Field Personnel

• Automatic License Plate Recognition System (ALPR) Procedures

DATE: April 2, 2007

FROM: PATRICK E. MAXWELL, CAPTAIN
NORWALK STATION

TO: ALL PERSONNEL
NORWALK STATION

SUBJECT: MANAGEMENT DIRECTIVE 07-01; AUTOMATIC LICENSE PLATE RECOGNITION SYSTEM (ALPR)

PURPOSE

The purpose of this Unit Order is to define policy and procedures for the use of the Automatic License Plate Recognition (ALPR) system.

BACKGROUND

ALPR cameras automatically take a photograph of license plates and simultaneously check the license plate numbers with data downloaded from CLETS. The ALPR system alerts deputies to any **Felony Vehicle, Stolen Vehicle, or Wanted Vehicle**. When the system gets a hit on a vehicle, it will display a color photograph of the vehicle, a close up photograph of the license plate, and a brief explanation for the hit on the Mobile Digital Computer (MDC).

Since the data in the ALPR system is only downloaded periodically (i.e., once every 24 hours), the data may not be up-to-date and the subject vehicle **may not** have the correct status with the ALPR system. For example, the system may have alerted on a stolen car, but the car may have been recovered and taken out of SVS two hours prior. The ALPR will not have the updated information and therefore, will still be showing the vehicle as being stolen.

DIRECTIVE

Upon receiving an alert from the ALPR system, deputies shall **immediately** confirm the status of the vehicle by running the license plate either via the MDC or SCC. When requesting SCC to confirm the status of an ALPR-hit vehicle, the deputy must advise SCC the request is for an ALPR-hit vehicle. The fact a deputy is requesting SCC to check the status of an “ALPR-hit vehicle” will alert SCC to treat the request as a priority over any other routine clearance requests. Deputies may treat all vehicles with an ALPR alert, as a known stolen vehicle, pending confirmation.

If a vehicle with an ALPR-hit is being driven normally, deputy personnel shall confirm the status of the vehicle via the MDC or SCC prior to taking any police action. If the deputy requests SCC to confirm the status of the vehicle, then the deputy shall make the request as follows: “10-34 for an **ALPR plate**.”

If the status of the vehicle returns as a confirmed wanted or stolen vehicle, the handling deputy shall follow the procedures for conducting a **Code-9 and Pre-Stop Coordination** as described in **Newsletter #115, 1996**.

If a pursuit is initatiated on an ALPR-hit vehicle, the deputy shall immediately request SCC to confirm the status of the vehicle by alerting SCC the request is for an ALPR-hit vehicle. Pending confirmation on the status of the vehicle, deputy personnel shall adhere to the department's pursuit policy as described in the Manual of Policy and Precedures section **5-09/201.02.**

Deputies shall notify the program administrator of all in-custody arrests and recoveries for tracking purposes prior to the end of their shift. A message via e-mail may be sent listing the location of the recovery, file number, and suspect information.

RJW:JA:ja

• Deployment of M-26 Tasers

DATE: April 2, 2007

FROM: PATRICK E. MAXWELL, CAPTAIN
NORWALK SHERIFF'S STATION

TO: ALL PERSONNEL
NORWALK SHERIFF'S STATION

SUBJECT: MANAGEMENT DIRECTIVE 03-07; DEPLOYMENT OF M-26 TASERS

PURPOSE

The purpose of this Management Directive is to establish the checkout and accountability procedure for the M-26 Tasers. This directive applies to all sworn personnel assigned to Norwalk Station.

SCOPE

Only personnel trained in the use of the M-26 Taser are authorized to deploy it in the field. Deputies shall note the Taser number on their vehicle inspection sheet and their Deputy Daily Worksheet on the MDT log.

An M-26 Taser sign-out log located in the secondary armory shall be completed by the deploying deputy and verified by the Watch Sergeant at the beginning of each shift. Deputy personnel shall carry the M-26 Taser with them as part of their daily equipment if one is available.

A list of personnel qualified with the M-26 Taser shall be designated on the in-services. The Watch Sergeant shall ensure that every available and functional M-26 Taser is deployed with qualified personnel. In addition, the Watch Sergeant shall complete the M-26 Taser Daily Inventory form for their respective shift.

The Armory Sergeant will ensure that each M-26 Taser is charged and operational prior to the end of each

shooting trimester.

• Documenting Victim Injuries

DATE: January 9, 2019

FROM: JAMES D. TATREAU, CAPTAIN
NORWALK STATION

TO: ALL PERSONNEL
NORWALK STATION

SUBJECT: NORWALK STATION UNIT ORDER 19-01

Purpose:

The purpose of this directive is to ensure Norwalk Station personnel utilize consistent methods in documenting injuries to intimate body parts of victims and/or suspects during investigations.

SCOPE OF ORDER:

This directive applies to all Norwalk personnel tasked with photographing or otherwise documenting injuries, via visual media, to intimate body parts.

The intent of this order is to preserve the dignity and modesty of victims by not storing photos, video, or other visual media in a "shared files" folder or other network access point.

ORDER:

Norwalk station personnel respond to and investigate assaults where injuries occur. Those injuries may be to intimate body parts. There are occasions where photographic evidence of injuries may be necessary to substantiate the severity of those injuries. In cases where photos or other visual documentation of intimate body parts may be necessary, the documentation shall, when practical, be done by a person of the same sex. The evidence obtained shall then be stored on a CD/DVD and booked into evidence. Photos, videos, or other visual documentation of intimate body parts shall not be placed into "shared files."

JDT:GFM:gfm

• Logging Community Relations Contacts

DATE: March 16, 2016

FROM: CURTIS A. JENSEN, CAPTAIN

TO: ALL PERSONNEL

NORWALK STATION NORWALK STATION

SUBJECT: NORWALK STATION UNIT ORDER 16-02

PURPOSE

The purpose of this directive is to ensure all personnel are actively participating in Norwalk Station's Community Partnership Program and inputting the proper clearance (755) at the conclusion of citizen contact.

SCOPE

This order shall apply to all personnel working field assignments in the Reporting Districts of Norwalk, La Mirada, and, Unincorporated Whittier, including station volunteers.

ORDER

The Community Partnership Program is a collaborative effort between Norwalk Station and the citizens of the areas we serve, to reduce crime and improve the quality of life. Individuals who live, work, or otherwise have an interest in our communities, are a valuable resource for identifying public concerns.

It is Norwalk Station's mission to educate the public on personal safety issues, how to report suspicious activities, and how to properly secure their homes/property. To that end, all field personnel should make regular attempts to initiate social contacts with citizens and document the contact in the MDC system with a clearance code of 755 (community relations).

FIELD PERSONNEL RESPONSIBILITIES:

- Field personnel shall engage in regular, social contact with citizens regarding public safety issues or individual concerns.
- Field personnel shall provide the citizen with a "755" card containing safety tips and important phone numbers.
- Field personnel shall utilize the 755 clearance code in both "obs," self-initiated activities, or regular calls for service.

SERGEANT RESPONSIBILITIES:

- Sergeants shall conduct re-current briefings on the Community Partnership Program.
- Sergeants shall ensure the proper codification has been entered when reviewing the Deputy Daily Worksheets
- Sergeants shall ensure field personnel maintain a supply of "755" cards in their patrol vehicles.

Examples of instances when handing out "755" cards are appropriate:

- Speaking to community groups
- Contacting residents who are out (watering lawn, walking dog, etc.) while doing routine patrol

- During contact with business owners
- Contacting patrons of local coffee shops/restaurants
- Bring the “Block watch meetings to them” as an individual or group
- Station events where citizens are welcome
- When taking counter reports

CAJ:TDS:tds

• Norwalk City Public Safety Officer Guidelines

DATE: April 2, 2007

FROM: PATRICK E. MAXWELL, CAPTAIN
NORWALK STATION

TO: ALL PERSONNEL
NORWALK STATION

SUBJECT: NORWALK STATION MANAGEMENT DIRECTIVE 04-03
GUIDELINES FOR NORWALK CITY PUBLIC SAFETY OFFICER PROGRAM

PURPOSE

The purpose of this policy is to establish guidelines and procedures for utilizing the Norwalk Public Safety Officers (PSO) to handle report calls.

On March 1, 2004, the Norwalk Department of Public Safety and Norwalk Sheriff’s Station agreed to provide a Public Safety Officer to handle report calls on a limited basis. Deputy personnel would then be able to remain in the field to handle higher priority calls for service as well as maintain a higher patrol visibility in the community.

PROCEDURES

Norwalk Public Safety Officers assigned to take report calls will be designated call sign 43Z. They will be available daily from 0645 - 1445 hours and 1345 - 2115 hours with a thirty minute break during their shift. During the break, they will not answer calls for service nor shall desk personnel assign them calls. Additionally, desk personnel shall not place calls on hold when the PSO is on their break.

All calls handled by the PSO shall be dispatched from Norwalk Station. Desk personnel shall not hold report calls before the PSO begins their shift. The PSO shall not be dispatched calls for service one hour before the end of their shift. Deputies shall not reassign calls to the Public Safety Officer in the field.

The PSO shall not be assigned more than three report calls during their shift unless cleared by the Norwalk Public Safety Supervisor who will monitor the status of their reports to ensure they have been approved and processed. They will be limited to handling the following type of reports:

- â€’ non-workable misdemeanor reports
- â€’ non-workable vehicle burglaries
- â€’ non-workable felony vandalism
- â€’ non-workable residential burglaries
- â€’ non-workable grand theft auto reports
- â€’ lost and found property reports
- â€’ illegal parking calls
- â€’ inoperable vehicles

Any type of report call that may result in a future court appearance shall not be dispatched to a PSO. Missing Person Reports will not be handled by a PSO.

When a PSO receives a call and determines that the incident has workable information, they shall notify the Norwalk Station dispatcher, who shall then reassign a the call to a deputy sheriff.

The Norwalk Department of Public Safety utilizes a different report writing format than the Sheriff's Department. Their reports contain headers and are usually a longer version of the format utilized by the Sheriff's Department. Reports that contain all the elements of the crime being investigated should be approved.

Any performance issues regarding this directive shall be brought to the attention of the Watch Sergeant who shall advise the Norwalk Public Safety supervisor on duty.

• Patrol Gear Locker Distribution and Maintenance

DATE: April 2, 2007

FROM: PATRICK E. MAXWELL, CAPTAIN
NORWALK STATION

TO: ALL PERSONNEL
NORWALK STATION

SUBJECT: MANAGEMENT DIRECTIVE 05-04; WARBAG LOCKERS

PURPOSE

The purpose of this directive is to establish guidelines for the warbag lockers at Norwalk Station.

DIRECTIVE

All matters concerning the issuance and maintenance of the warbag lockers shall be the responsibility of the Operations Sergeant.

Personnel shall take possession of a locker compartment only with the permission of the Operations Sergeant. No more than one compartment shall be issued to a person. Upon being transferred from Norwalk Station or reassigned to La Mirada, deputies shall relinquish the locker key to the Operations Sergeant

without delay. At no time shall personnel take the liberty to pass the locker on to someone without the Operations Sergeant's permission.

All locker compartments shall be secured only with the lock that originally came standard with the lockers.

All locker compartments shall be maintained

• Patrol Personnel in Public Places

DATE: April 2, 2007

FROM: PATRICK E. MAXWELL, CAPTAIN
NORWALK STATION

TO: ALL PERSONNEL
NORWALK STATION

SUBJECT: NORWALK STATION MANAGEMENT DIRECTIVE 05-02 LOITERING

PURPOSE

To establish policy and procedures regarding patrol personnel meeting and/or gathering in public places for extended periods of time.

SCOPE OF ORDER

This order applies to all patrol units on all shifts assigned to duties at Norwalk Regional Station.

ORDER

It is the objective of all personnel assigned to Norwalk Regional Station to provide the highest caliber of law enforcement service to the public we serve. Based on that, we are reminded that public perception is of the highest value; when the public sees numerous units parked at a local establishment, they do not know the reason, and more than likely, will not inquire as to why the units are gathered there. All too often, assumptions are made, and our image as a professional policing agency suffers.

Personnel are reminded that the Manual of Policy and Procedures addresses loitering under the following section:

3-01/030.65 LOITERING

On duty personnel shall not loiter in cafes, drive-ins, service stations or other public places.

It should be the duty of all personnel to be cognizant of your surroundings and to use common sense when meeting other units in public places by limiting the number of units gathered to two (exclusive of a Field Supervisor) as well as the amount of time spent at a location.

RJW:HMP:hmp

• Proposition 47 Arrests and Bookings

DATE: March 11, 2016

FROM: CURTIS A. JENSEN, CAPTAIN
NORWALK STATION

TO: ALL PERSONNEL
NORWALK STATION

SUBJECT: NORWALK STATION UNIT ORDER 15-05 (REVISED)

PURPOSE

The purpose of this order is to ensure all Proposition 47 arrests, **along with and including: all (Prop 47 charge) warrants, 459.5 PC, 473(B) PC, 476A PC, 490.2 PC, 486(a) PC, 666 PC, 11350 HS, 11357(a) HS, 11377(a) HS** are being transported and booked.

SCOPE

This order shall apply to all personnel assigned to Norwalk Station, including any personnel working overtime from another station.

ORDER

To comply with the Department's Field Operations Directive: Volume 14, Number 25, which indicates all persons arrested for Proposition 47 charges shall be booked, Live-Scanned and their Criminal History checked.

SERGEANT RESPONSIBILITIES

- Sergeants shall ensure all Proposition 47 related arrests are being booked.
- Sergeants shall authorize a **Field Release**, at their discretion for the following reasons only:
    - medical emergency
- Sergeants shal ensure a copy of the SH-AD-49 is forwarded to the Captain with an attached, **specific** medical explanation, also indicating who authorized the field release.
- Sergeants shall ensure the approved SH-AD-49 and booking slips are retained for tracking purposes.
- Sergeants shall ensure all Field Releases are properly documented **and entered into a recurring Prop 47 Field Release Log,** in the ADMIN INBOX; Prop 47 Folder.
- Sergeants shall conduct daily briefings, outlining the unit order.

All documentation will be collected monthly, and stored in the Norwalk Station Administration Files under

Proposition 47 Field Releases.

CAJ:REJ:rej

• Quality Driving Program

DATE: April 02, 2007

FROM: PATRICK E. MAXWELL, CAPTAIN
NORWALK STATION

TO: DEPUTY PERSONNEL,
NORWALK STATION

SUBJECT: STATION DIRECTIVE 98-03; QUALITY DRIVING PROGRAM (DEPUTIES)

PURPOSE:

The purpose of this directive is to decrease the number of preventable on-duty traffic collisions involving Temple Station personnel.

Our decisions, or more succinctly, our attitudes must reflect an understanding of the need to safely operate our patrol vehicles during normal and emergency driving conditions. The vehicle code offers protection from liability while operating a patrol vehicle during emergency driving conditions, so long as the operator of the car does so with due regard for public safety. There is no protection from liability for the unsafe operation of a patrol car during normal driving conditions. Furthermore, the unsafe operation of a patrol vehicle during emergency driving conditions subjects the drive and the department to indefensible litigation and costly settlements.

As public servants, we must set the correct standards for safe driving techniques by obeying all traffic laws in accordance with our Code of Ethics. Law enforcement officers are held to higher standards - we are accountable to those we serve.

DIRECTIVE:

Deputy personnel shall be aware of the following situations that can result in a collision:

The most common factor associated with preventable collisions during normal driving conditions has been identified as **inattention**.

Inattention:

> Driving can be described as a multi-task decision making process. Accelerating, stopping, turning, talking, and listening to the radio are just a few things we do while driving. Deputies should pay attention and stay focused on the act of driving itself. Looking around for suspects, pushing

light bar switches and talking on the radio or to a partner a the same time increases our odds of a collision. As we do more, we see less potential hazards around us. The number one cause of accidents due o inattention has been identified as MDT usage. Using the MDT while moving causes most preventable collisions. Eye contact is taken off the roadway and directed to the terminal itself (your eyes need time to refocus and interpret the MDT screen). Deputies should always pull over the side of the road before typing or reading any transmission. Having SRC show your location or running a plate is an available resource to us.

Unsafe Backing/ Staring:

When practical, walk around your vehicle to check for obstacles if you know that backing will occur when leaving a location. Objects such as poles, hydrants, mailboxes, brick planters, etc., are difficult to see at night. Do not rely on mirrors; continually check all around you. When stopped behind another vehicle, keep our foot firmly on the brake while your head is turned to check on-coming traffic. Doing another task (such as typing on the MDT) while assuming the car ahead of you has moved on is a sure-fire way to “Drift” forward into another car.

Speed / Following Too Close:

Unsafe speed & following too closely are the primary factors for traffic collisions not related to inattention. Priority or emergency calls increase anxiety and may increase our speed, thus diminishing our defensive driving techniques. Slow down! We can’t be of help to anyone if we can’t get there safely, especially with a back-up or assistance request. Back-off following other cars too closely, especially when making a traffic stop or if you are in pursuit. Expect the unexpected from motorists and pursued suspects. Driving a radio car doesn’t allow us to push the speed limits.

Code 3 Driving:

Collision factors associated with emergency driving conditions are most frequently related to unsafe vehicle speed and failure to clear intersections prior to entry. Driving Code 3 does not give us the right-of-way; we must clear intersections one lane at a time and proceed only when it is safe to do so. Do not let your guard down just because the light is green for your direction of travel!

Deputy personnel should be aware that approximately 75% of radio car collisions occur during the hours of darkness and should therefore take extra precautions. **Always wear safety belts** and practice **defense driving**.

In summary, our driving habits receive the greatest amount of public scrutiny. We must be safe and professional in the operation of patrol
vehicles **at all times**.

RJW:mw

• Recovered and Impounded Vehicle Procedures

DATE: January 6, 2006

FROM: RALPH J. WEBB, CAPTAIN
NORWALK STATION

TO: ALL PERSONNEL
NORWALK STATION

SUBJECT: STATION ORDER 06-01- RECOVERED AND IMPOUNDED VEHCILES

PURPOSE

The purpose of this directive is to establish policies and procedures for the handling of recovered and impounded vehicles at Norwalk Station.

When vehicles are impounded for evidence or ordered held for prints, the station incurs the towing fees and storage costs. This directive does not apply to vehicles impounded for 14601 CVC, which is mandated by state law for a thirty day impound pursuant to 14602.6 CVC.

Failure to properly notify victims of the recovery of stolen vehicles or notifying the registered and/or legal owner of impounded or stored vehicles places the County in a position of financial liability. MPP Section 5-01/070.00 and 22852 CVC mandates the notification within 48 hours. The following procedures shall apply to the person taking or processing this kind of report on all recovered and impounded vehicles:

Patrol Personnel's Responsibilities

- When taking stolen vehicle reports, personnel shall ensure that the addresses and telephone numbers of the reporting person and registered owner are correct. Whenever possible, the victim's email address shall be obtained and noted as an additional contact source on the CHP 180 report.
- When handling Recovered Stolen Vehicles, personnel shall do the following:

    1. Obtain the home telephone number of the reporting person/registered owner from station files or the reporting agency.
    2. Telephone the registered owner on a recorded lined and make notification of the recovery.
    3. Note the name of the person contacted, and the date, time, and phone number on the CHP 180 as the last comment in the "remarks" section. **(This is absolutely imperative)**.

- Recovered/stolen vehicles **are not to be impounded** for the purpose of obtaining fingerprints if the only crime is grand theft auto (MPP Section 5-01/060.20). They are to be stored only. Stolen/recovered vehicles are not to be routinely held for prints. There must be extenuating circumstances for holding the vehicle such as stripped of major identifiable parts, a serious crime other than grand theft auto, SVS entry "Hold For Prints," or another agency requested it. The Watch Commander must approve these extenuating circumstances. The deputy shall make every effort to have a fingerprint qualified PSO respond to the location of recovery, and print the vehicle prior to it being released in the field or towed to the storage yard.
- Impounded vehicles must have an investigative and/or evidentiary value to cause the impound (MPP

Sections 5-01/100.00 & 5-01/060.10). When there is any doubt as to an investigative and/or evidentiary value, a Norwalk Station Detective or a handling Detective in any case shall be conferred with.

- When a deputy intends to impound a vehicle for evidence or put a hold on it for prints, he or she must get prior approval from the Watch Commander. The deputy shall have the Watch Commander place their name and initials at the top of the CHP 180 report prior to taking it to the secretaries for entry in the computer system . The deputy shall explain to the Watch Commander the justification for holding the vehicle as an impound.
- All CHP 180 reports must include a written narrative. Pre-printed check off forms shall be discontinued to avoid any oversights for notifications and justifications.
- All CHP 180 reports must be completed, turned in, and approved before patrol personnel end their shift. For satellite work assignments, including the La Mirada Substation, all CHP 180 reports must be brought to Norwalk Station and processed within eight hours of the report being taken.

Watch Sergeant's Responsibilities

- The Watch Sergeant **shall not approve** any CHP 180 impound report or report with a hold, that has not been initialed by the Watch Commander.
- The Watch Sergeant **shall not approve** any CHP 180 report without a notation in the remarks section of a person contacted (date, time, and phone number), **or the failure** to contact the registered/legal owner of the recovered/impounded vehicle.
- The Watch Sergeant **shall make certain** that in the event the patrol personnel is unable to make notification to the registered/legal owner, the patrol personnel shall make a copy of the CHP 180 report. The copy shall be given to the on duty Detectives or in their absence to the Watch Deputy. The name of the Detective or Watch Deputy shall be noted in the remarks section.
- The Watch Sergeant **shall not accept** CHP 180 reports with a pre-printed check off form. The CHP 180 report must include a written narrative to avoid any oversights for notifications and justifications.
- The Watch Sergeant **shall not reject** any CHP 180 report without making the corrections and ensuring it is processed.
- The La Mirada Sergeant, and in his/hers absence, the Watch Sergeant **shall ensure** that all CHP 180 report left in the Annex are turned into Norwalk Station for processing.

Watch Commander's Responsibilities

- When the Watch Commander is presented with a CHP 180 report where the vehicle is either impounded or held for prints, he/she shall carefully evaluate the need for holding the vehicle, taking into consideration that the Sheriff's Department will be held responsible for the costs involved. If the hold or impound is warranted, the Watch Commander's name shall be printed at the top of the CHP 180 report along with their initials.
- The Watch Commander shall immediately complete a "Tow Memo" from the Captain to the Chief, justifying the cost to impound or hold the vehicle for prints. The memo will then be placed in the Admin. folder in the H-drive.
- The Watch Commander will make a copy of the memo and place it in the "Tow Memo Binder" kept in the Watch Commander's office. The entry shall include the Watch Commander's name, the file number, license number of the vehicle and a brief explanation for the reason of the hold. An exemplar is attached to this Management Directive and also working copies will be found in shared files under "Tow Memos."â€‹â€‹â€‹â€‹â€‹â€‹â€‹

Detectives' Responsibilities

- When Norwalk Station receives notification that a vehicle for which it filed a stolen vehicle report has been recovered and/or impounded, the investigating detective shall be responsible for providing verbal notification to the registered and/or legal owner. If the investigating detective is not immediately available, the Watch Deputy shall make the notification and the detective will confirmed the notification (MPP Section 5-01/070.05).
- When a detective is assigned a case where a vehicle involved has been impounded or held for prints, a high priority will be given to determining whether or not a hold shall be continued. If it is determined that the vehicle does not need to be held any longer, the detective shall be responsible for immediately having the vehicle status changed from impounded to stored. The detective shall complete a Release of Vehicle Hold form (SH-CR-94) and forward a copy to the towing service holding the vehicle. A copy of the release is to be included with the case file. The detective will then notify the registered owner that the vehicle is no longer being held by the Sheriff's Department, and that notification shall be documented in the case log and/or in a supplemental report.
- If the vehicle has been stored and held for prints, the detective shall determine if prints have been completed. If prints have not been completed, the detective will contact the front desk and have a qualified print person respond as soon as possible to have the vehicle printed. After the vehicle has been printed, the detective shall notify the registered owner of the vehicle that the vehicle is available to be picked up. That notification shall be documented in the case log and/or in a supplemental report.â€‹â€‹â€‹â€‹â€‹â€‹â€‹

Secretariat's Responsibilities

1. When a vehicle is recovered by Norwalk Station personnel, the on duty patrol secretary shall ensure that all possible owners (registered and legal) of the vehicle are included on the CHP 180 report and a notice of stored vehicle (CHP 126) is sent to each owner via certified/receipt mail. This includes all owners listed on the original stolen report, and the recovered report. The certified/receipt mail shall be prepared **no later than sixteen hours** from the time of recovery.
2. The prepared certified/receipt mail shall be given to the Watch Deputy before the expiration of the sixteen hours for the outgoing mail.
3. At the beginning of each shift, patrol secretaries shall identify all CHP 180 reports left over from the previous shift that will exceed the sixteen-hour mandate. This deficiency shall be immediately brought to the attention of the Watch Commander.
4. "Notices of Locate" (teletypes) in all recovered stolen vehicles shall be processed within 16 hours of receipt and given to the Watch Deputy for verbal owner notification.
5. Regardless of which agency recovered the vehicle, all recovered vehicles shall be processed within 48 hours excluding weekends and holidays (MPP Section 5-01/080.00 & 22852 CVC).â€‹â€‹â€‹â€‹â€‹â€‹â€‹

Watch Deputies' Responsibilities

1. The Watch Deputy, upon receipt of the "Notices of Locate" (teletypes) supplied by the secretariat on vehicles recovered by outside agencies, shall reconfirm that the registered owner has been contacted and advised of the recovery.
2. Watch Deputies shall make certain the name of the person contacted, the date and time, and the initials of the person telephoning the registered owner are on the "Notice of Locate" teletype supplied by the

secretariat.

3. Watch Deputies shall also ensure that the recovery notice is then placed in the secretariat “IN” tray.
4. Watch Deputies shall ensure that the prepared certified/receipt mail goes out with the outgoing mail

Norwalk and La Mirada Public Safety Officer Responsibilities

The above directive shall apply to all vehicles recovered, stored, or impounded by Norwalk and La Mirada Public Safety Officer Responsibilities. All CHP 180 reports shall be turned in and processed within the above time limits irregardless of assignment.

• Road Spike Deployment, Training, and Maintenance

DATE: April 2, 2007

FROM: PATRICK E. MAXWELL, CAPTAIN
NORWALK STATION

TO: ALL PERSONNEL
NORWALK STATION

SUBJECT: NORWALK STATION MANAGEMENT DIRECTIVE 05-04; ROAD SPIKE DEPLOYMENT, TRAINING, AND MAINTENANCE

PURPOSE

The purpose of this directive is to define policy and procedures for the use and deployment of Road Spike strip pursuit termination devices, maintenance of the devices, and ensure proper training of station personnel.

Personnel shall refer to Field Operations Directive 98-10 Road Spike Deployment for the procedural order regarding the deployment of spike strips.

SCOPE OF ORDER

This directive applies to all patrol personnel assigned to field duties at Norwalk Station.

DIRECTIVE

It is the policy of the Field Operations Regions to deploy and use Road Spike strip pursuit termination devices whenever and wherever possible to safely end vehicle pursuits (including Surveillance Mode operations), while placing the utmost importance on the safety of deputy personnel, the general public, and the suspects.

Only personnel who have been properly trained in the operation and deployment of the Road Spike strips shall be permitted to deploy these devices.

WATCH DEPUTY RESPONSIBILITIES

It shall be the responsibility of the Watch Deputy to ensure that adequate Road Spike strips are being

deployed in the patrol units on each shift. Ideally, this would mean that at least one unit in the north station area and one in the south would carry a Road Spike strip in their cars, as well as at least one La Mirada unit.

In addition to this, the Watch Deputy shall ensure that the spike strips only be assigned to and carried by personnel who have received the proper training and are deemed competent in the use and deployment of the Road Spike strips.

TRACKING

All patrol units with Road Spike strips shall be designated on the In-Service sheet with the symbol "**SS**" (Refer to Field Operations Directive 90-8, Standardized In-Service Symbols for further information). This will aid dispatcher recognition of spike strip equipped vehicles and help ensure even distribution of the spike strips.

TRAINING SERGEANT RESPONSIBILITIES

The Training Sergeant shall be responsible for ensuring that adequate station personnel are qualified and trained in the use and deployment, as well as proper maintenance of the Road Spike strips. He / she shall develop a list of qualified personnel, with copies of the list distributed to and maintained at the desks of the Watch Deputy, Watch Sergeant, and Watch Commander.

The Training Sergeant shall also ensure that newly assigned personnel receive the proper training in order to maintain an adequate number of qualified personnel as station personnel move out of Norwalk field operations.

TRAFFIC SERGEANT RESPONSIBILITIES

MAINTENANCE

The responsibility for ensuring that the Road Spike strips are properly maintained shall fall on the Traffic Sergeant (currently the La Mirada Detective Sergeant).

It shall be the responsibility of each deputy who has deployed the spike strips to conduct a post-deployment inspection of the strip. This inspection shall include checking for damaged, loose, and/or missing spikes. Any damaged or missing spikes shall be replaced, and loose spikes re-tightened, prior to re-deployment of the strip in the field.

EQUIPMENT ISSUES

Field Operations Support Services[REDACTED TEXT] is the contact point for all Road Spike strip policy and procedural issues. Facilities Maintenance[REDACTED TEXT] is the contact point for all issues regarding repair to, and replacement of, the Road Spike strips.

A log shall be maintained documenting the monthly testing of each spike strip to ensure the following:

- the remote control unit and battery, spike extension, and spike retraction systems are functioning properly.
- the unit's antenna, motor housing and battery, cable, carrying case, spike pads, and spikes, are in

good working order.

Recharging the motor batteries:

- If the patrol unit has a cigarette lighter adapter in its trunk, the spike strip unit shall be connected to the plug at all times while in the trunk.
- If there is no adapter, the spike strip shall be removed from the patrol unit monthly and charged for 24 continuous hours.

Remote control batteries shall be replaced at least once every twelve months.

WATCH COMMANDER RESPONSIBILITIES

The Watch Commander shall ensure that all personnel follow the procedures for the use of the Road Spike strips as outlined in Field Operations Directive 98-10. He/she shall also make sure that once deployed, all required reporting procedures are followed, and that the strip(s) are properly and adequately inspected and repaired, as necessary.

Any questionable Road Spike strip that cannot be deemed usable shall be removed from service until it is determined that it is functioning properly. The Watch Commander shall advise the Traffic Sergeant when the Road Spike strips have been deployed on his/her shift in order to be tracked and reinspected.

RJW:HMP:hmp

• Shotgun and Stunbag Shotgun Deployment

DATE: April 2, 2007

FROM: PATRICK E. MAXWELL, CAPTAIN
NORWALK STATION

TO: ALL PERSONNEL
NORWALK STATION

SUBJECT: MANAGEMENT DIRECTIVE 05-08; SHOTGUN AND STUNBAG SHOTGUN DEPLOYMENT

PURPOSE

The purpose of this directive is to establish policies and procedures for the deployment of shotgun and stunbag shotguns at Norwalk Station.

DIRECTIVE

All deputies shall equip their vehicles with a shotgun as per MPP Section 3-03/210.10. The shotgun shall be secured in the front seat rack. The shotgun will be loaded with four authorized buckshot rounds in the

magazine tube. Personnel shall not carry a shotgun in a vehicle which contains rifle slug(s) in the barrel chamber and/or magazine tube. No shells shall be chambered until the shotgun is deployed.

The deployment of the stunbag shotgun is optional and based on availability of the weapon in the armory. The stunbag shotgun shall be secured in the trunk of the radio car. The stunbag shotgun shall be loaded with four department issued rounds. All rounds will placed into the feed tube and not chambered until the stunbag shotgun is deployed.

Deputies shall sign out for the weapons on the in-service sheet provided in a three-ring binder located in the armory. The in-service sheets for the respective shifts will be placed in the armory by the Watch Deputy when he distributes the in-services for the next shift. The weapon numbers shall also be indicated on the Deputy's Daily Work Sheet when he/she logs on. The Watch Sergeant will ensure that all the deputies working his shift have listed their shotgun and/or stunbag shotgun on the unit roster for that shift.

At the end of the shift, deputies shall remove the weapons (shotgun stunbag shotgun) from their vehicles and unload them. Under no circumstances shall shotguns or stunbag shotguns be left in vehicles.

• Suspected Child Abuse Report (SCAR) Procedures

Date: April 2, 2007

FROM: PATRICK E. MAXWELL, CAPTAIN
NORWALK STATION

TO: ALL PERSONNEL
NORWALK STATION

SUBJECT: SUSPECTED CHILD ABUSE REPORT (SCAR) PROCEDURE MANAGEMENT DIRECTIVE 04-02

PURPOSE

The purpose of this Management Directive is to establish procedures for completing and processing a Suspected Child Abuse Report (SCAR), per Field Operations Directive 03-04.

PROCEDURE

Field personnel may be involved with a SCAR incident in the following ways.

1. **Family Crimes Bureau receives a completed SCAR and forwards it to the appropriate patrol station.**

   Watch Deputy's Responsibilities:

   After 1200 hours, Monday through Friday excluding holidays, the Watch Deputy shall open the station's folder on the SDN and print the SCAR report. For each SCAR incident, the Watch Deputy shall enter a routine call for service in the CAD system, and the dispatcher shall assign the call for service to a patrol

deputy. After the call has been assigned a tag number, the Watch Deputy shall rename the SCAR in the station's folder with a designated three digit tag number which shall be added to the immediate right of the victim's name. No spaces, hyphens or other identifiers are to be included. See the below example for a SCAR that had been assigned a tag number of 5:

Example: NWK071203SMITH**005**.TIF

If the Watch Deputy believes the SCAR incident does not warrant a call for service, the Watch Deputy, after assigning the SCAR incident a tag number and renaming it as set forth above, may present the SCAR to the Watch Commander. If the Watch Commander determines that no call for service should be issued, the Watch Deputy shall clear the call with the Watch Commander's name and reason for not issuing a call for service. Every SCAR incident shall be assigned a tag number and renamed as set forth above regardless if it is dispatched.

If Family Crimes Bureau forwards a SCAR to a patrol station wherein the incident did not occur in that station's jurisdiction, but the child lives in that station's area, the Watch Deputy shall proceed as above, and the patrol deputy shall be directed to take a courtesy report.

If Family Crimes Bureau forwards a SCAR to a patrol station wherein the incident did not occur in that station's jurisdiction and the child does not live in that station's area, the Watch Deputy shall notify Family Crimes Bureau [REDACTED TEXT] indicating the above. Family Crimes Bureau will be responsible for reassigning the SCAR to the appropriate station folder.

Responding Deputy's Responsibilities:

A deputy who receives a call for service shall respond to the station to get a copy of the SCAR. The deputy shall thoroughly investigate the allegation and document the findings. Upon suspecting that a child has been abused or neglected, the deputy is obligated to complete an incident report (SH-R-49) which must include the following:

- The Suspect Child Abuse Report (DOJ form SS 8572) referral number.
- The names and dates of birth of all siblings and residents within the location.
- The names of other people present during the child's interview.

The deputy shall attach the SCAR to the incident report and write the Uniform Report Number (URN) on the upper right hand corner of the SCAR. The URN requires a 4 retention and appropriate statistical code. See list below for examples:

059 - CHILD BEATING - FELONY = 273a(a) or 273d P.C.
149 - CHILD BEATING - MISDEMEANOR = 273a(b) P.C.
418 - SUSPICIOUS CIRCS - POSSIBLE CHILD ABUSE
120 - LEWD ACTS UPON A CHILD = 288(a) P.C.
121 - UNLAWFUL INTERCOURSE = 261.5 P.C.
172 - NEGLECT/FAILURE TO PROVIDE = 270 P.C.

The above procedure also applies to Suspicious Circumstances reports. If the deputy can articulate that no child abuse occurred, an incident report is not necessary. However, a log entry is required detailing the findings, and the names and birth dates of everyone at the location. Any clearance of a call for

service that is related to alleged child abuse shall include an additional clearance code of 831. When only a log entry is made, the upper right hand corner of the SCAR shall contain a URN with statistical code 419 and 1 retention, SCAR referral number, and tag number, which shall then be submitted to the Watch Sergeant with a copy of the deputy's log entry.

Watch Sergeant's Responsibilities:

The Watch Sergeant shall ensure that the Watch Deputy completes their responsibilities as described above. When reviewing reports, the Watch Sergeant shall ensure that incident reports regarding all SCAR incident contain the required information as described above and that the SCAR is attached to the incident report.

Assign the incident report as directed by Department policy.

Write "ATTACHMENT" on the SCAR and any other document submitted with the incident report.

If a deputy submits a SCAR, but not an incident report, the Watch Sergeant shall ensure that an URN number was obtained using a statistical code of 419 and a retention of 1, and that the URN number, the SCAR referral number, and tag number are on the upper right hand corner of the SCAR. The Watch Sergeant shall write the word "inactive/120" in the lower right corner and initial and date the SCAR.

Assign all non-workable SCAR reports to "Patrol."

1. **Department of Children and Family Services (DCFS) notifies the station directly.**

   If DCFS places a call for service directly to the station, the responding deputies do not have to complete a SCAR. DCFS will already have completed the SCAR.

   Responding Deputy's Responsibilities:

   For responsibilities of the responding deputies, refer to section number 1 above.

   Watch Sergeant's Responsibilities:

   For responsibilities of the Watch Sergeant, refer to section number 1 above.

1. **Mandated reporter reports incident to a station.**

   When a mandated reporter reports an incident of suspected child abuse to a station, the responding deputy shall follow the below procedures.

   Responding Deputy's Responsibilities:

   For responsibilities of the responding deputies, refer to section number 1 above. In addition, responding deputies shall do the following:

   The deputy shall ascertain if the mandated reporter has contacted DCFS and obtained a SCAR referral number. If the mandated reporter has not contacted DCFS and obtained a SCAR referral number, the

deputy shall provide the mandated reporter with a SCAR form to complete and have the mandated reporter contact DCFS at the Child Protection Hotline, (800) 540-4000, to obtain a SCAR referral number.

Whenever possible, the deputy shall obtain the original SCAR (white copy), leave the mandated reporter with the yellow copy and offer to forward DCFS (blue) and DA (green) copies. The mandated reporter has thirty-six hours to submit the SCAR. If the mandated reporter is unable to immediately complete the SCAR, the responding deputy must document in their incident report the reason why, and that they advised the mandated reporter that the SCAR must be received within thirty-six hours.

Watch Sergeant's Responsibilities:

For responsibilities of the Watch Sergeant, refer to section number 1 above.

1. **Routine call for service or observation by deputy personnel.**

Watch Deputy's Responsibilities:

If a citizen advises the station of an incident of child abuse or neglect, the Watch Deputy shall ensure that a call for service is assigned to a patrol deputy. If it is determined that the crime occurred in another jurisdiction, the desk deputy will initiate a call for service and a courtesy report shall be taken (per M.P.P. Section 4-01/020.35).

If it is determined that the crime occurred in our jurisdiction but the involved minors or parties reside outside of our jurisdiction, it is the Watch Deputy's responsibility to either send a car to the residence or call the local station/agency and ask that they take a courtesy report.

Responding Deputy's Responsibilities:

The patrol deputy shall thoroughly investigate the alleged abuse or neglect and document his/her findings in the following manner:

Upon suspicion that a child has been abused or neglected, a deputy is obligated to complete an incident report (SH-R-49). The incident report must include the following:

The Suspect Child Abuse Report (DOJ form SS 8572) referral number. (SCAR #)

The names and dates of births of all siblings and residents within the location.

If another person(s) is present during the child's interview, the name of the person(s) present.

Date and time the Child Protection Hotline was notified by the deputy.

The name of the person at DCFS the deputy spoke with.

If the receiving Children's Social Worker refuses to take the information and does not issue a SCAR referral number, the name of the person the deputy spoke with at the Child Protection Hotline and the

reason the person refused to take the information.

The deputy must attach the SCAR to the incident report and write the URN number on the upper right hand corner of the SCAR.

Pull URN using 4 retention and appropriate statistical code. See list below for examples.

059 - CHILD BEATING - FELONY = 273 a (a) or 273d P.C.
149 - CHILD BEATING - MISDEMEANOR = 273a (b) P.C.
418 - SUSPICIOUS CIRCS - POSSIBLE CHILD ABUSE.
120 - LEWD ACTS UPON A CHILD = 288 (a) P.C.
121 - UNLAWFUL INTERCOURSE = 261.5 P.C.
172 - NEGLECT / FAILURE TO PROVIDE = 270 P.C.

The above procedure also applies to “Suspicious Circumstances” reports. For “Suspicious Circumstances Possible Child Abuse” reports, use a statistical code of 418.

If the deputy determines there is neglect to the child, but the neglect does not qualify as a crime, the deputy shall complete a SCAR and obtain a SCAR referral number from the Child Protection Hotline.

Example: The deputy responds to a 273.5 P.C. call; the child has not been abused, but is emotionally upset. Department of Children and Family Services considers this reportable and a SCAR shall be completed.

If a deputy completes a SCAR, but not an incident report, the deputy shall obtain an URN number with a statistical code of 419 and a retention of 1, placing the URN number, SCAR referral number, and tag number on the upper right-hand corner of the form. The deputy shall submit the SCAR to the Watch Sergeant with a copy of the deputy’s log entry.

If the deputy can articulate beyond a reasonable doubt that no child abuse occurred, an incident report is not necessary, however, the deputy shall make a log entry stating in detail their findings, including the names and dates of birth of all persons at the location. Any clearance of a call for service that is related to alleged child abuse shall also include a clearance code of 831.

If a deputy only makes a log entry, the deputy shall obtain an URN number with a statistical code of 419 and a retention of 1, placing the URN number, SCAR referral number, and tag number on the upper right hand corner of the SCAR, and submit it to the watch sergeant with a copy of the deputy’s log entry.

The responding deputy shall contact the Child Protection Hotline (800) 540-4000 as soon as possible or by the end of their shift.

The deputy should be prepared to answer the questions in the “Intake Questions” form attached as Attachment “A”.

Upon completion of the referral, the Child Protection Hotline will provide the deputy with the name of the Children’s Social Worker taking the information and the SCAR referral number.

Watch Sergeant's Responsibilities:

For responsibilities of the Watch Sergeant, refer to section number 1 above.

DUE DILIGENCE

Watch Deputy's Responsibilities:

It is the responsibility of the Watch Deputy to retrieve and print the SCAR sent to Norwalk Station via SDN as close to 1200 hours as possible and enter them in the SCAR log book .

SCAR reports to be handled during the DAY shift shall be immediately entered into the CAD and dispatched to field units.

SCAR reports to be handled during the PM shift shall be set aside and given to the PM Watch Deputy, who will immediately have the SCAR reports entered into the CAD and dispatched to field units.

Assignment of a SCAR to a filed unit shall not be delayed any longer then necessary and in no case longer then the PM shift of the same day as it is received.

If field units are unable to contact parties involved in the SCAR they are directed to return the SCAR to the Watch Deputy for re-assignment on the next shift.

Every SCAR shall be handled to conclusion no later then two days from first assignment.

Responding Deputy's Responsibilities:

Deputy personnel shall make every effort possible to investigate fully the accusation reported in the SCAR.

Deputy personnel should be guided by their sense of responsibility for the safety of the children.

If a deputy is assigned a SCAR and is unable to contact any concerned parties, a brief explanation shall be attached to the face page and returned to the Watch Deputy.

Watch Sergeant's Responsibilities:

While approving SCAR reports, Watch Sergeants should be aware of the dates the reports where assigned and any notations made on the face page of the reports which shows an excessive amount of time handling a SCAR.

Sergeants should regularly review the SCAR log to monitor the number of reports outstanding.

PROFESSIONAL STAFF'S RESPONSIBILITIES

For non-workable SCAR reports, the professional staff shall be responsible for the following procedures:

Enter basic LARCIS information using LARCIS clearance code 120.

Send the original SCAR to Records and Information Bureau.

Create a station file with a copy of the SCAR for station records.

For workable SCAR reports in which an incident report was written, the professional staff shall process the SH-R-49 in the normal manner dependent on the nature of the crime.

SCAR information shall not be entered into LARCIS if an SH-R-49 is written to report a crime.

ADDITIONAL INFORMATION

When interviewing a child at school, a deputy must advise the child that they have a right to have a school staff member (adult) with them while being interviewed. For further information refer to Penal Code Section 11174.3.

The identity of all persons who report child abuse or neglect is confidential. Deputies shall not release to the child or the child's parents/guardians the name of the person who reported the alleged abuse or neglect.

In all cases of actual, suspected, and alleged family abuse incidents, clearance code 831 shall be used in conjunction with other appropriate codes to clear the call (see FOD 02-02).

STATION RESPONSIBILITIES

If the deputy completes the SCAR, or receives a SCAR from a mandated reporter, the station shall be responsible for distributing the duplicate copies as follows:

White copy - Station copy (if an incident report is written, this copy is attached to the incident report).

Blue copy - Mail to:
Department of Children and Family Services
[REDACTED TEXT]

Green copy - Mail to:
Los Angeles District Attorney's Office
Family Violence Unit
[REDACTED TEXT]

Yellow copy - Mail copy to reporting party only if they are a mandated reporter, otherwise, this copy shall be filed with the station copy.

DCFS HOTLINE QUESTIONS

Have the below Information ready for Child Protection Hotline, (800) 540-4000

- Mother's name, date of birth, address and telephone number.
- Father's name, date of birth, address and telephone number if different than mother's.
- Child's name, date of birth, address, phone number, school child attends, current location of child.

- Does child have other siblings? Names and date of birth.
- Other relatives?
- Suspected perpetrator's name, age, address, telephone number, if known.
- What are the allegations?
- Location of incident?
- Who, what, when, where, and how.
- Frequency of abuse? How many times?
- Any visible marks, bruises, lacerations, etc.

Deputies need to note in their first report:

The time the call was made.

The 19 digit Hotline referral (SCAR) number

The name of the Children's Social Worker (CSW) receiving the information

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• Undercover Operations

DATE: March 30, 2007

FROM: PATRICK E. MAXWELL, CAPTAIN
NORWALK STATION

TO: ALL PERSONNEL
NORWALK STATION

SUBJECT: NORWALK STATION MANAGEMENT DIRECTIVE 07-XX; NORWALK STATION UNDERCOVER OPERATIONS

PURPOSE

The purpose of this directive is to define policy and procedures for deployment of undercover personnel in Norwalk Station's Policing area.

SCOPE OF ORDER

This order applies to all deputies assigned to duties at Norwalk Regional Station.

BACKGROUND

In an effort to conduct proactive surveillance to identify and arrest person's responsible for committing crimes in Norwalk Station's area station personnel will deploy an undercover suppression and apprehension team. The team's primary objective is to identify suspicious persons and criminal conduct that would normally go undetected. The team's objective is to observe and coordinate law enforcement personnel in a safe manner without sacrificing the team's anonymity and becoming involved in an arrest situation.

The team will utilize undercover vehicles such as rental vehicles and other vehicles provided by the Sheriff's Department.

DIRECTIVE

In an effort to ensure the safety of daily operations of the team as well as the public, the following guidelines will be followed. Deviation from these guidelines must be approved by the on-duty Norwalk Station Watch Commander.

- When the undercover team is deployed a sergeant shall be assigned to supervise the team and a minimum of two deputy sheriff's will be deployed in a marked Sheriff's patrol vehicle. The watch commander, watch sergeant and watch deputy will also be notified of the operation.
- The undercover team will be comprised of two deputy sheriff's in an unmarked or civilian type vehicle which is not identifiable as a law enforcement vehicle. The team members will wear their ballistic vests and have their duty weapon with them at all times. The team will also have two Sheriff radios with them for communications. One of the radios will be set to Norwalk Station Dispatch and one to the tactical frequency being used for the operation.
- Uniform for the undercover team will be plain clothes. The undercover team will have their department identification, badges, safety gear and a department raid jacket with them during the operation at all times.
- A tactical frequency will be secured through Sheriff Communications Center prior to the deployment of an operation.
- Undercover personnel will stay in constant communications with the assisting units updating their locations and status frequently. Assisting units will stay in a close proximity to undercover personnel should an immediate response be requested. Assisting units will stay dedicated to the operation.
- Undercover personnel will not contact suspects, conduct traffic stops or take any type of law enforcement action unless absolutely necessary based on exigent circumstances and only if they can be immediately identified as department members by their clothing or department identification.
- A mandatory briefing will be conducted for all personnel involved prior to the start of an operation. Contingencies and preparations will be discussed during the briefing. Any personnel who are not briefed will not be allowed to join the operation.
- For the safety of all personnel, these types of operations will not be conducted in areas with a high concentration of gang members or where the layout of streets or obstacles could impede a rapid removal of personnel from an area. Other areas may also be excluded based on current gang activity or crime trends. These limitations will be discussed at the mandatory briefing.
- These operations will be conducted in accordance with all state and local laws.
- These operations will be conducted in accordance with department policy and procedures, and any applicable directives.

• Urine Test Refusal

FROM: PATRICK E. MAXWELL, CAPTAIN
NORWALK STATION

TO: ALL PERSONNEL
NORWALK STATION

SUBJECT: NORWALK STATION MANAGEMENT DIRECTIVE #10-01; URINE TEST REFUSALS

PURPOSE:

The purpose of this directive is to establish station policy and procedures when a suspect refuses to provide a urine test. This directive will address the procedures to be followed for those suspects who refuse to provide a urine sample after being arrested for violation of any subsection of 11550 HS. The purpose of this document is to create a unit level policy for urine test refusals, and at the same time enhance the prosecution of suspects arrested by Norwalk Station deputies by allowing for a supervisor to witness the refusal and making every effort to obtain admissible evidence in court.

DIRECTIVE:

The following guidelines have been established for those suspects who fail to provide a urine sample or refuse to provide a urine sample:

It will be Norwalk Station's policy that every opportunity will be given to a suspect who is arrested for being under the influence of a controlled substance to provide a urine sample. A suspect should be given a reasonable amount of time, and some form of beverage, to enhance their ability to provide a urine sample.

When a suspect is arrested for the offense of being under the influence, the supervisor approving the arrest shall make an inquiry as to whether the suspect will be providing a urine sample. If the supervisor is informed by the arresting deputy that a suspect is not be able to provide a urine sample, or is refusing to provide a urine sample, the following should occur:

1. A station supervisor shall witness the admonishment to the suspect for the urine test. The station supervisor shall write their name and employee number on the urine test refusal/consent form when a suspect refuses, or fails to provide, a urine sample. The station supervisor should write a brief comment concurring with the refusal, or failure to provide a urine sample.
2. The suspect should be given some form of beverage to help obtain a sample, and then given a reasonable amount of time to provide a sample. The reasonable amount of time to provide a urine sample shall be determined by a station supervisor and the arresting deputy, when a suspect is clearly unable, or refusing, to provide a sample.

This directive is not intended to dissuade Norwalk Station deputies from making a lawful arrest of a person they suspect of being under the influence of a controlled substance. In all instances, a deputy's training and experience in detecting symptoms of being under the influence should determine that arrest.

However, knowing the key to prosecuting this type of arrest is the evidence provided in a urine sample, positive tests for narcotics, coupled with one's training and experience of detecting these narcotic offenders, will strengthen your credibility and testimony in future court cases and enhance your expertise in narcotic related offenses.

Therefore, it shall be the directive of this station that all refusals, and or a failure to provide a urine sample for an arrest of a person under the influence of shall be witnessed by a station supervisor and so noted on the refusal form.

PEM:JLS:jls