

Volume 3 - Line / Field Procedures

- **Victim's Assistance Pamphlet**

PURPOSE OF ORDER:

To establish station procedures for the issuance of a victim's assistance pamphlet and resource guide to victims of domestic violence within the local jurisdiction.

POLICY:

This Unit Order outlines procedures for patrol, detective and supervisory personnel at the station level.

SCOPE OF ORDER:

This order shall apply to each unit, shift, and employee assigned to Altadena Station.

Altadena deputy personnel currently provide a victim of domestic violence with a Family Abuse Intervention Resource (FAIR) brochure, and the Victim Information Notification Everyday (VINE) brochure. The deputy also documents in the incident report that the F.A.I.R and VINE brochures were provided to the victim.

Effective February 15, 2020, an additional pamphlet shall be provided to the victim at any domestic violence incident. The pamphlet is titled "Victim's Assistance" and is specific to the area patrolled by Altadena station.

The "Victim's Assistance" pamphlet contains the phone numbers to local resources and treatment facilities that are dedicated to assisting families and persons in crisis. The pamphlet is similar in function to the F.A.I.R. pamphlet; however, the information is localized to our station area and also includes local church groups willing to provide assistance.

ORDER:

OPERATIONAL LEVEL

Field Deputies' Responsibilities:

When handling a domestic violence incident, the deputy shall:

- Provide the Victim's Assistance pamphlet to the victim
- Explain the pamphlet to the victim
- If an incident report is written, document the issuance of the Victim's Assistance pamphlet in the report

Field Sergeant/Watch Sergeant's responsibilities:

The approving sergeant shall insure the deputy's report documents the issuance of the Victim's Assistance pamphlet

Desk personnel

The station watch deputy shall insure the Victim's Assistance pamphlet is available at the station's front counter

Station Detectives' Responsibilities:

When investigating a domestic violence incident, the detective shall:

- Ensure the victim received a Victim's Assistance Pamphlet
- Inquire whether resources in the pamphlet were utilized
- Document the results in the detective case file notes

Detective Bureau Supervisor Responsibilities:

When completing the case file review, the detective bureau supervisor shall:

- Ensure the detective case notes reference both the Victim's Assistance pamphlet and whether resources were utilized by the victim

Attachment: Victim's Assistance pamphlet

• **Critical Facilities Check Policy**

PURPOSE OF ORDER:

It is the policy of Altadena Station to check and record the status of each critical facility it determines necessary on a regular basis. This policy will describe the procedures to be followed by field personnel when assigned to check the critical facilities locations in their patrol area.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Altadena Station.

ORDER:

A critical facility is defined as: *any building or structure or complex in the event of a disaster, whether natural or man-made, poses a threat to public safety or represents a resource for public and/or emergency responders or any facility which by its political or public nature or purpose would cause panic for its failure or collapse.*

This policy shall meet the station's requirements in regards to Field Operations Directive 02-05.

Sergeant Responsibilities - Station Critical Facility Database

It shall be the responsibility of the Altadena Sergeant with the collateral to maintain and keep the records of the critical facilities updated and current. The respective shift sergeant shall make an entry into the shift log when all locations have been inspected.

Emergency Operations Bureau (EOB) shall be responsible for the annual inspection of each unit's critical facility database during the command inspection.

Deputy Personnel Responsibilities

Deputy personnel assigned to the area car shall inspect all **PRIMARY CRITICAL FACILITIES** and **SENSITIVE BUSINESS LOCATIONS** once per shift as prescribed below.

All **SECONDARY CRITICAL FACILITIES** shall be checked on a routine basis as time permits, but at least twice per work week.

Inspections of critical facilities should be conducted as a normal course of business as well as at times of crisis. For example, terrorist targeted facilities should be inspected when a potential threat exists or information regarding the need for inspection comes to light, whereas, critical facilities susceptible to earthquake damage should be checked following an earthquake.

When conducting an inspection of a critical facility, field personnel shall record the inspection by creating a tag (call or observation) on the Mobile Data Terminal. Field personnel shall attempt to contact the facility manager or other facility staff members to inform them of the purpose of the inspection. The name(s) of the person(s) contacted shall be noted in the clearance screen for that incident. Many facilities may not have staff working at the time of the inspection depending on the type of location or time of day. In those instances, field personnel shall indicate on the clearance that they were unable to locate a contact person.

Deputy personnel are responsible for informing the Altadena Field Sergeant when their checks are complete. If, for any reason a unit cannot finish their assigned checks it shall be their responsibility to inform the Altadena Field Sergeant so their inspections can be re-assigned to other units on the shift.

Field personnel shall be thorough in inspecting any critical facility. The areas to inspect vary depending on the type of facility and the threat to that location (e.g. earthquake, terrorism). Field personnel should consult the facility manager, if possible, to determine those areas at risk.

Those facilities that have their own security or policing agency (e.g. public schools) do not have to be inspected during normal business hours unless there is a known or suspected threat or emergency situation.

LOGGING AND TRACKING OF INSPECTIONS

The Computer Aided Dispatch System has been modified to allow refined searches of the records in each station's critical facility file. A new statistical code, #850, has been created in order to track activities at critical facilities. This new stat code shall be used in the clearance of incidents or checks (calls or observations) involving any location which is listed as a critical facility. Statistical code "850" may be used as a lone or supplemental clearance code. For example, a routine patrol check would be cleared using only "850", whereas an incident at a critical facility may be cleared using "850" plus the appropriate statistical code related to the incident.

Desk and field personnel also have the ability to select critical facility records by "facility level" such as "terrorist target." By adding the following parameters to any search command (except "CRITQ"), personnel can retrieve a specific group of facilities.

Parameter	Facility Level
/B	Pass/Road/Bridge
/D	Dense Populace
/G	Government
/E	Emergency Service

/U	Utility
/H	Hazmat
/R	Resource
/T	Terrorist Target

For example, to obtain a list of terrorist targets within Temple Station's area, type: **"CRITS TEM /T"**
[CRITS(space)TEM(space)/T].

Unit 71 - RD's 0771, 0772, 0751

Terrorist Targets - Primary

Sensitive Business Locations - Primary

3061 N. Lincoln Ave. - George's Liquor

2171 N. Fair Oaks Ave. - Arco AM/PM

2176 N. Lincoln Ave. - Laney's Liquor

2207 N. Lincoln Ave. - Standard Ice Cream

Schools / Dense Population Areas - Secondary

725 W. Altadena Dr. - Audubon Elementary

3126 N. Glenrose Ave. - Edison Elementary

527 W. Ventura St. - Franklin Elementary

760 W. Mountain View St. - Five Acres

593 W. Woodbury Rd. - Jackson Elementary

Utilities - Secondary

3939 Chaney Trail - Lincoln Ave Water Co.

4554 El Prieto Rd. - Lincoln Ave Water Co.

End of Chapman Ct. - Lincoln Ave Water Co.

3202 N. Glenrose Ave - Lincoln Ave Water Co.

564 W. Harriet St. - Lincoln Ave Water Co.

729 W. Harriet St. - Lincoln Ave Water Co.

2700 N. Olive Ave. - Lincoln Ave Water Co.

265 W. Figueroa Dr. - Rubio Canyon Water Co.

148 W. Mountain View St. - Las Flores Water Co.

Unit 72 - RD's 0773, 0774, 0752

Terrorist Targets - Primary

Sensitive Business Locations - Primary

2427 N. Lake Ave. - EZZZ Stop

2181 N. Lake Ave. - Masjid Al-Jaqwa Mosque

764 E. Mariposa St. - Baha'I Faith

Schools / Dense Population Areas - Secondary

743 E. Calaveras St. - Altadena Elementary

3544 N. Canon Blvd. - Loma Alta Elementary

2212 N. El Molino Ave. - Scripp's Home

Utilities - Secondary

3900 N. Fair Oaks Ave. - Lincoln Ave Water Co.

726 E. Poppyfields Dr. - Las Flores Water Co.

3 E. Wapello St. - Lincoln Ave Water Co.

100 E. Calaveras St. - Pasadena Water District

815 E. Calaveras St. - Rubio Canyon Water Co.

428 E. Sacramento St. - Las Flores Water Co.

Unit 73 - RD's 0775, 0776, 0777, 0778

Terrorist Targets - Primary

Sensitive Business Locations - Primary

1434 N. Altadena Dr. - Pasadena Jewish Center

1319 N. Altadena Dr. - 7/11 Store

1633 N Altadena Dr. - Arco Smog Pros

1880 N. Lake Ave. - Arco Am/Pm

Schools / Dense Population Areas - Secondary

2065 N. Allen Ave. - Burbank Elementary

2184 N. Lake Ave. - Eliot Middle

2101 E. Washington Blvd. - Webster Elementary

1840 N. Lake Ave. - St. Elizabeth's

1919 E. Pinecrest Dr. - Noyes Elementary

1014 E. Altadena Dr. - St. Mark's School

1720 N. Kinneloa Cyn Rd. - High Point Academy

2585 E. Washington Blvd. - Park Marino Health Center

943 E. Altadena Dr. - Meher-Montessori School

2501 N. Maiden Lane - Sahag-Mesrob Armenian School

Utilities - *Secondary*

3350 N. Lake Ave. - Las Flores Water Co.

1329 E. Loma Alta Dr. - Rubio Canyon Water Co.

2663 N. Maiden Ln. - Rubio Canyon Water Co.

1939 Kinneloa Canyon Dr. - Kinneloa Irrigation District

2640 E. New York Dr. - Kinneloa Irrigation District

2999 E. New York Dr. - Kinneloa Irrigation District

1834 Pasadena Glen Rd. - Kinneloa Irrigation District

2014 Windover Rd. - Kinneloa Irrigation District

• Chaney Trail Gate Procedures

PURPOSE OF ORDER:

The purpose of this order is to establish procedures to ensure the closure of the Chaney Trail gate.

SCOPE OF ORDER:

This order shall apply to all Altadena Station personnel.

ORDER:

It is the policy of the Altadena Station that at approximately 2000 hours each night and 0600 hours each morning, Altadena desk personnel shall enter a "924" Station Detail call to respond to Chaney Trail to close or open the gate as required. A call shall be entered even if a unit is not readily available to handle the call. In this case, the call narrative shall include the reason the call was not dispatched immediately.

Advisement of gate closure/opening time changes will be documented in a watch briefing.

The patrol unit that responds to close the gate shall conduct a security sweep of the lower parking lot to locate persons still in the park and to ensure they exit prior to the gate being locked. The unit shall take sufficient time and appropriate actions to locate vehicle owners or any park attendees. Any violations of law shall be handled appropriately.

Upon clearance of vehicles and attendees of the park, the patrol unit shall return to the gate to lock it. The patrol unit shall notify the Altadena watch deputy and complete a detailed log entry if unable to locate a vehicle owner.

If a park attendee is found locked behind the closed gate, a call shall be entered for a patrol unit to respond and allow the attendee to leave as soon as time permits. The unit shall ensure the gate is again locked at the end of the call.

The watch sergeant or field sergeant shall make an entry in the Watch Commander's Log noting the tag number and the time the call was completed. Any deviation of an hour or more from the specified close/open times shall be noted.

• **Eaton Canyon Policing Policy**

PURPOSE OF ORDER:

To define the jurisdiction for Eaton Canyon.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Altadena Station.

ORDER:

By mutual agreement between the agencies having some portion of jurisdiction and/or responsibility for the Eaton Canyon area, it has been determined that Altadena Station shall be responsible for all law enforcement services in this multi-jurisdictional area.

The physical area involved begins at the southern boundary of the McCurdy Nature Center, extending northward from that point, thereby encompassing the city of Pasadena properties commonly known as Eaton Canyon Riverbed (RD 0730). The boundary continues northward to the Mount Wilson Toll Road Bridge. The remainder of Eaton Canyon, north of the Toll Road Bridge, is unincorporated area and part of the Angeles National Forest (RD 0750).

This policy shall remain in effect until such time that other arrangements are agreed upon by all involved agencies and/or governmental bodies.

• **X26 Taser Policy**

PURPOSE OF ORDER:

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Altadena Station.

ORDER:

It is the policy of Altadena Station that the deployment of the X26 Taser be restricted to users who are Departmentally approved and certified. The Taser is an additional less-lethal tool that may be used to control assaultive or dangerous individuals when other conventional tactics have failed. The Taser is not intended to replace firearms, self-defensive tactics, or deadly force.

GUIDELINES

1. The Watch Deputy shall ensure that all Tasers not in use be secured in the station armory.
2. The Taser shall be checked-in/out, in the prescribed manner prior to each shift.
3. The Taser shall be test arced prior to the beginning of each shift and logged onto the Deputy Daily Worksheet.
4. Deputy personnel shall secure the Taser in their patrol vehicle when its use is not anticipated.
5. The Taser shall be deployed with the field sergeant and all patrol units at all times.

EMPLOYMENT CONSIDERATIONS

Upon encountering a situation which may require the use of the Taser, request the response of a back-up unit and a field supervisor.

The Taser may be utilized as an intimidation feature to de-escalate a situation such as, show of force either a laser activation or a spark demonstration.

When the X26 is used as a spark demonstration this activation shall be noted in the Mobile Digital Log.

All suspects struck by a Taser shall, as soon as practical and prior to booking, be

transported to a medical facility for probe removal and medical examination. Only medical staff shall remove probes.

Using a Taser on a suspect is considered Category 2, Use of Force and all required documentation shall be completed.

All personnel will adhere to the MMP section 5-09/430.00, Use of Force Reporting and Review Procedures and MPP 5-09/175.05 Electronic Immobilization Device (TASER) procedures.

• Storing Vehicles

It is the policy of the Altadena Station that vehicles of arrested persons shall be legally parked and locked at the location of arrest, if there is no other reason to store or impound the vehicle. If an arrested person requests that his or her vehicle be stored, it shall be noted in the report that the vehicle was stored "per driver's request". The vehicle may be stored or impounded for other sections of the Vehicle Code if they are applicable or in cases when there is doubt as to the ownership of the vehicle (possible stolen). There is an exception to this order for the vehicles of persons arrested in canyon areas. The canyon areas are considered locations in which the vehicle is likely to be damaged by vandalism or stolen and it is an accepted station practice to store the vehicle if the driver is arrested and there is no responsible person available to accept custody of the vehicle. It is also permissible to store a vehicle that cannot be secured. This order is intended to limit the use of 22651(h)(1) C.V.C. to store vehicles. It is not intended to curtail storing vehicles under other Vehicle Codes permitting removal of vehicles.

• Reserves Driving County Vehicles

Purpose:

The purpose of this order is to establish uniformed guidelines for reserves when they can and cannot drive marked county patrol cars. This Unit Order is a **guideline only**, as not all situations and circumstances can be anticipated.

Level II reserves shall not conduct “general law enforcement” action when alone, unless it is a life and death situation for those involved.

Law Enforcement Support

Level 1 reserves (1D, 1ND) have 24 hours peace officer powers and are allowed to work a one man car on any shift in patrol, special events, or any law enforcement activity without restriction.

Level 2 reserves are available and equipped to support a variety of law enforcement functions that include, but are not limited to, critical missing persons, power outages, traffic control, evacuations, fires, floods, station special events, and etc. When it has been determined that an area or location such as a structure, open area, or vehicle is required to be preserved as evidence or essential for an ongoing operation, this can be accomplished by reserve personnel; however, scene preservation is the primary responsibility of patrol personnel.

• Paid Movie Assignments

PURPOSE OF ORDER:

To establish protocol for personnel who work paid movie assignments.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Altadena Station.

ORDER:

It is the policy of The Altadena Station that personnel working paid movie assignments adhere to the following procedures:

1. All personnel who wish to be considered for a paid movie assignment shall immediately submit a memorandum to the Scheduling and Training Sergeant. ***Personnel wishing to work movie detail assignments at Altadena Station should direct a memorandum to the Altadena Station Operations Sergeant.*** Personnel on training status may submit a memorandum regarding working movie assignments, but they will not be considered until successful completion of their field training program.
2. The Scheduling and Training Sergeant ***and Altadena Operations Sergeant*** shall maintain an assignment roster of personnel desiring movie assignments. Personnel will be offered these assignments on a rotating basis which includes all three shifts. Should an available assignment conflict with scheduling and/or training requirements, the involved personnel shall be given the next available assignment. Should an individual decline a particular movie assignment, their name will rotate to the bottom of the rotation list for future consideration of movie assignments.
3. When movie assignments are received and the Altadena Operations Sergeant shall review the request and the availability of personnel. No assignment, or combination of assignments ***shall violate any of the Department's overtime policies.*** Extended assignments will be given only to personnel who are on a scheduled Regular Day Off. Assignments shall not be split into shifts except as a last resort. This is due to only one 4-hour minimum being allowed for a split position assignment. ***The second deputy involved in a split assignment is not guaranteed the 4-hour overtime minimum.***
4. Personnel shall arrive on time for an assignment. If the film company is not at the designated location, the deputy shall remain at the location and have the station desk contact Sheriff's Information Bureau. Personnel will not leave the pre-designated site unless directed to do so by Sheriff's Information Bureau **or the on-duty Watch Commander.**
5. When submitting for overtime regarding a movie job assignment, the following information must be included:
 - i. The Private Entity Contract number (P.E.C.), ***ie. 903-34798-07.***
 - ii. The vehicle type, number, and mileage driven by the deputy.
 - iii. The production company name and shooting site.
 - iv. The overtime must be designated as "Voluntary."
6. Completed overtime slips shall be submitted to the Altadena Operations Sergeant who shall review the completed slips for accuracy and approve them. The Altadena Operations Sergeant shall forward a memorandum to the Contract Law Enforcement Bureau for billing purposes.

7. Any questions regarding movie job assignments shall be brought to the attention of the Scheduling and Training Sergeant or the Altadena Operations Sergeant during normal business hours.
8. These guidelines are intended to ensure that all movie job assignments are fairly distributed among all interested personnel. Any variation to this Unit Order must be approved by the Altadena Operations Lieutenant.

<p>Reference: MPP 3-02/280.00, 3-02/280.10, 3-02/300.10</p>
--