

Subject: Re: June 30, 2015 Single Audit Report
From: James Colegrove <jamesc@ci.garden-grove.ca.us>
Date: Tue, 22 Dec 2015 10:06:32 -0800 (PST)
To: Ellis Chang <ellisc@ci.garden-grove.ca.us>

ok very cool...thanks!

----- Original Message -----

From: "Ellis Chang" <ellisc@ci.garden-grove.ca.us>
To: "James Colegrove" <jamesc@ci.garden-grove.ca.us>
Sent: Tuesday, December 22, 2015 9:52:09 AM
Subject: Re: June 30, 2015 Single Audit Report

James,

We are hoping to issue today. I will send it to you as soon as I receive it today.

Ellis
x5066

----- Original Message -----

From: "James Colegrove" <jamesc@ci.garden-grove.ca.us>
To: "Ellis Chang" <ellisc@ci.garden-grove.ca.us>
Sent: Tuesday, December 22, 2015 9:48:34 AM
Subject: June 30, 2015 Single Audit Report

Hi Ellis,

Santa Ana PD will be administering the UASI grant program for FEDERAL FY2015/2016. I've begun the ground work on the application process and every year UASI requires a single audit report for the City of Garden Grove to be attached.

Can I get a copy of the single audit report for the year ending June 30, 2015?

Thanks,

Jim Colegrove, Sergeant
Planning and Research Department
Administrative Services Bureau
Garden Grove Police Department
714-741-5414

Subject: Re: FY14-15 Single Audit Report
From: James Colegrove <jamesc@ci.garden-grove.ca.us>
Date: Tue, 22 Dec 2015 12:45:45 -0800 (PST)
To: Ellis Chang <ellisc@ci.garden-grove.ca.us>

thank you Ellis ☺

----- Original Message -----

From: "Ellis Chang" <ellisc@ci.garden-grove.ca.us>
To: "James Colegrove" <jamesc@ci.garden-grove.ca.us>, "Lucia Medina-Whittaker" <luciam@ci.garden-grove.ca.us>, "Courtney Allison" <courta@ci.garden-grove.ca.us>, "Nicole Herrick" <nicoleh@ci.garden-grove.ca.us>, "Danny Huynh" <dannyh@ci.garden-grove.ca.us>, "Allison Mills" <allisonj@ci.garden-grove.ca.us>, "Nida Watkins" <nidaw@ci.garden-grove.ca.us>, "Monica Covarrubias" <monicac@ci.garden-grove.ca.us>, "Greg Blodgett" <gregl@ci.garden-grove.ca.us>, "Grace Lee" <gracel@ci.garden-grove.ca.us>, "Janet Pelayo" <janetp@ci.garden-grove.ca.us>, "Claudia Valdivia" <claudiav@ci.garden-grove.ca.us>, "John Montanhez" <johnmo@ci.garden-grove.ca.us>, "Ana Vergara-Neal" <anan@ci.garden-grove.ca.us>, "Katie Victoria" <katiev@ci.garden-grove.ca.us>, "Raquel Manson" <rmanson@ci.garden-grove.ca.us>
Cc: "Rhonda Kawell" <rhondak@ci.garden-grove.ca.us>, "Claudia Flores" <claudiaf@ci.garden-grove.ca.us>, "Harry Wong" <harryw@ci.garden-grove.ca.us>, "Henry Chao" <henryc@ci.garden-grove.ca.us>
Sent: Tuesday, December 22, 2015 11:00:07 AM
Subject: FY14-15 Single Audit Report

Hello All,

Please find the FY14-15 Single Audit Report attached.

Ellis
x5066

Re: key fob

Subject: Re: key fob
From: James Colegrove <jamesc@ci.garden-grove.ca.us>
Date: Tue, 22 Dec 2015 13:23:10 -0800 (PST)
To: Jim Tucker <jamest@ci.garden-grove.ca.us>

OK...I'll look into it...

----- Original Message -----

From: "Jim Tucker" <jamest@ci.garden-grove.ca.us>
To: "James Colegrove" <jamesc@ci.garden-grove.ca.us>
Sent: Tuesday, December 22, 2015 12:51:05 PM
Subject: Re: key fob

I can't get in through GSU

----- Original Message -----

From: "James Colegrove" <jamesc@ci.garden-grove.ca.us>
To: "Jim Tucker" <jamest@ci.garden-grove.ca.us>
Sent: Tuesday, December 22, 2015 12:47:11 PM
Subject: Re: key fob

Im showing it works fine; what doors are you having a problem with? I show that you can enter the front doors of Special Services no problem and then straight to your office.

Please let me know which door you had a problem on...

thanks,

Colegrove

----- Original Message -----

From: "Jim Tucker" <jamest@ci.garden-grove.ca.us>
To: "James Colegrove" <jamesc@ci.garden-grove.ca.us>
Sent: Tuesday, December 22, 2015 12:15:27 PM
Subject: key fob

Jim,

My key fob is not working. Can you help me?

Jim

Subject: Civil Unrest Plan for Riots ~ 1993

From: James Colegrove <jamesc@ci.garden-grove.ca.us>

Date: Wed, 23 Dec 2015 07:29:33 -0800 (PST)

To: Lino Santana <linos@ci.garden-grove.ca.us>, Otto Escalante <ottoe@ci.garden-grove.ca.us>, Amir Elfarra <amire@ci.garden-grove.ca.us>, Robert Bogue <robertb@ci.garden-grove.ca.us>, Mike Martin <mmartin@ci.garden-grove.ca.us>, Ray Bex <rayb@ci.garden-grove.ca.us>

CC: Todd Elgin <todde@ci.garden-grove.ca.us>, Kevin Boddy <kevinb@ci.garden-grove.ca.us>

hey not trying to jinx us for 2016, but came across this plan today for the 1993 riots and thought it had some good stuff in case Department needs to develop similar plan for future.

Jim Colegrove, Sergeant
Planning and Research Department
Administrative Services Bureau
Garden Grove Police Department
714-741-5414

CIVIL UNREST PLAN ~ 1993.pdf

Content-Type: application/pdf

Content-Encoding: base64

GARDEN GROVE POLICE DEPARTMENT

INTRA-DEPARTMENT MEMORANDUM

To: Stan L. Knee, Chief of Police **Date:** March 19, 1993
From: Scott M. Jordan, Captain
Subject: Contingency Plan - Civil Unrest re: King Federal Court Trial

OVERVIEW:

The Federal Rodney King trial is in progress. If a not guilty verdict is rendered, a DOJ intelligence report warns that gang members from South Central Los Angeles can be expected to initiate and participate in activities which could lead to a major civil disturbance similar to that of April/May 1992. If this occurs, they can be expected to commit assaults on law enforcement and fire personnel and their facilities. Secondary targets will be retail businesses, particularly those of Korean ownership.

Additional intelligence information suggests that sniper activity could occur on freeways and/or spot disturbances could occur in cities surrounding Los Angeles. The reason for this type of activity is to prevent mutual aid from reaching Los Angeles.

Even though there is no specific information that indicates Garden Grove will be a target of civil disturbance, contingency plans will be developed. Garden Grove has taken the stance that the costs associated with developing a contingency plan and implementing a tactical alert are necessary for the protection of life and property should a civil disturbance occur.

MISSION:

If a civil disturbance occurs in Garden Grove, the mission is to isolate and prevent the spread of disorder. This includes the denial of access to the effected area by uninvolved individuals. Rapid containment will prevent the possible development into conditions beyond the capabilities of the police department as mutual aid may not be available.

POLICY:

The policy of this department during a civil disturbance is to protect life and property and to initiate and support rescue operations; to suppress the incident in a timely and judicious manner through the use of necessary resources; and to request, coordinate, and deploy mutual aid resources as necessary.

In crowd and riot control situations, involved personnel shall concentrate on the department's mission and the protection of life and property. This shall be done in a rapid, firm, fair, and impartial manner, using only the minimum force necessary to accomplish the mission. All existing department policies and procedures shall be in effect, including firearms and use of force policies. All department reporting procedures shall be followed.

TACTICAL OPERATIONS:

The contingency plan will be developed in two phases. The first phase will be called a Tactical Alert and will be implemented just prior to the announcement of the verdicts. The Federal Court has indicated that there will be at least four hours of advance notice prior to the verdicts being announced. The second phase will be called Mobilization and will be implemented if a civil disturbance occurs in Garden Grove.

During Tactical Alert, a field command post will be established at the City Yard through the use of the mobile command post. Four platoons totalling 72 officers, each platoon commanded by a lieutenant (Tactical Group), will be preidentified and ready to stage at the field command post. A minimum of two squads will be staged at all times during Tactical Alert, depending on intelligence reports at that time. Tactical Alert status will remain in effect for 24 hours unless intelligence reports suggest otherwise.

During Tactical Alert, patrol will be staffed with two-person cars using available patrol officers and reserve officers working twelve hour shifts. Routine calls for service will be diverted during Tactical Alert and Mobilization phases. Patrol personnel will be directed to monitor freeway off-ramps, particularly the Beach Blvd., Brookhurst St., and Harbor Blvd. off-ramps. They will also be directed to monitor commercial areas and retail centers, especially the retail centers in the Korean Community. During Tactical Alert, a platoon of officers may be premobilized to monitor the Korean community. If civil disturbances occur in Garden Grove, Mobilization will be called and Tactical Group personnel will respond.

During Mobilization phases, Tactical Group personnel will respond and take the offensive to accomplish the mission, which is to isolate and prevent the spread of disorder. In reaching the mission, the goal of the Tactical Group is to disperse crowds and suppress the incident using the minimum force necessary. Platoon lieutenants will have the authority to direct that arrests be made in cases of serious felonies, or in cases where arrests are necessary to accomplish the mission. Written mass arrest detention procedures will be in place prior to the call of Tactical Alert. During mobilization phases, patrol personnel may be called back to the field command post. Patrol personnel will handle necessary traffic control and other duties as assigned to accomplish the mission.

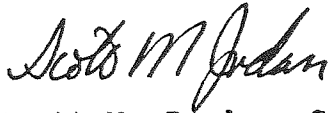
During Tactical Alert, Fire Department personnel security will be handled through the assignment of one reserve officer per fire vehicle working twenty-four hour shifts. If civil disturbances occur in Garden Grove, the Fire Department Operations Commander (Vince Bonacker) will mobilize fire resources at the field command post and the two departments will work jointly in suppressing the incident.

During Mobilization phases, patrol personnel will provide escort and security for fire vehicles, if necessary. Two two-person patrol cars will escort fire vehicles to the scene of a disturbance to provide security and extract injured persons as necessary.

During Tactical Alert and possible Mobilization phases, Public Safety Building security will be handled through the assignment of administrative and reserve personnel.

The following departments will be contacted to discuss their contingency plans: Anaheim, Orange, Santa Ana, and the Orange County Sheriff.

If a civil disturbance occurs in surrounding areas but not in Garden Grove, one platoon of officers will be predesignated to respond if mutual aid is requested. If Fire Department personnel respond to Los Angeles, they will be escorted to the staging area by the CHP.



Scott M. Jordan, Captain
Operational Services Bureau

CIVIL UNREST - KING FEDERAL COURT TRIAL
INCIDENT COMMAND SYSTEM (ICS)

MAJOR RESPONSIBILITIES

Incident Commander: Capt. Jordan

- A. Authority and responsibility for overall operation
- B. Determining Tactical Alert and Mobilization phases
- C. Setting up the field command post
- D. Assigning and coordinating staff activities
- E. Conducting initial briefing
- F. Authorizing the implementation of an incident action plan
- G. Managing incident operation through delegation to Tactical Group and patrol commanders
- H. Authorizing the release of information to the media
- I. Calling for demobilization

Liaison Officers: Sgt. G. Walker
Sgt. Sanders

- A. Assisting the incident commander
- B. Developing a list of all mutual aid agencies, phone numbers, and contact persons prior to Tactical Alert
- C. Setting up the mobile command post at City Yard
- D. Preparing for staging of Tactical Group, fire resources and mutual aid agencies
- E. Providing a point of contact for assisting agencies/departments
- F. Ensuring all resources have checked in
- G. Monitoring operations and identifying potential problems
- H. Maintaining a command post log

Tactical Group Commanders: Lt. Dalton
Lt. Finkelstein
Lt. Hamilton
Lt. Raney

- A. Coordinating pretraining with ancillary services coordinator
- B. Ensuring Tactical Group personnel have uniforms and riot control equipment available prior to Tactical Alert
- C. Assembling tactical group personnel, vehicles and equipment at the field command post; four-person cars, 12 hour shifts
- D. Obtaining written dispersal orders and bullhorns as necessary
- E. Coordinating tactical operations with the incident commander and the patrol commander
- F. Deploying, supervising and directing platoon personnel for the control of unusual occurrences; the mission is to isolate and prevent the spread of disorder
- G. Implementing incident action plans through squad sergeants, coordinating with patrol personnel
- H. Reporting information on special activities, events and occurrences to the incident commander
- I. Determining needs and requesting resources as needed at the site of unusual occurrences
- J. Ensuring squad sergeants submit a tactical incident log at the end of each 12 hour shift

Patrol Commander: Lt. Gibbs

- A. Ensuring patrol personnel carry all issued equipment prior to Tactical Alert
- B. Managing patrol operations during Tactical Alert and Mobilization phases
- C. Setting up patrol using two-person cars working 12 hour shifts with a nighttime cover watch
- D. Coordinating the assignment of police reserves working patrol
- E. Coordinating with the Communications Manager the diversion of calls for service during Tactical Alert and Mobilization phases
- F. Assigning patrol personnel to monitor freeway off-ramps and large commercial and retail centers for unusual activities
- G. Advising the incident commander of special activities, events and unusual occurrences identified by patrol personnel
- H. Coordinating tactical operations with the incident commander and the tactical group commanders
- I. Ensuring appropriate police reports are completed

Station Security: Lt. Woods

- A. Performing station commander and station security duties working 12 hour shifts; coordinating relief with patrol sergeants
- B. Coordinating the assignment of police reserves working station security in 12 hour shifts
- C. Referring newsworthy information to the public information officer
- D. Maintaining a log of all activities

Logistics Commander: Capt. Baker

- A. Planning and coordinating the activities of logistics section personnel
- B. Establishing contact with mutual aid agencies, if necessary
- C. Assisting in the staging area, if necessary, for fire personnel and vehicles and mutual aid agencies
- D. Providing, maintaining and controlling selected equipment, supplies and other services as necessary
- E. Coordinating and processing requests for additional resources
- F. Ensuring communications requirements are met
- G. Coordinating the set-up and transition if the City's Emergency Operation Center is established

Communications Commander: Ms. Ferrell

- A. Coordinating with the patrol commander the diversion of certain calls for service during Tactical Alert and dispatching only high priority calls
- B. Assigning to the field command post one dispatcher working 12 hour shifts (Gionet); maintaining a field command post radio traffic log
- C. Coordinating the activities of station and command post dispatching
- D. Ensuring radio equipment is operating at capacity, i.e. all batteries for pac sets are charged and ready

Ancillary Services Coordinator: Lt. Adair

- A. Working with Tactical Group and patrol commanders, arrange for training prior to Tactical Alert
- B. Ensuring all equipment and vehicles are operating at capacity, i.e. marked and unmarked vehicles are ready, all squad vehicles have two shotguns, sufficient ammunition and other supplies are forwarded to the field command post
- C. Receiving and responding to requests for supplies and equipment
- D. Contacting and obtaining from other departments supplies and resources as necessary
- E. Using a supply group (cadets), ensuring sleeping cots, water, and food are available as necessary

Reserve Coordinator: Sgt. Jaramillo

- A. Ensuring all reserve officers have and maintain all safety equipment in working order
- B. Assigning one reserve officer per Fire Department vehicle (10) working 24 hour shifts
- C. Assigning reserves to the Station Commander to man station security posts as requested working 12 hour shifts
- D. Assigning reserves to the transportation and booking coordinator as requested working 12 hour shifts
- E. Assigning remaining reserves, if any, to the patrol commander to work as second persons in patrol cars working 12 hour shifts
- F. Arranging for cadets to be available as needed at the field command post and the station
- G. Assisting logistics commander and the ancillary services coordinator as directed

Transportation and Booking Coordinator: Sgt. Johnson

- A. Develop an arrest kit for each squad (9) to include at a minimum prisoner identification tags, flexcuffs, a polaroid camera, and polaroid film
- B. Develop processing kits for transportation personnel to include at a minimum Probable Cause Declarations and Arrest Face Sheets
- C. Arranging for a detention staging area using reserve officers working 12 hour shifts
- D. Arranging for prisoner transportation and booking using reserve officers working 12 hour shifts
- E. Maintaining an incident arrest log

Public Information Officer: Capt. Abrecht

- A. Establish a public information area separate from the field command post
- B. Coordinate public information activities with the incident commander, Fire Department personnel, and other agencies as necessary
- C. Working with the incident commander, prepare initial and follow up press releases
- D. Arrange for meetings between the media and incident personnel after agreement with the incident commander
- E. Maintain a press log

Financial Officer: Ms. Ambler

- A. Creating an incident project code
- B. Maintaining records of all labor and non-labor costs associated with the planning and implementation of the contingency plan
- C. Recapping all costs associated with incident at the conclusion

Videotaping Officer: Sgt. Willis

- A. Obtaining handheld videotape equipment prior to Tactical Alert
- B. Arrange for and/or videotape acts of civil disturbance under the protection of a second officer

CIVIL UNREST - KING FEDERAL COURT TRIAL
INCIDENT COMMAND SYSTEM (ICS)

TACTICAL GROUP

The Tactical Group will be comprised of four platoons, each commanded by a lieutenant. Each platoon has two or three squads. Each squad consists of one sergeant and seven officers. Each squad will have two cars: a sergeant and three officers in one car; a senior officer and three officers in the other car. Only the platoon lieutenant, the squad sergeant, and the senior officer will have pac sets and call numbers. The platoon lieutenants and Sgt. Stepanovich's squad will drive unmarked cars. All other squads will drive marked cars.

Platoon C is made up of SWAT personnel and will have special weapons (assault rifles, long rifles, smoke and gas) in their vehicles. Platoon D has three squads and would have sufficient personnel to develop arrest teams within the platoon.

Incident Commander: Capt. Jordan 32-000
Patrol Commander: Lt. Gibbs 32-300

PLATOON A:

<u>Lt. Dalton</u>	32-100 Alpha		
Sgt. Morrill	32-110A	MO II Shave	32-111A
McConnell		D. Walker	
McLaughlin		Bailey	
Latshaw		Chumacero	
Sgt. Handfield	32-120A	MO II Barr	32-121A
Feher		Ellsworth	
Harrison		Lux	
Pozarich		Hutchinson	

PLATOON B:

<u>Lt. Finkelstein</u>	32-200 Bravo		
Sgt. Tucker	32-210B	M.O. Jauch	32-211B
M.O. Keely		Bowers	
Peaslee		O	
Scalise		Young	
Sgt. Thrasher	32-220B	M.O. II Gstrein	32-221B
M.O. Compton		Holder	
Campbell		Kaiser	
Mooney		Mihalik	

PLATOON C:

Lt. Hamilton 32-300 Charlie

Sgt. M. Walker 32-310C
Carpenter
Schmidt
Flanders

Donahue 32-311C
Craig
Warrick
Gardner

Sgt. B. Prince 32-320C
Fischer
Wilson
Nguyen

Enriquez 32-321C
Joyce
Bond
Elgin

PLATOON D:

Lt. Raney 32-400 Delta

Sgt. Hauptmann 32-410D
Martin
Vazquez
Ayers

MO II B. Davis 32-411D
Butler
D. Johnson
Flores

Sgt. Ray 32-420D
LaCroix
Mansfield
Tintle

MO II Cline 32-421D
Cameron
Scroggins
Murray

Sgt. Stepanovich 32-430D
Clements
Boddy
Echavarria

MO II W. Johnson 32-431D
Watson
Stauffer
Vi

**CIVIL UNREST - KING FEDERAL COURT TRIAL
INCIDENT COMMAND SYSTEM (ICS)**

TACTICAL ALERT - PATROL

PURPOSE:

The following procedures will be implemented upon initiation of a Tactical Alert and Mobilization phase as a result of any civil disturbance resulting from the King Federal trial.

TACTICAL ALERT:

The Department will be going on a Tactical Alert status once the four hour pre-notice is given that a verdict is about to be announced. The initial phase of the tactical Alert will be for a 24 hour period.

This means that all sworn personnel not assigned to a Tactical Group will be assigned to patrol duty, working 12-hour shifts. The shifts will be Day Shift, 0700-1900 hrs., Cover, 1500-0300 hrs. and Night Shift 1900-0700 hrs. There will be ten Adam units on the Day and Night shifts and three Adam units and two K-9 units on Cover Shift.

During Tactical Alert, patrol units will respond to only the highest priority in-progress calls & some lower priority calls, maintaining a minimum of 50% of all units in service at all times.

The latest information is that the case may go to the jury by Friday, April 9. There is no way to know when the verdict will be announced. It could be during the day, evening or on a weekend. Therefore, in order to ensure that the field can be adequately covered, it is imperative that all officers are available to respond to the Department as soon as possible when the Tactical Alert is declared.

Attached are work schedules of all personnel assigned to patrol during the Tactical Alert.

**CIVIL UNREST - KING FEDERAL COURT TRIAL
INCIDENT COMMAND SYSTEM (ICS)**

STATION SECURITY PROCEDURES

PURPOSE:

The following procedures will be implemented upon the initiation of a "Tactical Alert" and possible "Mobilization" phase as a result of any civil disturbances resulting from the King Federal Court trial.

TACTICAL ALERT:

1. Notify Lt. Woods who will respond to the station. Home phone 551-2832/Pager 733-7644
2. Notify the appropriate Reserve Officers to respond to the station. (See attached list.)
3. Additional ammunition for the unit shotgun and Reserve Officer's duty weapon will be distributed by the Watch Commander. These will be collected upon the termination of the alert.
4. Reserve Officers will place two available vehicles to block the entry and exits drives for the rear lot. (See attached diagram.)
5. One Reserve Officer will remain in the Desk area at all times.
6. Two Reserve Officers will man positions in marked units (high visibility) at the corner of the entry and exit streets at Acacia Pkwy. They will be responsible for the security of the front of the building, east and west sides as well as the employee parking lots.
7. One Reserve will be responsible for the security of the rear parking lot and building to include Property and Evidence. This Reserve will also be responsible for the moving of the "barricade" vehicles to allow entry and exit into and out of the rear lot.
8. The Watch Commander or his designee will maintain a log of all activities associated to civil unrest and the Rodney King trial.
9. Keep the Public Information Officer (Capt. Abrecht) advised of any activities associated to civil unrest and the Rodney King trial.
10. Close the mini-blinds in the Communications Center and Briefing room.

MOBILIZATION PHASE:

In addition to the procedures stated above, the following additional procedures shall also be implemented.

1. The front doors to the lobby will be locked.
2. During normal lobby business hours a sign instructing visitors to ring the buzzer will be placed inside the front doors where it will be readily visible from the outside.
3. The Watch Commander, Desk Officer or Reserve Officer will be responsible for answering the buzzer and allowing entry into the lobby.

**CIVIL UNREST - KING FEDERAL COURT TRIAL
INCIDENT COMMAND SYSTEM (ICS)**

DIVERTING CALLS FOR SERVICE

PURPOSE:

The following procedures will be implemented upon the initiation of a "Tactical Alert" and possible "Mobilization" phase as a result of any civil disturbance resulting from the King Federal Court trial.

TACTICAL ALERT:

Dispatch will ensure one-half of the field units are available for service at any given time.

Calls which are currently prioritized for immediate dispatch will be dispatched to the field units.

Calls which are currently defined as a fifteen minute or thirty minute dispatch will be sent to the field with supervisor or watch commander approval. Calls which are not sent to the field will be re-directed to the in-house civilian report writer unit.

Calls which are defined as a one hour response will be directed to the in-house civilian report writer unit.

MOBILIZATION PHASE:

Dispatch will ensure one-half of the field units are available for service at any given time.

Calls which are currently prioritized for immediate dispatch will be dispatched to the field units.

All other calls will be directed to the in-house civilian report writer unit. The supervisor or watch commander may approve field response.

**CIVIL UNREST - KING FEDERAL COURT TRIAL
INCIDENT COMMAND SYSTEM (ICS)**

MASS ARREST DETENTION PROCEDURES

PURPOSE:

The following guidelines shall establish procedures to govern department operations if mass arrests are necessary as a result of any civil disturbances resulting from the King Federal Court trial. These guidelines are intended to minimize operational difficulties during arrest, detention, booking, and follow-up investigation phases.

EQUIPMENT / SUPPLY REQUIREMENTS:

The following equipment and supply items shall be issued to each tactical squad sergeant at the command post prior to deployment or assignment:

1. Thirty prisoner identification tags
2. Thirty Declaration of Probable Cause forms
3. Sixty flexcuffs
4. One Polaroid Spectra camera
5. Three packs of polaroid film
6. One Tactical Incident Log

Transportation and staging personnel shall have additional equipment and supplies as necessary: polaroid cameras, Declaration of Probable Cause forms, arrest face pages, booking forms, citations, flexcuffs, etc.

ARREST PROCEDURES:

It is anticipated that two basic types of arrest situations will occur by assigned Tactical Group personnel and patrol personnel during a civil disturbance. First, Tactical Group or patrol personnel may respond to calls for service as dispatched by GCPD Communications. It is anticipated that these will be individual or small group arrests. Second, assigned Tactical Group personnel, operating in platoon and squad elements, may respond to locations directed by the field command post to deal with unusual or crowd control situations. Such situations may require rapid ingress, tactical action, and egress to address crowd dispersal, anti-looting, or other confrontations. The two situations will require different arrest procedures due to dispatch and records keeping requirements.

GCPD COMMUNICATIONS DISPATCHED CALLS FOR SERVICE ARREST PROCEDURES:

1. The tactical squad sergeant or the patrol officer assigned to the call for service shall notify Communications of the disposition of the call and request a DR number.

**CIVIL UNREST - KING FEDERAL COURT TRIAL
INCIDENT COMMAND SYSTEM (ICS)**

MASS ARREST DETENTION PROCEDURES

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The following guidelines shall establish procedures to govern department operations if mass arrests are necessary as a result of any civil disturbances resulting from the King Federal Court trial. These guidelines are intended to minimize operational difficulties during arrest, detention, booking, and follow-up investigation phases.

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It is anticipated that two basic types of arrest situations will occur by assigned Tactical Group personnel and patrol personnel during a civil disturbance. First, Tactical Group or patrol personnel may respond to calls for service as dispatched by GCPD Communications. It is anticipated that these will be individual or small group arrests. Second, assigned Tactical Group personnel, operating in platoon and squad elements, may respond to locations directed by the field command post to deal with unusual or crowd control situations. Such situations may require rapid ingress, tactical action, and egress to address crowd dispersal, anti-looting, or other confrontations. The two situations will require different arrest procedures due to dispatch and records keeping requirements.

GCPD COMMUNICATIONS DISPATCHED CALLS FOR SERVICE ARREST PROCEDURES:

1. The tactical squad sergeant or the patrol officer assigned to the call for service shall notify Communications of the disposition of the call and request a DR number.

2. Arrested persons shall be labeled with a prisoner identification tag containing the following information:
 - A. DR number,
 - B. Booking charge,
 - C. Name of arresting officer,
 - D. Date and time of arrest,
 - E. Location of arrest.
3. A polaroid photograph of each arrested person shall be taken. Information on the prisoner identification tag shall be duplicated on the back of the polaroid photograph.
4. The arresting officer shall complete a Declaration of Probable Cause for each arrested person.
5. The arrestee, including identification tags, photographs, and Declarations of Probable Cause, shall be turned over to transportation officers.
6. The arrested person shall be transported to the Detention Staging Area as soon as possible. The transportation officers and/or staging officers shall be responsible for completion of arrest face pages and booking forms/citations.

COMMAND POST DIRECTED OR PLATOON INITIATED MASS ARREST PROCEDURES:

1. Persons identified for arrest by arrest teams shall be removed immediately to the rear of squad or platoon formations.
2. As soon as practical following arrest, each arrested person shall be labeled with a prisoner identification tag containing the following information:
 - A. Booking charge,
 - B. Name of arresting officer,
 - C. Date and time of arrest,
 - D. Location of arrest.
3. As soon as practical, the tagged arrestee shall be turned over to transportation officers. Transportation officers will be advised of the probable cause information, including unusual circumstances or specific information regarding individual arrestees, for completion of the Declaration of Probable Cause forms.
4. The arrested person shall be transported to the Detention Staging Area as soon as possible.
5. The transportation officers will be responsible for taking a polaroid photograph of each arrested person. Information on the prisoner identification tag shall be duplicated on the back of the polaroid photograph.
6. The transportation officers and/or staging officers shall be responsible for completion of Declaration of Probable Cause forms, arrest face pages, and booking forms/citations.

7. If a DR number has not been issued for a specific incident and/or location of the mass arrests, the transporting officers shall obtain the DR number at the Detention Staging Area. The DR number will be written on the photograph, prisoner identification tag, and all paperwork. This procedure shall minimize the workload of Tactical Group personnel and expedite the proper handling of arrested persons.

DETENTION STAGING AREA:

It shall be the transportation officers' responsibility to personally contact receiving officers at the detention staging area. The transportation officers shall identify each arrested person by photograph and charge. If applicable, DR numbers can be obtained at this time. The sergeant in charge of transportation and booking shall ensure a chronological log of arrests, activity, and outstanding reports is maintained at the Detention Staging Area.

REPORTING:

Squad sergeants will be responsible for maintaining a Tactical Incident Log. This log should include a listing of arrested subjects and arresting officers. When practical, squad sergeants will contact the sergeant in charge of transportation and booking to obtain arrestee paperwork and distribute the arrest packages to the arresting officers. The squad sergeant will be responsible for determining the most efficient and effective method of report writing to ensure successful prosecution. For example, if there are mass arrests for looting from one location, the squad sergeant may decide to have one officer write a theft crime report with arresting officers writing supplemental arrest reports using the same DR number. If at the same crime scene, however, a subject is arrested for assault with a deadly weapon for throwing a beer bottle at a police officer, a second DR number may be necessary and the arresting officer may be required to write a complete crime and arrest report. No officer shall be relieved of duty until all outstanding arrest reports are completed.

CIVIL UNREST DETENTION/TRANSPORTATION PROCEDURES

TRANSPORTATION:

The police department van will be the primary transportation vehicle. Two reserve officers will be assigned to the van. The van will not be on random patrol. Transportation assignments will be given to the van from the Command Post. The van will be stationed at the Command Post immediately following each transportation assignment. When a directive is given to the van, proceed directly to the assigned location to receive the arrestees from the arresting team. The reserve officers assigned to the van will be responsible to search for weapons and contraband prior to transportation of all arrestees. Transportation of arrestees will be directly to the Courtyard Center. Do not store arrestees in the van or go on patrol until the van is full.

The transportation and detention officers will be responsible for placement of I.D. tags on arrestees, insuring that the arrest face pages, declaration of arrest, booking slips, are properly completed. Upon depositing arrestees at the Courtyard Center, the on duty supervisor at the center shall be notified so an incident log notation can be completed. The transportation van will complete each assignment in a timely manner and proceed back to the Command Post for the next assignment.

DETENTION CENTER:

The Courtyard Center, Village Green, Euclid at Main will be the Detention Center during the civil unrest mobilization.

Courtyard Center Main Building

1. Booking and processing - Detention Officers
2. Photos and fingerprinting - F.S.U.
3. Record Checks - Records Personnel
4. Detention of Juveniles - Main Building

Auxiliary Building

1. Holding area for arrestees
2. Felony/misdemeanor arrestees to be segregated within the auxiliary building.
3. Combative arrestees will be contained in the caged festival lock-up cell area.

Processing:

Booking and detention will be at the Courtyard Center. Transportation officers will enter the Detention Center at the gated entrance at the south side of the building. Booking procedures will be completed by the assigned detention officers:

DETENTION OFFICERS

SQUAD A

Velarde, Ray
Kalbhenn, Christy
Quintero, Steve
Albini, Anthony
Ashworth, Eric
Boyd, Randolph
Caluza, Al
Casaccia, John

SQUAD B

Moodhart, Brian
Milho, Paul
Tran, Nick
Turner, Mark
Hutchins, Jeff
Jaime, Ron
Mallory, John
Chronister, Gary

Transportation Van - 2 officers
Detention Center - 6 officers

Booking/Detention duties include all paper forms required for booking and release of all arrestees.

1. Arrest Face Page
2. Probable Cause Declaration
3. Booking Slip
4. I.D. Tag filled out
5. Arrest log notation with on duty supervisor

Photos/Fingerprints - F.S.U.

1. MacWillie, Marsha
2. Roberts, Fred

Record Checks - Matron Check

1. Janocha, Rory
2. Sgontz, Tami

Booking at O.C.J.

When time element dictates or approximately 40-50 arrestees are accumulated, the on duty O.C.S.O. watch commander shall be called at 647-6015.

The Sheriff's Department will respond with a bus and booking team for transportation to O.C.J.

The on duty supervisor at the Detention Center will notify O.C.J. giving directions to the Detention Center and the number of arrestees to be booked.

CIVIL UNREST - KING FEDERAL COURT TRIAL
INCIDENT COMMAND SYSTEM (ICS)

THE DISPERSAL ORDER

Mere participation in an unlawful assembly is unlawful in and of itself. It is also a crime to remain present at the scene of an unlawful assembly upon being warned to disperse, PC 409. Prior to arresting persons for violation of section PC 409, a dispersal order must be given in compliance with Penal Code section 726. Government Code section 41601 provides that chiefs of police have the same power for the suppression of disturbances of the peace as those conferred upon sheriffs as described in Penal Code section 726.

The dispersal order required in Penal Code section 726 should be made over a loud speaker. There must be proof beyond a reasonable doubt that the order could have been heard by the crowd. The dispersal order should be read from a card that would be available for court purposes if necessary (attached).

This is _____ of the Garden Grove Police Department. I hereby declare this to be an unlawful assembly. In the name of the State of California, you are ordered immediately to disperse. Failure to do so will result in your immediate arrest.

There are no legal requirements as to the number of orders to be given, the intervals between the orders, or the interval between the final order and the arrest. It is suggested that the dispersal order be repeated three times.

**CIVIL UNREST - KING FEDERAL COURT TRIAL
GARDEN GROVE POLICE DEPARTMENT**

DATE: APRIL 8, 1993

TIME: SESSION # 1 0800-1200
SESSION # 2 1300-1700

LOCATION: G.G.P.D. TRAINING ROOM / FIELD SITE

INVOLVED PERSONNEL: DESIGNATED PLATOON PERSONNEL

FACILITATORS: SERGEANT MIKE HANDFIELD
SERGEANT JACK RAY

I. INTRODUCTION

A. EXPLANATION OF COURSE OBJECTIVES AND SCHEDULE

1. THE OBJECTIVES OF THE TRAINING ARE TO:

- a) FAMILIARIZE OUR OFFICERS WITH CURRENT CASE DECISIONS AND CIVIL LIABILITY DEALING WITH CIVIL DISTURBANCES AND CROWD CONTROL,
- b) PROVIDE UPDATED TRAINING ON LAW ENFORCEMENT RESPONSES (PAST & CURRENT) AND OUR DEPARTMENTS PLANNING FOR ANY CIVIL DISTURBANCE,
- c) WHAT OUR PLANNED RESPONSE WILL BE,
- d) TRAIN OUR OFFICERS IN UPDATED AND MORE MODERN TECHNIQUES OF CIVIL DISTURBANCE & CROWD CONTROL.

II. EXPLANATION OF THE NEED TO BALANCE THE RIGHTS OF INDIVIDUALS (FREEDOM OF SPEECH, ASSEMBLY, ETC.) VERSUS THE NEED TO MAINTAIN PEACE AND PRESERVE EVERYONE'S RIGHT'S.

- A. OFFICER'S RESPONSIBILITY TO PREVENT EXCESSIVE FORCE BY ANOTHER OFFICER,**
- B. APPLICABLE LAWS - REFER TO HANDOUT.**

III. THE USE OF "PEPPER GAS". APPROXIMATELY 40 MINUTES - PRESENTED BY SERGEANT M. WALKER, S. SANDERS, OR B. PRINCE

- A. VIDEO ON GAS USE,
- B. INTRODUCTION OF LARGE CANISTER OF PEPPER GAS BY SERGEANT M. WALKER, SANDERS, OR B. PRINCE.

IV. DISCUSS OUR PREPARATION FOR THE TRIALS IN LOS ANGELES.

- A. BREAKDOWN OF ASSIGNMENTS, DUTIES AND INCIDENT COMMAND SYSTEMS
 - 1. CHAIN OF COMMAND
 - 2. COMMAND POST LOCATION AND ASSIGNMENTS
 - 3. PLATOON AND SQUAD ASSIGNMENTS
 - 4. FIRE DEPARTMENT LIAISON AND COORDINATOR
 - a) PHYSICAL ASSAULTS ON FIREMEN AND OUR RESPONSE
 - 5. COUNTER SNIPER VIDEO (15 MINUTES)
 - 6. CROWDS GATHERING LEGAL ACTIVITY
 - a) MONITOR ONLY
 - 7. CROWDS GATHERING ILLEGAL ACTIVITY
 - a) NO ENFORCEMENT ACTION UNTIL AUTHORIZED BY INCIDENT COMMANDER OR PLATOON LEADER UNLESS LIFE THREATENING
 - 8. OUR PLANNED RESPONSE TO CRIMINAL ACTIVITY WILL BE PROMPT WITH SUFFICIENT NUMBERS OF OFFICERS THAT ILLEGAL ACTIVITY WILL BE STOPPED THROUGH OUR PRESENCE. IF NOT, CRIMINAL VIOLATORS WILL BE PROMPTLY ARRESTED, AND REMOVED FROM THE SCENE.

V. MASS ARRESTS - LT. FINKELSTEIN (15 MINUTES)

- A. EQUIPMENT / SUPPLY REQUIREMENTS,
- B. ARREST PROCEDURES,
- C. GGPD COMMUNICATIONS DISPATCHED CALLS FOR SERVICE ARREST PROCEDURES,
- D. COMMAND POST DIRECTED OR PLATOON INITIATED MASS ARREST PROCEDURES,

- E. REPORTING,
- F. DETENTION STAGING AREA,

VI. OFFICER EQUIPMENT NEEDED:

- A. ALL OFFICERS WILL WEAR OUR DUTY UNIFORM
 - 1. EACH WILL HAVE A HELMET WITH FACE SHIELD
 - 2. NO PACKSETS EXCEPT FOR LIEUTENANTS AND SERGEANTS
 - 3. NO WEAPONS OTHER THAN DEPARTMENT APPROVED AND AUTHORIZED
 - 4. EACH UNIT WILL HAVE 2 SHOTGUNS PLUS AN ADDITIONAL BOX OF SHOTGUN AMMUNITION IN THE TRUNK

VII. CIVIL DISTURBANCE - (VIDEO 15 MINUTES)

A. CROWD AND OFFICER DYNAMICS

1. CROWD CONTROL AND MANAGEMENT ISSUES

a) POLICE MUST INTERACT WITH A VARIETY OF PEOPLE UNDER AN ENDLESS NUMBER OF CIRCUMSTANCES. THEREFORE, THERE IS NO SINGLE MEANS OF DEALING WITH A CROWD THAT WILL APPLY TO ALL TYPES OF SITUATIONS

b) BREAKDOWN OF CROWDS

c) SHOW OF FORCE (PSYCHOLOGICAL ASPECT)

(1) ASSEMBLE SQUADS OF OFFICERS OUT OF VIEW OF THE CROWD AND COME IN IN A COLUMN OF TWOS OR SINGLE FILE

(2) THIS GIVES THE IMPRESSION OF BEING A WELL ORGANIZED, WELL TRAINED, PROFESSIONAL, COORDINATED UNIT

(3) DON'T BLUFF... DO NOT USE A DISPLAY OF OFFICERS MERELY TO DETER A CROWD UNLESS THERE ARE A SUFFICIENT NUMBER OF OFFICERS TO ACCOMPLISH THE DISPERSAL

(4) USE OF CANINE'S

d) MULTIPLE SIMULTANEOUS ARRESTS

- (1) IF THE CROWD IS HOSTILE, A HIGH RATIO OF OFFICERS TO CROWD IS NEEDED
- (2) GIVE THE CROWD THE OPPORTUNITY TO DISPERSE VOLUNTARILY

e) DISPERSAL ORDER

- (1) ALWAYS HAVE A LOUDSPEAKER OR PUBLIC ADDRESS SYSTEM AVAILABLE IN ORDER TO ADDRESS THE CROWD
- (2) GO AS CLOSE TO THE CROWD AS POSSIBLE AND ISSUE THE ORDER TO DISPERSE
- (3) THE ORDER TO DISPERSE SHOULD BE READ FROM A PRINTED CARD OR PIECE OF PAPER WHICH CAN BE INTRODUCED IN COURT, IF NECESSARY
- (4) IF POSSIBLE, SEND AN OFFICER TO THE FAR SIDE OF THE CROWD TO AUDIO OR VIDEO THE ORDER
- (5) IF CIRCUMSTANCES PERMIT, THE ORDER SHOULD BE MADE NUMEROUS TIMES AND IN VARIOUS LOCATIONS
- (6) PROVIDE THE CROWD WITH AN ADEQUATE PERIOD OF TIME TO DISPERSE
- (7) PROVIDE THE CROWD WITH A CLEAR AND SAFE ROUTE TO DISPERSE
- (8) VIDEO ALL ARRESTS WHEN POSSIBLE

f) DISPERSAL TECHNIQUES AND FUNDAMENTALS

- (1) BEFORE DISPERSING A CROWD, ALL OFFICERS SHOULD BE TOLD, VIA RADIO, OF THE FACT AND THE DIRECTION OF THE MOVEMENT, SO THAT OFFICERS POSITIONED IN THOSE AREAS WILL NOT COME INTO CONTACT WITH THE CROWD
- (2) FUNDAMENTALS
 - (a) LEAVE AVENUE(S) OF ESCAPE FOR CROWD
 - (b) USE APPROPRIATE LEVEL OF FORCE
 - (c) ONCE THE DECISION TO MOVE IS MADE, IT MUST BE SWIFT AND SURE
 - (d) ATTEMPT TO MOVE CROWD AWAY FROM COMMERCIAL AND RESIDENTIAL PROPERTIES
 - (e) PLACE MOBILE FORCES ALONG ESCAPE ROUTES TO PREVENT UNLAWFUL ACTS
 - (f) DISPERSE CROWD INTO SMALLER AND SMALLER GROUPS

(g) STAY IN FORMATION WITH BOTH HANDS ON BATON. THE PORT ARMS POSITION SHOULD BE USED WHEN ATTEMPTING TO MOVE NON-VIOLENT DEMONSTRATORS

- (3) A SQUAD OR PLATOON SWEEP IS PREFERABLE WHEN THE CROWD WILL GIVE WAY TO THE SWEEP
- (4) ARREST TEAMS SHOULD ACCOMPANY SWEEPS TO MAKE ARRESTS FOR SPECIFIC CRIMES AND FOR FAILURE TO DISPERSE
- (5) IN SOME CIRCUMSTANCES (AS WHEN THE CROWD IS UNRULY) SWEEPS CAN BE MADE FOR THE PURPOSE OF BREAKING THE CROWD INTO SMALLER GROUPS
- (6) SPECIFIC SITUATION FUNDAMENTALS
 - (a) CLOSE STREETS TO VEHICULAR AND PEDESTRIAN TRAFFIC
 - (b) CLOSE INTERSECTIONS TO PEDESTRIAN TRAFFIC TO AVOID CONGESTION

g) ROLE OF THE INDIVIDUAL POLICE OFFICER

- (1) MAINTAIN MILITARY BEARING
- (2) WHEN "ON-LINE" DO NOT TALK TO DEMONSTRATORS
- (3) REFER QUESTIONS TO SQUAD LEADERS
- (4) REMAIN FAIR, IMPARTIAL, COOL AND CALM
- (5) TAKE NO INDIVIDUAL ACTION- MAINTAIN SQUAD INTEGRITY
- (6) STAY IN FORMATION, KEEP BOTH HANDS ON THE BATON, AS MUCH AS POSSIBLE
- (7) WATCH CROWDS
- (8) LIMIT TALKING BETWEEN OTHER OFFICERS
- (9) NO GUM CHEWING OR SMOKING
- (10) NO POUNDING OF BATONS INTO PALM OF HAND OR ON BARRICADES

h) ROLE OF THE SQUAD LEADER

- (1) SAME AS INDIVIDUAL POLICE OFFICER
- (2) OBTAIN BRIEFING AND THEN BRIEF MEMBERS OF SQUAD
- (3) WATCH FOR INAPPROPRIATE CONDUCT BY INDIVIDUAL POLICE OFFICERS DUE TO FATIGUE CROWD Demeanor OR WEATHER CONDITIONS
- (4) COMMUNICATE WITH PLATOON LEADER
- (5) RESPONSIBLE FOR MOVING SQUAD, SQUAD FORMATIONS, AND ISSUING BOTH VERBAL AND NON-VERBAL COMMANDS

(6) OFFICERS SHOULD BE RELIEVED / ROTATED
WHEN NECESSARY AND AS AVAILABILITY ALLOWS

VIII. MEDIA RELATIONS

- A. CAPTAIN ABRECHT, PUBLIC INFORMATION OFFICER
- B. ALL MEDIA CONTACTS WILL BE REFERRED TO THE PLATOON LEADER, WHO IN TURN, WILL REFER THEM TO THE PUBLIC INFORMATION OFFICER
- C. ACCESS TO CERTAIN AREAS BY MEDIA PERSONNEL, WILL BE THE RESPONSIBILITY OF THE ON SCENE COMMANDER

IX. PRACTICAL APPLICATION OF PROCEDURES COVERED IN LECTURE, WILL BE PRACTICED IN A FIELD SETTING. APPROXIMATELY 2 HOURS. IT WILL CONSIST OF:

- A. FORMATIONS
- B. BATON TECHNIQUES
- C. ARREST TACTICS
 - 1. ARREST CONTROL TECHNIQUES
 - 2. RESCUE TECHNIQUES

Subject: Re: LEIU Membership Certificate
From: James Colegrove <jamesc@ci.garden-grove.ca.us>
Date: Sun, 27 Dec 2015 10:56:01 -0800 (PST)
To: Robert Fowler <robertf@ci.garden-grove.ca.us>

Thank you Robert. I'll make sure it gets filed away in the correct standard.

Thanks,

Jim

----- Original Message -----
From: Robert Fowler <robertf@ci.garden-grove.ca.us>
To: James Colegrove <jamesc@ci.garden-grove.ca.us>
Cc: Marty Donahue <martyd@ci.garden-grove.ca.us>
Sent: Sun, 27 Dec 2015 10:53:55 -0800 (PST)
Subject: LEIU Membership Certificate

In case you need it for the files.

Robert

Subject: Re: Screen Shot

From: James Colegrove <jamesc@ci.garden-grove.ca.us>

Date: Tue, 5 Jan 2016 14:31:31 -0800 (PST)

To: Terry Chang <terryc@ci.garden-grove.ca.us>

thanks Terry. They are looking at it now.

----- Original Message -----

From: "Terry Chang" <terryc@ci.garden-grove.ca.us>

To: "James Colegrove" <jamesc@ci.garden-grove.ca.us>

Sent: Tuesday, January 5, 2016 2:30:01 PM

Subject: Re: Screen Shot

----- Original Message -----

From: "James Colegrove" <jamesc@ci.garden-grove.ca.us>

To: "Terry Chang" <terryc@ci.garden-grove.ca.us>

Sent: Tuesday, January 5, 2016 2:22:59 PM

Subject: Screen Shot

Terry,

Can you screenshot the error message re: Keri. They want to see what is actually popping up window wise.

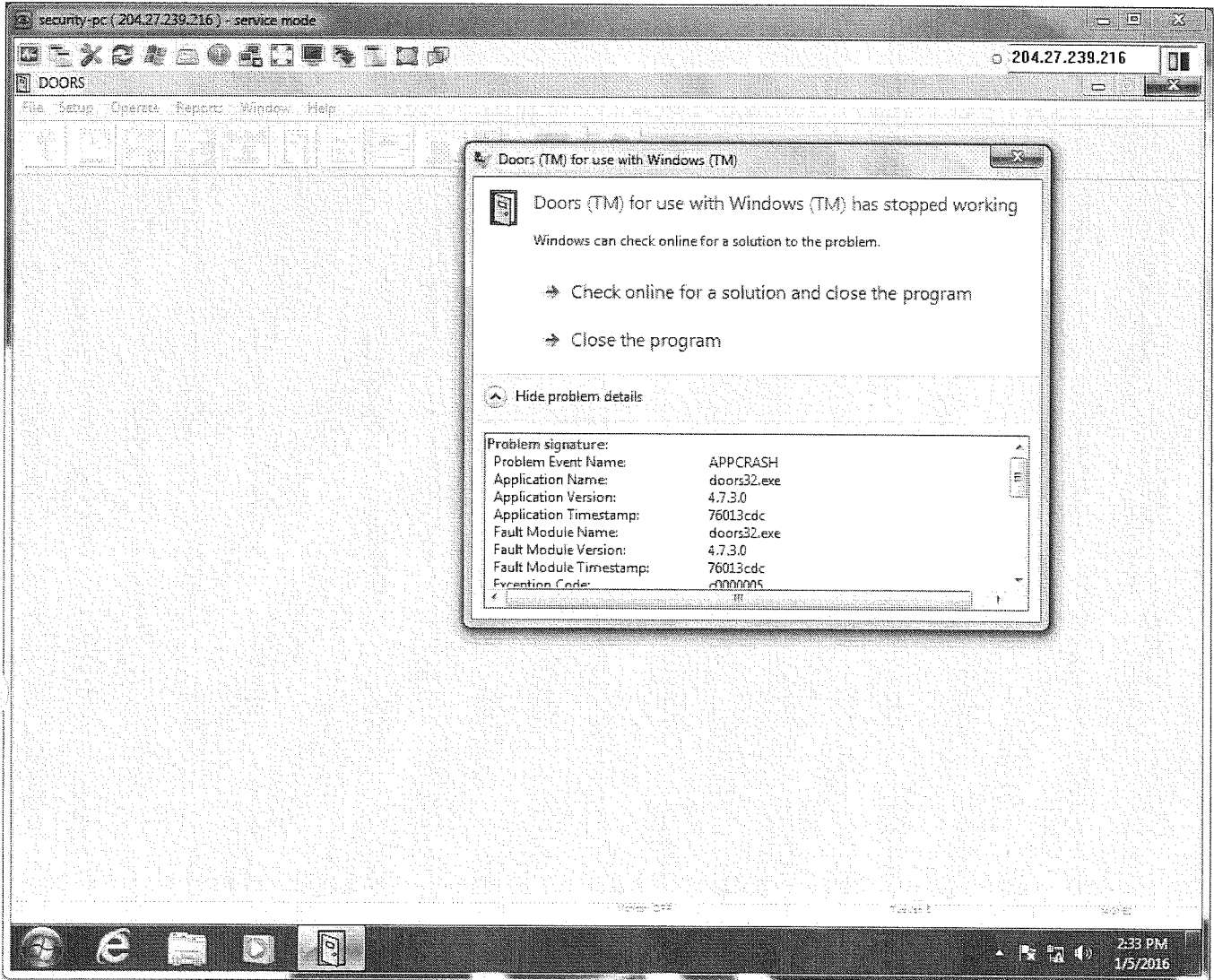
Keri

irek1700

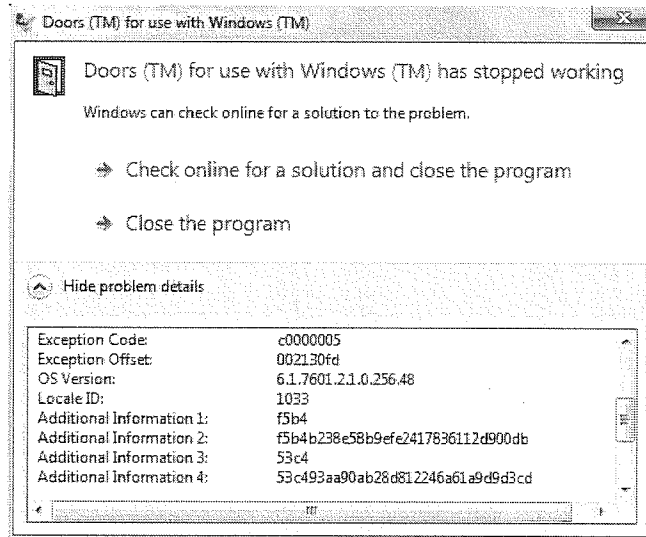
Thanks,

Jim Colegrove, Sergeant
Planning and Research Department
Administrative Services Bureau
Garden Grove Police Department
714-741-5414

Subject: Garden Grove PD Keri Doors Program Error
From: James Colegrove <jamesc@ci.garden-grove.ca.us>
Date: Tue, 5 Jan 2016 14:30:50 -0800 (PST)
To: dispatch <dispatch@comlock.com>



keri2.PNG



keri.PNG	Content-Type: image/png
	Content-Encoding: base64

keri2.PNG

keri2.PNG	Content-Type: image/png
	Content-Encoding: base64

Subject: Re: Flood Weather Update

From: James Colegrove <jamesc@ci.garden-grove.ca.us>

Date: Tue, 5 Jan 2016 17:24:32 -0800 (PST)

To: Keith Velotta <keithv@ci.garden-grove.ca.us>

Keith, very cool update..thanks

Jim

----- Original Message -----

From: "Keith Velotta" <keithv@ci.garden-grove.ca.us>

To: "Keith Velotta" <keithv@ci.garden-grove.ca.us>, "Janet Pelayo" <janetp@ci.garden-grove.ca.us>, "Joseph Schwartz" <josephs@ci.garden-grove.ca.us>, "Albert Holmon" <ajh@ci.garden-grove.ca.us>, "James Colegrove" <jamesc@ci.garden-grove.ca.us>, "Jeff Spargur" <jspargur@ci.garden-grove.ca.us>, "Karl Hill" <karlh@ci.garden-grove.ca.us>

Cc: "Tom Schultz" <toms@ci.garden-grove.ca.us>

Sent: Tuesday, January 5, 2016 5:15:16 PM

Subject: Flood Weather Update

Good Evening all,

The Operational Area conducted a conference call at 14:30 today with the following weather update:

Light showers over the next few hours, breaking overnight. The next wave is predicted to hit Orange County Wednesday afternoon > Wed. evening with an estimated rainfall of 1" in most areas.

A third wave of storms is predicted to hit Orange County Thursday afternoon > Thursday night. Rainfall is predicted to be less intense. An overall projection is 3" of cumulative rainfall over the 3 day period.

We will continue to hover in the Trigger Point 2 protocols through the completion of this set of Storms.

Keith Velotta

Fire Captain
Garden Grove Fire Department Training Officer
W. 714-741-5634

11301 Acacia Parkway
Garden Grove, Ca. 92840

Subject: Evaluations

From: James Colegrove <jamesc@ci.garden-grove.ca.us>

Date: Wed, 6 Jan 2016 07:33:04 -0800 (PST)

To: Patrol Sergeants <patrol.sgts@ci.garden-grove.ca.us>, watch commanders
<watch.commanders@ci.garden-grove.ca.us>

Hello Everybody:

Just a friendly reminder when it comes to preparing the performance evaluations for 2015:

The below six criteria should be articulated by the supervisor when completing the new employee work performance evaluation:

1. Did the employee perform at a satisfactory level within the respective rating dimension?
2. Did the employee perform at a level that is not satisfactory within the respective rating dimension?
3. Did the employee perform at any outstanding work level within any rating dimension?
4. Does the evaluation give comment on job specific duties?
5. Does the evaluation provide for work performance expectations in the future?
6. Did the employee receive feedback for the employee's ability to train new employees (i.e. FTO)?

Thank you very much.

Sincerely,

Jim Colegrove, Sergeant
Planning and Research Department
Administrative Services Bureau
Garden Grove Police Department
714-741-5414

Subject: Winter Storm 010516 Situation Summary Report #2

From: James Colegrove <jamesc@ci.garden-grove.ca.us>

Date: Wed, 6 Jan 2016 07:54:25 -0800 (PST)

To: Todd Elgin <todde@ci.garden-grove.ca.us>, Kevin Boddy <kevinb@ci.garden-grove.ca.us>

another advisory for El Nino Storms starts at 1000 hours this morning Jan 6th: see attached

010516 Winter Storm EOC Sit Rpt # 02.pdf

Content-Type: application/pdf

Content-Encoding: base64

ORANGE COUNTY SHERIFF'S DEPARTMENT EMERGENCY MANAGEMENT DIVISION



Administrative Offices
2644 Santiago Canyon Road • Silverado CA • 92676
(714) 628-7054 • Fax (714) 628- 7154

SITUATION SUMMARY REPORT

REPORT NO. 002

DATE AND TIME: Wednesday, January 06, 2016; 0400 hours
PREPARED BY: Operational Area EOC Planning & Intelligence Section

EVENT/INCIDENT NAME: 010516 Winter Storm

SITUATION ASSESSMENT

The National Weather Service predicted significant rainfall between Tuesday and Thursday to fall throughout Orange County. This is the first El Nino Event of 2016 and has the potential to cause widespread flooding throughout Southern California.

The Orange County Operational Area Emergency Operations Center activated to a Level Two at 0800 hours on Tuesday, January 5, 2016 in response to a forecasted, major, El Niño Storm Event. The hotline was activated to take calls from the public.

As of 1900 the OA EOC moved to a Level One Activation and the hotline was deactivated. The OA EOC anticipates resuming a Level Two Activation at 1000 hours on 01-06-16.

No significant events occurred between 1800-0400 hours. The rain subsided, and no issues were reported to the OA EOC.

During the past 24 hour period, portions of Orange County received between .4 – 2.91 inches of rain. Below is a list of some location totals. The complete list can be obtained at:

http://www.wrh.noaa.gov/sgx/display_product.php?sid=SGX&pil=RRM
<http://ocwatersheds.com/rainrecords/rainfalldata/stormdata/rtddatatable>

Orange County Coastal Areas:

San Juan Capistrano	1.77
Coto De Caza	1.54
San Juan Guard	1.46
Laguna Niguel Park	1.45
Laguna Beach @ Woodland	1.33
Brea	1.22
Costa Mesa	1.06
Huntington Beach	0.99
San Clemente Pier	0.95
San Diego Creek @ Culver	0.94

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SITUATION SUMMARY REPORT

JOHN WAYNE AIRPORT	0.88
Fullerton CSU	0.81
Upper Oso Creek	0.43

Santa Ana Mountains:

Santiago Peak	2.20
Modjeska Canyon	1.85
Silverado Motorway	1.54
Sierra Peak	1.02
Upper Silverado Canyon	2.91

There will be an OA Conference Call at 1500 hours. Call in information will be sent out by the OA EOC Liaison in the morning. In order to accommodate all members of the Operational Area who wish to participate, please utilize only one call in line for your jurisdiction/agency (AND REMEMBER TO PLACE YOUR PHONES ON MUTE, thank you.)

WEATHER SUMMARY

Advisories/Watches and Warnings in Effect for Orange County

Flash Flood Watch for ALL of Orange County

A Flash Flood Watch remains in effect for all of Orange County from now through Wednesday night. A series of Pacific storms will continue to create periods of rain, heavy at times over much of Southern California. Additional light to moderate rainfall will continue Thursday into Friday.

Wind Advisory for Orange County Coastal Jurisdictions

A Wind Advisory has been issued for Orange County Coastal Jurisdictions for Jan 6, 2016 from 1200 hour until 1800 hours. The next series of storms will bring a period of strong gusty winds near the coast. Southwest winds 15-25 mph sustained with gusts to 40 mph. Some areas may see gusts up to 50 mph.

High Surf Advisory - Orange County Coastal Areas (specifically North of Newport Beach)

A High Surf Advisory remains in effect through 2200 hours (10pm) Friday. Waves and surf will increase to between 6-10 feet on Wednesday and 8-12 feet Thursday with some local sets reaching 14 feet. Strong rip currents, beach erosion and costal flooding during high tide may occur with the event, especially in areas north of Newport Beach.

ORANGE COUNTY SHERIFF'S DEPARTMENT

EMERGENCY MANAGEMENT DIVISION



Administrative Offices
 2644 Santiago Canyon Road • Silverado CA • 92676
 (714) 628-7054 • Fax (714) 628- 7154

SITUATION SUMMARY REPORT

Tide Table

01/06	Wed	06:20 AM	5.53 H
01/06	Wed	01:34 PM	-0.09 L
01/06	Wed	07:48 PM	3.5 H
01/07	Thu	12:30 AM	1.98 L
01/07	Thu	06:54 AM	5.84 H
01/07	Thu	02:06 PM	-0.48 L
01/07	Thu	08:24 PM	3.69 H

Rain Forecast

Light showers possible in the morning. Moderate to heavy rain is expected to fall beginning late Wednesday afternoon through Thursday morning. There is a slight chance of thunderstorms during this time.

Precipitation forecasts as of 0400 hours:

ORANGE COUNTY COASTAL AREAS

04WED 10WED 16WED 22WED 04THU 10THU 16THU 22THU 04FRI 10FRI 16FRI 22FRI
 10WED 16WED 22WED 04THU 10THU 16THU 22THU 04FRI 10FRI 16FRI 22FRI 04SAT

HUNTINGTON BEACH

0.03 0.59 0.17 0.41 0.11 0.10 0.04 0.02 0.02 0.01 0.00 0.00

NEWPORT BEACH

0.02 0.77 0.22 0.52 0.17 0.13 0.06 0.03 0.06 0.00 0.00 0.00

LAGUNA BEACH

0.02 0.82 0.33 0.62 0.18 0.21 0.08 0.05 0.08 0.00 0.00 0.00

SAN CLEMENTE

0.03 0.85 0.47 0.68 0.14 0.33 0.10 0.12 0.15 0.02 0.00 0.00

ORANGE COUNTY INLAND

04WED 10WED 16WED 22WED 04THU 10THU 16THU 22THU 04FRI 10FRI 16FRI 22FRI
 10WED 16WED 22WED 04THU 10THU 16THU 22THU 04FRI 10FRI 16FRI 22FRI 04SAT

ANAHEIM

0.03 0.84 0.39 0.70 0.13 0.12 0.07 0.03 0.01 0.00 0.00 0.00

FULLERTON

0.02 0.74 0.24 0.51 0.17 0.08 0.05 0.02 0.00 0.00 0.00 0.00

BREA

ORANGE COUNTY SHERIFF'S DEPARTMENT

EMERGENCY MANAGEMENT DIVISION



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 (714) 628-7054 • Fax (714) 628- 7154

SITUATION SUMMARY REPORT

0.03	0.92	0.36	0.71	0.11	0.12	0.07	0.02	0.01	0.00	0.00	0.00
VILLA PARK											
0.03	0.97	0.63	0.87	0.16	0.18	0.10	0.04	0.01	0.01	0.00	0.00

SANTA ANA MOUNTAINS AND FOOTHILLS

04WED	10WED	16WED	22WED	04THU	10THU	16THU	22THU	04FRI	10FRI	16FRI	22FRI
10WED	16WED	22WED	04THU	10THU	16THU	22THU	04FRI	10FRI	16FRI	22FRI	04SAT
CARBON CANYON/GILMAN PEAK, FREEWAY COMPLEX BURN AREA											
0.04	1.05	0.58	0.92	0.10	0.17	0.09	0.03	0.02	0.00	0.00	0.00
FREMONT CANYON											
0.05	1.07	0.79	1.00	0.20	0.20	0.13	0.05	0.02	0.02	0.00	0.00
SILVERADO CANYON, 3 MI EAST OF SILVERADO											
0.08	1.67	1.39	1.55	0.25	0.35	0.21	0.08	0.04	0.07	0.00	0.00
MODJESKA PRESERVE											
0.07	1.44	1.08	1.36	0.17	0.29	0.17	0.06	0.03	0.05	0.00	0.00
SANTIAGO PEAK											
0.08	1.66	1.36	1.58	0.18	0.34	0.21	0.08	0.05	0.07	0.00	0.03
SANTA ROSA PLATEAU											
0.04	0.83	0.68	0.75	0.21	0.18	0.13	0.06	0.10	0.04	0.00	0.00

Periods of light to moderate rain may continue Thursday afternoon through Friday afternoon.

Wind Forecast

Coastal Orange County:

Wednesday – Wind Advisory Issued from 1200 -1800 hours. Southwest winds 15-25 mph sustained with gusts to 40 mph. Some areas may see gusts up to 50 mph.

Thursday- Northwest wind around 5 mph becoming calm.

Inland Orange County:

Wednesday - West wind 5 to 10 mph becoming south 15 to 20 mph in the afternoon. Winds gusts as high as 30 mph.

Thursday - Southwest wind 5 to 10 mph.

ORANGE COUNTY SHERIFF'S DEPARTMENT

EMERGENCY MANAGEMENT DIVISION



Administrative Offices
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SITUATION SUMMARY REPORT

ACTIVATION STATUS

The Orange County Emergency Operations Center is activated to a Level 1.
The Orange County Public Works Department Operations Center deactivated at 2200 hours.

EVACUATIONS

Silverado Canyon Voluntary Evacuation orders were lifted on 01-05-16 at 1700 hours. An AlertOC Notification was sent to impacted residents.

ROAD CLOSURES

No Road Closures reported at this time.

MASS CARE SITES

The Silverado Community Center, 27641 Silverado Canyon Road was closed at 1900 hours. No evacuees utilized the evacuation center during the day.

ANIMAL SHELTERS

Large Animal:

Rancho Silverado Stables, at 27271 Silverado Canyon Road. No animals have been moved to this location.

Small Animals:

OC Animal Shelter on City Drive. No animals have been moved to this location.

INFRASTRUCTURE

No damages reported at this time.

River Forecasts:

No flood warnings or predicted flood stage issues.

Dam Water Release Rates:

Prado Dam 227 CFS
Brea Dam 9.5 CFS
Fullerton Dam 23 CFS
Carbon Canyon Dam 0 CFS

Transportation:

No issues reported at this time.

SCHOOLS

No impacts reported.

**ORANGE COUNTY SHERIFF'S DEPARTMENT
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SITUATION SUMMARY REPORT

UTILITIES (Potable Water/Gas/Electric/Waste Water)

No impacts reported.

BEACH CLOSURES

Until further notice, in Laguna Beach, the ocean water area 500 feet up coast and 500 feet down coast of the projection of Bluebird Canyon Drive is closed to swimming, surfing and diving due to a sewage spill (posted 1/5/2016).

Rain Advisory in effect for beaches. OCHCA Environmental Health staff advises swimmers that levels of bacteria can rise significantly in ocean and bay waters adjacent to storm drains, creeks and rivers during and after rainstorms. The elevated levels of bacteria can continue for a period of at least 3 days depending upon the intensity of the rain and the volume of the runoff. Swimmers should avoid coastal waters impacted by discharging storm drains, creeks and rivers, and beach users should avoid contact with any runoff on the beach during dry or wet weather conditions.

Any questions regarding this report or other information can be obtained from the OA EOC Liaison at 714-628-7060.

Subject: Great Wolf Article

From: James Colegrove <jamesc@ci.garden-grove.ca.us>

Date: Wed, 6 Jan 2016 08:03:30 -0800 (PST)

To: Todd Elgin <todde@ci.garden-grove.ca.us>, Kevin Boddy <kevinb@ci.garden-grove.ca.us>

<http://www.ocregister.com/articles/great-698661-wolf-hiring.html>

Subject: State of the City Address

From: James Colegrove <jamesc@ci.garden-grove.ca.us>

Date: Wed, 6 Jan 2016 08:07:44 -0800 (PST)

To: Todd Elgin <todde@ci.garden-grove.ca.us>, Kevin Boddy <kevinb@ci.garden-grove.ca.us>

http://www.oc-breeze.com/2016/01/05/81177_mayor-bao-nguyen-to-reveal-the-state-of-the-city-at-annual-address/

Subject: Weather Update 1-6-2015 @ 09:30

From: James Colegrove <jamesc@ci.garden-grove.ca.us>

Date: Wed, 6 Jan 2016 10:19:57 -0800 (PST)

To: Todd Elgin <todde@ci.garden-grove.ca.us>, Kevin Boddy <kevinb@ci.garden-grove.ca.us>, Travis Whitman <travisw@ci.garden-grove.ca.us>, Chris Lawton <chrisl@ci.garden-grove.ca.us>

Update on latest weather and Response Trigger Point

Good Morning,

The Operational Area just had a conference call updating the predicted weather for Orange County. As of 09:30 this morning the most current predictions are:

Expect heavy rain from noon-2pm throughout Orange County. Approximately 1/2" per hour, then tapering off throughout the night with scattered showers at 1/4" per hour with the next system hitting land tomorrow afternoon. That system is predicted to not be as heavy but will add to an already saturated ground. They are anticipating 1- 1 1/2" of additional rainfall from the system today.

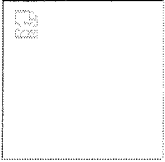
This system is colder so the potential for lightning is greater, as well as waterspouts off the coast.

We will continue to operate under Response Trigger Point 2- Flood Watch protocols:

Response Trigger Point 2 – Flash Flood Watch
National Weather Service Forecast - 12 hours
Definition: National Weather Service issues a watch to inform the public and cooperating agencies that current and developing hydro meteorological conditions are such that there is a threat of flooding, but the occurrence is neither certain nor imminent.
Concept of Operations
<ol style="list-style-type: none">1. Public Works staff coordinate action(s) with OCPW2. Public Works, Police and Fire review Flood Risk Area maps and determine the inundation and warning areas need to be addressed3. Public Works to assign staff to monitor creeks and debris basin at bridges. Contact Emergency Service Manager with updated information4. The Emergency Services Manager will contact the City Manager, Fire Chief, Central Management, on-duty Watch Commander and Battalion Chief with current up-to-date information5. Each Department will be responsible for informing staff of impending weather6. Review Sandbag Policy7. Watch Commander will contact GGD Communication Center for possible use of Reverse 911. See Attachment B for appropriate message8. Public Information Officer to be contacted to begin to craft news release and informational flyer for residents and businesses in the inundation area and to put up to date information on the City's website and City TV Channel 3

Recommended Actions	Responsibility
1. Communicate Flood Watch to General Population; if applicable, contact GGPD Dispatch to prepare for Reverse 911	PIO
2. If applicable, determine Incident Command Post for unified command	Police/Fire/Public Works
3. Determine potential evacuation area as mandatory, warning, or shelter-in-place	Police / Fire
4. Determine Activation of Public Works DOC, inform City Manager and Emergency Manager of DOC status	Public Works Director, or designee
5. Stage Traffic Control Barricades at pre-designated staging area	Public Works
6. Monitor isolation issues (See Flood Response map, Attachment A. for areas that may be cut off/ isolated)	Police, Fire
7. Determine level of EOC Activation (See EOC Activation Plan); contact County OES .	Emergency Manager / designee
8. Continue to monitor rainfall / stream flow –stay in contact with OCPW.	Public Works Director, or designee
9. Public Communication – begin to develop press releases and informational flyers; as needed. Put information out on Channel3	PIO

Keith Velotta
Fire Captain
Garden Grove Fire Department Training Officer
W. 714-741-5634



11301 Acacia Parkway
Garden Grove, Ca. 92840

Subject: Issue With Keri Access "Doors" Software

From: James Colegrove <jamesc@ci.garden-grove.ca.us>

Date: Tue, 5 Jan 2016 16:06:39 -0800 (PST)

To: Rebecca Meeks <rebeccam@ci.garden-grove.ca.us>, Robert Fowler <robertf@ci.garden-grove.ca.us>, Ben Stauffer <stauffer@ci.garden-grove.ca.us>, Terry Chang <terryc@ci.garden-grove.ca.us>

CC: Kevin Boddy <kevinb@ci.garden-grove.ca.us>, Robert Bogue <robertb@ci.garden-grove.ca.us>

Hello Everybody:

The "Doors" software program to the Keri Access Doors System is not working; however, the actual physical doors should still be working. We have only lost the ability to assign new users or change access levels without the software functioning correctly. See attached PNG's to see the issue.

With that in mind, ComLock Security, the installers of the Keri Access System, will be here tomorrow before noon to address the issue. I may be in court during that time. If they do show and I am not here, then please allow them entry into dispatch.

You may need the user name and password for "Doors" program:

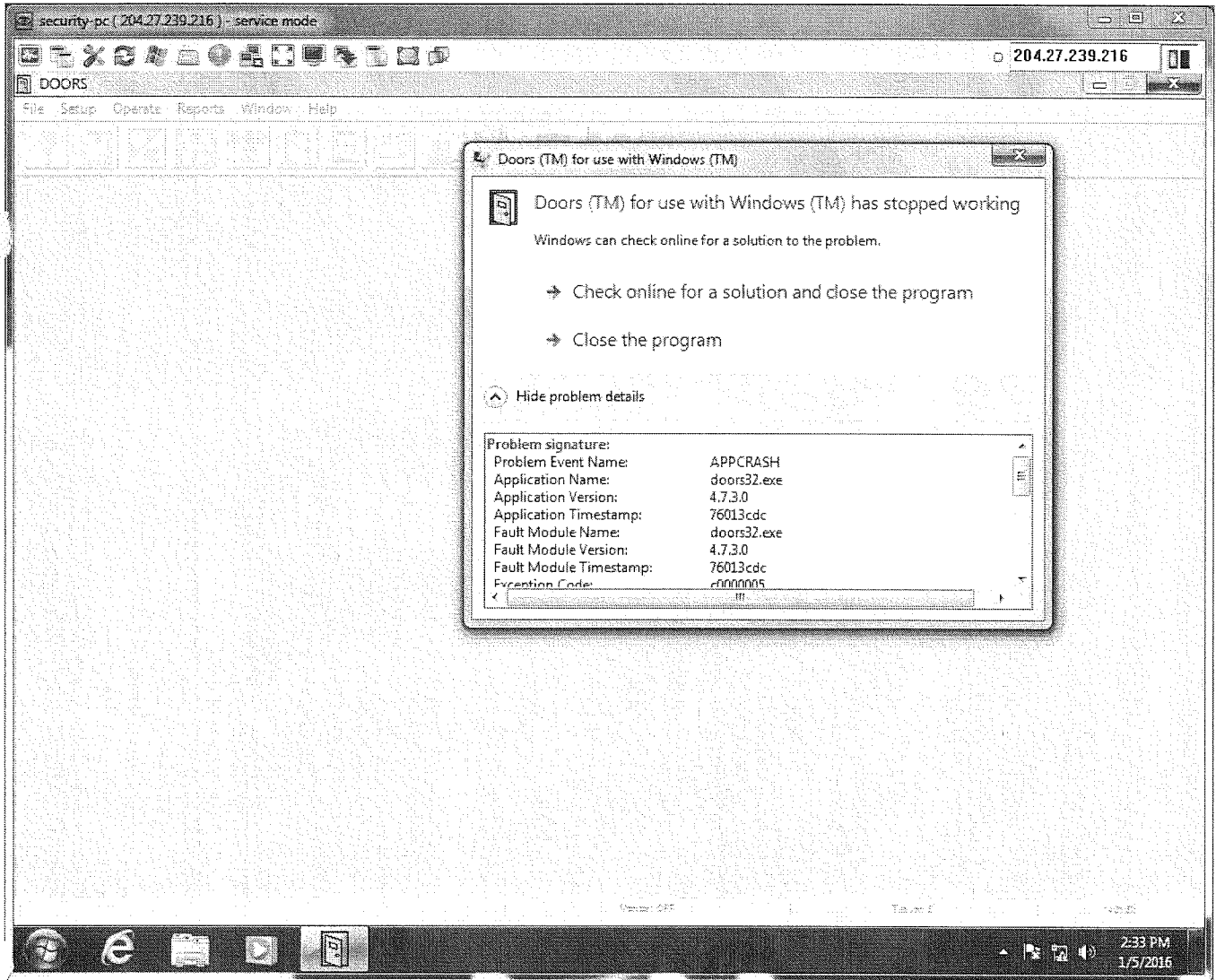
Username: \

Password:

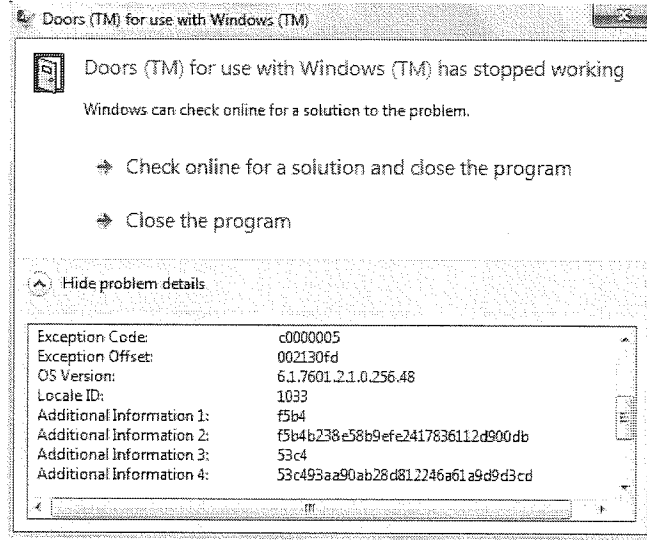
Thanks for your help!

Jim Colegrove

keri.PNG



keri2.PNG



keri.PNG	Content-Type: image/png
	Content-Encoding: base64

keri2.PNG

keri2.PNG	Content-Type: image/png
	Content-Encoding: base64

Subject: Interesting Article on Hiring @ CMPD

From: James Colegrove <jamesc@ci.garden-grove.ca.us>

Date: Thu, 7 Jan 2016 05:21:22 -0800 (PST)

To: Todd Elgin <todde@ci.garden-grove.ca.us>, Kevin Boddy <kevinb@ci.garden-grove.ca.us>, Robert Bogue <robertb@ci.garden-grove.ca.us>, Nick Jensen <nickj@ci.garden-grove.ca.us>, Victoria Foster <vfoster@ci.garden-grove.ca.us>, Mike Johnson <mikej@ci.garden-grove.ca.us>

<http://www.ocregister.com/articles/officers-698859-department-police.html>

funny video

Subject: funny video

From: James Colegrove <jamesc@ci.garden-grove.ca.us>

Date: Thu, 7 Jan 2016 05:36:14 -0800 (PST)

To: Larry Ebelt <larrye@ci.garden-grove.ca.us>, Mike Martin <mmartin@ci.garden-grove.ca.us>

<http://www.cnn.com/videos/entertainment/2016/01/06/conan-kevin-hart-ice-cube-student-driver-diana-chang.team-coco/video/playlists/late-night-laughs/>

Subject: New W4

From: James Colegrove <jamesc@ci.garden-grove.ca.us>

Date: Thu, 7 Jan 2016 06:48:42 -0800 (PST)

To: Shawna Mcdonough <shawnam@ci.garden-grove.ca.us>

Hi Shawna,

I am sending over a new W4 which increases my FED deduction by to : and my STATE deduction by to . Just a heads-up..

Thanks,

Jim Colegrove #1700

Subject: El Nino Update ~ OC EOC

From: James Colegrove <jamesc@ci.garden-grove.ca.us>

Date: Thu, 7 Jan 2016 07:08:15 -0800 (PST)

To: Todd Elgin <todde@ci.garden-grove.ca.us>, Kevin Boddy <kevinb@ci.garden-grove.ca.us>, Robert Bogue <robertb@ci.garden-grove.ca.us>, watch commanders <watch.commanders@ci.garden-grove.ca.us>, Travis Whitman <travisw@ci.garden-grove.ca.us>

The latest and greatest update from OC EOC on El Nino

Jim Colegrove, Sergeant
Planning and Research Department
Administrative Services Bureau
Garden Grove Police Department
714-741-5414

Latest El Nino Update ~ EOC.pdf

Content-Type: application/pdf

Content-Encoding: base64

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EMERGENCY MANAGEMENT DIVISION**



Administrative Offices
2644 Santiago Canyon Road • Silverado CA • 92676
(714) 628-7054 • Fax (714) 628- 7154

SITUATION SUMMARY REPORT

REPORT NO. 004

DATE AND TIME: Thursday, January 07, 2016; 0522 hours
PREPARED BY: Operational Area EOC Planning & Intelligence Section

EVENT/INCIDENT NAME: 010516 Winter Storm

SITUATION ASSESSMENT

The National Weather Service predicted significant rainfall between Tuesday and Thursday to fall throughout Orange County. This is the first El Nino Event of 2016 and has the potential to cause widespread flooding throughout Southern California.

The Orange County Operational Area Emergency Operations Center (OAEOC) activated to a Level Two at 0800 hours on Tuesday, January 5, 2016 in response to a forecasted, major, El Niño Storm Event. The hotline was activated to take calls from the public.

As of 2000 hours the OA EOC moved to a Level One Activation and the hotline was deactivated.

During the past 24 hour period, portions of Orange County received between 1.43– 2.77 inches of rain. Below is a list of some location totals. The complete list can be obtained at:

http://www.wrh.noaa.gov/sgx/display_product.php?sid=SGX&pil=RRM

<http://ocwatersheds.com/rainrecords/rainfalldata/stormdata/rtdatatable>

Orange County Coastal Areas:

San Juan Capistrano	1.89
Coto De Caza	2.37
San Juan Guard	2.28
Laguna Niguel Park	1.85
Laguna Beach @ Woodland	1.77
Brea	1.77
Costa Mesa	1.97
Huntington Beach	1.58
San Clemente Pier	1.62
San Diego Creek @ Culver	1.92
JOHN WAYNE AIRPORT	1.61
Fullerton CSU	1.62
Upper Oso Creek	1.06

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SITUATION SUMMARY REPORT

Santa Ana Mountains:

Santiago Peak	3.30
Modjeska Canyon	2.80
Silverado Motorway	2.84
Sierra Peak	1.73
Upper Silverado Canyon	4.64

An Unified Command Conference Call was conducted at 1930 hours.

WEATHER

Advisories/Watches and Warnings in Effect for Orange County

Flash Flood Watch for ALL of Orange County

A Flash Flood Watch remains in effect for all of Orange County from now through Thursday morning. A series of Pacific storms will continue to create periods of rain, heavy at times over much of Southern California. Additional light to moderate rainfall will continue Thursday into Friday.

The Flash Flood Watch remains in effect through Thursday morning for coastal, valley, and mountain areas below 4500 feet.

Special Weather Statement issued for Santa Ana Mountains

At 2349 on January 6, the NWS Doppler radar was tracking a cluster of strong thunderstorms from near Seal Beach to just west of Corona, moving East at 25 MPH. Half an inch of hail and winds in excess of 40 mph will be possible with this storm.

High Surf Advisory - Orange County Coastal Areas (specifically North of Newport Beach)

A High Surf Advisory remains in effect through 2200 hours (10pm) Friday. Waves and surf will increase to between 6-10 feet on Wednesday and 8-12 feet Thursday with some local sets reaching 14 feet. Strong rip currents, beach erosion and coastal flooding during high tide may occur with the event, especially in areas north of Newport Beach.

Effective 1036 hours, Beach Hazard Statement is in effect with high surf and lightning today and potentially damaging surf on Thursday till 0700 hours. High surf warning in effect till 2200 hours on Friday.

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SITUATION SUMMARY REPORT

Tide Table

01/07	Thu	12:30 AM	1.98 L
01/07	Thu	06:54 AM	5.84 H
01/07	Thu	02:06 PM	-0.48 L
01/07	Thu	08:24 PM	3.69 H
01/08	Fri	01:08 AM	1.91 L
01/08	Fri	07:28 AM	6.1 H
01/08	Fri	02:38 PM	-0.8 L
01/08	Fri	08:59 PM	3.85 H

Rain Forecast

Light showers possible in the morning. Moderate to heavy rain is expected to fall beginning late Wednesday afternoon through Thursday morning. There is a slight chance of thunderstorms during this time.

Precipitation forecasts as of 0400 hours:

ORANGE COUNTY COASTAL AREAS

04THU 10THU 16THU 22THU 04FRI 10FRI 16FRI 22FRI 04SAT 10SAT 16SAT 22SAT
 10THU 16THU 22THU 04FRI 10FRI 16FRI 22FRI 04SAT 10SAT 16SAT 22SAT 04SUN

HUNTINGTON BEACH

0.15 0.05 0.00 0.00 0.00 0.00 0.00 0.03 0.02 0.07 0.09 0.02

NEWPORT BEACH

0.15 0.08 0.00 0.00 0.00 0.00 0.01 0.06 0.01 0.06 0.18 0.03

LAGUNA BEACH

0.16 0.11 0.01 0.00 0.00 0.00 0.02 0.05 0.01 0.09 0.22 0.04

SAN CLEMENTE

0.18 0.16 0.01 0.01 0.02 0.00 0.02 0.01 0.02 0.11 0.20 0.05

ORANGE COUNTY INLAND

04THU 10THU 16THU 22THU 04FRI 10FRI 16FRI 22FRI 04SAT 10SAT 16SAT 22SAT
 10THU 16THU 22THU 04FRI 10FRI 16FRI 22FRI 04SAT 10SAT 16SAT 22SAT 04SUN

ANAHEIM

0.17 0.02 0.00 0.00 0.00 0.00 0.00 0.00 0.01 0.11 0.14 0.05

FULLERTON

0.13 0.02 0.00 0.00 0.00 0.00 0.00 0.00 0.01 0.10 0.09 0.03

BREA

0.15 0.02 0.00 0.00 0.00 0.00 0.00 0.00 0.01 0.16 0.16 0.05

VILLA PARK

0.19 0.04 0.00 0.00 0.00 0.00 0.00 0.00 0.02 0.14 0.19 0.06

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SITUATION SUMMARY REPORT

SANTA ANA MOUNTAINS AND FOOTHILLS...

04THU	10THU	16THU	22THU	04FRI	10FRI	16FRI	22FRI	04SAT	10SAT	16SAT	22SAT
10THU	16THU	22THU	04FRI	10FRI	16FRI	22FRI	04SAT	10SAT	16SAT	22SAT	04SUN
CARBON CANYON/GILMAN PEAK, FREEWAY COMPLEX BURN AREA											
0.18	0.03	0.00	0.00	0.00	0.00	0.00	0.00	0.02	0.15	0.19	0.06
FREMONT CANYON											
0.19	0.05	0.01	0.00	0.00	0.00	0.00	0.00	0.02	0.13	0.18	0.07
SILVERADO CANYON, 3 MI EAST OF SILVERADO											
0.29	0.11	0.05	0.00	0.00	0.00	0.00	0.00	0.04	0.23	0.31	0.11
MODJESKA PRESERVE											
0.26	0.08	0.02	0.00	0.00	0.00	0.00	0.01	0.04	0.18	0.29	0.10
SANTIAGO PEAK											
0.31	0.11	0.05	0.01	0.00	0.00	0.00	0.00	0.05	0.25	0.35	0.12
SANTA ROSA PLATEAU											
0.20	0.08	0.03	0.00	0.01	0.02	0.01	0.02	0.00	0.13	0.20	0.07

Wind Forecast

Coastal Orange County:

Wednesday – Wind Advisory issued from 1200 -1800 hours. Southwest winds 15-25 mph sustained with gusts to 40 mph. Some areas may see gusts up to 50 mph.

Thursday- Northwest wind around 5 mph becoming calm.

Inland Orange County:

Wednesday - West wind 5 to 10 mph becoming south 15 to 20 mph in the afternoon. Winds gusts as high as 30 mph.

Thursday - Southwest wind 5 to 10 mph.

ACTIVATION STATUS

The Orange County Emergency Operations Center is activated to a Level 1.

The Orange County Public Works Department Operations Center deactivated at 0000 hours on 01-07-16.

EVACUATIONS

The voluntary evacuations for Silverado Canyon were lifted on 01-06-16 at 2000 hours. An Alert OC Notification was sent to impacted residents.

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SITUATION SUMMARY REPORT

ROAD CLOSURES

Silverado Canyon Road at Oak Lane was closed at 2110 on January 6, due to mud/debris flow. A second mud/debris flow occurred at 2155 at Silverado Canyon Road and Smiesick Ranch Road. This debris flow occurred during the same time as the first road closure. The road was cleared by OCPW at 0000 on January 7. An AlertOC email was sent out to the effected residents. Information about the mud/debris flow was also emailed out to the Canyon points of contact and posted in the Nextdoor Network.

MASS CARE SITES

The Silverado Community Center, 27641 Silverado Canyon Road was closed at 2000 hours.

ANIMAL SHELTERS

Large Animal:

Rancho Silverado Stables, at 27271 Silverado Canyon Road. No animals have been moved to this location.

Small Animals:

OC Animal Shelter on City Drive. No animals have been moved to this location.

INFRASTRUCTURE

No damages reported at this time.

Dam Water Release Rates:

Prado Dam 186 CFS
Brea Dam 65 CFS
Fullerton Dam 70 CFS
Carbon Canyon Dam 8.7CFS

Transportation:

No issues reported at this time.

Schools:

No impacts reported.

Utilities (Potable Water/Gas/Electric/Waste Water)

No impacts reported.

ORANGE COUNTY SHERIFF'S DEPARTMENT

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(714) 628-7054 • Fax (714) 628- 7154

SITUATION SUMMARY REPORT

BEACH CLOSURES

Until further notice, in Laguna Beach, the ocean water area 500 feet up coast and 500 feet down coast of the projection of Bluebird Canyon Drive is closed to swimming, surfing and diving due to a sewage spill (posted 1/5/2016).

Rain Advisory in effect for beaches. OCHCA Environmental Health staff advises swimmers that levels of bacteria can rise significantly in ocean and bay waters adjacent to storm drains, creeks and rivers during and after rainstorms. The elevated levels of bacteria can continue for a period of at least 3 days depending upon the intensity of the rain and the volume of the runoff. Swimmers should avoid coastal waters impacted by discharging storm drains, creeks and rivers, and beach users should avoid contact with any runoff on the beach during dry or wet weather conditions.

Any questions regarding this report or other information can be obtained from the OA EOC Liaison at 714-628-7060.

Subject: Demo of WatchGuard

From: James Colegrove <jamesc@ci.garden-grove.ca.us>

Date: Thu, 7 Jan 2016 13:37:21 -0800 (PST)

To: FJudge@WatchGuardVideo.com

CC: Chris Lawton <chrisl@ci.garden-grove.ca.us>, Kevin Boddy <kevinb@ci.garden-grove.ca.us>

Fran Judge
Regional Sales Manager
WatchGuard Video
Fjudge@WatchGuardVideo.com

Dear Fran Judge,

The Garden Grove Police Department is in the exploratory stage of procuring a BWC/In-Car Video system for patrol personnel and we are interested in a practical demonstration of the Vista BWC and its associated in-car video system. Our goal is to fit one of our patrol vehicles with your products for actual patrol members to test in the field.

This raises a few questions, though:

1. Does WatchGuard Video provide for such demonstrations and will they provide the product we desire to test?
2. Does WatchGuard Video charge for any cost involved in getting the demonstration products to our facility?
3. Does WatchGuard Video install the demonstration products into a patrol car free of charge?
4. Does WatchGuard Video provide the required test software so that recordings of the cameras can be viewed?
4. Will Watchguard Video provide onsite in-person instruction of the desired products?
5. Will WatchGuard Video provide ample amount of time for patrol personnel to test the desired products?

These are some of the immediate questions that the Department has at this time.

I truly look forward to hearing back from you on this inquiry.

Sincerely,

Jim Colegrove, Sergeant
Planning and Research Department
Administrative Services Bureau
Garden Grove Police Department
714-741-5414

Re: Vote

Subject: Re: Vote

From: James Colegrove <jamesc@ci.garden-grove.ca.us>

Date: Fri, 8 Jan 2016 11:07:04 -0800 (PST)

To: "Kerry D. Jackson" <kjackson@actransit.org>

Garden Grove PD Vote:

Paul Malech for President

Danny Fish for VP

Thanks!

Jim Colegrove, Sergeant
Planning and Research Department
Administrative Services Bureau
Garden Grove Police Department
714-741-5414

----- Original Message -----

From: "Kerry D. Jackson" <kjackson@actransit.org>

To: rpower@acgov.org, mibarra@acgov.org, dknittel@acgov.org, jahamm@acgov.org,
bbruner@acgov.org, jtucker@acgov.org, trussell@acgov.org, jhazelwood@acgov.org,
myokoyama@alhambrapd.org, sheckers@alhambrapd.org, ekase@alhambrapd.org,
cmarr@alhambrapd.org, krainey@bart.gov, mcromer@bart.gov, csianez@bppd.com,
tbanks@bppd.com, pwelch@bppd.com, adermenjian@burbankca.gov, mhuang@chp.ca.gov,
ddashiell@chp.ca.gov, Afinnegan@chp.ca.gov, Llee-escorpiaso@chp.ca.gov,
ddemaio@fullerton.edu, jbrockie@fullerton.edu, swilley@fullerton.edu,
rjunn@fullerton.edu, Rwall2@calstatela.edu, lgamez@cslanet.calstatela.edu,
grose@ebparks.org, hdequincy@ebparks.org, dphulps@ebparks.org, "John hall"
<John.hall@fresno.gov>, "Todd miller" <Todd.miller@fresno.gov>,
ddrummond@galtpd.com, bkalinowski@galtpd.com, jamesc@ci.garden-grove.ca.us,
MartyD@ci.garden-grove.ca.us, "Scott Turner" <Scott.Turner@hayward-ca.gov>,
spapa@hermosapolice.org, akoger@hermosapolice.org, mcolon@cityofimperial.org,
aperez@cityofimperial.org, cduplessis@oakha.org, jwilliams@oakha.org,
pmalech@oakha.org, jmesterhazy@oakha.org, pwilliams@ci.petaluma.ca.us,
dfish@ci.petaluma.ca.us, jmiller@pismobeach.org, slange@pismobeach.org,
jcastaneda@pismobeach.org, sheller@cityofplacerville.org,
kiida@cityofplacerville.org, JRGamez@redwoodcity.org, jpace@redwoodcity.org, "lon
milka" <lon.milka@rocklin.ca.us>, "Forrest.Richardson@Rocklin.ca.us"
<Forrest.Richardson@rocklin.ca.us>, kmiller@tustinca.org, jbrock@police.ucsf.edu,
csalerno@police.ucsf.edu, thomasm@cityofwestsacramento.org,
davidd@cityofwestsacramento.org, chriss@cityofwestsacramento.org,
cher@ucmerced.edu, tadkins@ucmerced.edu, LisaG@ci.union-city.ca.us,
jking@fullerton.edu, greg@2chiefs.net, Jacks348@comcast.net, mmosier@calea.org,
peckconsulting@comcast.net, "steve sanders3230" <steve.sanders3230@gmail.com>
Sent: Friday, January 8, 2016 10:23:12 AM
Subject: RE: Vote

Sorry I forgot to mention who the candidates are. The candidate for President is Paul Malech. The candidates for Vice President are: Sean Heckers and Danny Fish. Remember only one vote per agency.

From: Kerry D. Jackson
Sent: Friday, January 08, 2016 9:57 AM

Re: Vote

To: 'rpower@acgov.org'; 'mibarra@acgov.org'; 'dknittel@acgov.org'; 'jahamm@acgov.org'; 'bbruner@acgov.org'; 'jtucker@acgov.org'; 'trussell@acgov.org'; 'jhazelwood@acgov.org'; 'myokoyama@alhambrapd.org'; 'sheckers@alhambrapd.org'; 'ekase@alhambrapd.org'; 'cmar@alhambrapd.org'; 'krainey@bart.gov'; 'mcromer@bart.gov'; 'csianez@bppd.com'; 'tbanks@bppd.com'; 'pwelch@bppd.com'; 'adermenjian@burbankca.gov'; 'mhuang@chp.ca.gov'; 'ddashiell@chp.ca.gov'; 'Afinnegan@chp.ca.gov'; 'Llee-escorpiso@chp.ca.gov'; 'ddemaio@fullerton.edu'; 'jbrockie@fullerton.edu'; 'swilley@fullerton.edu'; 'rjunn@fullerton.edu'; 'Rwall2@calstatela.edu'; 'lgamez@cslanet.calstatela.edu'; 'grose@ebparks.org'; 'hdequincy@ebparks.org'; 'dphulps@ebparks.org'; 'John.hall@fresno.gov'; 'Todd.miller@fresno.gov'; 'ddrummond@galtpd.com'; 'bkalinowski@galtpd.com'; 'jamesc@ci.garden-grove.ca.us'; 'MartyD@ci.garden-grove.ca.us'; 'Scott.Turner@hayward-ca.gov'; 'spapa@hermosapolice.org'; 'akoger@hermosapolice.org'; 'mcolon@cityofimperial.org'; 'aperez@cityofimperial.org'; 'cduplessis@oakha.org'; 'jwilliams@oakha.org'; 'pmalech@oakha.org'; 'jmesterhazy@oakha.org'; 'pwilliams@ci.petaluma.ca.us'; 'dfish@ci.petaluma.ca.us'; 'jmiller@pismobeach.org'; 'slange@pismobeach.org'; 'jcastaneda@pismobeach.org'; 'sheller@cityofplacerville.org'; 'kiida@cityofplacerville.org'; 'JRGamez@redwoodcity.org'; 'jpace@redwoodcity.org'; 'lon.milka@rocklin.ca.us'; 'Forrest.Richardson@Rocklin.ca.us'; 'kmiller@tustinca.org'; 'jbrock@police.ucsf.edu'; 'csalerno@police.ucsf.edu'; 'thomasm@cityofwestsacramento.org'; 'davidd@cityofwestsacramento.org'; 'chriss@cityofwestsacramento.org'; 'cher@ucmerced.edu'; 'tadkins@ucmerced.edu'; 'LisaG@ci.union-city.ca.us'; 'jking@fullerton.edu'; 'greg@2chiefs.net'; 'Jacks348@comcast.net'; '[mosier@calea.org](mailto:mmosier@calea.org)'; 'peckconsulting@comcast.net'; 'steve.sanders3230@gmail.com'

Subject: Vote

Happy New Year CALPAC members,

If you haven't already done so, please submit your vote for President and Vice President by close of business Monday January 11, 2016 today. We would like to finalize the election and announce the winners before the next meeting in February.

Kerry D. Jackson

Protective Services Manager

Alameda-Contra Costa Transit District

kjackson@actransit.org

(510) 891-4797 Office

(510) 387-4471 Cell

Subject: OC Operational Area Mutual Aid Meeting
From: James Colegrove <jamesc@ci.garden-grove.ca.us>
Date: Fri, 8 Jan 2016 14:31:28 -0800 (PST)
To: Kevin Boddy <kevinb@ci.garden-grove.ca.us>

Bode ~ evidently I am the listed Mutual Aid contact person for the PD. Do you want me to attend this meeting? I have no problem doing so. Let me know.

Thanks,

Jim

From: "Victor A Pablo" <vpablo@ocsd.org>
To: cajones@fullerton.edu, mlam@tustinca.org, lgarcia@tustinca.org, tkim@cityoflapalma.org, bcollins@westminster-ca.gov, gscott@costamesaca.gov, vbakkila@costamesaca.gov, bglass@costamesaca.gov, meztroj@sealbeachca.gov, "Paul@CalOES Walters (Paul.Walters@CalOES.ca.gov)" <Paul.Walters@CalOES.ca.gov>, "Michael Betzler" <mbetzler@saddleback.edu>, "Todd Schmaltz (tschmaltz@ivc.edu)" <tschmaltz@ivc.edu>, "Jerome C Cheung" <jccheung@ocsd.org>, "Elaine M Hernandez" <emhernandez@ocsd.org>, "*Jennifer Amat - Orange PD - MA POC" <jamat@orangepd.org>, "Andy Terhorst [DA]" <andy.terhorst@da.ocgov.com>, "Bill Smyser - Brea PD - MA POC" <BSmyser@cityofbrea.net>, "Daniel Barnes - Garden Grove PD - MA POC" <dbarnes@lahabraca.gov>, "Frank Nunes - Buena Park PD - MA POC" <fnunes@bppd.com>, "James Colegrove - Garden Grove PD - MA POC" <jamesc@ci.garden-grove.ca.us>, "Jim Olson (jaolson@ci.cypress.ca.us)" <jaolson@ci.cypress.ca.us>, "Joe Reiss - UCI Police - MA POC" <jreiss@uci.edu>, "Joe Torres - Laguna Beach PD - MA POC" <jtorres@lagunabeachcity.net>, "Jordan Villwock - Laguna Beach PD - MA POC" <jvillwock@lagunabeachcity.net>, "Matt Sheppard - Fountain Valley PD - MA POC" <Matt.Sheppard@fountainvalley.org>, "Eric C. Point - Placentia PD - MA POC" <epoint@placentia.org>, "Rachel Johnson - Newport Beach PD - MA POC" <rjohnson@nbpd.org>, "Rick Moore - Los Alamitos PD - MA POC" <rmoore@cityoflosalamitos.org>, "Shawn Small [PROB]" <shawn.small@prob.ocgov.com>, "THOMAS OLIVERAS - Fullerton PD - MA POC" <toliveras@fullertonpd.org>, "Vince Vaicaro - Garden Grove PD - MA POC" <vincev@ci.garden-grove.ca.us>, "ZZ Brian McElhaney" <BMcElhaney@anaheim.net>, "Kenneth D Burmood" <Burmood-K@ocsd.org>, "Cmdr. Ken Gominsky - Santa Ana PD - Area B" <kgominsky@santa-ana.org>, "Gary Wyatt - Irvine PD - Area D" <gwyatt@cityofirvine.org>, "Lt. Brian Seitz - Huntington Beach PD - Area C" <bseitz@hbpd.org>, "ZZ Brian Sheldon" <BSheldon@santa-ana.org>, "Mitchell Y Wang" <MWang@ocsd.org>
Cc: "Brad C Virgoe" <BVirgoe@ocsd.org>, "Lynn M Koehmstedt" <IKoehmstedt@ocsd.org>, "Stephanie A Beyer" <SBeyer@ocsd.org>, "Isaac A Flores" <iaflores@ocsd.org>, "Edmundo Duvignau" <EDUVIGNAU@ocsd.org>, "Jeremy K Kahala" <kahala@ocsd.org>, "Matthew R Brown" <MRBrown@ocsd.org>, "Steven R Greenberg" <SRGreenberg@ocsd.org>, "Richard W Nelson" <rwnelson@ocsd.org>, "Kenneth C Smith" <ksmith@ocsd.org>, "Deann M Kurimay" <dmKurimay@ocsd.org>, "Kenneth Chism (kchism50@hotmail.com)" <kchism50@hotmail.com>, "Luis Ramirez" <LURAMIREZ@ocsd.org>
Sent: Friday, January 8, 2016 2:20:04 PM
Subject: OC Operational Area Mutual Aid Meeting

Good Afternoon,

The Sheriff's Department Mutual Aid Bureau will be hosting an Orange County Operational Area Mutual Aid Coordinator's meeting at the Orange County Emergency Operations Center located at 2644 Santiago Canyon Road, Silverado 92676. Pending any EOC activations, the meeting will be held on Tuesday, January 19, 2016 at 0930 – 1100 hours.

For this meeting, we will primarily discuss mutual aid protocol, Code Charlie procedures, and resources available from our bureau. We would also like to establish and/or confirm point of contacts for your agencies, daily personnel deployment numbers, and the total number sworn in your agencies.

Although your attendance is not mandatory, it would be beneficial to have all the agencies in the county represented. If you cannot make this meeting, please forward this invite to your designee or to anyone else in your agency who may have a stake in mutual aid matters.

If you have any questions, please feel free to contact me.

Thank you and hope to see you at the meeting.

Victor



Sergeant Victor Pablo

Orange County Sheriff's Department
Homeland Security Division
Mutual Aid Bureau
Sheriff's Response Team
Office: (714) 647-7005
Cell: (714) 471-0007
vpablo@ocsd.org

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Subject: MArtin CAP

From: James Colegrove <jamesc@ci.garden-grove.ca.us>

Date: Fri, 8 Jan 2016 16:59:07 -0800 (PST)

To: Michael Farley <michaelf@ci.garden-grove.ca.us>

PEASLEE, TED

04/04/89

08/04/10 promoted to Lt.

Jim Colegrove, Sergeant
Planning and Research Department
Administrative Services Bureau
Garden Grove Police Department
714-741-5414

Subject: Upstairs Lottery Pool

From: James Colegrove <jamesc@ci.garden-grove.ca.us>

Date: Tue, 12 Jan 2016 12:54:34 -0800 (PST)

To: Victoria Foster <vfoster@ci.garden-grove.ca.us>, Marty Donahue <martyd@ci.garden-grove.ca.us>, Carole Kanegae <carolek@ci.garden-grove.ca.us>, Karen Brame <karenb@ci.garden-grove.ca.us>, Larry Ebelt <larrye@ci.garden-grove.ca.us>, Terra Ramirez <terral@ci.garden-grove.ca.us>, Ed DesBiens <edb@ci.garden-grove.ca.us>, Luis Payan <luisp@ci.garden-grove.ca.us>, Michael Farley <michaelf@ci.garden-grove.ca.us>, Chris Wasinger <chrisw@ci.garden-grove.ca.us>, Ted Peaslee <tedp@ci.garden-grove.ca.us>, David Lopez <davidl@ci.garden-grove.ca.us>, Pete Garcia <peteg@ci.garden-grove.ca.us>, Lea Kovacs <lead@ci.garden-grove.ca.us>, Mike Martin <mmartin@ci.garden-grove.ca.us>, Carl Whitney <carlw@ci.garden-grove.ca.us>, Ronnie Echavarria <ronniee@ci.garden-grove.ca.us>, Van Vu <vanv@ci.garden-grove.ca.us>, Scott Watson <scottw@ci.garden-grove.ca.us>, Ben Stauffer <stauffer@ci.garden-grove.ca.us>, Jose Herrera <joseh@ci.garden-grove.ca.us>, John Casaccia <johnc@ci.garden-grove.ca.us>, Dennis Wardle <dennisw@ci.garden-grove.ca.us>, Gena Bowen <genab@ci.garden-grove.ca.us>, Nick Jensen <nickj@ci.garden-grove.ca.us>, Courtney Allison <courta@ci.garden-grove.ca.us>, Robert Bogue <robertb@ci.garden-grove.ca.us>, Trina Nguyen <trinan@ci.garden-grove.ca.us>, Paul Tessier <pault@ci.garden-grove.ca.us>, Thi Huynh <thih@ci.garden-grove.ca.us>, Flor Guerrero <florg@ci.garden-grove.ca.us>, Kevin Boddy <kevinb@ci.garden-grove.ca.us>, Steve Lukas <slukas@ci.garden-grove.ca.us>, Todd Elgin <todde@ci.garden-grove.ca.us>, Craig McIver <craigm@ci.garden-grove.ca.us>

Congrats...we won \$15.00 on the last group of tickets bought for Upstairs Powerball pool. I will rollover the \$15.00 into 8 tickets for the 1.5 billion this Wednesday... There will not be a new pool for this Wednesday due to time constraints.

Thanks,

Jim

Subject: Rollover: Upstairs Lottery Pool

From: James Colegrove <jamesc@ci.garden-grove.ca.us>

Date: Tue, 12 Jan 2016 13:49:27 -0800 (PST)

To: Victoria Foster <vfoster@ci.garden-grove.ca.us>, Marty Donahue <martyd@ci.garden-grove.ca.us>, Carole Kanegae <carolek@ci.garden-grove.ca.us>, Karen Brame <karenb@ci.garden-grove.ca.us>, Larry Ebelt <larrye@ci.garden-grove.ca.us>, Terra Ramirez <terral@ci.garden-grove.ca.us>, Ed DesBiens <edb@ci.garden-grove.ca.us>, Luis Payan <luisp@ci.garden-grove.ca.us>, Michael Farley <michaelf@ci.garden-grove.ca.us>, Chris Wasinger <chrisw@ci.garden-grove.ca.us>, Ted Peaslee <tedp@ci.garden-grove.ca.us>, David Lopez <davidl@ci.garden-grove.ca.us>, Pete Garcia <peteg@ci.garden-grove.ca.us>, Lea Kovacs <lead@ci.garden-grove.ca.us>, Mike Martin <mmartin@ci.garden-grove.ca.us>, Carl Whitney <carlw@ci.garden-grove.ca.us>, Ronnie Echavarria <ronniee@ci.garden-grove.ca.us>, Van Vu <vanv@ci.garden-grove.ca.us>, Scott Watson <scottw@ci.garden-grove.ca.us>, Ben Stauffer <stauffer@ci.garden-grove.ca.us>, Jose Herrera <joseh@ci.garden-grove.ca.us>, John Casaccia <johnc@ci.garden-grove.ca.us>, Dennis Wardle <dennisw@ci.garden-grove.ca.us>, Gena Bowen <genab@ci.garden-grove.ca.us>, Nick Jensen <nickj@ci.garden-grove.ca.us>, Courtney Allison <courta@ci.garden-grove.ca.us>, Robert Bogue <robertb@ci.garden-grove.ca.us>, Trina Nguyen <trinan@ci.garden-grove.ca.us>, Paul Tessier <pault@ci.garden-grove.ca.us>, Thi Huynh <thih@ci.garden-grove.ca.us>, Flor Guerrero <florg@ci.garden-grove.ca.us>, Kevin Boddy <kevinb@ci.garden-grove.ca.us>, Steve Lukas <slukas@ci.garden-grove.ca.us>, Todd Elgin <todde@ci.garden-grove.ca.us>, Craig McIver <craigm@ci.garden-grove.ca.us>

Win big or go home

Lottery.pdf	Content-Type: application/pdf
	Content-Encoding: base64

POWERBALL

IMAGINE WHAT A BUCK COULD DO
PLAY MEGA MILLIONS TODAY!
JACKPOTS NOW STARTING
AT \$15 MILLION!
QUICK PICK

	POWER					POWER
A	10	29	37	54	63	04
B	08	30	45	49	51	19
C	07	10	15	39	57	06
D	17	47	54	61	67	13
E	09	46	54	62	64	13
F	15	23	34	44	66	04
G	30	41	42	47	68	19
H	09	18	20	27	45	20

Wed Jan 13 16

015168 \$16.00
R0693678 969-038982193-127135



California Lottery

play responsibly

Subject: Fwd: PD Records Remodel Quotes
From: James Colegrove <jamesc@ci.garden-grove.ca.us>
Date: Wed, 13 Jan 2016 07:57:25 -0800 (PST)
To: Ben Stauffer <stauffer@ci.garden-grove.ca.us>
BCC: Kevin Boddy <kevinb@ci.garden-grove.ca.us>

Ben,

Please advise on how you want me to continue, if at all.

Thanks,

Jim

----- Forwarded Message -----

Jim,

I don't think I ever saw these quotes. You might want to follow up with the City Attorney on this one.

Sandy

----- Forwarded Message -----

From: "James Colegrove" <jamesc@ci.garden-grove.ca.us>
To: "Sandy Segawa" <sandras@ci.garden-grove.ca.us>
Cc: "Ben Stauffer" <stauffer@ci.garden-grove.ca.us>
Sent: Wednesday, January 13, 2016 7:03:18 AM
Subject: PD Records Remodel Quotes

Hi Sandy,

Captain Ben Stauffer asked me to inquire on the status of the PD Records remodel quotes that have been at the City Attorney's office awaiting review. We are hoping that they have been approved, so that we can make notifications.

Thank you for getting back to me on the status.

Sincerely,

Jim Colegrove, Sergeant
Planning and Research Department
Administrative Services Bureau
Garden Grove Police Department
714-741-5414

Subject: Re: WatchGuard meeting WG:0171004389
From: James Colegrove <jamesc@ci.garden-grove.ca.us>
Date: Wed, 13 Jan 2016 07:59:29 -0800 (PST)
To: Kenny James <KJames@WatchGuardVideo.com>

Feb 11th is great! 2:00 PM is perfect...can this be done?

----- Original Message -----

From: "Kenny James" <KJames@WatchGuardVideo.com>
To: jamesc@ci.garden-grove.ca.us
Sent: Friday, January 8, 2016 12:43:44 PM
Subject: WatchGuard meeting WG:0171004389

Sgt Colegrove,

I'm writing with some possible dates/times for your meeting with Fran:

Feb 11 th -- 1:00 pm or later (prefer this one as he'll be in the immediate area that day)

Feb 15-18 - 11 am or later any of these four days

Thank you.

Kenny

--
Sincerely,

Kenny James
Inside Sales Rep
WatchGuard Video

(800) 605-6734 Toll Free
(214) 785-2615 Direct
(972) 423-9778 Fax
KJames@WatchGuardVideo.com

<http://www.WatchGuardVideo.com>
415 Century Parkway, Allen, TX 75013

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify your system administrator and the sender.

Re: Body cam IVS meeting

Subject: Re: Body cam IVS meeting

From: James Colegrove <jamesc@ci.garden-grove.ca.us>

Date: Wed, 13 Jan 2016 10:22:29 -0800 (PST)

To: Chris Lawton <chrisl@ci.garden-grove.ca.us>

CC: Jesenia Palacios <jeseniap@ci.garden-grove.ca.us>, Travis Whitman <travisw@ci.garden-grove.ca.us>, Noel Proffitt <noelp@ci.garden-grove.ca.us>, Kevin Boddy <kevinb@ci.garden-grove.ca.us>

Chris,

OK Very Cool on the Taser meeting, I'll be there!

Here's another scheduled meeting...this time with WatchGuard Video: We saw this company at COPS WEST.

Thursday, FEB. 11 at 1400 hours.

They will come to GGPD.

Thanks,

Jim Colegrove

From: "Chris Lawton" <chrisl@ci.garden-grove.ca.us>

To: "Jesenia Palacios" <jeseniap@ci.garden-grove.ca.us>, "Travis Whitman" <travisw@ci.garden-grove.ca.us>, "James Colegrove" <jamesc@ci.garden-grove.ca.us>, "Noel Proffitt" <noelp@ci.garden-grove.ca.us>

Sent: Wednesday, January 13, 2016 7:47:35 AM

Subject: Body cam IVS meeting

I have scheduled aerating with Taser for Tuesday Feb 9 at 1400 to check out their body cam / IVS system. I will send out an invite when I get back on Sunday.

Sent from my iPhone

Re: SRT GO #?

Subject: Re: SRT GO #?

From: James Colegrove <jamesc@ci.garden-grove.ca.us>

Date: Wed, 13 Jan 2016 12:01:40 -0800 (PST)

To: Brian Hatfield <brianh@ci.garden-grove.ca.us>

BCC: Kevin Boddy <kevinb@ci.garden-grove.ca.us>

Hi Brian,

I have not received the final draft and I believe it has not been approved by Staff as of this date. I could be wrong and will check into it for you. I will let you know when I hear something about it.

Thanks,

Jim

----- Original Message -----

From: "Brian Hatfield" <brianh@ci.garden-grove.ca.us>

To: "James Colegrove" <jamesc@ci.garden-grove.ca.us>

Sent: Wednesday, January 13, 2016 11:50:18 AM

Subject: SRT GO #?

Sgt,

Can I please have a copy of the final draft reference the Special Resource Team General Order? I am putting together a training power point presentation, handouts, and other materials for patrol and other units to be given after shift change.

The General Order # and a copy will be provided during this training.

Thank you in advance for your help,

Hatfield

Re: Graden Grove On-Site

Subject: Re: Graden Grove On-Site
From: James Colegrove <jamesc@ci.garden-grove.ca.us>
Date: Wed, 13 Jan 2016 12:17:30 -0800 (PST)
To: Todd Elgin <todde@ci.garden-grove.ca.us>

already handled! we are good!

----- Original Message -----

From: "Todd Elgin" <todde@ci.garden-grove.ca.us>
To: jamesc@ci.garden-grove.ca.us
Sent: Wednesday, January 13, 2016 12:06:59 PM
Subject: Fwd: Graden Grove On-Site

Did you get this???

Sent from my iPad

Begin forwarded message:

From: "Dan Boring" <dvboring@comcast.net >
Date: January 13, 2016 at 9:00:02 AM PST
To: <jamesc@ci.garden-grove.ca.us >, <todde@ci.garden-grove.ca.us >
Cc: <djabbin@comcast.net >, <kshepard@calea.org >
Subject: Graden Grove On-Site

but

Subject: Raquel Mata

From: James Colegrove <jamesc@ci.garden-grove.ca.us>

Date: Wed, 13 Jan 2016 13:17:32 -0800 (PST)

To: Terry Chang <terryc@ci.garden-grove.ca.us>

Hi Terry,

Yep...she's a new employee again..starting Mon Jan 18 as a fulltime Community Services Officer. Thanks for recreating her zimbra account.

Jim Colegrove, Sergeant
Planning and Research Department
Administrative Services Bureau
Garden Grove Police Department
714-741-5414

read this

Subject: read this

From: James Colegrove <jamesc@ci.garden-grove.ca.us>

Date: Wed, 13 Jan 2016 19:09:12 -0800 (PST)

To: Larry Ebelt <larrye@ci.garden-grove.ca.us>

<http://www.ifii.com/articles/498930687/who-really-owns-your>

huh?

Subject: huh?

From: James Colegrove <jamesc@ci.garden-grove.ca.us>

Date: Wed, 13 Jan 2016 19:18:04 -0800 (PST)

To: Larry Ebelt <larrye@ci.garden-grove.ca.us>

<http://blog.milesfranklin.com/who-really-owns-your-stocks>

Jim Colegrove, Sergeant
Planning and Research Department
Administrative Services Bureau
Garden Grove Police Department
714-741-5414

Subject: Re: Vacuum at PD Gas Pumps
From: James Colegrove <jamesc@ci.garden-grove.ca.us>
Date: Thu, 14 Jan 2016 11:59:47 -0800 (PST)
To: Steve Sudduth <stevesu@ci.garden-grove.ca.us>

Steve! that's Fantastic...thanks for the update

----- Original Message -----

From: "Steve Sudduth" <stevesu@ci.garden-grove.ca.us>
To: "James Colegrove" <jamesc@ci.garden-grove.ca.us>
Sent: Thursday, January 14, 2016 10:43:40 AM
Subject: Re: Vacuum at PD Gas Pumps

Jim,

We already have a new one for the PD. Working on logistics and install issues.

Steve

----- Original Message -----

From: "James Colegrove" <jamesc@ci.garden-grove.ca.us>
To: "Steve Sudduth" <stevesu@ci.garden-grove.ca.us>
Sent: Thursday, January 14, 2016 6:16:01 AM
Subject: Vacuum at PD Gas Pumps

Steve,

Is this something City Yard can look into? The vacuum is from the 70's and no longer works.

Jim

----- Forwarded Message -----

Sgt. Colegrove,

I am contacting you to ask if there is any way we can get a new vacuum by the gas pumps. The current one is older than I am and really doesn't work. Thanks in advance. -John Bankson

Re:

Subject: Re:

From: James Colegrove <jamesc@ci.garden-grove.ca.us>

Date: Thu, 14 Jan 2016 12:01:54 -0800 (PST)

To: John Bankson <jbankson@ci.garden-grove.ca.us>

John,

got the following response from City Yard and its good news!

"Jim,

We already have a new one for the PD. Working on logistics and install issues.

Steve"

----- Original Message -----

From: "John Bankson" <jbankson@ci.garden-grove.ca.us>

To: "James Colegrove" <jamesc@ci.garden-grove.ca.us>

Sent: Friday, January 8, 2016 2:47:23 AM

Sgt. Colegrove,

I am contacting you to ask if there is any way we can get a new vacuum by the gas pumps. The current one is older than I am and really doesn't work. Thanks in advance. -John Bankson

Subject: Must Read Vegas / Sandwich shop story

From: James Colegrove <jamesc@ci.garden-grove.ca.us>

Date: Thu, 14 Jan 2016 18:05:25 -0800 (PST)

To: Larry Ebelt <larrye@ci.garden-grove.ca.us>

<http://www.reviewjournal.com/life/food-and-dining/unlv-grads-liked-capriottis-so-much-they-bought-the-sandwich-company>

population

Subject: population

From: James Colegrove <jamesc@ci.garden-grove.ca.us>

Date: Thu, 14 Jan 2016 20:33:29 -0800 (PST)

To: James Colegrove <jamesc@ci.garden-grove.ca.us>

<http://factfinder.census.gov/faces/tableservices/jsf/pages/productview.xhtml?src=bkmk>

Subject: Eviction

From: James Colegrove <jamesc@ci.garden-grove.ca.us>

Date: Fri, 15 Jan 2016 12:12:26 -0800 (PST)

To: Larry Ebelt <larrye@ci.garden-grove.ca.us>

Larry, California Law is a "squatter rights" state, which applies to adult children who turned 18 while in the household. Read this: <http://hubpages.com/money/How-To-Evict-An-Adult-Child-From-Your-Home>

Subject: Fwd: Eviction

From: James Colegrove <jamesc@ci.garden-grove.ca.us>

Date: Fri, 15 Jan 2016 12:13:56 -0800 (PST)

To: John Keely <johnk@ci.garden-grove.ca.us>

----- Forwarded Message -----

Larry, California Law is a "squatter rights" state, which applies to adult children who turned 18 while in the household. Read this:
<http://hubpages.com/money/How-To-Evict-An-Adult-Child-From-Your-Home>

Subject: Part-time CSO Raquel Mata #2792

From: James Colegrove <jamesc@ci.garden-grove.ca.us>

Date: Fri, 15 Jan 2016 12:42:01 -0800 (PST)

To: Rebecca Meeks <rebeccam@ci.garden-grove.ca.us>

Re: Cadet Krystal Jeang

Subject: Re: Cadet Krystal Jeang

From: James Colegrove <jamesc@ci.garden-grove.ca.us>

Date: Fri, 15 Jan 2016 12:43:01 -0800 (PST)

To: Vicky Helton <vickyh@zimbra.ci.garden-grove.ca.us>

hey will do at 5:00 AM this coming Monday morning. I have a lot to do then due to shift-change and specialty assignment movements.

thanks,

Jim

----- Original Message -----

From: "Vicky Helton" <vickyh@zimbra.ci.garden-grove.ca.us>

To: "James Colegrove" <jamesc@ci.garden-grove.ca.us>

Cc: "Maria McFarlane" <mmcfarlane@ci.garden-grove.ca.us>, "Debra Nichols"

<debran@ci.garden-grove.ca.us>, "Krystal Jeang" <krystalj@ci.garden-grove.ca.us>

Sent: Friday, January 15, 2016 11:25:20 AM

Subject: Cadet Krystal Jeang

Hello Sgt. Colegrove ,

Front Desk has the good fortune of having been assigned Cadet Jeang at shift change.

When you have a moment, please give her access to the Unit, via her fob key.

Thank you.

--

Victoria L. Lawton
Records Manager
Support Services Bureau
Garden Grove Police Department
714-741-5715

Subject: Fwd: PD Records Remodel Quotes
From: James Colegrove <jamesc@ci.garden-grove.ca.us>
Date: Mon, 18 Jan 2016 09:39:54 -0800 (PST)
To: Kevin Boddy <kevinb@ci.garden-grove.ca.us>

----- Forwarded Message -----

Dude,

I think it's my bad...

Capt. Ben Stauffer
Support Services Bureau
714-741-5899

----- Forwarded Message -----

From: "James Colegrove" <jamesc@ci.garden-grove.ca.us>
To: "Ben Stauffer" <stauffer@ci.garden-grove.ca.us>
Sent: Wednesday, January 13, 2016 7:57:25 AM
Subject: Fwd: PD Records Remodel Quotes

Ben,

Please advise on how you want me to continue, if at all.

Thanks,

Jim

----- Forwarded Message -----

Jim,

I don't think I ever saw these quotes. You might want to follow up with the City Attorney on this one.

Sandy

----- Forwarded Message -----

From: "James Colegrove" <jamesc@ci.garden-grove.ca.us>
To: "Sandy Segawa" <sandras@ci.garden-grove.ca.us>
Cc: "Ben Stauffer" <stauffer@ci.garden-grove.ca.us>
Sent: Wednesday, January 13, 2016 7:03:18 AM
Subject: PD Records Remodel Quotes

Hi Sandy,

Captain Ben Stauffer asked me to inquire on the status of the PD

Records remodel quotes that have been at the City Attorney's office awaiting review. We are hoping that they have been approved, so that we can make notifications.

Thank you for getting back to me on the status.

Sincerely,

Jim Colegrove, Sergeant
Planning and Research Department
Administrative Services Bureau
Garden Grove Police Department
714-741-5414

— Police Badge Patch Small.jpg —



Police Badge Patch Small.jpg

Content-Type: image/jpeg

Content-Encoding: base64

Subject: Garden Grove Police CSO Instructional Guide
From: James Colegrove <jamesc@ci.garden-grove.ca.us>
Date: Mon, 18 Jan 2016 12:14:03 -0800 (PST)
To: chuynh@stanford.edu

Jim Colegrove, Sergeant
Planning and Research Department
Administrative Services Bureau
Garden Grove Police Department
714-741-5414

CSO Report Writer Train Plan and Instruct Guode 2009.pdf	Content-Type: application/pdf Content-Encoding: base64
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COMMUNITY SERVICE OFFICER

Field Report Writer Training Plan
&
Instruction Guide



Garden Grove Police Department

**JOE POLISAR
CHIEF OF POLICE**

INTRODUCTION

This guide is used to instruct Field Report Writers of the various duties which they will most likely perform during their career. All situations and problems are not included but the subjects found herein constitute the basis for a good foundation for future activities on the job.

Probationary Field Report Writers are required to review the Plan of Instruction and Instruction Guide. A Field Training Officer (FTO) will be assigned to a Field Report Writer to help the Field Report Writer learn the job duties and roles of their position. The FTO is dedicated to developing successful and superior employees. Field Report Writers are encouraged to ask questions.

Field Training Officers have been carefully selected to provide on-the-job training. Field Report Writers are expected to have immediate access to the Plan of Instruction and Instruction Guide at all times and should be prepared to obtain them upon request. Training officers and supervisors will make regular checks of the Plan of Instruction Checklist to ensure definite progress is being systematically made.

In addition to the instruction the probationary Field Report Writer will receive, a probationary Field Report Writer may want to do some home studying. Each probationary Field Report Writer should be aware that an electronic police library exists and is available on the department's Intranet home page. In addition, the probationary Field Report Writer should maintain a copy of the Penal Code, Vehicle Code and Garden Grove Municipal Code. Other reference materials, such as the Garden Grove Police Department General Orders, Training Bulletins and the California Peace Officer's Legal Sourcebook can be found on the department's Intranet and are searchable from any terminal in the building or MCT in the units.

ROLES

TRAINEE

The trainee's role is that of a student participating in a process of learning based in a strong foundation of textual instruction with a mix of practical application. The trainee will be required to retain what they are taught and to make continual progress toward the ultimate goal of becoming a solo Field Report Writer. Trainees are responsible for distributing their evaluations as directed by the training coordinator or his/her designee.

FIELD TRAINING OFFICER/CSO TRAINER

The role of the FTO is to teach, coach, and mentor the trainee. The FTO will evaluate the trainee's progress on a daily basis (see page 17). If necessary, the training officer will provide remedial training to assist a trainee who is having difficulty in a particular area.

SERGEANT

The sergeant is also a teacher, coach, and a mentor to the trainee. The sergeant is the trainee's first point of contact for conflict resolution that cannot be resolved between the trainee and the FTO. During field training, the sergeant is to monitor and provide an independent weekly evaluation of the trainee's progress (see page 21). For the remainder of the trainee's

probationary period, the sergeant will closely monitor the trainee's progress and complete monthly evaluations on the trainee (see page 22).

TRAINING COORDINATOR

The training coordinator is responsible for the overall program organization, scheduling, and testing. The training coordinator will administer quizzes and tests in the training phases.

PROGRAM OBJECTIVE/OVERVIEW

The objective of the training program is to develop a superior and successful Field Report Writer through comprehensive and consistent field training.

The trainee will participate in a minimum of 3 four-week phases of field training, followed by solo patrol duties for the remainder of their probationary period.

The trainee's competency will be evaluated based upon the evaluations received during field training.

USE OF THE PLAN OF INSTRUCTION CHECKLIST

This checklist is designed to ensure trainees receive specific training in previously designated areas. Training and successful demonstration of competency in these areas will give the trainee the foundation to draw from when handling incidents that have not previously been experienced by the trainee. It is impossible to train a Field Report Writer in every area that may be encountered, but the areas chosen here are intended to provide a solid foundation to allow the trainee to work their way through situations they may encounter in the future.

The Plan of Instruction Checklist is divided into 3 phases. Each phase is 4 weeks long. Phase 1 will consist of officer safety issues and understanding the city by its numbering system. Phase 2 will continue with more in-depth subject matter the trainee will need for solo duty. Phase 3 contains information the trainee needs to know on all areas related to traffic, such as writing parking citations and towing vehicles.

At a minimum, the FTO will instruct in the areas outlined in each specific phase of training. Designated spaces are provided for the FTO/CSO to initial after instruction was given and the trainee performed in this area. The FTO will enter the date in which instruction was given. If the trainee performs the designated task during the training process, the FTO will enter the date of performance and his/her initials in the area provided.

The initialing by an FTO of a task being performed does not necessarily mean the task was performed successfully. It merely documents the trainee was trained and had an opportunity to perform the task. Often, acceptable performance only comes after repeated attempts at a particular task and successful performance may occur weeks after the first attempt.

Field Training Officers shall refer trainees to the proper place to locate necessary reference materials and shall assist the Field Report Writer in locating it, if necessary. Any concerns you may have about the training program should first be discussed with your FTO. If you are unable to get the information you need, then ask to speak with your FTO's sergeant.

It is the intention of the FTO program that trainees demonstrate "instructed" performance through actual, on-duty handling of field situations. This is the preferred method of demonstrating the trainee comprehends and can apply what has been taught. When impractical or not necessary, role-playing, oral and/or written tests may be utilized to demonstrate successful comprehension of a required subject.

REFERENCES

The following symbols will be used to designate the written sources of the subject matter outlined in this training guide:

- PC – Penal Code
- VC – Vehicle Code
- WIC – Welfare & Institutions Code
- CC – Civil Code
- GGMC – Garden Grove Municipal Code
- GO – General Orders

The trainee should possess the following books, manuals and guides, upon entering Phase 1 of the Training and Evaluation Program:

- Penal Code (including selected Welfare & Institution Codes)
- Vehicle Code
- Garden Grove Municipal Code (or access via Intranet)
- Recent GGPD Training Bulletins (or access via Intranet)
- Orange County Communications radio code book
- Collision Investigation Manual (CIM)

DEPARTMENT LIBRARY

The Garden Grove Police Department General Orders and Training Bulletins as well as electronic versions of the Penal Code, Vehicle Code, and the California Peace Officer's Legal Sourcebook are all maintained in a searchable format on the department's computer system.

DEPARTMENT MANUAL

The Department Manual is located in the Garden Grove General Orders Manual Section 1.1. Like the rest of the General Orders, this manual is maintained on the city computer.

CODE BOOKS

Copies of the California Penal Code, Vehicle Code and Garden Grove Municipal Code can be found at various places around the department or on the Intranet. The Orange County Communication Radio Code is issued by dispatch.

PROBATIONARY/TRAINING PHASES*
(*Schedule subject to change)

PHASE 1- FTO
2 Weeks

PHASE 2- CSO
4 Weeks

PHASE 3 - TRAFFIC OFFICER
1 Week

PROFICIENCY EXAM

Penal Code
CA Vehicle Code
Mapbook
City Vehicles
Radio Usage
General Orders pertaining to CSOs

PHASE 4 – CSO GHOST RIDE
1-4 Week(s)

END OF PROBATIONARY PERIOD
12 Months

CSO TRAINEE STUDY GUIDE

The following material is intended as study guide material for the Field Report Writer. The FTO is not responsible for insuring the Field Report Writer memorizes the material. The various codes, General Orders and other pieces of information are intended to assist the Field Report Writer in learning his/her new responsibilities with the Garden Grove Police Department. The Field Report Writer may be tested on the information provided.

WEEK ONE:

Penal Codes

15	Definition of a Crime
211	Robbery
459	Burglary
487(a-d)	Grand Theft
488	Petty Theft
664(a-c)	Attempts to Commit Crimes
246	Shooting at an Inhabited Dwelling/Vehicle
314	Indecent Exposure
594(b)(1-4)	Vandalism

Vehicle Codes

4000(a)	Expired Registration
12500(a)	No Driver's License
14601(a)	Driving While License is Suspended
20001(a)	Hit and Run, Causing Death or Injury
20002(a)(1)	Hit and Run, Non-Injury
22350	Unsafe Speed

Map book

Major Streets
Numbering System
Districts
Beats

Review

Station Numbers
Radio Codes
Elements of a Crime
Department Address & Phone Number

General Orders

3.12	Sick Leave
3.14	Industrial Injury (IOD)

WEEK TWO:

Penal Codes

Review week one

Vehicle Codes

21453(a) Failure to Stop at Red Light
22450(a) Failure to Stop at Stop Sign
22500(a-l) Parking Violations
23152(a) Driving Under the Influence of Drugs/Alcohol
21801(a) Yield to Oncoming Traffic Prior to Making a Left or U-Turn
21804 Yield to Oncoming Traffic When Exiting a Driveway

Review

Map Book
District Numbering
School Locations

General Orders

4.8 Citizen Complaint Procedures

Review

Parking Citation Correction Notice given out by Records
MCT Functions

WEEK THREE:

Penal Codes

470 Forgery
484 Theft/Larceny
503 Embezzlement
653m Annoying Phone Calls

Vehicle Codes

22106 Unsafe Starting or Backing
22107 Unsafe Turn or Failure to Signal

Review

Booking Property
Missing Person Report

WEEK FOUR:

Review

Week 1-4

Last Modified: 2/24/2010

STANDARDIZED EVALUATION GUIDELINES

The Daily Observation Report, completed by the FTO at the end of each shift, provides the essential documentation to insure the trainee is making relative progress. Observations made by the FTO are entered on the Daily Observation Report along a seven point scale, ranging from a (1), which reflects performance "not acceptable by FTO program standards", to a (7), which is for performance "superior by FTO program standards". Midpoint on the scale, (4), is the "minimum acceptable level by FTO program standards".

Acceptability or non-acceptability "by FTO program standards" is evaluated on the basis of observed behavior and demonstrated skills necessary to satisfactorily perform the duties and functions of a trainee within the City of Garden Grove. For the purpose of rating, a satisfactory trainee would be a Field Report Writers who, after completion of the field training process, could work the city safely and skillfully alone.

The daily evaluation form includes (26) measurable behaviors that are subdivided into (8) discrete areas: Critical Performance Tasks, Frequent Performance Tasks, Crime Scene Investigation, Knowledge, Traffic, Attitude, Relationships and Appearance.

The following "1", "4", and "7" scale value definitions represent a synthesis of the definitions included in the San Jose Training Model. The task of evaluating and rating a trainee's performance should be based upon these definitions. As guidelines, these definitions serve as a means of program standardization and continuity. The (26) behaviors correspond to those listed on the Daily Observation Report.

CRITICAL PERFORMANCE TASKS

1) CONTROL OF CONFLICT: Verbal/Physical

- #1. UNACCEPTABLE: Uses improper voice inflection, confused voice commands, or is indecisive and has poor officer bearing.
- #4. ACCEPTABLE: Speaks with authority in a calm, clear voice. Maintains control of situations and is in good physical condition.
- #7. SUPERIOR: Always gives appearance of complete command through voice tone and bearing. Has above average physical conditioning.

2) OFFICER SAFETY: General

- #1. UNACCEPTABLE: Frequently fails to exercise officer safety:
 - A) Stands directly in front of door
 - B) Fails to utilize or maintain personal safety equipment properly
 - C) Does not foresee potentially dangerous situations
 - D) Stands in traffic instead of in a safe area
 - E) Fails to check equipment
- #4. ACCEPTABLE: Understands principles of officer safety and generally applies them.

#7. SUPERIOR: Always keeps in safe position. Always is watchful on approach to a call and able to assist their partner in doing the same. Does not become paranoid or overconfident.

3) OFFICER SAFETY: Suspects and prisoners

#1. UNACCEPTABLE: Frequently violates officer safety standards. Fails to maintain position of advantage with prisoners to prevent attack or escape.

#4. ACCEPTABLE: Generally displays awareness of potential danger from suspects and prisoners and maintains a position of advantage.

#7. SUPERIOR: Always maintains a position of advantage and is alert to changing conditions.

4) USE OF STREET GUIDE: Orientation skill/response time to calls

#1. UNACCEPTABLE: Unaware of location while on patrol. Does not understand proper use of map book. Is unable to relate location to destination. Is not familiar with area or boundaries.

#4. ACCEPTABLE: Has reasonable knowledge of location in most situations. Quickly uses map book to find streets and applies orientation skills to get there.

#7. SUPERIOR: Retains prior map and/or district information and is able to get to destination.

FREQUENT PERFORMANCE TASKS

5) DRIVING SKILL: Normal conditions

#1. UNACCEPTABLE: Continually violates vehicle codes (red lights, stop signs), is involved in chargeable accident, or lacks dexterity and coordination during vehicle operation.

#4. ACCEPTABLE: Has the ability to maintain control of vehicle while being alert to activity outside of the vehicle. Practices good defensive driving techniques.

#7. SUPERIOR: Sets a good example of lawful, courteous driving, while exhibiting good maneuvering skills.

6) FIELD INTERVIEWS:

#1. UNACCEPTABLE: Unable to determine questions to ask or parties to interview. Does not take notes/statements from witnesses. Cannot make sense of report writing.

#4. ACCEPTABLE: Able to interview and obtain statements from involved parties and witnesses in a professional and concise manner.

- #7. SUPERIOR: Speaks with witnesses, victims in professional manner, obtains necessary information taking detailed, clear, legible notes in chronological manner. Able to write a detailed, complete report from notes taken.

7) FIELD PERFORMANCE: Stress conditions

- #1. UNACCEPTABLE: Becomes emotional and panic stricken, unable to function, loses temper. Seems confused and disoriented as to what action should be taken in a given situation.
- #4. ACCEPTABLE: Exhibits calm and controlled attitude, does not allow situation to further deteriorate. Is able to assess situations and take proper action.
- #7. SUPERIOR: Maintains control and brings order under any circumstances without assistance. Requires no assistance and always takes proper course of action.

8) MCT: Appropriate usage

- #1. UNACCEPTABLE: Is unable to receive calls, run vehicle checks, or send/receive messages. Unable to use status buttons or sends non-work related messages.
- #4. ACCEPTABLE: Is able to receive calls, run vehicle checks, and receive messages. Uses the status buttons appropriately.
- #7. SUPERIOR: Communicates whenever possible on MCT to reduce airtime. Is able to interpret all computerized messages and understands all components of the MCT system.

9) RADIO PROCEDURES: Listens/Comprehends, articulation of transmissions

- #1. UNACCEPTABLE: Repeatedly misses individual call sign and is unaware of traffic in adjoining areas. Frequently asks dispatcher to repeat transmissions or does not comprehend message. Misinterprets radio code definitions, fails to use them properly or refuses to improve. Does not preplan before transmitting message.
- #4. ACCEPTABLE: Copies most radio transmissions and is generally aware of adjoining area traffic. Has good working knowledge of radio code definitions. Uses proper procedures and short concise transmissions.
- #7. SUPERIOR: Always comprehends radio transmissions. Always aware of, and quickly reacts to traffic in adjoining areas. Uses radio codes with ease in all receiving and sending situations. Always uses proper procedures and a clear, calm voice, even under stressful situations.

10) REPORT WRITING: Organization of details, grammar, spelling, neatness, and appropriate time used/Accuracy/Completeness

- #1. UNACCEPTABLE: Incapable of organizing events into written/verbal form, illegible, misspelled words, incomplete sentence structure, etc. Requires 2-3 hours to complete basic, simple reports. Unable to determine form for given situations or forms are incomplete.

- #4. ACCEPTABLE: Converts field situations into a logical sequence of thought to include all elements. Grammar, spelling, and neatness are satisfactory, in that errors are rare and do not impair understanding. Completes simple, basic reports in 30 minutes. Knows most standard forms and understands their format. Completes forms with reasonable accuracy and thoroughness.
- #7. SUPERIOR: A complete and detailed account of what occurred, from beginning to end, organized so as to assist any reader in comprehending the occurrence. Produces neat, legible reports with no spelling mistakes and excellent grammar. Completes simple, basic reports in no more time than that of a veteran. Consistently and rapidly completes detailed forms with no assistance and a high degree of accuracy.

11) ROUTINE FORMS: Accuracy/Completeness

- #1. UNACCEPTABLE: Unable to determine form for given situations or forms are incomplete.
- #4. ACCEPTABLE: Knows most standard forms and understands their format. Completes forms with reasonable accuracy and thoroughness.
- #7. SUPERIOR: Consistently and rapidly completes detailed forms with no assistance and a high degree of accuracy.

CRIME SCENE INVESTIGATION

12) DNA:

- #1. UNACCEPTABLE: Does not wear gloves or mask when collecting DNA. Breathes or sneezes on DNA. Cross-contaminates DNA swabs and doesn't book them properly.
- #4. ACCEPTABLE: Wears gloves and a mask. Does not contaminate DNA. Labels coin envelope, books DNA in P&E and prints property form and label. Completes CSI report.
- #7. SUPERIOR: Wears gloves and a mask when collecting DNA. Labels coin envelope correctly, books DNA in P&E and prints property form and label. Collects elimination swabs whenever necessary. Completes CSI report with detailed information about where DNA was collected.

13) EVIDENCE:

- #1. UNACCEPTABLE: Contaminates crime scene/evidence with own hands or allows others to touch evidence without protection. Does not wear gloves or mishandles evidence with potential latent prints. Uses improper container to book evidence.

- #4. ACCEPTABLE: Has the ability to evaluate a crime scene. Generally knows how to process a scene. Has basic knowledge of evidence collection and booking.
- #7. SUPERIOR: Properly evaluates crime scene, books evidence to avoid contamination and labels evidence with proper documentation. Field Report Writer wears proper protection with collecting evidence. Field Report Writer remembers to print property form and label. Field Report Writer knows and exhibits competency in methods of CSI.

14) FINGERPRINTING:

- #1. UNACCEPTABLE: CSI kit is dirty, not stocked. Field Report Writer is unable to locate and lift prints. Unable to determine which powder and tape to use.
- #4. ACCEPTABLE: CSI kit is clean and stocked. Field Report Writer is able to locate and lift prints using the right powder. Cards are properly filled out.
- #7. SUPERIOR: CSI kit is clean and full stocked. Field Report Writer is able to locate and lift prints from a variety of surfaces using different powders. Always wears gloves and is careful not to contaminate evidence. Field Report Writer exhibits skill and knowledge as to what powder/method/tape to use when lifting prints. Cards are filled out properly, including direction of print when lifted and a sketch. Field Report Writer properly fills out latent envelope and places it in red mailbox in briefing.

15) FOOTPRINT IMPRESSION COLLECTION:

- #1. UNACCEPTABLE: Fails to photograph the scene. Unable to use casting material. Does not properly label impression with DR, date, time, name and ID #.
- #4. ACCEPTABLE: Knows when and how to use casting materials. Knows to photograph the impression prior to casting. Labels the impression correctly.
- #7. SUPERIOR: Able to photograph impression using oblique lighting and tripod (when available). Exhibits ability to properly use casting material, resulting in a collection of a good impression. Labels the impression correctly and books it.

16) PHOTOGRAPHY:

- #1. UNACCEPTABLE: Unable to use department issued camera. Does not know when photos would be taken at a crime scene. Unable to document a scene properly.
- #4. ACCEPTABLE: Generally knows the use of the camera. Knows the parameters of crime scene documentation and knows how to book photos.
- #7. SUPERIOR: Understands and exhibits the proper use of a camera. Properly documents all aspects of a crime scene and evidence, including marking evidence and using a scale. Properly fills out photo envelopes and places them in the red mailbox in briefing.

KNOWLEDGE

- 17) CRIMINAL STATUTES: Penal code, vehicle code, city ordinances, and other codes
- #1. UNACCEPTABLE: Does not know elements of basic sections, not able to learn, or no attempt at improvement.
 - #4. ACCEPTABLE: Has a working knowledge of commonly used sections and relates elements to observed criminal activity.
 - #7. SUPERIOR: Has an outstanding knowledge of commonly used sections and is able to relate and apply that knowledge to both common and unusual criminal activity.
- 18) DEPARTMENT POLICIES AND PROCEDURES:
- #1. UNACCEPTABLE: Has no knowledge of department policies and procedures and makes no attempt to learn.
 - #4. ACCEPTABLE: Is familiar with most commonly applied departmental policies and procedures.
 - #7. SUPERIOR: Has an exceptional working knowledge of department policies and procedures. Is aware of 24-hour resume and the recent events that occurred.
- 19) REFLECTED IN VERBAL, WRITTEN, OR FIELD PERFORMANCE TESTS:
- #1. UNACCEPTABLE: Consistently is unable to answer FTO's questions or unable to apply training to practical situations.
 - #4. ACCEPTABLE: Answers most of the FTO's questions. After instruction in proper procedure, trainee is usually able to apply instruction.
 - #7. SUPERIOR: Answers all of the FTO's questions. After training, Field Report Writer makes no mistakes.

TRAFFIC

- 20) MEASUREMENTS:
- #1. UNACCEPTABLE: Unable to observe a traffic collision scene and obtain and record proper measurements. Confused after repeated instruction.
 - #4. ACCEPTABLE: Able to correctly obtain and record measurements pertaining to a collision investigation.
 - #7. SUPERIOR: Able to view t/c scene with multiple AOI's and record the proper information necessary for recording measurements.

21) PHYSICAL EVIDENCE:

- #1. UNACCEPTABLE: Misses or does not collect or photograph pertinent physical evidence at a collision scene.
- #4. ACCEPTABLE: Able to identify, collect and book pertinent physical evidence at a collision scene.
- #7. SUPERIOR: Able to identify, collect and book various types of evidence in proper containers and place in proper P&E areas with no assistance. Knows when to photograph evidence and use proper camera equipment.

22) REPORT WRITING:

- #1. UNACCEPTABLE: Confused/unable to use information gathered at a scene to write a report.
- #4. ACCEPTABLE: Able to use information gathered at the scene to write a report.
- #7. SUPERIOR: Able to gather measurements correctly, book physical evidence and obtain statements to write an accurate and thorough report.

23) SCENE CONTROL:

- #1. UNACCEPTABLE: Unable to assess situation. Cannot determine necessary action and type of investigation needed. Unable to retain knowledge previously learned.
- #4. ACCEPTABLE: Able to employ common sense and assess situation to determine immediate actions necessary and type of investigation warranted.
- #7. SUPERIOR: Able to immediately assess and control situations. Shows confidence and takes immediate action for the proper investigation.

24) TRAFFIC CONTROL:

- #1. UNACCEPTABLE: Unable to determine direction of travel for traffic. Does not use proper hand signals. Directs traffic into an accident or uses confusing signals during a smooth flow of redirected traffic.
- #4. ACCEPTABLE: Able to direct traffic in a clear and effective method.
- #7. SUPERIOR: Able to immediately assess a traffic problem and determine if additional units are needed. Able to determine use of flares or cones and develop a cone pattern for proper flow of traffic.

ATTITUDE

25) ACCEPTANCE OF CRITICISM: Verbal/Behavior

- #1. **UNACCEPTABLE:** Field Report Writer is rationalizing, argumentative, refuses to make correction, considers criticism as negative, takes police work as only a job, uses job for ego trip, abuses his/her authority, or has no dedication.
- #4. **ACCEPTABLE:** Accepts criticism in a positive manner and applies it to further learning processes. Expresses active interest toward job.
- #7. **SUPERIOR:** Solicits criticism in order to improve performance and never argues or blames others. Utilizes off duty time to further professional knowledge. Maintains high ideals toward professional responsibilities.

26) ATTITUDE TOWARD REPORT WRITING/ROUTINE/COMPLEXITY

- #1. **UNACCEPTABLE:** Complains or shows non-verbal signs of frustration when dispatched to report calls. Does not complete reports in a timely manner.
- #4. **ACCEPTABLE:** Handles all reports when dispatched without complaint. Completes reports in timely manner.
- #7. **SUPERIOR:** Eager to handle all calls dispatched and requests to handle other reports field officers may be dispatched. Exhibits a good attitude at all times in handling reports, traffic investigations, etc. Completes all reports the same day as reported.

RELATIONSHIPS

27) WITH CITIZENS:

- #1. **UNACCEPTABLE:** Field Report Writer is abrupt, belligerent, overbearing, introverted, or uncommunicative. Trainee evidences hostility or sympathy towards citizens because of prejudice, bias, or pity.
- #4. **ACCEPTABLE:** Field Report Writer is courteous, friendly, empathetic, and communicates in a professional and unbiased manner.
- #7. **SUPERIOR:** Establishes rapport and is always objective. Always appears to be at ease in any person-to-person situation. Understands cultural differences and reacts properly.

28) WITH DEPARTMENT PERSONNEL: (FTO/CSO, SGT., LT., OTHERS)

- #1. **UNACCEPTABLE:** Constantly rationalizes mistakes. Resists instruction or any teaching techniques. Patronizes, is sarcastic, or argumentative. Considers him/herself superior to other trainees or officers. Gossips to belittle others or play one against another.

- #4. ACCEPTABLE: Asks pertinent questions and is objective, with a desire to learn. Accepts suggestions for improvement, has good peer relations, and is accepted as a team player.
- #7. SUPERIOR: Understands and maintains excellent student teacher relationship, is a peer group leader, actively assists trainees and others.

APPEARANCE

29) GENERAL APPEARANCE:

- #1. UNACCEPTABLE: Trainee is overweight, has dirty shoes or uniform, long or unkempt hair, a dirty equipment or offensive body odor.
- #4. ACCEPTABLE: Trainee has a neat, clean uniform, well-groomed hair, and shined shoes.
- #7. SUPERIOR: Trainee has a tailored, clean uniform, shined shoes and leather, clean equipment, and command bearing.

In addition to specific narrative comments rated as (2) or less, or (6) or more, the FTO is required to select that particular performance which he/she thinks best describes the "most acceptable" and the "least acceptable" performances of the trainee for that day. The FTO shall have the option of making any additional comments he/she feels would aid in the evaluation of the trainee.

Each of the twenty-nine (29) categories must be addressed daily and marked with a numerical rating, "Not Responding to Training" (NRT), or "Not Observed" (NO). This process further insures the trainee being rated knows where he/she stands at any given time in a given category of performance. Specific comments are required when the rater checks the "Not Responding to Training" (NRT) box. This box is used to reflect performance deficiencies that continue to occur after training.

The FTO shall complete the daily evaluations at the conclusion of each shift. The trainee shall submit a copy of the daily observation report to his/her FTO and the FTO's Sergeant. The trainee shall place the original into the Training mailbox in the briefing room. Both the FTO and the trainee sign all observation reports.

**GARDEN GROVE POLICE DEPARTMENT
FIELD TRAINING EVALUATION – CIVILIAN REPORT WRITER**

LAST NAME OF TRAINEE	EMPLOYEE NUMBER	LAST NAME OF FTO	EMPLOYEE NUMBER

DATE	DAILY OBSERVATION REPORT #	BEAT ASSIGNMENT	SHIFT WORKED
		N/A	

RATING INSTRUCTIONS

Rate observed behavior according to the scale below. You must comment on the most, and least, acceptable performance of the day. You are encouraged to comment on any behavior you wish, but a specific comment is required on all ratings of 2 or less and on all ratings of 6 and above. Use the category number below to reference your comments. Mark the "N.O." box if category is not observed; if the trainee fails to respond to training, mark the "N.R.T." and provide comments.

RATING SCALE

1 = Not acceptable by FTO program standards	4 = Acceptable level	7 = Superior by FTO program standards
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CRITICAL PERFORMANCE TASKS

1 – USE OF STREET GUIDE: Orientation Skill/Response Time to Calls

SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

2 – OFFICER SAFETY: General

SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

3 – OFFICER SAFETY: With Prisoners

SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

4 – CONTROL OF CONFLICT: Voice Command

SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

FREQUENT PERFORMANCE TASKS

5 – DRIVING SKILL: Normal Conditions

SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

6 – ROUTINE FORMS: Accuracy/Completeness

SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

7 - REPORT WRITING: Dictation/Details/Grammar/Spelling/Neatness/Time Used									
SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:									
8 - FIELD PERFORMANCE - Non-Stress Conditions									
SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:									
9 - RADIO: Use of Codes/Articulation									
SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:									
10 - MCT: Appropriate Usage									
SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:									
11 - FIELD INTERVIEWS									
SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:									

CRIME SCENE INVESTIGATION

12 - DNA									
SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:									
13 - FINGERPRINTING									
SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:									
14 - EVIDENCE									
SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:									
15 - PHOTOGRAPHY									
SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:									
16 - FOOTPRINT IMPRESSION COLLECTION									
SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:									

KNOWLEDGE

17 - KNOWLEDGE OF DEPARTMENT POLICIES AND PROCEDURES

SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

18 - KNOWLEDGE OF THE PENAL CODE/VEHICLE CODE

SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

19 - REFLECTED IN VERBAL/WRITTEN OR FIELD PERFORMANCE TESTS

SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

TRAFFIC

20 - SCENE CONTROL

SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

21 - TRAFFIC CONTROL

SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

22 - MEASUREMENTS

SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

23 - PHYSICAL EVIDENCE

SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

24 - REPORT WRITING

SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

ATTITUDE

25 - ACCEPTANCE OF CRITICISM: Verbal/Behavior

SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

26 – ATTITUDE TOWARD REPORT WORK: Routine/Complexity									
SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:									

RELATIONSHIPS									
27 – WITH CITIZENS/VICTIMS/WITNESSES									
SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:									

28 – WITH FTO/CSO/SERGEANT/LIEUTENANT/OTHER CO-WORKERS									
SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:									

APPEARANCE									
29 – GENERAL APPEARANCE									
SCORE	1	2	3	4	5	6	7	N.O.	N.R.T.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:									

MOST ACCEPTABLE PERFORMANCE OF THE DAY:									

MOST UNACCEPTABLE PERFORMANCE OF THE DAY:									

ADDITIONAL COMMENTS:									

HAS TRAINEE BEEN COUNSELED ON HIS/HER DEFICIENCIES? NO	<input type="checkbox"/> YES	<input type="checkbox"/>
---	------------------------------	--------------------------

HAVE THE DEFICIENCIES REQUIRED REMEDIAL PLANNING/TRAINING? NO	<input type="checkbox"/> YES	<input type="checkbox"/>
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TRAINEE	FIELD TRAINING OFFICER

GARDEN GROVE POLICE DEPARTMENT

PROBATIONARY CSO'S PERFORMANCE EVALUATION
FIELD TRAINING PHASE

SERGEANT'S WEEKLY SUMMARY

PROBATIONARY CSO'S NAME: _____

EMPLOYEE #: _____

WEEK: _____

EVAL. #'S: _____

DATES: _____

AREA OF MOST ACCEPTABLE PERFORMANCE OF THE WEEK:

AREA OF LEAST ACCEPTABLE PERFORMANCE OF THE WEEK:

ADDITIONAL COMMENTS/RECOMMENDATIONS:

ACKNOWLEDGMENT OF WEEKLY REVIEW BY PROBATIONARY CSO:

PROBATIONARY CSO'S SIGNATURE

SERGEANT'S SIGNATURE

GARDEN GROVE POLICE DEPARTMENT
PROBATIONARY CSO PERFORMANCE EVALUATION

SERGEANT'S MONTHLY SUMMARY

MONTH:

PROBATIONARY CSO'S NAME:

AREA OF MOST ACCEPTABLE PERFORMANCE OF THE MONTH:

AREA OF LEAST ACCEPTABLE PERFORMANCE OF THE MONTH:

ADDITIONAL COMMENTS/RECOMMENDATIONS:

ACKNOWLEDGMENT OF MONTHLY REVIEW BY PROBATIONARY OFFICER:

PROBATIONARY OFFICER'S SIGNATURE

SERGEANT'S SIGNATURE

FTO/CSO LOG

TRAINEE / EMPLOYEE #

FTO PHASE

Division:	Beat:	Shift:	Training Officer:

CSO PHASE

Shift:	Training Officer:

TRAFFIC PHASE

Shift:	Training Officer:

CSO PHASE

Shift:	Training Officer:

FIELD TRAINING/ SERGEANT'S LOG
FIELD TRAINING COMPLETION RECORD

 TRAINEE / EMPLOYEE #

FTO PHASE

Division:	Beat:	SGT. (PRINTED NAME)	SGT. SIGNATURE

CSO PHASE

SGT. (PRINTED NAME)	SGT. SIGNATURE

TRAFFIC PHASE

SGT. (PRINTED NAME)	SGT. SIGNATURE

CSO PHASE

SGT. (PRINTED NAME)	SGT. SIGNATURE

I have been instructed in all items recorded in this Field Training Plan of Instruction.

 Trainee Printed Name

 Trainee Signature

 Date

I certify CSO _____ has received the basic instruction outlined in the Plan of Instruction. All tests have been completed in a satisfactory manner. This CSO has completed Field Training and is certified for solo patrol duty for the Garden Grove Police Department.

 Printed Name

 Signature

 Date

FTO PHASE

PHASE 1

The first phase is two-weeks. It is primarily a ride-along for the Field Report Writer to observe and learn officer safety, communicate with citizens and be introduced to the city's geographic layout and numbering system. It is recommended the FTO concentrate on the officer safety portion, which includes mental/physical condition.

It is up to the FTO's discretion whether the Field Report Writer handles reports in first phase. If the FTO teaches a topic out of the Field Report Writer phase, the FTO should sign off that section. The FTO should review the weekly study areas with the Field Report Writer.

TRAINEE CHECKLIST

THE FOLLOWING SUBJECTS WILL BE COVERED DURING THE FIRST PHASE OF THE FIELD REPORT WRITER'S TRAINING.

Instructed (Date)	FTO/CSO Initials	Trainee Initials	Performed (Date/Init)
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1. OFFICER SAFETY

- a. Tactical Retreat
- b. Mental/Physical Conditioning
- c. Pepper Spray Retention

1. OFFICER SAFETY

- a. Tactical Retreat
 - 1) Pre-plan for situations that may arise. Work out hypothetical scenarios and "what if" calls when enroute. Make decisions on your actions if various factors arise. Learn to anticipate change, as situations remain fluid. Learn to evaluate and decide to back away from situations to wait for additional officers or whether single officer entry is imperative.
- b. Mental/Physical Condition
 - 1) Develop a "will-to-live" attitude. Stay in the mental state of survival. Maintain self-confidence and mental alertness using physical conditioning. Use a regular fitness program and proper nutrition to maintain the health required for the job.
- c. Pepper Spray Retention
 - 1) Always maintain mental awareness of where your pepper spray is in relation to citizens or suspects. Keeping a proper stance is important in the event of an attack.

FTO PHASE

PHASE 1

The first phase is two-weeks. It is primarily a ride-along for the Field Report Writer to observe and learn officer safety, communicate with citizens and be introduced to the city's geographic layout and numbering system. It is recommended the FTO concentrate on the officer safety portion, which includes mental/physical condition.

It is up to the FTO's discretion whether the Field Report Writer handles reports in first phase. If the FTO teaches a topic out of the Field Report Writer phase, the FTO should sign off that section. The FTO should review the weekly study areas with the Field Report Writer.

TRAINEE CHECKLIST

THE FOLLOWING SUBJECTS WILL BE COVERED DURING THE FIRST PHASE OF THE FIELD REPORT WRITER'S TRAINING.

Instructed (Date)	FTO/CSC Initials	Trainee Initials	Performed (Date/Init)
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1. OFFICER SAFETY

- a. Tactical Retreat
- b. Mental/Physical Conditioning
- c. Pepper Spray Retention

1. OFFICER SAFETY

- a. Tactical Retreat
 - 1) Pre-plan for situations that may arise. Work out hypothetical scenarios and "what if" calls when enroute. Make decisions on your actions if various factors arise. Learn to anticipate change, as situations remain fluid. Learn to evaluate and decide to back away from situations to wait for additional officers or whether single officer entry is imperative.
- b. Mental/Physical Condition
 - 1) Develop a "will-to-live" attitude. Stay in the mental state of survival. Maintain self-confidence and mental alertness using physical conditioning. Use a regular fitness program and proper nutrition to maintain the health required for the job.
- c. Pepper Spray Retention
 - 1) Always maintain mental awareness of where your pepper spray is in relation to citizens or suspects. Keeping a proper stance is important in the event of an attack.

CSO PHASE

PHASE 2

TRAINEE CHECKLIST

THE FOLLOWING SUBJECTS WILL BE COVERED DURING THE SECOND PHASE OF THE FIELD REPORT WRITER'S TRAINING.

Instructed (Date)	FTO/CSO Initials	Trainee Initials	Performed (Date/Init)
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1. VEHICLE AND EQUIPMENT CHECK OUT [GO 14.7 & 14.8]

- a. Radio/Vehicle Sign-out
- b. Inspect Unit for Damage/Tire Wear/Inflation
- c. Check Flares/Fire Extinguisher/Cones/
First-aid Kit/Blanket
- d. Roll-a-tape
- e. Check Vehicle Lights
- f. Check Fuel/Oil Levels at Start of Shift
- g. Search Interior of Vehicle for Contraband
- h. Check Radio/Computer
- i. Report Missing/Damaged Equipment/Master
Log [GO 1.1 (2.1.20) & 7.17]
- j. Refuel/Clean-out Unit at End of Shift

2. THE MAP BOOK

- a. Index Use
- b. District Numbering System/Quadrants
- c. Jurisdiction [GO 4.4]
- d. Citywide Numbering System
- e. Beats/Divisions [GO 4.1]
- f. Radar Survey [VC 40802]
- g. Use of Landmarks

3. BEAT DEPLOYMENT

- a. Beats [GO 13.6]

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4. RADIO PROCEDURES [GO 13.6]

- a. How to Use Radio/MCT
- b. Portable Radios
- c. Broadcasts (red, code-Alex, H.E.A.R.S.)
[GO 15.2]
- d. Radio Alphabet
- e. Radio Codes/Station Numbers

Instructed (Date)	FTO/CSO Initials	Trainee Initials	Performed (Date/Init)
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5. ISSUING PARKING CITATIONS [GO 7.12]

- a. Suspended or Revoked License
- b. Voiding Citations [GO 7.9]
- c. Citation Errors/Before Violator Leaves and After
- d. Parking Citations [GO 7.9]

6. PATROL ACTIVITY (GENERAL)

- a. Hospitals
- b. 24-hour Locations
- c. Regional Justice Centers (courts)
- d. Hazardous Streets/Intersections/Alleys
- e. Elementary Schools/High Schools/College
[PC 626 - 627]
- f. Animal Control
- g. Fire Stations
- h. How to Recognize and Report Hazards
(traffic, down wires, etc)
- i. Communicable Diseases/Biological Hazards
[GO 3.14]

7. TOWING PROCEDURES

- a. City Contracted Tow Companies
- b. Citizen's Request Tow
- c. Police Department Vehicles
- d. Requesting a Tow [GO 5.8]
- e. Filling Out Storage/Impound Form [GO 7.14]
- f. SVS Information
- g. Vehicle Inventory [GO 7.14]

8. COURT PROCEDURES [GO 12.4]

- a. On-call Procedures (Court Liaison/D.A.)
- b. West Justice Center
- c. District Attorney's Office Locations
- d. Testifying
- e. Appearance [GO 14.11]
- f. Demeanor
- g. Obtaining Reports and Evidence
- h. Overtime Procedure

Instructed (Date)	FTO/CSO Initials	Trainee Initials	Performed (Date/Init)
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9. INTERVIEW TECHNIQUES/NOTE TAKING

a. Interviewing			
b. Documentation/Notes/Notebook: Discoverable			

10. TRAFFIC CONTROL, CONE/FLARE PATTERNS [GO 7.18]

a. Mechanics			
b. Signalized Intersection/Control Boxes			
c. Portable Stop Signs			
d. Flares and Cones			
e. Auxiliary Assistance			
f. When and How to Take Control of an Intersection			
g. Sigalerts			

11. RECOGNITION OF STOLEN AND ABANDONED VEHICLES

a. Ignition/Steering Column Condition			
b. How/Where Parked			
c. Exterior/Interior Condition (dirt/debris/windows)			
d. Locating the VIN [VC 10751]			
e. 10-28/10-29 Vehicle			
f. Storage/Release of Stolen Vehicle [GO 7.14]			
g. Use of Parking Enforcement (72 hour violation) [VC 22669(a) & GGMC 10.16.100(a)]			

12. HANDLING A FIRE CALL

a. Traffic/Crowd Control Responsibilities [PC 409.5(d), VC 21707 & 21708, & GO 7.18]			
b. Arson Investigation (Fire vs. Police)			

13. HANDLING AND BOOKING EVIDENCE

a. Protecting Crime Scene			
b. Packaging (bags, envelopes, etc)			
c. Use of CSI			
d. When, Where and How to Mark Evidence			
e. Special Handling (firearms, syringes, money, etc.)			
f. Explosives (O.C.S.D. Bomb Squad)			
g. Report Forms			

Instructed (Date)	FTO/CSO Initials	Trainee Initials	Performed (Date/Init)
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14. HANDLING STOLEN VEHICLE REPORTS [VC 10851]

- a. Check for Repossession/PPI/Storage
- b. Filling Out Report Form
- c. General Broadcast
- d. Embezzled Vehicles [PC 503]

15. REPORT WRITING

- a. First Person
- b. Methods to Use
- c. Dictating/Handwritten/Computer Reports
- d. Correction Notices

16. OBSERVING AND DOCUMENTING A CRIME SCENE

- a. Point of Entry and Exit
- b. Physical Evidence at a scene

17. PROCESSING A CRIME SCENE

- a. Dusting and Collecting latent prints
- b. Lifting shoe prints and tire tracks
- c. Blood Collection
- d. Photography
- e. DNA

18. HANDLING BURGLARY REPORTS

- a. Preserving Scene/CSI
- b. Roof Access (GGFD assistance)

19. HANDLING MISSING PERSON/RUNAWAY CALLS

- a. General Information (mandatory reporting)
- b. Suspicious Circumstances
- c. Found Persons

20. FRAUD CASES/REPORTS

- a. Forgery and Other Check Cases [PC 470 – 476]
- b. Credit Card Cases [PC 484(e) – 485]
- c. Con Games [PC 332, 334, & 484(a)]

Instructed (Date)	FTO/CSO Initials	Trainee Initials	Performed (Date/Init)
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21. HANDLING TRAFFIC COLLISIONS AND REPORTS [GO 7.15]

a. Injury/Non-Injury			
b. Protection of Scene/Traffic Control/Officer Safety			
c. Type of Report to Take			
d. Tow Requests			
e. Marking Vehicle/Evidence/Skid Mark Locations			
f. Death Involved/Investigator Callout			

22. TACTICAL COMMUNICATIONS

a. Car to Car Tactical Plan			
b. Use of 10-3/Beeper [GO 13.8]			
c. Suspects with Scanners [PC 636.5]			
d. Media/Confidential Information [PC 409.5(d)]			
e. Hostage Negotiators [GO 5.10]			

23. DISASTER SCENES [GO 15.1]

a. Overview			
b. Individual Action			
c. Emergency Operations Center (EOC)			
d. Chain of Command			
e. Approach			
f. Scene Evaluation			
g. Communicate Extent of Disaster			
h. Establish Perimeter/Evacuate [PC 409.5(a-d)]			
i. Mutual Aid/Resources [GO 15.2]			

Instructed (Date)	FTO/CSO Initials	Trainee Initials	Performed (Date/Init)
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24. PRESS RELEASES

a. 24 Hour Resume/News Release [GO 2.15 & 4.11]			
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25. MAJOR INCIDENTS INVOLVING DEPARTMENT EMPLOYEES ON/OFF DUTY [GO 1.1 (2.1.40)]

a. Field Supervisor Notified Immediately			
b. Employee of a Higher Rank than Involved Employee Should Respond			

26. ON-DUTY INJURIES/IOD [GO 3.4]

a. Medical Treatment			
b. Reporting Requirements			
c. Responsibilities If Unable to Return to Work			

TRAFFIC PHASE

PHASE 3

The third phase is a two-week phase. It is designated primarily to teach the Field Report Writer to handle traffic related calls. These calls include issuing parking citations, traffic control, cone/flare patterns and handling traffic collisions and reports. It is recommended the FTO concentrate on the traffic calls and officer safety on a traffic scene.

The following completed sections can be reviewed during the Traffic Phase:

Section #5:

5. ISSUING PARKING CITATIONS [GO 7.12]

- a. Suspended or Revoked License
- b. Voiding Citations [GO 7.9]
- c. Citation Errors/Before Violator Leaves and After
- d. Parking Citations [GO 7.9]

Section #10:

10. TRAFFIC CONTROL, CONE/FLARE PATTERNS [GO 7.18]

- A. Mechanics
- B. Signalized Intersection/Control Boxes
- C. Portable Stop Signs
- D. Flares and Cones
- E. Auxiliary Assistance
- F. When and How to Take Control of an Intersection
- G. Sigalerts

Section #21:

21. HANDLING TRAFFIC COLLISIONS AND REPORTS [GO 7.15]

- A. Injury/Non-Injury
- B. Protection of Scene/Traffic Control/Officer Safety
- C. Type of Report to Take
- D. Tow Requests
- E. Marking Vehicle/Evidence/Skid Mark Locations
- F. Death Involved/Investigator Callout

CSO PHASE

1. VEHICLE AND EQUIPMENT CHECK OUT [GO 14.7 & 14.8]

- a. Radio/Vehicle Sign-out
 - 1) Sign out vehicle on the list in the briefing room.
 - 2) Place your nametag on the corresponding unit key ring.
- b. Inspect Unit for Damage/Tire Wear/Inflation
 - 1) Check the unit for any previously unnoticed damage/report if any found.
 - 2) Check the tire tread and inflation for safe operation.
- c. Check Flares/ Fire Extinguisher/Cones/First-aid Kit/Blanket
 - 1) Flares, fire extinguishers, and cones are available in property and evidence if missing.
 - 2) Check the gage on the fire extinguisher to ensure it is properly charged, if not, replace it with one from property and evidence and leave the discharged one in property and evidence for servicing.
 - 3) The Volunteers in Policing manage the first-aid kits, emergency meals and blankets. Notify them of the need for replenishment of either.
- d. Roll-a-tape
 - 1) Check if there. If the unit doesn't have a roll-a-tape, get one from another vehicle.
- e. Check Vehicle Lights
 - 1) Ensure all emergency and normal operating lights are functioning properly. If you find the vehicle is not working properly or is in need of service, fill out a B.O. slip and B.O. the vehicle.
- f. Check Fuel/Oil Levels at Start of Shift
 - 1) Make sure you have enough fuel for your shift and the oil level in the unit is within the manufacturer's recommendations.
- g. Search Interior of Vehicle for Contraband
 - 1) If an item is found:
 - (a) Contact the CSO/officer who drove the unit last to see if he/she may have left the item in the unit.
 - (b) If you are unable to locate the CSO/officer who drove the unit last, or he/she does not know any possible origins of the item, book the item as found property.
- h. Check Radio/MCT
 - 1) Ensure their proper function/sign-on the MCT. If the MCT is not working, fill out a MCT B.O. slip.
- i. Report Missing/Damaged Equipment/Master Log [GO 1.1 (2.1.20) & 7.17]
 - 1) Check the master log in the sergeants' office first, to see if previously reported.
 - 2) If not previously reported, report to your sergeant, have him/her initial the master log entry and complete a necessary memo or report at his/her direction.
- j. Refuel/Clean-out Unit at End of Shift
 - 1) Fuel cards are kept in the units they are assigned.
 - (a) If lost or damaged, a replacement card can be obtained from city yard.
 - 2) Insert and withdraw the card with the magnetic strip down and on the left side of the slot.
 - 3) Enter the mileage on your unit's odometer and press enter.
 - 4) Enter the number of the pump you would like to use and press enter.
 - 5) The machine will turn on the pump you have chosen and will indicate the pump is ready for use on the screen.
 - 6) Go pump gas into your unit.
 - 7) No further entries are necessary after you have finished pumping your gas.

2. THE MAP BOOK

- a. Index Use
 - 1) There is an alphabetical listing of all the streets in the city and the districts they run through.

- b. Jurisdiction [GO 4.4]
 - 1) All district maps bordering outside agencies' areas will have a word description and visual depiction of the boundaries of our jurisdiction.
- c. District Numbering System
 - 1) District numbers are made up of a digit that starts at 2 at the west end of the city and increases by 10 as you go east with each half-mile district and increases by 1 as you go south with each half mile district. (See City Map)
- d. Citywide Numbering System
 - 1) Addresses on the north and west sides of the street will be odd numbers and addresses on the south and east side of the street will be even numbers. (NOW/SEE)
 - 2) Each half-mile intersection (in most cases) represents a change of 500 in the address numbering system.
 - 3) If you're driving northbound or westbound, the addresses will decrease. If you're driving southbound or eastbound, the addresses will increase.
- e. Beats/Divisions [GO 4.1]
 - 1) There are two divisions, East and West.
 - 2) There are three beats in each division
 - (a) WEST: 1-1, 1-2, 1-3; EAST: 2-1,2-2,2-3.
 - (b) These beats are determined by calls for service and are designed to equalize the workload amongst the beats.
- f. Radar Survey [VC 40802]
 - 1) Listed in the rear of the map book.
 - (a) Includes the Prima Facia speed limits for all major streets.
- g. Use of Landmarks
 - 1) Fire hydrants are denoted by a black dot in the map book
 - (a) The black dot will have the last three digits of the hydrant's address right next to it
 - (1) Can be helpful to pinpoint the location of an address within a large business complex or residential tract.
 - (2) When responding to the area, most hydrants will have a corresponding blue reflector in the middle of the street adjacent to their location. If not, look for the place where no cars are parked.

3. BEAT DEPLOYMENT

- a. Beats [GO 13.6]
 - 1) Patrol call signs are three numbers and a letter.
 - (a) The first digit is your division. One for west and two for east.
 - (b) The second digit is your shift. One through six, depending on what squad you are assigned.
 - (c) The third digit is your beat. One through three depending on what beat you are working.
 - (d) The letter following your call sign indicates whether you're a one-man car, "B" or "Bravo", or a two-man car, "A" or "Adam". If you are a two-man car, you will use the "Adam" designation on the radio. However, we do not use the "Bravo" designation, as it is assumed.
 - (e) For example:
 - (1) 111B would be a west division patrol officer working on shift 1 in beat 1-1 by him/herself.
 - (2) 261A would be an east division patrol officer working on shift 6 in beat 2-1 with a partner with full police powers.
 - 2) See the general order listed for call signs of detectives, canine, traffic, GSU, SIU, administration and other units within the department.

4. RADIO PROCEDURES [GO 13.6]

a. How to Use Radio/MCT

- 1) To be used only for work-related communication.
- 2) Do not use obscenities or offensive remarks on either device.
- 3) When talking on the radio, wait a second after keying the microphone to allow for the repeater to activate so you do not cut off a portion of your communication.
 - (a) If you are having difficulty with remembering to do this, try saying "Unit" before your unit numbers when calling in on the radio.

b. Portable Radios

- 1) In addition to the above, hold your portable radio as vertical as possible to maximize its transmission and reception capabilities.

c. Broadcasts (red, code-Alex, H.E.A.R.S.) [GO 15.2]

1) Requirements for a general broadcast:

(a) Must have occurred in the last thirty minutes (except CSO/officer safety or missing person issues)

(b) You must have a unique vehicle description or license plate

(c) All broadcasts should include:

(1) Location/Time of crime

(2) Type of crime committed or reason for want on subject

(3) Suspect description

(4) Vehicle description

(5) Direction of travel

(6) Descriptions of weapons used

(7) Loss, if any

(8) Victim description, if taken by suspects

(9) Victim vehicle description, if taken by suspects

(10) Any other pertinent information, CSO/officer safety considerations, possible suspect destinations, etc.

(d) Code Alex is only used on serious crimes where the suspects may be fleeing via the freeway to other jurisdictions.

(1) Officers throughout the county are assigned various posts on the freeway system to look for the vehicle described.

(2) Our posts are:

(i) Haster/GG Freeway

(ii) Brookhurst/GG Freeway

(iii) Valley View/GG Freeway

(3) Code Alex broadcasts are valid for a half hour and are extendable in half hour increments.

(e) Hospital Emergency Alert and Response System H.E.A.R.S.:

(1) H.E.A.R.S. broadcasts are used to locate injured parties to a crime who may be seeking medical attention at local area hospitals.

(2) Broadcasts should include injured party's description and involvement, as well as their possible injuries.

d. Radio Alphabet

1) Military phonetic alphabet used.

2) See the Orange County Communications radio codes book for list.

e. Radio Codes/Station Numbers

1) Orange County Communications' Radio Codes are used.

2) See the Orange County Communications radio codes book for list.

5. ISSUING PARKING CITATIONS [GO 7.12]

a. Policy for Handling a Driver with Suspended or Revoked License

1) Zero tolerance:

(a) Have an officer cite the driver and impound the vehicle pursuant to VC 14602.6.

b. Voiding Citations [GO 7.9]

- 1) Write a memo to the Division Lieutenant requesting cite be voided and indicate the reason. Attach the citation to the memo.
- c. Citation Errors – Before leaving the cite and after when mistake is discovered:
 - 1) Before: Make corrections on cite and initial them.
 - 2) After: Write a notice of citation correction and submit to records.
 - (1) Records will mail a copy to the violator.

6. PATROL ACTIVITY (GENERAL)

- a. Hospitals
 - 1) Garden Grove Medical Center (GGMC)
 - (a) Primary arrestee care provider
 - 2) University of California at Irvine Medical Center (UCIMC)
 - (a) Trauma center
 - 3) Western Medical Center, Anaheim (WestMed Anaheim)
 - 4) Western Medical Center, Santa Ana (WestMed Santa Ana)
 - 5) Los Alamitos Hospital
 - 6) West Anaheim General
 - 7) Fountain Valley Medical Center
 - 8) St. Joseph's/Children's Hospital of Orange County (St. Joe's/CHOC)
- b. 24-hour Locations (7-11/Denny's)
- c. Regional Justice Centers (courts)
 - 1) West Justice Center
 - (a) GGPD cases
 - 2) North Justice Center – Fullerton
 - 3) Central Justice Center – Santa Ana
 - 4) Family/Juvenile Court – Orange
 - 5) South Justice Center – Laguna Niguel
 - 6) Harbor Justice Center – Newport Beach
- d. Hazardous Streets/Intersections/Alleys
 - 1) Be familiar with areas that commonly experience traffic violations/mishaps
 - 2) Concentrate on traffic enforcement activities in these areas
- e. Elementary Schools, High Schools, College
 - 1) Be familiar with college locations within the city and the problems associated with these facilities (PC 626-627).
- f. Animal Control
 - 1) They handle all non-criminal animal related calls not requiring an immediate response to protect the public.
- g. Fire Stations
 - 1) Familiarize the trainee with their seven locations.
- h. How to Recognize and Report Hazards (traffic, down wires, etc)
 - 1) A hazard is any item that can pose a danger to public safety or cause the city to incur some form of liability if left unattended.
 - 2) If the danger is immediate, stand by at the location until a remedy can be obtained.
 - 3) Report the hazard to city yard through dispatch with an indication of the need for immediate repair for the sake of public safety or if it is a routine repair that can be performed at the city crew's next opportunity.
- i. Communicable Diseases/Biological Hazards
 - 1) Dispatch "flagging" of addresses
 - (a) Addresses that are and can be flagged by dispatch are such places as AIDS, Hospice residences and private homes of parties with communicable diseases.
 - (b) If a CSO responds to a residence where a person has a communicable disease, they should notify communications to flag the residence appropriately for future responses.
 - 2) Preventative/Exposure procedures
 - (a) When dealing with sick or injured persons, or biological material, the CSO should use equipment such as latex gloves, facemasks or protective face shields.

- (b) If exposed to a communicable disease, the CSO shall notify a supervisor for proper documentation and medical care. [GO 3.14]

7. TOWING PROCEDURES

- a. City Contracted Tow Companies
 - 1) Action/Southland Towing (U)
 - 2) Caldwell's Towing (W)
 - 3) Country City Towing (X)
 - 4) CRC Towing (Y)
 - 5) B&D Towing (V)
- b. Citizen's Request Tow
 - 1) AAA or city contract company if not a member.
 - 2) Paid by citizen at time of towing.
- c. Police Department Vehicles
 - 1) Handled by one tow company
- d. Requesting a Tow [GO 5.8]
 - 1) Contact communications on the radio/MCT to request.
- e. Filling Out Storage/Impound Form [GO 7.14]
 - 1) Only completed on tows ordered by the CSO/officer, not citizen's requests.
 - 2) Complete the necessary information.
 - 3) Have the tow truck driver sign the form and give them the pink copy.
- f. SVS Information
 - 1) Non-stolen vehicles:
 - (a) Provide color, model, and the vehicle body style (2-door, 4-door, P/U, etc.)
 - (b) Provide authority section for tow.
 - (1) If a thirty-day hold, provide the driver's license number/state of issue or their name and date of birth if they do not have a license.
 - 2) Recovered Stolen vehicles:
 - (a) Advise if the vehicle has been burned, wrecked, or stripped
 - (b) Advise if both plates are on the vehicle
 - (1) If not, which one is missing
 - (c) Advise if there are any suspects in custody
 - (d) Advise if vehicle is drivable
- g. Vehicle Inventory [GO 7.14]
 - 1) All vehicles stored or impounded by GGPD shall be searched to inventory their contents, including any closed containers inside the vehicle.
 - (a) Documents:
 - (1) Condition of the vehicle and its contents
 - (2) What is in the vehicle
 - (i) Valuables
 - (ii) Weapons
 - (iii) Contraband
 - (b) Prevents hazardous or illegal items from being sent to the tow yard within the vehicle.
 - (c) Shall be done before the driver's released in case contraband is located.

8. COURT PROCEDURES [GO 12.4]

- a. On-call Procedures (Court Liaison/D.A.)
 - 1) You are assumed to be on-call on all Orange County court subpoenas unless they are marked "Mandatory".
 - 2) The Court Liaison's office will call you when necessary to appear in court with the information on the case you are appearing.
 - 3) **YOU MUST RESPOND WITHIN THIRTY MINUTES!**
 - 4) Contact the Court Liaison when you arrive and when you depart so they can properly track the time you spent in court.

- 5) You must notify the Court Liaison of any dates you will be unavailable due to vacation or other extenuating circumstances.
- 6) You must ensure the Court Liaison receives any changes in your emergency contact information that is not maintained by the Police Department.
 - (a) I.E.: the court liaison has your cell number and the department does not. Then it is your responsibility to update your cell number with the Court Liaison, should it change.
- b. West Justice Center
 - 1) Location
 - (a) 8141 13th Street, Westminster (13th/east of Beach)
 - 2) Types of cases
 - (a) Traffic court
 - (b) City Prosecutor's cases
 - (1) GGMC violations and some misdemeanor cases
 - (c) District Attorney's cases
 - (1) Misdemeanor and felony cases
- c. District Attorney's Office
 - 1) At north end of second floor
- d. Testifying
 - 1) Maintain integrity and credibility
- e. Appearance [GO 14.11]
 - 1) Employees who do not wear a department-issued uniform to court must comply with the following clothing attire guidelines:
 - (a) Male Personnel: Business suit, or sport coat and slacks, dress shirt, tie, and appropriate footwear.
 - (b) Female Personnel: Business suit or a dress suitable for business environment, and appropriate footwear.
- f. Demeanor
 - 1) Professional
 - 2) Contain your emotions
- g. Obtaining Reports and Evidence
 - 1) Obtain a copy of all necessary reports from records.
 - 2) Obtain any evidence from property and evidence. You are responsible to return evidence to property and evidence, unless it is taken in as an exhibit at court.
- h. Overtime Procedure
 - 1) The Memorandum of Understanding (MOU) between the City and the Garden Grove Police Association (GGPA) determines overtime pay for court appearances.

9. INTERVIEWS AND INTERROGATION TECHNIQUES/NOTE TAKING

- a. Interviewing
 - 1) Non-custodial
 - (a) Witnesses
 - (b) Victims
- b. Documentation/Notes/Notebook: Discoverable in court
 - 1) Use quotes when possible on incriminating statements and admissions.
 - 2) Information on all people spoken to and pertinent notes of your conversations with those people regarding the investigation.
 - 3) Most notes may be temporary and need not be retained.

10. TRAFFIC CONTROL/FLARE PATTERNS [GO 7.18]

- a. Mechanics
 - 1) Hand Signals
 - (a) Stop signal

- (1) The basic signal to stop is an upraised hand at the end of an extended arm raised to well above shoulder level, with the palm of the hand clearly facing the approaching driver for whom the signal is intended.
- (b) Starting signal
 - (1) The signal for a stopped vehicle to start moving begins at shoulder level, with the CSO extending his/her arm toward the stopped vehicle (pointing) and waving the car onward by bending the arm at the elbow and drawing the hand toward the chest. Once traffic in one direction starts to move, the CSO turns and faces opposing traffic and delivers the same signal.
- (c) Pull up signal
 - (1) The signal to pull up to a position indicated by the CSO directing traffic is usually reserved for turning traffic facing opposing vehicular or pedestrian traffic. The CSO pointing to the position where the driver should pull his stopped or slowly approaching vehicle starts it. Monitoring the driver's movement forward to the selected position completes it. If possible, keep the pointing hand and arm in position to hold the turning vehicle until conditions are safe for the turning movement.
- (d) Turning Traffic
 - (1) Once it is safe for the motorist to complete the turn, the opposing traffic should be stopped using the standard stop signal, and motioning the left turning vehicle to complete its turn by making a come-along signal with the other hand.
- 2) Use of Flashlight
 - (a) At night or during low visibility, use your flashlight in your hand indicating the motion of the vehicles desired, to enhance the visibility of your signals.
- 3) Whistle
 - (a) Stop Signal
 - (1) A single long blast
 - (b) Start
 - (1) Two short blasts
 - (c) Emergency Stop
 - (1) Three or more short blasts
- 4) CSO Position/Clothing
 - (a) The CSO should take a safe position in the intersection where the CSO is able to see and be seen by all oncoming traffic, but is not in the path of the traffic being directed through the intersection.
 - (b) High visibility clothing
 - (1) CSOs, while engaged in manual traffic control and specifically during inclement weather or darkness, will use department-issued safety devices to enhance CSO safety and driver recognition and response. CSOs should wear safety vests anytime they are in an area where they are manually controlling traffic and are exposed to vehicular traffic.
 - (2) CSOs may, during inclement weather, wear department-issued raincoats with the orange portion on the outside for visibility.
- b. Signalized Intersection/Control Boxes
 - 1) Use the signal box key (large brass key on unit key rings) to access controls to turn signal off or place on flashing red in all directions.
- c. Portable Stop Signs
 - 1) City yard can provide these for deployment at intersections where traffic control is necessary for an extended period.
- d. Flares and Cones
 - 1) Use cones and flares to direct traffic away from obstructions/hazards.
 - (a) **DO NOT USE FLARES AT SCENES WITH GAS SPILLS OR FLAMMABLE VAPORS, ETC.**
- e. Auxiliary Assistance
 - 1) Volunteers In Policing Emergency Response System (VIPERS), Cadets, Explorers

- (a) Can respond to take over traffic control at scenes where you expect to be maintaining the road closure for more than two hours.
- (b) Cannot take police action/issue citations.
 - (1) Consider using Reserve officers if the possible need for police action is necessary.
- f. When and How to Take Control of an Intersection
 - 1) If a signalized intersection, wait for a natural break in the traffic flow and place the signals on flashing red in all directions.
 - 2) Enter the intersection when safe and stop all traffic.
 - 3) From a safe location, coordinate the flow of all traffic until hazard or obstruction is corrected/removed.
 - 4) Reverse process to relinquish control of the intersection.
- g. Sigalerts
 - 1) If incident results in a lane closure lasting for a half hour or longer, contact dispatch to issue a sigalert to alert other motorists of the congestion and advise them to take alternate routes.

11. RECOGNITION OF STOLEN AND ABANDONED VEHICLES

- a. Ignition/Steering Column Condition
 - 1) Check to see if column is broken/damaged.
- b. How/Where Parked
 - 1) Parked in an illegal or suspicious location
 - 2) Street Sweeping Ticket(s)
- c. Exterior/Interior Condition (dirt/debris/windows)
 - 1) Vehicle stripped
 - 2) Vehicle has dirt/debris on and around it indicating it has not been operated for a prolonged period
- d. Locating the VIN
 - 1) Commonly located on the federal sticker on the driver's doorframe, on the top of the driver's side of the dash and on the engine side of the vehicle firewall.
 - 2) Secondary locations
 - (a) There are various locations the vehicle manufacturers place additional VIN markings.
 - (b) These locations vary from vehicle manufacturer to vehicle manufacturer.
 - (1) Consult the auto theft investigator to locate these VIN markings.
 - 3) If the VIN markings have been altered or removed, impound the vehicle. [VC 10751]
- e. 10-28/10-29 Vehicle
 - 1) Check the computer to see if the vehicle has been reported stolen.
 - 2) ****Check the VIN and make sure it matches the license plate****. If the plate and VIN don't match, take the plate(s) and book it into P&E as evidence under CVC 4461.
- f. Storage/Release of Stolen Vehicle [GO 7.14]
 - 1) Recovered vehicles that were reported stolen to GGPD
 - (a) Perform CSI (fingerprints & DNA).
 - (b) If the vehicle is inoperable
 - (1) Store pursuant to the appropriate section. [VC 22651(c), 22653]
 - (c) If the owner lives in Garden Grove, contact them and give a reasonable time limit to respond to the scene, in lieu of towing.
 - (1) Be sure to advise if they need a screwdriver or other tools to operate the vehicle.
 - (2) Have the vehicle removed from the Stolen Vehicle System (SVS) prior to releasing it, if possible.
 - (3) Have the registered owner sign the back of the storage form indicating you have released the vehicle to them.
 - (4) Give them the yellow copy in case they get stopped driving home and the vehicle has not been removed from SVS.

- 2) Recovered vehicles reported stolen to an outside agency
 - (a) Perform CSI (fingerprints & DNA).
 - (b) Store pursuant to the appropriate section. [VC 22651(c), 22653]
 - (1) Records will send a letter informing the registered owner of its storage location.
 - (c) You can call the registered owner if you have any questions about the vehicle or property found that could possibly be evidence.
- g. Use of Parking Enforcement (72 hour violation) [VC 22669(a) & GGMC 10.16.100(a)]
 - 1) If a vehicle has been parked in the same location for some time, you can mark it for a 72-hour violation and it will be checked again after three days. If it has not moved, the vehicle can be towed.
 - 2) Marking a vehicle
 - (a) You must complete both yellow cards for the vehicle being marked. The yellow card with the hole in it gets left on the vehicle and the other yellow card is turned in to the Neighborhood Traffic Unit.
 - (b) Mark at least one tire's location on the street and on the sidewall of the tire with a continuous line and brackets around the base of the tire to show its exact location at the time you were there.
 - (c) Scribble on the tread area with your chalk in an area that is not visible, this will tell if the owner has simply erased the chalk marks on the street, as the chalk will wear off the tread very rapidly if the vehicle is moved.
 - (d) In cases where you know the vehicle owner is trying to sabotage your marking of the vehicle, you can use a coin or a small rock to place on top of the tire in addition to visible street markings with chalk. If this technique is used, be sure to indicate this on the yellow card for the Neighborhood Traffic Unit's later follow-up.

12. HANDLING A FIRE CALL

- a. Traffic/Crowd Control Responsibilities [GO 7.18]
 - 1) CSOs assigned to traffic control at fire scenes will be responsible for assuring roadways in the area are accessible to all emergency vehicles.
 - 2) The CSO assigned to a fire scene may close roads as necessary to facilitate the response of emergency vehicles. [VC 21707]
 - 3) No person shall drive over a fire hose. [VC 21708]
 - 4) CSOs who are assigned to traffic control at fire scenes will continue traffic control until the conclusion of the incident or until properly relieved by another CSO or officer.
 - (a) See section 10 for traffic control instruction.
 - 5) Unless an arson, you must allow the press access. [PC 409.5(d)]
- b. Arson Investigation (Fire vs. Police)
 - 1) Police handle the initial report and CSI.
 - 2) The Fire Department's Arson Investigator performs follow-up.

13. HANDLING AND BOOKING EVIDENCE

- a. Protecting Crime Scene
 - 1) Use cones, flares, and crime scene tape to block off crime scene location.
 - 2) Use boxes to cover small items of evidence during rainy conditions to preserve the evidence.
 - (a) Tents may be used for larger items.
 - (1) Contact OC Forensic Services for assistance.
- b. Packaging (bags, envelopes, etc)
 - 1) Put organic materials or items to be fingerprinted in paper storage containers, not plastic.

- c. Use of CSI
 - 1) Utilize OC Forensics at crime scenes of a serious nature or with extensive evidence to be collected.
- d. When, Where and How to Mark Evidence
 - 1) Depends on the item.
 - 2) If etching the item for identification, use a discreet location to minimize the damage to the value and use of the item.
- e. Special Handling
 - 1) Firearms
 - (a) Make sure all firearms are unloaded before booking into P&E.
 - (b) Place firearm in cardboard box, seal it, label it and book in a 'T' locker.
 - 2) Syringes
 - (a) Book in plastic syringe tubes and affix "sharp object" warning sticker.
 - (b) Place in 003 locker.
 - 3) Money
 - (a) Book in money envelope with itemized inventory of the currency/coin on the exterior of the envelope.
 - (b) Place in locker N-1.
 - 4) Sharp blades
 - (a) Cover the blade with cardboard, store in a cardboard box and affix "sharp object" warning sticker.
- f. Explosives (O.C.S.D. Bomb Squad)
 - 1) Notify the OC Sheriff's Bomb Squad for disposal.
 - 2) Not to be booked into property and evidence building.
- g. Report Forms
 - 1) Property & Evidence
 - (a) Complete one P&E form on Evidence Tracker for each type of property booked (i.e.: Found, Safekeeping, and Evidence)
 - (1) You cannot put two different types of property on the same form.
 - (2) Print label and attach to item.
 - (3) Print P&E form and attach to report.
 - 2) Crime Incident (bicycles)
 - (a) All bicycles are booked using the bicycle information on the Evidence Tracker and an MO DATA II. A small narrative/synopsis should be written on the P&E form before report is turned in.
 - 3) Automated Property System
 - (a) Fill this form out on items that are serialized (i.e.: computers, GPS, CDL, etc.)
 - (b) Turn in to Records A.S.A.P. so the item can be entered.
 - 4) Automated Firearm System
 - (a) Same as above.

14. HANDLING STOLEN VEHICLE REPORTS [VC 10851]

- a. Check for Repossession/PPI/Storage
 - 1) This should be done by GGPD communications prior to sending you on the call.
 - (a) If the call does not indicate this has been done, ask if it has been done.
- b. Filling Out Report Form
 - 1) Leave the value of the vehicle blank.
 - (a) GGPD Records use the Kelley Blue Book to obtain a value.
 - 2) Have the owner or his/her agent signs the form.
- c. General Broadcast
 - 1) If occurred within the last half hour and if keys are in vehicle. Include broadcast number on bottom of form.
- d. Embezzled Vehicles [PC 503]
 - 1) Fraudulent appropriation of property by a person to whom it has been entrusted

- 2) The owner needs to send the suspect a certified letter 10 days after it's due and request the vehicle be returned.
- 3) If there is no response, or the letter is returned or undelivered, the owner needs to take other steps to locate the vehicle.
- 4) Once the owner has exhausted all efforts to locate the party with the vehicle, or if the owner develops information indicating the party is not going to return the vehicle voluntarily, we will take a stolen vehicle report immediately.

15. REPORT WRITING

- a. First Person
 - 1) All reports should be written in the first person voice.
 - 2) Do not use the passive voice (i.e.: "The gun was found by me" would be incorrect. The correct way of saying this is "I found the gun")
- b. Methods to Use
 - 1) One page or less can be handwritten or typed.
 - 2) More than a page can be typed or dictated.
- c. Dictating
 - 1) Report Priorities
 - (a) Priority one: (Primarily officer use)
 - (1) In custody felony/misdemeanor, murders, "At Risk" missing person
 - (b) Priority two:
 - (1) Robberies, Missing persons (not at risk), any report with a named suspect or a suspect vehicle with a matching license plate, traffic accidents and casualty reports
 - (c) Priority three: (Primarily officer use)
 - (1) Cite and release arrests and juvenile arrests
 - (d) Priority four (**Primarily CSO use**):
 - (1) All other reports
 - (e) Priority five: Addenda
 - (1) To be used only within 3 hours of dictating last report.
 - (2) Is used to add something to a report after you already hung up.
 - 2) Opening Statement
 - (a) CSOs name and badge number
 - (b) Priority of report
 - (c) Report type (PC 459, CVC 10852)
 - (d) Case number
 - 3) While Recording
 - (a) Spell all names the first time you use them
 - (b) Verbally announce any punctuation you want put in:
 - (1) "Drop down new paragraph"
 - (2) "Period"
 - 4) Closing Statement
 - (a) Ask Steno to make any necessary corrections on the report.
 - (b) Write job ID number on bottom of C/I page and turn report in to Records.
- d. Correction Notices
 - 1) Correct report/write supplement.
 - 2) Sign the white notice of correction.
 - 3) Return the report with the notice attached to records for filing.
 - 4) A copy of the correction notice will be placed in your file for later review.

16. OBSERVING AND DOCUMENTING A CRIME SCENE

- a. Point of Entry and Exit
 - 1) Broken glass, open window(s), open door(s)
 - 2) Look for glass projection indicating direction of smash
 - 3) Check for shoe prints or tire tracks

- b. Physical Evidence at the Scene
 - 1) Evidence of property taken or left behind:
 - (a) Dust outlines on furniture
 - (b) Cut or torn electrical cords/cables
 - 2) Collect prints, DNA and blood
 - 3) Check for point of exit
 - 4) Check for witnesses, speak to neighbors

17. PROCESSING A CRIME SCENE

- a. Dusting and Collecting Latent Prints
 - 1) Surfaces: smooth and non porous. For example: glass, metal, plastic, aluminum and finished wood.
 - 2) Types of Powder – (Use of fingerprint powder is not recommended on very fine wood furniture products because of potential damage.)
 - (a) Black Powder for all surfaces
 - (b) Bichromatic for all surfaces to more easily visualize prints on dark surfaces
 - (c) Magna Powder on paper and wood since powder is magnetized
 - 3) Techniques
 - (a) Dab brush in the powder. Shake off excess powder from the brush. Lightly apply powder from side to side or up and down over entire surface. When latent is located, lightly swirl brush over latent print to fill ridges.
 - 4) Lifting prints
 - (a) Select appropriate size tape to cover latent print
 - (b) Pull the tape from the roll exposing enough tape to cover edge 1-2 inches away from the ridge.
 - (c) Hold the roll with one hand keeping the tape loose, while the other hand glides over the latent smoothing out the bubbles
 - (d) Fill out the latent card(s) accordingly and draw a sketch where the latent was found. Make sure to include measurements, the time the latent was lifted and the number of cards (1 of 1; 1 of 5)
 - (e) Gently lift the tape off the surface and place on the shiny side of the lift card. On the front of the card, draw a “↑” indicating “up”.
- b. Lifting Shoe Prints and Tire Tracks
 - 1) Photographs
 - (a) Take overall photos of the scene to show placement of the prints/tracks.
 - (b) If you have a tripod available, use it to take close up photos of the impressions. If no tripod is available, still take close up photos.
 - (c) Place a photo tag with the DR#, date, your initials and a north arrow on an L-scale.
 - (d) Place the L-scale next to the shoe print and take a close up photo.
 - 2) Sketch – Draw a sketch of each shoe print with measurements. Include an arrow showing north in the sketch.
 - 3) Gel Lifts – May be used to lift dust prints on non-porous surfaces. Do not use gel prints showing north in the sketch. Label the back of the gel lift with the date, time, DR#, location and your name. Book gel lift in P&E.
 - 4) Casts – All three dimensional footwear impressions
 - (a) Spray hair spray gently and evenly over the impression.
 - (b) Add 10-oz of water to the 2lb. bag of mix.
 - (c) Seal the bag and knead for 4-5 minutes to the texture of pancake batter.

- (d) Pour the mixture carefully into the impression and let dry approximately one hour or more, depending on the weather conditions.
- (e) Engrave your initials and DR# on the cast. If needed, cover to protect from being destroyed.
- (f) Carefully lift the impression by prying up gently with a knife or similar object and wipe away loose dirt.
- (g) Package the cast in a gun box and book in P&E.
- 5) Tire Marks. Follow above with the exception of:
 - (a) Put a tape measure alongside the tire impression to measure portion to cast.
 - (b) Cast approximately 24" of the impression.
- 6) Tool/Pry marks
 - (a) Photographs should be taken of the marks. Make sure your photos include a ruler.
- c. Blood Collection
 - 1) Photograph the scene.
 - 2) Wear gloves prior to collecting samples.
 - 3) Label a small coin envelope with "Control Swab #1" and another envelope with "Blood Swab #2 and label continuous swabs accordingly.
 - 4) Put several drops of DI water on the swabs and use one swab to collect from the unstained area and the other swab to collect from the stained (blood) area.
 - 5) Place the swabs in a Styrofoam holder for drying.
 - 6) Once swabs are dried, package the swabs individually in weigh paper and put inside appropriate coin envelopes.
 - 7) Store swabs in freezer in P&E.
 - 8) Sketches can be drawn and they do not have to be to scale. Make sure the sketch has measurements of where the samples were collected.
- d. Photography
 - 1) Label the photo envelope with the appropriate information. Always photograph the photo envelope as the first photo or include it at the end.
 - 2) Overall photos should be taken of the interior, exterior, point of entry, point of exit, damage or pry marks and evidence left behind.
- e. DNA
 - 1) Wear a mask and gloves to avoid contamination.
 - 2) How to collect **crime scene** DNA
 - (a) Put several drops of DI water on the swab and rub the swab on the area to collect DNA.
 - (b) Put the swab in a coin envelope and break off excess wooden portion of stick.
 - (c) Seal the envelope with tape and put your initials and date on it.
 - (d) All crime scene swabs get packaged together under one item number.
 - 3) How to collect **elimination** DNA
 - (a) Take two cotton swabs together and rub the inside of the person's cheeks.
 - (b) Put the two swabs together in a coin envelope and break off excess wooden portion of sticks.
 - (c) Never package crime scene and elimination swabs together in the same envelope.
 - (d) All elimination swabs get packaged separately with their own item number.
 - 4) Labeling coin envelopes
 - (a) Each envelope should be correctly labeled with item number, DR#, location where DNA was collected, your name and ID#.
 - (b) When taking elimination DNA, the envelope must have the person's name and date of birth.

- 5) Booking swabs in P&E
 - (a) Once all the surface and elimination swabs have been collected and sealed, place them in a larger envelope, seal with tape and put your initials and date on it.
 - (b) Print label(s) and put on envelope(s). Print P&E report. Book swab(s) in freezer.

18. HANDLING BURGLARY CALLS

- a. CSI
 - 1) The CSO will handle crime scene investigation, unless a major case.
 - 2) It is imperative to keep the crime scene investigation kit clean, stocked, and in good condition.
 - 3) Crime scene investigation is what many times will catch the suspect.
 - 4) Photos should be taken if applicable.
- b. Roof Access (GGFD assistance)
 - 1) Check the roof when possible.
 - 2) If a crime has occurred, the Fire Department can assist with ladders for roof access.

19. HANDLING MISSING PERSONS CALLS/RUNAWAY [GO 5.21, W&I 601]

- a. General Information (mandatory reporting)
 - 1) Missing/Unidentified Persons System (MUPS) reporting is mandated for any CSO becoming aware of a missing person, regardless of how and where the crime/incident originated and without regard to jurisdiction.
 - 2) MUPS entries must be entered as soon as possible, but no later than four hours after the report of a missing person under 12 or otherwise at risk. [PC 14205]
- b. Suspicious Circumstances
 - 1) Treat every call as having the potential to be an abduction.
 - 2) Check the home thoroughly first, then coordinate search of neighborhood with additional CSOs, reserves, cadets, explorers, VIPS, etc.
 - 3) Try to eliminate all leads quickly where abduction is suspected.
 - 4) Request a general broadcast (GB)/H.E.A.R.S. broadcast if applicable.
 - (a) Suspicious circumstances: Kidnapping/child stealing
 - (b) At risk subjects: Children under 12, very elderly or senile adults, cases where there are suspicious circumstances, persons in need of medication, and suicidal subjects.
- c. Found Persons
 - 1) Check MUPS and 28/29 vehicles to determine if in the system as missing/runaway/abducted.
 - 2) Complete a missing person locate form and turn in to Records.

20. FRAUD CASES/REPORTS

- a. Forgery and Other Check Cases [PC 470 - 476]
 - 1) Take the report and forward to check unit.
 - (a) Investigate for proper jurisdiction for each crime.
- b. Credit Card Cases [PC 484(e) - 485]
 - 1) Investigate for jurisdiction of theft versus fraudulent use.
 - 2) Notify appropriate financial institution.
- c. Con Games [PC 332, 334, & 484(a)]
 - 1) Determine if a crime has occurred.
 - 2) Examples include: victims asked to invest in fraudulent companies, paying for work in advance that is never performed, pyramid schemes, rigged carnival or card games, etc.

21. HANDLING TRAFFIC COLLISIONS AND REPORTS [GO 7.15]

- a. Injury/Non-Injury
 - 1) Request paramedics/render first aid until they arrive (if necessary)
- b. Protection of Scene/Traffic Control/CSO Safety
 - 1) If a lane closure is going to exceed thirty minutes in a high traffic area, issue a sigalert through Orange County Communications.
- c. Type of Report to Take
 - 1) Exchange of information
 - (a) No injuries.
 - (b) No law violations.
 - (c) No damage to city property.
 - (d) No school bus involved.
 - (e) No public taxing agency vehicles involved.
 - 2) SFTA
 - (a) Minor injuries
 - (b) Law violations where no prosecution is desired or possible, or where the suspect was arrested for CVC 23152(a), 23152(b), 20001 or 20002(a) during a continuing investigation.
 - (c) Minor damage to city property.
 - (d) School bus with no students on board, under driver's direction, or crossing the street while the bus' flashing red lights are on.
 - (e) No public taxing agency vehicles involved.
 - 3) LFTA
 - (a) Fatal or major injuries (severe wound/distorted member).
 - (b) Law violations with follow-up involved or prosecution requested.
 - (c) Major property damage to city property or the possibility of civil liability for the city.
 - (d) School bus with students on board, under the driver's direction, or crossing the street while the bus' flashing red lights are on (CHP will handle).
 - (e) Public taxing agency vehicle involved.
- d. Tow Requests
 - 1) Citizen request/AAA.
 - 2) Storage or impound.
- e. Marking Vehicle/Evidence/Skid Mark Locations
 - 1) Vehicle location
 - (a) Prior to moving the vehicles, photograph their position and mark opposing wheels (i.e.: right front and left rear, or vice versa)
 - (1) Place brackets around the tire on the ground with traffic chalk and label them as to which tire they represent.
 - 2) Evidence location
 - (a) Prior to collecting evidence, photograph it and mark its location with traffic chalk for later reference.
 - 3) Skid mark location
 - (a) Photograph the skid mark if possible.
 - (b) Locate the starting and ending points of the skid mark with at least two measurements.
- f. Death Involved/Investigator Callout
 - 1) Traffic Unit is called out if serious injury, with a potential for death, or fatal injury is present.

22. TACTICAL COMMUNICATIONS

- a. Car to Car Tactical Plan
 - 1) Off Frequency/Green Channel
 - (a) Use of other radio frequencies for tactical planning (green 2, green TA, etc.)
- b. Use of 10-3/Beeper [GO 13.8]
 - 1) Asking for emergency traffic only (10-33)
 - (a) With or without the beeper

- (1) The beeper can cover other radio transmissions and can give away officers/CSOs location during a tactical approach or search.
- c. Suspects with Scanners [PC 636.5]
 - 1) Be aware that some suspects use scanners during the commission of a crime. Use of an alternate frequency or MCT may prevent them from hearing your tactical plan.
- d. Media/Confidential Information
 - 1) Media units have scanners, powerful microphones, and cameras.
 - (a) Do not talk with the media regarding an event unless directed to do so by a supervisor.
 - (b) Keep media out of crime scenes but do not restrict their access at disasters. [PC 409.5(d)]
- e. Hostage Negotiators [GO 5.10]
 - (a) If the situation calls for it, a negotiator can be called out with a supervisor's approval.

23. DISASTER SCENES [GO 15.1]

- a. Overview
 - 1) Extent of disaster
 - (a) Local, regional, or national
- b. Individual Action
 - 1) CSOs are required to call or report to work to see if their assistance is needed.
 - 2) CSOs should take individual action in disaster scenes only to save lives.
- c. Emergency Operations Center (EOC)
 - 1) EOC's are organized on four levels:
 - (a) Local - City of Garden Grove,
 - (b) Local - County of Orange EOC & OCSO Santa Ana,
 - (c) Regional - LA Sheriff is the Regional Commander
 - (d) National.
- d. Chain of Command
 - 1) CSOs who report to work must report to EOC or designated staging area for assignment.
 - 2) Chain of command remains the same within GGPD structure.
 - 3) Extent of disaster determines who is in EOC command.
 - (a) Subgroups may be set up with their own chain of command to carry out specific operations.
- e. Approach
 - 1) Consider danger to self when approaching areas contaminated by chemicals, biological hazards, explosive materials, or unstable debris.
 - 2) Use binoculars to "clear" your approach path, spot hazards, etc.
 - 3) Plan approach as well as escape route from the scene.
- f. Scene Evaluation
 - 1) Determine the type and extent of disaster, the number of injuries/casualties, the need for outside agencies or to activate EOC, presence of hazardous materials, presence of military aircraft or live ordinance, presence of nuclear or biological material, etc.
- g. Communicate Extent of Disaster
 - 1) Advise dispatch of the above information and confirm appropriate referrals have been made.
- h. Establish Perimeter/Evacuate
 - 1) Perimeter should be set considering the type of disaster or material involved (i.e.: airborne gas, estimate affected area for prevailing wind/weather conditions).
 - 2) Contact GGFD or other responsible authority to help determine size of perimeter.

- 3) Evacuate by giving verbal evacuation order on public address system, advising safe exit route, then confirm by door-to-door evacuation.
- 4) People refusing to evacuate or entering your perimeter without permission are guilty of a misdemeanor. [PC 409.5(c)]
- 5) The press can enter and remain in the scene of any non-crime scene. [PC 409.5(d)]
- i. Mutual Aid/Resources [GO 15.2]
 - 1) Advise initial estimate for number of CSOs, fire engine companies, medic crews, and other personnel.
 - 2) Consider the need for code Charlie, activation of EOC, Red Cross, planning of local command post, planning of evacuation center at GGUSD school sites or other government facilities, and public information CSO.
 - 3) If civilian aircraft involved, notify the FAA. If military aircraft or ordinance involved, notify USMC Camp Pendleton.
 - (a) They will have access to special firefighting/ordinance handling equipment.

24. PRESS RELEASES

- a. 24 Hour Resume/News Release [GO 2.15 & 4.11]
 - 1) Used to document incidents so that management personnel and the public, if necessary, can be informed.
 - 2) Normally compiled by the shift supervisor or his/her designee.

25. MAJOR INCIDENTS INVOLVING DEPARTMENT EMPLOYEES ON/OFF DUTY [GO 1.1 (2.1.40)]

- a. Field Supervisor Notified Immediately
 - 1) Employees are required to notify the on-duty Watch Commander if they are involved in any off-duty incident that may result in a response from a law enforcement agency.
 - 2) Employees are not required to report a traffic citation for an infraction violation of the Vehicle Code.
- b. Employee of a Higher Rank than the Involved Employee Should Respond
 - 1) This will provide for an immediate chain of command at the scene if necessary.

26. ON-DUTY INJURIES/IOD [GO 3.4]

- a. Medical Treatment
 - 1) Emergency
 - (a) Emergency medical treatment should be sought at the nearest appropriate medical facility.
 - 2) Non-Emergency
 - (a) Non emergency medical treatment should be sought at the Garden Grove Medical Center (GGMC), or
 - (b) At another appropriate facility previously approved by a supervisor.
 - 3) If treated at GGMC, the CSO must complete a Garden Grove Hospital "Impact" Form prior to receiving medical treatment.
- b. Reporting Requirements
 - 1) When an employee receives an injury on duty, the employee must immediately report the injury to a supervisor.
 - 2) The supervisor shall provide the employee with the following:
 - (a) Garden Grove Accident Reporting form,
 - (b) The "Employee's Claim for Worker's Compensation Benefits" form, and
 - (c) A Garden Grove Hospital "Impact Form", if medical treatment is required.
 - 3) It is the employee's responsibility to complete the forms and return them to a supervisor for processing. The employee has the option of not completing the forms, thus not reporting the injury.

- 4) If the employee completes the forms, the supervisor shall immediately provide the employee with the temporary copy of the Employee's Claim for Workers' Compensation Benefits form.
- c. Responsibilities If Unable to Return to Work
- 1) The CSOs status may be monitored by weekly phone calls or visits from the Personnel and Training Manager/Supervisor of the Departmental Services Bureau.
 - 2) CSOs are required to notify their Division Commander, or the Training Manager/Supervisor if there is any change in their medical condition that would affect their duty status.
 - 3) The CSO may not leave the five county area (Orange, Los Angeles, Riverside, San Bernardino, and San Diego) for longer than 24 hours without the permission of the Personnel and Training Manager/Supervisor.
 - 4) The CSOs duty hours will be considered Monday through Friday, 0800 hours to 1700 hours. The CSO must be available by phone between these hours.
 - 5) The CSO must honor all scheduled court appearances, subpoenas, and/or meetings, unless his/her Bureau Commander and the appropriate court, if applicable, exclude the CSO from doing so.
 - 6) If the CSO has permission to work an authorized off-duty job, the Chief of Police or his designee may revoke that permission.

LIST OF COMPLETED REPORTS

IN THIS SECTION OF THE CHECKLIST, THE TRAINING OFFICER WILL LIST ALL REPORTS TAKEN BY THE TRAINEE BY THE APPLICABLE CODE SECTIONS INVESTIGATED IN EACH REPORT. ONE REPORT MAY BELONG IN MORE THAN ONE CATEGORY, IF IT ENCOMPASSES MULTIPLE TYPES OF CRIMES. IF CSI IS COMPLETED, NOTE THE DR UNDER THE 'CSI' CATEGORY.

PENAL CODES

459 Comm

459 Res

459 Veh

487

488

594

470

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484

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374

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VEHICLE CODES

664-10851

10851

S/I 10851

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10851 Locate

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10852

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IMPOUNDS

22651 (o)

22651 (k)/72 hour

TRAFFIC ACCIDENT REPORTS

Long Form

Long Form

Short Form

Short Form

MISCELLANEOUS REPORTS/ACTIONS

Found Property

Missing Person/
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Missing Person

Locate

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601	45

Subject: PAF's Required for Personnel Movement at shift-change JAN 2016

From: James Colegrove <jamesc@ci.garden-grove.ca.us>

Date: Mon, 18 Jan 2016 13:25:51 -0800 (PST)

To: Tom DaRe <tomd@ci.garden-grove.ca.us>, Carole Kanegae <carolek@ci.garden-grove.ca.us>, Chris Lawton <chrisl@ci.garden-grove.ca.us>

CC: Kevin Boddy <kevinb@ci.garden-grove.ca.us>, Robert Bogue <robertb@ci.garden-grove.ca.us>, Courtney Allison <courta@ci.garden-grove.ca.us>, Mike Martin <mmartin@ci.garden-grove.ca.us>, Todd Elgin <todde@ci.garden-grove.ca.us>

Hello Everybody:

The attached report should have all the personnel changes that took place on shift-change Jan. 16, 2016. If I have missed something, then please let me know so I can make the appropriate changes.

Thanks!

Jim Colegrove, Sergeant
Planning and Research Department
Administrative Services Bureau
Garden Grove Police Department
714-741-5414

Changes 01-17-2016.doc	Content-Type: application/msword
	Content-Encoding: base64



GARDEN GROVE POLICE DEPARTMENT

INTER-DEPARTMENT MEMORANDUM

To: Chief Todd D. Elgin **Date:** January 18, 2016
From: Sergeant James Colegrove
Subject: Changes to Auth. Pos. Effective Shift-Change: January 16, 2016

Transfer: **Mike Johnson #4339**
From: DIV 68: Position R422/6870 Professional Standards
To: DIV 67: Position R678/6710: West Division Patrol
Effective: January 17, 2016

Transfer: **Ron Echavarria #2615**
From: DIV 67: Position R678/6710 West Division Patrol
To: DIV 69: Position R834/6960: Beats Sergeant
Effective: January 17, 2016

Transfer: **Carl Whitney #9455**
From: DIV 69: Position R834/6960 Beats Sergeant
To: DIV 69: Position R453/6960: CAP Sergeant
Effective: January 17, 2016

Transfer: **Mike Martin #5325**
From: DIV 69: Position R453/6960: CAP Sergeant
To: DIV 68: Position R422/6870 Professional Standards
Effective: January 17, 2016

Transfer: **Jim Holder #3909**

From: DIV 67: Position R713/6730 East Division Patrol
To: DIV 69: Position R794/6795: Youth Services Sergeant
Effective: January 17, 2016

Transfer: **John Reynolds #0017**

From: DIV 69: Position R794/6795: Youth Services Sergeant
To: DIV 67: Position R241/6730: East Division Patrol
Effective: January 17, 2016

Transfer: **Douglas Pluard #6938**

From: DIV 67: Position R241/6730: East Division Patrol
To: DIV 67: Position R103/6710: West Division Patrol
Effective: January 17, 2016

NOTE: Sergeant Douglas Pluard has always been in the west division; however, he had an east division "R" number. He needs to be reclassified R103 to show him in west division.

Transfer: **Phil Schmidt #7747**

From: DIV 67: Position R103/6710 West Division Patrol
To: DIV 67: Position R713/6730: East Division Patrol
Effective: January 17, 2016

Transfer: **Edwin Wilson #9694**

From: DIV 69: Position R760/6960 CAP Detective
To: DIV 67: Position R760/6710: West Division Patrol
Effective: January 17, 2016

Transfer:**Mike Reynolds #7225**

From: DIV 69: Position R821/6960 CAP Detective
To: DIV 67: Position R821/6730: East Division Patrol
Effective: January 17, 2016

Transfer:**Paul Ashby #3397**

From: DIV 67: Position R092/6710 West Division Patrol
To: DIV 67: Position R092/6740: NTU Motors
Effective: January 17, 2016

Transfer:**Ron Reyes #3486**

From: DIV 67: Position R454/6710 West Division Patrol
To: DIV 67: Position R454/6740: NTU Motors
Effective: January 17, 2016

Transfer:**Lino Santana #2646**

From: DIV 67: Position R746/6740 NTU Motors
To: DIV 67: Position R746/6730: East Division Patrol
Effective: January 17, 2016

Transfer:**Nate Morton #1940**

From: DIV 67: Position R744/6740 NTU Motors
To: DIV 67: Position R744/6730: East Division Patrol
Effective: January 17, 2016

Transfer:**Jeremy Morse #4352**

From: DIV 67: Position R217/6730 East Division Patrol
To: DIV 67: Position R217/6710: West Division Patrol
Effective: January 17, 2016

Transfer:**Juan DeAnda #4292**

From: DIV 67: Position R043/6710 West Division Patrol
To: DIV 67: Position R043/6710: East Division Patrol
Effective: January 17, 2016

Transfer:**Jared Doyle #4284**

From: DIV 67: Position R301/6710 West Division Patrol
To: DIV 67: Position R301/6730: East Division Patrol
Effective: January 17, 2016

Transfer:**Nate Cox #4283**

From: DIV 67: Position R108/6730 East Division Patrol
To: DIV 67: Position R108/6710: West Division Patrol
Effective: January 17, 2016

Transfer:**Bryan Meers #3826**

From: DIV 67: Position R754/6730 East Division Patrol
To: DIV 67: Position R754/6710: West Division Patrol
Effective: January 17, 2016

Transfer: **Michhel Mosser #4330**
From: DIV 67: Position R215/6730 East Division Patrol
To: DIV 67: Position R215/6710: West Division Patrol
Effective: January 17, 2016

Transfer: **Michael Gerdin #4351**
From: DIV 67: Position R443/6730 East Division Patrol
To: DIV 67: Position R443/6710: West Division Patrol
Effective: January 17, 2016

Transfer: **Art Tintle #8685**
From: DIV 67: Position R781/6710 West Division Patrol
To: DIV 67: Position R781/6730: East Division Patrol
Effective: January 17, 2016

Removal of Lead Pay PAF needed for Charlie Loffler #5033 (R784) PAF to show removal of 5% lead pay.

Temporarily Assigned to PATROL from CCAT; no PAF's needed because DIV 69 fund still paying for their salaries:

DIV 69 - R679 Orlonzo Reyes #7221
DIV 69 - R814 Nicholas Lazenby #3511
DIV 69 - R765 Edgar Valencia #3053
DIV 69 - R684 Han Cho #1541

Subject: Re: Supervisor / Management Assignments
From: James Colegrove <jamesc@ci.garden-grove.ca.us>
Date: Mon, 18 Jan 2016 13:31:00 -0800 (PST)
To: Courtney Allison <courta@ci.garden-grove.ca.us>

how bout this??

----- Original Message -----
From: "Courtney Allison" <courta@ci.garden-grove.ca.us>
To: "James Colegrove" <jamesc@ci.garden-grove.ca.us>
Sent: Monday, January 18, 2016 1:25:39 PM
Subject: Supervisor / Management Assignments

Hi Jimmy,

This is what I show for sworn supervisor/management assignments prior to shift change. Can you please look at it and let me know if there are any errors? Also, it would be really helpful if you could add a column to the right showing the changes that became effective at shift change.

Let me know if you have any questions.

Thanks very much,

Courtney
x5819

Copy of Supv - Mgmt Assignments as of Dec 2015.xlsx	Content-Type: application/vnd.openxmlformats-officedocument.spreadsheetml.sheet Content-Encoding: base64
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CHANGE TO: DATE

POS (R #) DIV # PAYROLL PKG DIVISION NAME BUREAU / UNIT RANK NAME

POS (R #)	DIV #	PAYROLL PKG	DIVISION NAME	BUREAU / UNIT	RANK	NAME	CHANGE TO: DATE
510	66	6600	Police Management	Chief	Chief	Elgin	
66 Count							
662	67	6700	Community Policing	West Division Lieutenant	Lieutenant	Nightengale	
708	67	6700	Community Policing	West Division Lieutenant	Lieutenant	Lawton	
710	67	6700	Community Policing	Special Services Lieutenant	Lieutenant	Leiva	
715	67	6700	Community Policing	East Division Lieutenant	Lieutenant	Da'Re	
719	67	6700	Community Policing	East Division Lieutenant	Lieutenant	Fowler	
785	67	6700	Community Policing	Community Policing Captain	Captain	Whitman	
103	67	6710	Community Policing	West Patrol Sergeant	Sergeant	Schmidt	Jan-16
664	67	6710	Community Policing	West Patrol Sergeant	Sergeant	Wainwright	
678	67	6710	Community Policing	West Patrol Sergeant	Sergeant	Echavarria	Jan-16
681	67	6710	Community Policing	West Patrol Sergeant	Sergeant	Flores	
689	67	6710	Community Policing	West Patrol Sergeant	Sergeant	El-Farria	
714	67	6710	Community Policing	West Patrol Sergeant	Sergeant	Burillo	
241	67	6730	Community Policing	East Patrol Sergeant	Sergeant	Pluard	Jan-16
666	67	6730	Community Policing	East Patrol Sergeant	Sergeant	Gildea	
677	67	6730	Community Policing	East Patrol Sergeant	Sergeant	Bex	
713	67	6730	Community Policing	East Patrol Sergeant	Sergeant	Holder	Jan-16
747	67	6730	Community Policing	East Patrol Sergeant	Sergeant	Allison, W	
894	67	6730	Community Policing	East Patrol Sergeant	Sergeant	Viscomi	
022	67	6740	Community Policing	Motor Sergeant	Sergeant	Fischer	
247	67	6760	Community Policing	GSU Sergeant	Sergeant	Escalante	
879	67	6780	Community Policing	SIU Sergeant	Sergeant	Hutchins	
67 Count							
794	69	6795	Support Services	YSU Sergeant	Sergeant	Reynolds, J	Jan-16
69 Count							
683	68	6800	Administrative Services	Professional Standards Lieutenant	Lieutenant	Bogue	
830	68	6800	Administrative Services	Administrative Services Captain	Captain	Boddy	
422	68	6870	Administrative Services	Personnel & Training Sergeant	Sergeant	Johnson, M	Jan-16
717	68	6870	Administrative Services	Internal Affairs Sergeant	Sergeant	McIver	
68 Count							
421	69	6900	Support Services	Support Services Captain	Captain	Stauffer	
816	69	6900	Support Services	Support Services Lieutenant	Lieutenant	Peaslee	
453	69	6960	Support Services	CAP Sergeant	Sergeant	Martin	Jan-16
834	69	6960	Support Services	Beat Detectives Sergeant	Sergeant	Whitney	Jan-16
679	69	6962	Support Services	CCAT Sergeant	Sergeant	Echavarria	Jan-16
69 Count							
Grand Count							
							32