

HUNTINGTON BEACH POLICE DEPARTMENT

STANDARD OPERATING PROCEDURES MANUAL



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HUNTINGTON BEACH POLICE DEPARTMENT STANDARD OPERATING PROCEDURES MANUAL

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February 2017

001—ALERT OC FACTS SHEET FOR JURISDICTION CALL HANDLING STAFF

The following information is taken from the AlertOC website and provides answers to basic questions which the public inquire about during AlertOC Test Exercises.

1. **WHAT IS ALERTOC?** AlertOC is a mass notification system used by the County of Orange and participating OC cities to issue government related messages to residents and businesses. The system has the capacity to send thousands of messages within minutes via phone, e-mail and text. Only authorized officials are allowed access to the system.
2. **DO I NEED TO SIGN-UP TO RECEIVE NOTIFICATIONS?** AlertOC contains residential and commercial landline phone numbers of Orange County's entire geographic population. In accordance with the California Public Utilities Commission (CPUC), landline numbers were acquired from AT&T and Frontier's 911 telephone database. The information contained in the 911 database is confidential, proprietary and shall not be disclosed or used except by authorized personnel for the purpose of emergency notifications.

It is also important to be able to receive notifications by cell phone, text message or email, because you may not have access to a landline when the notification occurs. Sign-up for these additional notifications online by going to the www.alertoc.com web site and selecting the city or area in which you live and/or work from the map. Sign-up through mail by downloading a registration form and mailing it to the County of Orange at the address listed on the form or to the city address.

3. **HOW DOES THE ALERTOC SERVICE WORK?** Authorized officials record a voice, e-mail or text message that is then delivered quickly to individuals in the notification system.
4. **WHAT TYPES OF MESSAGES WILL BE SENT USING THE ALERTOC SERVICE?** The system will be used only to disseminate messages pertaining to the health, safety or welfare of a community that is being affected by a perceived, emerging, or imminent emergency event.
5. **IF I HAVE PROVIDED MORE THAN ONE PHONE NUMBER, WHAT NUMBER WILL BE CALLED?** If an emergency situation arises that requires a notification to be sent to multiple phone numbers, we will activate the system to place a call to all of your numbers until you confirm you have received the notification+. For matters with less urgency, you may be notified at only one phone or by e-mail or text.
6. **WILL THE ALERTOC SYSTEM CALL NUMBERS OUTSIDE OF ORANGE COUNTY'S AREA CODES?** Yes. The area code does not impact whether or not a call is made.
7. **WILL THE ALERTOC SYSTEM WORK IF I HAVE A CALL SCREENING SYSTEM ON MY PHONE?** There are several varieties of call screening devices which use differing protocols for screening. In general, the system has been found to work with these devices, however, some may require pre-programming to allow the County's or city's telephone number to pass through. We will be conducting periodic tests to assure that messages are being properly delivered to numbers in the notification database.
8. **WHO IS THE LEGAL ENTITY FOR ALERTOC?** The County of Orange is the sponsor and lead entity responsible for the AlertOC program. Participating cities may also have a separate contract for non-emergency use with the AlertOC service provider, Everbridge, Inc.



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9. **HOW DO I CHANGE OR DELETE THE INFORMATION I REGISTERED?** Registered information can be changed or deleted online from the AlertOC website. Once on the website, select the city in which you registered and then select the Edit/Delete Option. You must login into the System with the registered e-mail address to make changes. If you did not register an e-mail address, information can be changed or deleted by emailing alertoc@ocsd.org.

WIRELESS EMERGENCY ALERTS

10. **WHAT ARE WEA MESSAGES?** Wireless Emergency Alerts (WEA) are emergency messages sent by authorized government alerting authorities through your mobile carrier. WEA messages in Orange County can be sent by Orange County Control One and the Orange County Sheriff's Department Emergency Management Division.
11. **IS THIS THE SAME SERVICE AS ALERTOC?** No, but they are complementary. We ask residents to sign up with AlertOC to receive telephone calls, text messages, or emails. Those messages often include specific details about a critical event. WEAs are very short messages designed to get your attention in a critical situation. They may not give all the details you receive from AlertOC.
12. **WHY ARE WIRELESS EMERGENCY ALERTS (WEA) IMPORTANT?** Alerts received at the right time can help keep you safe during an emergency. With WEA, warnings can be sent to your mobile device when you may be in harm's way, without need to download an app or subscribe to AlertOC.
13. **WHAT TYPES OF ALERTS WILL I RECEIVE?-**
- Extreme weather, and other threatening emergencies in your area
 - AMBER Alerts
 - Presidential Alerts during a national emergency
14. **WHAT TYPES OF WEA MESSAGES CAN THE NATIONAL WEATHER SERVICE SEND?**
- Tsunami Warnings
 - Tornado and Flash Flood Warnings
 - Hurricane, Typhoon, Dust Storm and Extreme Wind Warnings
 - Blizzard and Ice Storm Warnings
15. **WHAT TYPES OF WEA MESSAGES CAN ORANGE COUNTY AUTHORITIES SEND?**
- Civil Danger and Law Enforcement Warnings
 - Local Area Emergency and Civil Emergency Messages
 - Earthquake, Fire, and Hazardous Material Warnings
 - Nuclear Power Plant and Radiological Hazard Warnings
 - Evacuation Immediate and Shelter in Place Warnings
 - Child Abduction and Telephone Outage Emergency
16. **WHAT ARE AMBER ALERTS?** AMBER Alerts are urgent bulletins issued in the most serious child-abduction cases. The America's Missing: Broadcast Emergency Response (AMBER) Alert Program is a voluntary partnership between law-enforcement agencies, broadcasters, transportation agencies, and the wireless industry.



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17. **WHAT ARE THE CRITERIA FOR ISSUING AMBER ALERTS?** Law enforcement agencies ensure these conditions are met before activating an AMBER Alert:
- The investigating law enforcement agency confirms an abduction has occurred.
 - The victim is 17 years of age or younger, or has a proven mental or physical disability.
 - The victim is in imminent danger of serious injury or death.
 - There is information available that, if provided to the public, could assist in the child's safe recovery.
- See Lexipol policy 334 for further information.
18. **WHO WILL SEND WEAs TO ISSUE AMBER ALERTS?** The National Center for Missing and Exploited Children (NCMEC), in coordination with State and Local public safety officials, sends out AMBER Wireless Emergency Alerts through the Integrated Public Alert and Warning System (IPAWS). The California Highway Patrol (CHP) is responsible for statewide coordination of **AMBER Alert** and the other emergency response activities associated with a child abduction.
19. **WHAT DOES A WEA MESSAGE LOOK LIKE?** WEA will look like a text message. The WEA message will show the type and time of the alert, any action you should take, and the agency issuing the alert. The message will be no more than 90 characters.
20. **HOW WILL I KNOW THE DIFFERENCE BETWEEN WEA AND A REGULAR TEXT MESSAGE?** WEA messages include a special tone and vibration, both repeated twice.
21. **WHAT SHOULD I DO WHEN I RECEIVE A WEA MESSAGE?** Follow any action advised by the message. Seek more details from local media or authorities.
22. **WILL I RECEIVE A WEA MESSAGE IF I'M VISITING AN AREA WHERE I DON'T LIVE, OR OUTSIDE THE AREA WHERE MY PHONE IS REGISTERED?** Yes, if you have a WEA-capable phone and your wireless carrier participates in the program. (More than 100 carriers, including all of the largest carriers, do.)
23. **WILL A WEA MESSAGE INTERRUPT MY PHONE CONVERSATIONS?** No, the alert will be delayed until you finish your call.
24. **WHAT IF I TRAVEL INTO A THREAT AREA AFTER A WEA MESSAGE IS ALREADY SENT?** If you travel into a threat area after an alert is first sent, your WEA-capable device will receive the message when you enter the area.
25. **WHEN WILL I START RECEIVING WEA MESSAGES?** It depends. WEA capabilities were available beginning in April 2012, but many mobile devices, especially older ones, are not WEA-capable. When you buy a new mobile device, it probably will be able to receive WEA messages.
26. **WILL I BE CHARGED FOR RECEIVING WEA MESSAGES?** No. This service is offered for free by wireless carriers. WEA messages will not count towards texting limits on your wireless plan.
27. **DOES WEA KNOW WHERE I AM? IS IT TRACKING ME?** No. Just like emergency weather alerts you see on local TV, WEAs are broadcast from area cell towers to mobile devices in the area. Every WEA-capable phone within range receives the message, just like TV that shows the emergency weather alert if it is turned on. But, the TV stations, like WEA, don't know exactly who is tuned in.



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28. **HOW OFTEN WILL I RECEIVE WEA MESSAGES?** You may get very few WEA messages, or you may receive frequent messages when conditions change during an emergency. The number of messages depends on the number of imminent threats to life or property in your area.
29. **IF, DURING AN EMERGENCY, I CAN'T MAKE OR RECEIVE CALLS OR TEXT MESSAGES DUE TO NETWORK CONGESTION, WILL I STILL BE ABLE TO RECEIVE A WEA MESSAGE?** Yes, WEA messages are not affected by network congestion.
30. **WHAT IF I DON'T WANT TO RECEIVE WEA MESSAGES?** You can opt-out of receiving WEA messages for imminent threats and AMBER alerts, but not for Presidential messages. To opt out, adjust settings on your mobile device.
31. **HOW WILL I RECEIVE ALERTS IF I DON'T HAVE A WEA-CAPABLE DEVICE?** WEA is only one of the ways you receive emergency alerts. Other sources include AlertOC, NOAA Weather Radio, news broadcasts, the Emergency Alert System (EAS) on radio and TV programs, outdoor sirens, and other alerting methods offered by local and state public safety agencies.



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001—ALERT OC FACTS SHEET FOR JURISDICTION CALL HANDLING STAFF (cont'd)

Quick Start Guide

SENDING A MESSAGE



Select a Message Type

1. Click Message Center at the top of the page.
2. Click the Message Type (Outreach, Emergency or Attendance) you want to send.
3. Type a Title for your message on the Send a Message page.

Add Recipients

Enter the name of a contact type (such as Student) or a Group next to the **To...** button.

You can also type All to select all of your potential recipients for your message.

Or click the **To...** button and use the **+** button to expand a filter options and use the checkboxes to make a selection.

Create a Phone Message

1. Click the phone tab on the Send a Message page.
2. Select an available Caller ID from the CallerID drop-down list.
3. Check the TTY checkbox to send the message to TTY-enabled devices (for speech and hearing-impaired recipients).

For Voice (use a phone to record a message):

4. Click the "Add Audio" button, and type your script in the text box (click "Save Script" to save your script for later use).
5. Dial the toll-free number listed on the right side of the screen.

Provide the User Number and Message Box ID (located on-screen) when prompted.

For Text-to-Speech (a computerized voice will read your message):

6. Click the "Add Text" button.
7. Type your script in the text box.



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001—ALERT OC FACTS SHEET FOR JURISDICTION CALL HANDLING STAFF (cont'd)

Create an Email Message

1. Click the Email tab.
 2. Type a Subject in the Subject field.
 4. Compose your message in the text box.
- Use the drop-downs below the text box to copy from another mode (Phone, SMS, etc.) or select a script that was previously saved.

Create an SMS Message

1. Click the SMS tab.
2. Type your text in the Text box. There is a 140 character limit.

Schedule and Confirm Your Message

1. Select your time zone from the Time Zone drop-down list.
 2. Choose to send your message Now or Later.
- If you've selected "Later," type in a date and time in the Select a date field or use the Date and Time buttons to select your desired message send date and time.
4. Click "Add Selected Time" to continue.

Review and Finalize Your Message

1. Review your message details. If you want to return to the Send a Message page to make changes, click the "Edit Message" button.
 2. Click the "Send" button to schedule and send your message.
- Until your message has a status of Completed, you can find your message by clicking on Outbox. You can Edit your message, or Cancel it.
- When your message has a status of Completed, you can find it and view delivery details by clicking on the Sent tab.

Questions?

Answers to most questions can be found by clicking on the Behind the Blackboard link located in the lower right corner of every page. If you cannot find what you are looking for, or if we can be of service in any way, please call our 24-hour Client Care at (866) 360-2155 or email us at connectsupport@blackboardconnect.com.



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002—USE OF VEHICLE IMMOBILIZER “BOOT”

February 2015

1. **PURPOSE:** To establish a policy standard for the use and application of the vehicle immobilizer “boot” pertaining to vehicles located within city limits found to have five or more unpaid/delinquent City of Huntington Beach parking citations.
2. **AUTHORITY:** This procedure is issued by the authority of the Chief of Police.
3. **REFERENCES:** CVC Sections: 22651.7, 22852.
4. **APPLICATION:** This procedure applies to Uniform Division Parking Control Officers.
5. **PROCEDURE:** It shall be the practice of the Huntington Beach Police Department to enforce all provisions of the vehicle code pertaining to impounding vehicles and the attachment of a vehicle immobilizer “boot,” as authorized by CVC 22651.7. Officers may exercise discretion with respect to the initial impound or the use of the boot based on the circumstances of the contact. Post storage hearings shall be provided per CVC 22852.

- **Parking Control Officer’s (PCO)**

- ◆ PCO’s will routinely review the department’s “Multiple Violator List” to identify vehicles having five or more unpaid/delinquent City of Huntington Beach parking citations. The PCO will query the city’s contract provider’s computer data system to verify accuracy of the “Multiple Violator List.” Delinquent parking citations are those citations that are unpaid and past due.
- ◆ Once the vehicle is identified, the PCO will attempt to locate the vehicle within the city limits. When located on a public street or highway, the PCO will query DMV for registered owner information. The VIN and license plate number shall be verified. The PCO will also verify that the vehicle’s ownership has not transferred since the violation dates and that the vehicle is not a rental car.
- ◆ Once the registration is confirmed and the PCO has verified the existence of five or more unpaid/delinquent parking citations, the PCO will attach the “boot” to the left rear tire of the vehicle. The PCO will attach the “Warning Notice” to the driver’s side window. The “Immobilization Notice” will be placed on the front windshield with the appropriate information filled in. A list of the unpaid/delinquent citations will be included on this form.
- ◆ The PCO will notify Communications advising the location, vehicle description, license plate number, and the fact that a “boot” has been attached to the vehicle. A DR# will be generated and the PCO will complete a modified portion of a CHP 180 form. On the top of the form in bold letters write the words **“Do not enter into CLETS.”** Areas to be completed are as follows:
- ◆ DR#, date and time, address/location, year of vehicle, make, model, body type, color, license number, month/year, state, and registered owner information. In the “REMARKS” section of the CHP 180, write in bold letters the word **“BOOT.”** No other narrative is necessary.
- ◆ A printout copy of the outstanding parking violations will be attached to the completed CHP 180 and, in a timely manner, forwarded to Records.



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002—USE OF VEHICLE IMMOBILIZER “BOOT” (cont’d)

- ◆ Once booted, the vehicle owner has 72 hours to pay the citations and the boot release fee. Payment for the citations can be made at www.pticket.com. Payment for the boot release fee can be made at the police department's Front Desk. Only cash, money order, certified check, or credit card will be accepted. Current vehicle registration is required.
- **Record Bureau Personnel**
 - ◆ When the registered owner or other authorized person arrives to pay for the “boot” release and outstanding parking citations fees, they will need to provide the license plate number to their vehicle. Records can query RMS for prior tags of the vehicle license to locate the DR#. Once the original CHP 180 and associated paperwork is located, all fees can be accepted. If there is a discrepancy or argument over the number of citations or amount owed, Records will refer the person to the Traffic Bureau during normal business hours for resolution.
 - ◆ Once collected, Records Bureau personnel will **immediately** advise Communications that all fees have been paid. Communications will **immediately** direct the PCO to the vehicle to remove the boot. It is important that the PCO expedite the removal of the boot to minimize contact with the owner of the vehicle.
 - ◆ If the owner fails to pay the fees within 72 hours, the vehicle will be impounded per authority of CVC 22651 (k).
- **Exigent situations:** It may be necessary to cause the removal of the boot during times when there are no PCO's available. A spare boot removal key is maintained in the watch commander's office for such an occurrence
- **Mistakes:** In situations where a boot was mistakenly attached to a vehicle, it will be removed immediately at no cost to the vehicle's owner.



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003—CITATION SIGN-OFF

February 2015

1. **PURPOSE:** To establish procedures and times for signing off proof of correction citations. By act of the City Council, the Huntington Beach Police Department will charge \$20 per citation to sign off citations for individuals who are not residents of the City of Huntington Beach. Residents and non-residents who have a citation issued by the Huntington Beach Police Department will not be charged for the sign-off.
2. **AUTHORITY:** This procedure is issued by the authority of the Chief of Police.
3. **APPLICATION:** This procedure applies to all sworn personnel authorized or civilians who sign off equipment violations.
4. **PROCEDURE:** Department personnel will only verify and sign off equipment violation citations if the violator resides in the City of Huntington Beach or was issued the citation by an officer of the Huntington Beach Police Department. All other persons requesting verification and sign off of equipment citations will be directed to the Huntington Beach Police Department Front Desk during regular business hours.
5. **RESPONSIBILITY:** It is the responsibility of all employees to comply with this procedure.



HUNTINGTON BEACH POLICE DEPARTMENT STANDARD OPERATING PROCEDURES MANUAL

004—CODE SEVEN

February 2015

1. **PURPOSE:** To establish a uniform procedure governing meal breaks for uniform personnel.
2. **AUTHORITY:** This procedure is issued by the authority of the Chief of Police.
3. **APPLICATION:** This procedure applies to all non-supervisory employees of the Uniform Division.
4. **PROCEDURE:** Employees should bear in mind the clearances for meal breaks are based on the volume of activity and the number of available units. Employees should weigh these factors and consider planning their meal breaks during non-peak periods or when a sufficient number of units are in service.
 - Employees will request clearance for meal breaks over the radio, the telephone or MDC.
 - Employees will not ask the Communications Unit to schedule their breaks or put them in line.
 - Field officers must complete meal breaks prior to the last hour of their shift. Exceptions to this must have supervisory approval and the Communications Unit shall be notified.
 - A maximum of two patrol units from each Area (North & South) will be permitted to take meal breaks at one time.
 - A maximum of two units containing three uniformed (patrol and/or traffic) personnel are permitted at a break location at one time.
 - ◆ Field Training Officers who are with their trainee officers are exempt from this three-officer limit.
 - ◆ Two Field Training Officers who are with their trainee officers for a total of four uniformed officers, are permitted at a break location at one time.
 - Officers taking meal breaks will advise the Communications Unit of the location and the name of the business establishment where they are eating.
 - A maximum of two Traffic units may take a meal break at one time. Exceptions to this must have supervisory approval and the Communications Unit shall be notified.
 - Uniform personnel, for the purposes of this procedure, are defined as uniformed employees of the Huntington Beach Police Department including sworn police officers, trainee, reserve officers, dispatchers, field service officers, custody officers, cadets, student workers, parking control officers, and crossing guards.
 - Employees shall be sensitive to the appearance of too many marked vehicles in a restaurant parking lot and shall take steps to ensure their vehicles are not grouped together in the parking lot.
 - When clearing employees for a meal break, the Communications operator will advise the time of the clearance over the radio. From that time the officer will be permitted a maximum of 10 minutes travel time to the selected break location then 30 minutes to eat so that officers will be back in service a maximum of 40 minutes after receiving clearance. Officers are reminded that they are still subject to calls while en-route and during their meal break.
5. **EXCEPTIONS:** Deviation from this procedure shall be solely at the discretion of the Watch Commander and require the Field Supervisor to contact him/her for approval.
6. **RESPONSIBILITIES:** It shall be the responsibility of all personnel to comply with this procedure.



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005—DAILY ACTIVITY LOG

February 2015

1. **PURPOSE:** The purpose of the Daily Activity Log is to inform all police department personnel of any noteworthy incidents. This includes, but is not limited to, the following: officer/city employee-involved incidents, significant arrests and/or crimes, major traffic accidents, gang-related incidents, shootings/stabbings, significant crimes on a school campus, or any incidents that may be of interest to staff or to the media.
2. **AUTHORITY:** This procedure is issued by the authority of the Chief of Police.
3. **APPLICATION:** This procedure shall apply to all watch commanders or sergeants acting as the watch commander.
4. **PROCEDURE:**
 - The Uniform Division Watch I and II Watch Commander shall complete a chronological activity log each day beginning at 0600 and ending at 0559. Log entries should include the date, time, location, and case number of the incident, along with a brief description of what occurred and a notation if a press release was issued.
 - The activities shall be documented in chronological order. The log shall start at 0600 hours every day of the week and end at 0600 hours the following day. An entry to the activity log does not preclude the completion of a press release, when appropriate, or a memorandum to the Uniform Division commander if additional details of an activity are necessary.
 - Watch commanders and sergeants who are serving as the watch commander shall maintain a continual activity log throughout the 24-hour period (0600 to 0559 hours). Each on-duty watch commander shall make an entry to the log, when appropriate.
 - Field sergeants shall contact the on-duty watch commander when a noteworthy activity occurs and provide the appropriate information so that it can be included into the log.
 - Activities that are confidential shall not be included on the Daily Activity Log. Instead, they shall be documented on a memorandum addressed to the appropriate Division Commander.
 - The Watch I & II Watch Commander's shall e-mail the log each day at the end of their shifts using the "Police Dept" distribution list found in Outlook. If there was no significant activity during the 24-hour period, the log shall say "No significant activities to report."
5. **RESPONSIBILITY:** It shall be the responsibility of the on-duty watch commander and field sergeants to ensure compliance with this procedure.



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006—DAILY INCIDENT LOG

February 2015

1. **PURPOSE:** The purpose of the Daily Incident Log is to inform police department management personnel of incidents that, due to their nature, should not be sent out to the entire department. Examples of incidents that warrant being included on a Daily Incident Log include, but are not limited to:
 - Building maintenance issues
 - Building security checks including:
 - ◆ Records
 - ◆ Jail
 - ◆ Front Desk
 - ◆ Immediate Grounds
2. **AUTHORITY:** This procedure is issued by the authority of the Chief of Police.
3. **APPLICATION:** This procedure shall apply to all watch commanders or sergeants acting as the watch commander.
4. **PROCEDURE:**
 - The Uniform Division Watch I & II Watch Commander shall complete a Daily Incident Log each day beginning at 0600 and ending at 0559. Log entries should include the date, time, and location of the incident, along with a brief description of what occurred.
 - Each day the two Watch Commander's shall e-mail the Daily Incident Log to the "Police – Daily Incident Log" distribution list contained in Outlook.
5. **RESPONSIBILITY:** It is the responsibility of the watch commander or sergeant serving as the watch commander to comply with this procedure.



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007—DAILY LOG

February 2015

1. **PURPOSE:** The purpose of the Daily Log is to inform the City Manager, Executive Team and the Huntington Beach City Council of any noteworthy events handled by members of the Huntington Beach Police Department during the previous 24- hour period. This includes, but is not limited to, the following:
 - Officer/City employee-involved incidents
 - Significant arrests and/or crimes
 - Major traffic accidents
 - Any remarkable incidents that may be of interest to staff, media, or City Council.
2. **AUTHORITY:** This procedure is issued by the authority of the Chief of Police.
3. **APPLICATION:** This procedure shall apply to all Watch Commanders or Sergeants acting as Watch Commander.
4. **PROCEDURE:**
 - The Uniform Division, day shift Watch Commander shall complete a chronological daily log each shift. The entries will span from 0800 the previous day and end at 0759 on the current date. The Daily Log shall be produced and disseminated as close to 0800 as is reasonably practical. The Daily Log format has been created and posted on the P-drive at P:\DailyLogs\Template and has been designed so information can be cut and pasted directly from the day/night Activity Logs.
 - Daily log entries shall be listed in chronological order and do not exclude the completion of press releases or notification to the applicable Division Commander, when appropriate.
 - Entries or Incidents confidential in nature shall not be included, instead the applicable Division Commander shall be notified directly.
 - The shift summary should describe the other important shift issues above and single significant events, e.g., several vehicle burglaries at Bella Terra; Traffic conducted a Directed Enforcement at Beach and Warner; Downtown was extremely busy due to a UFC fight; a power outage in the north end of the city caused numerous traffic issues, etc.
 - Residential addresses and names shall not be documented in the Daily Log. Residential addresses should be rounded to the nearest hundredth block. Business addresses may be used as they have no expectation of privacy.
 - The Daily Log shall be proof read for grammar, spelling, appropriate font, and format prior to distribution.
 - The day shift Watch Commander shall save each Daily Log as a PDF in the folder P:\Dailylogs, then e-mail the daily log each morning using the “**Daily Log**” email distribution list found in Outlook.



HUNTINGTON BEACH POLICE DEPARTMENT STANDARD OPERATING PROCEDURES MANUAL

008—REPORTING DOMESTIC VIOLENCE/INTERVAL HOUSE

February 2015

1. **PURPOSE:** To establish a procedure on the reporting of victim domestic violence information to a crisis shelter.
2. **AUTHORITY:** This procedure is issued by the authority of the Chief of Police.
3. **REFERENCE:** HBPD Manual Section 320.
4. **APPLICATION:** This procedure applies to all members of the Uniform Division or any other employee working in the Uniform Division on a temporary basis.
5. **PROCEDURE:**
 - When an officer generates a domestic violence report, the officer shall telephone the Interval House Crisis Shelter at _____ and provide the victim information, which is requested.
 - The shelter is an extension of the investigation and will provide immediate and long-term assistance to victims of domestic violence, up to and including housing.
 - The confidential information collected by the victim advocate will help determine what services will be provided.
 - This telephone call shall be made as soon as reasonably possible after the initial investigation, but no later than the end of the officer's shift.
6. **RESPONSIBILITY:** It is the responsibility of all personnel to comply with this procedure.



HUNTINGTON BEACH POLICE DEPARTMENT STANDARD OPERATING PROCEDURES MANUAL

009—DUI COLLISION

February 2015

1. **PURPOSE:** To establish a procedure for the billing of emergency responses to traffic collisions where an intoxicated driver is at fault pursuant to California Government Code 53150.
2. **HISTORY:** In 1986, California Government Code 53150 went into effect. This section allows public agencies to recover the costs of responding to a collision caused by a person operating a motor vehicle, boat, or aircraft while under the influence of alcohol or drugs.
3. **AUTHORITY:** This procedure is issued by the authority of the Chief of Police.
4. **APPLICATION:** Any person who is under the influence of an alcoholic beverage or any drug, or the combined influence of an alcoholic beverage and any drug, whose negligent operation of a motor vehicle, boat or vessel, or civil aircraft caused by that influence, proximately causes a collision resulting in an appropriate emergency response by the public agency, will be billed for the cost of the response not to exceed \$12,000.
5. **PROCEDURE:**
 - **Responding/Reporting Officer(s):**
 - ◆ The reporting officer will investigate the traffic collision and determine the primary collision factor (PCF). If it is found that the driver is under the influence and whose negligent operation was the proximate cause, the PCF will be listed as DUI.
 - ◆ All officers who respond to a traffic collision involving a drinking driver, must notify Dispatch so we can record who and when the officers arrived and clear the scene. The billing is based on the time we commit to the investigation.
6. **RESPONSIBILITY:** It is the responsibility of all employees to comply with this procedure.



HUNTINGTON BEACH POLICE DEPARTMENT STANDARD OPERATING PROCEDURES MANUAL

010—EMERGENCY CALLS ON STATE BEACHES

February 2015

1. **PURPOSE:** This section applies to requests for assistance to the State Beaches at the Huntington State Beach and the Bolsa Chica State Beach.
2. **AUTHORITY:** This procedure is issued by the authority of the Chief of Police.
3. **APPLICATION:** This application applies to all personnel while working in the Uniform Division.
4. **PROCEDURE:** When the Huntington Beach Police Department receives a request for emergency assistance from State Beach personnel, an appropriate number of Huntington Beach Police Department officers shall be dispatched to the State Beach as soon as possible. A Huntington Beach Police Department Patrol supervisor should also be dispatched to the location.

Officers should not conduct an investigation or take crime reports. Crime reports will be taken by personnel from the California Department of Parks and Recreation (State Rangers or State Lifeguards).

- **Exception:**

- ◆ When the reported incident is a violent felony (homicide, rape, robbery, and aggravated assault) which requires immediate investigative follow-up, or is a death investigation, the Huntington Beach Police Department, upon approval of a supervisor, will handle the entire incident including scene investigation and the initial report.
- ◆ When the Huntington Beach Police Department receives a request for law enforcement services on the State Beaches, the reporting party shall be transferred to the State Park Dispatch at (number not to be given to the public). The State Beaches are staffed year round from 0600-2400 hours daily.
- ◆ When the Huntington Beach Police Department receives a request for law enforcement services on the State Beaches between 2400 and 0600 hours, the reporting party shall be directed to contact the State Park Dispatch at the above listed phone number.
- ◆ State Parks Dispatch maintains a call out list of State Parks personnel in the event it becomes necessary to contact State Beach personnel between 2400-0600 hours.
- ◆ When the reported incident is a violent felony and it is between 2400 and 0600 hours, the Huntington Beach Police Department shall immediately respond and handle the incident. This includes initiating a crime report and investigation. A violent felony is defined as a homicide, rape, robbery, or an aggravated assault.
- ◆ The Huntington Beach Police Department shall provide investigative follow-up on Part 1 crimes that are forwarded to the Department by the State Beaches. Part 1 crimes include homicide, rape, robbery, aggravated assault, burglary, auto theft, and arson.
- ◆ If personnel from the State Beaches request immediate investigative follow-up, a Huntington Beach Police Department supervisor shall respond to the location where the investigative follow-up is requested. The supervisor shall determine if immediate investigative follow-up is needed. If so, the supervisor shall take the necessary steps to contact the Huntington Beach Police Department Investigation Division.
- ◆ Officers should be aware that during the summer season, the gates for the Huntington State Beach at Beach Blvd., Magnolia, and Brookhurst are open. During the winter season only, the Beach and Magnolia gate is open. The only gate open during summer and winter for the Bolsa Chica State Beach, is the center signal entrance.



HUNTINGTON BEACH POLICE DEPARTMENT STANDARD OPERATING PROCEDURES MANUAL

February 2015

011—ENFORCEMENT ACTIONS OUTSIDE HUNTINGTON BEACH

1. **PURPOSE:** To establish a procedure for enforcement actions outside the City of Huntington Beach.
2. **HISTORY:** In the past, uniformed officers in marked police vehicle have been prohibited from engaging in enforcement outside the territorial limits of the City of Huntington Beach. This was in response to complaints by citizens concerning members of the department who appeared to be conducting routine traffic enforcement on their way to work. In addition, when officers have issued citations outside the City of Huntington Beach, they have cited the violators into the wrong court having jurisdiction over the area in which the violation occurred.
3. **AUTHORITY:** This procedure is issued by the authority of the Chief of Police.
(Orange County Chief's of Police and Sheriff's Association Operational and Procedural Protocol #101, Jurisdictional Authority of Orange County Peace Officers; Notice of Consent, revised April 27, 2011.)
4. **APPLICATION:** This procedure applies to all personnel.
5. **PROCEDURE:** Uniformed officers driving marked Huntington Beach police vehicles are discouraged from enforcing vehicle code infractions outside the geographical boundaries of the City of Huntington Beach. However, if an officer observes a hazardous violation and that officer feels it is imperative to take traffic enforcement action, then they may initiate enforcement action. If, as a result of that stop, the officer finds it necessary to issue a citation for the violation observed, then the officer may do so making sure the violator is cited into the court that has jurisdiction for the violation.

This is only applicable for violations occurring within Orange County. Officers who observe violations outside the boundaries of Orange County would be required to contact a representative of the law enforcement agency having jurisdiction over the area in which the violation and/or enforcement stop has occurred.

- The officer, who is in uniform and driving a marked Huntington Beach police vehicle, may affect a traffic enforcement stop on the moving violation committed in their presence.
- If, as a result of that enforcement stop the officer feels it is necessary to issue a traffic citation for the violation observed, they may do so on a City of Huntington Beach Police Department citation form.
- Officer's issuing a citation to a violator must make sure the correct address for the court having jurisdiction over the area in which the violation occurred is placed upon the citation.
- If a violation occurs outside the boundaries of Orange County, then the officer will contact a representative from the law enforcement agency having jurisdiction over the area in which the violation occurred and/or the location of the enforcement stop. The officer will then have an officer of that jurisdiction issue a citation for the violation(s) observed and the Huntington Beach police officer should be listed as the arresting officer.

For out of county enforcement actions taken, the officer should notify their immediate supervisor or the Watch Commander of the circumstances necessitating action.



HUNTINGTON BEACH POLICE DEPARTMENT STANDARD OPERATING PROCEDURES MANUAL

011—ENFORCEMENT OF VEHICLE CODE OUTSIDE HUNTINGTON BEACH (cont'd)

- After the officer issues a citation, they shall make complete notes on the file copy concerning the circumstances around the issuance of the citation.

6. **RESPONSIBILITY:** It shall be the responsibility of the Uniform Division supervisors to review traffic citations of officers assigned to them in order to see that the officer is not conducting routine traffic enforcement activities outside the City of Huntington Beach.

Uniform Division supervisors should frequently review citations issued by members of the department outside the City of Huntington Beach. Enforcement actions should be reserved for moving violations necessitating immediate traffic enforcement action.



HUNTINGTON BEACH POLICE DEPARTMENT STANDARD OPERATING PROCEDURES MANUAL

012—EVALUATIONS

February 2015

1. **PURPOSE:** To establish a procedure requiring annual evaluations for Uniform Division officers.
2. **AUTHORITY:** This procedure is issued by the authority of the Chief of Police.
3. **REFERENCE:** HBPD Manual Section 1027
4. **APPLICATION:** This procedure applies to all sworn personnel of the Uniform Division.
5. **PROCEDURE:** Supervisors and Managers shall complete annual performance evaluations on their direct subordinates. Probationary officers shall receive an evaluation each quarter until their probation ends.

The Personnel Unit of the Administrative Division will make notification of evaluations due. Classification-specific evaluations and instructions are located on the "P" drive of the HBPD server @ P:\PERFEVAL\Performance Evaluation Instructions. The annual evaluations shall be completed as soon as possible after receipt of same, and in all cases by the due date on the form.

Supervisors and managers are encouraged to utilize the information provided in the employee's previous evaluation.

Upon initial completion of the annual evaluations, raters with the rank of lieutenant or sergeant shall have the evaluation reviewed by their respective supervisors prior to discussing the evaluation with the employee evaluated.

Once the evaluation has been signed by the employee, the original evaluation shall be routed to the Personnel Unit via the chain of command.

6. **RESPONSIBILITY:** Compliance with this procedure is the responsibility of all personnel.



HUNTINGTON BEACH POLICE DEPARTMENT STANDARD OPERATING PROCEDURES MANUAL

013—FUNERAL PROTOCOL

February 2015

1. **PURPOSE:** The purpose of this document is to provide guidance to members of the Huntington Beach Police Department in the event of the death of a member occurring in the line of duty and to establish a standardized funeral protocol that will encompass the majority of situations involving the death of current or former members. In situations involving current or former members of the United States Armed Forces, the Police Department, at the request of the deceased's family, will work in conjunction with the military funeral detail to ensure that appropriate honors are afforded. This document is not intended to limit the discretionary powers of the Chief of Police.

Although civilian and sworn members share responsibility for the safety of the public, a distinction has traditionally been made regarding the ceremonial nature of the funeral services afforded to them. In an effort to clarify these distinctions, we offer the following ceremonial details for funerals involving the death of employees as listed in the definitions and funeral categories listed below.

A basic assumption in this protocol is that the employee's death was not the result of the employee's involvement in criminal conduct or other act(s) which could be considered less than honorable in nature.

2. **AUTHORITY:** This protocol is issued by the authority of the Chief of Police.
3. **APPLICATION:** This protocol applies to all personnel.
4. **DEFINITIONS:**
 - **Line Of Duty Death:**
 - ◆ The death of a sworn member during the course of performing law enforcement related functions while on or off duty, or a civilian member during the course of performing their assigned duties.
 - **Retired Member:** Any employee, sworn or civilian who has served honorably and retires under honorable conditions.
5. **DEPARTMENT LIAISON:** A Department Liaison shall be clearly identified and established if any of the above defined deaths occur. The Department Liaison should be a Division Commander or of sufficient rank to effectively coordinate and approve Department resources, define standards and conditions for supporting elements, and should serve as a facilitator between the deceased member's survivors and the Department. The Department Liaison reports directly to the Chief of Police. Information regarding the standards and conditions for Department resources should be disseminated appropriately to Department leadership to ensure compliance with intended outcomes.
6. **PROTOCOL:**
 - **Category 1:** A Category 1 funeral may consist of some or all of the following as requested by the family of the deceased.
 - ◆ Air Support Missing Man Formation
 - ◆ Bagpiper
 - ◆ Casket Watch
 - ◆ End Of Watch Broadcast
 - ◆ Honor Guard Bugler (Taps)
 - ◆ Honor Guard Flag Detail
 - ◆ Honor Guard Rifle Volley



HUNTINGTON BEACH POLICE DEPARTMENT STANDARD OPERATING PROCEDURES MANUAL

- ◆ Master Of Ceremonies
 - ◆ Motorcade Escort for Family
 - ◆ Motorcade Escort for Hearse
 - ◆ Pallbearers
- **Category 2 - Death of Off Duty sworn member, or civilian member during the course of performing their assigned duties:** A Category 2 funeral may consist of some or all of the following as requested by the family of the deceased.
 - ◆ Casket Watch
 - ◆ Honor Guard (Taps)
 - ◆ Honor Guard Flag Detail
 - ◆ Master Of Ceremonies
 - ◆ Motor Officer Escort for Family
 - ◆ Motor Officer Escort for Hearse
 - ◆ Pallbearers
 - ◆ Single Helicopter Fly-Over (Weather and Staffing Permitting)
- **Category 3 - Retired Member/Off-Duty Civilian Member:** A category 3 funeral may consist of some or all of the following as requested by the family of the deceased.
 - ◆ Attendance at Discretion of Agency Head
 - ◆ Casket Watch/Flag Presentation
- **Flag/Mourning Band:** Upon official notification of a Category 1 or Category 2 death, and at the discretion of the Chief of Police or his or her designee, flags may be flown at half-staff. Uniformed employees shall wear a black mourning band across the uniform badge whenever a law enforcement officer is killed in the line of duty. The following mourning periods will be observed:
 - ◆ Upon the line of duty death of an active law enforcement officer (LEO) of this Department. The mourning band should be worn for a period of thirty days from the date of death.
 - ◆ By all LEO in uniform or in civilian clothing while displaying a badge when attending the funeral of an active LEO. Upon the completion of the funeral, the mourning band shall be removed.
 - ◆ Upon the line of duty death of a LEO from a neighboring jurisdiction. The mourning band will be worn from the date of death and removed at the conclusion of the day of burial.
 - ◆ National Peace Officers Memorial Day (May 15th).
 - ◆ The day of any anniversary memorial service the Department has honoring our Department's LEO's who have died in the line of duty.
 - ◆ At the direction of the Chief of Police, when special circumstances dictate that a Department display of official mourning is appropriate.



HUNTINGTON BEACH POLICE DEPARTMENT STANDARD OPERATING PROCEDURES MANUAL

February 2015

014—GUIDELINES FOR THE USE OF 31 CVC 148.9 PC AND 529 PC

1. **PURPOSE:** To provide guidelines regarding the use of these sections when making arrests involving false identification.
2. **AUTHORITY:** This procedure is issued by the authority of the Chief of Police.
3. **APPLICATION:** This procedure applies to all sworn personnel.
4. **PROCEDURE:** When making arrests for violations involving false identification or impersonation, the following guidelines should be considered:

- **31 CVC:** Generally applies to false information given to a peace officer during the issuance of a citation or at the scene of a traffic collision. This section applies only while enforcing the vehicle code (misdemeanor) and is not listed under 40302 or 40303 as an arrestable offense; therefore it should be enforced by citation only.
- **148.9 CPC:** This section is applicable in any situation where a person falsely represents or identifies himself as another person or as a fictitious person to any peace officer (misdemeanor).
- **529 CPC:** Although this section has many of the elements of the two preceding sections, it is intended for use in fraud cases where a person falsely impersonates another in order to enter into a surety or contractual relationship and, in doing so, causes that person to become liable to a suit or prosecution or to pay a sum of money.

This section is narrow in scope and should be used only in situations meeting its intended purpose. It is not to be used in traffic or minor cases of false representation (felony).

5. **RESPONSIBILITY:**

- It is the primary responsibility of the arresting officer to comply with the intent and guidelines of this procedure.
- It is the responsibility of the first-line supervisors to review and ensure compliance to this procedure.



HUNTINGTON BEACH POLICE DEPARTMENT STANDARD OPERATING PROCEDURES MANUAL

015—HATE CRIME REPORTING

November 6, 2018

1. **PURPOSE:** The Huntington Beach Police Department has an agreement with the Orange County Human Relations Commission to report all hate crimes that occur in our city.
2. **AUTHORITY:** This procedure is issued by the authority of the Chief of Police.
3. **REFERENCE:** HBPD Manual Section 338.
4. **APPLICATION:** This procedure applies to all members of the Uniform Division of the Huntington Beach Police Department.
5. **PROCEDURE:** When a crime is reported that meets the Penal Code criteria for a hate crime, as defined in section 422.55(a) CPC, the on-duty Watch Commander shall ensure a short summary of the facts of the crime are prepared, per the link below, and emailed utilizing the "Hate Crime Incident Reporting" email group in outlook:

The summary should include and be provided in the following format:

- Report Number
- Date/Time
- Location
- Victim's Name
- Victim's City of Residence
- Suspect's Name
- Suspect's City of Residence
- A Brief Description of the Incident

[Click here to access Hate Crime Synopsis form](#)



HUNTINGTON BEACH POLICE DEPARTMENT STANDARD OPERATING PROCEDURES MANUAL

016—WEARING OF HELMET

February 2015

1. **PURPOSE:** To ensure officers are utilizing issued safety equipment in hazardous situations.
2. **AUTHORITY:** This procedure is issued by the authority of the Chief of Police.
3. **APPLICATION:** This procedure applies to all sworn personnel while working in the Uniform Division.
4. **PROCEDURE:** Officers should wear their issued duty helmets when there is a potential danger from thrown objects or weapons or when directed by a Supervisor. Officers shall keep their duty helmet with them while on duty in a uniform assignment.
5. **RESPONSIBILITY:** It shall be the responsibility of all supervisors to ensure compliance with this procedure.



HUNTINGTON BEACH POLICE DEPARTMENT STANDARD OPERATING PROCEDURES MANUAL

017—OCSD HOSPITAL BOOKING

February 2015

OCSD Information Bulletin 2012

TO: All Law Enforcement Agencies Who Book Arrestees Into The Orange County Jail

RE: Hospital Bookings

The Orange County Sheriff's Department changed the booking policy and procedure at the Intake Release Center (IRC) for hospital bookings effective January 1, 2009. The Sheriff's Department has not been accepting new bookings requiring hospitalization for several years, until the arrestee has been arraigned and remanded to the custody of the Department or can be admitted to the Jail Ward. The purpose of this bulletin is to provide you with an update and the resources necessary to ensure a smooth process for transferring a hospital booking to the custody of the Sheriff.

Obtaining Medical Attention for Arrestees: Arresting officers should make arrangements to obtain medical attention for arrestees with obvious medical conditions prior to bringing them to the IRC for booking. In the event an arrestee is brought to the IRC but refused for booking due to medical reasons, the arresting officer will need to take the arrestee to the hospital of the arresting agency's choice to obtain medical treatment. If the arrestee cannot be medically cleared for booking and is admitted to the hospital, the arresting agency will need to either maintain physical custody of the arrestee until the arrestee is arraigned or obtain an Own Recognizance (OR) Release.

Obtaining an Own Recognizance (OR) Release for Arrestees, Bail Setting, and Bail Increases: Some agencies may want to attempt to secure an OR release for an arrestee rather than maintain physical custody until the arraignment. Agencies will need to make these requests to the Detention Release Officers (DRO's) who work for the court, but maintain physical offices at the IRC. Prior to calling the DRO's the officer should have a completed Probable Cause Declaration and be prepared to either fax or drive the declaration to the IRC.

If an arrestee is not released on his/her own recognizance and cannot be medically cleared for booking, the arresting agency will be required to have bail set prior to the arraignment, but preferably as soon as possible after admittance to the hospital. This is done by faxing a package consisting of the Probable Cause Declaration and the booking slip or arrest report face page to the DRO's. The cover sheet for the fax package needs to clearly indicate that this is a hospital booking and include the officer's name and phone number plus the hospital name and phone number.

To request an OR release, set bail, request a bail increase, or get clarification about any of these processes, please call the **Detention Release Officer at** .

Submission of Probable Cause Declarations: It is the responsibility of the arresting agency to ensure that a Probable Cause Review is conducted by the court appointed Judicial Hearing Officer (JHO) within either 36 hours (if booking into the IRC) or 48 hours (if maintaining custody at a city jail) beginning at the time of arrest. Many agencies have arrangements to have their Probable Cause Declarations (PC DEC's) reviewed directly by the court Monday-Friday. The agency can also contact the JHO to initiate this process on a weekend or holiday. Usually you can fax the PC DEC to the JHO and they can conduct the review. The important thing to remember is that the clock does not stop just because the arrestee is in the hospital; the Probable Cause Review still needs to be done within the mandated time frame.

The other important point is that the arresting agency needs to maintain a copy of the approved PC DEC. If your agency sends the PC DEC's directly to court, you should specifically request a copy of the approved PC DEC for any hospitalized arrestee. If you fax your PC DEC's to the JHO you should call in



HUNTINGTON BEACH POLICE DEPARTMENT STANDARD OPERATING PROCEDURES MANUAL

017—OCSD HOSPITAL BOOKING (cont'd)

advance and make arrangements for them to send a copy of the approved PC DEC by return fax. The JHO will only fax approved copies for hospital bookings and only if advance arrangements are made. Please include the entire fax number, with area code, when requesting a return fax. The JHO office hours are 6:30 am to 2:30 pm seven days per week so approvals by fax and return faxes are only available during those hours.

The Sheriff's Department will require this document to be submitted with the booking slip if the arrestee is medically cleared for booking at the IRC or if the arresting agency transfers the arrestee to the Jail Ward prior to arraignment. If the arresting agency has the arrestee arraigned and the magistrate remands the arrestee into our custody we will not need the approved Probable Cause Declaration.

To schedule a review or get clarification about the Probable Cause Review Process, please call the **Judicial Hearing Officer at**

Transferring an Arrestee to the Jail Ward at WMA Prior to the Arraignment: The Orange County Sheriff's Department maintains a small jail ward. If the medical condition of the arrestee can be stabilized to meet the hospital admission guidelines established by the hospital AND there is an available bed in the jail ward, it is possible to transfer custody of the arrestee to the Sheriff's Department prior to the arraignment. The process to transfer an arrestee to the custody of the Sheriff at the WMA jail ward is as follows:

1. Ask the attending nurse to call the **WMA Jail Ward Nurse** to have the arrestee screened for medical compatibility.
2. The requesting officer will call the **OCSD-Theo Lacy (TLF) Operations Sergeant at** to determine if there is available housing. If there is available housing they will need to provide some information about the arrestee so a Classification Review can be initiated.
3. The TLF Operations Sergeant will clear the arrestee for transfer to the jail ward ONLY if he or she meets the medical requirements, security requirements, and there is available housing.
4. The arresting agency will deliver the booking slip, a copy of the approved PC DEC, and the arrestee's personal property to the IRC Receiving Guard Station (no triage screening is necessary). The Receiving Deputy will receive the arrestee, return the officer's copy of the booking slip without a booking number, and notify the Jail Ward of the pending transfer.
5. The arresting agency may transport the arrestee to the Jail Ward at WMA. The WMA Deputy will call the IRC Receiving Deputy and get a booking number. The WMA Deputy will take custody of the arrestee.

Requesting an Emergency Exemption to the OCSD Hospital Booking Policy: In certain circumstances, emergency conditions could exist in the arresting agency's jurisdiction making it difficult or impossible for the agency to maintain custody of a hospitalized arrestee in addition to managing the emergency. In this type of situation, the arresting agency Watch Commander should contact the **IRC Watch Commander at (** and request assistance. If a mutual agreement can be reached, the IRC Watch Commander will make arrangements for the Sheriff's Department to take custody of the arrestee.

The Arraignment Process: The statutory time limit for having a suspect arraigned does not become extended merely because the suspect is in the hospital and cannot go to court. The suspect still needs to be arraigned unless a judge finds cause to postpone the process. Every situation is different and will need to be evaluated by the Orange County District Attorney's Office (OCDA) and the Court to see how it should best be handled.



HUNTINGTON BEACH POLICE DEPARTMENT STANDARD OPERATING PROCEDURES MANUAL

017—OCSD HOSPITAL BOOKING (cont'd)

The best way to handle the arraignment process for someone in the hospital is as follows:

1. Take all of the necessary paperwork needed for a criminal filing to the OCDA's Office that you would normally go to for filings.
2. Advise the Deputy DA that the suspect is hospitalized and seek guidance on how to proceed with the arraignment.
3. If the OCDA and Court personnel decide to conduct an out-of-court or "bedside" arraignment, please notify the **IRC Receiving Deputy at** _____, in advance, that this will take place. (See Transferring Custody of the Arrestee after the Arraignment below.)

To get clarification on the arraignment process or OCDA practice, please contact the branch of the OCDA's Office that serves your jurisdiction.

Transferring Custody of the Arrestee After the Arraignment: If the arrestee is arraigned in court, the transfer process will be automatic. The judge orders that the arrestee be remanded to custody and the deputy takes custody immediately.

If a remand order is issued while the arrestee is still in the hospital, the process will be substantially more complicated. Agencies should use the following process to speed the transfer:

1. Notify the **IRC Receiving Guard Station Deputy at** (_____) of your intent to schedule an out-of-court arraignment 24 hours in advance, if possible. Please have the date, time, and location of the arraignment available. We will make arrangements to have a deputy placed on standby to respond to the hospital if the suspect is remanded.
2. Obtain a copy of the Remand Order from the court official issuing the order.
3. Deliver the booking slip, a copy of the Remand Order, and the arrestee's personal property to the IRC Receiving Guard Station Deputy. The deputy will receive the arrestee, return the officer's copy of the booking slip without a booking number, and confirm details about where to send the deputy who will take custody of the arrestee. The deputy will then notify the Theo Lacy Facility to dispatch a deputy to the appropriate hospital. When the deputy arrives, he or she will call the IRC and get a booking number to give to the arresting agency. We will make every effort to relieve the officer at the hospital within 4 hours starting when the booking paperwork is received at the IRC, provided we have had advance notice 24 hours prior. Failure to provide advance notice could result in substantial delays.

To get clarification about the transfer process, contact the IRC Operations Sergeant at _____.

Arrestee is Cleared for Booking by the Hospital and Discharged: At times, an arrestee may be cleared by the treating hospital for booking while still not meeting medical acceptance criteria for the Orange County Jail. Depending on the severity of the charges, it may not be in the best interest of the community to release the arrestee from custody. When these instances arise, communication and coordination will be the keys for success.

In addition to the notification listed above, arresting agencies should notify the IRC Operations Sergeant and the IRC Triage Nursing Supervisor as soon as a projected release day and time have been discussed by hospital staff. The Operations Sergeant will notify the Watch Commander.

The Triage Nursing Supervisor will contact the treating hospital to facilitate the exchange of all pertinent information as to the care the arrestee may require upon transfer. The Triage Nursing Supervisor will notify the physician on staff or, if overnight, the on-call physician.



HUNTINGTON BEACH POLICE DEPARTMENT STANDARD OPERATING PROCEDURES MANUAL

017—OCSD HOSPITAL BOOKING (cont'd)

Working collaboratively with the arresting agency, the Watch Commander and the Triage Nursing Supervisor shall prepare for the arrival of the arrestee, determine the possible appropriate housing locations for the arrestee based on medical needs, and advise all involved parties.

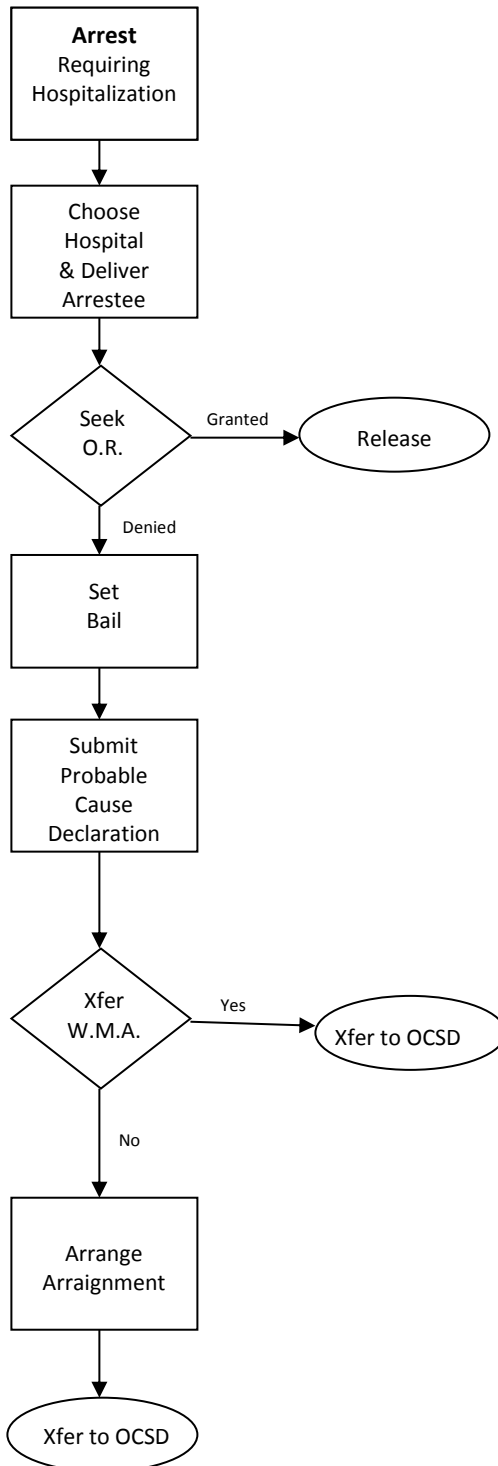
Upon arrival of the arrestee, the transfer of custody will be completed in the most expeditious manner.



HUNTINGTON BEACH POLICE DEPARTMENT STANDARD OPERATING PROCEDURES MANUAL

017—OCSD HOSPITAL BOOKING (cont'd)

Overview of the Hospital Booking Process



The Hospital Booking Process is triggered by the arrest of a person who is obviously in need of medical attention or by an arrestee who is medically refused for booking at the Intake Release Center.

Your agency should make the decision, in conjunction with attending paramedics, which hospital to use.

Your agency can seek an O.R. Release, or not, at its discretion. Contact the Detention Release Office to seek an O.R.

If the O.R. Release is not sought, or not granted, then the arresting agency needs to have bail set. Do this by faxing the PC Dec, booking slip, & arrest report face page to the Detention Release Office.

Refer questions or FAX documents to:

Detention Release Office phone
Detention Release FAX

Your agency will need a Probable Cause Review performed by the court or by the Judicial Hearing Officer within the 36 to 48 hour time limit. Make sure to get a copy of the approved PC Dec.

Refer questions or FAX documents to:

Judicial Hearing Officer phone
Judicial Hearing Officer FAX

Your agency can attempt to transfer the arrestee to the jail ward at West Med Anaheim (WMA). You first check medical compatibility with WMA. You then check availability and compatibility with the Theo Lacy OPS Sgt.

Contact Numbers:

Theo Lacy Operations Sergeant
WMA Jail Ward Nurse

To arrange an arraignment, your agency needs to advise the OCDA when you are filing the complaint that is a hospital booking. The Deputy DA will provide guidance on how to proceed.

OCSD will immediately take custody if the suspect is remanded at an in-court arraignment.

You should notify the IRC prior to an out-of-court arraignment to place a deputy on standby. If the suspect is remanded, deliver the booking slip AND remand order to IRC Receiving. The deputy will receive the arrest paperwork and dispatch a deputy to relieve your officer.

Contact Numbers:

IRC Receiving Deputy
IRC Operations Sergeant

(pre-arraignment notifications)
(questions)



HUNTINGTON BEACH POLICE DEPARTMENT STANDARD OPERATING PROCEDURES MANUAL

018—OVERTIME SIGN-UP

May 2018

1. **PURPOSE:** Define the process for posting and filling overtime assignments.
2. **AUTHORITY:** This procedure is issued by the authority of the Chief of Police.
3. **APPLICATION:** This procedure applies to all sworn personnel while working posted overtime in the Uniform Division.
4. **PROCEDURE:** Overtime will be posted using the InTime scheduling system. The system will track the amount of overtime each employee works and then utilize a preset filter to fill any future overtime assignments. The employee with the least amount of overtime shifts filled will be placed at the top of the list for the particular desired, available overtime assignment. Of those employees who desired to work that particular shift, the employee with the least amount of overtime shifts granted will be selected for the overtime assignment. Any overtime shifts worked, with the exception of special events, will count towards the employee's total overtime shifts filled.

When a shift needs to be filled within 72 hours or less, the system will utilize a first-come first-served method to fill the assignment.

In regards to Special Events overtime, the system will utilize a first-come first-served method to fill the special event.

The employee's total shifts filled will be reset the first day of each shift change.

In the event an employee desires to cancel their assigned overtime shift, the employee shall notify the Watch Commander who will repost the overtime shift. The employee attempting to cancel the overtime shift will be responsible to ensure the shift has been filled. If the shift is not filled, the employee will be responsible for working the overtime shift.

5. **RESPONSIBILITY:** It will be the responsibility of the Patrol Bureau scheduling lieutenant to ensure compliance with this procedure.



HUNTINGTON BEACH POLICE DEPARTMENT STANDARD OPERATING PROCEDURES MANUAL

019—PARKING CITATION HEARING PROCEDURE

February 2015

1. **PURPOSE:** To establish a procedure for the implementation of the parking citation adjudication procedure.
2. **HISTORY :** In 1993, the California legislature enacted AB408 which decriminalizes parking citations and requires the issuing agency to handle the adjudication of parking citations written within their jurisdiction. This procedure requires the department to provide a hearing process for violators which meets the requirements of this bill.
3. **AUTHORITY:** This procedure is issued by authority of the Chief of Police per CVC 40215(a).
4. **APPLICATION:** This procedure is applicable to all Uniform Division personnel and those working overtime in the division.
5. **PROCEDURE:** If a violator wishes to contest a parking citation, and is within 21 days of issuance or within 14 days of the mailing of the delinquent notice, the violator will be allowed to request an initial review. If the violator is still wishing to contest the citation after the initial review, they must post the amount of the fine or request a waiver of fees and request a hearing with the department's hearing examiner. The last and final appeal is with small claims court.
 - The first step is an initial review by the Parking Control Supervisor. A person may request an initial review of the citation by the issuing agency within 21 days of issuance or 14 days of the delinquent notice. The request may be made to the Traffic office by telephone, in writing, in person, or on-line at www.pticket.com/hb. There is no charge for this review. The Parking Control Supervisor will investigate the validity of the citation. The requestor will be notified via mail of the result.
 - If the person is not satisfied with the results of the initial review, a request for an administrative hearing may be made. The request must be made no later than 21 calendar days following the mailing of the results of the initial review. The person requesting an administrative hearing shall deposit the amount of the parking penalty or provide proof of an inability to pay. The hearing officer is contracted through TurboData. Hearings are conducted at the police department front desk on the fourth Wednesday of each month. In lieu of appearing in person, a hearing by written declaration may be conducted.
 - The last and final step, if desired by the violator, is to request a judicial review at the Central Justice Center, Civil Claims Division. The issuing officer is required to appear on the date assigned by the Court to testify as to the validity of the citation. See CVC section 40230 for the timeline requirements and other details.
 - All files containing hearing documentation are kept by the processing company and are available on-line to the department.
6. **RESPONSIBILITY:** It is the responsibility of all personnel to comply with this procedure.



HUNTINGTON BEACH POLICE DEPARTMENT STANDARD OPERATING PROCEDURES MANUAL

020—PATROL EQUIPMENT STORAGE LOCKERS

February 2015

1. **PURPOSE:** To establish a procedure for the use of the patrol equipment storage lockers.
2. **AUTHORITY:** This procedure is issued by the authority of the Chief of Police.
3. **APPLICATION:** This procedure applies to personnel assigned patrol equipment storage lockers.
4. **PROCEDURE:**
 - The storage lockers located adjacent to the lower level south door and motor pool parking area shall be used for the storage of individual officers' miscellaneous work-related equipment.
 - At no time shall the equipment lockers be utilized for the storage of any type of firearm.
 - All equipment lockers should remain secured when not in use.
 - The lockers are for officers assigned to the Uniform Division. Officers from other divisions, who work overtime in patrol, do not fall into this category.
 - Officers who transfer out of the Uniform Division must relinquish their patrol equipment storage locker. The officer has 10 days from the start of their new assignment to empty the locker and return the keys to the Property room.
5. **RESPONSIBILITIES:** It shall be the responsibility of all personnel to comply with this procedure.



HUNTINGTON BEACH POLICE DEPARTMENT STANDARD OPERATING PROCEDURES MANUAL

021—PURSUIT CRITIQUES

February 2015

1. **PURPOSE:** This procedure is established to ensure the complete documentation of pursuit overviews.
2. **AUTHORITY:** This procedure is issued by the authority of the Chief of Police.
3. **REFERENCES:** HBPD Manual Section 314.
4. **APPLICATION:** This procedure applies to all supervisory personnel assigned to the Uniform Division.
5. **PROCEDURE:** All pursuit overviews shall be completed in Blue Team. It shall be the responsibility of all supervisors within the Uniform Division to use the following outline as a guide when completing pursuit overviews in Blue Team. The Blue Team entry shall be forwarded to the Uniform Division Commander via the on-duty watch commander at the time the pursuit occurred.
 - Create a new vehicle pursuit Blue Team entry and fill in the applicable boxes.
 - The “Summary of Incident” is the supervisor’s narrative. The narrative shall include a summary of the pursuit, the supervisor’s actions taken to supervise the pursuit, and whether the pursuit was in or out of policy. If the pursuit is out of policy, describe what follow-up is being done.
 - Attach supplemental documents to Blue Team as attachments. Items to attach should include all police reports, a printout of the call, the press release if completed, the CHP form 187, and the radio traffic.

Supervisors shall complete the pursuit Blue Team entry as soon as possible but no later than 72 hours after the pursuit. The Blue Team entry shall be forwarded to the watch commander who was on duty at the time of the pursuit. If no watch commander was on duty at the time, forward the Blue Team entry directly to the Uniform Division Commander.

The watch commander will review the Blue Team entry and add a narrative indicating he/she has reviewed the overview. The watch commander shall include their recommendation as to whether the pursuit was in or out of policy.
6. **RESPONSIBILITY:** It shall be the responsibility of the Uniform Division lieutenants, station sergeants, and field supervisors to ensure compliance with this procedure.



HUNTINGTON BEACH POLICE DEPARTMENT STANDARD OPERATING PROCEDURES MANUAL

022—VEHICLES INVOLVED IN PURSUITS

February 2015

1. **PURPOSE:** To establish a procedure and responsibility for inspection and repair of vehicles involved in pursuits.
2. **AUTHORITY:** This procedure is issued by the authority of the Chief of Police.
3. **REFERENCE:** HBPD Manual Section 314 covers overall pursuit policies.
4. **APPLICATION:** All police vehicles involved in pursuits.
5. **PROCEDURE:** All vehicles involved in pursuits will be inspected for damage after the pursuit is terminated. Damage often goes unnoticed in the heat of driving while attempting to apprehend a suspect.

Damage can take the form of flat spots on tires from braking, burned out brakes, ruptured sidewalls from striking a curb, undercarriage damage from bottoming out in dips, or sheet metal damage.

Vehicles with observed damage need to have the vehicles onboard computer downloaded prior to being driven. If this cannot occur at the termination point of the pursuit, the vehicle should be towed to the City service yard. A M.A.I.T. Officer should be advised the download is required. The HBPD garage personnel should be notified that the download needs to occur. This notification can be done through the HBPD Iris42 app.

6. **RESPONSIBILITIES:**

- **Officer:** It is the officers' responsibility to inspect their vehicles. Upon the termination of the pursuit, a Report of Conditions will be submitted with the notation that the vehicle was involved in a pursuit. This will alert the garage to inspect the vehicle for potential damage.
- **Sergeant:** It is the sergeants' responsibility to ensure Reports of Conditions are filed for all involved vehicles. It will be at the sergeant's discretion to Bad Order (BO) the vehicle immediately or allow it to continue in service. The decision will be based upon, but not limited to, the duration of the pursuit and the type of driving involved. A Report of Conditions will still be filed regardless of the decision. The Sergeant will ensure the vehicles onboard computer is downloaded when necessary.



HUNTINGTON BEACH POLICE DEPARTMENT STANDARD OPERATING PROCEDURES MANUAL

023—SERGEANTS LOG

February 2015

1. **PURPOSE:** The Department provides a Sergeant's Daily Activity Report which is to be used by all Uniform Division sergeants. The function of the Sergeant's Daily Activity Report is:
 - To provide a constant record of an officer's performance.
 - To reduce unsatisfactory ratings by detecting deficiencies early and effectively training the officer in those areas.
 - To provide a constant record of a sergeant's performance and supervisory techniques.
2. **AUTHORITY:** This procedure is issued by the authority of the Chief of Police.
3. **REFERENCE:** HBPD Manual Section 445
4. **DEFINITIONS:**
 - **Officer Contact** - An officer contact is defined as any situation which results in the evaluation of an officer's performance.
 - **Observed** - Any situation observed by the sergeant; included shall be a statement of the officer's activity and evaluation of his performance
 - **Detailed** - Any contact requested by a superior officer regarding a supervisory function; included shall be a statement of the situation to be discussed and the results of the contact.
 - **Dispatched** - Any contact stemming from a radio dispatch to follow up an officer on a call; included shall be an evaluation of the officer's performance in the situation.
 - **Comment Log** - A comment log file serves as a temporary repository for positive and negative evaluations of an officer's performance over a one-year time period. Comment logs for all sworn employees are maintained within the Uniform Division.
5. **LOG CONTENT:** The activity column shall constitute the body of the report. All activity during the sergeant's tour of duty shall be listed in chronological order. The first line of an entry next to the time shall include the location of the event the nature of the activity and the names of officers present. The following lines shall be used for:
 - A brief description of the incident.
 - A description of actions taken by the officers.
 - A summary of any discussion with an officer regarding his/her performance
 - The activity column shall constitute the body of the report. All activity during the sergeant's tour of duty shall be listed in chronological order. The first line of an entry, next to the time line, shall include in order: the location, nature of activity, and list of officers contacted. The following lines shall be used for any comments needed to disseminate information concerning the incident to the Uniform Division Administration. Comments may include, but are not limited to:
 - ◆ A brief description of the incident.
 - ◆ A description of actions taken by the officers.
 - ◆ A summary of any discussion with an officer regarding his/her performance
 - ◆ Any action taken by the sergeant



HUNTINGTON BEACH POLICE DEPARTMENT STANDARD OPERATING PROCEDURES MANUAL

023—SERGEANTS LOG (cont'd)

- If the sergeant's activity involves an officer contact, the "Dispo" column shall include one of the following performance evaluation notations:
 - ◆ "O" = Outstanding
 - ◆ "S" = Satisfactory
 - ◆ "SF" = Satisfactory with Minor Faults
 - ◆ "IR" = Improvement Required

6. PROCEDURE:

- **Sergeant Responsibilities:**
 - ◆ Enter the required information including name, date, watch, unit, personnel supervised, etc.
 - ◆ Enter a description of activity as described above in "Log Content."
 - ◆ Submit the completed log at the end of their shift to the appropriate watch commander.
 - ◆ If the activity described warrants a Comment Log, prior to submitting the log to the watch commander, the sergeant shall:
 - Indicate the appropriate disposition in the "CL" column.
 - Have the employee(s) initial the log in the appropriate location in the "INIT" column.
 - Submit the log to the watch commander for approval.
- **Watch Commander Responsibilities:**
 - ◆ Review Sergeant Logs submitted by subordinates.
 - ◆ If a Comment Log has been recommended, the watch commander shall indicate whether they agree or disagree with the recommendation by writing "OK" or "NEG" in the "Review" field and adding their initials to the log.
 - ◆ Forward all Comment Logs to the Uniform Division Commander.

7. **RESPONSIBILITY:** It is the responsibility of any sergeant working Uniform Patrol to comply with this procedure.



HUNTINGTON BEACH POLICE DEPARTMENT STANDARD OPERATING PROCEDURES MANUAL

024—SHIFT MINIMUMS

February 2015

1. **PURPOSE:** This procedure establishes shift deployment minimums for non-supervisory sworn officers assigned to Uniform Patrol.
2. **AUTHORITY:** This procedure is issued by the authority of the Chief of Police.
3. **APPLICATION:** This procedure applies to all members of the Patrol Bureau.
4. **PROCEDURE:**

| SAT | SUN | MON | TUES | WEDS | THURS | FRI |
|--|-----|-----|------|------|-------|-----|
| Watch I (Day Shift) | | | | | | |
| 11 | 11 | 11 | 11 | 11 | 11 | 11 |
| Watch II (Swing Shift)* includes Mid Watch when applicable | | | | | | |
| 10 | 10 | 10 | 10 | 10 | 10 | 10 |
| Watch III (Night Shift) | | | | | | |
| 10 | 8 | 8 | 8 | 8 | 8 | 8 |

Sworn officers assigned to the front desk shall **not** be included as part of the shift minimums.

Officers assigned to a Field Training Officer, Scholl Resource Officers and K-9 Officers should not normally be included as part of the shift minimums, however, the Watch Commander is authorized to consider all Uniform Division personnel assigned to duty in calculating staffing levels as he/she deems appropriate.

The Watch Commander is further authorized to deploy staffing levels below the listed minimums if it is necessary and appropriate considering reasonably foreseeable service demands.

5. **RESPONSIBILITY:** It shall be the responsibility of all Uniform Division watch commanders to ensure compliance with this procedure.



HUNTINGTON BEACH POLICE DEPARTMENT STANDARD OPERATING PROCEDURES MANUAL

026—SOBRIETY/DRIVERS LICENSE CHECKPOINTS

February 2015

1. **PURPOSE:** To establish a procedure for Sobriety/Drivers License Checkpoints.
2. **HISTORY:** The Fourth Amendment to the United States Constitution requires that all searches and seizures must be reasonable. The courts recognize that stopping a motor vehicle and its occupants constitutes a seizure even though the detention is brief and limited in scope. Consequently, Sobriety/Drivers License Checkpoints are viewed as per se violations of the Fourth Amendment by a portion of the legal community. On this issue, the California Attorney General issued an opinion in 1984 (No. 84-902) which concluded that California law enforcement agencies could lawfully use checkpoints provided sufficient safeguards were taken to minimize intrusions on motorists.

Several cases arising from DUI arrests made as the result of Sobriety/Drivers License Checkpoints were heard by the First and Fourth California Court of Appeals and ultimately by the California Supreme Court. The case of *Ingersoll v. Palmer (1987) 43 C3d 1321* published by the court, set the standard for future checkpoint operations in California. This case remains relevant today and is the basis for the policy of the Huntington Beach Police Department contained in this **SOP**. The following safeguards, listed in the *Ingersoll* decision, are specifically addressed in this policy.

- **Decision Making at the Supervisory Level** - The decision to establish a Sobriety/Drivers License Checkpoint, the selection of the site, and the procedures to be used should be made by supervisory law enforcement personnel rather than by field officers.
 - **Limits on Discretion of Field Officers** - A neutral formula as to which cars will be stopped, such as every driver or every third, fifth, or tenth driver, shall be employed. This decision should be made by supervisory law enforcement personnel.
 - **Maintenance of Safety Conditions** - Proper lighting, warning signs and signals, and clearly identifiable official vehicles and uniformed personnel, must be used.
 - **Reasonable Location** - Considering safety factors, supervisors should select sites based on high incidence of DUI arrests and/or collisions.
 - **Time and Duration** - Temporary checkpoints, in evening and early morning hours, would be most effective. Checkpoints should not start earlier than 1800 hours.
 - **Indicia of Official Nature of Roadblock** - High visibility should be maintained by use of warning signs, flashing lights, adequate lighting, clearly identifiable official vehicles, and uniformed officers/personnel.
 - **Length and Nature of Detention** - Each motorist stopped should be detained only long enough for the officer to question the driver briefly and to look for signs of intoxication. Impaired drivers should be diverted for a secondary investigation.
 - **Advance Publicity** - Advance publication of the date of intended checkpoint, without announcing precise locations, would reduce surprise, fear, and inconvenience. The announcement should be made two weeks, two days and two hours prior to the operation.
3. **AUTHORITY:** This procedure is issued by authority of the Chief of Police.
 4. **APPLICATION:** This procedure is applicable to any Sobriety/Drivers License Checkpoint conducted by the Huntington Beach Police Department.



HUNTINGTON BEACH POLICE DEPARTMENT STANDARD OPERATING PROCEDURES MANUAL

026—SOBRIETY/DRIVERS LICENSE CHECKPOINTS (cont'd)

5. **PROCEDURE:**

- **Site Selection** - This department must be able to objectively outline criteria utilized in the site selection process. There must be a correlation between the location and DUI arrests/collision data. Site selection will generally be based on the following:
 - ◆ Statistical information on the locations of alcohol/drug-related incidents.
 - Number and frequency of alcohol/drug-related traffic collisions.
 - Location and frequency of arrests for driving under the influence of alcohol or drugs.
 - Any other documented vehicular incidents involving drugs or alcohol.
 - ◆ Physical site selection should consider the following:
 - Location must permit the safe flow of traffic through the checkpoint and ensure the safety of the involved personnel.
 - Consideration should be given to posted speed limits, traffic volume, and visibility.
 - Select a location that will provide adjoining space to pull vehicles off the traveled portion of the roadway.
 - The site should have a maximum visibility from each direction and sufficient lighting. If permanent lighting is unavailable, ensure that portable lighting is provided.
 - The location must allow for ample warning to motorists approaching the checkpoint.
- **Personnel**
 - ◆ A "uniformed" Traffic supervisor will be assigned to provide on-scene supervision of the checkpoint. The supervisor will be responsible for the overall operation and should be well-versed in Sobriety/Drivers License Checkpoint procedures.
 - ◆ The visibility of uniformed officers and their marked vehicles makes the police presence obvious. It also serves to reassure motorists of the legitimate nature of the activity.
 - Patrol vehicles should be parked to provide protection to team members and to be highly visible.
 - A patrol vehicle should be situated to allow for the apprehension of fleeing motorists, if necessary. As a general rule, motorists who purposely evade the checkpoint should not be pursued. The exception to this is when the motorist has displayed signs of intoxication or when the evasion results in a hazardous violation.
- **Checkpoint Staffing/Duties** - The success of a Sobriety/Drivers License Checkpoint depends greatly upon smooth and efficient operations. Persons selected to staff the checkpoints should attend a briefing prior to working the Sobriety/Drivers License Checkpoint. Officers who are unable to attend briefing shall report to the supervisor for a field briefing.



HUNTINGTON BEACH POLICE DEPARTMENT STANDARD OPERATING PROCEDURES MANUAL

026—SOBRIETY/DRIVERS LICENSE CHECKPOINTS (cont'd)

The following instructions shall be given to each member to assure a safe and efficient operation:

- ◆ **Greeters** - Officers should greet each driver in a professional manner and inform them they have entered a Sobriety/Drivers License Checkpoint.

Officers should look for the following signs and symptoms of intoxication, including but not limited to:

- Odor of alcoholic beverage
- Bloodshot eyes
- Alcohol containers or drug paraphernalia
- Fumbling fingers
- Slurred speech
- Admission of drinking or drug use
- Inconsistent responses
- No driver's license in possession or statements of a non-valid license

If an officer's suspicion is raised with regards to intoxication, the officer should direct the driver out of the vehicle. Police personnel shall move the vehicle to a pre-selected location. The officer should conduct a standardized field sobriety test (SFST) and with the assistance of another officer. The Officer conducting the SFST's should make note of factors which created reasonable suspicion for the detention and include them in any subsequent reports. Officers should also conduct a records check to determine the driver's license status.

If no signs of DUI are observed and the driver has a valid license, the driver shall be handed an information pamphlet, thanked for stopping, and allowed to continue.

- ◆ **Standardized Field Sobriety Test** - Officers should conduct a thorough SFST using the HBPD Report form. The test should include all the tests indicated on the DUI arrest report form that the suspect is able to safely complete. A PAS test may be used as part of the standardized field sobriety test.

If the driver is arrested, the officer should follow the normal investigation/arrest techniques as outlined in the department manual. When possible, breath and blood testing will be available at the checkpoint. If a chosen test is not available, or if the subject is unable or refuses to complete the required test, they should be transported to the HBPD Jail where the remaining test can be completed. If the subject refuses a search warrant may be obtained. For consistency, the arresting officer should be the booking officer especially when the suspect has to be taken to the station for chemical tests. In those cases where the breath test is completed at the checkpoint, the suspect can be transported and booked by another officer.

Evidence should be handled as directed by the HBPD manual.

Vehicles of arrested drivers may be towed incident to the arrest only when the "Community Caretaking" doctrine has been satisfied. The vehicle may be released to a sober and licensed passenger at the request of the owner. Community Caretaking doctrine includes a traffic hazard, protecting the vehicle from theft or vandalism and immediate unlawful operation.

- ◆ **Transportation** - The prisoner control (transportation) officer needs to ensure that arrested drivers are transported to HBPD as soon as practical after arrest



HUNTINGTON BEACH POLICE DEPARTMENT

STANDARD OPERATING PROCEDURES MANUAL

026—SOBRIETY/DRIVERS LICENSE CHECKPOINTS (cont'd)

- ◆ Officers should only transport after advising the Sobriety/Drivers License Checkpoint supervisor.
- ◆ **Logs and Documentation** - Personnel maintaining the checkpoint logs will ensure they are completed accurately and timely with the required information.
- **Supervisor Duties**
 - ◆ Ensure proper notification to media prior to checkpoint.
 - ◆ Give the Sobriety/Drivers License Checkpoint briefing.
 - ◆ Supervise and review set up of cones, signs, and positioning of officers' equipment and vehicles.
 - ◆ Ensure "video tape" of the location is made prior to the stopping of drivers.
 - ◆ Determine neutral formula for traffic director as required for a smooth checkpoint operation. Each time a change in the formula for selected vehicles is made, the time will be noted by the log keepers and the supervisor will initial the checkpoint log at the end of the operation.
 - ◆ Ensure vehicles are stopped at pre-designated intervals.
 - ◆ Ensure a checkpoint log is maintained documenting statistical information of the night's activity to include number of vehicles stopped, time of detainment, arrests made, etc.
 - ◆ Make sure that officers are performing their assigned duties properly at each position.
 - ◆ Determine when checkpoint activity will be temporarily stopped due to workload or traffic conditions or permanently curtailed due to end of assigned time period.
 - ◆ Establish a media area at the checkpoint. Ensure media does not interfere with enforcement activity and/or traffic safety and flow. Ensure media does not interfere with sobriety testing (i.e., lights, cameras, recorders) or suspects' rights.
- **Checkpoint Operations**
 - ◆ Sobriety/Drivers License Checkpoints should normally operate within the Office of Traffic Safety guidelines. The supervisor may discontinue operations at any time for safety reasons.
 - ◆ Reasons for deviation from the predetermined plan would include, but are not limited to, traffic backing up; intermittent, inclement weather; safety concerns; etc.
 - ◆ All vehicles, regardless of type, should be subject to screening. This includes commercial vehicles such as buses, taxis, and large trucks.
 - ◆ Vehicles should not be stopped on a discretionary basis, i.e., due to the "looks" of the vehicle. However, this does not preclude stopping a vehicle when the driver exhibits obvious signs of intoxication.
 - ◆ Delays of motorists should be kept to a minimum. Each motorist stopped should be detained only long enough for the officer to question the driver briefly and to look for signs of intoxication. Equipment and vehicle registration violations will not be cause for detention.
 - ◆ Enforcement action should be limited to DUI; open containers, drugs, and serious criminal violations. The driver may be asked for a valid driver's license.
- **Public Information/Media Relations**
 - ◆ To obtain maximum benefit in terms of the general deterrent effect, Sobriety/Drivers License Checkpoints should be publicized in advance of the checkpoint using available media distribution lists and/or social media.



HUNTINGTON BEACH POLICE DEPARTMENT STANDARD OPERATING PROCEDURES MANUAL

026—SOBRIETY/DRIVERS LICENSE CHECKPOINTS (cont'd)

- ◆ Press releases should include dates, times, and other relevant information pertaining to the checkpoint. Currently, locations are withheld to increase the deterrent effect.
- ◆ Checkpoints can generate extensive news media interest. Suitable locations should be designated at checkpoint sites for media use to enhance cooperation while preventing interference with personnel by the media.
- **Equipment**
 - ◆ The City of Huntington Beach Public Works is tasked with the setup of the checkpoint under the guidance of designated HBPD personnel. Assigned officers will maintain the generator(s), lighting, office supplies, supplemental signage, and other miscellaneous necessities stored in the DUI trailer.
- **Evaluation** - A systematic method of evaluation should be used to monitor and ensure standardization and consistency of all Sobriety/Drivers License Checkpoints. This will assist in determining our effectiveness and future operational plans. The following items are to be considered:
 - ◆ Number of vehicles passing through the checkpoint
 - ◆ Average time delay to motorists
 - ◆ Number of motorists detained for field sobriety testing
 - ◆ Number and types of arrests
 - ◆ Identification of unusual incidents such as safety problems or other concerns
 - ◆ Documenting deviations from alternative stopping sequence
 - ◆ Other information deemed necessary by individual agencies
- **Public Reaction** - This can be measured by immediate feedback at the site of the Sobriety/Drivers License Checkpoint. The Public Information Officer should also monitor HBPD social media posts and commentary for feedback.

6. **RESPONSIBILITY:** It is the responsibility of all personnel to comply with this procedure.

APPENDIX A

Sobriety/Drivers License Checkpoint Briefing Guide - Prior to conducting the Sobriety/Drivers License Checkpoint, the following items should be discussed and thoroughly explained to all officers and supervisors participating in the detail. Routine information such as location times and personnel assignments, including chemical test operators, should be included at each briefing.

- Explain the goal(s) of the roadside Sobriety/Drivers License Checkpoint.
- Discuss the Sobriety/Drivers License Checkpoint location.
- Stress the need for safety for both the officers and motorists.
- Discuss the placement of personnel and traffic control devices in conformance with established roadside Sobriety/Drivers License Checkpoint guidelines.
- The checkpoint supervisor should develop and establish a systematic approach to stopping the vehicles as they enter the checkpoint location. For example, stop all vehicles or select five vehicles for screening then bypass three. At no time will a random stop be utilized. If a problem such as traffic congestion occurs and requires a change in the pattern of stopping the vehicles, the on-scene supervisor will determine if there will be a change from the systematic vehicles stopping sequence. All changes, no matter how slight, shall be documented including the time of change with an appropriate explanation of the reason for the change.



HUNTINGTON BEACH POLICE DEPARTMENT STANDARD OPERATING PROCEDURES MANUAL

026—SOBRIETY/DRIVERS LICENSE CHECKPOINTS (cont'd)

- Instruct all participating officers to explain the purpose of the checkpoint to the motorists as they approach a vehicle. A uniform statement/question to the driver should be used, for example: *"Good evening. We're conducting a Sobriety/Drivers License Checkpoint. Do you have your driver's license with you? Have you consumed any alcohol or controlled substance today?"*
- If there is no other compelling reason to detain the driver and/or its occupants, the officer shall permit the motorist to proceed.
- Depending on the answers and observations, the officer should decide if further investigation is warranted. If so, the vehicle shall be moved to the designated area for further investigation. If not, permit the motorist to proceed. If a driver refuses to stop or submit to a checkpoint inspection, officers will handle it in accordance with current departmental procedures.
- Sobriety/Drivers License Checkpoint informational pamphlets should be given to each motorist stopped during the detection phase.
- Also, during the detection phase, the officer should see if the occupants of the stopped vehicle are properly using required safety restraints (including child safety seats). If a violation exists, officers may use their discretion of choosing the enforcement or education options.
- Instruct officers to inspect the driver for the smell of alcoholic beverages or other drugs; bloodshot eyes, fumbling fingers, slurred speech, admission of drinking or drug use, abusive language, inconsistent responses, etc. Be observant of the interior of the vehicle for alcoholic beverage containers, drug paraphernalia, or other contraband such as weapons that are in plain view.
- The motorist should be permitted to proceed on his/her way unless the officer observes evidence of intoxication or there is evidence of another serious violation requiring immediate action.
- Those persons suspected of impairment should be subjected to the battery of Standardized Field Sobriety tests.
- Searches of a motor vehicle, the driver, or passengers shall be conducted only when consistent with departmental policies or when legally permissible.

A motorist who wishes to avoid the checkpoint by legally turning before entering the checkpoint area should be allowed to do so unless a traffic violation(s) is observed or probable cause exists to take other action. The act of avoiding a Sobriety/Drivers License Checkpoint does not constitute grounds for a stop.



HUNTINGTON BEACH POLICE DEPARTMENT STANDARD OPERATING PROCEDURES MANUAL

February 2015

027— TRAFFIC COLLISION REPORTS/PRIVATE PROPERTY COLLISIONS

1. **PURPOSE:** To establish a uniform reporting policy for documenting traffic collisions.
2. **HISTORY:** Because of Traffic staffing issues, the Department will limit its response to traffic collisions.
3. **AUTHORITY:** This procedure is issued by authority of the Chief of Police.
4. **APPLICATION:** This procedure applies to all department employees.
5. **PROCEDURE:** It shall be the practice of the Huntington Beach Police Department to document traffic collisions occurring on the public highway or on private property when any of the following conditions are present or suspected:
 - When the collision involves a reported **injury**, an officer will be sent to conduct an investigation and report the incident.
 - When the collision involves a report of a suspected **DUI driver** (under the influence of alcohol and/or controlled substance), an officer will be sent to conduct an investigation and report the incident.
 - When a citation may be issued per 40600(a) CVC based on an independent disinterested witness statement.
 - When the collision involves a **hit-and-run** and the victim is desirous of a report, an officer will be sent to conduct an investigation and report the incident.
 - When the collision involves a **city or government vehicle or property** (HBPD or other agency), an officer will be sent to conduct an investigation and report the incident.
 - When assigned to take a report by a supervisor, an officer will be sent to conduct an investigation and report the incident.
 - When a supervisor determines unique circumstances exist supporting and officer responds to investigate or document the collision.

Late collisions will not be documented unless at the direction of a supervisor or an accident investigator.

NOTE: This procedure is designed to provide guidance to the members of the Huntington Beach Police Department. It should be used with sound reason, judgment, and discretion in our efforts to provide the highest quality service to the community we serve. With that in mind, even if a non-injury collision doesn't necessarily fit within the parameters, above officers may still take a traffic collision report if they feel it is appropriate given the circumstances.

Citizens may respond to the Department of Motor Vehicles for a DMV SR-1 form (Driver's Report of Financial Responsibility) if the damage is more than \$750 per collision.

6. **RESPONSIBILITY:** It shall be the responsibility of the watch commander, Traffic Unit supervisor, or field supervisor to ensure compliance with this policy.



HUNTINGTON BEACH POLICE DEPARTMENT STANDARD OPERATING PROCEDURES MANUAL

028—TRAFFIC CONTROL INOPERATIVE SIGNALS

February 2015

1. **PURPOSE:** Establish guidelines for traffic control at signal-controlled intersections that have become inoperative due to power failures or other problems.
2. **AUTHORITY:** This procedure is issued by the authority of the Chief of Police.
3. **APPLICATION:** This application applies to all personnel while working in the Uniform Division.
4. **PROCEDURE:** Inoperative traffic signals at intersections constitute a significant public safety hazard. The police department shall respond to each reported occurrence and evaluate each situation on a case-by-case basis with an emphasis on both public and officer safety. Whenever possible, and when sufficient resources are available, handling officers should control the intersection by directing traffic and/or setting up temporary traffic control devices, i.e., portable stop signs, road flares, etc.

Once the department receives a report of inoperable traffic control signals, Communications personnel will contact the appropriate utility company (TSM and/or Edison) so that service can be restored. The assigned officer(s) will respond to the location in question to confirm or deny the traffic hazard. At the scene, the officer will determine the appropriate action necessary based on existing conditions within the intersection. Consideration shall be given to public and officer safety, time of day, weather conditions, vehicular traffic, and available resources.

- If the signals are deemed inoperable, the officer will first attempt to put the overhead signals on "flash" by entering the intersection's power box and operating the appropriate switch. Make sure that the signal control box is left on "flash" before leaving the intersection. This will ensure that the signals will not be in conflict with the stop signs when service is restored. If the signals remain inoperative, a minimum of two officers should be assigned to control the intersection. Road flares may be lit and placed at the limit lines or placed at the intersection leaving discretion to the officer. Officers will wear their reflective vests while directing traffic. If there is an extended ETA for the utility company representative, officers will request that the portable stop signs be brought to the location. (There are portable stop signs kept in the rear lot of the police station.) Officers will control the intersection by directing traffic or placing traffic control devices, such as portable stop signs, until power has been restored and the initial hazard no longer exists.
 - If this situation presents itself during nighttime hours, resources allowing, the handling officer(s) may position a police car at the intersection as an additional lighting and control aid. Parking Control vehicles may also be used for this function.
 - If there are multiple, inoperative intersections, officers will respond as dispatched to evaluate the situation. If resources and/or personnel are limited due to an emergency situation or other circumstances, an effort to lay lit flares or other devices at the intersection will be made.
 - After the signals are functioning properly, assigned officers will be sure any portable traffic control signs are retrieved and returned to the police station. Public works MAY NOT respond to unplanned outages.
 - All reports of inoperative signals will be recorded by Communications personnel and Traffic Signal Maintenance will be notified so that they may evaluate the signals in question.
5. **RESPONSIBILITIES:** Compliance with this procedure shall be the responsibility of all employees.



HUNTINGTON BEACH POLICE DEPARTMENT STANDARD OPERATING PROCEDURES MANUAL

029—TRANSCRIPTION

February 2015

(This Operating Procedure replaces Training Bulletin 2013-11)

1. **PURPOSE:** This procedure provides guidance for department use of Cron & Associates transcription services
2. **AUTHORITY:** This procedure is issued by the authority of the Chief of Police.
3. **APPLICATION:** This procedure applies to all members of the Huntington Beach Police Department.
4. **APPROVAL PROCESS:** It is strongly encouraged that all personnel learn and utilize the currently contracted transcription service with Cron & Associates.

Transcription is a time saving device for police officers and they do not need specific approval to dictate reports. Officers are free to dictate/transcribe reports of any length without supervision's approval with a few exceptions:

- When officers wish to "expedite" the transcribed portion of their report.
 - ◆ The expedite process doubles the bill incurred by the Department and should be scrutinized by the employee's direct supervisor for fiscal responsibility.
 - When officers are on the final day of their work week or anticipate being unavailable for a length of time extending beyond 24 hours.
6. **COMPLETION PROCESS:** Officers will complete required fields in RMS. Only the narrative portion of the report is to be transcribed. At the completion of the narrative, Cron & Associates will provide the officer with a five-digit code, linking them to the report. The officer will receive an email from Cron & Associates with the attached completed narrative. Officers will need to review the report for clarity, typos, or other content errors.
 - Once satisfied, officers will cut and paste their completed report into RMS.

If the officer has not received the narrative portion of the report back from Cron & Associates prior to his/her end of watch, he/she shall write a summary of the incident and a sentence indicating 'waiting for the dictated report' in the RMS narrative section. The officer shall notify their supervisor and Watch Commander of the type of report and any pertinent details. If no WC is present, the officer shall email the information to the on-duty or next oncoming WC.

7. **RECEIVING THE REPORT:** The officers will be receiving the raw narrative via email from Cron & Associates. If problems are identified, the supervisor may call Chris Cron at .



HUNTINGTON BEACH POLICE DEPARTMENT STANDARD OPERATING PROCEDURES MANUAL

030—USE OF FORCE REPORT INTERVIEW

February 2015

1. **PURPOSE:** To establish a system for documenting the administrative use of force interview of an arrestee who has invoked his/her right to remain silent. (This procedure clarifies the use of force interview specified in HBPD Manual, Section 300.5.)
2. **AUTHORITY:** This procedure is issued by the authority of the Chief of Police.
3. **REFERENCE:** HBPD Manual, Section 300.
4. **DEFINITION:**
 - Administrative Use of Force Interview—an interview conducted of an arrestee regarding the force used to affect that person's arrest.
 - "Out of Miranda"—statements obtained from a person after they have invoked their right to remain silent.
5. **APPLICATION:** This procedure shall apply to situations in which a supervisor believes it necessary to conduct an "Administrative Use of Force Interview" of a person regarding the force used to affect his/her arrest when the person has invoked their right to remain silent.
6. **PROCEDURE:**
 - Supervisors should, whenever possible, record the interview.
 - The recorded interview should be placed into evidence under the appropriate DR# with the words "Out of Miranda" clearly labeled on the outside of the evidence package or during the upload process for a digital recording.
 - In the event the suspect invokes their Miranda Rights, the supervisor should attempt to obtain a recorded administrative statement but should not force, coerce or bully the subject into giving any such statements.
7. **RESPONSIBILITY:** It is the responsibility of any supervisor completing an "Out of Miranda Administrative Use of Force Interview" to comply with this procedure.



HUNTINGTON BEACH POLICE DEPARTMENT STANDARD OPERATING PROCEDURES MANUAL

031—VEHICLE STORAGE/POST STORAGE HEARINGS

February 2015

1. **PURPOSE:** To establish a procedure for enforcement of laws pertaining to the seizure of vehicles driven by unlicensed drivers or those driving on suspended or revoked licenses.
2. **AUTHORITY:** This procedure is issued by the authority of the Chief of Police.
3. **HISTORY:** In order to deter unlicensed drivers from driving, the Safe Streets Act of 1994 allows for the impoundment, forfeiture, and sale of vehicles driven by unlicensed drivers or by drivers with suspended or revoked licenses. Enacted January 1, 1995, (amended June 30, 1995, and January 1, 1996) the statutes provide for the impoundment for 30 days of any vehicle driven on the highway by an unlicensed driver who has never been licensed or is driving on a suspended or revoked license (Section 14602.6(a)(1) CVC).

Furthermore, 14607.4 CVC, effective January 1995, states the following:

- ◆ Driving a motor vehicle is a privilege, not a right
- ◆ 20% of drivers involved in fatal collisions are not licensed
- ◆ A driver with a suspended license is four times as likely to be involved in a fatal accident
- ◆ 720,000 drivers are driving with a suspended or revoked license
- ◆ 1,000,000 persons are estimated to be driving without ever having been licensed at all
- ◆ 75% of all drivers whose driving privilege has been withdrawn continue to drive regardless of the law.
- ◆ The state has a critical interest in keeping unlicensed drivers from illegally driving
- ◆ Seizing the vehicles used by unlicensed drivers serves a significant governmental and public interest, namely the protection of the health, safety, and welfare of Californians from the harm of unlicensed drivers, who are involved in a disproportionate number of traffic incidents, and the avoidance of the associated destruction and damage to lives and property.

4. **REFERENCES:** CVC Sections: 14602.6(a)(1) CVC, 14607.6 CVC, and 22651(p) CVC.
5. **APPLICATION:** This procedure applies to all members of the Uniform Division.
6. **PROCEDURE:** It shall be the practice of the Huntington Beach Police Department to enforce all provisions of the vehicle code pertaining to impounding vehicles driven by unlicensed drivers and those with suspended/revoked licenses. Vehicles are to be impounded/stored per this order, only when the "Community Caretaking Doctrine" has been satisfied (traffic hazard, protecting the vehicle from theft or vandalism, and immediate unlawful operation). Officers may exercise discretion with respect to the initial impound based on the circumstances of the contact. Post storage hearings shall be provided per 22852 CVC.

- **Storage of Vehicles Driven by Unlicensed Drivers:** Vehicles driven by unlicensed drivers whose license is expired or the license is suspended/revoked and the driver has not been served with proper notice of suspension, are subject to immediate storage. Officers may impound the vehicle for 22651(p) CVC (no 30-day hold). **NOTE: For drivers whose license expired within the previous 30 days, DO NOT IMPOUND, cite only. Officers may use discretion for licenses expired beyond the 30-day period.**
- **30-Day Impounds:** All persons "knowingly" driving with a suspended/revoked driver's license or were never issued a license, shall have the vehicle impounded under CVC 14602.6(a)(1) and 22651 (p) for a period of 30 days.



HUNTINGTON BEACH POLICE DEPARTMENT STANDARD OPERATING PROCEDURES MANUAL

031—VEHICLE STORAGE/POST STORAGE HEARINGS (cont'd)

- **Forfeiture:** The Huntington Beach Police Department shall not impound vehicles under section 14607.6 CVC. The Orange County District Attorney is required to process the forfeiture by law and as of this date they will NOT litigate this issue.

7. RESPONSIBILITIES:

- **Sworn Officers' Responsibility**

In each of the below situations, officers should obtain a detailed statement from the driver and document their knowledge of their driver's license status. The information should include their license status, how they were notified, when they were notified, etc. If the violator is different than the registered owner of the vehicle in which they are driving, officers should ask the violator if the registered owner knew the status of driver's license. If the registered owner is present or available, the handling officer should interview them about their knowledge of the violators' driver's license status. Details obtained shall be documented on the CHP-180 form.

In situations where a vehicle is placed on an extended hold, the registered owner is entitled to a Post Storage Hearing. The supervisor holding the hearing will need sufficient details to support the hold. If the above details are lacking, it could result in the release of the towed vehicle.

- ♦ **Violators who are unable to produce a valid driver's license**

- Run violator through DMV to determine license status
- Valid license cite 12951(a) CVC or warn and release
- Expired license; use 22651(p) CVC for storage ONLY, 30-day holds are not applicable
- Driver NEVER licensed in any state, impound 14602.6(a)(1) & 22651(p) CVC (30-day hold)

- ♦ **License suspended or revoked**

- Determine the validity of service by date and service code

- ♦ If the suspension is valid and the driver has been served

- Cite driver for 12500(a), 14601, 14601.1, 14601.2, 14601.3, 14601.4, or 14601.5 CVC.
- Impound the vehicle per authority 14602.6(a)(1) & 22651 (p) CVC.

- ♦ If the driver has not been served or there is no proof of service (I, K, R verbal or personal service needed)

- Issue DMV form DL310
- Store vehicle 22651(p) CVC only, NO 30 day hold.

- ♦ If the driver holds a valid "out of state" license, but has a valid suspension in California with proper notice,

- Cite for 14601 CVC
- Issue a DMV form DL310, Verbal Notice by Peace Officer, and note under #10 that unexpired out of state license was NOT confiscated.
- Impound the vehicle per authority 14602.6(a)(1)/22651(p) CVC, (30-day hold).



HUNTINGTON BEACH POLICE DEPARTMENT STANDARD OPERATING PROCEDURES MANUAL

031—VEHICLE STORAGE/POST STORAGE HEARINGS (cont'd)

| DRIVER LICENSE SERVICE CODES | |
|------------------------------|------------------------------------|
| Service Code | Description |
| A | Served Certified Mail |
| B | Served signed document on file |
| D | Personal Service document on file. |
| H | Acknowledged, no signature |
| I | Returned unclaimed |
| J | Written notice served by officer |
| K | Refused |
| L | Deceased |
| M | Verbal notice document on file |
| P | Personal Service |
| R | Personal Service Unsuccessful |

- ◆ On all impounds of this type, officers shall write the name, DOB, and CDL number, if applicable, and the citation number in the narrative portion of the CHP 180 impound form. Write "30 DAY HOLD" in the top margin on all 14602.6(a)(1) impounds.
- ◆ Provide a copy of the "Notice of Stored Vehicle" (half-sheet, tear out) from the CHP 180 to the registered and/or legal owner if present at the time of impound.

NOTE: The Records Unit is required to send the Notice of Stored Vehicle to the Legal Owner within two working days of impound by "certified mail." Turn in all 14602.6(a)(1) CVC impounds to the watch commander immediately.

- **Traffic Bureau Administrative Sergeant**

- ◆ **Post Storage Hearings:** Hearings will be conducted by the Traffic Unit Commander, Motor Sergeant, Administrative Sergeant, the on-duty Watch Commander or designated Police Supervisor.
 - Hearings shall be provided within two days of the request from a registered or legal owner of the impounded vehicle. The request shall be made no later than ten (10) days from the date of storage (22852 CVC).
 - For each hearing, the "hearing officer" shall complete a Post Storage Hearing form available in the entitled, "Results of Post Storage Hearing per 22852 CVC."
 - The original shall be sent to the Records Bureau and additional copies per distribution list on form (as applicable). **NOTE:** A copy is ONLY sent to the City Clerk's office if the owner files a claim for refund.
 - The "Hearing Officer" shall review all documents surrounding the vehicle impound
 - ❖ Confirm the license status as suspended or never issued
 - ❖ Confirm the service code as properly served and
 - ❖ Consider any mitigating circumstances.
- ◆ **Release Criteria:** Vehicles may be released prior to the end of the 30-day period in the following circumstances:
 - Vehicle was a reported stolen.
 - Vehicle is subject to "bailment" and was driven by an unlicensed employee of a business such as an auto shop or parking garage.



HUNTINGTON BEACH POLICE DEPARTMENT STANDARD OPERATING PROCEDURES MANUAL

031—VEHICLE STORAGE/POST STORAGE HEARINGS (cont'd)

- The driver of the vehicle was SUSPENDED by the Department of Motor Vehicles, however, the **service** was not complete; service code I, K, R, or a recent suspension within 30 days of the date of impound.
 - In all cases, the hearing officer should verify the driver's claim of being unaware of the suspension/revocation. Confirm that the officer who impounded the vehicle has issued a DMV form DL310, Verbal Notice. If the form DL310 was not issued, you must issue one prior to releasing the vehicle to the driver identified by the impounding officer. The tow is valid per 22651(p) CVC.
 - The legal owner requests release due to repossession and provides a letter, on company letterhead, stating they will not return the vehicle to the R/O prior to the end of the 30-day period, OR the legal owner is a rental agency and agrees not to rent the vehicle to the driver in the future.
 - A valid court order is presented for the release of the vehicle.
 - The Hearing Officer may, at their discretion, release the vehicle to the R/O if the "driver" at the time of impoundment produces a VALID license within three (3) working days of impoundment. This is based on the intent of the law to severely impact unlicensed drivers. Most people who obtain a valid license within a three-day period have minor license problems such as DMV failing to record a court abstract etc. As in all vehicle releases, the registered owner is responsible for all fees, possession of current registration, and payment of all outstanding parking tickets.
- ◆ **Non-Release After Hearing:**
- Provide the registered owner with a date of release which shall be 30 days from and including the date of impound.
 - ***Advise the owner that the vehicle is subject to "lien sale" on the 31st day.***
- ◆ **Release After Hearing:**
- Sign the "release authorization" on the CHP 180 and direct the parties to the Records Bureau.
 - Forward a copy of the completed storage hearing form to the Records Bureau.



HUNTINGTON BEACH POLICE DEPARTMENT STANDARD OPERATING PROCEDURES MANUAL

033—TRAINING POLICY AND PROCEDURE

October 2015

1. **PURPOSE:** To establish guidelines for all HBPD employees while attending department-related training, taking into account available funding, budgetary constraints, reasonableness of requests, etc.
2. **AUTHORITY:** This procedure is issued by the authority of the Chief of Police.
3. **APPLICATION:** This procedure applies to all personnel.
4. **PROCEDURE:**

- **School Policy:** All School Request Forms shall require the approval of the employee's Division Commander.

It is imperative that the most recent version of the School Request form be used and a copy of the course information attached. Employees shall ensure that the form is filled out completely and given to the Training Unit prior to chain-of-command approval. Failure to do so may result in costly delays and missed opportunities.

Refer to the P-drive/1-Templates & Forms/Administration/Training.

- **Travel Overtime:** Travel overtime needs to be approved by a Division Commander prior to attending a class. In no case shall travel overtime be allowed on optional forms of transportation selected by the employee.
- **Course Length:** Employees attending a school of 32 classroom hours or more in length, may be temporarily assigned to the Training Unit on an 8-hour/5-day workweek with Saturday and Sunday off. If the course length is less than 32 hours, the employee's supervisor shall, if possible, attempt to reschedule the employee's workweek, to have him attend the school on his workdays.

Employees who are assigned to the 7-11 work schedule and who are assigned to attend training/school in lieu of their regularly scheduled workday that is less than 8 hours total in length, shall be given the option to either return to their assigned unit and continue working until they have completed working 11 hours 25 minutes or they may opt to submit a Payroll Exception Form and utilize CTO, vacation, or general leave.

- **Course Cancellation:** Any request for cancellation of a scheduled course by an employee needs to be approved by a Division Commander via the Chain of Command. The cancellation needs to be immediately brought to the attention of the Training Unit.
- **Overtime:** Overtime will not be paid for lunch hours. If the employee is on overtime and the class concludes early, overtime will be paid based on actual hours in the class; however, if the officer is on straight time, he will not be docked under similar circumstances.

In the case of employees who are assigned to a 7-11 work schedule and, when these employees are temporarily assigned to the Training Unit on an 8-hour/5-day workweek and the week they are assigned to the 40-hour schedule coincides with their 4-day/45-hour 40-minute workweek, overtime shall not be paid unless the employee works more than the 45 hours 40 minutes during that workweek.



HUNTINGTON BEACH POLICE DEPARTMENT STANDARD OPERATING PROCEDURES MANUAL

033—TRAINING POLICY AND PROCEDURE (cont'd)

If the total number of hours worked by the employee does not equal 45 hours 40 minutes, then the employee may either choose to work the number of hours needed to complete their 45-hour 40-minute workweek or they may opt to submit a Payroll Exception Form and utilize CTO, vacation, or sick leave.

Employees attending school during their 3-day, 34-hour 15-minute workweek will be paid 5 hours 45 minutes of overtime when working a 5-day/8-hour 40-hour/week school schedule.

- **Lodging:** Lodging will be a double room with two occupants when two or more employees are attending the same training session. Any deviation from this policy must be approved by the employee's Division Commander. In any case, employees will be required to bring back a lodging receipt for all lodging expenses.

Lodging arrangements will be made for those employees traveling outside a 50-mile radius of Huntington Beach or employee's residence on record, whichever is closer. Reasonable lodging accommodations will be determined by the Training Unit. Any deviation from the 50-mile radius policy must be approved by the employee's Division Commander. Refer to Huntington Beach City AR 301.

Any other lodging arrangements and/or additional lodging expenses in excess of those prearranged by the Training Unit shall be the responsibility of the employee(s).

- **Per Diem/M Meal Allowance:** Refer to the employee's most current MOU.
- **Interim Weekend(s):** Interim weekends are those sandwiched between consecutive weeks of training.

If, on a multiple week course reimbursed by outside organizations such as POST or STC, the employee elects to return home for the weekend(s), he must check out of the hotel on the Friday preceding the interim weekend and return to the lodging facility the Sunday of that weekend. The Training Unit will provide the cost of a round trip airfare to the employee, providing the cost of the airfare does not exceed the cost of subsistence and lodging for the weekend.

Trips home for interim weekends must be arranged through the Training Unit by the employee prior to the start of the school.

- **Commercial Air Travel:** The Training Unit will provide for coach fare by the most direct route. Air travel shall generally be the approved travel method for schools out of the greater LA area. In cases where air travel is the approved method and the employee opts to drive, the reimbursable driving expenses shall not exceed the total airfare costs. Flight upgrades or extra routing expenses must be borne by the employee. Employees should be aware that all flights are booked non-refundable; cancelling flights after booking is costly and burdensome to the Department and its budget.
- **City Gas Credit Cards:** City gas credit cards shall be issued when the employee is using a City vehicle or authorized rental car. City gas credit cards shall not be issued to employees opting to use their private vehicles. All receipts of charges shall be turned into the Training Unit.



HUNTINGTON BEACH POLICE DEPARTMENT STANDARD OPERATING PROCEDURES MANUAL

033—TRAINING POLICY AND PROCEDURE (cont'd)

- **Airport Parking Fees/Airport Shuttles:** The Department will pay airport parking fees up to 72 hours. If the time exceeds 72 hours, the employee shall take alternate transportation such as airport shuttles. A decision will be based on the least expensive option. All receipts must be submitted to the Training Unit.
- **Taxis/Ride-sharing Companies:** Charges are reimbursable for transportation to and from the lodging and course location. Taxi/ride-sharing company charges from airport to lodgings are reimbursable only if a shuttle service is unavailable. Receipts for taxi/ride-sharing fares are required for reimbursement.
- **City Vehicles:** The Department will make every effort to provide a City vehicle for an employee attending approved training. If one is not available, the Training Unit will make alternate arrangements. Carpooling is strongly encouraged. If an employee is to have a non-employee accompany them, they shall first obtain permission from the employee's Division Commander. City vehicles shall be fueled using a City-issued credit card when possible. All receipts must be submitted to the Training Unit.
- **Personal Vehicles:** If Training vehicles are unavailable, a personal vehicle may be used. Employees may opt, with prior approval from their Division Commander, to use their own vehicle and must have the vehicle insured with personal liability and property damage insurance. A City gas credit card will not be issued for use with a personal vehicle. Mileage reimbursement may be paid in accordance with the employee's MOU in the event a Training vehicle is not available.
- **Rental Cars:** As rental cars are not reimbursable by POST, strict control shall be exercised over their use. When a rental car is deemed necessary, the Training Unit shall make the arrangements for the rental car in advance. The car shall be fueled via the use of a City gas credit card when possible. Receipts for rental cars shall be submitted to the Training Unit on the employee's return. In no case shall rental car expenses be reimbursed without approval from the Training Unit supervisor. Employees shall sign a transportation waiver prior to leaving for any school.

All expense vouchers, receipts, certificates of attendance, etc., must be submitted through the employee's chain of command to the Training Unit within 14 calendar days from the end of the school.

5. **RESPONSIBILITIES:** It shall be the responsibility of all personnel to comply with this procedure.



HUNTINGTON BEACH POLICE DEPARTMENT STANDARD OPERATING PROCEDURES MANUAL

034 —CEREMONIAL DETAIL

May 2019

1. **PURPOSE:** The Ceremonial Detail is the official unit of the HBPD whose main purpose is to represent the department during department-approved events and to perform ceremonial-type duties.
2. **ORGANIZATION:** The chain of command of the Ceremonial Detail will consist of the following:

- Chief of Police
- Assistant Chief of Police
- Captain (Administrative Operations Division Commander)
- Lieutenant
- Sergeant (Coordinator)
- Officers

Officers assigned to the Ceremonial Detail will report to the Coordinator in charge of the unit (or his or her designee) who shall be of the rank of Sergeant and titled the Ceremonial Detail Coordinator. The Coordinator will maintain constant communication of all Ceremonial Detail activities with the unit's Lieutenant. The communication should be in the form of a memo, email, and/or by phone.

The Ceremonial Detail Lieutenant is responsible for administrative functions such as budget, equipment control, and manpower allocation. The Lieutenant may appoint a Coordinator with approval from the administrative Captain and ultimately, the Chief of Police. The Coordinator will serve at the discretion of the Chief of Police.

The Coordinator will be responsible for the following:

- A. Planning and execution of all Ceremonial Detail activities.
- B. Designation of officers who shall participate in Ceremonial Detail activities.
- C. Maintaining records for the Ceremonial Detail.
- D. Maintain an acceptable level of training for all Ceremonial Detail members and maintain a record of attendance for determination of "active status."

The officers assigned to Ceremonial Detail shall:

- A. Maintain a clean and serviceable dress uniform.
- B. Be available to attend Ceremonial Detail events.
- C. Assist the Coordinator as needed.

3. **PERSONNEL:** Ceremonial Detail Officers shall be assigned at the discretion of the Chief of Police. The officers shall serve as ambassadors for the HBPD. The selection of Ceremonial Detail Officers shall be based on the following qualities and not necessarily determined by assignment:

- Express an interest in assuming the responsibilities of the detail.
- Demonstrate an interest in ceremonial events.
- Be familiar with Drill and Ceremony Commands.
- Be familiar with Preparatory Commands and Command of Execution.
- Possess marching skills and the ability to train others.



HUNTINGTON BEACH POLICE DEPARTMENT STANDARD OPERATING PROCEDURES MANUAL

034—CEREMONIAL DETAIL (cont'd)

Members of the Ceremonial Detail shall be sworn police officers designated by the Chief of Police. The members should consist of the following:

- A. (1) Sergeant (Coordinator)
- B. (21) Officers (may include Sergeants)

4. UNIFORMS AND EQUIPMENT: Each officer will be issued a specifically-tailored uniform (as directed in the HBPD Uniforms and Equipment Specification Manual) that includes the following:

- Jacket: USMC (Officer) military tunic, black, 100% wool, with custom Ceremonial Detail shoulder patches and hash marks
- Pants: Military (CPO), black, 100% wool, with ¾" yellow stripe
- Hat: Campaign hat with black chin strap, department-issued hat piece, black and gold acorns, and hat box. The campaign hat shall be made of felt material, black in color, consistent with the color of the Ceremonial Detail uniform
- Name tag: Gold with black lettering, last name only, worn above the right breast pocket
- Flag pin: Officers with prior military service wear crossed American/military flags (branch of service the officer was in). Officers with no prior military service wear American flag only. Flag is worn on left breast pocket underneath department badge
- Leather gear: Patent leather Sam Browne belt with shoulder strap, holster and magazine pouch
- Miscellaneous: White gloves; campaign hat cover box; HBPD collar emblem, black

The uniform will be issued specifically for the Ceremonial Detail and will not be worn as a regular work uniform.

5. DUTIES: Some of the duties performed or coordinated by the Ceremonial Detail include the following:

- A. Presentation of the Colors
- B. Usher and/or security for department events or for allied agency officer funerals
- C. Flag-draped casket
- D. Flag fold
- E. 21 gun salute
- F. Bagpipes
- G. Taps
- H. Helicopter fly-over
- I. Family escorts to local, state and national memorials
- J. Viewing Honor Watch
- K. Mounted Unit / "riderless" horse
- L. Funeral procession
- M. Laying of the wreath
- N. Sword drill and display



HUNTINGTON BEACH POLICE DEPARTMENT STANDARD OPERATING PROCEDURES MANUAL

035—PROMOTIONAL PROCESS

December 2019

1. **PURPOSE:** Define the process for promoting to the rank of sergeant or lieutenant.
2. **AUTHORITY:** This procedure is issued by the authority of the Chief of Police.
3. **APPLICATION:** This procedure applies to all sworn personnel desiring to promote to sergeant or lieutenant.
4. **PROCEDURE:** Each applicant must complete an on-line application and submit a resume. If supplemental questions are required, they shall be completed per the directions provided.

There are three components to the testing process: a written examination weighted 20% of total score, the practical exercise/oral interview weighted 30% of the total score and the internal review process weighted 50% of the total score. A passing score of 70% is required on each of the three components of the testing process above.

The written examination will be administered first. The top 16 candidates who obtain a passing score will continue on in the promotional process.

The second phase of testing will be a practical exercise/external oral interview. If the applicant fails this portion of the process, they will not continue on to the internal review process. Those applicants who want to get reviewed for feedback information only, shall contact the Principal Personnel Analyst and request rating sheets be completed by the seated internal panel members.

The final phase of testing for officer to sergeant will be the internal review process. The applicant will provide a list of three supervisors in the order in which they would like the supervisor to advocate for their promotion and discuss their abilities. The three supervisors can be a combination of either sergeant or lieutenant. The department will appoint each candidate's first choice supervisor to the selection committee, if able to serve. If the candidate's first choice supervisor is not available, then the second choice supervisor will be appointed and, if unavailable, the third choice. If none of the employee's selections are available, written notice shall be provided to the affected employee.

The final phase of testing for sergeant to lieutenant will be the internal review process which will require all available sworn managers to rate each applicant.

In the internal review process, each candidate will be evaluated in a variety of performance anchors. If an individual applicant fails one of the performance anchors by a majority of the supervisors, they will not move forward in the process or be placed on the eligibility list.

The applicant's highest and lowest score will be removed from the average equation.

Eligibility lists will be provided in rank order upon conclusion of the testing process to those candidates on the list. Each eligibility list shall be valid for one year. Comments shall be attributed by name to the supervisor that made the comments.

5. **RESPONSIBILITY:** It will be the responsibility of the Police Department Principal Personnel Analyst to ensure compliance with this procedure.



HUNTINGTON BEACH POLICE DEPARTMENT STANDARD OPERATING PROCEDURES MANUAL

035—PROMOTIONAL PROCESS (cont'd)

The evaluation sheet for each candidate will have a check box for the evaluator to indicate if he/she feels they do not know the candidate sufficiently well to provide a meaningful evaluation of the candidate's suitability for the assignment and, if so, their basis for that opinion. Only those supervisors that indicate (by not checking the box) they know a candidate sufficiently well to render a meaningful opinion on the candidate's suitability for the assignment will participate in that candidate's assessment for selection.

Once the eligibility list is established, the Chief of Police may select from the top five scoring candidates for each position.

5. **RESPONSIBILITY:** It will be the responsibility of the Police Department Principal Personnel Analyst to ensure compliance with this procedure.



HUNTINGTON BEACH POLICE DEPARTMENT STANDARD OPERATING PROCEDURES MANUAL

036—SELECTION COMMITTEE PROCESS

October 2019

1. **PURPOSE:** Define the process for selecting officers to assignments.
2. **AUTHORITY:** This procedure is issued by the authority of the Chief of Police.
3. **APPLICATION:** This procedure applies to all sworn personnel when applying for a position or ancillary assignment other than uniform patrol.
4. **PROCEDURE:** It is the responsibility of the affected unit Division Commander containing the vacancy to open the position via directive. Each employee is responsible to submit a Request for Transfer via chain of command to show interest in the position. The employee should verify the Request for Transfer was received by the Principal Personnel Analyst prior to the application closing.

A selection committee will be required if more than five people apply for one position. If a sixth person or more apply, the selection committee process shall occur. For example:

- 6 people put in for 1 position
- 7 people put in for 2 positions
- 8 people put in for 3 positions, etc.

The selection committee process should include a supervisor from the unit which holds the vacancy. Either the sergeant or lieutenant should participate in the evaluation process. This offers the affected unit supervisor first-hand insight into the applicant.

Each employee will provide a list of three sworn supervisors who can discuss the abilities of said applicant. The Department will appoint each candidate's first or second choice supervisor to the selection committee, if they are able to serve. If the candidate's first or second choice supervisor is not available, the candidate's third choice will be utilized. If one of the three supervisors chosen is not available for the selection committee, written notice will be provided to the affected employee. There is no minimum requirement as to how many supervisors are required to participate in the selection committee so long as each employee has an advocate of their choice.

The supervisors will analyze each candidate and provide their comments on the rating sheet. This process is transparent and all comments should be associated with the supervisor who provided the comments. Rating sheets will be available to review, upon request, at the conclusion of the process.

There is a minimum requirement of one year for the following positions: Beach Detail, SET, UAS, Ceremonial Detail and the HTF team. All other positions require three years in law enforcement. The eligibility list for all positions will be effective for six months.

There are several positions that require an interview which will be determined by the Captain of the unit with the vacancy.

SWAT and Canine applicants will be required to pass a physical agility test prior to the interview. SWAT will also require a shooting/performance test.



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036—SELECTION COMMITTEE PROCESS (cont'd)

The evaluation sheet for each candidate will have a check box for the evaluator to indicate if he/she feels they do not know the candidate sufficiently well to provide a meaningful evaluation of the candidate's suitability for the assignment and, if so, their basis for that opinion. Only those supervisors that indicate (by not checking the box) they know a candidate sufficiently well to render a meaningful opinion on the candidate's suitability for the assignment will participate in that candidate's assessment for selection.

Once the eligibility list is established, the Chief of Police may select from the top five scoring candidates for each position.

5. **RESPONSIBILITY:** It will be the responsibility of the Police Department Principal Personnel Analyst to ensure compliance with this procedure.



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