – Officers must make an initial determination as to which jurisdictional section the minor is under. The following categories present procedures to follow based upon the applicable jurisdictional section.
- B. 300 WIC – Dependents
1. Detention and Disposition – Minors taken into protective custody under this section should be referred to the appropriate agency as soon as possible.
  2. In most cases, this will involve contacting a (DCSF ) Department of Children and Family Services social worker.

3. Minors may then be immediately released to the care and custody of the DCSF worker for foster care placement and/or reunification with parent or legal guardian.
4. In cases of injury or illness where a parent or legal guardian is unavailable, an officer may seek and order medical treatment for such minor.
5. Authority for these types of detentions is 305 WIC. Officers detaining minors under this section shall complete an incident report detailing circumstances of the case.
6. Notifications to Parent or Legal Guardian – Officers taking any minor into temporary custody are responsible for taking immediate step to notify parents or guardians. When this is not possible, reasons for the failure to notify shall be documented in the officer's report.

C. 601 WIC – Status Offenders

1. Detention and Disposition – Minors (status offenders) taken into custody under this section shall be referred to the appropriate agency or released to a parent or guardian as soon as possible.
2. In some cases, minors may be considered for protective custody pursuant to 300 WIC. In certain aggravated cases, 601's may be referred to the juvenile court for consideration of possible wardship.
3. In no case may a 601 offender be lodged in a juvenile detention facility.
4. Authority for these detentions is 625 WIC. Officers detaining minors under this section shall complete a Crime Report or a Matter of Record Report; whichever is appropriate, detailing the circumstances of the case.
5. Notifications to parent/guardian – Officers taking any minor into temporary custody are responsible for taking immediate steps to notify parent or guardian.
6. When this is not possible, reasons for the failure to notify shall be documented in the officer's report.
7. Whoever responds to obtain custody of the juvenile should be advised of the circumstances and relevant information on the citation.

D. 602 WIC – Delinquent

1. Arrest and Disposition – Temporary custody pending a court hearing is discouraged in most cases.
2. Officers are required to release, admonish and release, or cite and release whenever possible.
3. Only if minors are escapees, probation violators, a menace to persons (themselves or others) or property, or apt to flee the jurisdiction, may

4. Authority for these detentions is 625 WIC. Officers arresting minors under this section shall complete a Crime Report and Arrest Report detailing the circumstances of the case.
5. Incarceration – When a minor has been taken into temporary custody under 602 WIC and detention is indicated, the officer shall contact the Watch Commander for approval and transport without delay. A copy of the detention referral form must accompany the arrested juvenile to the receiving facility.
6. Minors may be taken into custody:
  - a. On the basis of a criminal law violation; or
  - b. The arresting officer has a reasonable belief that the minor presents a serious security risk of harm to himself or others.
7. Minors meeting these criteria may be locked in a room or cell in the station, subject to the following conditions:
  - a. Minors may not be detained at the station longer than six (6) hours. Juveniles detained must be visually observed no less than every 30 minutes.
  - b. The detention must be for the purpose of giving the officer time to investigate the case, facilitate release of the minors to parents or arrange transfer to Juvenile Hall.
  - c. Minors must be separated from adult prisoners.
  - d. Minors must be told how long incarceration can last.
  - e. Minors must be adequately supervised.
  - f. The law enforcement agency must keep a written record explaining the need for and length of secure detention.
8. All juvenile incarcerations will be documented in the officer's report. Documentation will include the need for the detention, length of the detention, any notifications (i.e., parents, probation officer, etc.), results of notifications, and final disposition.
9. Under no circumstances will 300 WIC dependents or 601 WIC status offenders be placed in "secure confinement" (locked up) or be permitted to come into contact with adult prisoners.
10. Investigations and Arrest – A peace officer may arrest or detain any minor who falls under these jurisdictional sections.
11. No warrant is required unless the minor is at home; then "Ramey" warrant requirements must be met in the case of 602 offenders.
12. Reasonable cause to believe that a misdemeanor has been committed, though not in the officer's presence, for instance, is generally sufficient



- for arrest without warrant. Probation violators may also be arrested without warrant.
13. The same constitutional safeguards apply to juveniles as to adults.
  14. Parents will be advised of the arrest; beyond this, all investigations and processing of evidence or reports will be conducted in the same manner as for adult cases.
  15. Whoever responds to obtain custody of the juvenile should be advised of the circumstances and relevant information on the citation.

VI. Procedures for taking a juvenile into custody.

- A. Determining whether a juvenile is alleged to have engaged in noncriminal misbehavior (status offense), or in circumstances where there is an allegation the juvenile has been harmed or may be in danger of harm.  
(CALEA 44.2.2 a, b)
  1. The application of the status offense governing code 601 WIC definition shall be the first consideration.
  2. If a juvenile is taken into custody for a status offense or to prevent harm, the officer shall:
    - a. Notify and consult with the Watch Commander;
    - b. Complete a written incident report;
    - c. Notify the juvenile taken in custody of the reason(s) for the action, if the juvenile is of an age to understand; and
    - d. Notify the parents/legal guardians of the juvenile of the action taken.
- B. Ensure the constitutional rights of the juvenile are protected and procedures for the custodial interrogation of juveniles.
  1. The constitutional rights of a juvenile will be protected at all times.
  2. An explanation of the agency and juvenile justice system procedures will be provided to a juvenile being interrogated/interviewed. This will include informing the juvenile that:
    - a. A record of the case is established with the department;
    - b. Parents/guardians are contacted and informed of circumstances;
    - c. Officers dealing with juvenile offenders use the least coercive among reasonable alternatives; and
    - d. Pending court action, if any.
  3. Parents/guardians will be provided information relative to the charges pending and probable future court proceedings.
  4. Interrogations shall not extend beyond a reasonable time commensurate with the gravity of the offense and will be conducted in accordance with Policy S2.04, section XI.

5. Unless a juvenile is in need of emergency medical treatment they shall be transported without delay to the department or a Juvenile Detention Center.
6. Public exposure of a juvenile placed into custody shall always be minimized.

(CALEA 42.2.2 c, d, e and 44.2.3)

- C. If the minor is to be detained and sent to Juvenile Hall, contact the Intake Detention Control Officer (IDC) at Los Padrinos Juvenile Hall (7285 E. Quill Drive Downey 90242) at (562) 940-8660 for approval. The IDC officer will need the name of the juvenile, DOB, and the information listed on the Juvenile Arrest Record (JAI). If the IDC officer approves the detention of the minor at los Padrinos Juvenile Hall. These reports should include:

1. A completed JIR
2. At least two copies of the crime/arrest reports
3. Probable cause declaration signed and dated by the WC and the arresting officer.
4. A complete JAI printout on the juvenile
5. Booking and Live Scan
6. Juvenile Hall Entrance Record
7. A yellow L.A County medical booking screening form

If it appears the juvenile is sick or injured, they must be medically cleared for booking prior to transporting to Los Padrinos. Los Padrinos will also take out-of-state and out-of-county warrants with warrant abstract. If the juvenile is a runaway, the computer "hit" is to accompany the juvenile to Los Padrinos.

- D. Notification of parents/guardians.

1. Notification to parents/guardians shall be as soon as reasonably possible.
2. Parents/guardians shall be provided the circumstances and particulars of the incident in the initial contact with them.
3. The location of where parents/guardians may respond to physically contact the juvenile in custody shall be provided.

## VII Reporting Child Abuse / Neglect

The purpose is to provide guidelines and procedures for reports of child abuse and for taking minors into protective custody.

- A. Protective Custody

When an officer discovers a person under the age of 18 years who falls within the description of Section 300 of the Welfare and Institutions Code, that officer shall consider his responsibility in taking the juvenile into protective custody. If probable cause exists to believe that a child is endangered, a police officer may enter a home WITHOUT a warrant or consent to investigate. If a child is taken into protective custody, the following reporting procedures will be followed:

1. The appropriate crime report must be completed if the juvenile falls within the provisions of Welfare and Institutions Code, section 300, or has been a victim of Penal Code sections 273a, child abuse; 273d, child beating; 285, incest; 288, child molest; or of any other crime.
2. If it is determined or suspected that a child abuse has occurred, the reporting officer shall contact the Los Angeles Department of Child and Family Services. This must be done immediately or as soon as practically possible by telephone (800 540-4000).

B. Physical Examination

Should the juvenile be a victim of sexual abuse requiring a medical examination, transport the victim to the closest Sexual Assault Response Team (SART) facility to be examined by a forensic nurse specialist.

1. The reporting officer shall contact the Investigative Division as soon as possible.

VIII

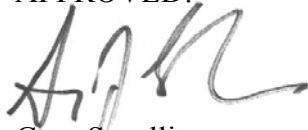
Electronic Suspected Child Cross Reporting System (ESCARS)

ESCARS will create a countywide web-based suspected child abuse report database accessible to all participating agencies. ESCARS will allow:

1. DCFS, law enforcement agencies and mandated reporters to cross-report allegations of suspected child abuse and reducing duplication of effort and multiple responses.
2. The District Attorney's Office to audit cross-reporting.
3. A timely response to sensitive cases thus reducing delays and expediting the criminal investigation.
3. Track and monitor cases electronically, reducing paper, printing, mailing of reports of suspected child abuse.
5. More efficient compliance with the mandated *Child Abuse Neglect and Reporting Act (PC 11166 et seq.)*

The Hermosa Beach Police Child Abuse Investigator will act as the ESCARS system administrator. The electronic reporting is to be arrive via email to [detectives@hermosapolice.org](mailto:detectives@hermosapolice.org) . This email will automatically be distributed to every member of the detective bureau. This redundancy in distribution will guaranty that the reporting is received.

APPROVED:



Greg Savelli  
Chief of Police



## HERMOSA BEACH POLICE DEPARTMENT

### **03.38 SAR (SUSPICIOUS ACTIVITY REPORT) REPORTING INCIDENTS POTENTIALLY RELATED TO FOREIGN OR DOMESTIC TERRORISM**

**Effective 10/27/2009  
Updated**

#### **PURPOSE AND SCOPE**

Current anti-terrorism philosophy embraces the concept that America's law enforcement officers fill a critical position in the area of terrorism prevention. Law enforcement authorities must carry out their counter-terrorism responsibilities within the broader context of their core mission of providing emergency and non-emergency services in order to prevent crime, violence and disorder. In support of this, is it the Department's duty to engage in overt efforts to more thoroughly gather, analyze and disseminate information and observations, of either a criminal or suspicious nature, which may prove critical to the intelligence cycle. This establishes Department policy for investigating and reporting crimes and non-criminal incidents that represent indicators of potential foreign or domestic terrorism, and incorporates within the Department Manual a procedure for gathering and maintaining information contained in such reports.

#### **POLICY**

It is the policy of the Hermosa Beach Police Department to make every effort to accurately and appropriately gather, record, and analyze information, of a criminal or non-criminal nature, that could indicate activity or intentions related to either foreign or domestic terrorism. These efforts shall be carried out in a manner that protects the information privacy and legal rights of Americans, and therefore such information shall be recorded and maintained in strict compliance with existing federal, state and Department guidelines regarding Criminal Intelligence Systems (28 Code of Federal Regulations (CFR), Part 23 and applicable California State Guidelines).  
(CALEA 46.3.2, 46.3.3)

#### **PROCEDURE**

##### **Suspicious Activity Report (SAR)**

A Suspicious Activity Report (SAR) is a report used to document any reported or observed activity or any criminal act or attempted criminal act, which an officer believes may reveal a nexus to foreign or domestic terrorism. The information reported in a SAR may be the result of observations or investigations by police officers, or may be reported to them by private parties.

Incidents which shall be reported on a SAR are as follows:

- Engages in suspected preoperational surveillance (uses binoculars or cameras, takes measurements, draws diagrams, etc.);

- Appears to engage in counter-surveillance efforts (doubles-back, changes appearance, evasive driving, etc.);
- Engages security personnel in questions focusing on sensitive subjects (security information, hours of operation, shift changes, what security cameras film, etc.);
- Takes measurements (counts footsteps, measures building entrances or perimeters, distances between security locations, distances between cameras, etc.);
- Takes pictures or video footage (with no apparent esthetic value, i.e. camera angles, security equipment, security personnel, traffic lights, building entrances, etc.);
- Draws diagrams or takes notes (building plans, location of security cameras or security personnel, security shift changes, notes of weak security points, etc.);
- Abandons suspicious package or item (suitcase, backpack, bag, box, package, etc.);
- Abandons vehicle (in a secured or restricted location, i.e. the front of a government building, airport, sports venue, etc.);
- Attempts to enter secured or sensitive premises or area without authorization (i.e. “official personnel,” closed off areas of special events, secured areas at significant events such as appearances by politicians, etc);
- Engages in test of existing security measures (i.e. “dry-run”, security breach of perimeter fencing, security doors, etc., creating false alarms in order to observe reactions, etc.);
- Attempts to smuggle contraband through access control point (security entrance points at special events, entertainment venues, etc.);
- Makes or attempts to make suspicious purchases, such as large amounts of otherwise legal materials (i.e. pool chemicals, fuel, fertilizer, potential explosive device components, etc);
- Attempts to acquire sensitive or restricted items or information (plans, schedules, passwords, etc);
- Attempts to acquire illegal or illicit explosives or precursor agents;
- Attempts to acquire illegal or illicit chemical agent (nerve agent, blood agent, blister agent, etc.);

- Attempts to acquire illegal or illicit biological-agent (anthrax, ricin, Ebola, smallpox, etc.);
- Attempts to acquire illegal or illicit radiological material (uranium, plutonium, hospital x-ray discards, etc.);
- In possession of, or utilizes, explosives (for illegal purposes);
- In possession of, or utilizes, chemical agent (for illegal purposes, i.e. dry ice bomb, chlorine, phosgene, WMD attack, etc);
- In possession of, or utilizes, biological agent (for illegal purposes, i.e. terrorist device, WMD or a tool of terrorism, etc.);
- In possession of, or utilizes, radiological material (for illegal purposes, i.e. as a weapon, etc.);
- Acquires or attempts to acquire uniforms without a legitimate cause (service personnel, government uniforms, etc);
- Acquires or attempts to acquire official or official-appearing vehicle without a legitimate cause (i.e. emergency or government vehicle, etc.);
- Pursues specific training or education which indicate suspicious motives (flight training, weapons training, etc);
- Stockpiles unexplained large amounts of currency;
- In possession of multiple passports, identifications or travel documents issued to the same person;
- Espouses extremist views (verbalizes support of terrorism, incites or recruits others to engage in terrorist activity, etc.);
- Brags about affiliation or membership with extremist organization (“white-power”, militias, KKK, animal rights, abortion rights, etc.);
- Engages in suspected coded conversations or transmissions (i.e. email, radio, telephone, etc., i.e. information found during a private business audit is reported to police);
- Displays overt support of known terrorist networks (posters of terrorist leaders, etc.);
- Utilizes, or is in possession of, hoax/facsimile explosive device;

- Utilizes, or is in possession of, hoax/facsimile dispersal device;
- In possession of, or solicits, sensitive event schedules (i.e. dignitary visit arrivals/departures, airport arrivals/departures schedules, etc.);
- In possession of, or solicits, VIP appearance or travel schedules;
- In possession of, or solicits, security schedules;
- In possession of, or solicits, blueprints to sensitive locations;
- In possession of, or solicits, evacuation plans;
- In possession of, or solicits, security plans;
- In possession of, or solicits, weapons or ammunition;
- In possession of, or solicits, other sensitive materials (passwords, access codes, secret government information, etc.); and,
- In possession of coded or ciphered literature or correspondence.

### **Employee Responsibilities**

Any Department employee receiving any information regarding suspicious activity of this nature shall:

- 1) Investigate and take appropriate action, to include any tactical response or notifications to specialized units.
  - **Note:** This section does not preclude, in any way, an employee taking immediate action during the commission of a criminal act, or in circumstances which require the immediate defense of life, regardless of the nature or origin.
- 2) If the activity observed is not directly related to a reportable crime, officers shall record the information collected from the person reporting, or their own observations, on a Suspicious Activity Report in accordance with the following guidelines:
- 3) If the person reporting is willing to be contacted by investigators, they shall be listed within the SAR.
- 4) Officers shall consider utilizing confidentiality of information to ensure reporting person confidentiality. If absolutely necessary, officers can enter “Anonymous” for person reporting. Any desire by a person reporting to remain anonymous does not exempt officers from the requirement to complete an SAR.
- 5) If the potential target of the activity can be identified, such as a government building or official under surveillance, that location or individual shall be listed within the

“Victim” portion of the SAR. Otherwise the “City of Hermosa Beach” shall be listed as the victim.

- 6) If the information is related to a regular criminal investigation (such as a bomb threat, criminal threats, trespassing, etc.), the officers shall complete the criminal investigation, make any appropriate arrests and complete any related reports. The officers shall include any additional information that provides the nexus to terrorism within then narrative of the crime or arrest report.
- 7) Should officers come across information that indicates possible terrorism-related activity while investigating an unrelated crime or incident (e.g., such as officers conducting a domestic violence investigation observe possible surveillance photographs and a map of the region surrounding a government facility), or should they conduct an impound or found property investigation which is suspicious in nature, the officers shall make no mention of this potential terrorism-related material or activity within the impound, property, crime or arrest report. Under these circumstances, the officers shall complete a separate SAR in addition to the crime or arrest report, and shall note the criminal investigation, impound or found property investigation as their source of their activity.

**Note:** Notify the on-duty Watch Commander immediately – DO NOT place SAR reports on hold – complete ASAP.

**Note:** Nothing in this Policy alters existing policies regarding notifications to specialized units as circumstances dictate for reasons of public safety – Bomb Squad, SWAT, Hazardous Materials Units, etc.

#### **Watch Commander Responsibilities**

Upon notification that officers have received information regarding suspicious activity, the Watch Commander shall:

- Ensure the information supports the completion of a SAR report and that no greater law enforcement response or notifications are currently needed;
- Review the report for completeness; and,
- Make appropriate notifications, as follows:
  - 1) Notify the Operations Division Commander
  - 2) Follow established department notification guidelines

#### **Operations Division Commander Responsibilities**

Upon notification from the on-duty Watch Commander regarding a submitted SAR, the Operations Division Commander shall:

- Review the submitted SAR
- Notify the Support Services Division Commander
- Notify the TLO
- Notify the Detective Sergeant



**Support Services Division Commander Responsibilities**

- Supply information to the Joint Regional Intelligence Center (JRIC) as the earliest convenience
- If applicable, notify Area-G Sergeant
- If applicable, direct to Area-G Sergeant or TLO to notify the Area-G Division Commander

**Detective Sergeant Responsibilities**

- As appropriate, conduct immediate debriefs/backgrounds of arrestees, and provide appropriate guidance to patrol officers.
- Ensure the SAR has been properly completed
- Complete an investigation per normal policies and guidelines.

**TLO Responsibilities**

The TLO under the supervision of the Area-G Sergeant is responsible for providing Department personnel with training pertaining to the proper handling of suspected terrorism-related activity and ensuring adherence to the guidelines established regarding developmental information and intelligence systems.

**Audit Responsibility**

The Operations Division Commander and Support Services Division Commander shall monitor compliance with this policy and shall ensure that all information is collected and maintained in strict compliance with existing federal, State and Department guidelines regarding Criminal Intelligence Systems (28 C.F.R., Part 23 and applicable California State Guidelines).

APPROVED:



Greg Savelli  
Chief of Police



## HERMOSA BEACH POLICE DEPARTMENT

### **O3.39 SPECIAL OPERATIONS**

**Effective 10/27/2009  
Updated**

#### **PURPOSE AND SCOPE**

To establish a thorough and effective procedure for scheduled events and sports activities, for management of both audience and parking; and to coordinate the staff management groups who will regularly operate such functions throughout the City.

It is the policy of this Department to plan for and staff special events in a manner to insure the safety of all of those attending the event and to protect City facilities and property.

#### **PROCEDURE**

The City of Hermosa Beach utilizes several venues throughout the city for Special Events including, but not limited to:

1. the beach
2. the pier
3. Pier Plaza
4. Pier Avenue
5. Clark Stadium – Clark Building
6. Community Center
7. Valley Park

#### **SPECIAL EVENTS**

Within the city, a variety of special events and other forms of entertainment may be scheduled (including, but not limited to):

##### A. Annual:

1. New Years Eve Celebration
2. 4<sup>th</sup> of July (tactical/staffing only)
3. St. Patrick's Day Community Parade  
Volley Ball Tournaments (various sponsored events – CBVA, EVP, AAU, AVP)
4. Fiesta Hermosa
5. Hermosa Beach 5000
6. Hermosa Beach Triathlon
7. Sunset Concerts
8. International Surf Festival
9. Veteran's Day Commemoration

B. Special Events:

1. Concerts
2. Fairs
3. Visiting Dignitaries or other VIP's
4. Fundraisers
5. Sports events
6. Car shows
7. Little League events
8. Movies
9. Kiwanis, Rotary, and Women's Club functions

C. Other:

1. highway construction/maintenance activities
2. picketing
3. demonstrations

Note: all events are listed on the following website under "Tentative Calendar of Events" (by year) – [www.hermosabch.org](http://www.hermosabch.org)

**PERSONNEL**

Resources most commonly incorporated into event management shall be:

A. Police Department:

1. Event Supervisor (Lieutenant and/or Sergeant)
2. Police Officers (including planned mutual aid)
3. Community Services Officers (Parking)
4. Parking and Transportation Services (contracted)
5. VIPS (Volunteers in Policing)
6. Other volunteers

B. Other:

1. Private Security
2. Fire/Medical Safety
3. Additional support services as required

**RESPONSIBILITY AND PLANNING**

The Operations Division Commander has the overall responsibility for planning and coordinating police staffing of special events.

A. The Operations Division Commander will meet in advance with the department(s) or individual(s) planning the event to prepare for the provision of police and support security services. These meetings will address the following items:

1. Type of event and projected attendance

2. History on any prior similar event
3. Special concerns such as alcohol use, or high risk activities
4. Staffing provided by the event organizers or sponsors

B. The Operations Division Commander will conduct research to determine the risk factors involved with the event. This will include:

1. Determining if there have been any previous experiences with the same event or group, criminal or otherwise;
2. Were any problems encountered or expected and how were they Resolved;
3. A site visit to assist in making staffing determinations and identifying potential problem areas.

C. For major or complex events, a written "Operation Plan" will be developed. Where appropriate, elements of ICS should be incorporated into the plan. This plan will include:

1. Specifics on the event including date, time, venue (location), event organizers or sponsors
2. An estimate of crowd size that incorporates traffic issues, including public transportation, and crowd control concerns
3. Any potential crime problems associated with the event with specific enforcement instructions
4. Coordination with outside agencies and departments.  
This will include:
  - a. Developing contingency plans for traffic direction and control utilizing Parking Enforcement CSOs
  - b. Determining the need for having medical personnel on site
  - c. Incorporating the use of private security personnel into the public safety function
  - d. Proposed staffing levels and deployment recommendations
  - e. For major events, recommendations could include the additional jail and/ station staffing
  - f. Some events may require the activation of the EOC or a mobile command post to facilitate coordination and communications between units

5. Use of special units or patrol tactics, if determined to be needed
  6. Logistical requirements
  7. Any special media issues
- D. When staffing needs are determined, the Operations Division Commander will assign officers, including a supervisor(s), for the event.
- E. The Event Supervisor will be advised of any prior intelligence gathered on the event or event organizers and he/she will be briefed as to any advance planning that has taken place.
- F. The Event Supervisor will hold a briefing with all assigned personnel and advise them of staffing and event concerns.
- G. The Event Supervisor will assign staff to specific locations or tasks based on the assessment of need and prior experience.
- H. The Event Supervisor will provide Dispatch with a listing of assigned personnel and unit designations.
- I. The Event Supervisor will maintain command of all personnel at the event and insure that all assigned officers are properly equipped.
- J. At the conclusion of the event, the Event Supervisor will conduct a debriefing and prepare an After-Action Report (AAR) for submission to the Operations Division Commander. This report will include:
1. Identifiers on the event including the event manager, and the start and finish time
  2. Specifics on staffing for all components inside and outside the Department
  3. Information on arrests, ejections, medical aids, etc
  4. Intelligence concerns
  5. Complaints
  6. Comments, recommendations, and suggestions

### **SPECIAL CONSIDERATIONS**

#### Sale/Serving of Alcohol at Events

The sale and/or serving of alcohol at any event will be strictly governed and determined in accordance with provisions and appropriate permitting issued by the City.

Sales and/or serving shall not be permitted outside the event facility and no alcohol shall be allowed in or taken out of the event facility.

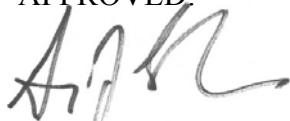
Sales and/or serving shall be terminated immediately if, in the opinion of the Event Supervisor, continued sales and/or service during the event compromises the security and safety of those attending and/or participating in the event

### **DUTY ASSIGNMENTS**

1. Event beginning time will be the time the event is scheduled to start
2. Deployment of the Event Supervisor and special event personnel will begin 30 minutes prior to the admitting time.
3. Deployment of Parking Control Officers shall begin 30 minutes before event time. On-duty CSO's and patrol officers shall assist with the placement, activation, and conversion of traffic and parking control devices when appropriate
4. All assigned personnel should attend a pre-event briefing to review the Operations Plan
5. All personnel assigned shall be responsible for the immediate notification of problems or hazardous conditions which are developing, or may develop and pose a subsequent threat to the security and safety of the guests, participants or of the event
6. Special event personnel shall not leave their assigned area until relieved for breaks as scheduled by the Event Supervisor. The Event Supervisor shall schedule breaks in an organized and timely manner to ensure that all personnel remain focused and alert throughout the event
7. Deployed personnel may be relieved of duty only at the discretion of the Event Supervisor
8. Patrol units may be summoned by the Event Supervisor or his designee in cases of an emergency

(CALEA 46.2.6, 46.2.7)

APPROVED:



Greg Savelli  
Chief of Police



## HERMOSA BEACH POLICE DEPARTMENT

### **O3.43 RESERVE POLICE OFFICER PROGRAM**

**Effective 10/27/2009**

**Updated 02/17/2010**

#### **PURPOSE**

The purpose of this Policy is to establish Department policy defining the scope of acceptable deployment for reserve police officers and to clarify Penal Code Section 832.6 to establish uniformity in implementing and conducting the Reserve Police Officer Program.

#### **POLICY**

The primary responsibility of Hermosa Beach police officer personnel is the protection of life and property. The Reserve Police Officer Program's primary function is to assist the police department towards that goal.

#### **DEFINITIONS**

The following apply to California POST definitions for reserve officers:

1. "Level I Reserve" refers to a reserve officer trained as described in Penal Code Section 832.6(a)(1), and who is assigned specific police functions or to the prevention and detection of crime and the general enforcement of the laws of the state, whether or not working alone. The authority of a "non-designated" Level I reserve officer shall extend only for the duration of assignment to specific police functions. The Department does not employ "designated" Level I reserve officers, per Penal Code Section 830.6(a)(2). (full peace officer powers 24 hours per day).
2. "Level II Reserve" refers to a reserve officer trained as described in Penal Code Section 832.6(a)(2), who works under the immediate supervision of a peace officer possessing a basic academy certificate, and is assigned to the prevention and detection of crime and the general enforcement of the laws of the state.
3. "Level III Reserve" refers to a reserve officer trained as described in Penal Code Section 832.6(a)(3), who is deployed in limited support duties not requiring general law enforcement powers in their routine performance.

#### **LAW ENFORCEMENT POWERS**

Reserve officers in the City of Hermosa Beach are assigned as "non-designated" reserve officers. This provides the reserve officer all police powers outlined in Penal Code Section 830.6(a)(1) only for the duration of assignment to specific police functions. Reserve officers do not have any law enforcement powers while off-duty.

Reserve officers may not carry a weapon off-duty except as authorized by the Chief of Police.

### **LIABILITY**

Reserve officers have public liability protection equal to that provided to full time officers.  
(CALEA 16.3.7)

### **DUTIES AND RESPONSIBILITIES**

Level I and Level II reserve officers are primarily assigned to the general enforcement of laws and, as such, are generally assigned to the Patrol Division. Level III reserve police officers are assigned to duties which do not generally require enforcement of laws in their routine performance.

Reserve officers within the organization can be assigned to and work other duties within the various divisions of the Police Department. Reserve officers may drive police vehicles at the discretion of their supervisors.

Reserve officers are on call for emergency situations where additional manpower is necessary. In addition to emergency use, reserves can be used for general law enforcement duties, transportation of prisoners, priority patrol projects, and assistance with special programs. All duties can be performed on a day-to-day basis, or scheduled in advance. The day-to-day exposure in general law enforcement duties is designed to help a reserve officer become familiar with the daily operations of the department and to help the reserve become competent in his ability to perform his job.

Special requests for reserve officer assistance, except emergencies, must be submitted to the Reserve Coordinator for proper assignment and scheduling. In an emergency, reserve officers may be contacted directly by the Watch Commander, the Reserve Coordinator, or by any member of the Command Staff.

A reserve officer is required to work a minimum of 20 hours per month (minimum patrol shift is four hours). Included in the 20 hours is any required training meeting, the quarterly qualification shoot as scheduled, and any other required training. Unexcused failure to meet the minimum obligations of the program or any part thereof with regard to attendance is grounds for discipline up to and including termination from the reserve program.

### **EMPLOYEE JOB STATUS AND COMPENSATION**

Reserve officers are considered part-time employees of the department, and as such, are not entitled to participate in the state employee's retirement system, nor do they receive any medical benefits.

Reserve officers, while on duty, are covered for any medical treatment necessary arising from sustaining any on-duty injury, and are eligible for State of California disability coverage.

The City of Hermosa Beach is self-insured and provides liability coverage for all employees, including reserve officers while they are on duty.



Compensation for working an extra job position will be paid at a rate of the following:

Level I hourly rate equivalent to second step base pay full time officer.

Level II hourly rate equivalent to first step base pay full time officer.

Level III is not eligible for extra job positions.

For the purpose of compensation, “extra jobs” are defined as:

1. Mandatory court appearance pursuant to subpoena. (“On-call” subpoenas not included unless subsequently ordered to appear in court)
2. Special Detail overtime pursuant to posted sign-up notice in the Watch Commander’s office. (Refer to HYPD MOU Article 30)
3. Mandatory shift coverage to satisfy shift minimum staffing requirements. (Refer to HYPD MOU Article 31)
4. Any other unscheduled work assignments as directed by the Department due to City emergency.

Reserve officers may not work more than 80 hours per month. Reserve officers are required to log all hours worked on the reserve time sheet log.

Reserve shift specifications are:

1. A minimum of four hours per patrol shift up to a maximum of eighteen hours of continuous “on-duty” time.
2. A maximum of eighteen hours per 24 hour period.
3. A minimum of twenty hours and a maximum of eighty hours per month.

If a reserve officer cannot work a scheduled shift or assignment, the officer must notify either the shift Watch Commander or the Reserve Coordinator at least one hour prior to the shift or assignment starting time. The officer will be required to explain the reason for his/her absence.

### **RETIREMENT PROGRAM**

A reserve officer may retire from the Department if he/she has at least 10,000 hours of service or a minimum of twenty years of service with the City and is in good standing. A reserve officer who meets the qualifications shall submit a memorandum to the Chief of Police expressing their desire to retire.

If granted, the retired reserve officer will be eligible to receive the following from the City:

1. A “Retired Reserve Officer” flat badge and identification card.
2. A Carrying a Concealed Weapons (C.C.W.) permit.  
(CALEA 16.3.1)

## **RESERVE POLICE OFFICER PROGRAM ORGANIZATION**

### **Reserve Coordinator**

The Reserve Coordinator is a regular sergeant selected by the staff of the Police Department. The Reserve Coordinator reports to the Operations Division Commander on reserve personnel matters. The Reserve Coordinator shall have functional supervision of the reserve officer program and all reserve officers.

### **Reserve Steering Committee**

The Reserve Steering Committee is comprised of the Reserve Coordinator and the Reserve Squad Leader(s). It shall be the responsibility of the Reserve Steering Committee to evaluate reserve officer requests for advancement and forward a recommendation, along with the correct paperwork, to the Support Services Division Commander.

## **HERMOSA BEACH POLICE RESERVE OFFICER RANKS - LEVEL I**

### **Basic Level I Reserve Officer**

Requirements - Graduate from a POST regular basic course, or equivalent.

Duties - The duties of a Basic Level I Reserve Officer are assigned by a supervisor. A Basic Level I Reserve Officer must work under the direct supervision of a full-time officer who possesses a "Basic" POST certificate.

### **Advanced Level I Reserve Officer**

Requirements – In addition to the requirements for the Basic Level I Reserve Officer, an Advanced Level I Reserve Officer must satisfactorily complete a minimum of 200 hours of general law enforcement experience. Additionally, an Advanced Level I Reserve Officer must successfully complete the Department's Field Training Program (a minimum of 400 hours) and have their training manual properly signed off and all evaluations submitted. (Level I Reserve Officers who possess a current POST Reserve Peace Officer Certificate are not required to complete the Department's standard Field Training Program but must complete the truncated Field Training Program.) Upon completion of training, the reserve officer must submit an application for advancement along with the written recommendation of two training officers and a patrol sergeant to the Reserve Coordinator. A Field Practical Problem examination will then be administered by the Reserve Coordinator. The Field Practical Problem examination will consist of a mock patrol exercise, after which the reserve officer will be expected to write an appropriate police report. The problem will be evaluated by the Reserve Coordinator and a minimum of two field training officers. Upon an applicant's successful completion of the above requirements, the Reserve Coordinator will forward the appropriate recommendations to the Support Services Division Commander for final review and authorization.

Duties - The duties of an Advanced Level I Reserve Officer are assigned by a supervisor. An Advanced Level I Reserve Officer may work patrol with any regular officer or any other Advanced Level I Reserve Officer. Solo assignments, including patrol, may be assigned to an Advanced Level I Reserve Officer with approval of the shift Watch Commander. An Advanced Level I Reserve Officer must work a patrol shift with a Field Training Officer once every three months and be evaluated.

### **HERMOSA BEACH POLICE RESERVE OFFICER RANKS - LEVEL II**

Requirements - Prior to exercising duties as a Level II Reserve Officer, the reserve officer must have completed the POST Level II and Level III training modules. A Level II Reserve Officer is not required to complete the Department's Field Training Program.

Duties - The duties of a Level II Reserve Officer are the same as for a Basic Level I Reserve Officer.

### **HERMOSA BEACH POLICE RESERVE OFFICER LEVEL III**

Requirements - Prior to the exercise of duties as a Level III Reserve Officer, the reserve officer must have completed the POST Level III training module.

Duties - The duties of a Level III Reserve Officer are assigned by a supervisor. The duties of a Level III Reserve Officer are limited support duties. These duties include traffic control, security at parades and sporting events, evidence transportation, parking enforcement, report taking and other duties that are not likely to result in physical arrests. A Level III reserve officer will be evaluated once every three months by two Field Training Officers.

### **UNIFORMS, EQUIPMENT AND BADGES**

All reserve officers shall be issued all necessary safety equipment, including a vest, by the Department.

The uniforms and equipment issued to Level I and Level II reserve officers shall be the same as issued to regular sworn police officers. Because of the nature of their assignment, reserve officers will not receive the full complement of uniforms that would be issued to a full-time sworn officer. (Refer to HBPD Policy and Procedures Manual section A1.21)

The uniform for a Level III reserve officer shall consist of a blue polo shirt with an embroidered badge in silver over the left breast and the employees name and "Reserve Officer" embroidered in silver over the right breast.

The reserve officer will receive a Department-issued firearm, or may carry an authorized firearm from the approved optional weapon list for sworn personnel pending training and qualification. Level III reserve officers are not authorized to carry a firearm.  
(CALEA 16.3.4)

## **RESERVE POLICE OFFICER SELECTION, TRAINING AND EVALUATION**

### **Selection:**

The basic minimum criteria for the reserve officer position are the same as for the position of full-time police officer. The entry-level age for both reserve officer and police officer is 21.

All applicants must submit a completed city Personnel Department application. Applications will be accepted on a continuous basis.

All applicants must have successfully completed the minimum POST requirements for the designated reserve level (I, II, or III) for which they are applying prior to submitting the application.

Each reserve officer applicant must then successfully complete the following selection procedures:

1. Oral Board
2. Extensive background investigation / Polygraph examination
3. Chief of Police interview
4. Psychological evaluation
5. Medical evaluation (including a drug testing procedure)

In addition, Level II and Level III officers must satisfactorily complete a reading and writing ability assessment prior to appointment.

Reserve Officer selection criteria is set forth by statute and POST commission and can be found in POST Commission procedure H-2 in the POST Administrative Manual. The Department is bound by statute and commission regulation to adhere to these standards. (CALEA 16.3.2)

### **Training:**

Each reserve officer must successfully complete a POST regular basic academy or POST certified Level II, or Level III academy pursuant to POST regulations and commission procedure H-3 located in the POST Administrative Manual.

Level I and Level II reserve officers are required to attend all department training in mandated subject areas such as first aid, CPR, baton, weaponless defense, and others mandated by statute or regulation.

Level I and Level II reserve officers must initially successfully complete a firearms orientation course, and in accordance with Policy O3.15, shall demonstrate their proficiency in the care and use of department approved duty firearms at least twice annually. Reserve officers must attain at least the minimum qualification score for each of the shoots.

Reserve officers may attend any other Department training and are encouraged to do so.

In order to be certified as a reserve officer and receive a POST Reserve Peace Officer Certificate as issued pursuant to POST procedure H-4, the Level I Reserve Officer must successfully complete the POST regular basic academy and complete a 400 hour field training officer program. A request must be submitted to POST with supporting documentation to apply for the Reserve Peace Officer Certificate issued pursuant to POST Commission Regulation 1007. This certificate is not required by statute, nor is it necessary to exercise peace officer powers as a Level I (non-designated) Reserve Officer. All reserve officers who meet the requirements for the certificate should apply for it to show successful completion of their training effort.

(CALEA 16.3.3, 16.3.5, 16.3.6)

### **Evaluation:**

All reserve officers participating in the Field Training Program will be issued a training manual which must be retained until the completion of the training program. Field Training Officers will sign off the completion of training in the various functional areas within the training manual. The training manual, when complete, will be placed in the reserve officer's training file. Reserve officers participating in the Field Training Program shall receive performance evaluations in accordance with the requirements of the program.

All reserve officers shall receive periodic performance reviews. Such reviews shall be conducted no less than annually. The Reserve Coordinator will review each reserve officer's monthly timesheets; the patrol sergeant who most supervised the reserve officer during the rating period shall be responsible for completing the evaluation. Once completed, the evaluation will be forwarded to the Operations Division Commander for review.

(CALEA 16.3.8; 35.1.2)

## **TRAINING DOCUMENTATION**

The Reserve Coordinator shall document reserve officer training and experience by establishing and maintaining files on each reserve officer. These files will contain all documentation on a reserve officer's training and any documentation necessary to evaluate that reserve officer's performance.

## **CARRYING CONCEALED WEAPON (C.C.W.) PERMIT**

The Chief of Police may issue C.C.W. permits to qualified reserve officers who are currently employed with the Hermosa Beach Police Department. The C.C.W. permit may be denied or revoked at any time by the Chief of Police.

The C.C.W. permit is issued only for reasons of personal safety. The reserve officer does not have any peace officer powers while off-duty and will have only those powers afforded to any private citizen.

If a C.C.W. permit is granted by the Chief of Police, the reserve officer shall be prohibited from carrying a concealed weapon while working any job or assignment not associated with the Hermosa Beach Police Department.

## C.C.W. PERMIT PROCEDURES

1. When issued, C.C.W. permits are valid for four years (from the date of issue) and must be renewed. The reserve officer is responsible ensuring the C.C.W. permit remains valid.

The Police Department will pay for all administrative costs associated with obtaining and maintaining the permit.

2. If the reserve officer meets the criteria set forth for eligibility, he or she must first direct a memorandum to the Chief of Police explaining his or her eligibility. If the Chief of Police approves, the Reserve will complete all necessary paperwork which will be kept in a permanent file in the office of the Chief of Police.

When the Department of Justice returns a NON-PROHIBITIVE firearms eligibility status for the applying reserve officer, he or she will then sign and be given a copy of the CONDITIONAL ISSUANCE OF C.C.W. PERMIT TO RESERVE by the Support Services Division Commander prior to being issued the C.C.W. permit.

3. To be eligible for a C.C.W. permit, the employee must be a reserve officer appointed pursuant to Section 830.6 of the Penal Code.
4. The reserve officer will adhere to all firearm policies of this Department including attending all required qualification periods for both on-duty weapons and off-duty weapons as established under Section O3.15 of this manual. Failure to qualify may result in the suspension of the C.C.W. permit. The Reserve will carry only those handguns authorized by this Department under Section O3.15 of this manual.
5. The Chief of Police may deny a C.C.W. permit because of outside activities or employment deemed to be in conflict with Departmental interests. In the event that a reserve officer is suspended from duty, requests a leave of absence, or is terminated or resigns, the C.C.W. permit will either be suspended or revoked.
6. For a Reserve who retires in good standing and has met the qualifications for a C.C.W. permit, the Chief of Police, in his/her sole discretion, may renew the retired Reserve C.C.W. permit. Any subsequent renewal will be at the sole discretion of the Chief of Police.
7. The Chief of Police, in his/her sole discretion, may deny, restrict, suspend or revoke the C.C.W. permit at any time. The decision of the Chief of Police is final and there is no appeal process.

APPROVED:

A handwritten signature in black ink, appearing to read 'G. Savelli', written over the printed name.

Greg Savelli  
Chief of Police

Attachment A: Reserve Officer Bylaws

## **HERMOSA BEACH POLICE DEPARTMENT RESERVE CORPS BYLAWS**

*(Revised February 2010)*

The effectiveness of the Hermosa Beach Police Reserve Officer Program depends upon sound administrative leadership, guidance, and support given to all members of the Hermosa Beach Police Reserve. These bylaws are adopted for this purpose.

Each member of the Reserve Corps shall receive a copy of, or have electronic access to, the Reserve Corps Bylaws and Hermosa Beach Police Department Policy and Procedures Manual. Each member has the responsibility to be familiar with the content. Violations may result in disciplinary action or dismissal. Changes or additions will be made from time to time and such modifications are effective upon issuance. Each member is responsible for ensuring they are up to date with the current bylaws and policies.

The Chief of Police, Reserve Coordinator, or a Division Commander has the authority to issue general orders which may *modify* the Policy and Procedures Manual as may be necessary for temporary or emergency purposes.

Due to the variety of situations encountered by Reserve Corps Members, it is impossible to formulate an exhaustive manual governing the conduct of Reserve Members in all cases. Of necessity, members will be required to exercise good judgment in determining their course of conduct in the general discharge of police responsibilities while on duty and in their personal conduct *off* duty.

If any section or provision of these Reserve Corps Bylaws are for any reason held to be invalid, the remainder of the Reserve Corps Bylaws shall not be affected.

**Any perceived incompatibility between this document and the HYPD Reserve Police Officer Program Policy (Section O3.43) shall be resolved by following what is expressed in the department policy.**



## **LAW ENFORCEMENT OFFICER CODE OF ETHICS**

As a LAW ENFORCEMENT OFFICER, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all men to liberty, equality, and justice.

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

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

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

## **POLICE RESERVE OFFICER PROGRAM PURPOSE AND AUTHORITY**

It is the policy of the Department that the reserve officer force shall serve to augment and supplement the regular police force to better accomplish the Department goals, special projects, and needs of additional manpower. Each reserve officer serves in a voluntary capacity with no monetary compensation, except as authorized per policy. Reserve officers are appointed to office and serve at the pleasure of the Chief of Police. Reserve officers are considered "at-will" employees and acquire no vested property rights of the Department while serving in an official capacity.

Reserve officers are empowered under the law to perform as peace officers while on duty. When not on duty, reserve officers have only the powers of a citizen and therefore shall not carry handguns except as authorized by the Chief of Police through issuance of a CCW permit. Reserve officers may not be engaged in any type of employment where the employment may cause a conflict of interest with the Police Department. If there is any question or if the officer is in doubt whether or not the employment may cause a conflict of interest, the officer shall, prior to accepting the employment, submit a written request for clarification through the proper chain of command. Reserve officers shall not engage in any full-time, part-time, temporary employment, or any activity involving the use or authority of official police identification or credentials, or carrying of any firearm

under the authority of a CCW permit issued by this department without the expressed written permission of the Chief of Police. Reserve officers wishing to apply for permission will submit a written request outlining the full nature of the employment or activity and submit the request through the chain of command. The request will be recommended for approval/disapproval by the Support Services Division Commander and submitted to the Chief of Police for final disposition. Written approval from the Chief of Police must be received prior to the reserve officer's acceptance of employment or participation in the activity.

### **RESERVE MEETINGS**

Level I, II, and III reserves are required to attend scheduled reserve meetings. The Reserve Coordinator is responsible for scheduling these meetings. In addition, special meetings may be held periodically throughout the year.

Failure to attend meetings without excused authorization, resulting in three or more unexcused absences per calendar year, is grounds for disciplinary action and/or dismissal from the force.

### **LEAVE OF ABSENCE**

A personal leave of absence for up to three months may be granted by the Reserve Coordinator with approval from the Chief of Police. Any reserve officer absent for more than three months will be dismissed from the force with the option of applying for reinstatement. The Chief of Police may, in exceptional situations, grant an extension. All requests for personal leave of absence will be submitted in writing to the Reserve Coordinator.

### **RESERVE MEMBERSHIP**

All members of the Hermosa Beach Police Reserve Corps shall have first met all POST required certifications, passed all screening processes, and any test, examination, or requirement as may be established from time to time by the City of Hermosa Beach and/or Chief of Police. All reserve personnel shall have an oath of office duly administered by the City Clerk of Hermosa Beach.

### **OPERATIONS**

The reserve force is to be utilized as a supplement to the regular force in ordinary *operations* and in time of special need or emergency, not as replacements for regular officers. They also provide a limited pool of recruits for department vacancies.

For routine operations, reserve officers schedule their own work times. They report to the on-duty patrol supervisor for deployment and assignment. Such assignments may include but are not limited to patrol, traffic, desk reports, records, investigations, special functions, details, or any other assignment according to the needs of the Department

and the reserve officer's authorized duties pursuant to his/her designated duties as authorized by his/her reserve Level classification.

Reserve officers are strictly confined to performance of duties as authorized by their individual Level I, II, or III classifications.

Reserves will complete a time and activity log in the Reserve Police Officer Timesheet Logbook immediately following their tour of duty or other work assignment. Reserve officers who become involved in police actions will without exception, complete and turn in all appropriate paperwork at the end of their shift, unless specifically authorized to do otherwise by the on-duty Watch Commander.

### **ABSENCES**

Except as herein provided, all absences from mandated meetings, qualification shoots, and training or any other special details or events shall be noted in writing, requesting to be excused and providing the reason, by proper memorandum or email through the Reserve Coordinator at least 48 hours preceding the absence. If a reserve officer requests to be excused from a meeting or mandated event due to unanticipated circumstances (such as illness, family emergency, etc.) within 48 hours preceding the event, the officer shall notify the Reserve Coordinator or shift Watch Commander as soon as possible by telephone or email. Three un-excused absences from any assignment per calendar year may result in disciplinary action or dismissal from the reserve force.

### **MEDICAL LEAVE**

Level I and II reserve officers sustaining debilitating injuries while off duty will notify the Reserve Coordinator by memorandum as soon as possible and will submit documentation advising the nature and extent of the injury or illness and the estimated date of return-to-duty status. Reserve officers will not be allowed to return to duty without a written doctor's release. Medical leaves will be limited to six months. If a Level I or II reserve officer has not returned to duty status within that time, the officer may be dismissed from the reserve force with the option of applying for reinstatement. The Chief of Police may grant an extension in exceptional situations. A reserve officer may be required to submit to a complete physical evaluation to determine fitness for duty prior to being allowed to return to duty after an extended leave.

### **CHAIN OF COMMAND**

Unless otherwise directed by the Chief of Police, all correspondence, complaints suggestions, requests, etc. shall be dispatched through the Reserve Coordinator. The Reserve Coordinator reports to the Operations Division Commander. The Reserve Coordinator is the chief Reserve Corps Administrative Officer. All matters pertaining to reserve officers or reserve functions are to be addressed and directed through the Reserve Corps chain of command.

## **WRITTEN MEMORANDUMS**

All reserve officers submitting written communications or requests to the Reserve Coordinator will do so by written memorandum or by email. All memorandums will be neat and businesslike.

## **DISCIPLINARY PROCEDURE**

Any reserve officer found guilty of committing an act of misconduct or a violation of Department policy may be terminated or suspended for a fixed period of time. All alleged acts of misconduct shall be investigated by the internal affairs section of the police department.

These bylaws shall supersede any and all prior bylaws of the Reserve Corps and these bylaws are hereby deemed effective as of the date of approval and signing by the Chief of Police.

\_\_\_\_\_  
Greg Savelli  
Chief of Police  
Hermosa Beach Police Department

\_\_\_\_\_  
(date)

\_\_\_\_\_  
Kevin Averill  
Reserve Coordinator  
Hermosa Beach Police Department

\_\_\_\_\_  
(date)



## HERMOSA BEACH POLICE DEPARTMENT

### **O3.44 ANIMAL NOISE COMPLAINTS**

**Effective 10/27/2009  
Updated**

#### **PURPOSE**

The City Council adopted Hermosa Beach Municipal Code Section 8.24.080 relating to noise prohibitions for animals and fowls on 12-12-2000 under Ordinance 00-1209.

#### **Barking Dogs and Other Noisy Animals**

It is unlawful to keep, maintain, or cause or permit to be kept or maintained upon any premises in the city, or to permit or allow to be running at large, any dog or other animal which repeatedly barks, howls, whines, crows, or makes loud or unusual noises in such a manner as to either disturb the peace and quiet or interfere with the comfortable enjoyment of life and property of any person or persons. The owner or other person in control or custody of the dog or other animal in violation of this Section may be cited by a Community Services Officer or Law Enforcement Officer at the scene upon a determination of a violation of the Municipal Code.

#### **Evidence of a Barking Dog or Other Noisy Animal**

In making a determination whether a violation of the Municipal Code has occurred, evidence of the following shall be considered:

1. The nature, volume and frequency of the barking or other noise;
2. The time or times of day when the noise is heard by the complaining parties;
3. The apparent reasons or provocations for the dog or other animal to emit the noise, if any;
4. The location or locations on the property where the dog or other animal is kept;
5. The manner in which the dog or other animal is kept;
6. The number of persons complaining about the barking or other noise;
7. Any other relevant evidence concerning the alleged barking dog or other noisy animal problem.

Community Services Officers and Law Enforcement Officers should tape record the violation and download the recording on the department's computer.

#### **PROCEDURE**

#### **Disposition of Barking Dog or Other Noisy Animal**

Enforcement of this Section may be initiated by issuance of an administrative citation by a Community Services Officer or Law Enforcement Officer or by way of complaint from any person alleging a violation of this Section. Prior to commencing a prosecution for violation of this Section, the affected parties can use Dispute Resolution Services and/or afford the owner of

the dog or other animal a reasonable opportunity to take one or more of the following actions to abate the noise:

1. Train or retrain the dog or other animal to cease creating a violation;
2. Keep the dog or other animal indoors during specified hours, or other similar measures be taken, to eliminate the violation; or
3. Remove the dog or other animal from the city permanently, or for a specified period of time after which time the animal may be returned as long as steps have been taken such that the violation will not recur.

### **Recovery of Law Enforcement Costs**

The animal owner or custodian who has received one citation pursuant to Section 8.24.080, after having been given a reasonable opportunity to abate the noise pursuant to the above actions, shall be liable for the following costs incurred by the City:

1. The actual cost to the City for law enforcement services responding to any subsequent calls complaining of a violation of Section 8.24.080;
2. Injuries to any city personnel or law enforcement officers responding to any such calls.

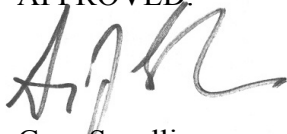
The Police Department shall accurately compute the cost of providing such services in accordance with the schedule of rates and charges for personnel and equipment contained in the law enforcement services agreement and advise the City Manager of such costs as well as any other costs of injuries to personnel resulting from the law enforcement response. The City Manager shall bill said costs to the animal owner or custodian. Payment shall be due and payable within thirty (30) days of the billing date. If the amount due is not paid, the city may collect the debt, as well as any fees and costs incurred in its collection, pursuant to all applicable provisions of law.

The remedies set forth in this section are not exclusive and may be used in addition to those set forth elsewhere in the Municipal Code or by law.

### **CONCLUSION**

The city recognizes that these types of offenses are very aggravating to the citizens; however, we also recognize that there are certain legal procedures which must be followed. The criminal process may not be the best solution to solving the problem and therefore we encourage citizens to attempt to solve the problem by reaching an agreement with the neighbor or by using the local mediation services available. An additional remedy to the victim is to file their own civil action in an attempt to receive a restraining order.

APPROVED:



Greg Savelli  
Chief of Police



## HERMOSA BEACH POLICE DEPARTMENT

### O3.45 ANIMAL NOISE REPORT PROCEDURES

Effective 10/27/2009  
Updated

#### POLICY

The Animal Noise Report is to be used to assist a victim in the proper completion of the City of Hermosa Beach dog barking crime/incident report.

#### PROCEDURES

In order to provide the most efficient method to resolve dog barking cases, this citizen report procedure has been developed. A basic outline of the process involved is as follows:

- A. A dog barking incident occurs in which a victim feels that the law regarding barking dogs has been violated (Refer to Policy O3.44).
- B. The victim may write/telephone the Hermosa Beach Police Department's Community Services Division to obtain the package of information regarding dog barking cases. The package of the information and reports are available for pick up at the Police Department or they may be mailed to the victim.
- C. Included with the package of information is the crime/incident report form. The victim will complete the form by very carefully following the instructions provided below, and upon completion, the document must be returned to the Hermosa Beach Police Department's Community Services Division at the address shown on the report form.
- D. If after a review of the citizen report form, it is determined that the ordinance has been violated, a warning letter will be mailed by the City to the suspect, and a blind copy will be sent to the victim. A copy of that warning letter is attached.
- E. Hopefully, the warning letter will be sufficient to solve the problem, if however, another meritorious citizen complaint report is received within two months from the mailing of the other warning letter, charges will be filed against the suspect.
- F. The Municipal Code provides the following:

Each separate offense determined to be an Administrative Violation shall be punishable by:

1. A fine not exceeding One Hundred and No/100<sup>th</sup> (\$100.00) dollars for the first violation.

2. A fine not exceeding Two Hundred and No/100ths (\$200.00) dollars for second violation by the same person of the same ordinance within twelve (12) months of the date of the first violation.
3. A fine not exceeding Five Hundred and No/100<sup>ths</sup> (\$500.00) dollars for a third and each additional violation by the same person of the same ordinance within twelve (12) months of the date of the first violation.

All fines set forth in this section shall be subject to court imposed, statutory mandated assessments.

### **DETAILED INSTRUCTIONS FOR COMPLETION OF REPORT**

**WARNING, YOU MUST PROVIDE AN ENTRY FOR EACH ITEM ON THE REPORT FORM. IF A PARTICULAR ITEM IS NOT APPLICABLE TO YOUR SITUATION, PLEASE SO INDICATE BY THE SYMBOL "N/A". EACH CATEGORY OF INFORMATION HAS BEEN ASSIGNED A NUMBER, AND THE INSTRUCTIONS FOR COMPLETING EACH NUMBERED CATEGORY CORRESPOND WITH THE PARAGRAPH NUMBERS BELOW.**

1. VICTIM INFORMATION: The victim in the case must be a person who actually witnessed the dog barking information contained in this report. The City will not provide the suspect with the victim's identity, unless a case is filed in court. If a case is filed, the victim will receive a subpoena which will notify them to appear in court as a witness in the trial.
2. SUSPECT INFORMATION: No case can be filed in court unless the full name and address of the suspect is provided. The suspect would be the person who owns the dog, or who has the control of the dog. It is not necessary for you to ask for ownership documents, etc.; however, unless you obtain the name and address of the suspect, the chances of the City filing a court case are very remote.

If you have made efforts but have been unable to learn the identity of the suspect, the Animal Control Officers will attempt to learn the name; however, this process will delay your case and may ultimately prevent a court filing.

3. SOURCE OF INFORMATION: This category relates to the method by which you learned the suspect. You should include in this space information such as "I asked the suspect their name; I asked neighbors of the name; I checked certain official records; etc." Prior to the City filing a case, we must be satisfied that you used a reliable method to learn the identity of the suspect.
4. SUSPECT DESCRIPTION: You must fully complete this category, so that we may be certain that the correct individual appears in court. Additionally, if the individual does not appear in court, this information will be necessary for an arrest warrant.
5. NUMBER AND DESCRIPTION OF DOGS: This category should be completed by indicating the number of dogs at the suspect's premises, and a brief description of each dog.



6. DATE OF OFFENSE: This category should contain information regarding the specific date of the events. If there are numerous dates or times within a day that an offense occurs, you should make photocopies of this report, and complete a separate report for each incident.
7. TIME OF BARKING: You should be very specific with regard to the hour of the day or night that the barking began, and that the barking ended. Please note whether it is a.m. or p.m. Also please note that if the barking is no continuous, you must estimate the total time of barking within an hour.
8. This category is self-explanatory on the report form.
9. This category is self-explanatory on the report form.
10. This category is self-explanatory on the report form.
11. This category is self-explanatory on the report form.
12. ADDITIONAL WITNESSES: You must list the full name, address, and telephone numbers of any additional witnesses to the offense. Please note that these people must be willing to come to court and testify if a case is filed. Again, please remember that the City is powerless to act unless victims or witnesses are willing to come to court and testify.
13. ADDITIONAL REPORTS: You must note the number of additional incident reports which are attached to the main report, and also indicate the dates of previously filed reports. This simply means that when you are submitting one package of reports, we need to know how many attachments are included.
14. SIGNATURE: You must sign the report, and indicate the date and time that the report is written. This date and time does not necessarily have to be the same time as the incident, however, it would be helpful if the report is written immediately after the incident. Also, please note that it is a criminal offense to submit a false report.

### CONCLUSION

The City recognizes that these types of offenses are very aggravating to citizens; however, we also recognize that there are certain legal procedures which must be followed. The criminal process may not be the best solution to solving the problem, and therefore we encourage citizens to attempt to solve the problem by reaching an agreement with the neighbors or by using the local mediation services available. An additional remedy to a victim is to file their own civil action in an attempt to receive a restraining order.

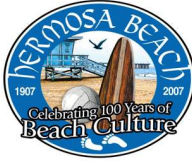
APPROVED:

A handwritten signature in black ink, appearing to read 'AS', written over the word 'APPROVED:'.

Greg Savelli  
Chief of Police

Attachments: Barking Dog Procedure  
Animal Control Complaint Letter  
What to Do When Your Dog Barks  
Second Complaint Letter  
What to Do When Your Neighbor's Dog Barks

**City of Hermosa Beach**  
**Animal Noise Incident Report**  
 Community Services Department  
 540 Pier Avenue  
 Hermosa Beach, CA 90254  
 (310) 318-0209



FOR OFFICE USE ONLY

DATE	TIME
DR#	INC#
CLASSIFICATION	RD
OFFICER	ID#

COMPLETE ALL ITEMS BELOW

<b>WITNESS INFORMATION</b>		
NAME: (Last, First, Middle)		DATE OF BIRTH
ADDRESS (City, State, Zip Code)		
TELEPHONE		
Home	Work	Cell
<b>INFORMATION ON NOISE</b>		
LOCATION OF NOISE	NUMBER OF ANIMALS	TYPE OF ANIMAL
DATE/TIME OF NOISE	WHERE IS ANIMAL WHEN NOISE OCCURS (Inside, Outside, Front/Rear Yard, etc.)	
WHERE WERE YOU OR WITNESS WHEN THE NOISE WAS HEARD (Inside or Outside Residence, Front/Rear Yard)		
<b>ADDITIONAL WITNESS INFORMATION</b>		
NAME: (Last, First, Middle)		DATE OF BIRTH
ADDRESS (City, State, Zip Code)		
TELEPHONE		
Home	Work	Cell
<b>DESCRIPTION OF NOISE</b>		
COMMENTS (List details of the noise problem (i.e. Duration and circumstances on what causes the animal to make noise)		
PERSON MAKING REPORT		DATE/TIME OF REPORT

**BARKING DOG PROCEDURE**  
**OPEN FILE BY ADDRESS OF DOG OWNER**

**FIRST OFFENSE**

**OWNER HOME**

**OWNER NOT HOME**

**GIVE COPY OF WARNING LETTER**

**LEAVE DOORKNOB NOTICE**

**NOTIFY COMPLAINING PARTY OF  
ABOVE ACTION**

**FOLLOW UP CONTACT IF NO  
RESPONSE IN 72 HOURS**

**MAIL WARNING LETTER IF  
NO RESPONSE IN 72 HOURS**

**ADVISE COMPLAINING PARTY TO  
KEEP DETAILED RECORD**

**SECOND OFFENSE**

**ANIMAL CONTROL OFFICER  
WITNESSES OFFENSE**

**ANIMAL CONTROL OFFICER  
DOES NOT WITNESS OFFENSE**

**OFFICER COMPLETES INCIDENT REPORT**

**COMPLAINANT COMPLETES  
INCIDENT REPORT**

**CONTACT OWNER**

**COOPERATIVE**

**NON-COOPERATIVE**

**REFER TO MEDIATION**

**ISSUE CITATION**

**NO OWNER AVAILABLE**

**LEAVE NOTICE FOR OWNER TO CALL**

**OWNER CALLS BACK**

**OWNER DOES NOT CALL**

**REFER TO MEDIATION**

**REFUSES MEDIATION**

**SEND SECOND LETTER**

**SEND SECOND LETTER**

**THIRD OFFENSE**

**MEDIATION UNSUCCESSFUL**

**NO MEDIATION**

**GIVE COMPLETE FILE TO CITY PROSECUTOR**

**GIVE FILE TO PROSECUTOR**

*Dear Resident:*

*This letter is to inform you that a complaint has been received by the City of Hermosa Beach Police Department, Animal Control Division, regarding a barking dog at your address.*

*Because you may not be aware of the disturbance to your neighbors caused by the barking we are sending you this courtesy notice. It is the responsibility of the dog owner, or the person in control of the dog, to ensure that the animal has a current Hermosa Beach dog license, and take the necessary steps to prevent excessive barking.*

*Please be advised that the first time violation of the Hermosa Beach Municipal Code Section 8.24.080 carries a fine of up to several hundred dollars, and further violations carry increased fines. You may wish to contact the South Bay Resolution Service at (310) 376-7007 for suggestions on dealing with this matter. If additional complaints are received, and a case is filed in court by the City Prosecutor, you will be notified regarding your court appearance.*

*Thank you in advance for your cooperation in this matter.*

*Sincerely,*

*Animal Control  
(310) 318-0209*

## **WHAT TO DO WHEN YOUR DOG BARKS**

As a dog owner you are legally responsible for the care and well being of your pet. If you receive a complaint that your dog's bark is disturbing your neighbors, it's best that you take immediate action.

### **IF YOU RECEIVE A COMPLAINT**

Stay calm and take time to understand the situation. If your neighbor approaches you, try to work out a reasonable solution. You may be living next to them for a long time, so it's best to make the situation livable for everyone involved. If the City receives a written complaint, you will receive a letter informing you of the disturbance. You will need to resolve the issue in a timely manner, or it could become a criminal matter. If the City receives a second written complaint within two months, the matter will be referred to mediation.

### **MEDIATION**

The South Bay Center, a mediation service contracted by the City, attempts to work with the parties, by phone or in person, to find an acceptable solution through assisted negotiations.

### **SMALL CLAIMS COURT**

Your neighbor has a right to take the matter to Small Claims Court, if they feel they are entitled to collect monetary compensation, up to \$5,000, for disturbances created by your dog.

### **DISTURBANCE VIOLATION**

If, for some reason, the barking continues, the City has opted a program to charge owners for multiple responses to their residence by either an animal control officer or a police officer.

### **GET INFORMATION**

If possible, find out what time of the day your dog's bark is the most disturbing. Many times the disturbance is created when dog owners are away from home for long periods of time. Many disturbance calls occur during the day, when most people are at work.

### **FIXING THE PROBLEM**

Make sure your dog's mental and physical needs are met. See to it that your dog has a comfortable, dry area to sleep in and that they are left with plenty of food and water. Have plenty of things for your dog to chew on and toys to play with to keep them occupied. Perhaps changing your dog's eating habits may help. If you normally feed your dog in the evening, try feeding them in the morning before you leave. Get out and take your dog for a walk. Have a dog sitting service, or your neighbor, stop by during the day to visit with your dog or take him on a walk. Seek help from a professional trainer to correct behavioral problems. Use a barking collar which can emit a noise, a spray of citronella or an electrical shock when a dog barks.

*Dear Resident:*

*This is the second time that the excessive barking of your dog(s) has caused your neighbor(s) to complain to the city regarding the noise.*

*As you have been previously advised, it is the responsibility of the dog owner, or person in control, to take whatever measures are necessary to prevent excessive barking.*

*Once again, each violation of HBMC Section 8.24.080 (each incident of disturbing barking) carries a fine that can exceed \$100 with additional mandatory penalty assessments added on. It is your choice at this time, whether or not you contact the South Bay Dispute Resolution Service at (310) 376-7007 for suggestions on abatement of this problem.*

*Please be aware that this is the final notice that you will receive. Further incidents will result in the filing of charges at court. If such action is necessary, you will be advised of the date of your mandatory appearance.*

*Thank you for your immediate attention to this problem.*

*Respectfully,*

*Kerry F. Rosell  
Community Services Supervisor*

## **WHAT TO DO WHEN YOUR NEIGHBOR'S DOG BARKS**

The City of Hermosa Beach is committed to improving the quality of life for all residents. If you have a problem with barking dogs in your neighborhood, here are some of the things you can do.

### **TALK WITH YOUR NEIGHBOR**

Give your neighbor the benefit of the doubt. Don't assume they are aware of the situation and refuse to take responsibility. Many disturbance calls occur during the day, when most people are at work. Dog owners may be unaware that their dog is even creating a disturbance. Dogs can bark out of loneliness, boredom, separation anxiety, being teased or because of nearby strangers.

### **PUT IT IN WRITING**

If the problem continues, write a letter to your neighbors. State the situation and, without using threats. Let the owner know if things don't improve, you'll be forced to notify local authorities. Keep a record of the number of requests you have made to your neighbor. Also, keep a written record of the disturbances.

### **CALL ANIMAL CONTROL**

When efforts to resolve the situation with your neighbor directly have been unsuccessful, call Animal Control at 310-318-0209 and a barking dog complaint form will be sent to you. Once you have completed and returned the form, a letter will be sent to the dog owner informing them of the seriousness of the disturbance, and the possibility of future criminal charges should the barking continue. Try to give the owner at least 10 days to remedy the situation. If the barking continues, submit another complaint form and the matter will be referred to mediation.

### **MEDIATION**

The South Bay Center, a mediation service contracted by the City, attempts to work with the parties, by phone or in person, to find an acceptable solution to the problem. In most cases, the Center is successful in getting a lasting solution to the problem. Call the Center at 310-376-7007 for mediation assistance.

### **SMALL CLAIMS COURT**

You may decide to collect monetary compensation for up to \$5,000 through Small Claims Court. The City Attorney's office **cannot** provide you with legal advice but it has prepared an informational guide to assist citizens through the process.

### **AS A LAST RESORT**

If, for some reason, efforts fail and the barking continues, the City has adopted a program to charge owners of barking dogs for violation of Hermosa Beach Municipal Code 8.24.080.





## HERMOSA BEACH POLICE DEPARTMENT

### O3.48 MOUNTED ENFORCEMENT UNIT

Effective 7/1/2010  
Updated 10/8/2015

#### PURPOSE

The purpose of this policy is to specify the circumstances in which the Mounted Enforcement Unit (MEU) may be used. In addition, the policy will provide a general overview of the Mounted Unit program for the benefit of personnel not assigned to the program.

#### ORGANIZATION

The MEU will be managed by a Lieutenant as directed by the Chief of Police. The MEU Lieutenant will assign a MEU Sergeant to supervise, coordinate, and/or handle administrative functions of the unit. The MEU will function as a citywide detail.

#### RESPONSIBILITIES

General responsibilities of the MEU include:

1. Officers should not position their horse close to a person who is sitting or lying on the ground as to constitute a hazard.
2. Officers shall not allow an on-duty mount to be fed by citizens.
3. Officers should not run the horse or gallop unless there is an emergency situation that is ongoing and only after due regard is given for the safety of the horse, officer, and citizens.
4. Only when the officer has control of the horse, and permission is given, will a citizen be allowed to approach and touch the horse. The officer will determine the number of persons who may touch or approach the horse so as not to constitute a hazard.
5. Horses are not to be left unattended while outside the trailer.
6. Horses should not be allowed to graze while on duty.
7. Prisoners shall not be transported on horseback, or led with a rope or other device.
8. Horses shall always be under the control of the MEU officer. The horse shall be secured with a lead rope if the officer intends to take a break
9. The MEU officer will attempt to keep the horse from defecating or urinating on the sidewalks or in a crosswalk. If the horse defecates, the officer will pick it up and carry it away, place it into a flowerbed or planter, or dispose of it in an appropriate manner.

10. All accidental injuries to citizens will be reported to the on duty field supervisor. The MEU Sergeant and MEU Lieutenant must be notified. A memorandum outlining the incident must be written to the Chief of Police. If the injury is sustained as a result of enforcement action, a use of force memorandum should be prepared following department policy.
11. A field supervisor, the MEU Sergeant and MEU Lieutenant will be notified of any injury(s) sustained by a horse while on duty. If the injury requires immediate medical attention, a veterinarian may be called. A written account of the incident will be submitted to the Chief of Police.
12. Civilians shall not be allowed to sit on or ride a police horse during deployments. Police officers who are not part of the mounted enforcement unit will not be allowed to ride the police horse.

### **OPERATIONAL PROCEDURES**

The MEU assignment is a collateral duty for officers. It is not a full time function of the Police Department. All deployments will be at the discretion of the MEU Lieutenant or his/her designee. The request for any deployment shall be completed via chain of command.

MEU personnel are used to establish high visibility patrol to reduce crime, assist in crowd control at special events, including but not limited to parades, festivals, organized demonstrations, and to provide support for community events and special beat projects.

1. MEU officers should be deployed in teams of two to insure safety of officers and citizens. If an outside agency mounted officer is deployed in Hermosa Beach, a Hermosa Beach MEU officer will be his/her partner whenever possible.
2. Call out requests will be made to the MEU Sergeant via the MEU Lieutenant.
3. Horses must be bathed and/or brushed prior to any deployment. All issued safety equipment will be worn while on duty.
4. Reimbursement will be made for feed expenses up to \$150 per month per horse. Care and exercise for the horse is done on the officer's own time. MEU officers are considered on duty one hour prior to deployment and one hour after.
5. MEU officers train once a month or at the discretion of the MEU Sergeant. Personnel assigned to the unit must complete a POST Mounted Officer Basic course.
6. Prior to assignment to the MEU, officers must be willing to sign a Mounted Unit Enforcement Unit Agreement in regards to "Horse Training and Grooming." A copy of this agreement is attached.

(CALEA 41.1.4 a ,b, c)

### **SELECTION PROCDEURES**

An officer off probation of any rank and qualified reserve officers may become a member of the unit. An interest memorandum will be submitted to the MEU Sergeant, which includes the officer's minimum qualifications, skills, and experience. The MEU Lieutenant will

review the memorandum and seek input from the applicant's current and previous supervisors, the MEU Sergeant, and members of the MEU. The MEU Lieutenant will then make a recommendation, via the chain of command to the Chief of Police. The Chief of Police, at his/her sole discretion, will decide on their selection to the unit or on their removal from the unit. Prior to a selection to the unit, the following is a list of minimal equipment requirements by the applicant:

1. Interested personnel must provide or have access to a western style saddle (brown or black), halter and lead rope, bit, headstall and reins, saddle pad and other required tack and equipment, baton/bokken, and all grooming equipment. A saddle pad and breast collar with "Police" designation is highly recommended.
  2. Unit members will have access to a horse trailer and tow vehicle.
  3. Unit members will provide a department authorized uniform.
- (CALEA 41.1.4 d)

APPROVED:



Sharon Papa  
Chief of Police



## HERMOSA BEACH POLICE DEPARTMENT

### 03.49 COMMUNICATIONS

Effective 8/10/2010  
Updated 11/01/2016

#### PURPOSE

To establish proper radio procedure and conduct which conform to rules and regulations of the Federal Communications Commission (FCC), and establish procedures for radio broadcasts, dispatching, and field units response to incidents.

#### ADMINISTRATION

The South Bay Regional Public Communications Authority (RCC) is a joint powers authority currently owned by the Cities of Gardena, Hawthorne and Manhattan Beach, while also providing communications services under contract to the cities of El Segundo and Hermosa Beach. RCC processes approximately 250,000 police and fire incidents annually in the Southern California region, commonly referred to as the South Bay. (CALEA 81.1.1)

##### A. Administration

1. RCC provides the following services as part of the Communications Center function:
  - a. Radio communications
  - b. Mobile Data communications
  - c. Telephone communications
  - d. Dissemination of Emergency 9-1-1 calls for service
  - e. Dissemination of Non-Emergency 9-1-1 calls for service
  - f. CLETS and NCIC information
  - g. Local law enforcement records information
  - h. Teletype communications
  - i. Fax communications
  - j. TTY/TDD communications
  - k. Recording of radio and telephone communications
  - l. Inter-agency communications
  - m. Operations of the Computer Aided Dispatch System (CAD)

##### B. FCC Regulations

The Federal Communications Commission is a regulatory agency that is charged with managing the use of the radio spectrum in a manner that protects the public interest.

1. Radio operations by all employees shall be conducted in accordance with the procedures and requirements as established by the Federal

Communications Commission. The following items are the most crucial operating rules that all employees must adhere to:

- a. All radio transmissions will be restricted to a practical and minimal transmission time.
- b. Priority shall be given to communications involving potential harm to persons or property.

(South Bay Regional Public Communications Authority has access to all of FCC's current rules and regulations via the internet.)

2. Prohibited transmissions

- a. Use of profane, indecent, or obscene language. Your microphone can and often does pick up background conversations.
- b. Interrupt a distress or emergency message.
- c. Send false call letters or a false distress or emergency message.
- d. Create willful or malicious interference (clicking of the microphone button constitutes a violation as an unidentified signal and creates interference).
- e. Transmit unnecessary, unidentified or superfluous communications or signals.

3. All current FCC Licenses are maintained by the Hermosa Beach Police Department and RCC.  
(CALEA 81.1.2)

C. Communications Center Access

Authorized personnel are limited to those persons who operate and command the Communications Center and to others specifically authorized by the Shift Managers i.e., Public Safety employees or maintenance/repair/cleaning personnel.  
(CALEA 81.3.1 a, b)

D. Recording and Reviewing Recorded Radio Transmissions/Telephone Conversations

1. Recording

- a. The agency has the capability of immediate playback of recorded telephone and radio conversations while it maintains continuous recording of radio transmissions and emergency telephone conversations.

Recordings shall be retained in the Communications Center for a minimum of 100 days.

Unless a recording is to be retained for evidence purposes at the department's request, it is subject to destruction and/or recycling by the Communication Center. (CALEA (81.2.8a)

- b. Recordings shall be secured in a locked area in the Communications Center's server room. Archived media is stored in a secured access room

(CALEA 81.2.8 b)

Access to the Communications Center recordings is restricted to communications personnel who are authorized by the Communications Operations Manager and/or Administration Manager to produce copies of recordings as enumerated in this Policy.

2. Review (CALEA 81.2.8 c)

- a. Review of the recordings shall be limited to personnel with a legitimate need such as, investigative, administrative review, training, etc.

- b. Requests for a copy of a recording may be made by completing the "SBRPCA Tape Request" form, retrievable from the Communications Center intranet.

- 1) All recording requests must be referred to shift Supervisor via web email form or fax.

- 2) When the recording is made, the requester will be notified and may pick up the recording at the Communications 9-1-1 Center.

- c. The Department can request a copy of a recording if it is this Department's incident call. If not our incident call, permission must be obtained from the outside agency.

**GENERAL**

- A. The Department provides 24-hour, toll free voice and TTY telephone access for emergency calls for service, via the Communications Center, which can be contacted by any one of the following in an emergency situation:

(CALEA 81.2.1)

- 1. 9-1-1: (Emergency) Used primarily for calls for service that involved public safety or crimes in progress.

2. 310-524-2750: (Non-Emergency) Used to report incidents that may require an immediate response by a police officer, but the event does not involve an immediate threat to the public's safety.
  3. Operator assistance: May be used as an alternative means for requesting assistance.
  4. The telephone system is designed to separate emergency and non-emergency phone lines. (CALEA 81.3.3)
- B. Communications Center personnel have immediate access to the following departmental resources:
1. Officer in charge (via officer's MDC or radio sign-on). (CALEA 81.2.5 a)
  2. Duty roster for all personnel (via officer's MDC or radio sign-on). (CALEA 81.2.5 b)
  3. Residential telephone numbers of all department employees, via the Watch Commander. If the Watch Commander is unavailable, Records and Jail Personnel also have access to residential telephone numbers. (CALEA 81.2.5 c)
  4. Visual maps detailing Hermosa Beach Police Department's service area, located at each HBPD designated workstation. (CALEA 81.2.5 d)
  5. Officers' status indicator through CAD of all active units. (CALEA 81.2.5 e)
  6. Written procedures and telephone numbers for procuring emergency and necessary external services through use of the emergency call out binders and reference books are denoted on the individual information sheets for each external service. Following are actions to be taken during business/non-business hours: (CALEA 81.2.5 f)
    - a. Business Hours – During regular business hours, contact is accomplished by way of the allied agencies regular business telephone numbers located in the City Telephone Directory, CAD system, or reference books.
    - b. Non-Business Hours – After hour contact is conducted by following the call out guidelines denoted on the various external services call out sheets located in the CAD system, emergency call out binder, or reference books located at each workstation.
  7. Police Task Force tactical dispatching plans. (CALEA 81.2.5 g)
- C. Communications Center personnel answer all incoming calls in accordance with Chapter 3 of the South Bay Regional Public Communications Authority Training Manual. In addition, questions are asked of the caller to determine the validity, nature, whether an emergency or non-emergency response is required and priority of the call. (CALEA 81.2.6 a)

- D. Communications Center personnel will advise the caller that an officer will be dispatched as soon as possible if their situation requires police response. Communications Center personnel will refer a caller who does not require a police response to the appropriate assistance agency. (CALEA 81.2.6 b)
- E. The Communications Center shall serve as the 24-hour contact point to respond to victim/witness requests for information and/or services to include initial and subsequent requests, in accordance with Chapter 3 of the South Bay Regional Public Communications Authority Training Manual. (CALEA 81.2.7)
- F. Communications Center personnel will immediately relay information from misdirected emergency calls for service to the appropriate agency by either directly transferring or calling the agency directly.  
(CALEA 81.2.12)
  - 1. If an employee must transfer a police, fire or emergency medical call that was received on a 9-1-1 line to another PSAP, they can do it by pressing the appropriate transfer button on the 9-1-1 phone equipment at the workstation. The call taker should remain on the line to insure the transfer is completed.
  - 2. If an employee must transfer a call received on a 7-digit phone line, they may transfer the call by establishing a three-way call, or they may relay pertinent information directly to the other PSAP or dispatch center phone, and advise the original caller to stay off their phone, if possible, so that the other dispatch center can call them.
- G. Communications Center Personnel are CPR certified and trained to provide emergency first aid instruction (EMD) over the telephone, radio, or MDC.  
(CALEA 81.2.14)

### **COMMUNICATIONS TO AND FROM FIELD PERSONNEL**

- A. To ensure employee safety and efficiency, field personnel maintain constant communications with the emergency dispatcher. This informs the emergency dispatcher, fellow officers, and supervisors of a patrol officer's status, location and the status of any incident to which he/she is responding. Field personnel are identified by unit number during all communications. (CALEA 81.2.4 a, c)
  - 1. Voice Dispatch  
  
Priority E calls, priority one calls, priority two calls which have just occurred, those that require cover, and any other call at the officer's or dispatcher's discretion, shall be dispatched by both voice and MDC.



- B. For a unit to be properly tracked, each unit must be entered or logged individually. Therefore, each unit must check in or out of service either verbally with the dispatcher or the unit may do so via their MDC. One unit shall not check in or out of service for another unit. (CALEA 81.2.4 b)
  
- C. Twenty-four Hour Continuous Two-Way Communication Capability
  - 1. The Communications Center operates twenty-four hours a day to provide continuous two-way communication capability with on duty employees.
  
  - 2. Patrol Officers shall have portable radios to stay in constant radio contact with the Communications Center, whenever it is necessary for them to be away from their vehicles or out on foot. Constant contact with the Emergency Dispatcher permits employees to:
    - a. Respond to calls for service.
    - b. Request assistance, if necessary.
    - c. Receive orders or instructions.
    - d. Exchange pertinent information.

(CALEA 81.2.2)

## **PROCEDURES**

- A. Incident Information
  - 1. Call histories for request for service or self-initiated activity will generally include the following information:
    - a. CAD incident number: Automatically assigned by the CAD system. (CALEA 81.2.3 a)
  
    - b. Date and time of request: Automatically assigned by the CAD system at the time the call is entered. (CALEA 81.2.3 b)
  
    - c. Name and address of the complainant, if available: Entered by the call-taker. (CALEA 81.2.3 c)
  
    - d. Type of incident reported: Entered by the call-taker. (81.2.3 d)
  
    - e. Location of incident reported: Entered by the call-taker (CALEA 81.2.3e)

- f. Identification of officers(s) assigned as primary and backup: Determined at the time the call is dispatched/entered by the dispatcher. (CALEA 81.2.3 f)
- g. Time of dispatch: Automatically assigned by the CAD system when the call is dispatched. (CALEA 81.2.3 g)
- h. Time of officer's arrival: Entered by the officer(s) or the dispatcher via a computer command. (CALEA 81.2.3 h)
- i. Time of officer's return to service: Entered by the officer(s) or the dispatcher via a computer command. (CALEA 81.2.3 i)
- j. Disposition of incident: Entered by the primary officer or dispatcher via a computer command. (CALEA 81.2.3 j)
- k. Information obtained by the reporting party that is pertinent to the call for service. Entered by the dispatcher via CAD.

B. Response to Incidents (CALEA 81.2.4 e)

- 1. Priorities have been established to provide for the most effective response to calls for service with available patrol officers. These priorities are determined by the severity of the crime, whether the incident is in progress or has just occurred, or whether the likelihood that a delay in response might cause the suspect to flee or to return.
- 2. The Computer Aided Dispatch System is designed and programmed to assist Communications Center personnel by prioritizing calls.
- 3. On calls that are high priority, in progress, involved violence or potential violence, besides the primary response unit, the emergency dispatcher will send one or more backup units to the location of the incident.
- 4. Whenever necessary, officers en route to, or on the scene of a call, may request backup units via radio or by activating their MDC emergency button. (CALEA 81.2.4 g)
- 5. When not already occupied by another incident of a serious nature, a supervisor or Watch Commander will be dispatched to an incident if requested by a member of the public, and under the following circumstances (not limited to):
  - a. Homicide
  - b. Serious Assault
  - c. Robbery
  - d. Natural/man-made disaster
 (CALEA 81.2.4 f)

D. Agency Assist Backups (CALEA 81.2.4 d)

Emergency dispatch will only dispatch an Allied Law Enforcement Agency as a backup when requested by the assigned unit or field supervisor and/or authorized by the on-duty Watch Commander.

E. Communications with Interacting Agencies (CALEA 81.2.4 d)

1. When employees of our Department enter into another jurisdiction for law enforcement purposes, they may contact the local agency to advise of their presence and activity.
2. When employees of outside agencies enter the City of Hermosa Beach for the purpose of carrying out law enforcement operations, they are requested to contact our Department to advise of their presence and activity.
3. When assisting on a call for service, field personnel from interacting agencies will be directed by dispatch to switch to the main frequency being utilized for the incident they are responding to.

F. Response to Private Security Alarms (CALEA 81.2.13)

The Hermosa Beach Police Department and RCC do not monitor private security alarms.

G.. Access to CLETS/NCIC Information Systems (CALEA 81.2.9)

1. South Bay Regional Public Communications Authority maintains the switch for access by local law enforcement agencies to the California Law Enforcement Telecommunications System (CLETS) and to National Crime Information Center (NCIC). The Department depends on CLETS and NCIC for information necessary to accomplish various aspects of the law enforcement function from their MDC's, and designated CAD access terminals in the station. The Police Department maintains a separate dedicated CLETS connection for other Police Department access.
2. Employees receiving CLETS and NCIC information are responsible for maintaining the confidentiality of the information. All employees are required to read and sign confidentiality statements at the time of hire, which advise of the penalties for misuse of criminal justice information. Statements are renewed annually.

H. Emergency Messages (CALEA 81.2.11)

Citizens or other law enforcement agencies may contact Communications Center personnel and request that our department notify third party individuals about an emergency situation.

1. Emergency messages may include, but are not limited to:
  - a. Serious illness of a family member.
  - b. Injury as a result of an accident or crime
  - c. A hospital needing to speak to a family member
  - d. Law enforcement agency needing to speak to a family member.
  - e. Requests approved by the Watch Commander.
2. All emergency notification requests will be entered as a call for service into the CAD system and dispatched to the appropriate beat officer.
3. Personal notification will be attempted. If personal contact cannot be made, a note to contact the requesting party will be left at the residence.
4. The procedure to follow when accepting a request for emergency notification includes:
  - a. Obtain as much information from the requesting party as may be necessary to answer questions that may be asked by the person being notified.
  - b. Obtain the name and telephone number of the person(s) the party being notified should contact for additional information.
  - c. If appropriate, obtain the name and address of a third party that may act as a support for the person to be notified.

**EQUIPMENT**

- A. Equipment such as antennas and electrical power distribution points shall be fenced with entry restricted to authorized personnel only. (CALEA 81.3.1 a, d)
- B. All Communication Center personnel shall follow internal policies regarding the appropriate use and care of agency equipment and are responsible for the security and protection of the equipment. (CALEA 81.3.1 b)
- C. In the event of a power failure, the emergency generator will automatically engage, supplying power to the Communication Center to maintain operations. (CALEA 81.3.1c)
  1. Emergency backup power supplies will be inspected and tested at full load on a weekly basis by the Communications Center Staff. A log is maintained documenting each inspection and test. (CALEA 81.3.2)

- D. The alternate 9-1-1 Answer Point, located in the City of Torrance Police Department Communications Center, is the site of the alternate answering point for South Bay Regional Public Communications Authority calls. If it is necessary to implement alternate routing for 9-1-1 calls, South Bay Regional Public Communications Authority will send personnel to staff the alternate PSAP and as soon as that occurs, the tandem switch will be activated in order to divert the calls via automatic re-routing by the area telephone company. (CALEA 81.3.1 c)
- E. The Communications Center radio system has the necessary equipment capability to access an inter-jurisdictional, regional, or area law enforcement radio system.
- F. The Communications Center has multi-channel mobile and portable radio equipment capable of two-way operation on a joint safety frequency or frequencies. Systems available through the South Bay Regional Public Communications Authority are:  
(CALEA 81.3.4)
1. California Law Enforcement Mutual Aid Radio System (CLEMARS) – A statewide radio system for law enforcement agencies which can be accessed on the desk-top radios in the Communications Center.
  2. California On Scene Emergency Coordination Radio System (CALCORD) – A statewide local public safety and Special Emergency agencies radio system for use during disaster or other emergencies where Interagency coordination is required. The Communications Center cannot broadcast or monitor this frequency, as it is not authorized for local base station installation.
  3. County Law Enforcement Radio System – This system provides mutual aid communications for Los Angeles County managed by the LACO Sheriff's office.
  4. County Fire Radio System – This system provides communications with all fire districts and departments within Los Angeles County.
  5. City and County Local Government Radio Systems – These systems provide communications to various city and county agencies.

APPROVED:



Sharon Papa  
Chief of Police



## **HERMOSA BEACH POLICE DEPARTMENT**

### **O3.51 RETIRED OFFICER CCW ENDORSEMENTS**

**Effective 04/10/2012**

**Updated 11/2/2015**

#### **PURPOSE AND SCOPE**

The purpose of this policy is to outline the process and conditions associated with the issuance, revocation, and denial of a concealed weapons (CCW) endorsement for retired officers of the Hermosa Beach Police Department.

#### **POLICY AND QUALIFICATIONS**

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

- a. For the purpose of this policy, honorably retired includes all peace officers who have qualified for, and accepted, a service or disability retirement, however, shall not include any officer who retires in lieu of termination.
- b. No CCW Approved endorsement shall be issued to any officer retiring because of a psychological disability (Penal Code 26305).

#### **MAINTAINING A CCW ENDORSEMENT**

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

- a. Qualify annually with the authorized firearm at a course approved by this Department at the retired officer's expense.
- b. Remain subject to all Department rules and policies as well as all federal, state and local laws.
- c. Have weapon(s) inspected by the qualifying Range Master, who will certify that the weapon is safe or unsafe for operation.

## **CARRYING FIREARMS OUT OF STATE**

Subject to 18 United States Code 926C qualified retired officers of this department may be authorized to carry a concealed weapon in other states.

### **IDENTIFICATION CARD FORMAT**

The identification card issued to any qualified and honorably retired officer shall be two inches by three inches and minimally contain the following (Penal Code § 25460):

- a. Photograph of the retiree.
- b. Retiree's name and date of birth.
- c. Date of retirement.
- d. Name and address of this department.
- e. A stamped endorsement "CCW Approved" along with the date by which the endorsement must be renewed. In the case in which a CCW endorsement has been denied or revoked, the identification card shall be stamped "No CCW Privilege".
- f. If applicable, a notation that "This person is in compliance with 18 USC § 926C (d)(1)."

### **DENIAL OR REVOCATION OF STATE CCW ENDORSEMENT**

The CCW endorsement under Penal Code § 12027 for any officer retired from this department may be denied or permanently revoked only upon a showing of good cause. Any denial or revocation under this section shall also be considered disqualification under 18 U.S.C. § 926C(d). The CCW endorsement may be immediately and temporarily revoked by the Chief of Police or his/her designee when the conduct of a retired peace officer compromises public safety. Good cause, if challenged, shall be determined in the following manner:

- a. In the event that a CCW endorsement is initially denied, the retired officer shall have 15 days from the date of denial to request a formal hearing. The failure to submit a timely written request for a hearing shall be deemed a waiver of such right. The hearing, absent written agreement between the parties, shall be held no later than 120 days after the request is received.
- b. Prior to revocation of any CCW endorsement, the Department shall provide the affected retiree with written notice of a hearing by either personal service or first class mail, postage prepaid, return receipt requested to the retiree's last known address (Penal Code § 12027.1(b)(2)).
  1. The retiree shall have 15 days from the date of service to file a written request for a hearing.

2. The hearing, absent written agreement between the parties, shall be held no later than 120 days after the request is received (Penal Code § 12027.1).
  3. The failure to submit a timely written request for a hearing shall be deemed a waiver of such right.
- c. The hearing for the denial or revocation of any CCW endorsement shall be conducted before a hearing board composed of three members, one selected by the Department one selected by the retiree or his/her employee organization and one selected jointly (Penal Code § 12027.1(d)).
1. The decision of such hearing board shall be binding on the Department and the retiree.
  2. Any retiree who waives the right to a hearing or whose CCW endorsement has been revoked at a hearing shall immediately surrender his/her identification card. The Department will then reissue a new identification card which shall be stamped "No CCW Privilege".

#### **WATCH COMMANDER RESPONSIBILITY**

Employees who have reason to suspect a retiree's conduct has compromised public safety shall notify the Watch Commander as soon as practicable. The Watch Commander shall take the following steps in these instances:

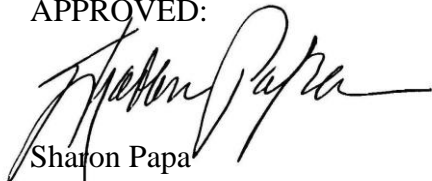
- a. Notify the Operations Division Commander immediately.
- b. Take appropriate steps to promptly look into the matter.
- c. If warranted, contact the retiree in person and advise him/her in writing of the following:
  1. The retiree's CCW endorsement is immediately and temporarily revoked.
  2. The retiree will have 15 days to request a hearing to determine whether the temporary revocation should become permanent.
  3. The retiree will forfeit his/ her right to a hearing and the CCW endorsement will be permanently revoked if the retiree fails to respond to the notice of hearing within the 15-day period.
- d. A current copy of Penal Code § 12027.1 should be attached to the written notice.
- e. In the event that personal contact with the retiree cannot be reasonably achieved in a timely manner, the Watch Commander should attempt to



make the above notice of temporary suspension through another peace officer. For example, if a retiree was arrested or detained by a distant agency, the Watch Commander may request that a peace officer of that agency act as the Department's agent to deliver the written notification.

- f. Notification of the temporary suspension should also be promptly mailed to the retiree via first class mail, postage prepaid, return receipt requested (Penal Code § 12027.1 (a)(1)(C).
- g. The Watch Commander shall document the investigation, the actions taken, and, if applicable, any notification made to the retiree. The memo shall be forwarded to the Chief of Police.

APPROVED:



Sharon Papa  
Chief of Police



## HERMOSA BEACH POLICE DEPARTMENT

### **O3.58 SEXUAL ASSAULT INVESTIGATIONS**

**Effective 08/05/2019  
Updated**

#### **PURPOSE AND SCOPE**

The purpose of this policy is to establish guidelines for the investigation of sexual assaults. These guidelines will address some of the unique aspects of such cases and the effects that these crimes have on the victims.

Mandatory notifications requirements are addressed in the Child Abuse and Adult Abuse policies.

#### **DEFINITIONS**

Definitions related to this policy include:

**Sexual assault** - Any crime or attempted crime of a sexual nature, to include, but not limited to, offenses defined in Penal Code § 243.4, Penal Code § 261 et seq., and Penal Code § 285 et seq.

**Sexual Assault Response Team (SART)** - A multidisciplinary team generally comprised of advocates; law enforcement officers; forensic medical examiners, including sexual assault forensic examiners (SAFEs) or sexual assault nurse examiners (SANEs) if possible; forensic laboratory personnel; and prosecutors. The team is designed to coordinate a broad response to sexual assault victims.

#### **POLICY**

It is the policy of the Hermosa Beach 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.

#### **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.

### **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.

### **VICTIM INTERVIEWS**

The primary considerations in sexual assault investigations, which begin with the initial call to Dispatch, 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 SART 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.

#### **I. VICTIMS RIGHTS**

Whenever there is an alleged sexual assault, the assigned officer shall accomplish the following:

- (a) Advise the victim in writing of the right to have a victim advocate and a support person of the victim's choosing present at any interview or contact by law enforcement, any other rights of a sexual assault victim pursuant to Penal Code § 680.2 and the right to have a person of the same or opposite gender present in the room during any interview with a law enforcement official unless no such person is reasonably available (Penal Code § 679.04).

- (b) If the victim is transported to a hospital for any medical evidentiary or physical examination, the officer shall immediately cause the local rape victim counseling center to be notified (Penal Code § 264.2).
1. The officer shall not discourage a victim from receiving a medical evidentiary or physical examination (Penal Code § 697.04).
  2. A support person may be excluded from the examination by the officer or the medical provider if his/her presence would be detrimental to the purpose of the examination (Penal Code § 264.2).

## II. VICTIM CONFIDENTIALITY

Officers investigating or receiving a report of an alleged sex offense shall inform the victim, or the victim's parent or guardian if the victim is a minor, that his/her name will become a matter of public record unless the victim requests that his/her name not be made public. The reporting officer shall document in his/her report that the victim was properly informed and shall include any related response made by the victim, or if a minor, any response made by the victim's parent or guardian (Penal Code § 293).

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

### **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.

## I. 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). Generally, rape 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 sexual assault 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 kit submitted to a private laboratory for analysis has not been tested within 120 days after submission, the officer shall update the SAFE-T database to reflect the reason for the delay in testing. The assigned officer shall continue to update the status every 120 days thereafter until the evidence has been analyzed or the statute of limitations has run (Penal Code § 680.3).

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(d)).

Additional guidance regarding evidence retention and destruction is found in the Property and Evidence Policy.

## II. DNA TEST RESULTS

A SART member should be consulted regarding the best way to deliver biological testing results to a victim so as to minimize victim trauma, especially in cases where there has been a significant delay in getting biological testing results (e.g., delays in testing the evidence or delayed DNA databank hits). Members should make reasonable efforts to assist the victim by providing available information on local assistance programs and organizations as provided in the Victim and Witness Assistance Policy.

- (a) Upon receipt of a written request from a sexual assault victim or the victim's authorized designee, members investigating sexual assault cases shall inform the victim of the status of the DNA testing of any evidence from the victim's case (Penal Code § 680).
  1. Although such information may be communicated orally, the assigned officer should thereafter follow-up with and retain a copy of confirmation by either written or electronic mail.
  2. Absent a written request, no member of this department is required to, but may, communicate with the victim or the victim's authorized designee regarding the status of any DNA testing.
- (b) Subject to the commitment of sufficient resources to respond to requests for information, sexual assault victims shall further have the following rights (Penal Code § 680):

1. To be informed if a DNA profile of the assailant was obtained from the testing of the rape kit or other crime scene evidence from their case.
  2. To be informed if there is a match between the DNA profile of the assailant developed from the evidence and a DNA profile contained in the DOJ Convicted Offender DNA Database, providing that disclosure would not impede or compromise an ongoing investigation.
  3. To be informed if the DNA profile of the assailant developed from the evidence has been entered into the DOJ Databank of case evidence.
- (c) Provided that the sexual assault victim or the victim's authorized designee has kept the assigned officer informed with regard to current address, telephone number and email address (if available), any victim or the victim's authorized designee shall, upon request, be advised of any known significant changes regarding the victim's case (Penal Code § 680).
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.

No officer shall be required or expected to release any information which might impede or compromise any ongoing investigation.

### **DISPOSITION OF CASES**

All allegations of sexual assault will be presented to the prosecutor for consideration. The assigned investigator will include all available information, evidence, statements and circumstances for the prosecutor to be able to evaluate if the case has merit. All cases alleging sexual assault will either be filed for prosecution, or "rejected" by the prosecutor.

### **CASE REVIEW**

The Detective Bureau 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:

- Case dispositions.
- Decisions to collect biological evidence.
- Submissions of biological evidence for lab testing.

The SART 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.

## **RELEASING INFORMATION TO THE PUBLIC**

In cases where the perpetrator is not known to the victim, and especially if there are multiple crimes where more than one appear to be related, consideration should be given to releasing information to the public whenever there is a reasonable likelihood that doing so may result in developing helpful investigative leads. The Detective Bureau 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. The Chief of Police will make the final determination regarding any information released to the public.

## **TRAINING**

Subject to available resources, periodic training will be provided to:

- (a) Members who are first responders. Training should include:
  - 1. Initial response to sexual assaults.
  - 2. Legal issues.
  - 3. Victim advocacy.
  - 4. Victim's response to trauma.
- (b) Qualified investigators who should receive advanced training on additional topics. Advanced training should include:
  - 1. Interviewing sexual assault victims.
  - 2. SART.
  - 3. Medical and legal aspects of sexual assault investigations.
  - 4. Serial crimes investigations.
  - 5. Use of community and other federal and state investigative resources, such as the Violent Criminal Apprehension Program (ViCAP).
  - 6. Techniques for communicating with victims to minimize trauma.

APPROVED:



Milton McKinnon  
Acting Chief of Police



## HERMOSA BEACH POLICE DEPARTMENT

**03.59 BODY ARMOR**

**Effective 02/19/2020  
Updated**

### **PURPOSE AND SCOPE**

The purpose of this policy is to provide Police Officers and Community Service Officers with guidelines for the proper use of body armor.

### **POLICY**

It is the policy of the Hermosa Beach 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.

### **ISSUANCE OF BODY ARMOR**

The Administrative Sergeant shall ensure that body armor is issued to all Police Officers, Reserve Officers and full-time Community Service Officers, when the officer begins service at the Hermosa Beach Police Department and that, when issued, the body armor meets or exceeds the standards of the National Institute of Justice.

The Department-issued body armor shall, at minimum, satisfy the requirements for ballistic threat level IIA. The body armor will minimally consist of front and back panels; wraparound side panels are recommended.

The Investigative and Administrative Services Division Commander or their designee 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.

#### **I. USE OF SOFT BODY ARMOR**

Generally, the use of body armor is required subject to the following:

- a) Officers shall only wear agency-approved body armor.
- b) Officers shall wear body armor anytime they are in a situation where they could reasonably be expected to take enforcement action including any pre-planned "high-risk" tactical duties (i.e. search warrant execution, drug "raids", etc.).
- c) Body armor shall be worn when an officer is working in uniform.
- d) Non-uniformed officers 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.



- e) 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.
- f) Officers wearing the Class "A" uniform for the purpose of honor guard are not required to wear body armor.
- g) Community Service Officers assigned to Meter Technician duties are excused from wearing body armor as they are not expected to engage in enforcement activities

## II. INSPECTIONS OF BODY ARMOR

Supervisors should ensure that body armor is worn and maintained in accordance with this policy through routine observation and periodic documented inspections. Officers should continuously inspect their body armor to ensure proper fit, cleanliness, and signs of damage, abuse and wear.

## III. 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.

## **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.

APPROVED:



Michael McCrary  
Interim Chief of Police



## **CHAPTER 4**

### **COMMUNITY SERVICES OFFICER**

### **OPERATIONS GUIDELINES AND RULES AND REGULATIONS**



**HERMOSA BEACH POLICE DEPARTMENT  
COMMUNITY SERVICES DIVISION  
OPERATIONS GUIDELINES**

**Effective 10/27/2009  
Updated**

**BRIEF JOB DESCRIPTION**

The Community Services Department is in charge of enforcing all California Vehicle Codes and Hermosa Beach Municipal Codes that relate to Parking and Animal Control. The Community Services Department is a line department under the authority of the Police Department. It consists of a Division Commander, two Supervisors, seven full-time Community Services Officers (CSO's) and various staff positions, in support of the functions of the department which includes the contracted position of Hearing Examiner for citation disputes. During the summer, it also consists of several part-time CSO's who work an area designated as "Area II". CSO's are subject to calls for service as well as patrolling to perform their duties.

**DEPARTMENT LOCATIONS**

**Base 3**

Base 3 is the two story building located at 1035 Valley Drive. It is the main base for CSO operations and is the location where all CSO personnel first report at the start of each shift, and at the end of watch. All supplies including: chalk, chalk sticks, all forms, envelopes and cites, are also located at Base 3.

**Station 2**

Station 2 is also known as "Finance Cashier" and is located in room 101 in City Hall. This is where citizens go to purchase various parking permits and to pay parking fines.

**Police Department**

The Police Department is located adjacent to City Hall. This is where all original CHP 180 originals, as well as other miscellaneous reports and administrative citations are turned in.

**Bard**

Area located behind City Hall on Bard St., hence the name, this is the location where all Community Services vehicles are located. Vehicles will be retrieved from Bard at the start of each shift and will be returned there at end of watch.

**Yard**

The City Maintenance yard is located on the corner of Valley Drive and 6th Street. This location contains the mechanics garage.

## **BREAKS, TARDINESS, ABSENTEEISM, AND DOWN TIME**

### **Breaks**

CSO's are allowed two (2) 15-minute breaks. All breaks must be called in by radio.

### **Tardiness**

Tardiness is strongly discouraged, however; there are times when circumstances present an officer from being on time. If an officer is going to be late, they must call the Base 3 office phone (310-318-0209) and advise of the amount of tardiness anticipated. If calling in between 10:00 p.m. and 6:00 a.m., the officer shall also call the Records Bureau and 310-318-0360. Records will notify the watch commander. Officers are counted on to be on time and excessive tardiness is cause for discipline.

### **Absenteeism**

An officer should not be absent without authorization. Any officer that needs to take a work day off should first try to make arrangements with other officers to cover the missed shift, and a supervisor should then be notified of the change for that week. If an officer cannot make arrangements to cover their missed shift, they should discuss the problem with a supervisor so that permission can be granted to miss a shift without coverage. Keep in mind that it is easier to miss a shift during the slower weekdays than the busier weekends. Your absence will be taken from the appropriate accrual account. If you do not have sufficient hours in your accruals, you will be AWOP (away without pay). Excessive absenteeism is discouraged. Attendance will be reflected on performance evaluations.

### **Down Time**

Area II Down Time is the time left over after covering assigned routes in Area II. This usually occurs during the Monday through Friday weekday shifts and is a result of the nature of the one hour zones. Down time should be used productively. Examples include but are not limited to; taking care of vehicle preventive maintenance, (such as the topping off of oil or other small jobs that can be performed by the mechanic during the down time) and the daily gassing of the vehicle, washing of vehicle, assistance of Area I officers in tows, and other duties that may be assigned by a supervisor. Area I officers should not have down time due to their patrol duties, meter enforcement, and calls for service, including Animal Control calls.

## **MISCELLANEOUS FORMS**

### **The Log Sheet**

The log sheet is the main workbook of daily activities. It represents the chalk times and route times for daily and future reference. It is the most important tool of writing 1 hour citations in Area II. Log sheets are located at Base 3.

### Dismissal Forms

Dismissal Forms are used to dismiss citations which an officer believes to have been written in error or the individual circumstance of the citation warrants a dismissal. Citations can only be dismissed by the officer who issued the citation, or by a supervisor. Dismissal forms are located at Base 3.

### Vehicle Condition Reports

A VCR must be filled out if any work has been performed by the mechanics or if any work needs to be performed on the vehicles. VCRs are located Base 3.

### 72Hr Mark Cards

72 hr mark cards are use for the purpose of marking cars suspected of CVC 22651K (No vehicle should be left parked or standing for longer than 72 hours). 72hr marks are performed only BWOC or if the officer suspects that a vehicle may be in violation. 72hr mark cards are located at Base 3.

### CHP 180

The CHP 180 is an official form of the State of California and is used when impounding vehicles. CHP 180 forms are located near the lockers at base 3.

### Administrative Review Forms (ARF)

Administrative Review Forms are required by the State of California as part of the process of handling citations that are in dispute by the owner of the vehicle. ARF's should be issued to individuals who wish to contest a citation within the mandated time period. ARF's are not to be carried in the vehicle of an officer on duty and should not be used as a tool to placate displeased citizens. ARF's can be found at the Police Department, Station 2, and Base 3, or may be obtained online.

### Meter Work Order

Meter work orders are used when the officer is notified by a citizen or other public workers, or when an officer discovers that a particular meter is not functioning properly. They are to be completely filled out according to circumstance and placed on the door of the meter work room at Base 3.

## **INTRODUCTION TO PARKING ENFORCEMENT**

### Basic Rules of Parking Enforcement

The basic rule of parking enforcement is “if you’re not sure, don’t cite”. Quite simply, as an officer, you have the special obligation to take special care in making sure that a citation is 100% correct when issued. Citations cost people money and no one likes getting them. Placing an undue burden on an individual is legally incorrect. Citations can also lead to more serious situations such as impounding of a vehicle. Making mistakes also has serious impacts on the image of the department. The department does not operate in vacuum and all actions, whether taken by an individual officer or by the department, are severely scrutinized. Officers receive training that enable them to make correct decisions as to the validity of citations they issue and as they gain on the job experience, will learn to make informed decisions. However, the basic rule of parking enforcement must always be followed.

Keep the job in perspective. Officer must use discretion and reasonableness in the issuance of citations. A citation that is technically correct is not always right to issue. Assess the circumstances and then make decisions accordingly. Do not get into verbal matches or treat people rudely. Generally, people are upset if they confront an officer when they are issuing them a cite. They may be angry, rude, swear at the officer, or even call them names. It does no good for the officer to mince words with them. Instead, it lowers the officer’s professionalism. Officers should be polite at all times. If a citizen’s conduct rises to the level of a possible physical threat, the officer should call dispatch for police assistance.

### Area I vs. Area II

Area I covers the total area of the City of Hermosa Beach. Area II only covers the area east of the Palm Drive and bordered by Morningside Drive, Park Avenue, Loma Drive, and Culper Court. Area I officers are often divided at Pier Avenue and designated as North and South officers. They spend most of their shift covering the meters in their respective areas and answering parking and AC calls in the total area of the City. It will not be inconceivable to see Area I officers in Area II, as this is also their assigned area. Area II officers, except when covering 100 block meters, will never patrol Area I, or answer calls in that area, unless they get permission from Area I officers, or if they are assigned to duties in Area I during their shift. Area II officers can ask to assist Area I officers during their down time, as this is encouraged professional behavior.

### Area Assignment

Unless notified of a shift change at the start of a shift, or sometime during the shift, Area II officers will be assigned an area in Area II. During Monday through Friday, two officers will patrol everything north of 19<sup>th</sup> Street, including 19<sup>th</sup> Street (South route and the other half of Central). On Saturdays and Sundays, there will be three Area II officers, North, Central, and South, corresponding to the three Area II routes. This is a guideline which is subject to the changing signage and enforcement needs of the city. Area II will be designated by current needs and circumstances.

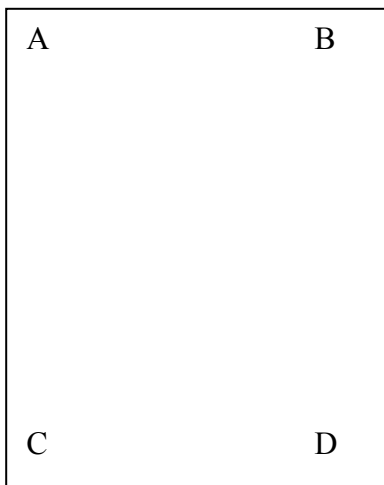
## Patrolling and Working Area

After gathering all equipment, supplies and a working vehicle, the next logical step for an officer is to patrol their designated area. Each route has a starting point and it is at this starting point that the beginning time must be taken. All routes follow this order; the patrolling and making of 1 hour zones, the patrolling of alleys and courts and their 1 hour spaces, and if time allows, the patrolling of 100 block meters. To ensure that all vehicles in the 1 hour zones receive the proper amount of time, an officer is expected to return to the starting point no sooner than 1 hour and 5 minutes (1 hour for the allotted time and 5 minutes grace time). If an officer finishes his/her patrol duty before this time, the officer should not resume at an earlier time. This extra time is known as down time and the down time duties should be performed. At the beginning of the season when an officer is less experienced and during the more difficult and busy days, it will be very difficult to finish a route in 1 hour and 5 minutes. This is all part of the nature of the duties and is expected.

Area I officers' responsibilities include downtown meter enforcement, sweeper duty, clearing the highway, responding to calls for service and animal control duties among other tasks. The supervisor will determine shift duties and assign or direct operations as necessary.

## Lapping Your Time

One of the major problems that occur to inexperienced officers is that of lapping your time. This usually occurs in the beginning weeks and during high productivity days (weekends and holidays). Lapping occurs when an officer goes through their area and it takes less time than it took the previous time around. The result; the 1 hour citations that were written at the end of the route were written to vehicles that not have yet been parked for an hour. The citations are invalid. For easier understanding, refer to the example below:



You begin area **ABCD** at starting point **A** at 9:05, you reach **B** at 9:35, **C** at 10:10, you finish **D** at 10:40. It took 1:35 to complete entire area. You begin at **A** again at 10:45, point **B** at 11:00, point **C** at 11:15, and point **D** at 11:30. Any citation written at **A** and **B** the second time are correct and any citation written at **C** and **D** the second time are invalid simply because the vehicles have not yet been there an hour. It's easy to see in this example that you should not cite at point **C** and **D** the second time around, but it is only clear since all times were taken at every point. It would be impossible to see if the only information given were the start times at point **A**, 9:05 for the first round and 10:45 for the second round. It is more than an hour and the incorrect assumption that all vehicles are due would be the result.



## Patrolling for Inexperienced Officers

It is recommended that inexperienced Area II officers, in order to avoid "lapping your time," log their time and location into their log sheet every 15 to 30 minutes. This is to be done until the officer has gained the on the job experience of taking times and being aware of when a certain street was marked. An experienced officer will know what is the shortest amount of time that it will take him/her to finish an area, they will also know how long it took the last time around, and will know the potential for writing citations (citations take time to be written, thereby increasing total time) based on the number of vehicles previously chalked, the time of day, and the day of the week which contribute to the number of citations written. The shortest amount of time will occur when no citations are written and very few vehicles need to be chalked. More time will be expended as the number of citations are written and the number of vehicles are chalked per round. This is very important. If the idea of lapping and avoiding lapping is not understood, the basic rule of parking enforcement cannot be followed and the number of complaints from citizens are sure to increase.

## **CHAIN OF COMMAND**

### Within Department

The chain of command is as follows:

Chief of Police  
Operations Division Commander  
Community Services Supervisors

Support Staff:

Administrative Services Coordinator  
Administrative Hearing Officer  
Finance Cashier Staff  
Mechanics

### Within City: Ultimate Supervisor

The Community Services Division operates on the premise that your ultimate supervisors are the residents of the City of Hermosa Beach. Your responsibilities will include dealing with the public and most important, the residents. The perception that you will present when dealing with the public has direct correlation to the perception of the division. You must not only do the work required fairly and correctly, but you must also take into account the needs of the residents of the City of Hermosa Beach. Parking regulations exist to facilitate the proper control and reasonable use of a limited number of parking spaces within the City. These spaces serve the needs of the residents, business owners, and visitors to the community.

There will be instances where an officer will need to arbitrate disputes between neighbors, listen to disgruntled citizens that have just been cited, listen to complaints and report them to the proper authority, answer questions related to the city, give directions, recommend places to eat, recommend places to shop, answer questions related to the department, and give

information on city phone numbers. The list is endless and covers duties not associated with parking enforcement. Understand that your duties span beyond “robotic” enforcement of parking regulations. Enforcement is important, but good decision making with the ability to be “reasonable” is more important. Officers must use discretion and issue citations as deemed appropriate. They are necessary and there will be an abundant opportunity to issue many of them.

### Officer Interpretation of Codes

It is necessary that all pertinent CVCs and HBMC’s actually be read word for word during the training session for the purpose of retaining, understanding, and interpretation of the codes. Vehicle code and Municipal codebooks are available to every Community Service Officer. It is very important to understand in legal terms what each code being enforced states. Officers’ interpretations must be both factually correct and reasonable under the circumstances. What follows are simplified explanations of routine codes that are typically used during day to day operations. These listings are not substitutes for reading the HBMC or CVC section referenced.

#### **10.12.040 HBMC Private Property**

Any vehicle parked on private property where a sign stating no parking private property and with the proper HBMC 19-9 and CVC 22658 may be cited with the request of the owner of the property.

#### **10.32.060 HBMC Red Zone**

Any vehicle parked in a red zone, any vehicle parked in a red stripped alley without its flashers on, or any vehicle parked in a red stripped alley with its flashers on exceeding the 15 minute loading and unloading limit.

#### **10.32.070 HBMC Posted No Parking**

This would be used when a posted sign indicates no parking or no stopping.

#### **10.32.070 HBMC Hazard**

Any vehicle parked in a manner as to block traffic or pose a safety risk should be cited using this municipal code. The vehicle must then be towed.

#### **10.32.250 HBMC Green Zone**

Any vehicle parked in a painted green zone for longer than 15 minutes am to 6PM daily.

#### **10.32.260 HBMC Time Limit Parking**

This code is used for citing for 1hr zones, 2hr zones, 6hr zones, expired yellow pole meters, and expired silver pole meters. This code will account for 99% of all citations written by Area II.

#### **10.32.280 HBMC Parking Space Markings**

Any vehicle that is parked outside of a mark T-stall, parked in more than one T-stall can be cited using this code. The exception being vehicles that are larger than the marked stall are allowed to park using as many stalls as that vehicle shall need, this includes vehicles and their

trailers if properly attached.

**10.32.290 HBMC One Vehicle per Stall**

A vehicle must park so that it only occupies one parking stall except those vehicles that are larger than the marked stall.

**10.36.080 HBMC Time Limit Metered Stall**

A vehicle that is parked in a metered stall for longer than the posted time limit, either 2hr or 3hr, must be cited using this code. This should not be confused with 10.32.260 time limit parking.

**CVC 4000(a)(1) Expired Registration**

Cite only if registration is expired for more than six months. The vehicle must then be towed, no exceptions. If the circumstance prevents the tow from occurring then don't cite.

**CVC 5200 Display of License Plate**

Requires two license plates be displayed on the vehicle if the DMV issued it two (generally, all cars are issued two).

**CVC 5204 Expired Registration**

Requires the display of current license plate tabs (month and year current to date)

**CVC 22500(e) Blocking Driveway**

Any vehicle parked blocking a garage or driveway can be cited if a driveway permit is not displayed. The vehicle can then be towed if asked for by the owner of said driveway or garage.

**CVC 22500(f) Blocking Sidewalk**

Any vehicle blocking sidewalk and not allowing 3 feet of sidewalk accessible to pedestrians can be cited using this code.

**CVC 22500(g) Obstructing Traffic**

Any vehicle parked in such a way as to obstruct the flow of traffic or deemed to be unsafe can be cited using this code. The advantage of using this code instead of 10.32.070 is that a tow does not have to be initiated.

**CVC 22500(h) Double-parked**

Any vehicle parked in the traffic alongside a parked vehicle can be cited using this cite if it is not considered to be a hazard. If hazard, use CVC 22500G or 10.32.070 when the vehicle must be towed.

**CVC 22500(l) Wheelchair Access Ramp**

Any vehicle blocking the curb cut at the corner of a street known as a wheel chair access ramp can be cited using this citation. The ramp must be marked with red paint for the citation to be valid.

**CVC 22502(a) Facing the Wrong Way, 18 Inches from Curb, Motorcycle Not Touching Curb**

This cite has to do with parking adjacent to a curb. Vehicles violating the following are to be cited when:

- Facing the wrong way, any vehicle parked against the flow of traffic.
- 18 inches from curb, any vehicle parked more than 18 inches away from the curb. (Note: the T-stall markings have nothing to do with this requirement, however any vehicle parked within a T-stall and more than 18 inches should not be cited as this is department policy.)
- Motorcycle not touching curb, any motorcycle parked must be parked with the rear tire touching the curb.

**CVC 22507.8(a) Handicapped Parking**

Any vehicle entering a handicapped parking stall without a proper handicapped placard must be cited. The vehicle can be standing, stopping, or parking.

Storage Authorities

**CVC 22651(b) Hazardously Parked Vehicle**

The storage authority for any vehicle cited for 10.32.070 HBMC.

**CVC 22651(d) Blocking Garage or Driveway**

This is the storage authority for any vehicle in violation of CVC 22500E after the owner of the garage or driveway request for a tow.

**CVC 22651(i) More Than Five Unpaid Cites**

Any vehicle that is found to have more than 5 unpaid citations that are more than 21 days old from issuance, or 14 days from the date of notice sent, can be towed with this storage authority. The training officer will advise as to policy on towing vehicles as the department rarely tows for only 5 unpaid citations.

**CVC 22651(j) No License Plate or Proof of Registration**

Any vehicle that is found to have no license plate displayed, no visible VIN, and no visible temporary registration can be towed under this storage authority.

**CVC 22651(k) Parked In Excess of 72hrs**

Any vehicle that has been marked and known to have been parked for longer than 72hrs can be cited for 10.32.120 HBMC and then towed using this storage authority.

**CVC 22651(o) Registration Expired for Longer Than One Year**

Any vehicle that is in violation of CVC 4000A and has an expired registration for longer than one year can be towed using this storage authority.

### **CVC 22651(n) No Parking Zones-Prohibited Stopping/Parking**

Whenever a vehicle is parked or left standing where local authorities, by resolution or ordinance, have prohibited parking and have authorized the removal of vehicles.

#### Dismissal Policy

The dismissal policy of the department is as follows. Any officer who writes a citation can dismiss that citation using a dismissal form. Only a supervisor can dismiss a citation written by another officer. If a citizen with a citation that has been issued incorrectly by an officer approaches that officer, the officer is encouraged to dismiss the citation. If another officer has written the citation, do not take the ticket back. Simply inform the citizen of his/her rights under the law regarding contesting tickets and the procedure involved, and do not comment on the appropriateness of the citation, as the circumstance under which the citation has been written are known by the issuing officer. If an officer is approached by a citizen and knows a citation has been issued correctly, the officer's only obligation is to inform the citizen of their rights under the law, regardless of who wrote the ticket. An officer can, under certain circumstances, dismiss a citation that is correct if he/she wrote it. Officers are allowed to dismiss any citation they wrote when in their discretion the circumstances warrant it. However, this discretion does not include allowing friends or other identifiable people or groups the "free reign" to violate the CVC or HBMC codes. It does not allow an officer to exercise prejudice or favoritism. It only allows for the reasonable use of the officer's judgment as a field officer weighing the circumstances at hand and the situation at the time. Ultimately, all officers' decisions are subject to review. Officers shall not abuse his/her authority.

**HERMOSA BEACH POLICE DEPARTMENT COMMUNITY SERVICES  
RULES AND REGULATIONS**

- P1.00**            **PHILOSOPHY**
  
- R2.00**            **ESTABLISHMENT OF DISCIPLINARY PROCEDURES**
- R2.01**            **VIOLATION OF RULES AND REGULATIONS**
- R2.02**            **ACTS AND OMISSIONS CONTRARY TO GOOD ORDER**
- R2.03**            **CONDUCT UNBECOMING A COMMUNITY SERVICE OFFICER**
  
- R3.00**            **GENERAL CONDUCT**
- R3.01            Reporting for Duty
- R3.02            Reporting for Duty- Punctuality
- R3.03            Intoxicants – Off Duty in Uniform
- R3.04            Intoxicants – Off Duty
- R3.05            Intoxicants – On duty
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- R3.08            Communications Equipment – Personal Use
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- R4.00**            **POLICY**
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R6.01	Court Appearances – Punctuality
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<b>R7.00</b>	<b>Rewards – Gratuities</b>
R7.01	See Policy A1.01
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R10.03	See Chapter 3
R10.04	See Chapter 3
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R10.06	See Chapter 3
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## **Administration of Rules and Regulations**

### **PL. 00 PHILOSOPHY AND INTRODUCTION**

1. The true concept of discipline is misunderstood by many supervisory officers and subordinates. Therefore, the following statement is included in this section, to assist in developing a better understanding of discipline, not alone as a punitive measure; but, as a method of securing operation and coordination throughout the Division.
2. Discipline is defined as "That force which prompts an individual or group to observe rules, regulations, and procedures that are deemed necessary to the attainment of an objective".
3. Discipline and disciplinary procedure are an extension of training. True discipline is linked with morale. An undisciplined division is incompletely trained, not through failure of a formal training program but because of a failure of supervisors to require subordinates to conform to Divisional rules and procedures. Therefore, the principal responsibility for the conformance with regulations is lodged in the line supervisor at the level of immediate supervision.
4. The purpose of this section is to provide the officers of the Community Services Division with the standards of conduct expected of employees within the framework of the Hermosa Beach Civil Services Rules and Regulations. Nothing in this text is intended to conflict with any provision of the Civil Service Rules and Regulations.
5. All personnel are advised that disciplinary action shall be administered for the Primary purpose of insuring that the offense will not reoccur, and that the best Interest of the Division will be paramount.

### **R2. 00 ESTABLISHMENT OF DISCIPLINARY PROCEDURES**

1. The following procedures have been established in order that:
  - a. Personnel of the Community Services Division may have confidence that, while proper performance of duty will be insisted upon, at the same time, due recognition of his/her rights will be assured.
  - b. It is the aim to provide means whereby complaints, grievances, or alleged abuse of authority involving any employee will be fairly considered so that justice will be exercised.
  - c. Means are also provided for any supervisor to take proper steps to enforce rules and regulations prescribed by the Division Head, affecting the proper performance of personnel under his/her direction and by which they may effectively correct, conduct and accomplish suitable training.



## **R2.01 VIOLATION OF RULES AND REGULATIONS**

1. Each employee of the Hermosa Beach Community Services Division shall be subject to discipline as outlined in the current M.O.U. for violation of Rules & Regulations, Procedures, Directives, any code section appearing in this text; or any of the other rules, regulations, general or special orders of the Community Services Division and/or the Hermosa Beach Police Department, Rules and Regulations of the Hermosa Beach Civil Service Board, now in force, or which may hereafter be issued. Progressive discipline will apply for violation on these Rules & Regulations.

## **R2.02 ACTS OR OMISSIONS CONTRARY TO GOOD ORDER**

1. No arbitrary rules of conduct can be established which will embrace all cases arising in the general discharge of employee duties or in the personal activities of the individual employees. Therefore, any act or omission contrary to good order and discipline shall also be subject to scrutiny and/or disciplinary action.

## **R2.03 CONDUCT UNBECOMING A COMMUNITY SERVICES OFFICER**

1. It is the goal of this Division, that each of its officers strives to be exemplary. To that end, it is imperative that each officer refrain from engaging in any on duty activity, which under scrutiny, could be interpreted as unprofessional, immoral, improper or inappropriate.
2. While in the performance of his/her duties, each officer must take the goals of the Division into consideration, as well as any policies, rules, regulations, laws, directives, orders and procedures; prior to taking any action that could negatively effect a citizen, a fellow employee, the Division, the Hermosa Beach Police Department or the City of Hermosa Beach.

## **R3.00 GENERAL CONDUCT**

### **R3.01 REPORTING FOR DUTY- FAILURE**

1. Community Services personnel shall not fail to report for duty or to any required meeting, training session or other event to which an officer has been ordered to report. Necessary absences must be approved by a supervisor prior to the scheduled report time.
2. Community Services personnel shall call in no later than one (2) hours before their report time if they are ill or for any reason unable to report for duty.
3. Officers shall report for duty as scheduled in the prescribed uniform and will not clock in until he/she is in full uniform.

4. Community Services personnel shall not fail to be available to respond when assigned to any on-call status.

### **R3.02 REPORTING FOR DUTY – PUNCTUALITY**

1. Personnel shall not report late for duty or to any required meeting, training session or other event to which an officer has been ordered to report. Two (2) TARDYS in the same pay period or three (3) tardys in the same month will be considered excessive. Tardiness that exceeds ten (10) minutes will be docked.

### **R3.03 INTOXICANTS -OFF DUTY IN UNIFORM**

1. No employee shall drink any alcoholic beverage in public view or in a place accessible to the public while off-duty and wearing the Community Services uniform or any part thereof excluding pants and shoes.

### **R3.04 INTOXICANTS -OFF DUTY**

1. Community Services Personnel shall not, while off-duty, drink an alcoholic beverage to an extent which renders him/her unfit to report for his/her next tour of duty, or which results in the commission of an obnoxious or offensive act which discredits the Division or the City of Hermosa Beach.

### **R3.05 INTOXICANTS - ON DUTY**

1. Community Services Officers shall not drink an alcoholic beverage or use any of the substances described in Sections 11054, 11055, 11056 and 11057 of the Health and Safety Code while on duty.

### **R3.06 INTOXICANTS – REPORTING FOR DUTY**

1. Community Services Personnel shall not report for duty if they are under the influence of an alcoholic beverage. Nor shall any employee report for duty if they are under the influence of any of the substances described in sections 11054, 11055, 11056 and 11057 of the Health and Safety Code. If an employee is requested to report for duty and is under the influence of any alcoholic beverage or medication, he/she has an obligation to advise his supervisor of his/her condition.

### **R3.07 INTOXICANTS – ODOR OF, REPORTING FOR DUTY**

1. Community Services Personnel shall not report for duty with the odor of alcoholic beverage on or about their person. No person shall acquire said odor while on duty.

### **R3.08 COMMUNICATIONS EQUIPMENT - PERSONAL USE**

1. Community Services personnel shall not use profanity, obscenity, disparaging remarks or any other language other than that necessary while operating any Departmental communications equipment. In no case shall Departmental communications equipment be used for personal business.

### **R3.09 DEPARTMENTAL EQUIPMENT – PERSONAL USE**

1. Community Services personnel shall not divert for their own use any Department equipment. Any employee who is not use that his/her use of Department equipment is appropriate, must check with a supervisor prior to said use.

### **R3.10 COURTESY – RESPECT**

1. Community Services personnel shall be courteous, civil and respectful to their superiors, associates and other persons. They are expected to avoid answering questions in a short, abrupt manner; they are expected to maintain an even cheerful temper, regardless of the provocation, remaining cool and collected at all times. They are expected to refrain from harsh, violent, coarse, profane, sarcastic or insolent language.

### **R3.11 WEARING OF UNIFORM- PUBLIC OR PRIVATE FUNCTIONS**

1. Officers, while in uniform, shall not extensively on duty or off duty, attend any public or private function except when authorized.

## **R4.01 POLICY**

### **R4.01 COMPLAINT IDENTITY**

1. Community Services Personnel shall not reveal the identity of a complainant or informant to any private person.

### **R4.02 CITIZENS - COMPLAINTS OF**

1. Community Services personnel on duty shall be attentive to reports and complaints by citizens and either give them personal attention or refer them to the proper person or agency.

### **R4.03 POLITICAL ACTIVITY -ON DUTY**

1. Community Services personnel, while on duty, shall not engage in any political activities with the purpose to elect or appoint any person to any elective or appointive position.

#### **R4.04 PETITIONS**

1. Community Services personnel shall not solicit petitions for any political influence.

#### **R4.05 ENFORCEMENT OF LAWS - IMPARTIALITY**

1. Officers shall enforce the law in a fair and impartial manner and shall not exercise prejudice or bias in their conduct.

#### **R4.06 RULES & REGULATIONS – LAWS**

1. Community Services personnel shall study and thoroughly understand the Division duty and procedural manuals, all additions to these manuals and shall keep themselves familiar with new and existing City ordinances, State laws and Federal laws.

#### **R4.07 EXPENSE – DEPARTMENTAL - INCURRING**

1. Employees shall not, knowingly and intentionally, incur any unauthorized Departmental expense or liability.

#### **R4.08 ACTION - POTENTIAL OR ACTUAL VIOLATION**

1. No Supervisor shall fail, neglect, or refuse to take action on an actual, suspected or a potential violation by Community Services personnel of any rules, regulations, ordinances or laws brought to his/her attention.

#### **R4.09 REPORTING GRIEVANCES – COMPLAINTS**

1. Employees who have a complaint or grievance of any character shall first present the Complaint or grievance in writing to the Division Head through the chain of command.

#### **R4.10 REPORTS - INJURY OR DAMAGE**

1. An employee who, by any cause, injures any person or animal or damages public or private property, shall report such injury or damage to his/her Supervisor immediately

#### **R4.11 REPORT - INDUSTRIAL INJURY**

1. Employees shall report any personal injury sustained while on duty immediately to their Supervisor and file a "Report of Industrial Injury" promptly in writing.

#### **R4.12 ADDRESS - TELEPHONE NUMBER - CHANGE OF**

1. Employees shall report, in writing, any change of telephone number or address to their Supervisor and Division Head, as soon as possible after the change and never later than twenty-four (24) hours after the change.

#### **R4.13 RADIOS - BREAKS AND LUNCHES**

1. Field personnel shall not fail to monitor their radios during their breaks & lunches without prior supervisor approval.

#### **R4.14 PRODUCTIVITY**

1. Community Services personal shall strive to be as productive as possible in all aspects of their duties. This includes but is not limited to, quality Parking Enforcement and Animal Control citation production.

### **R5.00 DUTY RESPONSIBILITIES**

#### **R5.01 FAMILIARIZATION**

1. Officers shall familiarize themselves with the location of streets in the City.

#### **R5.02 FIRE DISCOVERY**

1. Officers who discover a fire shall report the exact location and the type of fire by radio or telephone.

#### **R5.03 COMPLETION OF ASSIGNMENT**

1. Community Service personnel shall not fail to respond to a dispatched call or to complete an assignment. Completion of assignment to include paperwork and/or follow-up.
2. Officers shall notify the dispatcher upon completion of a dispatched call, and shall advise, in brief outline, what action was taken. In the event that the investigation requires an unusually long period of time, the assigned Officer shall notify headquarters via radio or telephone the cause of the delay and what action is being taken.

### **R6.00 COURT APPEARANCES**

#### **R6.01 COURT APPEARANCES – PUNCTUALITY**

1. Officers shall not fail to appear *in* court at the time specified by their subpoena and they shall not leave until authorized by a competent authority. If duty or

sickness prevents the officer from being present at the appointed time and place, the officer shall notify the immediate supervisor.

## **R6.02 CONDUCT**

1. An Officer's conduct while in court, both on and off the stand and while in other parts of the building shall be exemplary. During testimony, the officer shall be completely truthful and accurate to the best of his/her recollection. The officer shall avoid any indication of prejudice, anger or enmity.

## **R7.00 REWARDS – GRATUITIES**

### **R7.01 SOLICITATION – ACCEPTANCE**

See Policy A1.01

### **R7.02 SOLICITATION – SPECIAL PRIVILEGES**

See Policy A1.01

## **R8.00 CARE AND USE OF DEPARTMENTAL EQUIPMENT**

### **R8.01 EQUIPMENT –AUTHORIZATION TO USE**

1. Community Service Personnel, while on duty, shall not drive or use any equipment unless he/she is authorized to do so.
2. Officers shall not take City vehicles out of the City unless authorized.

### **R8.02 DEPARTMENT EQUIPMENT AND PROPERTY – CARE AND USE OF**

See Policy A1.01

## **R9.00 CITY OWNED VEHICLE**

### **R9.01 COMMUNITY SERVICES VEHICLES – SAFE OPERATIONS**

1. Community Service Personnel operating Community Services Departmental vehicles shall drive in a safe and legal manner. All California Vehicle Codes and Hermosa Beach Municipal Codes shall be adhered to while driving or parking.

### **R9.02 PASSENGERS**

1. Community Service Personnel operating Community Services Department vehicles shall not permit passengers to ride, except when authorized by a Supervisor or Department Head.

**R10.00 UNIFORMS AND APPEARANCES**

**R10.01 UNIFORMS – SPECIFICATIONS**

See Policy O3.03

**R10.02 UNIFORM AND PERSONAL ACCESSORIES**

See Policy O3.03

**R10.03 UNIFORMS – REPLACEMENT, INSPECTION AND RETURN**

See Policy O3.03

**R10.04 POLICY – UNIFORMS**

See Policy O3.03

**R10.05 BADGE – POLICY FOR WEAR AND LOSS OF**

See Policy O3.03

**R10.06 PATCHES – WEAR OF**

See Policy O3.03

**R10.07 PERSONAL GROOMING**

See Policy O3.01



## **CHAPTER 5**

# **POLICE OFFICER RULES AND REGULATIONS**

## **(BLUE SECTION)**



**HERMOSA BEACH POLICE DEPARTMENT  
RULES AND REGULATIONS**

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- 10.05            Violation of Rules, Regulations, Procedures and Memoranda
- 10.10            Acts or Omissions Contrary to Good Order
- 10.15            Establishment of Disciplinary Procedures
- 10.20            Conduct Reports
- 10.25            Definition of Terms
  
- 20.00**            **GENERAL CONDUCT**
- 20.05            Punctuality
- 20.10            Report for Duty -Failure
- 20.15            Officers shall report for duty in the proper attire.
- 20.20            Reporting for Meetings, etc. - Failure
- 20.25            Intoxicants - Off-Duty in Uniform
- 20.30            Intoxicants- On Duty
- 20.35            Intoxicants - Reporting for Duty
- 20.40            Intoxicants - Prior to Reporting for Duty
- 20.45            Intoxicants - Transportation
- 20.50            Intoxicants - Off Duty
- 20.55            Intoxicants -Odor of, Reporting for Duty
- 20.60            Smoking -Tobacco -On Duty
- 20.65            Duty -Sleeping On
- 20.70            Communications Equipment -Language
- 20.75            Communications Equipment -Frequencies
- 20.80            Duty -Refreshments On
- 20.85            Reading on Duty
- 20.90            Courtesy -Respect
- 20.95            Property - Personal Use
- 21.00            Departmental Equipment - Personal Use
- 21.05            Wearing of Uniforms - Other than on Duty
  
- 30.00**            **POLICY**
- 30.05            Department's Enforcement Policies
- 30.10            Cooperation -Outside Agencies - Public Agencies
- 30.15            Police Correspondence
- 30.20            Complainant Identity
- 30.25            Warrant Requests
- 30.30            Citizens - Complaints of
- 30.35            Unnecessary Interference - Private Business

- 30.40 Organizational Membership
- 30.45 Political Activity - On Duty
- 30.50 Petitions
- 30.55 Chain of Command
- 30.60 Cooperation - Press
- 30.65 Evidence - Found Items -Contraband
- 30.70 Contraband - Evidence - Narcotics - Dangerous Drugs

**40.00 DUTY REQUIREMENTS -MISCELLANEOUS**

- 40.05 Off Duty - Response to Emergencies
- 40.10 Badge -Police Credentials
- 40.15 Enforcement of Laws - Impartiality
- 40.20 Civil Service Regulations -Violation of
- 40.25 Availability -On Duty Communications
- 40.30 Obedience -Orders of Superior Officers
- 40.35 Acts Detrimental to the Department
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## **Administration of Rules and Regulations**

### 10.00 Philosophy and Introduction

The true concept of discipline is misunderstood by many supervisory officers and subordinates. Therefore, the following statement is included in this section, to assist in develop in a better understanding of discipline, not alone as a punitive measure, but as a method of securing cooperation and coordination throughout the Department.

Discipline is defined as "that force which prompts an individual or group to observe rules, regulations, and procedures that are deemed necessary to the attainment of an objective". The maintenance of effective discipline is essential in a law enforcement agency, to control its performance and to promote the efficiency and satisfactory attainment of law enforcement objectives.

Discipline and disciplinary procedure are an extension of training. True discipline is linked with morale. An undisciplined force is incompletely trained, not through failure of a formal training program, but because of a failure of supervisors to require subordinates to conform to Departmental rules and procedures. Therefore, the principal responsibility for conformance with regulations is lodged in the line supervisor at the level of immediate supervision.

This section sets forth the disciplinary procedures for violations of the Rules and Regulations as established by the manual.

The purpose of this section is to provide the officers of the Hermosa Beach Police Department with the standards of conduct expected of employees within the framework established by the Hermosa Beach Civil Service Rules and Regulations. Nothing in this manual is intended to conflict with any provision of the Civil Service Rules and Regulations.

All personnel are advised that disciplinary action shall be administered for the primary purpose of insuring that the offense will not reoccur, and that the best interest of the Department will be paramount.

By predetermining the specific penalty for each offense of a violation for specific section of the manual, it is intended to establish the maximum disciplinary action that may be taken in that instance. Supervisors, Division Commanders and the Chief of Police have the discretion of recommending and administering action of a lesser degree than the penalty stipulated in this manual. Any recommendation for lesser action shall include an explanation as to why it is in the best interest of the Department that the maximum penalty should not be invoked. The violations, actions penalties, and other subject matter contained in this manual shall supersede all similar violations, actions, penalties or other subject matter contained in the existing Hermosa Beach Police Department Manual.

## **10.05 VIOLATION OF RULES, REGULATIONS, PROCEDURES & MEMORANDUMS**

Each officer will be subject to reprimand, suspension, reduction in rank, or dismissal from the Police Department according to the severity and ramifications of the offense for violation of any of the following now in force, or which may hereafter be issued, rules, regulations, procedures, directives, memorandums, and the Criminal Code Sections appearing in this manual; or for any general or special orders; or for violation of the Civil Service Rules and Regulations.

This section will provide the authority for the Chief of Police to set penalties and inclusionary periods for violation(s) specified.

## **10.10 ACTS OR OMISSIONS CONTRARY TO GOOD ORDER**

No arbitrary rules of conduct can be established which will embrace all cases arising in the general discharge of police duties or in the personal activities of the individual officers. Therefore, any other act or omission contrary to good order and discipline shall also be subject to scrutiny and/or disciplinary action.

Penalty - Action as deemed necessary by the Chief of Police.

## **10.15 ESTABLISHMENT OF DISCIPLINARY PROCEDURES**

The following procedures have been established in order that:

- a. Every officer of the Police Department may have confidence that, while proper performance of duty will be insisted upon, at the same time, due recognition of his rights will be assured.
- b. It is the aim to provide means whereby complaints, grievances, or alleged abuse of authority involving any officer will be fairly considered, so that justice will be exercised.
- c. Means are also provided for any Commanding Officer to take proper steps to enforce rules and regulations prescribed by the Chief of Police, affecting the proper performance of officers under his command, and by which he may effectively correct, conduct and accomplish suitable training.

## **10.20 CONDUCT REPORTS**

Personnel Incident Reports are a system of reports whereby the actions of officers will become the subject of reports by Watch Commanders or other supervisors.

- a. Nothing in this section shall be construed to preempt the formal complaint procedure.

Conduct is hereby defined as any behavior by an officer which is meritorious, censurable, or otherwise noteworthy.

a. P.I.R. may result from commendable action or censurable actions. They will be made the subject of a P.I.R. by the Watch Commander or other supervisor.

b. P.I.R. originating from either within the Department or from outside sources will be prepared by the Watch Commander or other supervisor. The original will be forwarded to the Division Commander. One copy will be retained by the Watch Commander or other supervisor.

c. If, in the opinion of the Watch Commander, the information received from an outside source does not warrant the preparation of a P.I.R., the information will be forwarded to the Division Commander for review. If the Division Commander concurs, no further action will be taken.

d. All disciplinary matters or equipment damage reports, excluding vehicle accident reports, or any incident that could result in disciplinary action will be referred to the immediate supervisor of the officer involved for the purpose of investigation and recommendation.

1. The Chief of Police may cause the investigation to be conducted by someone other than the immediate supervisor whenever the Chief believes it to be in the best interest of the Department to do so.

a. If the Chief of Police deems the matter serious enough, he may convene a Board with a minimum of three members. One member of this Board may be an officer of the Hermosa Beach Police Officers' Association. All of the Board members will be chosen by the Chief of Police.

2. Officers will be informed by their supervisor whenever a disciplinary investigation is to be conducted. In those instances which require another course of action, the Chief of Police may order an investigation to be conducted prior to informing the concerned officers. In any event, the officer will be informed and allowed to respond to accusations prior to any final disciplinary decision.

3. In those matters involving intoxication or major misconduct, including insubordination, the immediate supervisor is authorized to relieve the officer from duty, pending an investigation. The supervisor will relieve the officer of his badge, identification card, and service weapon. These items will be given to the Division Commander as soon as practical. If the weapon is owned by the officer, it will be the responsibility of the supervisor to admonish the officer that his authority to carry a weapon is not in effect during the suspension. Under no circumstances will an intoxicated officer be permitted to retain a firearm.

e. The immediate supervisor will investigate the matter and submit a written summary of that investigation to the Division Commander. The supervisor will also indicate if the officer is in violation of the manual and the particular section(s) violated.



f. If a violation has occurred, the immediate supervisor will recommend, in a separate memorandum, a specific disciplinary action to be taken within the limits set forth in the manual. If there is no violation, the Investigation Report will so indicate.

g. The Division Commander will review the Investigation Report and recommendations. The report will either be accepted or the supervisor will be directed to continue the investigation. If the investigation is continued, specific instructions will be given to the supervisor as to the course of action to be taken.

h. When the report is completed to the Division Commander's satisfaction, it will be forwarded to the Chief of Police. The Chief of Police will either accept the report or return it to the Division Commander with specific instructions for additional investigation.

i. If the Chief of Police is satisfied that the officer is not in violation of the manual, a written report to the Division Commander will so indicate.

1. The Division Commander will be responsible for advising the officer of this decision.

j. If there is a manual violation, the Chief of Police will conduct or cause to be conducted the proper interview or hearing with the officer in compliance with the Police Officers Bill of Rights, the latest Court decisions, laws, Civil Service Procedures, and Departmental Rules and Regulations.

1. The officer will be notified of the disciplinary action to be taken as soon as practical.

k. The Division Commander is authorized to act upon request of the Chief of Police in taking disciplinary action on matters punishable by a reprimand, either written or oral. In other matters warranting other punishment, action will be taken by the Chief of Police or the designated officer in command of the Department.

1. Any disciplinary action taken by a Division Commander, or any investigation of conduct initiated by a Division Commander or Watch Commander, will be immediately reported to the Chief of Police in writing.

l. Any permanent officer in the competitive service who has been demoted or dismissed shall be entitled to request a written statement of the reasons for such action. Such a request must be made in writing to the person taking such action within three (3) working days following the action. In the event the officer requests the statement, he shall receive a written, signed statement specifying in detail the exact reasons for such action within three (3) working days and he shall have three (3) working days thereafter to answer in writing thereto. In the event the officer files a signed, written answer to the charges, copies of both this statement of charges and the employee's answer shall be filed with the City Manager.

Within ten (10) working days from the date of filing his answer to the written charges, or in the event such written charges have not been made available to him within the time prescribed; then within ten (10) working days after the action to demote

or dismiss the officer, he may file a written demand with the City Manager requesting a hearing before a Board of Appeals as provided in the ordinance and in the Rules and Regulations.

The City Manager shall forthwith file a copy of such written charges and an answer with the Board of Appeals and order a hearing upon the appeal. (MC Chap. 2, Sec. 2-38 Ord. No. 211 NS Sec. 14).

m. Any officer in the competitive service shall have the right to appeal to the Civil Service Board relative to any suspension, reduction in pay or alleged violation of this ordinance or the personnel rules and regulations except in the instances where the right of appeal is prohibited by the ordinance.

In the event of such action affecting an officer, he shall within one (1) working day thereafter be given a signed, written statement setting forth in full the reasons for such action, a copy of which shall be filed with the Personnel Officer. The officer may thereafter, within three (3) working days, file a request with the Personnel Officer for a hearing on the action, and thereafter the Personnel Officer shall call a meeting of the Civil Service Board to convene as a Special Hearing Board within seventy-two (72) hours, excluding Saturdays, Sundays, and Holidays, from the date and time the employee request is filed with the Personnel Officer.

The Hearing Board may make, or cause to be made, such investigation as it may deem necessary and thereafter hold a hearing at which time it shall hear evidence for and against the party aggrieved. Within ten (10) working days after concluding the hearing, the Hearing Board shall certify its findings and conclusions in writing to the City Manager, the official from whose action the appeal was taken and to the employee affected. In the event the Hearing Board finds the action taken to have been taken without just cause, the action will be revoked, and in the case of such finding on an action of suspension or reduction in pay, the employee shall be immediately restored to his previous status and shall be entitled to his regular pay for the period during which such suspension or reduction of pay was in effect. The provisions of this section shall not apply to reduction in pay which are a part of a general plan to reduce salaries and wages. (MC Chap. 2, Sec. 2-40. Ord. No. 211 N.S. Sec. 16)

1. The officer shall be advised in writing of his right to appeal under the Civil Service Rules and Regulations. He shall also be advised in writing, that he may informally appeal the action to the Chief of Police by merely making an appointment within the next working day to see him.

n. All action taken against any officer shall be initiated as soon as practicable after the discovery of the violation and at no time shall any disciplinary action be taken for a violation that has occurred beyond a reasonable period of time after discovery of the violation.

## 10.25 DEFINITION OF TERMS

The following words or phrases shall have the meanings indicated below. In the event that any of the terms herein listed conflict with the definitions appearing in the City Civil Service Rules & Regulations, the definition given in the Civil Service Rules & Regulations shall prevail.

a. **Officer**, as used in this order, shall refer to all sworn personnel of the Police Department, and also when applicable, to civilian employees of the Police Department.

b. **Dismissal**, as used in this order, is the termination of employment. When dismissal is the prescribed disciplinary action for a violation, the normal action shall be the termination of employment by order of the Chief of Police. However, the Chief of Police may, at his discretion, allow the violator to resign in lieu of dismissal.

c. **Suspension**, as used in this order, shall be the removal of an officer's name from the duty status for a prescribed time, during which time the officer is not eligible to receive any salary or other monetary benefit. Peace Officers on suspension shall not be authorized to exercise their police powers until their reinstatement. Suspensions shall be ordered on the basis of on day equaling one full duty shift normally prescribed by the officer's current assignment. All suspension days shall run consecutively, shall begin immediately after the order, and shall not include any scheduled days off.

d. **Investigatory Suspension**, as used in this order, shall be the relieving from duty status of an officer by his superior officer during the time that an investigation is being conducted regarding his or her conduct. While under suspension, the officer will continue to receive full salary until final disciplinary action (if any) is decided upon.

e. **Disciplinary Demotion**, as used in this order, shall be the demotion of an officer from one rank or salary level to a rank or salary level lower in the classified service. Disciplinary Demotion shall occur upon the order of the Chief of Police or in his absence, the designated officer in command of the Department.

f. **Action and Inclusion a Period as Deemed Necessary by the Chief of Police**, as used in this order, shall mean the matter shall be immediately referred to the Chief of Police for his action. Any investigation, interviewing, evaluation, disciplinary action, and the setting of an inclusionary period shall be as directed by the Chief of Police or, in his absence, by the designated officer in command of the Department. Such a violation shall not be investigated by the officer's supervisor, unless specifically directed by the Chief of Police.

g. **Written Reprimand**, as used in this order, shall be a formal Departmental memorandum prepared by the Division Commander and approved by the Chief of Police, finding an officer in violation of the section of the manual cited, and stating that the violator has been officially reprimanded.

h. **Oral Reprimand**, as used in this order, is when an officer is made aware of his violation verbally by the Chief of Police or a Division Commander at the request of the Chief of Police,

is informed of the specific section, and is instructed to comply in the future. Oral reprimand shall be reported, in compliance with the established disciplinary procedure.

i. **Inclusionary Period**, as used in this order, means the maximum length of time during which each violation of a particular section of the manual may be included as a prior offense when determining the disciplinary action for a subsequent violation of that section. After the expiration of the inclusionary period, that violation may not be used as a prior offense.

j. **Reasonable Period**, as used in this order, means not more than thirty (30) 'days unless there are extreme extenuating circumstances.

k. **Commanding Officer**, as used in this order, means an officer holding the rank of lieutenant or above, commanding a division and officially acting as a lieutenant or above.

l. **Penalty**, as used in this order, means the prescribed punishment for a violation of the Rules and Regulation portion of the manual. Any offenses in addition to the number specified in each section shall be punishable by the last prescribed punishment listed, if the additional offenses fall within the listed inclusionary period.

m. **Day**, as used in this punitive section is based on an eight (8) hour work day, forty (40) hour week.

n. **Year**, as used in this punitive section shall be a calendar year, commencing from the date of the offense.

## **20.00 GENERAL CONDUCT**

### **20.05 Punctuality**

Officers shall not report late for duty or to any required meeting, training session, or other event to which an officer has been ordered to report.

Penalty-	First Offense:	Oral Reprimand
	Second Offense:	Written Reprimand
	Third Offense:	One (1) Day Suspension
	Inclusionary Period:	Six (6) Months

### **20.10 Reporting for Duty – Failure**

Officers shall not fail to report for duty.

Penalty-	First Offense:	One (1) Day Suspension
	Second Offense:	Five (5) Days Suspension
	Third Offense:	Fifteen (15) Days Suspension
	Inclusionary Period:	One (1) Year

**20.15 Officers shall report for duty in the proper attire:**

Penalty -	First Offense:	Written Reprimand
	Second Offense:	One (1) Day Suspension
	Third Offense:	Five (5) Days Suspension
	Inclusionary	
	Period:	Six (6) Months

**20.20 Reporting for Meetings, etc. -Failure**

Officers shall attend any required meeting, training session, or other events to which an officer has been ordered to report.

Penalty-	First Offense:	Oral Reprimand
	Second Offense:	Written Reprimand
	Third Offense:	One (1) Day Suspension
	Inclusionary	
	Period:	Six (6) Months

**20.25 Intoxicants. Off Duty in Uniform**

No officer shall drink any alcoholic beverage in public view or in a place accessible to the public while off-duty and wearing the police uniform or any part of this uniform excluding pants, unless they are identifiable such as motor officers, shoes and socks

Penalty-	First Offense:	One (1) Day Suspension
	Second Offense:	Ten (10) Day Suspension
	Third Offense:	Dismissal
	Inclusionary	
	Period:	One (1) Year

**20.30 Intoxicants -On Duty**

Officers shall not drink an alcoholic beverage or use any of the substances described in Sections 11054, 11055, 11056, and 11057 of the Health & Safety Code while on duty. Plain clothes officers may consume alcoholic beverage on duty when it is necessary in the performance of their duties and with the permission of their Division Commander.

Penalty-	First Offense:	Five (5) Days Suspension
	Second Offense:	Thirty (30) Days Suspension
	Third Offense:	Dismissal
	Inclusionary	
	Period:	One (1) Year

### **20.35 Intoxicants - Reporting for Duty**

Officers shall not report for duty if they are under the influence of any alcoholic beverage unless ordered to do so by their supervisor. Nor shall any officer report for duty if they are under the influence of any of the substances described in Sections 11054, 11055, 11056, and 11057 of the Health & Safety Code. If any officer is ordered to report for duty, and he is under the influence of any alcoholic beverage or any of the substances described in the above Health & safety Code sections, he has an obligation to advise his supervisor of his condition.

Penalty-	First Offense:	Fifteen (15) Days Suspension
	Second Offense:	Thirty (30) Days Suspension
	Third Offense:	Dismissal
	Inclusionary	
	Period:	Three (3) Years

### **20.40 Intoxicants - Prior to Reporting for Duty**

Officers shall not consume any alcoholic beverages for at least four (4) hours prior to reporting for duty.

Penalty-	First Offense:	One (1) Day Suspension
	Second Offense:	Five (5) Days Suspension
	Third Offense:	Thirty (30) Days Suspension
	Inclusionary	
	Period:	One (1) Year

### **20.45 Intoxicants - Transportation**

Officers shall not transport any alcoholic beverage in any Departmental vehicle, unless it is evidence, without the permission of the Division Commander.

Penalty-	First Offense:	One (1) Day Suspension
	Second Offense:	Five (5) Days Suspension
	Third Offense:	Ten (10) Days Suspension
	Inclusionary	
	Period:	One (1) Year

### **20.50 Intoxicants - Off Duty**

Officers shall not, while off-duty, drink an alcoholic beverage to an extent which renders him unfit to report for his next regular tour of duty, or which results in the commission of an obnoxious or offensive act which discredits the Department.

Penalty-	First Offense:	One (1) Day Suspension
	Second Offense:	Five (5) Days Suspension
	Third Offense:	Ten (10) Days Suspension
	Inclusionary	
	Period:	One (1) Year

### **20.55 Intoxicants -Odor of, Reporting for Duty**

Officers shall not report for duty with the odor of any alcoholic beverage on or about their person unless ordered to do so by their supervisor. If an officer is ordered to report for duty and he has the odor of an alcoholic beverage on or about his person, he has the obligation to advise his supervisor of his condition.

Penalty-	First Offense:	One (1) Day Suspension
	Second Offense:	Three (3) Days Suspension
	Third Offense:	Five (5) Days Suspension
	Inclusionary	
	Period:	One (1) Year

### **20.60 Smoking – Tobacco – On Duty**

Officers shall not, either in uniform or plain clothes, smoke or use tobacco in any form while meeting the public. When inside a business interviewing someone, or in a residence, the officer shall not smoke or use tobacco in any form unless permission to do so has been received.

Penalty-	First Offense:	Oral Reprimand
	Second Offense:	Written Reprimand
	Third Offense:	One (1) Day Suspension
	Inclusionary	
	Period:	One (1) Year

### **20.65 Duty - Sleeping On**

Officers shall remain awake during the time they are on duty.

Penalty-	First Offense:	Oral Reprimand
	Second Offense:	Written Reprimand
	Third Offense:	One (1) Day Suspension
	Inclusionary	
	Period:	Six (6) Months

### **20.70 Communications Equipment –Language**

Officers shall not intentionally use informalities, racial innuendoes, profanity, obscenity, disparaging remarks or any other language other than that necessary while operating any Departmental communications equipment.

Penalty-	First Offense:	Written Reprimand
	Second Offense:	One (1) Day Suspension
	Third Offense:	Five (5) Days Suspension
	Inclusionary	
	Period:	One (1) Year

### **20.75 Communications Equipment –Frequencies**

Officers shall not use any unauthorized frequency.

Penalty-	First Offense:	Oral Reprimand
	Second Offense:	Written Reprimand
	Third Offense:	One (1) Day Suspension
	Inclusionary	
	Period:	One (1) Year

### **20.80 Duty Refreshments On**

Uniformed officers in the field shall not leave their duty assignment for refreshments or lunch except by permission of their Watch Commander. The officer shall advise the dispatcher when and where refreshments or lunch will be taken. Detectives shall also be required to inform their immediate supervisor or the dispatcher of their location when they are out for refreshments or lunch.

Penalty-	First Offense:	Written Reprimand
	Second Offense:	One (1) Day Suspension
	Third Offense:	Five (5) Days Suspension
	Inclusionary	
	Period:	One (1) Year

### **20.85 Reading on Duty**

Officers shall not read any written matter in public view, except that written matter which is connected with official duty.

Penalty-	First Offense:	Oral Reprimand
	Second Offense:	Written Reprimand
	Third Offense:	One (1) Day Suspension
	Inclusionary	
	Period:	One (1) Year

### **20.90 Courtesy – Respect**

Officers shall be courteous, civil and respectful to their superiors, associates and other persons whether on or off duty. They are expected to avoid answering questions in a short, abrupt manner; they are expected to maintain an even, cheerful temper, regardless of the provocation, remaining cool and collected at all times. They are expected to refrain from harsh, violent, coarse, profane, sarcastic or insolent language.

Penalty -Action as deemed necessary by the Chief of Police.



**20.95 Property – Personal use**

Officers shall not take, convert to their own use or have any claim to any found, abandoned, recovered property, or property held as evidence. Officers can bid for any of these items at the Hermosa Beach public auction.

Penalty - Action as deemed necessary by the Chief of Police.

**21.00 Departmental Equipment – Personal Use**

Officers shall not divert for their own use any Departmental equipment without the consent of their Division Commander. In no case shall Departmental communications equipment be used for personal business or reasons.

Penalty - Action as deemed necessary by the Chief of Police.

**21.05 Wearing of Uniform – Other Than on Duty**

Officers, while in uniform, shall not shop extensively on duty or off-duty, nor shall they, while uniform, attend any public or private function while on an off duty status unless authorized to do so.

Penalty-	First Offense:	Written Reprimand
	Second Offense:	One (1) Day Suspension
	Third Offense:	Five (5) Days Suspension
	Inclusionary	
	Period:	One (1) Year

**30.00 POLICY**

**30.05 Department’s Enforcement Policies**

Officers shall not provide any person with information regarding this Department’s enforcement policies, its procedures or information relative to manpower distribution or disbursement. The exception to the order shall apply at all times to other law enforcement agencies.

Penalty-	First Offense:	Oral Reprimand
	Second Offense:	Written Reprimand
	Third Offense:	One (1) Day Suspension
	Inclusionary	
	Period:	One (1) Year

### **30.10 Cooperation – Outside Agencies – Public Agencies**

Members of the Department shall cooperate with all agencies engaged in the administration criminal justice, state, county, municipal departments and public service organizations.

Penalty-	First Offense:	Oral Reprimand
	Second Offense:	Written Reprimand
	Third Offense:	One (1) Day Suspension
	Inclusionary	
	Period:	One (1) Year

### **30.15 Police Correspondence**

Officers shall not use Police Department letterheads except for police correspondence over the signature of the Chief of Police.

Penalty-	First Offense:	Written Reprimand
	Second Offense:	One (1) Day Suspension
	Third Offense:	Five (5) Days Suspension
	Inclusionary	
	Period:	One (1) Year

### **30.20 Complainant Identity**

Officers shall not reveal the identity of a complainant or informant to any private person.

Penalty-	First Offense:	Written Reprimand
	Second Offense:	One (1) Day Suspension
	Third Offense:	Five (5) Days Suspension
	Inclusionary	
	Period:	One (1) Year

### **30.25 Warrant Requests**

Officers shall not apply for search warrants or arrest warrants without the consent of their Division Commander.

Penalty-	First Offense:	Written Reprimand
	Second Offense:	One (1) Day Suspension
	Third Offense:	Five (5) Days Suspension
	Inclusionary	
	Period:	One (1) Year

### **30.30 Citizens – Complaints of**

Officers on duty shall be attentive to reports and complaints by citizens, and either give personal attention or refer them to the proper person or agency.

Penalty-	First Offense:	Oral Reprimand
	Second Offense:	Written Reprimand
	Third Offense:	One (1) Day Suspension
	Inclusionary	
	Period:	One (1) Year

### **30.35 Unnecessary Interference – Private Business**

Officers shall not interfere unnecessarily with the lawful business or actions of any person.

Penalty-	First Offense:	Written Reprimand
	Second Offense:	One (1) Day Suspension
	Third Offense:	Five (5) Days Suspension
	Inclusionary	
	Period:	One (1) Year

### **30.40 Organizational Membership**

Officers shall not belong to or participate in the activities of any organization, society or other group; the activities for purpose of which is subversive in nature, or which, in any way, may adversely influence or control the work or service of such officers in their official capacity.

Penalty- Penalty as deemed necessary by the Chief of Police.

### **30.45 Political Activity – On Duty**

Officers, while on duty, shall not engage in any political activities with the purpose to elect or appoint any person to any elective or appointive position.

Penalty-	First Offense:	Written Reprimand
	Second Offense:	One (1) Day Suspension
	Third Offense:	Five (5) Days Suspension
	Inclusionary	
	Period:	Four (4) Years

### **30.50 Petitions**

Officers shall not solicit petitions for their promotion or change of duty, or for the promotion or change of duty of any other officer, or for the appointment of any person to the Department, to promote any political influence to effect such an end.

Penalty-	First Offense:	Written Reprimand
	Second Offense:	One (1) Day Suspension
	Third Offense:	Five (5) Days Suspension
	Inclusionary	
	Period:	Four (4) Years

### **30.55 Chain of Command**

Officers shall not ignore, subvert, or otherwise deviate from the chain of command without prior approval of their immediate supervisor. Supervisors who authorize such deviation shall be held accountable for such deviation.

Penalty-	First Offense:	Written Reprimand
	Second Offense:	One (1) Day Suspension
	Third Offense:	Five (5) Days Suspension
	Inclusionary	
	Period:	Two (2) Years

### **30.60 Cooperation – Press**

Officers shall not interfere with bona fide members of the news media and other information offices unless such interference is necessary to satisfactorily perform their duty. A superior officer shall be notified in the event of any questions of public relations.

Penalty-	First Offense:	Written Reprimand
	Second Offense:	One (1) Day Suspension
	Third Offense:	Five (5) Days Suspension
	Inclusionary	
	Period:	One Year (1) Year

### **30.65 Evidence**

Officers shall log and place all found items, contraband and evidence into their designated places as soon as practicable after the found items, contraband and evidence are either turned in or seized. At no time shall an officer store, keep, or display found items, evidence contraband for their own personal use.

Penalty - Penalty as deemed necessary by the Chief of Police.

### **30.70 Contraband – Evidence – Narcotics – Dangerous Drugs**

Officers shall not store or keep any narcotics or dangerous drugs, whether it be contraband evidence, except in an officially designated evidence locker or room. Narcotics and dangerous drugs necessary for court shall be checked out on the day required and taken directly to court. Immediately following conclusion of the court proceeding, the narcotics and dangerous drugs shall be returned to the designated evidence locker or room, if the court does not keep these items.

Penalty-	First Offense:	One (1) Day Suspension
	Second Offense:	Five (5) Days Suspension
	Third Offense:	Fifteen (15) Days Suspension
	Inclusionary	
	Period:	One (1) Year

**40.00 DUTY REQUIREMENTS – MISCELLANEOUS**

**40.05 Off Duty – Response to Emergencies**

Off-Duty officers shall report for duty immediately upon receipt of, and in compliance with, the directions given them at the time of notification.

Penalty - Action as deemed necessary by the Chief of Police.

**40.10 Badge – Police Credentials**

Officers shall not use another officer's credentials, and shall not loan or give their badges or credentials to another person, except upon the order of a superior officer.

Penalty-	First Offense:	Three (3) Days Suspension
	Second Offense:	Fifteen (15) Days Suspension
	Third Offense:	Dismissal
	Inclusionary	
	Period:	One (1) Year

**40.15 Enforcement of Laws – Impartiality**

Officers shall enforce the law in a fair and impartial manner and shall not exercise prejudice bias in their conduct.

Penalty - Action as deemed necessary by the Chief of Police.

**40.20 Civil Service Regulations – Violation of**

Any violation of any section of the Hermosa Beach Rules and Regulations not otherwise specifically set forth in this manual shall be proper cause for disciplinary action.

Penalty - Action as deemed necessary by the Chief of Police.

**40.25 Availability – On Duty Communication**

Officers on duty shall be directly available by normal communication or shall keep their superior officer informed of the means by which they may be reached when not immediately available.

Penalty-	First Offense:	Written Reprimand
	Second Offense:	One (1) Day Suspension
	Third Offense:	Five (5) Days Suspension
	Inclusionary	
	Period:	One Year (1) Year

#### **40.30 Obedience – Orders of Superior Officers**

Officers shall obey the lawful orders of a superior officer at all times. In the event that an order conflicts with any previous order issued by any other superior officer, or with any Department order or provision of the manual, the officer to whom the order is issued shall respectfully call attention to the conflict. If the superior officer giving the order does not make changes to obviate the conflict, the order shall stand, and the responsibility shall be that of the superior officer's. The officer carrying out the order shall not be held responsible for disobedience of the conflicting order.

Penalty - Action as deemed necessary by the Chief of Police.

#### **40.35 Acts Detrimental to the Department**

Officers shall not perform any acts or make any statements, oral or written, for publication or otherwise, which tend to bring the Department or its administrative officers into disrepute or ridicule; or which destructively criticize the Department; or which tend to disrupt or impair the performance of official duties or obligations of officers of the Department; or which tend to interfere with or subvert the reasonable supervision or proper discipline of officers of the Department.

Penalty - Action as deemed necessary by the Chief of Police.

#### **40.40 Rules – Regulations – Laws**

Officers shall study and thoroughly understand the Department duty and procedural manual all additions to these manuals, and shall keep themselves familiar with new and existing City Ordinances, Civil Service Rules and Regulations, State and Federal laws.

Penalty-	First Offense:	Oral Reprimand
	Second Offense:	Written Reprimand
	Third Offense:	One (1) Day Suspension
	Inclusionary	
	Period:	One (1) Year

#### **40.45 Bulletin Information – Knowledge of**

Officers shall acquaint themselves, daily when on duty and immediately upon return from an absence, with information on the Departmental bulletin board and case assignments, wants, and circulars, pertinent to themselves or their assignments.

Penalty-	First Offense:	Oral Reprimand
	Second Offense:	Written Reprimand
	Third Offense:	One (1) Day Suspension
	Inclusionary	
	Period:	One (1) Year

#### **40.50 Outside Employment**

Officers shall not engage in any off-duty business or other employment where a possible conflict of interest exists, unless authorized to do so by order of the Chief of Police. Officers shall not wear any portion of their uniform that indicates they are employed by the City of Hermosa Beach, nor shall they wear any insignia or patch indicating employment by the City of Hermosa Beach.

Penalty-	First Offense:	Oral Reprimand
	Second Offense:	Written Reprimand
	Third Offense:	One (1) Day Suspension
	Inclusionary	
	Period:	One (1) Year

#### **40.55 Expense – Departmental – Incurring**

Employees shall not, knowingly and intentionally, incur any unauthorized Departmental expense or liability without approval of a superior officer, except when necessary under emergency conditions.

Penalty-	First Offense:	One (1) Day Suspension
	Second Offense:	Ten (10) Days Suspension
	Third Offense:	Dismissal
	Inclusionary	
	Period:	One (1) Year

#### **40.60 Action – Potential or Actual Violation**

No supervisor or Commanding Officer shall fail, neglect, or refuse to take action on an actual, suspected or a potential violation by officers of any rules, regulations, ordinance or laws that the supervisor or Division Commander observes, is informed of, or is otherwise brought to their attention.

Penalty - Action as deemed necessary by the Chief of Police.

#### **40.65 Reporting Grievances – Complaints**

Officers shall follow the grievance procedure outlined in Policy A1.03 in this manual.

#### **40.70 Malicious Gossip – Rumor – Public Criticism**

Officers shall not engage in malicious gossip or rumor, nor shall they publicly criticize, the administration of the Department, their superior officers, or their fellow officers with malicious intent.

Penalty - Action as deemed necessary by the Chief of Police.

#### **40.75 Disciplinary Action – Initiation of**

Officers shall not initiate any disciplinary action against any other officer, when such action is the product of a violation that had been known to the initiating officer and the initiating officer had not taken action within a reasonable time.

Penalty-	First Offense:	Written Reprimand
	Second Offense:	One (1) Day Suspension
	Third Offense:	Five (5) Days Suspension
	Inclusionary Period:	
		One (1) Year

#### **40.80 Ranking Officers, Addressing of**

Officers and employees of this Department shall address superior officers by their rank unless specifically excused from doing so by the superior officer being addressed. This procedure shall apply to written communications and communications conducted over the station intercom and the telephone and shall apply to all Police Department personnel.

Penalty-	First Offense:	Oral Reprimand
	Second Offense:	Written Reprimand
	Third Offense:	One (1) Day Suspension
	Inclusionary Period:	
		One (1) Year

#### **50.00 DUTY REQUIREMENTS – ORDERS**

##### **50.05 Written Order – Violation of**

No officer shall knowingly disregard or violate any lawful written order signed by the Chief of Police or other proper Commanding Officer. Officers shall comply with the written order on a continuing basis, unless the order is countermanded by the origination authority, or by a higher authority within the Department.

Penalty – Penalty as deemed necessary by the Chief of Police.

##### **50.10 Confidentiality of Orders**

During the course of any criminal investigation or administrative inquiry, no order, evaluation, Consultation, or other written or oral communication between a superior officer and a subordinate that is identified by the superior officer as confidential shall be communicated to anyone else without authorization from the superior officer or his commander. Written communications shall be considered confidential when they are labeled as such, either in the heading or the text. Verbal communications shall be considered confidential when so specified by the superior officer and when so acknowledged by the subordinate.



This section shall not be construed to prohibit an officer from consulting his HBPOA representative about a confidential order, nor shall this section be construed to prohibit an HBPOA representative from consulting legal counsel regarding a confidential order.

Penalty – Penalty as deemed necessary by the Chief of Police.

### **50.15 Radio Orders**

All officers, regardless of rank, shall obey the lawful instructions given over the radio by a dispatcher.

Penalty-	First Offense:	Written Reprimand
	Second Offense:	One (1) Day Suspension
	Third Offense:	Five (5) Days Suspension
	Inclusionary	
	Period:	One (1) Year

## **60.00 DUTY REQUIREMENTS REPORTS**

### **60.05 Reports, Injury or Damage**

Officers who, by any cause, injure any person or animal or damage public or private property, shall report such injury or damage to the Watch Commander immediately. The Watch Commander shall forward this information and all subsequent reports and information to the Division Commander.

Penalty-	First Offense:	Written Reprimand
	Second Offense:	One (1) Day Suspension
	Third Offense:	Five (5) Days Suspension
	Inclusionary	
	Period:	One (1) Year

### **60.10 Reporting Use of Narcotics**

Officers while taking any medication that may effect their ability to work shall report this fact and any doctor's limitations regarding the medication to their supervisor. Officers shall not carry firearms, drive vehicles, or operate any hazardous equipment while taking medication that may effect their ability to work without the approval of their supervisor.

Penalty-	First Offense:	Oral Reprimand
	Second Offense:	Written Reprimand
	Third Offense:	One (1) Day Suspension
	Inclusionary	
	Period:	One (1) Year

### **60.15 Reports – Hazardous Conditions**

Officers, while performing their duties, shall make written reports on observations of dangerous or hazardous conditions that could affect the safety of the community or where the City may be held responsible for the conditions.

Penalty-	First Offense:	Oral Reprimand
	Second Offense:	Written Reprimand
	Third Offense:	One (1) Day Suspension
	Inclusionary	
	Period:	One (1) Year

### **60.20 Reporting Illness or Injury**

Officers who are unable to report for duty as scheduled for reasons of illness shall report such condition to the complaint desk at least four (4) hours before the scheduled time to report. Exceptions shall be made in the case of injury or exceptional circumstances.

Penalty-	First Offense:	Oral Reprimand
	Second Offense:	Written Reprimand
	Third Offense:	One (1) Day Suspension
	Inclusionary	
	Period:	One (1) Year

### **60.25 City Property – Personal Injury**

Officers at the scene of a personal injury accident, or an accident occurring as a result of any defect in the public area, or where it appears that the city may be held responsible for any injury or damage, shall notify the Watch Commander immediately so that appropriate action may be taken. The Watch Commander shall forward this information and all subsequent reports and information to the Division Commander.

Penalty-	First Offense:	Oral Reprimand
	Second Offense:	Written Reprimand
	Third Offense:	One (1) Day Suspension
	Inclusionary	
	Period:	One (1) Year

### **60.30 Reports – Industrial Injury**

Officers shall report any personal injury sustained while on duty immediately to their Watch Commander, and file a Report of Industrial Injury promptly in writing when so directed by a supervisor.

Penalty-	First Offense:	Oral Reprimand
	Second Offense:	Written Reprimand
	Third Offense:	One (1) Day Suspension

Inclusionary  
Period: One (1) Year

**60.35 Address – Telephone Number – Change of**

Officers shall in writing report any change of telephone number or address to their Watch Commander and Division Commander as soon as practicable after the change, and never any later than eight (8) hours after the change.

Penalty- First Offense: Oral Reprimand  
Second Offense: Written Reprimand  
Third Offense: One (1) Day Suspension  
Inclusionary  
Period: One (1) Year

**60.40 Reports – Submission of**

Officers shall submit written reports as required by, and in conformity with, Departmental orders or instruction of a superior officer.

Penalty- First Offense: Oral Reprimand  
Second Offense: Written Reprimand  
Third Offense: One (1) Day Suspension  
Inclusionary  
Period: One (1) Year

**60.45 False Reports**

Officers shall not knowingly make a false report, either verbal or written.

Penalty- As deemed necessary by the Chief of Police.

**60.50 Reporting Use of Chemical Agents**

Officers shall follow Departmental regulations in regard to reporting the use of aerosol gas (chemical mace), or other approved chemical agents.

Penalty- First Offense: One (1) Day Suspension  
Second Offense: Three (3) Days Suspension  
Third Offense: Ten (10) Days Suspension  
Inclusionary  
Period: One (1) Year

### **60.55 Reports – Use of Force on Prisoner or Any Person**

Officers shall, in writing, report immediately to their Watch Commander any use of force on a prisoner or any person that results in injury. The officer shall also make a notation in his Arrest or Incident report that a report was submitted to the Watch Commander. If the Watch Commander is involved, the report shall be forwarded to the Division Commander.

Penalty-	First Offense:	Written Reprimand
	Second Offense:	One (1) Day Suspension
	Third Offense:	Five (5) Days Suspension
	Fourth Offense:	Dismissal
	Inclusionary Period:	One (1) Year

### **60.60 Discharging Firearms**

Officers shall follow approved Departmental procedures when a firearm is discharged at other than an approved range. This policy shall not apply to officers hunting or target shooting in approved areas and following all rules, regulations, and laws.

Penalty-	First Offense:	One (1) Day Suspension
	Second Offense:	Ten (10) Days Suspension
	Third Offense:	Thirty (30) Days Suspension
	Fourth Offense:	Dismissal
	Inclusionary Period:	One (1) Year

### **60.65 Reports – Off-Duty Police Action**

All sworn personnel will immediately advise the Department, with a follow-up in writing upon their return to work, if they are involved in any police action during their off-duty hours. This would include the questioning or apprehension of a suspect, the drawing of a weapon due to police action, or assisting either a citizen or another police agency to question, apprehend, or in any way be involved with a suspect.

If a Watch Commander receives a call from an officer reporting this type of incident, the Watch Commander will make a note of the time and the place of the incident. This note will be given to the appropriate Division Commander, with a copy to the Chief of Police prior to the Watch Commander's end of watch.

Penalty - Penalty as deemed necessary by the Chief of Police.

## **70.00 DUTY RESPONSIBILITIES**

### **70.05 Orders – On Duty or Off Duty**

Officers are held to be always on duty, although periodically relieved from routine performance. Officers are always subject to orders from superior officers during the performance of their duties and although they may be technically off duty, they shall not be relieved of the responsibility of taking proper police action in any matter coming to their attention.

Penalty - Action as deemed necessary by the Chief of Police.

### **70.10 Reporting Off Duty**

Officers shall, at the completion of their shift, report to the Police Station that they are going off duty, unless a superior officer has authorized an alternate procedure.

Penalty-	First Offense:	Written Reprimand
	Second Offense:	One (1) Day Suspension
	Third Offense:	Five (5) Days Suspension
	Fourth Offense:	Dismissal
	Inclusionary Period:	One (1) Year

### **70.15 Familiarization**

Officers shall memorize the location of streets, hospitals, depots, public buildings, government agencies, and important business establishments and associations in the City. They shall also be required to be familiar with the names of all City Officials and their resident addresses.

Penalty-	First Offense:	Oral Reprimand
	Second Offense:	Written Reprimand
	Third Offense:	One (1) Day Suspension
	Inclusionary Period:	One (1) Year

### **70.20 Fire Discovery**

Officers who discover a fire, shall report the exact location and the type of fire by radio or telephone. They shall then, without further delay, when possible, secure the safety of any person in the building. If the fire is in a building and during the hours of darkness, the officer shall be responsible for the awakening of all persons in the building and the immediate adjoining buildings.

Penalty – Penalty action as deemed necessary by the Chief of Police.

### **70.25 Fire – First on Scene**

The Watch Commander, or the first officer at the scene of any fire, after securing the safety of any person involved, shall establish a blockade at each end of the street and insure the Fire Department of traffic control within the fire area.

Penalty-	First Offense:	Written Reprimand
	Second Offense:	One (1) Day Suspension
	Third Offense:	Three (3) Days Suspension
	Inclusionary	
	Period:	Three (3) Years

### **70.30 Completion of Assignment**

Officers dispatched on assignment, shall, at the completion of the assignment, notify the dispatcher, and shall in brief, outline what action was taken. In the event that the investigation requires an unusually long period of time, the assigned officer shall notify headquarters by radio or telephone the cause of delay and what action is being taken.

Penalty-	First Offense:	Written Reprimand
	Second Offense:	One (1) Day Suspension
	Third Offense:	Five(5) Days Suspension
	Inclusionary	
	Period:	One (1) Year

### **70.35 Vice Conditions**

Officers, having reason to believe that liquor, narcotics, dangerous drugs, prostitution, or gambling laws are being violated, and officers having any information regarding any felony or wanted person, shall, without unnecessary delay, report all details to their superior officer, who shall direct what action should be taken or forward the information to the Investigation Division in writing.

Penalty – Penalty action as deemed necessary by the Chief of Police.

### **70.40 Crime Scene**

Officers assigned to, or who come upon the scene of, a crime or suspicious death, shall take immediate steps to care for the injured, apprehend the perpetrator, and investigate the circumstances surrounding the occurrence. They shall protect the scene and prevent the destruction, mutilation, concealment, or contamination of any physical evidence found at the scene.

Penalty - Penalty as deemed necessary by the Chief of Police.

## **80.00 ARRESTS**

### **80.05 Arrests – Search of Prisoner**

Officers making an arrest shall conduct a "pat down" for weapons, consistent with the most recent court decisions. A thorough search shall be made prior to transporting the arrestee to the Police Department whenever legal and practical to do so. All prisoners shall be subjected to a custodial search before being placed in a cell.

After the arrestee is searched, the officer shall take such precautions to prevent an escape/injury to prisoner, or to himself.

Penalty-	First Offense:	Written Reprimand
	Second Offense:	One (1) Day Suspension
	Third Offense:	Five (5) Days Suspension
	Inclusionary Period:	
		One (1) Year

### **80.10 Arrest – Booking Procedure – Property Other Than Weapons and Evidence**

During custodial searches property other than weapons and evidence shall not be remove from prisoners except in the presence of the booking officer or arresting officer.

Prisoners shall be given a receipt for money and any property taken from them.

Penalty-	First Offense:	Written Reprimand
	Second Offense:	One (1) Day Suspension
	Third Offense:	Five (5) Days Suspension
	Inclusionary Period:	
		One (1) Year

### **80.15 Arrest – Personal Quarrels – Family**

Officers shall not, except with the permission of their Watch Commander, make arrests resulting from their own quarrels or from those in their immediate family except under extreme circumstances.

Penalty-	First Offense:	Written Reprimand
	Second Offense:	One (1) Day Suspension
	Third Offense:	Five (5) Days Suspension
	Inclusionary Period:	
		One (1) Year

### **80.20 Arrest – Traffic Not in Uniform**

Off duty officers shall not arrest traffic violators on sight, except when the violation involves an accident where they are not personally involved or driving under the influence.

Penalty-	First Offense:	Written Reprimand
	Second Offense:	One (1) Day Suspension
	Third Offense:	Five (5) Days Suspension
	Inclusionary	
	Period:	One (1) Year

**80.25 Arrest – Use of Force**

Officers shall not use unnecessary force or violence in making an arrest, or in dealing with a prisoner or any person. Prisoners shall always be treated in a fair and humane manner. Officers shall not strike or use any other form of physical force on a prisoner or other person except when necessary to prevent an escape or in self-defense, or to prevent violence to another person. When such exceptions are made, it shall be done with the minimal force necessary.

Penalty – Penalty action as deemed necessary by the Chief of Police.

**80.30 Arrests – Use of Police “Sap”**

All uniform personnel shall be restricted from carrying the weapon commonly referred to as police "sap", also known as "billy", "blackjack", "sand club", "sand bag", or "sap gloves".

Penalty-	First Offense:	One (1) Day Suspension
	Second Offense:	Five (5) Days Suspension
	Third Offense:	Dismissal
	Inclusionary	
	Period:	One (1) Year

**80.35 Arrests – Search of Police Vehicles**

Officers shall search the transporting vehicle, if circumstances are such that this is possible, before and after transporting any prisoner to the Police Department.

Penalty-	First Offense:	Oral Reprimand
	Second Offense:	Written Reprimand
	Third Offense:	One (1) Day Suspension
	Inclusionary	
	Period:	One (1) Year

**80.40 Arrests – Dismissal of Criminal Charges After Booking**

After booking, officers shall not dismiss the charges against an arrested person unless there is sufficient good reason and then only with the knowledge and consent of the Watch Commander.



Penalty-	First Offense:	Written Reprimand
	Second Offense:	One (1) Day Suspension
	Third Offense:	Five (5) Days Suspension
	Inclusionary	
	Period:	One (1) Year

**80.45 Arrests – Release on Own Recognizance**

Officers shall not release prisoners on their own recognizance without the approval of the Watch Commander on the "Released By" section of the white booking. An exception to this order will be a Detective.

Penalty-	First Offense:	Written Reprimand
	Second Offense:	One (1) Day Suspension
	Third Offense:	Five (5) Days Suspension
	Inclusionary	
	Period:	One (1) Year

**90.00 COURT APPEARANCES**

**90.05 Court – Appearances – Punctuality**

Officers shall not fail to appear in Court at the time specified by their subpoena and they shall not leave until authorized by a competent authority. If duty or sickness prevents the officer from being present at the appointed time and place, the officer shall notify the Day Watch Commander and the Court Liaison Officer so that the appropriate notice can be made to the Court.

Penalty-	First Offense:	Oral Reprimand
	Second Offense:	Written Reprimand
	Third Offense:	One (1) Day Suspension
	Inclusionary	
	Period:	One (1) Year

**90.10 Conduct – Testimony – Truthfulness**

An Officer's conduct while in Court, both on and off the stand and while in other parts of the building, shall be exemplary. During testimony, the officer shall be completely truthful and accurate to the best of his recollection. The officer shall avoid any indication of prejudice, anger, or enmity.

Penalty - Penalty as deemed necessary by the Chief of Police.

**90.15 Personal Appearance**

Officers shall wear a neat and clean class “A” uniform, business suit or sport coat when subpoenaed to Court, except when authorized to appear in different attire by a superior officer or a deputy district attorney. No lapel pins indicating membership in any organization shall be worn by the officer when appearing in Court.

Penalty-	First Offense:	Oral Reprimand
	Second Offense:	Written Reprimand
	Third Offense:	One (1) Day Suspension
	Inclusionary	
	Period:	One (1) Year

**90.20 Witness Fees**

Officers shall not accept any remuneration for appearing in any court, except the agreed-upon pay from the City of Hermosa Beach.

Penalty-	First Offense:	One (1) Day Suspension
	Second Offense:	Five (5) Days Suspension
	Third Offense:	Dismissal
	Inclusionary	
	Period:	Two (2) Years

**100.00 CONDUCT – CRIMINAL CASES – GENERAL**

**100.05 Compromising Criminal Cases**

Officers shall not, for personal gain or benefit, use their official position to make any arrangement for any criminal to evade prosecution.

Penalty - Penalty as deemed necessary by the Chief of Police.

**100.10 Criminal Information**

Officers shall not reveal any information in their possession, however obtained, which may enable anyone to escape detection, arrest, or prosecution; or enable anyone to destroy evidence, or to destroy or secrete stolen property.

Penalty - Penalty as deemed necessary by the Chief of Police.

**100.15 Withholding Criminal Information**

Officers receiving or possessing facts or information relative to a criminal offense or case, shall not retain such facts or information through ulterior motives or desire for personal credit but shall report the facts or information in accordance with Departmental procedures.

Penalty-	First Offense:	One (1) Day Suspension
	Second Offense:	Ten (10) Days Suspension
	Third Offense:	Thirty (30) Days Suspension
	Fourth Offense:	Dismissal
	Inclusionary	
	Period:	One (1) Year

## **110.00 PRISONERS**

### **110.05 Prisoners – Suspects – Transacting With**

No officer shall buy or accept any article for personal disposition from any suspect or prisoner or from any associate of any suspect or prisoner. This does not apply to items for display by the Department for the public.

Penalty-	First Offense:	One (1) Day Suspension
	Second Offense:	Ten (10) Days Suspension
	Third Offense:	Dismissal
	Inclusionary	
	Period:	Three (3) Years

### **110.10 Prisoners – Suspects – Availability of Weapons**

Officers shall not place weapons or objects adaptable for use as weapons and capable of inflicting serious bodily injury, or permit such weapons or objects to remain unattended in any location within the police building normally accessible to a prisoner or suspect.

Penalty-	First Offense:	Written Reprimand
	Second Offense:	One (1) Day Suspension
	Third Offense:	Five (5) Days Suspension
	Inclusionary	
	Period:	One (1) Year

### **110.15 Prisoners – Suspects – Female – Transportation**

If it becomes necessary to transport a female prisoner or suspect without a female officer or matron present, the transporting male officer shall report by radio and have recorded on the log, the location of the arrest, the time and the mileage on the odometer, including tenths of miles. At the completion of transporting, the ending mileage including tenths of miles shall also be recorded on the log.

Penalty-	First Offense:	Oral Reprimand
	Second Offense:	Written Reprimand
	Third Offense:	One (1) Day Suspension
	Inclusionary	
	Period:	One (1) Year

### **110.20 Prisoners – Suspects – Female – Handling**

Female suspects, after field arrest, shall be handcuffed to ensure officer safety. A female officer or jailer should be called to the arrest location to conduct a pat-down search for weapons.

In the absence of a female officer or jailer, consistent with current case law and officer safety requirements, a male officer may conduct a cursory pat-down search for weapons prior to transporting the female prisoner.

In any case wherein the arrested female is suspected of involvement in the use of a firearm or other deadly weapon, the officer shall conduct a search prior to transporting the suspect, even absent a female officer or jailer.

Penalty-	First Offense:	Written Reprimand
	Second Offense:	One (1) Day Suspension
	Third Offense:	Five (5) Days Suspension
	Inclusionary Period:	
		Two (2) Years

### **110.25 Prisoners – Suspects – Female – Processing**

Male officers shall utilize the services of a police woman, matron, or authorized female employee, during any custodial search of a female prisoner.

Penalty-	First Offense:	Oral Reprimand
	Second Offense:	Written Reprimand
	Third Offense:	One (1) Day Suspension
	Inclusionary Period:	
		One (1) Year

### **110.30 Prisoners – Attorneys**

Officers shall not recommend an attorney to a suspect or prisoner, except if the suspect or prisoner is a member of the officer's immediate family.

Penalty-	First Offense:	Written Reprimand
	Second Offense:	Three (3) Days Suspension
	Third Offense:	Ten (10) Days Suspension
	Inclusionary Period:	
		Two (2) Years

### **110.35 Prisoners – Bail Bondsmen**

Officers shall not post bail or recommend or suggest any person or firm engaged in the business of furnishing bail to any prisoner, except if the prisoner is a member of the officer's immediate family

Penalty-	First Offense:	Written Reprimand
	Second Offense:	Three Day (3) Days Suspension
	Third Offense:	Ten (10) Days Suspension
	Inclusionary	
	Period:	Two (2) Years

#### **110.40 Prisoners – Jailing of Unconscious or Injured**

Officers shall not cause to be jailed any unconscious prisoner nor shall any injured prisoner be jailed until he has been examined by the Watch Commander and it is determined whether the prisoner requires medical attention.

Penalty-	First Offense:	One (1) Day Suspension
	Second Offense:	Three Day (3) Days Suspension
	Third Offense:	Ten (10) Days Suspension
	Fourth Offense:	Dismissal
	Inclusionary	
	Period:	One (1) Year

#### **110.45 Prisoners – Fraternalizing**

No officer shall engage in any game, contest or wager with any prisoner, or furnish a room, house, or any place for a prisoner when they are released.

Penalty-	First Offense:	Written Reprimand
	Second Offense:	One (1) Day Suspension
	Third Offense:	Five (5) Days Suspension
	Inclusionary	
	Period:	One (1) Year

#### **110.50 Prisoners – Agreement**

Officers shall not hold for safekeeping, sell or attempt to sell, any real or personal property of any prisoner or suspect which he is not required to do by law.

Penalty-	First Offense:	Written Reprimand
	Second Offense:	One (1) Day Suspension
	Third Offense:	Five (5) Days Suspension
	Inclusionary	
	Period:	One (1) Year

### **110.55 Bail Bondsmen – Attorney – Referral**

Officers shall not refer prisoners or suspects to a bail bondsman or an attorney under any circumstances unless the prisoner or suspect is a member of the officer's immediate family.

Penalty-	First Offense:	Fifteen (15) Days Suspension
	Second Offense:	Thirty (30) Days Suspension
	Third Offense:	Dismissal
	Inclusionary Period:	
		Three (3) Years

### **120.00 CIVIL ACTIONS INVOLVING EMPLOYEES**

#### **120.05 Civil Actions**

Officers shall first notify the Chief of Police before initiating any civil action arising out of their official duties.

Penalty-	First Offense:	Written Reprimand
	Second Offense:	Five (5) Days Suspension
	Third Offense:	Dismissal
	Inclusionary Period:	
		One (1) Year

#### **120.10 Civil Cases – Misuse of Position**

Officers shall not use their positions with the Department as a means of forcing or intimidating persons, with whom they are engaged in civil matters, to settle the case in favor of the officer.

Penalty-	First Offense:	Ten (10) Days Suspension
	Second Offense:	Dismissal
	Inclusionary Period:	
		Three (3) Years

#### **120.15 Servicing Civil Papers**

Officers shall not serve civil papers, except in the performance of their duty. This section does not apply to papers being served by officers for members of their immediate family while they are off duty and not in uniform.

Penalty-	First Offense:	Written Reprimand
	Second Offense:	Five (5) Days Suspension
	Third Offense:	Dismissal
	Inclusionary Period:	
		One (1) Year

## **130.00 REWARDS – GRATUITIES**

### **130.05 Courtesy Cards – Badges**

Officers of the Hermosa Beach Police Department shall not issue to any person a courtesy card, membership card, badge or any other device that would aid or assist any person in avoiding the penalty of arrest or citation. All officers are further instructed to seize any such card, badge, or device presented to them by any person, regardless of from whom it was issued or for whatever reason. Anything of this nature seized shall be forwarded to the Chief of Police.

Penalty-	First Offense:	One (1) Day Suspension
	Second Offense:	Five (5) Days Suspension
	Third Offense:	Ten (10) Days Suspension
	Inclusionary	
	Period:	One (1) Year

### **130.10 Solicitation – Acceptance**

Officers shall not solicit or accept rewards, presents, gratuities or compensation other than that paid by the City of Hermosa Beach, or as authorized by Department Order, for any police service on or off duty.

Penalty-	First Offense:	One (1) Day Suspension
	Second Offense:	Five (5) Days Suspension
	Third Offense:	Ten (10) Days Suspension
	Inclusionary	
	Period:	One (1) Year

### **130.15 Solicitation – Special Privileges**

Officers shall not use their badge, uniform, ID card, or official position for personal gain to solicit or receive special privileges for themselves or others, such as free admission to place of amusement, discounts or purchases, or other favor, except as expressly permitted in Departmental Orders or in writing by the Chief of Police. An officer may use his badge or other official credentials to obtain admission to any public gathering when such use is in the performance of duty.

Penalty-	First Offense:	Oral Reprimand
	Second Offense:	Written Reprimand
	Third Offense:	One (1) Day Suspension
	Inclusionary	
	Period:	One (1) Year

## **140.00 RELATIONS WITH PUBLIC – GENERAL**

### **140.05 Identification to Public**

Plain clothes officers on official business shall, at all times, identify themselves immediately by giving their names and displaying their badges or official credentials, unless such action is likely to jeopardize the successful completion of a police assignment. Uniform officers while on duty shall, upon request, give their name and serial numbers.

Penalty-	First Offense:	Oral Reprimand
	Second Offense:	Written Reprimand
	Third Offense:	One (1) Day Suspension
	Inclusionary	
	Period:	One (1) Year

### **140.10 Communications – General – Language**

No employee shall knowingly use profanity, obscenity, or disparaging remarks in the presence of the public, or in the presence of any employee likely to be offended.

Penalty-	First Offense:	Oral Reprimand
	Second Offense:	Written Reprimand
	Third Offense:	One (1) Day Suspension
	Inclusionary	
	Period:	One (1) Year

### **140.15 Public Talks**

Officers shall secure permission through the office of the Chief of Police prior to speaking to a public assembly as a representative of the Department.

Penalty-	First Offense:	One (1) Day Suspension
	Second Offense:	Ten (10) Days Suspension
	Third Offense:	Dismissal
	Inclusionary	
	Period:	Two (2) Years

## **150.00 EQUIPMENT ON PERSON – FIREARMS**

### **150.05 Firearms Discharge**

Officers shall not discharge a firearm or use any other type of deadly force in the performance of their duties, except under the following circumstances and after all other means fail:

1. In the necessary defense of himself or any other person who is in imminent danger of death or great bodily harm.



2. To effect an arrest, or to prevent an escape of a felony subject, or to recapture an escaped felony suspect when:

a. The crime for which the arrest is sought involved conduct including the use or threatened use of deadly force; and

b. There is a substantial risk that the person whose arrest is sought will cause death or great bodily harm if his apprehension is delayed.

3. To kill a dangerous animal which is attacking the officer or other person or persons, or which, if allowed to escape, presents a danger to the public.

4. When humanity requires the destruction of an animal to save it from further suffering, and other disposition is not possible.

5. For target practice at an approved range.

A member of the Department shall not discharge a firearm under the following circumstances:

1. As a warning shot.

2. From or at a moving vehicle unless the circumstances come within the provisions of the Firearms Policy, and can be accomplished without endangering other persons.

Penalty - Penalty action as deemed necessary by the Chief of Police.

#### **150.10 Firearms – Cleaning or Loading**

Officers shall not clean, load or unload firearms in an unsafe area or unsafe manner.

Penalty -	First Offense:	Written Reprimand
	Second Offense:	One (1) Day Suspension
	Third Offense:	Five (5) Days Suspension
	Fourth Offense:	Dismissal
	Inclusionary	
	Period:	One (1) Year

#### **150.15 Firearms – Selling**

Officers shall not lend, give, or sell any firearms to any person who does not have a legal right to possess such firearm.

Penalty - First Offense: Dismissal

#### **150.20 Firearms – Drawing**

Officers shall only draw their sidearm, or their shotgun, when they are arresting or attempting to arrest any person or persons, whom they believe is about to commit or in the process of

committing, or who has recently committed a felonious crime, or when entering a structure or area where a possible danger to the officer or other person exists.

Penalty-	First Offense:	Oral Reprimand
	Second Offense:	Written Reprimand
	Third Offense:	One (1) Day Suspension
	Inclusionary	
	Period:	One (1) Year

### **150.25 Firearms – Off Duty**

Officers shall not carry any firearms off duty which have not been approved by departmental regulation or issued to them. This order does not pertain to hunting rifles or other sports weapons not concealed on the person.

Penalty-	First Offense:	One (1) Day Suspension
	Second Offense:	Five (5) Day Suspension
	Third Offense:	Dismissal
	Inclusionary	
	Period:	One (1) Year

### **150.30 Firearms – Exposed to View**

Officers shall not, when off duty or when on duty in civilian clothes, wear or carry their firearm in such a manner that they are conspicuously exposed to public view. This section does not apply to the police building.

Penalty -	First Offense:	Written Reprimand
	Second Offense:	One (1) Day Suspension
	Third Offense:	Five (5) Days Suspension
	Fourth Offense:	Dismissal
	Inclusionary	
	Period:	One (1) Year

### **150.35 Firearms – Display of**

Officers shall not unnecessarily display any firearm in any public place, or carelessly handle firearm at any time.

Penalty -	First Offense:	Written Reprimand
	Second Offense:	One (1) Day Suspension
	Third Offense:	Five (5) Days Suspension
	Fourth Offense:	Dismissal
	Inclusionary	
	Period:	One (1) Year

### **150.40 Firearm – Loss of – Report**

Officers shall file a written report immediately following the loss of any personal or Departmental firearm.

Penalty -	First Offense:	One (1) Day Suspension
	Second Offense:	Five (5) Days Suspension
	Third Offense:	Dismissal
	Inclusionary Period:	
		One (1) Year

### **150.45 Firearm – Prohibited Use**

No officer shall use a firearm in any fashion for the purposes of intimidation or joking. No officer shall draw or point a firearm at any adequately restrained or handcuffed prisoner or detainee.

Penalty -	First Offense:	Written Reprimand
	Second Offense:	One (1) Day Suspension
	Third Offense:	Five (5) Days Suspension
	Inclusionary Period:	
		One (1) Year

## **160.00 EQUIPMENT ON PERSON – GENERAL**

### **160.05 Personal Weapons**

Officers shall not carry any privately owned firearms or other weapons that are not specified in the Regulations without the written authorization of the Chief of Police; except that during a temporary emergency, such weapons may be carried with the verbal approval of a commanding Officer. Officers shall not carry in any Police vehicle privately owned weapons without the prior written permission of the Chief of Police, other than approved backup sidearms.

Penalty -	First Offense:	Written Reprimand
	Second Offense:	Five (5) Days Suspension
	Third Offense:	Dismissal
	Inclusionary Period:	
		One (1) Year

### **160.10 Automatic Weapons – Chemical**

Officers shall not carry or use submachine guns, gas, or other types of chemical weapons not specifically approved for Departmental use. Use of such weapons or gas must have the approval of a Commanding Officer.

Penalty -	First Offense:	One (1) Day Suspension
	Second Offense:	Five (5) Days Suspension
	Third Offense:	Dismissal
	Inclusionary	
	Period:	Two (2) Years

### **160.15 Chemical Agent Dispenser – Use of**

Officers shall use a chemical agent on the performance of police duty only when necessary, and after reasonable efforts to control a violent person have failed. All Departmental Regulations regarding chemical agents shall be followed.

Penalty -	First Offense:	Written Reprimand
	Second Offense:	One (1) Day Suspension
	Third Offense:	Five (5) Days Suspension
	Fourth Offense:	Dismissal
	Inclusionary	
Period:	Two (2) Years	

### **160.20 Equipment Specifications**

Officers on duty shall not carry any equipment which does not conform with the specifications in the duty manual or on file in the office of the Chief of Police.

Penalty -	First Offense:	Written Reprimand
	Second Offense:	One (1) Day Suspension
	Third Offense:	Three (3) Days Suspension
	Fourth Offense:	Ten (10) Days Suspension
	Inclusionary	
Period:	One (1) Year	

### **160.25 Batons – Use of**

Batons shall be used in the performance of an officer's duty only when necessary.

Penalty -	First Offense:	Written Reprimand
	Second Offense:	One (1) Day Suspension
	Third Offense:	Five (5) Days Suspension
	Fourth Offense:	Dismissal
	Inclusionary	
Period:	Two (2) Years	

### **160.30 Batons – Carry of**

All officers shall carry a serviceable and departmentally approved baton while in the field and outside their Police vehicle, except on assigned report calls when it shall be optional.

Penalty -	First Offense:	Oral Reprimand
	Second Offense:	Written Reprimand
	Third Offense:	One (1) Day Suspension
	Inclusionary	
	Period:	One (1) Year

## **170.00 CARE AND USE OF DEPARTMENTAL EQUIPMENT – GENERAL**

### **170.05 Equipment – Authorization to Use**

Officers, while on duty, shall not drive or use any equipment unless he is licensed and/or authorized to do so.

Penalty -	First Offense:	Written Reprimand
	Second Offense:	One (1) Day Suspension
	Third Offense:	Five (5) Days Suspension
	Inclusionary	
	Period:	One (1) Year

### **170.10 Departmental Property – Moving**

Officers shall not move equipment or furnishings outside of the division to which the equipment is assigned without permission of the commanding officer of the division concerned.

Penalty -	First Offense:	Oral Reprimand
	Second Offense:	Written Reprimand
	Third Offense:	One (1) Day Suspension
	Inclusionary	
	Period:	One (1) Year

### **170.15 Departmental Property – Loss of – Damage to – Report**

Officers shall promptly report in writing, through channels to their superior officer, the loss, damage to, or unserviceable condition of, any Departmental property or equipment issued for or assigned to, their use.

Penalty -	First Offense:	One (1) Day Suspension
	Second Offense:	Five (5) Days Suspension
	Third Offense:	Dismissal
	Inclusionary	
	Period:	One (1) Year

### **170.20 Damage to Equipment – Failure to Report**

Any officer who knowingly damages Departmental equipment, regardless of how slight, shall make a report immediately in writing to the Chief of Police through the chain of command.

Penalty -	First Offense:	One (1) Day Suspension
	Second Offense:	Five (5) Days Suspension
	Third Offense:	Dismissal
	Inclusionary	
	Period:	One (1) Year

### **170.25 Department Equipment – Care and Use of**

Officers shall be responsible for the proper care, use, and maintenance of the Department firearm and equipment entrusted to them.

Penalty -	First Offense:	Written Reprimand
	Second Offense:	One (1) Day Suspension
	Third Offense:	Five (5) Days Suspension
	Fourth Offense:	Dismissal
	Inclusionary	
Period:	One (1) Year	

### **170.30 Police Department Stationery and Forms**

Officers shall not use any Departmental stationery or forms for personal use.

Penalty -	First Offense:	Oral Reprimand
	Second Offense:	Written Reprimand
	Third Offense:	One (1) Day Suspension
	Inclusionary	
	Period:	One (1) Year

### **170.35 Police Manual**

Officers shall maintain a current Manual or Manuals covering General Orders, Procedures, Rules and Regulations, or any orders, rules, regulations, or procedures issued to them by the Chief of Police. They shall be maintained in good order at all times. This manual shall be stored in the station and shall be accessible to the officer at all times during his tour of duty.

Penalty -	First Offense:	Oral Reprimand
	Second Offense:	Written Reprimand
	Third Offense:	One (1) Day Suspension
	Inclusionary	
	Period:	One (1) Year

### **170.40 Bulletin Board**

No bulletin boards, blackboards, or graphic displays of any kind shall be displayed within the confines of the police station or departmental facilities without prior written approval of the Chief of Police.

Penalty -	First Offense:	Written Reprimand
	Second Offense:	One (1) Day Suspension
	Third Offense:	Five (5) Days Suspension
	Inclusionary	
	Period:	One (1) Year

### **170.45 HBPOA Bulletin Board**

The Hermosa Beach Police Officers' Association may maintain a bulletin board to be posted in the officers' locker room and to be available for Association related matters.

Penalty -	First Offense:	Written Reprimand
	Second Offense:	One (1) Day Suspension
	Third Offense:	Five (5) Days Suspension
	Inclusionary	
	Period:	One (1) Year

### **170.50 Individual Officers' Mailboxes – Use of**

Officers' mailboxes shall be used solely to communicate official or work-related documents and items.

Penalty -	First Offense:	Oral Reprimand
	Second Offense:	Written Reprimand
	Third Offense:	One (1) Day Suspension
	Inclusionary	
	Period:	One (1) Year

Officers shall check and purge their mailboxes daily and shall not use them to store paperwork and other items beyond a single day.

Penalty -	First Offense:	Oral Reprimand
	Second Offense:	Written Reprimand
	Third Offense:	One (1) Day Suspension
	Inclusionary	
	Period:	One (1) Year

### **180.00 CITY OWNED VEHICLES**

#### **180.05 Police Department Vehicles – Safe Operation**

Officers operating Police Department vehicles shall drive in a safe and legal manner. In emergency situations, the officer shall drive in a reasonable and prudent manner, following Departmental Regulations. Officers shall not use Police Department vehicles to ram or block other vehicles or moving objects unless:

- a. It is necessary in defense of the officer's life or the life of another person, or
- b. After all reasonable means have failed, it is necessary to prevent the escape of a person whom the officer has reasonable cause to believe is a felon and in the officer's judgment, a serious threat to life.

Penalty - Action as deemed necessary by the Chief of Police.

**180.10 Vehicle – Reserves – Driving of (Section eliminated October 12, 1994)**

**180.15 Police Vehicles – Passengers**

Officers operating Police Department vehicles shall not permit passengers to ride with them, except when authorized by a Watch Commander or Commanding Officer. This section does not include detectives while on duty.

Penalty - First Offense: One (1) Day Suspension  
 Second Offense: Five (5) Days Suspension  
 Third Offense: Dismissal  
 Inclusionary  
 Period: One (1) Year

**180.20 Police Department Vehicles – Accidents**

Traffic accidents or damage involving Departmental vehicles shall be reviewed by the Traffic Accident Review Board in accordance with the policy governing investigation of accidents and damage. The Review Board shall classify the accident as a minor, moderate, or major accident, and also present their findings to the Chief of Police. The Chief of Police shall take immediate action on the findings of the Board.

Penalty -Minor Accidents: First Offense: Oral Reprimand  
 Second Offense: Written Reprimand  
 Third Offense: One (1) Day Suspension  
 Fourth Offense: Three (3) Days Suspension  
 Inclusionary  
 Period: One (1) Year

Penalty -Moderate Accidents: First Offense: One (1) Day Suspension  
 Second Offense: Three (3) Days Suspension  
 Third Offense: Five (5) Days Suspension  
 Inclusionary  
 Period: Two (2) Years

Penalty -Major Accidents: First Offense: Two (2) Days Suspension  
 Second Offense: Five (5) Days Suspension  
 Third Offense: Ten (10) Days Suspension  
 Inclusionary  
 Period: Three (3) Years



## **190.00 UNIFORMS AND APPEARANCE**

### **190.05 General Appearance**

Officers shall appear neat and clean at all times, except when such emergency arises that the officer has no opportunity to prepare and clean up.

Penalty -	First Offense:	Oral Reprimand
	Second Offense:	Written Reprimand
	Third Offense:	One (1) Day Suspension
	Fourth Offense:	Five (5) Days Suspension
	Fifth Offense:	Dismissal
	Inclusionary	
	Period:	One (1) Year

### **190.10 Uniforms – Specifications**

Officers shall wear the specified uniform while on duty and shall not wear any uniforms, or portions thereof, which do not conform to Regulations.

Penalty -	First Offense:	Oral Reprimand
	Second Offense:	Written Reprimand
	Third Offense:	One (1) Day Suspension
	Fourth Offense:	Five (5) Days Suspension
	Fifth Offense:	Dismissal
	Inclusionary	
	Period:	One (1) Year

### **190.15 Uniforms – Equipment – Maintenance of**

Officers shall maintain uniforms and personal equipment in serviceable condition. Uniforms and portions thereof shall be clean, pressed, and shall not be noticeably patched, torn, or worn. Shoes, leather, and metal equipment shall be well polished.

Penalty -	First Offense:	Oral Reprimand
	Second Offense:	Written Reprimand
	Third Offense:	One (1) Day Suspension
	Fourth Offense:	Five (5) Days Suspension
	Fifth Offense:	Dismissal
	Inclusionary	
	Period:	One (1) Year

### **190.20 Grooming Standards – All Personnel**

All personnel shall conform to the uniform and grooming standards as directed in the policy and procedures section.

Penalty -	First Offense:	Oral Reprimand
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Second Offense:	Written Reprimand
Third Offense:	One (1) Day Suspension
Fourth Offense:	Five (5) Days Suspension
Fifth Offense:	Dismissal
Inclusionary	
Period:	One (1) Year

### **190.25 Grooming Standards – Investigators**

Grooming standards for Detective Division personnel shall be determined by the Detective Division Commander, with the approval of the Chief of Police.

Penalty -	First Offense:	Oral Reprimand
	Second Offense:	Written Reprimand
	Third Offense:	One (1) Day Suspension
	Fourth Offense:	Five (5) Days Suspension
	Fifth Offense:	Dismissal
	Inclusionary	
Period:	One (1) Year	



# **TITLE AND SUBJECT INDICES**

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