

**Subject:** Re: TASER Axon BWC Roundtable cohosted by Redondo Beach PD - Tues, July 12 @ 4pm  
**From:** James Colegrove <jamesc@ci.garden-grove.ca.us>  
**Date:** Thu, 30 Jun 2016 06:55:51 -0700 (PDT)  
**To:** Tami Smith <tami@taser.com>

Hi Tami,

Please call me at 714-741-5414. I have an update.

Jim

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

**From:** "Tami Smith" <tami@taser.com>  
**To:** "James Colegrove" <jamesc@ci.garden-grove.ca.us>, "Chris Lawton" <chrisl@ci.garden-grove.ca.us>  
**Cc:** "Ben Rubke" <brubke@taser.com>  
**Sent:** Wednesday, June 29, 2016 6:19:20 PM  
**Subject:** TASER Axon BWC Roundtable cohosted by Redondo Beach PD - Tues, July 12 @ 4pm

+ Ben Rubke, TASER Axon Senior Regional Manager - CA  
Lieutenant Lawton and Sergeant Colegrove, an update on our upcoming BWC Roundtable. Your assigned TASER Axon representative Ben Rubke (copied) will be in attendance to answer questions specific to the needs of Garden Grove PD. Registration is required. I can complete the registration for you, please respond with name(s) and rank/title of attendees.  
BWC Dinner and Discussion with Redondo Beach PD  
Join a panel of experts from Redondo Beach PD command staff for a technology-focused discussion on body-worn cameras, followed by an optional private dinner. TASER is honored to host this panel and discussion on how technology is changing the way Law Enforcement protects our communities. A panel of local experts will be covering BWC topics ranging from I.T. considerations to policy, to redaction and public records, including:

- \* Lieutenant Joe Hoffman: Redondo Beach command staff over initial considerations, research, contracts, and development of the BWC program.
- \* Sergeant Jeff Mendence: Program administrator and user account coordinator for Redondo Beach Police BWC program.
- \* Chris Benson: Information Technology Director for Redondo Beach - discussing IT involvement, docking stations, trouble shooting, software configuration, etc.

Location: Redondo Beach Police Annex Building  
Large Meeting Room  
200 N. Pacific Coast Highway  
Redondo Beach, CA 90277  
Date: Tuesday, July 12th

Time: 4:00 PM to 7:00 PM (PDT)  
Optional dinner to follow

We thank you in advance,  
Tami

Tami A. Smith  
Team Lead  
Video & Evidence Solutions  
Direct: 480.502.6216 | Mobile: 480.330.1852

TASER | Axon  
Protect Life. Protect Truth.

From: Tami Smith  
Sent: Friday, June 24, 2016 11:51 AM  
To: 'jamesc@ci.garden-grove.ca.us'  
Cc: Ben Rubke  
Subject: TASER Axon Video Evidence Team - introducing Ben Rubke

+ Ben Rubke, TASER Axon Senior Regional Manager - CA

Sgt. Colegrove, today I left a voice message at your office. Per your instructions, I was to check in with you in the 3rd week of June regarding your progressing the discovery phase for new video evidence technology. Is there time next week to coordinate an onsite meeting?

Ben and I will await your next instructions and we thank you in advance.  
Tami

Tami A. Smith  
Team Lead  
Video & Evidence Solutions  
Direct: 480.502.6216 | Mobile: 480.330.1852

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From: Tami Smith  
Sent: Thursday, June 02, 2016 10:43 AM  
To: 'jamesc@ci.garden-grove.ca.us'; 'chrisl@ci.garden-grove.ca.us'  
Cc: Ben Rubke  
Subject: TASER Axon Video Evidence Team - introducing Ben Rubke

Lieut. Lawton and Sgt. Colegrove, by way of this email allow me to introduce Ben Rubke. Ben is the assigned TASER Axon Senior Regional Manager for the state of CA. Ben has been briefed on recent meetings you had with Dan Hilderman, whom has been promoted to Senior Regional Manager for our Northwest territory.

Ben looks forward to learning the specific needs and necessary next steps for your video program.

Ben Rubke  
mobile 415.314.9573  
[brubke@taser.com](mailto:brubke@taser.com)<mailto:brubke@taser.com>

I also left a voice message at your office to advise I will remain in full support of you and Ben.  
Thank you,  
Tami

Tami A. Smith  
Team Lead  
Video & Evidence Solutions  
Direct: 480.502.6216 | Mobile: 480.330.1852

TASER | Axon  
Protect Life. Protect Truth.

**Subject:** Re: Demo of WatchGuard  
**From:** James Colegrove <jamesc@ci.garden-grove.ca.us>  
**Date:** Thu, 30 Jun 2016 06:57:11 -0700 (PDT)  
**To:** FJudge <FJudge@watchguardvideo.com>

Hi Fran,

Please Call Me. 714-741-5414. I have an update.

Jim

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

From: "FJudge" <FJudge@watchguardvideo.com>  
To: "James Colegrove" <jamesc@ci.garden-grove.ca.us>, "KJames" <KJames@watchguardvideo.com>  
Cc: "Chris Lawton" <chrisl@ci.garden-grove.ca.us>, "Kevin Boddy" <kevinb@ci.garden-grove.ca.us>  
Sent: Thursday, January 7, 2016 1:46:36 PM  
Subject: Re: Demo of WatchGuard

Sgt Colegrove, i'm looking forward to meeting with you and your staff and provide a demonstration of the WatchGuard body worn and 4RE in car system for your agency. Yes, we would definitely do in a evaluation unit at no charge to the agency. Also, we will provide training and a mechanism for you to review the video and make copies and retain video as it will all be evidence of the Garden Grove Police Department. I will have Kenny James contact you. Let's also discuss timelines as well. Thanks. Fran Judge

Sent from my iPhone

On Jan 7, 2016, at 1:37 PM, James Colegrove <jamesc@ci.garden-grove.ca.us> wrote:

Fran Judge  
Regional Sales Manager  
WatchGuard Video  
[Fjudge@WatchGuardVideo.com](mailto: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



**Subject:** Bode Worn Cameras

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

**Date:** Thu, 30 Jun 2016 07:00:22 -0700 (PDT)

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

Hey Bode ~

Since the FY2016/2017 budget is now official and body worn cameras not funded, I need to get back to Fran at Watchdog and Tami and Taser/Axion. Both of them were anxiously hoping monies were going to be included in the budget. I will tell them there are no monies allocated for BWC during the next twelve-months and they should check back with us early to mid-next year. Are you OK with me doing so?

Jim

**Subject:** Sergeant Orientation

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

**Date:** Thu, 30 Jun 2016 10:29:36 -0700 (PDT)

**To:** Kory Ferrin <koryf@ci.garden-grove.ca.us>, Charles Loffler <charlesl@ci.garden-grove.ca.us>

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

hey I am trying to figure out if you two have been to a one-week internal GGPD Sergeant orientation? Also, did you guys receive the Supervisory Manual too? it's got a lot of good stuff in it and I would like to get you guys a copy if you don't already have one..

lemme know ASAP please.

Thanks,

Jim

**Subject:** Rifle Course Problems per P.O.S.T.

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

**Date:** Tue, 5 Jul 2016 04:54:44 -0700 (PDT)

**To:** Robert Bogue <robertb@ci.garden-grove.ca.us>

Bob,

Last month I submitted changes to the our Rifle Course that was decertified by POST Sacramento. Those changes were successfully accepted; however, our POST Representative, Valna Wilson, has now requested (9) nine additional changes to the course, which are listed below. These are significant changes.

This changes should be addressed by the new PSD Sergeant in the next few weeks. Also, the Department has to decided whether or not it will train the new laterals, who start in the next few weeks, on the AR15 even though the Department does not presently possess a POST certified course.

Jim

[Administration] Posted by VALNA WILSON on 6/30/2016 10:49:35 AM for version #173632:

Jim, a few items: - You have to insert the following language in the course description (I noticed training managers of this some time ago): Successful completion of this course satisfies the legislative training mandate to possess short barrel rifles as specified in Penal Code section 33220(b) and the Commission training requirement to possess long barrel rifles as specified in Commission Regulation 1081. - You will need to publish the course in the POST Catalog, we recognize this is in-house training only but this is a tool that allows for other Presenters to find courses in the region and in completing a training needs assessment. - Need to fill-in "Estimated annual trainees". Val

[Instructor: ROBERT BOWERS] Posted by VALNA WILSON on 6/30/2016 10:53:12 AM for version #173632:

Section 3 - states Bowers is also teaching "Taser" and "Chemical Agents", don't know how he can teach these areas as Section 4 does not show he completed requisite instructor training courses. Section 4 - There are duplicated entry of the same courses and placer dates of some of those courses of 2090; please correct these areas. Thx, Val

[Instructor: JAMES FISCHER] Posted by VALNA WILSON on 6/30/2016 10:56:54 AM for version #173632:

Section 3 - Only those subject topics or the actual course title should be listed here. - Section 4 - Duplicated entry courses some with the placer date of 2090 need to be corrected; all relevant POST Regulation 1070 Specialized Subject courses should be checked as meeting the appropriate (b) or (c). Thx, Val

[Outline] Posted by VALNA WILSON on 6/30/2016 11:35:47 AM for version #173632:

Your Expanded Course Outline will have to show that it clearly meets both the PSP-Tactical Firearms and POST Regulation 1081 for Rifle Course. I cannot clearly line-up all PSP requirement: (A) Basic Tactical Firearms Situations-Judgement and Decision Making, I think some of your exercises can cover this area but you need to put the 'A' to show this. (D) Sight Alignment, Trigger Control, Accuracy. (H) Legal Issues. (I) Use of Force Considerations/Options. (J) Moral Obligations. For POST Reg 1081 need to clearly show the following: Tactical Considerations; Firearms Care, Breakdown and Cleaning. Parts of your ECO is hard to following as in this

outline forms. You have "Firearms Fundamentals Lecture" sitting under "7. Nomenclature, Specifications, Capabilities", I don't understand this. Traditional outlines are set with roman numerals and alphas, i.e. I.A.1.a.,b.,2.a.,i.,ii., etc. This may make it easier to compose and follow, your call. Also, please remove all references to breaks.

[Outline] Posted by VALNA WILSON on 6/30/2016 11:36:45 AM for version #173632: Also, it really isn't necessary to put the instructor name and the time within the ECO; again, your call but all has to mirror and line-up with the HDS. Thx, Val

[Hourly Dist Sched] Posted by VALNA WILSON on 6/30/2016 11:43:25 AM for version #173632:

Please take out breaks except for the lunch breaks as this will subtract from the total training hours. Also, your HDS has to mirror your ECO; you have specific instructors and times on the ECO but you have both instructors listed to teach all areas. Some content from the ECO and therefore times between the ECO and HDS are not matching. Thx, Val

[Safety] Posted by VALNA WILSON on 6/30/2016 11:51:59 AM for version #173632: Jim, please go onto the POST web site, go under "Publications", go to "Publication List", click 'G', and scroll to "Guidelines for Student Safety in Certified Courses". Look at the POST recommended general guidelines, firearms, and tactical operations training; your Safety Policy should address (as appropriate) each section. Also, non-participating students not have to be placed in a safe zone but also supervised by an instructor. Can you explain what is meant by "Certified Firearms Instructors"? Thx, Val

[Safety] Posted by VALNA WILSON on 6/30/2016 11:53:11 AM for version #173632: Correction: ...non-participating students not only have to be placed in a safe zone but must be supervised by an approved instructor. Val

[Safety] Posted by VALNA WILSON on 6/30/2016 11:58:07 AM for version #173632: Also, students should be given a copy of portions of the safety policy and their conduct and responsibilities and sign such document. Val

**Subject:** Re: power DMS

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

**Date:** Tue, 5 Jul 2016 04:55:54 -0700 (PDT)

**To:** Troy Haller <troyh@ci.garden-grove.ca.us>

Troy,

If you prepare a one-page word doc that references the youtube address as well as some sort of explanation, I can add the doc to powerdms then.

Jim

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

From: "Troy Haller" <troyh@ci.garden-grove.ca.us>

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

Sent: Friday, July 1, 2016 11:38:06 PM

Subject: power DMS

Hey Sgt,

Another quick question. If I give you a youtube address would that be something you could add to PowerDMS or is there some other process that would need to happen.

Thanks,

Haller

**Subject:** Rideshare Monthly Reporting

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

**Date:** Tue, 5 Jul 2016 05:28:21 -0700 (PDT)

**To:** Nicole Chung <nicoleh@ci.garden-grove.ca.us>

Hi Nicole,

My carpool partner, Larry Ebelt, just arrived back to work after nearly 3-months off. I have now submitted monthly ride-sharing reports for March, April, May, and June. I hope this is OK. please let me know please...

Jim

**Subject:** Re: CALEA Awards Banquet and Certification Verification Forms

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

**Date:** Tue, 5 Jul 2016 10:12:05 -0700 (PDT)

**To:** Todd Elgin <todde@ci.garden-grove.ca.us>

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

i will handle

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

From: "Todd Elgin" <todde@ci.garden-grove.ca.us>

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

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

Sent: Tuesday, July 5, 2016 9:37:43 AM

Subject: Fwd: CALEA Awards Banquet and Certification Verification Forms

Jimmie

Is there something that needs to be done with this email? Let me know.. thanks ..

Todd

Sent from my iPad

Begin forwarded message:

From: [calea@calea.org](mailto:calea@calea.org)

Date: July 5, 2016 at 8:20:20 AM PDT

To: [todde@ci.garden-grove.ca.us](mailto:todde@ci.garden-grove.ca.us)

Cc: [jamesc@ci.garden-grove.ca.us](mailto:jamesc@ci.garden-grove.ca.us)

Subject: CALEA Awards Banquet and Certification Verification Forms

2nd Request

Dear Chief Elgin:

As a part of our commitment to ensuring the Law Enforcement Accreditation process is seamless and meaningful for client agencies, we have attached two forms that we are asking you to complete and return. The first form is the "Certificate Verification Form" which is used to ensure the agency name and personnel on the award certificates are accurate. Please review this information and make any necessary corrections.

The second document attached is the "Awards Banquet Verification Form" which serves to secure seats at the awards banquet. Please complete this form by indicating the number of seats your agency will need at the banquet. Although there is no reserved seating, this submission ensures there is sufficient space for all attendees.

Both of these documents should be returned by July 15, 2016 to Contract Specialist Wendi Jones at [wjones@calea.org](mailto:wjones@calea.org) or faxed to the Commission at (703) 890-3126.

Please be certain to coordinate your response with your accreditation manager, who has been copied on this correspondence.

Attachments

Jimmie

Is there something that needs to be done with this email? Let me know.. thanks ..

Todd

Sent from my iPad

Begin forwarded message:

From: [calea@calea.org](mailto:calea@calea.org)  
Date: July 5, 2016 at 8:20:20 AM PDT  
To: [todde@ci.garden-grove.ca.us](mailto:todde@ci.garden-grove.ca.us)  
Cc: [jamesc@ci.garden-grove.ca.us](mailto:jamesc@ci.garden-grove.ca.us)  
Subject: CALEA Awards Banquet and Certification Verification Forms

2nd Request  
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Attachments

Jimmie  
Is there something that needs to be done with this email? Let me know.. thanks ..

Todd

Sent from my iPad

Begin forwarded message:

From: [calea@calea.org](mailto:calea@calea.org)  
Date: July 5, 2016 at 8:20:20 AM PDT  
To: [todde@ci.garden-grove.ca.us](mailto:todde@ci.garden-grove.ca.us)  
Cc: [jamesc@ci.garden-grove.ca.us](mailto:jamesc@ci.garden-grove.ca.us)  
Subject: CALEA Awards Banquet and Certification Verification Forms

2nd Request  
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Please be certain to coordinate your response with your accreditation manager, who has been copied on this correspondence.

Attachments

**Subject:** Re: Baltimore Conference & Award Ceremony  
**From:** James Colegrove <jamesc@ci.garden-grove.ca.us>  
**Date:** Tue, 5 Jul 2016 10:31:16 -0700 (PDT)  
**To:** wjones <wjones@calea.org>  
**CC:** Mark Mosier <mmosier@calea.org>

oh OK 😊 my bad...I will get one completed ASAP and emailed back to you. thanks for the heads-up 😊

Jim

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

From: "wjones" <wjones@calea.org>  
To: "James Colegrove" <jamesc@ci.garden-grove.ca.us>  
Cc: "Mark Mosier" <mmosier@calea.org>  
Sent: Tuesday, July 5, 2016 10:31:41 AM  
Subject: RE: Baltimore Conference & Award Ceremony

Yes sir I understand that and am aware, however, I need the certificate verification form completed and returned so that I can assure I'm ordering the correct certificates for your agency.  
Thanks,

Wendi Jones |Contract Specialist  
[wjones@calea.org](mailto:wjones@calea.org) | (703) 352-4225 ext. 34 | (703) 890-3126 fax  
13575 Heathcote Blvd., Suite 320, Gainesville, VA 20155

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

From: James Colegrove [<mailto:jamesc@ci.garden-grove.ca.us>]  
Sent: Tuesday, July 05, 2016 1:25 PM  
To: Wendi Jones  
Cc: Mark Mosier  
Subject: Baltimore Conference & Award Ceremony

Dear Wendi,

The Garden Grove Police Department will not be attending the Baltimore CALEA conference, the Commission hearing, or the banquet due to fiscal matters. We have already made notification of such to our CALEA Representative Mark Mosier.

Sincerely,

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

**Subject:** MRO ~ James Fischer

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

**Date:** Tue, 5 Jul 2016 10:52:35 -0700 (PDT)

**To:** Sherry Mead <sherrym@ci.garden-grove.ca.us>

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

Hi Sherry,

The original has been intra-office mailed to you.

Thanks for the help 😊

Jim

201607051055.pdf	<b>Content-Type:</b> application/pdf <b>Content-Encoding:</b> base64
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# GARDEN GROVE POLICE DEPARTMENT

## INTER-DEPARTMENT MEMORANDUM

**To:** Chief Todd D. Elgin

**Date:** July 01, 2016

**From:** Sergeant James Colegrove  
MRO Program Coordinator

**Subject:** Addition to Master Reserve Officer (MRO) Program

Sergeant James Fischer is scheduled for a service retirement on July 15, 2016. He has expressed interest in becoming a Master Reserve Officer immediately upon his service retirement. I recommend that Sergeant James Fischer be made a Master Reserve Officer.

- July 15, 2016: Sergeant James Fischer's last day of fulltime employment.
- July 16, 2016: CALPERS required one-day transition to retired annuitant.
- July 17, 2016: James Fischer's first day as a Master Reserve Officer.

The above timeline shall not constitute a break of employment with the city of Garden Grove, but rather reflect the CALPERS processing time required to make such a transition.

Respectfully Submitted,

James Colegrove, Sgt.  
MRO Program Coordinator

*I CONCUR w/SGT. COLEGROVE.  
FORWARDED TO THE CHIEF.  
C.D. Elgin 6-30-16*

*I Concur ...*  
  
6-30-16

**Subject:** Re: Baltimore Conference & Award Ceremony  
**From:** James Colegrove <jamesc@ci.garden-grove.ca.us>  
**Date:** Tue, 5 Jul 2016 10:58:11 -0700 (PDT)  
**To:** wjones <wjones@calea.org>

Hi Wendi ☺

It's attached now.

Thanks,

Jim

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

From: "wjones" <wjones@calea.org>  
To: "James Colegrove" <jamesc@ci.garden-grove.ca.us>  
Cc: "Mark Mosier" <mmosier@calea.org>  
Sent: Tuesday, July 5, 2016 10:31:41 AM  
Subject: RE: Baltimore Conference & Award Ceremony

Yes sir I understand that and am aware, however, I need the certificate verification form completed and returned so that I can assure I'm ordering the correct certificates for your agency.  
Thanks,

Wendi Jones |Contract Specialist  
wjones@calea.org|(703) 352-4225 ext. 34 | (703) 890-3126 fax  
13575 Heathcote Blvd., Suite 320, Gainesville, VA 20155

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

From: James Colegrove [mailto:jamesc@ci.garden-grove.ca.us]  
Sent: Tuesday, July 05, 2016 1:25 PM  
To: Wendi Jones  
Cc: Mark Mosier  
Subject: Baltimore Conference & Award Ceremony

Dear Wendi,

The Garden Grove Police Department will not be attending the Baltimore CALEA conference, the Commission hearing, or the banquet due to fiscal matters. We have already made notification of such to our CALEA Representative Mark Mosier.

Sincerely,

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

<b>Certificate Verification Form.pdf</b>	<b>Content-Type:</b> application/pdf
	<b>Content-Encoding:</b> base64

**Please verify the information below for your agency's Award Certificates:**

**AGENCY NAME**

Garden Grove (California) Police Department

Check if Correction Needed:

Corrected Name:

**AGENCY CEO**

Chief Todd Elgin

Check if Correction Needed:

Corrected Name: Chief Todd D. Elgin

**AGENCY Law Enforcement Accreditation ACCREDITATION MANAGER**

Sergeant James Colegrove

Check if Correction Needed:

Corrected Name:

---

**Please return this electronic form to Wendi Jones  
at [wjones@calea.org](mailto:wjones@calea.org)  
by 6/20/2016 12:00:00 AM  
EVEN IF THERE ARE NO CORRECTIONS.**

**Delivery on the certificates usually takes 6-8 weeks after the meeting.**

**Person Completing:** Sergeant James Colegrove

**Date:** 07/05/2016

**Contact Number:** 714-741-5414

**Subject:** Re: Pitchess Motion ~ Yong Yoo

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

**Date:** Tue, 5 Jul 2016 11:18:53 -0700 (PDT)

**To:** "Jason M. McEwen" <jmcewen@wss-law.com>

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

Jason,

you bet.. I am working Friday and I am all prepped by Craig McIver... I will be awaiting your phone call if I am needed.

Thanks,

Jim

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

From: "Jason M. McEwen" <jmcewen@wss-law.com>

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

Cc: "Craig McIver" <craigm@ci.garden-grove.ca.us>, "Ann Eifert" <anne@ci.garden-grove.ca.us>, "Christi Mendoza" <christim@ci.garden-grove.ca.us>, "Omar Sandoval" <omars@ci.garden-grove.ca.us>, "Kathy Bailor" <kathyb@ci.garden-grove.ca.us>

Sent: Tuesday, July 5, 2016 11:09:48 AM

Subject: RE: Pitchess Motion ~ Yong Yoo

Thank you, sir. We'll take care of this one.

On a separate note, are you still available for the Pitchess motion on the Beavers case that is set for this Friday? At this point, I only need you to be on call, but you should be prepared to come to court as there is a slight possibility that we will need to go in camera regarding Officer Contreras.

Thanks,  
Jason

Direct Line: 714-415-1080

Direct Fax: 714-415-1180

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

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

Sent: Tuesday, July 05, 2016 10:45 AM

To: Jason M. McEwen <jmcewen@wss-law.com>

Cc: Craig McIver <craigm@ci.garden-grove.ca.us>; Ann Eifert <anne@ci.garden-grove.ca.us>; Christi Mendoza <christim@ci.garden-grove.ca.us>; Omar Sandoval <omars@ci.garden-grove.ca.us>; Kathy Bailor <kathyb@ci.garden-grove.ca.us>

Subject: Pitchess Motion ~ Yong Yoo

Jason,

Here's a new Pitchess Motion received by GGPD on July 1, 2016:

Defendant: Yong Yoo (drunk driving arrest on 12/06/2014)

Date: July 28, 2016 at 9:00 AM

Court: W15

Officers: Morton #1940  
Chang #3607  
Zmija #1978

Thanks,

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



**Subject:** PDF conversion to word

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

**Date:** Tue, 5 Jul 2016 13:21:36 -0700 (PDT)

**To:** Carole Kanegae <carolek@ci.garden-grove.ca.us>

Carole,

Can you convert the attached PDF into a word document please?

Thanks,

Jim

<b>OIS Protocol - oisProtocol.pdf</b>	<b>Content-Type:</b> application/pdf
	<b>Content-Encoding:</b> base64

# OIS Protocol – Community Policing Bureau

## **Sergeant (On Scene)**

Takes control and secures scene, gets briefed, makes assignments:

- Assigns handle officer and ensures assignments are made (perimeter, crime scene log, traffic control)
- Controls crime scene
- Removes shooter and witness officers from scene (assigns peer support) If no rounds "hit" anyone, shooter can remain at scene
- Calls CAP/Beats Sergeant with needed information for CAP call-in - Info Checklist
- Notifies Watch Commander and/or Division Commander
- Conducts briefings to investigative shooting team
- Scene Supervision until relieved or completed.

## **Sergeant (Station Supervisor)**

Contact person for all incident personnel at station:

- Determines personnel/witnesses/others at station involved in incident and their locations within the station.
- Acquires resources for station personnel (interview rooms, victim rooms, other needs)
- Calls in additional personnel from home if assigned by Watch Commander
- Primary contact for Dept Psych, LDF Attorney, DA Investigators, CAP Sergeant and other arriving support.

## **Watch/Division Commander**

Takes call from sergeant, gathers enough info to determine resources needed.

- Have Dispatch "Group Text" Management for OIS notification
- Notify shooter's Chain of Command Lieutenant
- Notify Bureau Commander (Chief if not available)
- Notify Professional Standards Lieutenant (PIO / Liability Team)
- Confirm CAP Sergeant has been notified by On Scene Sergeant
- Assigns Station Supervisor for incident
- Monitors incident, but maintains oversight of patrol deployment and field activity
- Determines if additional patrol personnel should be called in.
- Respond in if after hours

## **Community Policing Bureau Commander**

Takes call from Watch/Division Commander.

- Notifies Chief
- Responds in if after hours
- Overall oversight of operational function



## **OIS Protocol – Support Services Bureau**

### **Investigations Sergeant (CAP and/or Beats)**

Notified by On Scene Sergeant regarding OIS.

- Notifies Investigations Commander
- Notifies Beats Sergeant (if necessary)
- Notifies Investigators
- DA Shooting Team (if necessary)
- Coroner (if necessary)
- Crime Lab (if necessary)
- GSU Sergeant (if necessary)

### **Investigations Lieutenant**

Notified by Investigations Sergeant regarding OIS.

- Notifies Bureau Commander
- Responds in if after hours
- Coordinates with DA Inv. and PIO for public info release

### **Support Services Bureau Commander**

Notified by Investigations Lieutenant regarding OIS.

- Responds in if after hours (if necessary)
- Overall oversight of investigative function

# OIS Protocol – Administrative Services Bureau

## **Professional Standards Lieutenant**

Notified by Watch Commander or Division Commander regarding OIS.

- Notifies IA Sergeant / Liability Team
- Notifies ASB Commander
- Responds in after hours
- Oversees IA/Liability Team
- Coordinates with DA Inv. and Investigations Commander for public info release

## **Internal Affairs Sergeant**

Notified by PSD Lieutenant regarding OIS.

- Notifies Liability Team – Contact Info
- Responds in if after hours to coordinate Liability Team

## **Administrative Services Bureau Commander**

Notified by PSD Lieutenant regarding OIS.

- Responds in if after hours
- Calls Department Psychologist / Trauma Response – Contact Info
- Overall oversight of administrative function

## Information Checklist for CAP Call-in

CRIME:

DR#:

DATE/TIME:

Location:

District:

Victim(s):

- Sex
- Age
- Race
- Any other important info
- Location i.e. hospital

Suspect(s):

- Sex
- Age
- Race
- Any other important info

Weapon:

Number of witnesses/victims/suspects to be interviewed:

Brief summary of circs:

# Contact List

## **Department Psychologist:**

Dr. Gina Gallivan  
Office – (714) 379-8000  
Mobile –

## **Liability Team:**

### Liability Attorneys

Dan Spradlin

Cell:

Home:

Pat Desmond

Cell:

Home:

Caroline Byrne

Cell:

Home:

### Claims Administrator

Steve Rolon

Office – (714) 572-5284

Mobile –

Home –

Fax – (866) 254-4423

## **DA's Shooting Team:**

Contact Investigations Sergeant for current list

## **Crime Lab:**

(714) 834-4527 or (714) 834-6421

After Hours OCSD W/C:

(714) 628-7170 or (714) 628-7171 or (714) 647-6015

## **Orange County Coroner:**

(714) 647-7400 or (714) 647-7411

## Equipment Resources and Locations

Item	Location	Contact
Partitions	CAP - Cabinet upstairs across from East Conference Room	
Light Towers	Rear Lot	Lt. Leiva (714) 308-0544
Barricades	City Yard	On Call Public Works
Video Camera	CAP Storage / WC Office	
Command Post	Special Services	Lt. Leiva (714) 308-0544
EZ ups	Motor Shed	

**Subject:** Re: Hobble Restraint GO

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

**Date:** Tue, 5 Jul 2016 15:39:31 -0700 (PDT)

**To:** Amir Elfarra <amire@ci.garden-grove.ca.us>

**CC:** Kevin Boddy <kevinb@zimbra.ci.garden-grove.ca.us>

sure here it is...can you make the additions or any changes in Red ink for historical tracking purposes please....

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

From: Amir Elfarra <amire@ci.garden-grove.ca.us>

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

Sent: Tue, 05 Jul 2016 15:18:25 -0700 (PDT)

Subject: Hobble Restraint GO

Jim,

Will you please send me the Hobble Restraint GO in a format that we can make modifications to it. Captain Boddy is aware of this and we are adding several points.

Thank you-Amir

<b>GO 5.27.doc</b>	<b>Content-Type:</b> application/msword <b>Content-Encoding:</b> base64
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**General Order: 5.27  
USE OF THE "HOBBLE" RESTRAINT**

Effective: March 5, 1997  
Last Revised:

**PURPOSE**

The purpose of this order is to establish a uniform policy on the various use of "hobble restraints", and the method of transporting violent combative prisoners who have been handcuffed and a hobble restraint applied.

**POLICY**

The "Hobble Strap" may be used under three levels of restraint which will be referred to as "Minimum Restraint", "Moderate Restraint and "Maximum Restraint'.

Once a suspect is subdued and handcuffed, and hobble restraints are placed on their legs, they must be rolled onto their side and left in that position until transportation. If any medical problems are observed with the arrestee, paramedics shall be requested and the arrestee provided with the appropriate medical attention.

An arrestee who has the hobble attached, should be placed in an upright seated position during transportation. If this cannot reasonably be accomplished, the arrestee should be transported by ambulance. An officer must accompany the arrestee in an ambulance if this mode or transportation is utilized. The arrestee will be monitored at all times while the hobble restraint is attached.

**PROCEDURE**

The hobble strap may be used under three different levels of restraint:

Level 1: Minimum Restraint. In this method, the hobble cord will be placed around the waist and attached to the handcuffs, preventing the arrestee from "slipping" the handcuffs to the front of his body.

Level 2: Moderate Restraint. In this method, the hobble restraint will be placed around the thighs to reduce the opportunity for the arrestee to flee on foot, and limiting his/her ability to kick.

Level 3: Maximum Restraint. In this method, the hobble strap is placed around the ankles of the arrestee and is designed for maximum restraint of a prisoner that is combative and equires restraint of both hands and feet.

GARDEN GROVE POLICE DEPARTMENT  
General Order: 5.27  
Use of the "Hobble" Restraint

Either a single strap or double strap technique is authorized at this level. Arrestees transported in the maximum restraint position should be transported in a seated upright position. If this cannot reasonably be accomplished, the arrestee should be transported by ambulance and accompanied by an officer. While the hobble restraint is applied in the maximum level, the arrestee should be monitored by an officer until the restraint is removed.

If any medical problems are observed by the officer at anytime, paramedics will be requested or the appropriate medical attention provided.

Anytime the maximum restraint level is used by an officer, the circumstances requiring the use shall be documented in a police report. In addition, a supervisor shall be notified as soon as possible, or at least by the end of the shift.

**Subject:** Re: OCSD Bomb Class @ GGPD  
**From:** James Colegrove <jamesc@ci.garden-grove.ca.us>  
**Date:** Wed, 6 Jul 2016 07:41:12 -0700 (PDT)  
**To:** "Imai, Susan T" <SIMAI@ocsd.org>

Dear Susan,

Thank you so much for emailing me the PowerPoint. I apologize for my oversight and totally appreciate you sending it to me.

Sincerely,

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

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

From: "Imai, Susan T" <SIMAI@ocsd.org>  
To: "James Colegrove" <jamesc@ci.garden-grove.ca.us>  
Sent: Wednesday, July 6, 2016 7:31:12 AM  
Subject: FW: OCSD Bomb Class @ GGPD

Good morning Sgt. Colegrove,

Attached is the Power Point presentation outline that was not pick up.  
Sincerely,

Susan Imai  
Homeland Security | OC Sheriff Department  
Bomb Squad  
Tel: 714.538.2694 Fax: 714.538.7359  
[Simai@ocsd.org](mailto:Simai@ocsd.org)

Remaining unified as we weather this storm

Notice: Documents disseminated in this e-mail may be (U)FOUO, law enforcement or public safety sensitive, and are not for distribution to the general public or the media.

FOR OFFICIAL USE ONLY (FOUO): The term used within DHS to identify unclassified information of a sensitive nature, not otherwise categorized by statute or regulation, the unauthorized disclosure of which could adversely impact a person's privacy or welfare, the conduct of Federal programs, or other programs or operations essential to the national interest. Information impacting the National Security of the United States and classified Confidential, Secret, or Top Secret under Executive Order 12958, "Classified National Security Information," as amended, or its predecessor or successor orders, is not to be considered FOUO. FOUO is not to be considered classified information. FOR OFFICIAL USE ONLY material must be stored in a locked container when not in use and disposed of by shredding or burning when no longer useful

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

From: Sterett, Randall T  
Sent: Thursday, May 05, 2016 8:35 AM  
To: James Colegrove  
Cc: Imai, Susan T  
Subject: RE: OCSD Bomb Class @ GGPD

James,

I printed out the Power Point slides.

They are available for pick up at the Squad: 1900 W. Katella Ave.

Susan will have them.

Thanks,

Randy

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

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

Sent: Wednesday, May 04, 2016 5:38 PM

To: Sterett, Randall T

Cc: Robert Bogue; Marty Donahue; Kevin Boddy

Subject: OCSD Bomb Class @ GGPD

Dear Randy Sterett,

Thank you for administering the bomb class to the Garden Grove Police Department last week. It was very informative and excellent training for Garden Grove Police Officers.

I am looking for a PowerPoint presentation or outline of your bomb class so that I can place it in our training files with the existing class rosters. A paper copy of the PowerPoint would be great. Our Department likes to keep curriculum on file since we are a nationally accredited police department with CALEA, the Commission on Accredited Law Enforcement Agencies.

Thank you for the help.

Sincerely,

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

**Subject:** Re: PDF conversion to word

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

**Date:** Wed, 6 Jul 2016 09:54:49 -0700 (PDT)

**To:** Carole Kanegae <carolek@ci.garden-grove.ca.us>

thank you Carole 😊

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

From: "Carole Kanegae" <carolek@ci.garden-grove.ca.us>

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

Sent: Wednesday, July 6, 2016 9:37:28 AM

Subject: Re: PDF conversion to word

Here you go!

Carole Kanegae

Office of the Chief of Police

Garden Grove Police Department

Ph: 714-741-5901

Fx: 714-741-5902

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

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

To: "Carole Kanegae" <carolek@ci.garden-grove.ca.us>

Sent: Tuesday, July 5, 2016 1:21:36 PM

Subject: PDF conversion to word

Carole,

Can you convert the attached PDF into a word document please?

Thanks,

Jim

**Subject:** OIS Protocol ~ word document

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

**Date:** Wed, 6 Jul 2016 09:55:32 -0700 (PDT)

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

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

<b>OIS Protocol.docx</b>	<b>Content-Type:</b> application/vnd.openxmlformats-officedocument.wordprocessingml.document <b>Content-Encoding:</b> base64
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# OIS Protocol - Community Policing Bureau

## Sergeant (On Scene)

Takes control and secures scene, gets briefed, makes assignments:

- o Assigns handle officer and ensures assignments are made (perimeter, crime scene log, traffic control)
- o Controls crime scene
- o Removes shooter and witness officers from scene (assigns peer support) If no rounds "hit" anyone, shooter can remain at scene
- o Calls CAP/Beats Sergeant with needed information for CAP call-in - Info Checklist
- o Notifies Watch Commander and/or Division Commander
- o Conducts briefings to investigative shooting team
- o Scene Supervision until relieved or completed.

## Sergeant (Station Supervisor)

Contact person for all incident personnel at station:

- o Determines personnel/witnesses/others at station involved in incident and their locations within the station.
- o Acquires resources for station personnel (interview rooms, victim rooms, other needs)
- o Calls in additional personnel from home if assigned by Watch Commander
- o Primary contact for Dept Psych, LDF Attorney, DA Investigators, CAP Sergeant and other arriving support.

## Watch/Division Commander

Takes call from sergeant, gathers enough info to determine resources needed.

- o Have Dispatch "Group Text" Management for OIS notification
- o Notify shooter's Chain of Command Lieutenant
- o Notify Bureau Commander (Chief if not available)
- o Notify Professional Standards Lieutenant (PIO / Liability Team)
- o Confirm CAP Sergeant has been notified by On Scene Sergeant
- o Assigns Station Supervisor for incident
- o Monitors incident, but maintains oversight of patrol deployment and field activity
- o Determines if additional patrol personnel should be called in.
- o Respond in if after hours

## Community Policing Bureau Commander

Takes call from Watch/Division Commander.

- o Notifies Chief
- o Responds in if after hours
- o Overall oversight of operational function

# OIS Protocol- Support Services Bureau

## **Investigations Sergeant (CAP and/or Beats)**

Notified by On Scene Sergeant regarding OIS.

- o Notifies Investigations Commander
- o Notifies Beats Sergeant (if necessary)
- o Notifies Investigators
- o DA Shooting Team (if necessary)
- o Coroner (if necessary)
- o Crime Lab (if necessary)
- o GSU Sergeant (if necessary)

## **Investigations Lieutenant**

Notified by Investigations Sergeant regarding OIS.

- o Notifies Bureau Commander
- o Responds in if after hours
- o Coordinates with DA Inv. and PIO for public info release

## **Support Services Bureau Commander**

Notified by Investigations Lieutenant regarding OIS.

- o Responds in if after hours (if necessary)
- o Overall oversight of investigative function



# OIS Protocol - Administrative Services Bureau

## **Professional Standards Lieutenant**

Notified by Watch Commander or Division Commander regarding 015.

- o Notifies IA Sergeant / Liability Team
- o Notifies ASB Commander
- o Responds in after hours
- o Oversees IN Liability Team
- o Coordinates with DA Inv. and Investigations Commander for public info release

## **Internal Affairs Sergeant**

Notified by PSD Lieutenant regarding 015.

- o Notifies Liability Team - Contact Info
- o Responds in if after hours to coordinate Liability Team

## **Administrative Services Bureau Commander**

Notified by PSD Lieutenant regarding 015.

- o Responds in if after hours
- o Calls Department Psychologist / Trauma Response - Contact Info
- o Overall oversight of administrative function

## Information Checklist for CAP Call-in

CRIME:

DR#:

DATE/TIME:

Location:

District:

Victim(s):

- Sex
- Age
- Race
- Any other important info
- Location i.e. hospital

Suspect(s):

- Sex
- Age
- Race
- Any other important info

Weapon:

Number of witnesses/victims/suspects to be interviewed:

Brief summary of circs:

# Contact List

## Department Psychologist:

Dr. HugMe LuvMe Boddy  
Office - (714) 981-1182  
Mobile -

## Liability Team:

### Liability Attorneys

Dan Spradlin  
Cell:  
Home:

Pat Desmond  
Cell:  
Home:

Caroline Byrne  
Cell:  
Home:

### Claims Administrator

Steve Rolon  
Office - (714) 572-5284  
Mobile -  
Home - /  
Fax - (866) 254-4423

## DA's Shooting Team:

Contact Investigations Sergeant for current list

## Crime Lab:

(714) 834-4527 or (714) 834-6421

After Hours OCSD W/C:  
(714) 628-7170 or (714) 628-7171 or (714) 647-6015

## Orange County Coroner:

(714) 647-7400 or (714) 647-7411

## Equipment Resources and Locations

Item	Location	Contact
Partitions	CAP - Cabinet upstairs across from East Conference Room	
Light Towers	Rear Lot	Lt. Leiva (714) 308-0544
Barricades	City Yard	On Call Public Works
Video Camera	CAP Storage / WC Office	
Command Post	Special Services	Lt. Leiva (714) 308-0544
EZ ups	Motor Shed	

Re: Sergeant Orientation

**Subject:** Re: Sergeant Orientation

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

**Date:** Wed, 6 Jul 2016 17:18:33 -0700 (PDT)

**To:** Kory Ferrin <koryf@ci.garden-grove.ca.us>

Kory ~ yes it is the same. glad you guys got the manual and training..

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

From: "Kory Ferrin" <koryf@ci.garden-grove.ca.us>

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

Sent: Wednesday, July 6, 2016 4:23:51 PM

Subject: Re: Sergeant Orientation

We did have internal orientation. Is the supervisory manual the same one as online?

Kory

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

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

To: "Kory Ferrin" <koryf@ci.garden-grove.ca.us>, "Charles Loffler" <charlesl@ci.garden-grove.ca.us>

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

Sent: Thursday, June 30, 2016 10:29:36 AM

Subject: Sergeant Orientation

hey I am trying to figure out if you two have been to a one-week internal GGPD Sergeant orientation? Also, did you guys receive the Supervisory Manual too? it's got a lot of good stuff in it and I would like to get you guys a copy if you don't already have one..

lemme know ASAP please.

Thanks,

Jim

**Subject:** Re: Shift change movements

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

**Date:** Thu, 7 Jul 2016 05:26:44 -0700 (PDT)

**To:** Carole Kanegae <carolek@ci.garden-grove.ca.us>

Hi Carole,

Have you heard any info on any changes?

I will start on a summation based on what I know already:

CAMARA to beats

Earle to GSU

Jim

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

From: "Carole Kanegae" <carolek@ci.garden-grove.ca.us>

To: "Watch Commanders" <watch.commanders@ci.garden-grove.ca.us>

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

Sent: Wednesday, June 29, 2016 8:26:01 AM

Subject: Shift change movements

I will need to prepare PAF's for those individuals that will be moving for shift change.

Please provide a list of those movements to Sgt. Colegrove so he can prepare the correct "R" numbers list to me.

Movements include moving from East to West, each rank and vice-versa, as well as those being transferred out or into Community Policing.

Thanks

Carole Kanegae

Office of the Chief of Police

Garden Grove Police Department

Ph 714-741-5901

Fx 714-741-5902

**Subject:** Action Needed

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

**Date:** Thu, 7 Jul 2016 07:25:07 -0700 (PDT)

**To:** David Chang <davidc@ci.garden-grove.ca.us>

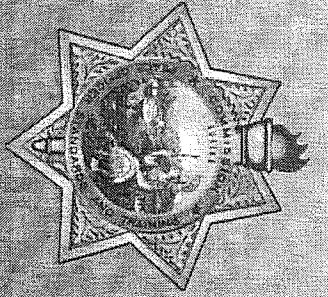
**CC:** Robert Bogue <robertb@ci.garden-grove.ca.us>

David,

Please see the highlighted portion of your 1st Aid completion certificate. POST will not give you credit until you follow-through with the highlighted portion.

Jim

201607070730.pdf	<b>Content-Type:</b> application/pdf
	<b>Content-Encoding:</b> base64



California POST Learning Portal

# Proof of Completion

**C33-R60 CHANG, DAVID Y.**

Name

**Law Enforcement First Aid/CPR Online Course**

Course

**6/30/2016**

Date Passed

Important: This is proof you finished only the online portion of the First Aid/CPR Refresher requirement. You still need to come back to the Portal and enter the date of your completed Skills Demonstration in order to receive credit for completing the course.

This course was presented by POST through the Learning Portal (ip.post.ca.gov).  
Additional verification can be made through this individual's POST EDC training profile.



Re:

**Subject:** Re:

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

**Date:** Fri, 8 Jul 2016 05:08:26 -0700 (PDT)

**To:** Troy Haller <troyh@ci.garden-grove.ca.us>

Troy,

I am not familiar with this training, so therefore it's not mandated. So, with that in mind, no roster needed and no need to create a training file on the matter.

Take Care,

Jim

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

From: "Troy Haller" <troyh@ci.garden-grove.ca.us>

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

Sent: Friday, July 8, 2016 1:03:37 AM

OK hopefully this is the last question. Burillo told me I should ask you if we need to fill out some type of post form if we show some mental health videos Lt Leiva gave him awhile ago in briefings. I was not sure what he was talking about. Let me know what you think.

Thanks,  
Haller

**Subject:** PAF's Needed for Personnel Movement

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

**Date:** Fri, 8 Jul 2016 06:07:32 -0700 (PDT)

**To:** Carole Kanegae <carolek@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>

**BCC:** Todd Elgin <todde@ci.garden-grove.ca.us>

Hi Carole,

Attached is a summary of the personnel moves at shift-change July 2, 2016.

During an audit of the city's auth. pos as compared to the July 2, 2016 shift-change schedule, the following personnel had changed patrol divisions prior to July 2, 2016 (unknown when). Their movement is also cited in my attached memo:

Reynolds, Chang, Lee, Escobedo, and Yergler.

Also, hopefully HR will update their authorized positions list to reflect the previous moves where PAF's have already been sent over to them:

Rubalcaba to Red Flex  
Lux to SIU

Pending Moves in the near future:

Gildea officially to NTU after Fischer Retirement in one week; Loffler to fulltime R# Sergeant.  
Ferrin to fulltime R# Sergeant after Manny Flores retires in early August.

Thanks,

Jim

Changes 07-02-2016.doc	<b>Content-Type:</b> application/msword
	<b>Content-Encoding:</b> base64



# GARDEN GROVE POLICE DEPARTMENT

## INTER-DEPARTMENT MEMORANDUM

**To:** Chief Todd D. Elgin **Date:** July 8, 2016  
**From:** Sergeant James Colegrove  
**Subject:** Changes to Auth. Pos. Effective Shift-Change: July 2, 2016

**Transfer:** **Chris Wasinger #9207**

**From:** DIV 69: Position R783/6960 C.A.P.  
**To:** DIV 67: Position R783/6710: West Division Patrol  
**Effective:** July 2, 2016

**Transfer:** **Daniel Camara #3964**

**From:** DIV 67: Position R885/6710 West Division Patrol  
**To:** DIV 69: Position R885/6960: Beats  
**Effective:** July 2, 2016

**Transfer:** **Chris Earle #3625**

**From:** DIV 67: Position R746/6730 East Division Patrol  
**To:** DIV 67: Position R746/6760: GSU  
**Effective:** July 2, 2016

**Transfer:** **Adam Coughran #1875**

**From:** DIV 67: Position R757/6730 East Division Resorts  
**To:** DIV 67: Position R757/6710: West Division Patrol  
**Effective:** July 2, 2016

**Transfer:** **Charles Starnes #3218**  
**From:** DIV 67: Position R755/6710 West Division Patrol  
**To:** DIV 67: Position R755/6730: East Division Patrol  
**Effective:** July 2, 2016

**Transfer:** **Matthew Marchand #4435**  
**From:** DIV 67: Position R814/6730 East Division Patrol  
**To:** DIV 67: Position R814/6710: West Division Patrol  
**Effective:** July 2, 2016

**Transfer:** **Chasen Contreras #4400**  
**From:** DIV 67: Position R788/6710 West Division Patrol  
**To:** DIV 67: Position R788/6730: East Division Patrol  
**Effective:** July 2, 2016

**Transfer:** **Sean Gleason #4401**  
**From:** DIV 67: Position R687/6710 West Division Patrol  
**To:** DIV 67: Position R687/6730: East Division Patrol  
**Effective:** July 2, 2016

**Transfer:** **Douglas Pluard #6938**  
**From:** DIV 67: Position R103/6710 West Division Patrol  
**To:** DIV 67: Position R103/6730: East Division Patrol  
**Effective:** July 2, 2016

**Transfer:** **David Chang #3607**  
**From:** DIV 67: Position R767/6710 West Division Patrol  
**To:** DIV 67: Position R767/6730: East Division Patrol  
**Effective:** Unknown

**Transfer:** **Raphael Lee #4021**  
**From:** DIV 67: Position R787/6710 West Division Patrol  
**To:** DIV 67: Position R787/6730: East Division Patrol  
**Effective:** Unknown

**Transfer:** **Joshua Escobedo #4334**  
**From:** DIV 67: Position R820/6710 West Division Patrol  
**To:** DIV 67: Position R820/6730: East Division Patrol  
**Effective:** Unknown

**Transfer:** **John Yergler #4156**  
**From:** DIV 67: Position R889/6710 West Division Patrol  
**To:** DIV 67: Position R889/6730: East Division Patrol  
**Effective:** Unknown

**Transfer:** **John Reynolds #0017**  
**From:** DIV 67: Position R241/6730 East Division Patrol  
**To:** DIV 67: Position R241/6710: West Division Patrol  
**Effective:** Unknown

**Subject:** OC Register Article

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

**Date:** Fri, 8 Jul 2016 06:38:10 -0700 (PDT)

**To:** Dennis Vargas <dennisv@ci.garden-grove.ca.us>, Kenneth Chism <kennethc@ci.garden-grove.ca.us>

**CC:** Orlonzo Reyes <orlonzor@ci.garden-grove.ca.us>, Carl Whitney <carlw@ci.garden-grove.ca.us>, Ted Peaslee <tedp@ci.garden-grove.ca.us>

See the attached article...hey I think this was the suspect who assaulted C. Drake of GEO; FYI only

<http://mynews1a.com/orange-county/2016/07/07/carjacking-fugitive-flees-court-hearing-in-santa-ana/>

Jim

**Subject:** Powerdms

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

**Date:** Fri, 8 Jul 2016 08:40:44 -0700 (PDT)

**To:** Charles Cline <charlesc@ci.garden-grove.ca.us>

hey charlie,

please sign off the docs on Powerdms...your name is on a report for overdue sign-offs.

Jim

**Subject:** Marchand

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

**Date:** Tue, 12 Jul 2016 06:18:34 -0700 (PDT)

**To:** Jonathan Wainwright <jonathan@ci.garden-grove.ca.us>

Hey Jon,

Marchand has 388 documents that need to be signed-off on PowerDMS. He really has not heeded my previous requests to get it done.

FYI

Jim



**Subject:** Re: unused PD emails

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

**Date:** Tue, 12 Jul 2016 09:53:31 -0700 (PDT)

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

Terry ~

I do not recognize any of these names. Please remove them from the network access, which should also free up the Zimbra licenses. If for any reason they come forward at a later time and date (which I don't think will happen), then we can reevaluate their access rights to the network.

thanks for doing this!

Jim

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

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

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

Sent: Tuesday, July 12, 2016 9:41:44 AM

Subject: unused PD emails

Hi Jim,

We have a few users on the network that have either never used their email, or last logged on in 2011. They may have been from County or cadets since they're setup a little different from the normal PD group. Do you know if any of these users still use the system and if they need email or can I remove them?

Aurora Vasquez

Becquie Venus

Judith Torres

Ngoc Nguyen

Terry

x5915

**Subject:** Fwd: unused PD emails

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

**Date:** Tue, 12 Jul 2016 09:54:08 -0700 (PDT)

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

FYI

----- On Jul 12, 2016, at 9:53 AM, James Colegrove [jamesc@ci.garden-grove.ca.us](mailto:jamesc@ci.garden-grove.ca.us) wrote:

Terry ~

I do not recognize any of these names. Please remove them from the network access, which should also free up the Zimbra licenses. If for any reason they come forward at a later time and date (which I don't think will happen), then we can reevaluate their access rights to the network.

thanks for doing this!

Jim

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

From: "Terry Chang" <[terryc@ci.garden-grove.ca.us](mailto:terryc@ci.garden-grove.ca.us)>

To: "James Colegrove" <[jamesc@ci.garden-grove.ca.us](mailto:jamesc@ci.garden-grove.ca.us)>

Sent: Tuesday, July 12, 2016 9:41:44 AM

Subject: unused PD emails

Hi Jim,

We have a few users on the network that have either never used their email, or last logged on in 2011. They may have been from County or cadets since they're setup a little different from the normal PD group. Do you know if any of these users still use the system and if they need email or can I remove them?

Aurora Vasquez

Becquie Venus

Judith Torres

Ngoc Nguyen

Terry

x5915

**Subject:** Fwd: Rifle Course Problems per P.O.S.T.  
**From:** James Colegrove <jamesc@ci.garden-grove.ca.us>  
**Date:** Tue, 12 Jul 2016 11:32:57 -0700 (PDT)  
**To:** Kevin Boddy <kevinb@ci.garden-grove.ca.us>

Looks like only active-duty fulltime officers who can teach AR class are Sgt. Burillo and Corporal Tintle.

----- On Jul 5, 2016, at 4:54 AM, James Colegrove [jamesc@ci.garden-grove.ca.us](mailto:jamesc@ci.garden-grove.ca.us) wrote:

Bob,

Last month I submitted changes to the our Rifle Course that was decertified by POST Sacramento. Those changes were successfully accepted; however, our POST Representative, Valna Wilson, has now requested (9) nine additional changes to the course, which are listed below. These are significant changes.

This changes should be addressed by the new PSD Sergeant in the next few weeks. Also, the Department has to decided whether or not it will train the new laterals, who start in the next few weeks, on the AR15 even though the Department does not presently possess a POST certified course.

Jim

[Administration] Posted by VALNA WILSON on 6/30/2016 10:49:35 AM for version #173632:

Jim, a few items: - You have to insert the following language in the course description (I noticed training managers of this some time ago): Successful completion of this course satisfies the legislative training mandate to possess short barrel rifles as specified in Penal Code section 33220(b) and the Commission training requirement to possess long barrel rifles as specified in Commission Regulation 1081. - You will need to publish the course in the POST Catalog, we recognize this is in-house training only but this is a tool that allows for other Presenters to find courses in the region and in completing a training needs assessment. - Need to fill-in "Estimated annual trainees". Val

[Instructor: ROBERT BOWERS] Posted by VALNA WILSON on 6/30/2016 10:53:12 AM for version #173632:

Section 3 - states Bowers is also teaching "Taser" and "Chemical Agents", don't know how he can teach these areas as Section 4 does not show he completed requisite instructor training courses. Section 4 - There are duplicated entry of the same courses and placer dates of some of those courses of 2090; please correct these areas. Thx, Val

[Instructor: JAMES FISCHER] Posted by VALNA WILSON on 6/30/2016 10:56:54 AM for version #173632:

Section 3 - Only those subject topics or the actual course title should be listed here. - Section 4 - Duplicated entry courses some with the placer date of 2090 need to be corrected; all relevant POST Regulation 1070 Specialized Subject courses should be checked as meeting the appropriate (b) or (c). Thx, Val

[Outline] Posted by VALNA WILSON on 6/30/2016 11:35:47 AM for version #173632:  
Your Expanded Course Outline will have to show that it clearly meets both the

PSP-Tactical Firearms and POST Regulation 1081 for Rifle Course. I cannot clearly line-up all PSP requirement: (A) Basic Tactical Firearms Situations-Judgement and Decision Making, I think some of your exercises can cover this area but you need to put the 'A' to show this. (D) Sight Alignment, Trigger Control, Accuracy. (H) Legal Issues. (I) Use of Force Considerations/Options. (J) Moral Obligations. For POST Reg 1081 need to clearly show the following: Tactical Considerations; Firearms Care, Breakdown and Cleaning. Parts of your ECO is hard to following as in this outline forms. You have "Firearms Fundamentals Lecture" sitting under "7. Nomenclature, Specifications, Capabilities", I don't understand this. Traditional outlines are set with roman numerals and alphas, i.e. I.A.1.a.,b.,2.a.,i.,ii., etc. This may make it easier to compose and follow, your call. Also, please remove all references to breaks.

[Outline] Posted by VALNA WILSON on 6/30/2016 11:36:45 AM for version #173632: Also, it really isn't necessary to put the instructor name and the time within the ECO; again, your call but all has to mirror and line-up with the HDS. Thx, Val

[Hourly Dist Sched] Posted by VALNA WILSON on 6/30/2016 11:43:25 AM for version #173632:

Please take out breaks except for the lunch breaks as this will subtract from the total training hours. Also, your HDS has to mirror your ECO; you have specific instructors and times on the ECO but you have both instructors listed to teach all areas. Some content from the ECO and therefore times between the ECO and HDS are not matching. Thx, Val

[Safety] Posted by VALNA WILSON on 6/30/2016 11:51:59 AM for version #173632: Jim, please go onto the POST web site, go under "Publications", go to "Publication List", click 'G', and scroll to "Guidelines for Student Safety in Certified Courses". Look at the POST recommended general guidelines, firearms, and tactical operations training; your Safety Policy should address (as appropriate) each section. Also, non-participating students not have to be placed in a safe zone but also supervised by an instructor. Can you explain what is meant by "Certified Firearms Instructors"? Thx, Val

[Safety] Posted by VALNA WILSON on 6/30/2016 11:53:11 AM for version #173632: Correction: ...non-participating students not only have to be placed in a safe zone but must be supervised by an approved instructor. Val

[Safety] Posted by VALNA WILSON on 6/30/2016 11:58:07 AM for version #173632: Also, students should be given a copy of portions of the safety policy and their conduct and responsibilities and sign such document. Val

**Subject:** POST Guidance on End-Of-Life Option

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

**Date:** Tue, 12 Jul 2016 13:38:19 -0700 (PDT)

**To:** Robert Bogue <robertb@ci.garden-grove.ca.us>

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

Bob,

It is only a matter of time before patrol gets one of these calls; perhaps a training bulletin with the attached guidance incorporated in it would be in order. Law took affect one-month ago. Let me know.

Thanks,

Jim

<b>End of Life Option.pdf</b>	<b>Content-Type:</b> application/pdf
	<b>Content-Encoding:</b> base64



**Commission on Peace Officer Standards and Training**  
860 Stillwater Road, Suite 100  
West Sacramento, CA 95605-1630  
[www.post.ca.gov](http://www.post.ca.gov)

Date: July 6, 2016

Bulletin: No. 2016-09

**Subject: End of Life Option Act – Overview of Law Enforcement Response**

On October 5, 2015, Governor Brown signed the End of Life Option Act (ABX2-15 [Eggman]-Penal Code sections 443; 443.1-443.21) which took effect June 9, 2016. It authorizes an adult who meets certain qualifications and who has been determined by his or her attending physician to be suffering from a terminal disease, to make a request for a drug prescribed for the purpose of alleviating suffering and ending his or her life. The Act also provides certain immunity from civil or criminal liability for physicians, medical providers, and for persons present when the patient self-administers the drug, or if a person assists the patient by preparing the aid-in-dying drug, so long as the person did not assist with the ingestion of the drug. The intent of the law is to allow people to help a terminally ill person as long as the terminally ill patient takes an “affirmative, conscious, and physical act” to ingest the medication into their body. The Act does not authorize ending a patient’s life by lethal injection, mercy killing, or active euthanasia. Action taken in accordance with the Act does not constitute suicide or homicide.

The following information is provided as a summary of the new law and is not to be considered a comprehensive review.

**In order to request and obtain the medication, the patient must:**

- Be 18 years of age or older;
- Be a resident of California and be able to establish residency (e.g., California driver's license, able to vote in California, owns or leases property in California, recent tax return, etc.);
- Have the physical and mental ability to self-administer the medication;
- Be suffering from a terminal disease that will, within reasonable medical judgment, result in death within six months;
- Submit to their physician, two oral requests at least 15 days apart, and submit a written request that is witnessed by two other individuals; and
- Within 48 hours prior to taking the drug, the patient must sign a “final attestation” before ingesting the drug.

**Important considerations:**

- Patients must be capable of and must self-administer the drug(s). The intent of the law is to allow persons present to help by holding a cup or pouring medication into a feeding tube so long as the patient takes an “affirmative, conscious, and physical act” to take the medication into their body;
- This law does not require that patient self-administering the medication have any documentation present;
- If at the scene of an in-progress or just occurred ingestion of aid-in-dying medication, when determining if life-saving measures are necessary, first responders must use their best judgment to determine the circumstances, while considering and respecting what could be a very spiritual or emotional scene;

## Bulletin Number 2016-09 (continued)

- End of Life Option Act investigations shall not be classified as suicide cases or homicide cases absent specific circumstances to support doing so;
- Death investigations involving a patient who has self-administered End of Life Option Act medications shall be treated as would any other death investigation including Medical Examiner notification when appropriate;
- There may be a Do Not Resuscitate (DNR) order or a Physician Order for Life Sustaining Treatment (POLST) present; however, there is no requirement that the patient needs a DNR or POLST or that either needs to be presented to first responders on the scene. The totality of the circumstances and agency policies, both law enforcement and EMS, must be taken into consideration;
- There is no mandate for one particular drug to be provided and physicians may vary in what drugs they prescribe. Leftover drugs, that are part of a death investigation, shall be collected and placed into evidence for destruction; and
- Law enforcement should collaborate with and seek appropriate guidance from local and regional medical practitioners as well as legal counsel and/or counsel from their respective District Attorney's Office to carefully balance the dignity and comfort of End of Life Option Act patients, while also ensuring proper compliance with statutory requirements, and proper death investigations.

### **New laws created by this Bill:**

- Felony to knowingly alter or forge a request for drugs to end an individual's life without his or her authorization;
- Felony to conceal or destroy a withdrawal or rescission of a request for the drug if done with the intent to cause or effect the individual's death;
- Felony to knowingly coerce or exert undue influence on an individual to request a drug for the purpose of ending his or her life; and
- Felony to administer an aid-in-dying drug to an individual without their knowledge or consent.

POST, in collaboration with subject matter experts, will be releasing a training video on the End of Life Option Act in December 2016 to all law enforcement agencies in the POST Program. The video is segmented for easy use during briefings or in a stand-alone training module. Two hours of Continuous Professional Training (CPT) is awarded for the completion of the training.

The End of Life Option Act information has also been incorporated in the POST Institute of Criminal Investigation (ICI) Homicide Course and the POST-certified Coroner's Death Investigations Course.

Questions regarding the revision of death investigation training for law enforcement with respect to the End of Life Option Act may be directed to Senior Consultant Larry Ellsworth, Learning Technology Resources Bureau, at (916) 227-4895 or [Larry.Ellsworth@post.ca.gov](mailto:Larry.Ellsworth@post.ca.gov).

STEPHANIE C. SCOFIELD  
Interim Executive Director

**Subject:** SPECIAL ORDER

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

**Date:** Tue, 12 Jul 2016 18:38:17 -0700 (PDT)

**To:** johnkeely32@gmail.com

**SPECIAL ORDER- Promotions and Reassignment 7 and 8-2016.pdf**

**Content-Type:** application/pdf

**Content-Encoding:** base64



**SPECIAL ORDER**  
**July 12, 2016**

**FROM:** TODD D. ELGIN, CHIEF OF POLICE  
**SUBJECT:** PROMOTIONS  
**EFFECTIVE:** JULY 16, AUGUST 13 AND AUGUST 27, 2016  
**TO:** ALL PERSONNEL

**EFFECTIVE SATURDAY, JULY 16, 2016, THE FOLLOWING PROMOTION WILL BE MADE:**

**CHARLES LOFFLER, CPB, ACTING SERGEANT TO CPB, SERGEANT.**

**EFFECTIVE SATURDAY, AUGUST 13, 2016, THE FOLLOWING PROMOTION WILL BE MADE:**

**KORY FERRIN, CPB, ACTING SERGEANT TO CPB, SERGEANT.**

**EFFECTIVE SATURDAY, AUGUST 27, 2016, THE FOLLOWING REASSIGNMENTS WILL BE MADE:**

**MICHAEL VISCOMI, CPB, SERGEANT TO PSD, SERGEANT.**

**WILLIAM ALLISON, CPB, SERGEANT TO CAP, SERGEANT.**



**TODD D. ELGIN**  
**CHIEF OF POLICE**

**Subject:** Chapter 70 ~ CALEA

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

**Date:** Wed, 13 Jul 2016 05:00:21 -0700 (PDT)

**To:** Marty Donahue <martyd@ci.garden-grove.ca.us>

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

Marty,

got your note to copy over attachments from backup 2016 for:

70.1.1

70.1.2

70.1.3

70.1.4

just wanted to give you a heads up that ALL attachments were copied, so there will have to be some vetting and cutting on the number of proofs in each chapter. I will leave it up to you to leave only the best proof for each year in the chapter.

Thanks,

jim

Read this completely

**Subject:** Read this completely

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

**Date:** Wed, 13 Jul 2016 06:10:24 -0700 (PDT)

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

<https://nimitznews.wordpress.com/2014/09/25/play-by-play-chef-michael-jordan/>

**Subject:** End-Of-Life Option Training Bulletin

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

**Date:** Wed, 13 Jul 2016 08:30:23 -0700 (PDT)

**To:** Robert Bogue <robertb@ci.garden-grove.ca.us>

Bob,

hard copy of your desk; let me know if any changes needed...

Jim

**16-04 2016 End Of Life Option.doc**

**Content-Type:** application/msword

**Content-Encoding:** base64

## End of Life Option Act

On October 5, 2015, Governor Brown signed the End of Life Option Act (Penal Code sections 443; 443.1-443.21), which took effect June 9, 2016. It authorizes an adult who meets certain qualifications and who has been determined by his or her attending physician to be suffering from a terminal disease, to make a request for a drug prescribed for the purpose of alleviating suffering and ending his or her life.

The Act also provides certain immunity from civil or criminal liability for physicians, medical providers, and for persons present when the patient self-administers the drug, or if a person assists the patient by preparing the aid-in-dying drug, so long as the person did not assist with the ingestion of the drug.

The intent of the law is to allow people to help a terminally ill person as long as the terminally ill patient takes an "affirmative, conscious, and physical act" to ingest the medication into their body. The Act does not authorize ending a patient's life by lethal injection, mercy killing, or active euthanasia. Action taken in accordance with the Act does not constitute suicide or homicide.

The following information is provided as a summary of the new law and is not to be considered a comprehensive review. In order to request and obtain the medication, the patient must

- Be 18 years of age or older;
- Be a resident of California and be able to establish residency (e.g., California driver's license, able to vote in California, owns or leases property in California, recent tax return, etc.);
- Have the physical and mental ability to self-administer the medication;
- Be suffering from a terminal disease that will, within reasonable medical judgment, result in death within six months;
- Submit to their physician, two oral requests at least 15 days apart, and submit a written request that is witnessed by two other individuals; and
- Within 48 hours prior to taking the drug, the patient must sign a "final attestation" before ingesting the drug.

## **IMPORTANT CONSIDERATIONS:**

Patients must be capable of and must self-administer the drug(s). The intent of the law is to allow persons present to help by holding a cup or pouring medication into a feeding tube so long as the patient takes an "affirmative, conscious, and physical act" to take the medication into their body;

This law does not require that patient self-administering the medication have any documentation present;

If at the scene of an in-progress or just occurred ingestion of aid-in-dying medication, when determining if life-saving measures are necessary, first responders must use their best judgment to determine the circumstances, while considering and respecting what could be a very spiritual or emotional scene;

End of Life Option Act investigations shall not be classified as suicide cases or homicide cases absent specific circumstances to support doing so;

Death investigations involving a patient who has self-administered End of Life Option Act medications shall be treated as would any other death investigation including Medical Examiner notification when appropriate;

There may be a Do Not Resuscitate (DNR) order or a Physician Order for Life Sustaining Treatment (POLST) present; however, there is no requirement that the patient needs a DNR or POLST or that either needs to be presented to first responders on the scene. The totality of the circumstances and agency policies, both law enforcement and EMS, must be taken into consideration;

There is no mandate for one particular drug to be provided and physicians may vary in what drugs they prescribe. Leftover drugs, that are part of a death investigation, shall be collected and placed into evidence for destruction.

Prepared by Lt. Bob Bogue  
Professional Standards Division

**Subject:** IVS General ORder

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

**Date:** Thu, 14 Jul 2016 05:03:57 -0700 (PDT)

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

hey am I 913 to issue updated G.O. on IVS to PowerDMS for everybody's electronic signature? It's laying on my desk.

**Subject:** Training for Sergeant Viscomi  
**From:** James Colegrove <jamesc@ci.garden-grove.ca.us>  
**Date:** Thu, 14 Jul 2016 05:41:56 -0700 (PDT)  
**To:** Robert Bogue <robertb@ci.garden-grove.ca.us>  
**BCC:** Kevin Boddy <kevinb@ci.garden-grove.ca.us>

Bob,

Just a suggestion only: Below is a class announcement for Training Manager Class, which is required by POST for the position of PSD Sergeant. I would recommend that Sgt. Viscomi attend this class to learn about POST EDI, course presentations and certifications, etc. Usually this class is offered once to twice a year and usually in Santa Rosa.

I also noticed that Sgt. Viscomi is slated to attend an Assertive Supervision class in October 2016; not too sure if this class is truly needed for PSD sergeant and a priority over Training Manager course, Backgrounds course, FTO Management Course, and IA course. Just a thought.

Jim

\*\*\*\*\*

TRAINING MANAGERS COURSE PRESENTED.

The course is designed for newly assigned training managers. Topics included developing a training plan, liability issues, and management of training records. Additionally, POST staff presents information on the POST Website, the Learning Portal and training videos, course certification, POST regulations, and agency compliance inspections.

Please contact Santa Rosa Junior College Public Safety Training Center at (707) 836-2912 to register for the next course which is scheduled for November 8-10, 2016.

Questions about the course may be directed to Senior Consultant Karen Lozito, Training Delivery and Compliance Bureau, at (916) 227-0471.



**Subject:** FYI Only ~ Announcement from P.O.S.T.

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

**Date:** Thu, 14 Jul 2016 05:44:17 -0700 (PDT)

**To:** Khrynston Samreth <khrynstons@ci.garden-grove.ca.us>, Liane Kwan <lianek@ci.garden-grove.ca.us>

DISPATCHER TEST BATTERY-PROCTOR TRAINING AVAILABLE ON POST LEARNING PORTAL

POST has created an online program that fulfills the requirement for training proctors of the Dispatcher Selection Test Battery. This comprehensive program trains the user on logistical preparation for a Test Battery, outlines the step-by-step process of proctoring a test, provides a checklist for the collection of all test documents, and provides guidance for shipment of the documents to POST for scanning and scoring.

The training program is approximately two hours in length but allows the trainee's progress to be saved and picked up again later over multiple training sessions. The program can be accessed through the POST Learning Portal by having the primary test designee at an agency nominate a proctor for the training. All newly trained proctors will also need to read the agency's dispatcher test security agreement and sign an attachment.

This online training program was created through a collaborative effort of the Standards, Evaluation, and Research Bureau and the Learning Technology Resources Bureau in conjunction with POST's contract provider.

Questions about the Test Battery-Proctor Training may be directed to Research Specialist III Bob Holmgren, Standards, Evaluation, and Research Bureau, at (916) 227-4830.

**Subject:** General Order Revision

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

**Date:** Thu, 14 Jul 2016 06:54:29 -0700 (PDT)

**To:** Police Department <police.all@ci.garden-grove.ca.us>

The following two paragraphs were added to the "Department Personnel Responsibilities:" section of General Order 5.31 on the In-Car Video System.

Paragraph 2. The employee shall then activate the system recording feature and verify that their microphone (and their partner's, if applicable), the in-car microphone, and the two video cameras are working properly; and that the system is able to play back that recording immediately thereafter.

Paragraph 11. Field Training Officers are responsible for ensuring that the trainee officer follows the procedures set forth in this General Order. Additionally, a Field Training Officer dressed in civilian attire during the 'ghost phase' of field training shall wear a department-issued IVS microphone at all times and abide by the procedures set forth in this General Order.

The revised General Order 5.31 is awaiting your signature on PowerDMS.

**Subject:** Re: CALEA - Vacation Coverage  
**From:** James Colegrove <jamesc@ci.garden-grove.ca.us>  
**Date:** Wed, 6 Apr 2016 08:42:18 -0700 (PDT)  
**To:** Mark Mosier <mmosier@calea.org>  
**CC:** Paul Malech <pmalech@oakha.org>

Hi Mark,

Gonna ask that you cancel your vacation and stay stateside. There is no CALEA Standard permitting such type of leave. HA!

Just a short note that our onsite went fine last week and the two assessors were great. Not only did they assess, they passed on some great info to the Department and they even made the CALEA process a little easier in several standards. Overall it went smoothly.

Thanks for all your help, especially over the last four months from the time our mock started. I am gonna 'cc' Paul Malech too with this email because he was extremely instrumental in getting me dialed in with PowerDMS Best Practices and Appendix G.

Enjoy the well deserved vacation!

Jim

Sent: Tuesday, April 5, 2016 2:04:19 PM  
Subject: CALEA - Vacation Coverage

All,

Hope all is well with each of you. I wanted to advise you that starting next week on Wednesday, April 13 th and ending on Tuesday, April 26 th , 2016 , I will be off on vacation and out of the country. I will have no access to emails/voicemails during this time period. I have lined up the following vacation relief coverage during my absence so that each of you can have a point of contact just in case you need anything. Please retain and/or print out this email so you know who to call as needed:

Coverage from Wednesday, April 13 th through Monday, April 18 th will be handed by RPM Vince Dauro . He can be reached at [vdauro@calea.org](mailto:vdauro@calea.org) and phone (703) 468-4590.

Coverage from Tuesday, April 19 th through Tuesday, April 26 th will be handed by RPM Randy Scott . He can be reached at [rscott@calea.org](mailto:rscott@calea.org) and phone (703) 352-4225, Ext. 54.

Should you need anything now, please contact me so I can help you before I leave. I want to make sure there is no disruption to you or your agency relating to CALEA programming during my time off. Thanking you in advance.....

Spanish :

Todas,

Espero que todo vaya bien con cada uno de ustedes. Quería informarle que a partir del miércoles, de abril de 13 y terminando el martes, 26 de de abril de, 2016, voy a estar fuera de vacaciones y fuera del país. Yo no tienen acceso a emails / mensajes de voz durante este período de tiempo. He alineado la siguiente cobertura alivio temporal durante mi ausencia, para que cada uno puede tener un punto de contacto en caso de que necesita algo. Por favor, retener y / o imprimir este correo electrónico para que sepa a quién llamar cuando sea necesario:

**Subject:** Re: CALEA - Vacation Coverage  
**From:** James Colegrove <jamesc@ci.garden-grove.ca.us>  
**Date:** Wed, 6 Apr 2016 08:42:18 -0700 (PDT)  
**To:** Mark Mosier <mmosier@calea.org>  
**CC:** Paul Malech <pmalech@oakha.org>

Hi Mark,

Gonna ask that you cancel your vacation and stay stateside. There is no CALEA Standard permitting such type of leave. HA!

Just a short note that our onsite went fine last week and the two assessors were great. Not only did they assess, they passed on some great info to the Department and they even made the CALEA process a little easier in several standards. Overall it went smoothly.

Thanks for all your help, especially over the last four months from the time our mock started. I am gonna 'cc' Paul Malech too with this email because he was extremely instrumental in getting me dialed in with PowerDMS Best Practices and Appendix G.

Enjoy the well deserved vacation!

Jim

Sent: Tuesday, April 5, 2016 2:04:19 PM  
Subject: CALEA - Vacation Coverage

All,

Hope all is well with each of you. I wanted to advise you that starting next week on Wednesday, April 13<sup>th</sup> and ending on Tuesday, April 26<sup>th</sup>, 2016, I will be off on vacation and out of the country. I will have no access to emails/voicemails during this time period. I have lined up the following vacation relief coverage during my absence so that each of you can have a point of contact just in case you need anything. Please retain and/or print out this email so you know who to call as needed:

Coverage from Wednesday, April 13<sup>th</sup> through Monday, April 18<sup>th</sup> will be handed by RPM Vince Dauro. He can be reached at [vdauro@calea.org](mailto:vdauro@calea.org) and phone (703) 468-4590.

Coverage from Tuesday, April 19<sup>th</sup> through Tuesday, April 26<sup>th</sup> will be handed by RPM Randy Scott. He can be reached at [rscott@calea.org](mailto:rscott@calea.org) and phone (703) 352-4225, Ext. 54.

Should you need anything now, please contact me so I can help you before I leave. I want to make sure there is no disruption to you or your agency relating to CALEA programming during my time off. Thanking you in advance.....

Spanish :

Todas,

Espero que todo vaya bien con cada uno de ustedes. Quería informarle que a partir del miércoles, de abril de 13 y terminando el martes, 26 de de abril de, 2016, voy a estar fuera de vacaciones y fuera del país. Yo no tienen acceso a emails / mensajes de voz durante este período de tiempo. He alineado la siguiente cobertura alivio temporal durante mi ausencia, para que cada uno puede tener un punto de contacto en caso de que necesita algo. Por favor, retener y / o imprimir este correo electrónico para que sepa a quién llamar cuando sea necesario:

Cobertura desde el miércoles de abril de 13<sup>a</sup> hasta el lunes de abril de 18 le será entregado por RPM Vince Dauro. Él puede ser alcanzado en [vdauro@calea.org](mailto:vdauro@calea.org) y el teléfono USA (703) 468-4590.

Cobertura desde el martes 19 de de abril de hasta el martes 26 de de abril de será entregado por RPM Randy Scott. Él puede ser alcanzado en [rscott@calea.org](mailto:rscott@calea.org) y el teléfono USA (703) 352-4225, Ext. 54.

Si necesita algo ahora, por favor, póngase en contacto conmigo para que pueda ayudar a que antes de irme. Quiero para asegurarse de que no hay interrupción de usted o su entidad, en relación a la programación de CALEA durante mi tiempo libre. Agradeciendotelo de antemano.....

Mark S. Mosier |Regional Program Manager - Pacific, Pacific NW, Rocky Mountain and Latin America Regions

[mmosier@calea.org](mailto:mmosier@calea.org) | (703) 468-4600 Office | (510) 750-3916 Cell

M-Th 0630-1400 PST | 13575 Heathcote Blvd., Suite 320, Gainesville, VA 20155

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**Subject:** Re: draft of CALEA story  
**From:** James Colegrove <jamesc@ci.garden-grove.ca.us>  
**Date:** Wed, 6 Apr 2016 08:43:44 -0700 (PDT)  
**To:** Robert Bogue <robertb@ci.garden-grove.ca.us>

I Like it...keep it as it is...thanks

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

From: "Robert Bogue" <robertb@ci.garden-grove.ca.us>  
To: "James Colegrove" <jamesc@ci.garden-grove.ca.us>  
Sent: Tuesday, April 5, 2016 4:25:06 PM  
Subject: Fwd: draft of CALEA story

Jimmy-I reviewed it but you read it and see if it is to your liking.

Bob Bogue, Lieutenant  
Professional Standards / PIO  
Garden Grove Police Department  
[robertb@ggpd.org](mailto:robertb@ggpd.org)  
Desk 714-741-5786

W/C 714-741-5871

24hr 714-741-5704

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

From: [ghardesty@cornerstonecomms.com](mailto:ghardesty@cornerstonecomms.com)  
To: "Robert Bogue" <robertb@ci.garden-grove.ca.us>, "James Colegrove" <jamesc@ci.garden-grove.ca.us>  
Sent: Tuesday, April 5, 2016 3:39:57 PM  
Subject: draft of CALEA story

thanks!

Greg Hardesty  
Senior Account Executive  
Cornerstone Communications  
O: 949.200.6105  
C: 949.421.8214

**Subject:** Info on Master Officer J. Perkins, FTO

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

**Date:** Wed, 6 Apr 2016 11:00:29 -0700 (PDT)

**To:** Jason Perkins <jasonp@ci.garden-grove.ca.us>

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

Hi Jason,

Thought you should know that your CrownPointe FTO program documentation of Officer Marchand's progress is extremely good and can be a model for future FTO's. For me to open Crownpointe and see that all documents are up-to-date and marked "Final Approved" is a very refreshing sight.

Thanks for being on top of Officer Marchand's training with proper instruction and documentation.

Jim

**Subject:** Fwd: A Big Thank You!

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

**Date:** Wed, 6 Apr 2016 12:18:51 -0700 (PDT)

**To:** Kevin Boddy <kevinb@ci.garden-grove.ca.us>, Craig McIver <craigm@ci.garden-grove.ca.us>

what can I say....she loves me

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

Good afternoon, Sergeant Colegrove:

Thank you again for allowing us to observe your CALEA on-site assessment.

GGPD's preparation and planning for the on-site was impressive and well organized.

Meeting assessor Dan Boring and sitting in on Business Leader Ric Lerma's interview was a big learning opportunity and reassured us that we are on the right track in preparing for our on-site.

We especially love the idea of language translation for Public Notice and will be applying it to our assessment as well.

Thank you again for your support and time.

Sincerely,

Rachel

Rachel Junn

Division of Administration & Finance

University Police Department

657-278-4814

[rjunn@fullerton.edu](mailto:rjunn@fullerton.edu)



**Subject:** Fwd: CALEA Conference - Baltimore, MD July 27-30, 2016

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

**Date:** Wed, 6 Apr 2016 13:01:59 -0700 (PDT)

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

Gentlemen: We should reserve now for the Baltimore conference. FYI

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

All,

Any agency staff that will be attending the CALEA Conference in Baltimore, MD. slated for July 27-30, 2016, the conference site is now on our website: <http://www.calea.org/content/calea-conference-1>

My advice is to immediately book your hotel room(s) as they will fill up very quickly. The hotel information is as follows:  
<https://conference0716.calea.org/lodging>

Don't say I didn't warn you.....

Mark S. Mosier |Regional Program Manager - Pacific, Pacific NW, Rocky Mountain and Latin America Regions

[mmosier@calea.org](mailto:mmosier@calea.org) | (703) 468-4600 Office | (510) 750-3916 Cell

M-Th 0630-1400 PST | 13575 Heathcote Blvd., Suite 320, Gainesville, VA 20155

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**Subject:** Re: Juvenile Justice Commission Inspection  
**From:** James Colegrove <jamesc@ci.garden-grove.ca.us>  
**Date:** Wed, 6 Apr 2016 14:27:03 -0700 (PDT)  
**To:** Jim Holder <jamesh@ci.garden-grove.ca.us>

Jim,

I will absolutely make myself available to the inspectors. I will be ready for them, especially on CALEA standards. I will stop by there at 1200 hours 4/14.

Thanks,

Jim

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

From: "Jim Holder" <jamesh@ci.garden-grove.ca.us>  
To: "Todd Elgin" <todde@ci.garden-grove.ca.us>, "Ben Stauffer" <stauffer@ci.garden-grove.ca.us>, "Ted Peaslee" <tedp@zimbra.ci.garden-grove.ca.us>, "Peter Vi" <peterv@ci.garden-grove.ca.us>, "Otto Escalante" <ottoe@ci.garden-grove.ca.us>, "Carl Whitney" <carlw@ci.garden-grove.ca.us>, "James Colegrove" <jamesc@ci.garden-grove.ca.us>, "Kenneth Chism" <kennethc@ci.garden-grove.ca.us>, "Jeff Hutchins" <jeffh@ci.garden-grove.ca.us>  
Cc: "Veronica Nelson" <veronican@ci.garden-grove.ca.us>  
Sent: Wednesday, April 6, 2016 1:20:23 PM  
Subject: Juvenile Justice Commission Inspection

I received notification yesterday that representatives from the Superior Court Juvenile Justice Commission will be coming to inspect our facility on Thursday, April 14 at 1200 hours. The commission would like to speak with not only me, but someone from GSU and also sex crimes.

A copy of the inspection form is attached. The areas they are specifically looking at are our policies, the detention area, and human trafficking training and enforcement.

Otto and Peter - Is it possible for at least one of you to attend?

Ken Chism - Are you available to attend to answer any questions related to our jail facility?

Carl Whitney - Can either Lea or Pete attend?

Jeff Hutchins - Would you be able to attend to discuss our enforcement of human trafficking issues?

Jim Colegrove - As the CALEA coordinator and working in training you may be able to

provide some valuable insight on policy, etc and assist with some of their questions.

I don't anticipate this should take more than 1 - 2 hours, but it is important that we have the answers for them. The attached inspection sheet lays out the questions and areas they will be asking about.

Jim Holder, Sergeant  
Youth Services Unit / Mounted Enforcement Unit

714-741-5814 office

Garden Grove Police Department

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

From: "Beverly Maclaren" <[bmaclaren@occourts.org](mailto:bmaclaren@occourts.org)>  
To: [jamesh@ci.garden-grove.ca.us](mailto:jamesh@ci.garden-grove.ca.us)  
Sent: Tuesday, April 5, 2016 1:59:02 PM  
Subject: JJC Inspection

Sgt. Holder: Attached is a copy of the letter sent to Chief Elgin and the JJC Inspection form. You do not need to fill out the form. Please do not hesitate to contact me if you have any questions. Thank you.

Beverly MacLaren

Beverly MacLaren

Administrative Officer

Juvenile Justice Commission

(657) 622-5578

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**Subject:** GGPD ~ CALEA Story

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

**Date:** Wed, 6 Apr 2016 16:02:02 -0700 (PDT)

**To:** Mark Mosier <mmosier@calea.org>, Paul Malech <pmalech@oakha.org>, Rachel Junn <rjunn@exchange.fullerton.edu>

<http://behindthebadgeoc.com/cities/ggpd/garden-grove-pd-puts-microscope-renew-pioneering-national-accreditation>

**Subject:** GGPD ~ CALEA Story

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

**Date:** Wed, 6 Apr 2016 16:03:39 -0700 (PDT)

**To:** Dan Boring <dvboring@comcast.net>, Darrin Abbink <djabbink@comcast.net>

<http://behindthebadgeoc.com/cities/ggpd/garden-grove-pd-puts-microscope-renew-pioneering-national-accreditation>

**Subject:** Re: Standard Titles

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

**Date:** Wed, 6 Apr 2016 16:55:31 -0700 (PDT)

**To:** Rachel Junn <rjunn@exchange.fullerton.edu>

Hi Rachel,

The only document I think you could be talking about is attached. I hope that is it ☺

Jim

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

From: "Rachel Junn" <rjunn@exchange.fullerton.edu>

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

Sent: Wednesday, April 6, 2016 12:49:57 PM

Subject: Standard Titles

Hi Sergeant Colegrove,

As promised, attached is the list of Standard Titles.

I am not sure if it will be useful since Marty had an awesome word documents similar to mine but his was "turbo" version in Word. He had specifics on the requirements per standard which was smart and I can tell it took a lot of time.

He was kind enough to shared it with me, but it did not come through my e-mail for some reason, would he mind re-sending the Word document again.

Thank you again for extending the opportunity to talk to Marty as my resource in file construction. I am grateful for the support and no longer feel that I am One-Woman army. J

Thank you,

Rachel

Rachel Junn

Division of Administration & Finance

University Police Department

657-278-4814

[rjunn@fullerton.edu](mailto:rjunn@fullerton.edu)

accreditation matrix 2013-2015.doc

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# Garden Grove Police Department Accreditation Standards Review 2013-2015 2015

**Legend:**

ASB-B Budget Division  
 ASB-C Community Liaison Division  
 COP Chief of Police  
 CPB-P Patrol Division  
 CPB-S Special Services Division

PSD Professional Standards Division  
 PRD Planning and Research Division  
 SSB-C Communications Division  
 SSB-I Investigations Division  
 SSB-R Records Division

## Chapter 1 – Law Enforcement Role and Authority

#	Text	Assigned to	Written Directives	Documentation/Proofs	Needs
1.1.1	Oath of Office	PSD	GO 2.2, Training Bulletin 2009-04	Signed oaths of office each year.	COMPLETE
1.1.2	Code of Ethics	PSD	GO 1.1 and 2.2 Municipal Code, Title 2, Chapter 2, Training Bulletin 2009-04, FTO Manual	Code of Ethics poster Training rosters Training Bulletin  Training required every 2 years	COMPLETE
1.1.3	Agency Role in Criminal Justice Diversion Programs	CPB-S	GO 2.20 and 5.9, Training Bulletin 2007-05	Contract with the Boys & Girls Club for each year and other diversion contracts and/or information. YSU yearly goals.	COMPLETE

1.1.4	Consular Notification	PSD	US Department of State, Consular Notification and Access Manual, PC 834c, Training Bulletin 2005-13 & 2004-09, G.O. 12.6	Consular Notification and Access Reference card. Arresting a Non-U.S. Citizen Consular Notification Process. US Department of State CD Rom and VHS training in Consular Notification	COMPLETE
1.2.1	Legal Authority Defined	PRD	PC 830.1, 830.6(a) 1, and 832.6; GO 2.4, 16.1 and 16.7	N/A	COMPLETE
1.2.2	Legal Authority to Carry/Use Weapons	PRD	PC 830, 830.1(a), 832.6, 12002(a), 12025, 12027; GO 2.6, 2.7, 2.8, 3.17 and 14.3	N/A	COMPLETE
1.2.3	Compliance with Constitutional Requirements	PRD	GO 6.2, 17.2, 5.5, 5.6 & 10.6 Training Bulletins 2004-12, 2003-10 and 2007-9, Jail manual 2400.01	California Legal Resource, Miranda Card, FI Card and examples of arrest reports for each year. OC District Attorney video's	COMPLETE
1.2.4	Search and Seizure	CPB-P	GO 5.17, 7.14 and 17.2, Training bulletins 2004-13, 2001-13, 2004-24	California Legal Resource, DA Video topics and examples of arrest reports for each year for each of the standard bullets.	COMPLETE
1.2.5	Arrest with/without Warrant	CPB-P	PC 835, 836, and 837; GO 8.1, 10.4, 6.2, 10.8 and 17.2	California Legal Resource and examples of arrest reports for each year. Report writing manual index, arrest face page, citizen arrest form	COMPLETE
1.2.6	Alternatives to Arrest	CPB-P	PC 827.1, 849, 853.5, 853.6 and 853.6a; GO 2.5, 2.20, 8.1, and 17.1	Examples of arrest reports with citation releases, diversion or petitions for each year.	COMPLETE
1.2.7	Use of Discretion	PRD	GO 1.1 and 2.5	Statement by the Chief of Police from the GO manual., FTO manual	COMPLETE

1.2.8	Strip/Body Cavity Search	CPB-P	PC 4030 and G.O. 10.4, Training Bulletin 2000-24	Examples of completed Body Cavity Search forms for each year	COMPLETE
1.2.9	Bias Based Policing	PSD	PC 422.6, 422.55 and GO 2.25	Racial profiling training and an annual review of agency practices and citizen concerns.  Need to address annual training requirement. Needs annual review	COMPLETE
1.3.1	Use of Necessary Force	CPB-P	PC 835a; GO 1.1, 2.6, and 2.7	Examples of arrest reports for each year in which the various levels of force, including less lethal were used.	COMPLETE
1.3.2	Use of Deadly Force	CPB-P	PC 196, 835a, and 843; GO 2.7	N/A	COMPLETE
1.3.3	Warning Shots	PRD	GO 2.7, FTO Manual	Memorandum discussing warning shots or an example of a report in which a warning shot was used.	COMPLETE
1.3.4	Use of Authorized Less-Lethal Weapons	CPB-P	GO 2.6	Examples of completed Field Training and Instruction Guides, less lethal lesson plans, and examples of arrest reports for each year detailing the use of ALL less lethal weapons.	COMPLETE
1.3.5	Rendering Aid After Use of Weapons	CPB-P	GO 2.6, 2.24 and 10.9	Examples of Use of Force Memorandums for each year and examples of arrest report for each year where first/medical aid was provided to the arrestee.	COMPLETE
1.3.6	Reporting Use of Force	CPB-P	GO 2.6 and 2.8	Examples of Use of Force Memorandums and arrest report for each year that addresses each standard bullet. Per Incident	COMPLETE
1.3.7	Reviewing Reports from 1.3.6	PSD	GO 2.6 and 2.9	Examples of Use of Force Memorandums for each year.	COMPLETE
1.3.8	Removing from Line of Duty Assignment, Use of Force	CPB-P	GO 1.2, 2.6, 2.8, and 3.11	Examples of PAF's placing officers on Administrative Leave for each year.	COMPLETE

1.3.9	Authorization, Weapons and Ammunition	PSD	PC 12035 and 12036; GO 1.1, 2.6, 2.8, 3.17, 14.3, and 14.4	Weapons inspection logs for each year and ammunition purchase orders	COMPLETE
1.3.10	Demonstrating Proficiency with Weapons	PSD	GO 2.6 and 3.17	Firearms qualification logs sheets and less-lethal proficiency training report for each year.	COMPLETE
1.3.11	Annual/Biennial Proficiency Training	PSD	GO 2.6, 2.7, and 3.17	POST certification printouts for the Department's weapons and less lethal instructors. Less-lethal proficiency training report, including the carotid for each year.	COMPLETE
1.3.12	Issuing Written Directives	PSD	GO 1.1, 2.1, 2.6, 2.7, 2.8, 2.24, & 10.9	Annual Training required Examples of completed Field Training Plan and Instructions, examples of new officer orientations, and examples of Receipts of General Orders for each year.	COMPLETE
1.3.13	Analyzing Reports from 1.3.6	PSD	GO 2.6 and 2.9	Examples of in-depth <b>Use of Force analysis for each year.</b> Annual report required	COMPLETE

Chapter 2 – Agency Jurisdiction and Mutual Aid

#	Text	Assigned to	Written Directives	Documentation/Proofs	Needs
2.1.1	Geographic Boundaries	CPB-P	GO 4.4	GGPD ten beat system and map book page showing jurisdiction boundaries.	COMPLETE
2.1.2	Concurrent Jurisdiction	CPB-P	GO 4.4	OC Chiefs' of Police and Sheriff's Assoc Inter-City Police Assistance Plan and examples of Notice of Consent letters from various police agencies.	COMPLETE
2.1.3	Written Agreements for Mutual Aid	CPB-P	GO 15.2 Penal Code 830.1	OC Chiefs' of Police and Sheriff's Assoc Inter-City Police Assistance Plan, examples of Notice of Consent letters from various police agencies and OC Official Law Enforcement Communications Handbook.	COMPLETE
2.1.4	Requesting Assistance: Federal LE/National Guard	CPB-P	GO 15.2	City Council Resolution 7556-93	COMPLETE

Chapter 3 – Contractual Agreements for Law Enforcement Services

#	Text	Assigned to	Written Directives	Documentation/Proofs	Needs
3.1.1	Written Agreement for Services Provided	N/A	N/A	N/A	N/A
3.1.2	Employee Rights	N/A	N/A	N/A	N/A

## Chapter 11 – Organization and Administration

#	Text	Assigned to	Written Directives	Documentation/Proofs	Needs
11.1.1	Description of Organization	PRD	GO 4.1	City Budget Book and Department Organizational Chart for each year.	COMPLETE
11.1.2	Organizational Chart	PRD	GO 4.1	A copy of the Organizational Chart for each year.	COMPLETE
11.2.1	Employee Accountability	PRD	GO 4.14	Organizational Chart for the current year.	COMPLETE
11.2.2	Direct Command, Component	PRD	GO 4.14	A copy of the Organizational Chart for each year.	COMPLETE
11.3.1	Responsibility/Authority	PRD	GO 4.15	Examples of Performance Evaluations for each year.	COMPLETE
11.3.2	Supervisory Accountability	PRD	GO 3.2, 4.12 and 4.15	Examples of Performance Evaluations for each year.	COMPLETE
11.4.1	Administrative Reporting Program	PRD	GO 4.11	Examples of all of the reports listed in the standard bullets for each year.	COMPLETE
11.4.2	Accountability for Agency Forms	SSB - R	GO 9.3	Examples of Management Meeting Minutes in which forms were discussed and a documented yearly review of all forms by Records personnel.	COMPLETE
11.4.3	Accreditation Maintenance	PRD	G.O. 4.9	Accreditation Manual, Management Meeting Minutes in which accreditation was discussed for each year, and accreditation matrix.	COMPLETE
11.4.4	Computer Software Policy	SSB-R	G.O. 14.12, 13.3	Memo's requesting personal software be added or Memo from Capt. Handfield stating nothing added in 2007-2009	COMPLETE
11.4.5	Notify CEO of Incident with Liability	PRD	G.O. 2.8 & 5.15	Supervisors Leadership Manual	COMPLETE

## Chapter 12 – Direction

#	Text	Assigned to	Written Directives	Documentation/Proofs	Needs
12.1.1	CEO Authority and Responsibility	PRD	GC 38630 and 41601; GO 4.1	A copy of the Organizational Chart for each year.	COMPLETE
12.1.2	Command Protocol	PRD	GO 4.12, 4.13, 4.14, 5.17 & 6.2	Memorandums from the Chief of Police regarding absence from office.	COMPLETE
12.1.3	Obey Lawful Orders	PRD	GO 1.1	N/A	COMPLETE
12.1.4	Functional Communication/ Cooperation	PRD	GO 1.1, 3.29, 4.10, 5.1 & 5.11	Examples of Management Meeting Agendas and Minutes showing distribution, briefing attendance roster, and CAU bulletins for each year.	COMPLETE
12.2.1	The Written Directive System	PRD	GO 1.1 and 2.1	GO Statement by the Chief and examples of Management Meeting Agendas and Minutes along with other memorandums that address each standard bullet for each year.	COMPLETE
12.2.2	Dissemination and Storage	PRD	GO 2.1	Examples of Receipt of GO form and electronic returns for the GO updates for each year.	COMPLETE



## Chapter 15 – Crime Analysis

#	Text	Assigned to	Written Directives	Documentation/Proofs	Needs
15.1.1	Activities of Planning and Research	PRD	GO 4.9	N/A	COMPLETE
15.1.2	Organizational Placement/ Planning and Research	PRD	GO 4.9	A copy of the Organizational Chart for each year.	COMPLETE
15.1.3	Multiyear Plan	CPB-P		Examples of the current <b>Strategic Plan</b> . Status report for the Plan along with various long term budget projects for each year.	COMPLETE
15.2.1	Annual Updating/Goals and Objectives	ALL	GO 2.3	Bureau/Division/Unit Goals and Objectives for each year. Annual Report required	COMPLETE
15.2.2	Annual Updating/Goals and Objectives	ALL	GO 2.3	Bureau/Division/Unit Goals and Objectives for each year. Annual Report required	COMPLETE
15.3.1	Establish Procedures Crime Analysis	SSB-I	GO 4.10, Training bulletin 2006-06	Examples of CAU bulletins and analysis that addresses each standard bullet for each year.	COMPLETE

**Chapter 16 – Allocation and Distribution of Personnel and Personnel Alternatives**

#	Text	Assigned to	Written Directives	Documentation/Proofs	Needs
16.1.1	Position Management System	PSD	N/A	Examples of City of Garden Grove Authorized Positions list for full and part-time and Department Authorized Position lists for each year.	COMPLETE
16.1.2	Workload Assessment	PSD	GO 5.20 and ASB Manual	Yearly documented Workload Assessment and examples of City of Garden Grove Authorized Positions list for full and part-time, Department Authorized Position lists, Communications Activity reports, Records Crime Counts, Beat Alignment reviews, and investigators case load reviews for each year. Allocation & Distribution of personnel	COMPLETE
16.2.1	Annual Review	PSD	GO 4.1, ASB Manual, Job Classification Manual	Beat workload realignment memo done yearly by G.O. 5.20 Yearly documented Workload Assessment and examples of City of Garden Grove Authorized Positions list for full and part-time, Department Authorized Position lists for each year.	COMPLETE
16.2.2	Announce Openings	PSD	N/A	Annual report required MOU between the City and the GGPA and examples of transfer/testing announcements for each year.	COMPLETE
16.2.3	Temporary/Rotating Assignments	PSD	GO 6.14	MOU between the City and the GGPA and any documentation regarding temporary assignments.	COMPLETE

16.3.1	Program Description	PSD	PC 830.6 and 832.6; GO 16.1 and 16.2	POST Admin Manual-Reserves, recruitment brochures, and examples of Department Authorized position lists for reserves and annual report for each year.	COMPLETE
16.3.2	Selection Criteria	PSD	GO 16.3	POST Admin Manual-Reserves, and recruitment brochures.	COMPLETE
16.3.3	Entry Level Training	PSD	GO 16.2 and 16.3	POST Admin Manual-Reserves, POST Profile Reports on various reserves, and Police Academy Certificates.	COMPLETE
16.3.4	Uniforms & Equipment	PSD	GO 16.2	Photograph of a Reserve Officer in uniform.	COMPLETE
16.3.5	In-Service Training	PSD	GO 16.3	POST Admin Manual-Reserves, POST Profile Reports on various reserves, and examples of GGPD monthly reserve training rosters.	COMPLETE
16.3.6	Use of Force Training & Firearms Proficiency	PSD	GO 16.3	POST Admin Manual-Reserves, examples of Field Training Plan of Instruction for various reserves, and copies of the Firearms/Less Lethal qualification rosters for each year.	COMPLETE
16.3.7	Bonding/Liability Protection	PSD	GO 16.1	Memorandum from Pam Valentine regarding self-insured protection.	COMPLETE
16.3.8	Reserve Officer Evaluations	PSD	G.O. 16.3	Reserve evaluations	COMPLETE
16.3.9	Reserve Educational Requirements	PSD	GO 16.3	POST Background manual	COMPLETE
16.4.1	Program Description	PSD	GO 4.16 and 8.5	VIP and Police Cadet/Explorer Manual.	COMPLETE
16.4.2	Training	PSD	GO 4.16 and 8.5	VIP and Police Cadet/Explorer Manual, Cadet training roster, and VIP orientation schedule..	COMPLETE
16.4.3	Uniforms	PSD	GO 4.16	VIP and Police Cadet/Explorer Manual and photographs of those personnel.	COMPLETE

## Chapter 17 – Fiscal Management and Agency-Owned Property

#	Text	Assigned to	Written Directives	Documentation/Proofs	Needs
17.1.1	CEO Authority & Responsibility	ASB-B	ASB Manual, Job Classification Manual, GGMC 2.20, ASB Manual	Recruitment flyer for the position of Chief of Police, and examples of Management Meeting Agendas/Minutes for each year.	COMPLETE
17.2.1	Budget Process & Responsibility Described	ASB-B	ASB Manual	City of Garden Grove Budget and Budget Reviews for each year and Budget Workshop Manual.	COMPLETE
17.2.2	Functional Recommendation to Budget	ASB-B	ASB Manual	Examples of Budget Allocations by package or topic for each year and memorandums/requests dealing with budget allocations.	COMPLETE
17.3.1	Requisition & Purchasing Procedures	ASB-B	GGMC 2.50.60 - 110; GO 2.17 and 2.18 Purchasing and Stores Manual Admin Manual	Annually Examples of budget request forms, requisitions and purchase orders for each year	COMPLETE
17.4.1	Accounting System	ASB-B	ASB Manual	Examples of Expense Statement Summaries and Summaries by Package for each year. Monthly status reports	COMPLETE
17.4.2	Cash Fund/Accounts Maintenance	ASB-B	GO 2.18 and 6.8, Records Manual 4.4.27	GGPD Records Manual 4.4.27 and examples of audit memorandums completed by the SIU sergeant, Records Manager, and Chief's secretary. Quarterly - Records, SIU, Gangs	COMPLETE

17.4.3	Independent Audit	ASB-B	ASB Manual	A copy of the City's financial audit for each year. "Single audit report"	COMPLETE
17.5.1	Inventory & Control	ASB-B	ASB Manual Go 11.4	Annually A copy of the City's Fixed Asset Inventory report for each year, Property Disposition form, and examples of Patrol Unit Inventory reports for each year.	COMPLETE
17.5.2	Issue/Reissue Procedures	ASB-B	GO 11.4 and 14.1	A copy of the City's Fixed Asset Inventory report for each year, examples of GGPD Standard Equipment computerized control forms for various officers, and examples of GGPD Uniform and Equipment Request forms for each year.	COMPLETE
17.5.3	Operational Readiness	ASB-B	GO 1.1 and 11.4	Examples of various inspection memorandums and report including command post, weapons, equipment, vehicles for each year.	COMPLETE
17.5.4	Electronic Data Storage	ASB-B	PowerDMS contract & PowerDMS renewal of contract invoice		COMPLETE

## Chapter 21 – Classification and Delineation of Duties and Responsibilities

#	Text	Assigned to	Written Directives	Documentation/Proofs	Needs
21.1.1	Task Analysis	PRD	GO 4.2	Job Classification Manual	COMPLETE
21.2.1	Classification Plan	PSD	ASB Manual, GGMC 2.44, Job Classification Manual	Copies of the City's Salary Plan for each year. MOU's all units	COMPLETE
21.2.2	Job Description Maintenance & Availability	PSD	GO 4.2	Job Classification Manual	COMPLETE

**Chapter 22 – Compensation, Benefits, and Conditions of Work**

#	Text	Assigned to	Written Directives	Documentation/Proofs	Needs
22.1.1	Salary Program	PSD	GO 3.4, ASB Manual, GGMC 2.44.210	MOU's for each bargaining unit, the Salary Resolutions for Middle Managers and GGPMA, and copies of the salary schedule for each year.	COMPLETE
22.2.1	Leave Program	PSD	GGMC 2.44.340; City Administrative Regulation 6.16; GO 3.9 and 3.12; ASB Manual	MOU's for each bargaining unit, the Salary Resolutions for Middle Managers and GGPMA, and copies of the salary schedule for each year. City family care/medical leave policy	COMPLETE
22.2.2	Benefits Program	PSD	G.O.3.14 & 16.1 ASB Manual	CALPERS retirement; health care, disability booklets CALPERS internet benefits overview MOU's for each bargaining unit, the Salary Resolutions for Middle Managers and GGPMA	COMPLETE
22.2.3	Personnel Support Services Program	PSD	GO 2.23 and 3.11	ASB Manual and Pacific Care EAP booklets	COMPLETE
22.2.4	Victim Witness Services/Line of Duty Death	PSD	GO 2.14, 2.20, 3.11 & 3.14	ASB Manual, State of California Death Benefits, and C.O.P.S. booklet	COMPLETE
22.2.5	Clothing and Equipment	PSD	GO 14.1 and 14.2; ASB Manual, Cadet manual, VIP manual & Explorer Manual, Records Manual 4.1.1, Communications Manual	Examples of GGPD Standard Equipment computerized control forms, a Uniform and Equipment Request form and examples of completed Uniform and Equipment	COMPLETE

22.2.6	Employee Assistance Program	PSD	GO 3.27, 3.28 & 3.11	EAP booklet POST profile reports for supervisory personnel. POST Supervisor Course Outline Annual memo on sending anyone to EAP	COMPLETE
22.2.7	Employee Identification	PSD	G.O. 1.1	Cadet Manual VIP manual Explorer manual ID card for employee	COMPLETE
22.2.8	Military Deployment & Reintegration	PSD	G.O. 3.31	Documents if anyone is deployed for over 90 days	COMPLETE
22.3.1	Physical Examinations	PSD	GO 1.1 and ASB Manual	PD Association MOU Examples of medical clearance letters for personnel for each year.	COMPLETE
22.3.2	General Health and Physical Fitness	PSD	GO 1.1 and ASB Manual	PD Association MOU	COMPLETE
22.3.3	Fitness / Wellness Programs	PSD	Elected 20 %		N/A
22.3.4.	Off-Duty Employment	PSD	GO 3.7	Examples of completed Off-Duty work request forms for each year.	COMPLETE
22.3.5	Extra-Duty Employment	PSD	GO 1.1, 3.7, and 3.8 3.7 removed does not fit, ok per Fowler 10-10-13	Examples of completed Off-Duty work request forms for each year and the MOU for the GGPA.	COMPLETE



## Chapter 24 – Collective Bargaining

#	Text	Assigned to	Written Directives	Documentation/Proofs	Needs
24.1.1	Agency Role	PSD	GO 3.5	Government Code 3500-3511; GGMC Council Resolution 4066-71, and the MOU's for each bargaining unit. Labor / Management relations philosophy	COMPLETE
24.1.2	Ratification Responsibilities	PSD	GO 3.5 & 3.24	The MOU's for each bargaining unit and any addendums to the policy . .	COMPLETE

## Chapter 25 – Grievance Procedures

#	Text	Assigned to	Written Directives	Documentation/Proofs	Needs
25.1.1	Grievance Procedures	PSD	City Council Resolution 4066-71 and GO 1.3	City Council Resolution 4066-71 and GO 1.3	COMPLETE
25.1.2	Coordination/Control of Records	PSD	GO 1.3	N/A	COMPLETE
25.1.3	Annual Analysis	PSD	GO 1.3	Yearly in-depth analysis of all grievances. Annual Grievance memo	COMPLETE

## Chapter 26 – Disciplinary Procedures

#	Text	Assigned to	Written Directives	Documentation/Proofs	Needs
26.1.1	Code of Conduct and Appearance	PRD	GO 1.1, 3.19, 14.2, and 14.11	Statement by the Chief of Police	COMPLETE
26.1.2	Employee Awards	PRD	GO 3.16	Examples of Employee Awards, positive performance logs, and annual report for each year.	COMPLETE
26.1.3	Sexual Harassment	PSD	GO 3.20, City Admin Regulations Manual, Supervisor's Leadership Manual	Examples of related training for each year to include POST Profile Reports.	COMPLETE
26.1.4	Disciplinary System	PSD	GO 1.2, Internal Affairs, Disciplinary Procedures Manual	Every two years by state statute Examples of PAF's, Skelly Notices, Disciplinary memorandums, and negative Performance Logs for each year.	COMPLETE
26.1.5	Role and Authority of Supervisors	PSD	GO 1.2, 4.3, 4.8, 6.1, Internal Affairs, Disciplinary Procedures Manual		COMPLETE
26.1.6	Appeal Procedures	PSD	GGMC 2.44.390 and GO 1.2	MOU between the City and the GGPA, a Appeal Procedure form and examples of appealed disciplinary actions for each year.	COMPLETE
26.1.7	Dismissal Procedures	PSD	GGMC 2.44.320 and GO 1.2	Examples of PAF's and Disciplinary Action Reports for each year to address the standard bullets.	COMPLETE
26.1.8	Records	PSD	CA Government code 34090, GO 1.2 and 3.25	N/A	COMPLETE

## Chapter 31 – Recruitment

#	Text	Assigned to	Written Directives	Documentation/Proofs	Needs
31.1.1	Agency Participation	PSD	ASB Manual, Workforce Diversity Action Plan 2006 & 2009	GG internet page for Employment Opportunities and attachments and examples of memorandums documenting meetings with Personnel for each year.	COMPLETE
31.1.2	Assignment / Recruitment	PSD	ASB Manual, Workforce Diversity Action Plan 2006 & 2009, Job classification manual	POST Profile Reports on officers with Background Investigations School. City Hiring Process Overview for PSD	COMPLETE
31.2.1	Work Force Analysis	PSD	Workforce Diversity Plan 2006 & 2009 and ASB Manual	Copy of the Workforce Analysis for each year and memorandums documenting recruitment efforts for females and minorities.	COMPLETE
31.2.2	Recruitment Plan	PSD	Workforce Diversity Plan 2006 & 2009 and ASB Manual	Workforce diversity yearly report Copy of the Workforce Analysis for each year and memorandums documenting recruitment efforts for females and minorities.	COMPLETE
31.2.3	Equal Employment Opportunity Plan	PSD	G.O. 3.20, CA Gov Code 45050/45051, GGMC 2.44.410, ASB Manual, Workforce Diversity Plan 2006 & 2009	Copy of the Workforce Analysis for each year and copies of various recruitment flyers listing equal employment opportunity information.	COMPLETE
31.3.1	Job Announcements	PSD	ASB Manual	City's and GGPD's internet site and various job recruitment flyers.	COMPLETE

31.3.2	Posting Locations	PSD	ASB Manual, Workforce Diversity Plan 2006 & 2009	Copies of the City Personnel Mailing lists.	COMPLETE
31.3.3	Maintaining Applicant Contact	PSD	ASB Manual, Workforce Diversity Plan 2006 & 2009	Examples of letters sent to applicants throughout the recruitment process for each year.	COMPLETE
31.3.4	Applicant Rejection	PSD	ASB Manual	N/A	COMPLETE

## Chapter 32 – Selection

#	Text	Assigned to	Written Directives	Documentation/Proofs	Needs
32.1.1	Selection Process Described	PSD	ASB Manual, GPMC 2.44.060, 2.4.070, 2.44.080, 2.44.130, 2.44.175	Various job recruitment flyers.	COMPLETE
32.1.2	Job Relatedness	PSD	POST Administrative Manual, Section C, ASB Manual, Workforce Diversity Action Plan 2006	Workforce Diversity Action Plan 2006	COMPLETE
32.1.3	Uniform Administration	PSD	ASB Manual, Workforce Diversity Action Plan 2006	City of Garden Grove Guidelines for Interview Panels, City of Garden Grove Pre-Employment Physical Agility Release and Waiver, City of Garden Grove Police Recruit / Reserves/Laterals - Oral Interviews, P.O.S.T. Entry Level Written Test	COMPLETE
32.1.4	Candidate Information	PSD	ASB Manual	Job flyers, letters to applicants, candidate information sheets, City's web site	COMPLETE
32.1.5	Notification of Ineligibility	PSD	ASB Manual	Disqualification letters to applicants regarding test results and backgrounds	COMPLETE
32.1.6	Records	PSD	ASB Manual	N/A	COMPLETE
32.1.7	Selection Material Security	PSD	ASB Manual	Pictures of Keely's office files	COMPLETE
32.2.1	Background Investigations	PSD	POST Administrative Manual, Section C and ASB Manual	Examples of background summaries Reference POST Background Investigation Manual	COMPLETE
32.2.2	Training	PSD	ASB Manual	POST Confidential Profile Reports for background investigators, Certificates for attending background school	COMPLETE

32.2.3	Records Retention	PSD	CA Gov. Code 12940 & 12946, ASB Manual	N/A	COMPLETE
32.2.4	Polygraph Examination	PSD	GO 6.11 and ASB Manual, Workforce Diversity Action Plan 2006	Pre-Investigative Questionnaire	COMPLETE
32.2.5	Conducted by Trained Personnel	PSD	GO 6.11 and ASB Manual,	Training certificates for Department polygraph operators and voice stress experts.	COMPLETE
32.2.6	Use of Results	PSD	ASB Manual	N/A	COMPLETE
32.2.7	Medical Examinations	PSD	Government Code 1031(f), P.O.S.T. Admin Manual, Section C, and ASB Manual, GGMC 2.44.130, Workforce Diversity Action Plan 2006	Examples of clearance letters for each year. Reference POST Medical Screening Manual	COMPLETE
32.2.8	Emotional Stability/Psych Fitness Examinations	PSD	Government Code 1031(f), PC 13510 P.O.S.T. Admin Manual, Section C, ASB Manual, GGMC 2.44.130, Workforce Diversity Action Plan 2006	Examples of clearance letters for each year. Reference POST Psychological Screening Manual	COMPLETE
32.2.9	Records Retention	PSD	CA Gov. Code 12940 & 12946 P.O.S.T. Admin Manual, Section C, and ASB Manual	N/A	COMPLETE
32.2.10	Entry Level Probation	PSD	GG Municipal Code 244.175 & ASB Manual	Examples of PAF's showing probationary status	COMPLETE

### Chapter 33 – Training and Career Development

#	Text	Assigned to	Written Directives	Documentation/Proofs	Needs
33.1.1	Training Committee	PSD	ASB Manual	Examples of Training Committee memorandums	COMPLETE
33.1.2	Attendance Requirements	PSD	G.O. 1.1, ASB Manual	Examples of memorandums regarding training attendance.	COMPLETE
33.1.3	Outside Training Reimbursement	PSD	ASB Manual	P.O.S.T. Administrative Manual, Section E and examples of P.O.S.T. Training Reimbursement Request Forms	COMPLETE
33.1.4	Lesson Plan Requirement	PSD	ASB Manual	Examples of lesson plans	COMPLETE
33.1.5	Remedial Training	PSD	GO 3.17 & ASB Manual	Use appendix G Examples of memorandums and PIP's	COMPLETE
33.1.6	Employee Training Record Maintenance	PSD	GO 9.6 & ASB Manual	Examples of GGPD "Employee Individual Training Activity" reports and P.O.S.T. Confidential Profile Reports	COMPLETE
33.1.7	Training Class Records Maintenance	PSD	ASB Manual	Examples of lesson plans and course rosters.	COMPLETE
33.2.1	Academy Administration and Operation	N/A	N/A	N/A	N/A
33.2.2	Academy Facilities	N/A	N/A	N/A	N/A
33.2.3	Outside Academy, Role	PSD	ASB Manual	P.O.S.T. Administrative Manual, Code of Regulations, P.O.S.T. Administrative Manual, Section D, OCSD Training Bureau Handbook, Golden West College "Recruit Policy & Procedure Manual	COMPLETE



33.2.4	Orientation Handbook	PSD	N/A	OCSD Training Bureau Handbook & Golden West College "Recruit Policy & Procedure Manual	COMPLETE
33.3.1	Instructor Training	N/A	N/A	N/A	N/A
33.4.1	Entry Level Training Required	PSD	PC 832, GO 3.17 P.O.S.T. Administrative Manual, California Code of Regulations 1005, ASB Manual	OCSD Training Bureau Handbook & Golden West College "Recruit Policy & Procedure Manual, examples of P.O.S.T. Confidential Profile Reports, and New Officer Orientation Schedules	COMPLETE
33.4.2	Recruit Training Program	PSD	ASB Manual	OCSD Training Bureau Handbook & Golden West College "Recruit Policy & Procedure Manual, examples of P.O.S.T. Confidential Profile Reports, and New Officer Orientation Schedules, and examples of OCSD Training Academy Recruit Assessment Reports; GGPD Field Training Evaluations and Quizzes	COMPLETE
33.4.3	Field Training Program	PSD	GO 2.13 and GO 3.10	POST Administrative Manual, examples of POST Confidential Profile Reports for FTO's. OCSD Field Training Officer Course outline, and GGPD Field Training Plan and Instruction Guide	COMPLETE
33.5.1	Annual Retraining Program	PSD	GO 3.17, GO 5.11, and ASB Manual	Examples of POST Confidential Profile Reports, GGPD Training Bulletins, Block Training sign-ups, and Telemedia Productions Legal Updates video series outlines Annually	COMPLETE
33.5.2	Shift Briefing Training	PSD	GO 5.11 & ASB Manual	Examples of Telemedia Productions Legal Updates video series outlines and briefing training memorandums	COMPLETE

33.5.3	Accreditation Training	PRD	N/A	Examples of new officer orientation schedules and a memorandum by the Chief of Police	COMPLETE
33.5.4	Accreditation Manager	PSD	G.O. 4.9	Accreditation course certificates	COMPLETE
33.6.1	Specialized Training	PSD	POST Administrative Manual and ASB Manual	Examples of POST Confidential Profile Reports and GGPD Training Bulletins	COMPLETE
33.6.2	Tactical Team Training Program	PRD	GO 15.4	Examples of SWAT training memorandums	COMPLETE
33.7.1	Civilian Orientation	PSD	GO 1.1, GO 2.1, and ASB Manual	MOU/City and GGEA, GGPD Probationary Public Safety Dispatcher Training Guide, GGPD Field Report Writer Checklist	COMPLETE
33.7.2	Civilian Pre-Service and In-Service Training	PSD	ASB Manual	Examples of POST Confidential Profile Reports and Civilian Employee Daily Observation Rating forms	COMPLETE
33.8.1	Career Development Personnel Training	PSD	ASB Manual	GGPD "Supervisor's Leadership Manual", GGPD "Mentoring: An Essential Leadership Function" handbook, and examples of GGPD Supervisor Orientation Schedules	COMPLETE
33.8.2	Skill Development Training Upon Promotion	PSD	ASB Manual	POST Administrative Manual, Commission Supervisory Course, examples of GGPD New Supervisor Orientation Schedules, and POST Confidential Profile Reports	COMPLETE
33.8.3	Agency Career Development Program	PSD	ASB Manual	Chiefs memo on necessary skills for career enhancement Capt Handfield Memo of Career Development Instrument	COMPLETE
33.8.4	Higher Education	PSD	MOU Police Association & PD Management	POST certificates PD Education incentive form POST Profiles Education City tuition reimbursement forms	COMPLETE

## Chapter 34 – Promotion

#	Text	Assigned to	Written Directives	Documentation/Proofs	Needs
34.1.1	Agency Role	PSD	ASB Manual	MOU/City and GGPA and examples of memorandums dealing with promotions	COMPLETE
34.1.2	Authority and Responsibility	PSD	ASB Manual	MOU/City and GGPA and examples of memorandums dealing with promotions	COMPLETE
34.1.3	Promotional Process Described	PSD	GO 3.2, 3.10 and ASB Manual	MOU/City and GGPA and examples of memorandums dealing with promotions	COMPLETE
34.1.4	Job Relatedness	PSD	G.O. 3.10, GGMC 2.44.020, 2.44.060, and 2.44.410 & ASB Manual	MOU/City and GGPA, examples of memorandums dealing with promotions and GGPD Workforce Diversity Action Plan	COMPLETE
34.1.5	Promotional Announcement	PSD	ASB Manual	MOU/City and GGPA and examples of memorandums dealing with promotions	COMPLETE
34.1.6	Eligibility Lists	PSD	G.O. 3.10, ASB Manual	MOU/City and GGPA, examples of memorandums dealing with promotions and promotional lists	COMPLETE
34.1.7	Promotional Probation	PSD	G.O. 3.10, GGMC 2.44.175 and ASB Manual	Examples of Personnel Action Forms	COMPLETE

## Chapter 35 – Performance Evaluation

#	Text	Assigned to	Written Directives	Documentation/Proofs	Needs
35.1.1	Performance Evaluation System	PRD	GO 3.2	GGPD Field Training Guide and examples of evaluations for all three years.	COMPLETE
35.1.2	Annual Evaluation	PRD	GO 3.2, 16.3	GGPD Field Training Guide and examples of evaluations for all three years. Annually	COMPLETE
35.1.3	Quarterly Evaluation of Probationary Employees	PRD	GO 3.2	Examples of probationary officers and other employees' evaluations for all three years. At least quarterly	COMPLETE
35.1.4	Evaluation Criteria	PRD	GO 3.2	Examples of evaluations for all three years.	COMPLETE
35.1.5	Evaluation Period	PRD	GO 3.2	Examples of evaluations for all three years.	COMPLETE
35.1.6	Unsatisfactory Performance	PRD	GO 3.2	Examples of evaluations and other written documents for all three years.	COMPLETE
35.1.7	Employee Counseling	PRD	GO 3.2 and ASB Manual	Examples of evaluations for all three years and GGPD Evaluation Instructions page.	COMPLETE
35.1.8	Rater Evaluation	PRD	GO 3.2	Examples of supervisory evaluations for all three years.	COMPLETE
35.1.9	Personnel Early Warning System	PRD	GO 3.28	Written documents related to the Personnel Early Warning System. Annual report required	COMPLETE

## Chapter 41 – Patrol

#	Text	Assigned to	Written Directives	Documentation/Proofs	Needs
41.1.1	Continuous Patrol Coverage & Shift/Beat Assignments	CPB-P	GO 5.20	Examples of patrol shift schedules for all three years.	COMPLETE
41.1.2	Shift Briefing	CPB-P	GO 5.11	Examples of daily roster and schedules briefing times.	COMPLETE
41.1.3	Special Purpose Vehicles	CPB-P	GO 5.14, 14.5, and 16.4	Various related unit operations manuals.	COMPLETE
41.1.4	Agency owned or Controlled Special Animals	CPB-P	GO 5.19, and 5.29,	Various related unit operations manuals.	COMPLETE
41.2.1	Responding Procedures	CPB-P	GO 14.6	Examples of GGPD Field Training Plan and Instruction Guides.	COMPLETE
41.2.2	Pursuit of Motor Vehicles	CPB-P	GO 5.2	Examples of GGPD Field Training Plan and Instruction Guide, and examples of GGPD Pursuit Critiques with arrest reports for all three years. Annual report required	COMPLETE
41.2.3	Roadblocks	CPB-S	GO 5.2	OC Chief's of Police and Sheriff's Association Inter-City Police Assistance Plan and OC Official Law Enforcement Communications Handbook. Post Mandated training. Annually with Pursuits	COMPLETE

41.2.4.	Notification Procedures	CPB-P	GO 2.15, 5.1, 5.15 and 5.18	Examples of press releases, memorandums, and event history records for all three years.	COMPLETE
41.2.5	Missing Persons -- Adults	CPB-P	CPC 14205 and GO 5.21	Examples of missing person's reports, teletypes, and investigative worksheets for all three years.	COMPLETE
41.2.6	Missing Children	CPB-P	CPC 14205, 14250CWI 601, GO 5.21 and G.O. 5.32	Examples of missing juveniles report, teletypes, and investigative worksheets for all three years.	COMPLETE
41.2.7	Mental Illness	CPB-P	CPC 13515.25, CWI 5150 to 5157 and GO 5.9	POST "Police Response to People with Mental Illness or Developmental Disability; Field Guide, POST Confidential Profile Reports, and examples of 5150 W&I reports for all three years. Training bulletin 2007-05 Refresher training every three years Pictures of police vehicles	COMPLETE
41.3.1	Patrol Vehicles Lights/Siren	CPB-P	GO 14.7		COMPLETE
41.3.2	Equipment Specification/ Replenishments	CPB-P	GO 14.7 and 14.8	Examples of GGPD Vehicle Inventory Reports and squad inspections for all three years.	COMPLETE
41.3.3	Occupant Safety Restraints	CPB-P	GO 14.6	CVC 27360, CVC 27315.3 (b) and CVC 27315.5	COMPLETE
41.3.4	Authorized Personnel Equipment	CPB-P	GO 14.1, 14.2, 14.3	Examples of GGPD Equipment Lists. Records manual, Communication manual	COMPLETE
41.3.5	Protective Vests	CPB-P	GO 14.2	Examples of GGPD Equipment Lists. N/A	COMPLETE
41.3.6	Protective Vests/Pre-Planned, High Risk Situations	CPB-P	GO 14.2 and 15.4		COMPLETE
41.3.7	Mobile Data Access	CPB-P	GO 13.3, 14.12	N/A	COMPLETE

41.3.8	In-Car Audio/Video	CPB-P	G.O. 5.31	Memo's concerning Pictures of police vehicles Training bulletin 2008-04 New file	COMPLETE
41.3.9	License Plate Recognition Systems	CPB-P			COMPLETE

## Chapter 42 – Criminal Investigation

#	Text	Assigned to	Written Directives	Documentation/Proofs	Needs
42.1.1	On-Call Schedule	SSB-I	GO 6.10	GGPD Telephone List, CAD System Investigations Pager Roster and Personnel Phone Number list.	COMPLETE
42.1.2.	Case-Screening System	SSB-I	GO 6.3 and 6.4	Examples of Investigative Worksheet/Case Status Reports for all three years.	COMPLETE
42.1.3	Case File Management	SSB-I	GO 6.3, 6.4, and 6.15	Examples of Investigative Worksheet/Case Status Reports for all three years.	COMPLETE
42.1.4	Accountability Preliminary/Follow-Up Investigations	SSB-I	GO 6.1 and 6.2	Examples of Crime/Arrest reports for all three years.	COMPLETE
42.1.5	Habitual/Serious Offenders	SSB-I	CPC 999 b – y and GO 6.2	Examples of GGPD Investigative Worksheet/Case Status Reports, Chronic Offender forms, 290 PC Interview Information forms, arrest reports and felony complaints for all three years.	COMPLETE
42.1.6	Safeguard Procedures, Records, Storage and Security	COP	Code of Federal Regulations, Title 28, Judicial Administration, Chapter 1, Department of Justice, Part 23, Criminal Intelligence Systems Operating Policies, GO 5.5, 6.5, 6.12, 6.21 and SIU Operations Manual	OC Human Relations Commission Hate Crime Reporting Forms for all three years. Memorandum regarding Criminal Intelligence  Annually	COMPLETE



42.2.1	Preliminary Investigations Steps	SSB-I	GO 5.17 and 6.2	Examples of arrest reports for all three years.	COMPLETE
42.2.2.	Follow-Up Investigations Steps	SSB-I	GO 6.2	Examples of arrest reports for all three years.	COMPLETE
42.2.3	Investigative Checklists	SSB-I	Felony crime and evidence guide	GGPD Field Training Plan and Instruction Guide and examples of GGPD Investigative Worksheet/Case Status Reports for all three years.	COMPLETE
42.2.4	Patrol Shift Briefing Attendance	SSB-I	N/A	Investigative Units goals and objectives and memorandums regarding briefing attendance.	COMPLETE
42.2.5	Investigative Task Forces	SSB-I	GO 6.1	MOU's from the various task forces.	COMPLETE
42.2.6	Polygraph Examinations	SSB-I	GO 6.11	Polygraph/CVSA certifications and supplement reports documenting the use of.	COMPLETE
42.2.7	Informants	CPB-S	GO 6.6, 6.7, and 6.8 SIU Manual	Examples of OC Cooperating Individuals Index History Card and GGPD Informant file envelope. Training bulletin 2001-22	COMPLETE
42.2.8	Identity Theft Crimes	SSP	G.O. 6.19	ID Theft handouts	COMPLETE
42.2.9	Cold Case Investigations	SSP	G.O. 6.20	Cold case files	COMPLETE
42.2.10	Interview and Interrogation rooms	SSP	G.O. 10.11		COMPLETE

42.2.11	Lineups – Physical and Photographic	SSP	G.O. 6.22	Ca. Peace Officers Legal Sourcebook, OCSD Lineup Procedures, Training Bulletins	COMPLETE
42.2.12	Eyewitness Identifications – Show-ups	SSP	G.O. 6.22	Ca. Peace Officers Legal Sourcebook, OCSD Lineup Procedures, Training Bulletins	COMPLETE

**Chapter 43 – Vice, Drugs, and Organized Crime**

#	Text	Assigned to	Written Directives	Documentation/Proofs	Need
43.1.1	Complaint Management	CPB-S	G.O. 6.5, 6.21 GGPD SIU Operations Manual	Examples of GGPD SIU Activity Complaint forms.	COMPLETE
43.1.2	Records, Storage and Security	CPB-S	GO 6.7, 6.21 and GGPD SIU Operations Manual	Confidential Informant file memo & pictures	COMPLETE
43.1.3	Confidential Funds	CPB-S	GO 6.8 and GGPD SIU Operations Manual	Examples of City of Garden Grove accounting forms and memorandums by the SIU sergeant. N/A	COMPLETE
43.1.4	Equipment, Authorization and Control	CPB-S	GGPD SIU Operations Manual		COMPLETE
43.1.5	Convert Operations	CPB-S	GO 6.5 and GGPD SIU Operations Manual	Examples of GGPD SIU Operational Plans for all three years.	COMPLETE

## Chapter 44 – Juvenile Operations

#	Text	Assigned to	Written Directives	Documentation/Proofs	Needs
44.1.1	Juvenile Operations Policy	CPB-S	GO 8.4, 8.1, 8.3, 8.5 and 2.20	Examples of GGPD Explorer Post 1020 pamphlets, Boys and Girls Club of Garden Grove Family and Youth Outreach Program pamphlets and Boys and Girls Club of Garden Grove Youth Diversion Program Contracts.	COMPLETE
44.1.2	Policy Input, Others	CPB-S	GO 8.4	Examples of memorandums and meeting minutes with meetings from other agencies/personnel.	COMPLETE
44.1.3	Annual Program Review	CPB-S	GO 8.4	Examples of memorandums and meeting minutes with meetings documenting annual program reviews.	COMPLETE
44.2.1	Handling Offenders	CPB-S	GO 8.1 and 8.4	Annual report required Examples of juvenile arrest reports with various dispositions and referral forms for all three years.	COMPLETE
44.2.2	Procedures for Custody	CPB-S	GO 8.1, 8.2 and 2.20 WI 601 (a), WI 300	Examples of juvenile arrest reports with various dispositions, citations, and referral forms for all three years. Juvenile Justice Commission inspections reports	COMPLETE
44.2.3	Custodial Interrogation	CPB-S	GO 8.1	Examples of juvenile arrest reports with various dispositions and parent notification forms for all three years.	COMPLETE
44.2.4	School Liaison Program	CPB-S	GO 8.4	YSU goals and objectives and memorandums from the Special Officers regarding accomplishments for all three years.	COMPLETE
44.2.5	Community Recreation Programs	CPB-S	GO 8.3	GGPD Annual Reports, YSU Annual Reviews, and YSU Goals and Objectives for all three years.	COMPLETE

## Chapter 45 – Crime Prevention and Community Involvement

#	Text	Assigned to	Written Directives	Documentation/Proofs	Needs
45.1.1	Activities	ASB-C	GO 2.12 and 2.19	Examples of GGPD crime alerts, warnings, Crime Prevention Quarterly Reports, and other documents for all three years.  Evaluation of programs needed every 3 years	COMPLETE
45.1.2	Organization Prevention Groups	ASB-C	GO 2.12, 2.19	Examples of GGPD crime alerts, warnings, Crime Prevention Quarterly Reports, and other documents for all three years.	COMPLETE
45.1.3	Prevention Input	ASB-C	GO 2.12, 7.20, 7.21	Examples of memorandums from criminal intelligence regarding input to various departments.	COMPLETE
45.2.1	Activities	ASB-C	GO 2.19 and 2.12	GGPD Chief's Forum membership description, roster, and meeting agendas for all three years.	COMPLETE
45.2.2	Quarterly Progress Report	ASB-C	GO 2.19 and 2.12	Crime Prevention annual reports and examples of quarterly reports for all three years.	COMPLETE
45.2.3	Procedures for Transmitting Information	ASB-C	GO 2.19	Monthly and Quarterly Examples of Management Meeting Meetings and monthly/yearly reports for all three years.	COMPLETE
45.2.4	Citizens Survey	ASB-C	GO 2.19	Monthly reports Examples of the City of Garden Grove Community Survey and questionnaires. Every three years	COMPLETE
45.2.5	Citizen Survey, Summary to Chief	ASB-C	GO.2.19	Document showing Chief made aware of survey results	COMPLETE

## Chapter 46 – Unusual Occurrences and Special Operations

#	Text	Assigned to	Written Directives	Documentation/Proofs	Needs
46.1.1	Planning Responsibility	PRD	GO 15.1, GO 15.6	City EOC Functional Organization Chart and GGPD Organization Charts for all three years.	COMPLETE
46.1.2	All Hazard Plan	PRD	GO 15.1, 15.2, 15.3, 15.4, 15.5, 15.6 & 15.7	Garden Grove Emergency Operations Plan and Annexes and OC Chiefs' of Police and Sheriff's Association Inter-City Police Assistance Plan	COMPLETE
46.1.3	Command Function	PRD	GO 15.6, 15.1, 15.4, 15.5, 15.2. 2.15, GGPD Field Command and Control Manual.	Garden Grove Emergency Operations Plan and Annexes, OC Chiefs' of Police and Sheriff's Association Inter-City Police Assistance Plan	COMPLETE
46.1.4	Operations Function	PRD	GO 15.6, 15.5, 10.9, 10.4, 8.1, 7.18 GGPD Field Command and Control Manual	City of Garden Grove Hazardous Materials Area Plan	COMPLETE
46.1.5	Planning Function	CPB-P	GO 15.6	Garden Grove Emergency Operations Plan and Annexes	COMPLETE
46.1.6	Logistics Function	CPB-P	GO 15.6 GGPD Field Command and Control Manual	Garden Grove Emergency Operations Plan and Annexes,	COMPLETE
46.1.7	Finance / Administration Function	PRD	GO 15.6 GGPD Field Command and Control Manual	Garden Grove Emergency Operations Plan and Annexes, City of Garden Grove Emergency Incident Time Sheet	COMPLETE
46.1.8	Equipment Inspections	PRD	GO 15.6, 15.4, 14.5	Garden Grove Emergency Operations Plan and Annexes Quarterly Inspections	COMPLETE

46.1.9	Annual Training	PRD	GO 15.6	Annual training required	COMPLETE
46.1.10	Active Threats	PRD	New	Annual review of policy and training needs	COMPLETE
46.2.1	Special Operations Activities	PRD	GO 15.6, 15.4, 2.23 GGPD Field Command and Control Manual, Mounted Enforcement Operations Manual, K-9 Manual		COMPLETE
46.2.2	Tactical Team Selection	PRD	GO 15.4 Mounted Enforcement Operations Manual		COMPLETE
46.2.3	Tactical Team Equipment	PRD	GO 15.6, 15.4		COMPLETE
46.2.4	Hostage Negotiations Selection	PRD	GO 15.4	Examples of HNT selection memorandums for all three years.	COMPLETE
46.2.5	Search and Rescue	N/A	N/A	N/A	N/A
46.2.6	VIP Security Plan	PRD	GO 2.11		COMPLETE
46.2.7	Special Events Plan	PRD	GO 2.11, 7.19		COMPLETE
46.3.1	Liaison with other Organizations	PRD	GO 6.5, 6.21	Training Bulletins 2002-08, 2003-20, 2003-01, 2004-11, 2004-10, 2008-? OC Intelligence Assessment Center, OC Terrorism Liaison Officer Program, TOL Interest Memo's being accepted	COMPLETE

46.3.2	Terrorism Related Intelligence	PRD	GO 6.5, 6.21	Training Bulletin 2002-08, 2008-? OC Intelligence Assessment Center, OC Terrorism Liaison Officer Program, TOL Interest Memo's being accepted	COMPLETE
46.3.3	Providing Awareness Information	PRD		OC Intelligence Assessment Center, OC Terrorism Liaison Officer Program, TOL Interest Memo's being accepted Training Bulletin 2008-?	COMPLETE
46.3.4	CBRN Awareness	PRD	City Homeland Security Advisory SOP, Training Bulletins 2002-08,2003-01	POST Basic Training Course on Emergency Management, OC Intelligence Assessment Center, OC Terrorism Liaison Officer Program, TOL Interest Memo's being accepted Training Bulletin 2008-?	COMPLETE



## Chapter 52 – Internal Affairs

#	Text	Assigned to	Written Directives	Documentation/Proofs	Needs
52.1.1	Complaint Investigation	PSD	GO 4.8	Examples of IA investigations for all three years. Annual IA summary N/A	COMPLETE COMPLETE
52.1.2	Records, Maintenance and Security	PSD	GO 4.8, PC 832.5a, 837.7	N/A	COMPLETE
52.1.3	CEO, Direct Accessibility	PSD	GO 4.8	N/A	COMPLETE
52.1.4	Complaint Registering Procedures	PSD	GO 4.8, PC 832.5a	State of California, DOJ, Annual Report of Citizens' Complaints Against Peace Officers for all three years and examples of flyers detailing the complaint procedure.	COMPLETE
52.1.5	Annual Summaries, Public Availability	PSD	GO 4.8, PC 837.7	State of California, DOJ, Annual Report of Citizens' Complaints Against Peace Officers, memorandums regarding Internal Affairs Statistical Summary, and GGPD Citizen Complaint log for all three years. 2009 Annual IA summary Annual DOJ report	COMPLETE 2014, 2015 Annual report submitted to state (put on PD internet) – in case they look
52.2.1	Complaint Types	PSD	GO 4.8		COMPLETE

52.2.2	CEO, Notification	PSD	GO 4.8	N/A	COMPLETE
52.2.3	Investigation Time Limits	PSD	GO 4.8	Examples of IA investigations for all three years.	COMPLETE
52.2.4	Informing Complainant	PSD	GO 4.8	Examples of IA investigations and any letters to the complainant for all three years.	COMPLETE
52.2.5	Statement of Allegations/ Rights	PSD	California Government Code sections 3300 – 3312, GO 1.2	Examples of various memorandums for all three years.	COMPLETE
52.2.6	Submission to Tests, Procedures	PSD	California Government Code sections 3300 – 3312, GO 1.1, 1.2 and 6.11	Explanation memorandum by the Accreditation Manager.	COMPLETE
52.2.7	Relived from Duty	PSD	GGMC 2.44.380, GO 1.2, 2.8, 3.27 and 3.11 -	Examples of disciplinary packages and PAF's in which employees were relieved from duty for all three years.	COMPLETE
52.2.8	Conclusion of Fact	PSD	GO 4.8	Examples of IA investigations and letters to the complainant for all three years.	COMPLETE

## Chapter 53 – Inspectional Services

**Note: G.O.'s up to date as of 10-28-14**

#	Text	Assigned to	Written Directives	Documentation/Proofs	Needs
53.1.1	Procedures, Line	CPB-P	GO 4.7	Examples of line-level inspections for all three years.  Quarterly / Annual inspections	COMPLETE
53.2.1	Procedures, Staff	PRD	N/A elected 20%	Have not achieved this standard.	N/A

## Chapter 54 – Public Information

**Note: G.O.'s up to date as of 11-12-2014**

#	Text	Assigned to	Written Directives	Documentation/Proofs	Needs
54.1.1	Activities	SSB-I	GO 2.15	Examples of press releases and other media related documents for all three years.	COMPLETE
54.1.2	Policy Input	SSB-I	GO 2.15	Examples of press releases and other media related documents in which we sought their input for all three years.	COMPLETE
54.1.3	News Media Access	SSB-I	GO 2.15 PC 409.5 & 409.6	CPC 409.5 and clarification memorandum by the Department's PIO.	COMPLETE

## Chapter 55 – Victim/Witness Assistance

**Note: G.O.'s up to date as of 12-8-2014**

#	Text	Assigned to	Written Directives	Documentation/Proofs	Needs
55.1.1	Summary of Rights	ASB-C	CPC 679.01, 13700 – 13702, and GO 2.20 & 5.4	Examples of EPO's for all three years and examples of pamphlets addressing victim/witness topics. Training bulletin 2007-06	COMPLETE
55.1.2	Analysis, Needs/Services	ASB-C	GO 2.20 and 5.4	Clarification memorandum from the Community Liaison Manager and examples of pamphlets addressing victim/witness topics.  Vic/Wit programs evaluation every 2 years – CAP SGT.	COMPLETE
55.1.3	Policy/Procedure Development	ASB-C	PC 841.5, GO 2.15, 2.20, , 4.5, 5.4 and Records Procedure Manual 4.4.2	Examples of GGPD and other training bulletins, youth diversion contracts for all three years, and examples of pamphlets. Training bulletins 2007-06,98-20,2000-13, 2001-10	COMPLETE
55.2.1	Initial Assistance	ASB-C	GO 2.20 and 5.4	Information from the "White Pages", clarification memorandum from the Community Liaison Manager and examples of pamphlets addressing victim/witness topics. CAD VMW list. Training Bulletin 2007-06	COMPLETE
55.2.2	Assistance, Threats	CPB-P	GO 2.20, Training Bulletin 2000-13	Examples of applications of EPO's for all three years and other supporting documentation from Community Liaison Division.	COMPLETE
55.2.3	Assistance, Preliminary Investigation	CPB-P	GO 2.20, 5.4,6.2,6.3 Training Bulletin 2007-06, 2000-21	Examples of crime/incident reports and applications of EPO's for all three years, and other supporting documentation from Community Liaison Division.	COMPLETE

55.2.4	Assistance, Follow-up Investigation	SSB-I	GO 2.20, 6.2, 6.3, 11.1 Training Bulletin 2007-06	Clarification memorandum from the Community Liaison Manager and examples of pamphlets addressing victim/witness topics.	COMPLETE
55.2.5	Assistance, Suspect Arrest	CPB-P	GO 6.2, 6.3, 5.4, 2.20	Examples of crime/incident reports and applications of EPO's for all three years, and other supporting documentation from Community Liaison Division.	COMPLETE
55.2.6	Next-of-Kin Notification	CPB-P	GO 2.14, 2.20 and 4.18	Examples of Miscellaneous Police Chaplain logs and reports detailing death counseling/notification for all three years.	COMPLETE

## Chapter 61 – Traffic

**Note: G.O.'s up to date as of 2-17-2015**

#	Text	Assigned to	Written Directives	Documentation/Proofs	Needs
61.1.1	Selective Enforcement Activities	CPB-S	GO 7.1,7.2, 7.3, 7.4 and 7.5	Examples of SWITRS reports, traffic engineering studies, and crime analysis studies for all three years.	COMPLETE
61.1.2	Uniform Enforcement Procedures	CPB-S	GO 7.4 & 17.1	Examples of traffic arrests and citations for all three years.	COMPLETE
61.1.3	Violator Procedures	CPB-S	GO 7.4, 8.1 & 12.2	CVC 1651.3, 12504, 12518, 6701, 40830, 41401 and examples of traffic citations for all three years.	COMPLETE
61.1.4	Informing the Violator	CPB-S	GO 7.12	Examples of traffic citations for all three years.	COMPLETE
61.1.5	Uniform Enforcement Procedures	CPB-S	GO 7.4, 7.7, and 7.15	Examples of traffic arrests and citations for all three years.	COMPLETE
61.1.6	Enforcement Practices	CPB-S	GO 7.4, CVC 2814.1,	Traffic Unit goals and objectives for all three years and examples of unit monthly reports for all three years. Traffic grant reports	COMPLETE
61.1.7	Stopping/Approaching	CPB-S	GO 7.10	N/A	COMPLETE
61.1.8	Officer-Violator Relations	CPB-S	GO 7.10	N/A	COMPLETE
61.1.9	Speed-Measuring Devices	CPB-S	GO 7.5	Examples of radar surveys for all three years, equipment maintenance records, and training certificates.	COMPLETE
61.1.10	Alcohol Enforcement Program	CPB-S	GO 7.13, VC 28141.1(a)	Examples of sobriety checkpoint information for all three years, Dui pamphlets, and other related documents. Traffic grant reports	COMPLETE
61.1.11	DUI Procedures	CPB-S	GO 5.12, 7.11, 10.9, and 17.1, CVC 23612	Examples of Implied Consent forms and DUI arrests for all three years, GGPD Sobriety Checkpoint Manual, and Legal Sourcebook.	COMPLETE

61.1.12	License Reexamination Referrals	CPB-S	GO 7.6, CVC 21061 and 21062	DMV Form 427; Notice of Priority Re-Examination of Driver	COMPLETE
61.1.13	Parking Enforcement	CPB-S	Municipal Code Section 10.56.010 to 10.56.220, GO 7.8, VC 22500-22526	Examples of Abandoned Vehicle Abatement Quarterly Report and parking citations for all three years.	COMPLETE
61.2.1	Reporting and Investigation	CPB-S	GO 7.15, 7.16, and 7.23	Examples of traffic collision reports and arrests, if applicable, for all three years.	COMPLETE
61.2.2	Collision Scene Responses	CPB-S	GO 7.11, 7.14, 7.15, 7.16, 7.17, 7.18, 7.23, 5.1	GGPD Field Training Plan and Instruction Guide and examples of traffic collision reports and event histories for all three years.	COMPLETE
61.2.3	Collision Scene Duties	CPB-S	GO 7.15, 7.16, 7.23 and 11.2	GGPD Field Training Plan and Instruction Guide and examples of traffic collision reports and event histories for all three years.	COMPLETE
61.2.4	Follow-Up Investigations	CPB-S	GO 7.16	Examples of traffic collision reports with investigative worksheets for all three years.	COMPLETE
61.3.1	Traffic Engineering	CPB-S	GO 7.21, 7.21	SWITRS reports and other traffic surveys for all three years.	COMPLETE
61.3.2	Direction/Control Procedures	CPB-S	GO 7.15, 7.18, and 7.19	GGPD Field Training and Plan of Instruction for various officers, copies of specific event histories for all three years, and a photograph of a uniformed officer.	COMPLETE
61.3.3	Escorts	CPB-S	GO 7.19	Traffic operational plans including Strawberry Festival Parade for all three years. Memo on Special Olympics	COMPLETE
61.3.4	Adult School Crossing Guards <b>OLD 61.3.5</b>	CPB-S	N/A by function elected 20%	N/A	N/A



61.3.5	Student Safety Patrol Program	CPB-S	N/A by function elected 20%	N/A	N/A
61.3.6	<b>OLD 61.3.6</b> Local/Regional Planning Committees	CPB-S	GO 7.20	Examples of GG Traffic Commission Agendas for all three years and examples of specific traffic surveys.	COMPLETE
61.4.1	<b>Old 61.3.7</b> Assistance, Highway Users	CPB-S	GO 5.8 and 7.22	Examples of event histories for all three years.	COMPLETE
61.4.2	Hazardous Highway Conditions	CPB-S	GO 5.18 and 7.23	Examples of the Monthly Signal Maintenance Logs and event histories for all three years.	COMPLETE
61.4.3	Towing	CPB-S	GO 7.14	CVC 22669, GG Municipal Code, Title 8 - Peace, Safety, and Morals, examples of Stored Vehicle Reports and Abandoned Vehicle Abatement Program Quarterly Reports for all three years.	COMPLETE
61.4.4	Traffic Safety Materials	CPB-S	N/A	Various traffic safety pamphlets, in English and Spanish, published by the AAA, the County, and GGPD.	COMPLETE

## Chapter 70 – Prisoner Transportation

**Note: G.O.'s up to date as of 3-10-2015**

#	Text	Assigned to	Written Directives	Documentation/Proofs	Needs
70.1.1	Pre-Transport Prisoner Searches	CPB-P	CPC 4030,, GO 10.9, GGPD City Jail Manual 0900.02, 0900.03, and 0900.07	Examples of arrest reports, body cavity search forms, and booking reports for all three years and examples of Field Training Plan of Instructions.	COMPLETE
70.1.2	Searching Transport Vehicles	CPB-P	GO 10.9, 14.8 and GGPD Jail Manual 0900.07	Examples of Field Training Plan of Instructions	COMPLETE
70.1.3	Procedures, Transporting by Vehicles	CPB-P	GO 10.9 and GGPD Jail Manual 0900.07	FTO manual, Arrest reports stating how detainee was transported	COMPLETE
70.1.4	Interruption of Transport	CPB-P	GO 10.9 and GGPD Jail Manual 0900.07	Arrest reports showing transportation interrupted for emergency	COMPLETE
70.1.5	Prisoner Communication	PRD	GO 10.9 and GGPD Jail Manual 0900.07	Memos on communicating with detainee	COMPLETE
70.1.6	Procedures, Transport Destination	CPB-P	GO 10.9 and GGPD Jail Manual 0900.07	Examples of OCSD and GGPD Jail Booking forms medical issues.	COMPLETE
70.1.7	Procedures, Escape	CPB-P	GO 10.9 and GGPD Jail Manual 1000.01	Examples of prisoner escape for all three years, if applicable. Incident	COMPLETE

70.1.8	Notify Court of Security Hazard	CPB-P	GO 10.9 and GGPD Jail Manual 0900.07	Arrest reports showing detainee is unusual risk	COMPLETE
70.2.1	Prisoner Restraint Requirement	PRD	GO 5.27, 10.9, 14.9 and GGPD Jail Manual 0900.07	Examples of arrest reports for all three years, transportation of detainee with restraints.	COMPLETE
70.3.1	Sick, Injured, Disabled	CPB-P	GO 10.9 and GGPD Jail Manual 0900.07	Examples of arrest reports for all three years, transportation to hospital.	COMPLETE
70.3.2	Hospital Security & Control	CPB-P	GO 10.9 and GGPD Jail Manual 0900.07	Examples of arrest reports for all three years, security and control of detainee during medical treatment.	COMPLETE
70.3.3	Special Situations	CPB-P	GO 10.9 elected 20%	N/A by function elected 20%	N/A
70.4.1	Vehicle Safety Barrier	ASB	GO 10.9, 14.5 and GGPD Jail Manual 0900.07	N/A – pictures showing vehicles with cages	COMPLETE
70.4.2	Rear Compartment Modifications	ASB	GO 10.9, 14.5 and GGPD Jail Manual 0900.07	N/A – pictures showing vehicles with cages	COMPLETE
70.5.1	Prisoner ID and Documentation	ASB	GO 10.4, 10.9 and GGPD Jail Manual 1500.01	An example of arrest reports, booking forms, and other documents for all three years.	COMPLETE

Chapter 71 – Processing and Temporary Detention

N/A does not apply to Holding Facilities

#	Text	Assigned to	Written Directives	Documentation/Proofs	Needs
71.1.1	Authorization	N/A	N/A	N/A	NOTE: Assessor only signs first file in an N/A Chapter. This file is signed and dated.
71.2.1	Training User Personnel	N/A	N/A	N/A	
71.3.1	Detainee Processing and Control	N/A	N/A	N/A	
71.3.2	Securing to Immoveable Objects	N/A	N/A	N/A	
71.3.3	Procedures, Security	N/A	N/A	N/A	
71.4.1	Minimum Physical Conditions	N/A	N/A	N/A	
71.4.2	Fire Protection Plan	N/A	N/A	N/A	
71.4.3	Inspections	N/A	N/A	N/A	
71.5.1	Security in processing and testing areas	N/A	N/A	N/A	

## Chapter 72 – Holding Facility

**Note: G.O.'s up to date as of 4-20-15**

#	Text	Assigned to	Written Directives	Documentation/Proofs	Needs
72.1.1	Training User Personnel	PRD	GO 10.1, 10.2 and GGPD Jail Manual 0400.01	Examples of GGPD Training Plans of Instruction, New Officer Orientation Schedules for all three years, CSI Orientation Training checklist, and jailer training certificates for all three years.	COMPLETE
72.1.2	Access, Nonessential Persons	PRD	GO 10.1 and GGPD Jail Manual 100.04 and 2400.01	N/A	COMPLETE
72.1.3	Records Security	PRD	CPC 11077, GO 9.2, 10.1, GGPD Jail Manual 500.01 and 600.01	California Criminal History Inquiry Manual, California Criminal Justice Information System, Introduction and California Criminal Offender Record Information, Authorized Agencies List.	COMPLETE
72.2.1	Minimum Conditions	PRD	GO 10.2, 10.3, 10.6 and GGPD Jail Manual 800.01, 100.03	OC Health Care Agency Annual Inspection for all three years.  Annual inspection by OC health Annual inspection by Juvenile Justice Commission	COMPLETE
72.3.1	Fire, Heat, Smoke Detection System, Inspections	PRD	GO 10.2 and GGPD Jail Manual 1000.1, 100.03	CSI Facility Inspection Logs, CSI Monthly Fire/Safety Inspection logs, and State Fire Marshall Annual Detention Facilities Inspection for all three years. Daily visual, weekly, semiannually inspections of fire related items	COMPLETE
72.3.2	Posted Evacuation Plan	PRD	GO 10.2 and GGPD Jail Manual 1000.1 and 1000.04	N/A	COMPLETE

72.3.3	Weekly Sanitation Inspection	PRD	GO 10.2 and GGPD Jail Manual 1700.2	Examples of CSI Facility Inspection Logs for all three years. Weekly inspections	COMPLETE
72.4.1	Security Firearms	PRD	GO 10.3 and GGPD Jail Manual 0900.1 and 800.01	Examples of GGPD Field Training Plan and Instruction Guides and New Officer Orientation schedules for all three years.	COMPLETE
72.4.2	Entering Occupied Cells	PRD	GO 10.3 and GGPD Jail Manual 900.04 and 900.6	Examples of GGPD Field Training Plan and Instruction Guides and New Officer Orientation schedules for all three years.	COMPLETE
72.4.3	Key Control	PRD	GO 10.3 and GGPD Jail Manual 900.6, 800.01	N/A	COMPLETE
72.4.4	Facility Door Security	PRD	GO 10.3 and GGPD Jail Manual 800.1 and 900.06	N/A	COMPLETE
72.4.5	Security Checks	PRD	GO 10.3 and GGPD Jail Manual 900.4	Examples of GGPD Field Training Plan and Instruction Guides and various jail logs for all three years.	COMPLETE
72.4.6	Security Inspections	PRD	GO 10.3, GGPD Jail Manual 100.03 and 900.4	Examples of CSI Facility Inspection Logs for all three years. Weekly inspection documented	COMPLETE
72.4.7	Tool & Culinary Equipment	PRD	GO 10.3, GO 10.6 and GGPD Jail Manual 800.01 and 1000.01	N/A	COMPLETE
72.4.8	Alerting Control Point	PRD	GO 10.3 and GGPD Jail Manual 800.01 and 1000.01	N/A	COMPLETE
72.4.9	Panic Alarm	PRD	GO 10.3 and GGPD Jail Manual 1000.01	Activations of jail alarm	COMPLETE
72.4.10	Procedures, Escape	PRD	GO 10.3 and GGPD Jail Manual 1000.01	Examples of crime/incident reports or memorandums documenting escapes.	COMPLETE
72.4.11	Report, Threats to Facility	PRD	GO 10.3, GGPD Jail Manual 1000.01 and 1100.01	Examples of crime/incident reports or memorandums documenting threats. Incident reports required	COMPLETE

72.5.1	Detainee Searches	PRD	GO 10.4, GGPD Jail Manual 500.01, 800.01, 900.02, 1400.01, 1500.01	Examples of arrest reports for all three years.	COMPLETE
72.5.2	Intake Forms	PRD	GO 10.4 and GGPD Jail Manual 500.01, 1400.01 and 1500.01	Examples of arrest reports and GGPD/CSI booking forms for all three years.	COMPLETE
72.5.3	Sight & Sound Separation	PRD	GO 8.1, 10.4, 10.9 and GGPD Jail Manual 1200.03 and 1500.01	N/A	COMPLETE
72.5.4	Segregation	PRD	GO 10.4, 10.5 and GGPD Jail Manual 1200.01	Examples of GGPD Jail Facility / CSI Detox Inmate Assessment forms for all three years.	COMPLETE
72.5.5	Procedure, Outside Detainees	PRD	GO 10.4 and GGPD Jail Manual 1400.01	Memo's outside agency jail use	COMPLETE
72.5.6	Procedures, Exceeding Capacity	PRD	GO 10.4 and GGPD Jail Manual 800.01	N/A	COMPLETE
72.5.7	Identification, Released Detainees	PRD	GO 10.4 and GGPD Jail Manual 1500.01	Examples of arrest reports and GGPD/CSI booking forms for all three years.	COMPLETE
72.6.1	Procedure, Medical Assistance	PRD	GO 10.5 and GGPD Jail Manual 1800.04	Physician Authorization Letter Annual medical review	COMPLETE
72.6.2	First Aid Kit	PRD	GO 10.5 and GGPD Jail Manual 1800.04	Examples of CSI Facility Inspection Logs and GGPD First Aid Contents checklist for all three years. Weekly inspection required	COMPLETE
72.6.3	Receiving Screening Information	PRD	GO 10.5 and GGPD Jail Manual 1800.01, 1800.03	Examples of GGPD/CSI Health Care forms for all three years.	COMPLETE
72.6.4	Posted Access to Medical Service	PRD	GO 10.5	N/A- Picture of sign in jail	COMPLETE

72.6.5	Dispensing Pharmaceuticals	PRD	GO 10.5 and GGPD Jail Manual 1800.06, 1800.01	N/A	COMPLETE
72.7.1	Procedure, Detainee Rights	PRD	CPC 825, GO 10.6 and GGPD Jail Manual 2400.01, 1300.01, 800.01	Examples of bail receipts and applicable arrest reports for all three years.	COMPLETE
72.8.1	24-Hour Supervision	PRD	GO 10.7 and GGPD Jail Manual 900.05, 800.01	Examples of all the jail logs for all three years.	COMPLETE
72.8.2	Audio/Visual Surveillance	PRD	GO 10.7, 10.4 and GGPD Jail Manual 900.04	N/A	COMPLETE
72.8.3	Supervision, Opposite Sex	PRD	GO 10.4, 10.7, 10.9 and GGPD Jail Manual 900.02	N/A	COMPLETE
72.8.4	Receiving Mail/Packages	PRD	N/A – by function	N/A - by function	N/A
72.8.5	Visiting	PRD	GO 10.6, 10.7, GGPD Jail Manual 2400.01, 2400.02	N/A	COMPLETE



## Chapter 73 – Court Security

### N/A BY Function

#	Text	Assigned to	Written Directives	Documentation/Proofs	Needs
73.1.1	Role, Authority, Policies	N/A	N/A	N/A	NOTE: Assessor only signs first file in an N/A Chapter. This file is signed and dated.
73.2.1	Facilities, Equipment Security Survey	N/A	N/A	N/A	
73.3.1	Weapon Lockboxes	N/A	N/A	N/A	
73.3.2	Use of Restraints	N/A	N/A	N/A	
73.4.1	Identification, Availability, Operational Readiness	N/A	N/A	N/A	
73.4.2	External Communication	N/A	N/A	N/A	
73.4.3	Duress Alarm	N/A	N/A	N/A	

## Chapter 74 – Legal Process

#	Text	Assigned to	Written Directives	Documentation/Proofs	Needs
74.1.1	Information, Recording	SSB-R	GO 12.1 CPC 273.6, 646.91	Examples of EPO's, and automated warrants for all three years, and GGPD Records Manual 4.4.17	COMPLETE
74.1.2	Execution/Attempt Service, Recording	SSB-R	GO 12.1	Examples of OC Automated Warrant Service System Investigative Worksheets, OC District Attorney's Office Receipt For Seizure and Personal Notice of Intended Forfeitures, applicable arrest reports, and memorandums regarding warrant service, for all three years.	COMPLETE
74.1.3	Warrant/Wanted Person Procedures	SSB-R	GO 12.1	NCIC Operating Manual, California CJIS Manual, OC Automated Warrant Service System Manual, and examples of OC Warrant Service System Investigative Worksheets for all three years.	COMPLETE
74.2.1	Procedure, Civil	SSB-R	Family Code 6270 to 6274, GO 5.4 and 12.5	Examples of EPO's for all three years.	COMPLETE
74.3.1	Procedure, Criminal Process	SSB-R	GO 2.6, 6.9, 12.1, 12.2, 17.1, and 17.2	CPC 839, 1528, 1534, examples of Search Warrant and Affidavits and any applicable arrest reports for all three years.	COMPLETE
74.3.2	Arrest/Warrants Require Sworn Service	SSB-R	CPC 703, 816, and GO 17.2	Examples of arrest reports for all three years.	COMPLETE

## Chapter 81 – Communications

#	Text	Assigned to	Written Directives	Documentation/Proofs	Needs
81.1.1	Agreements, Shared/Regional Facility	SSB-C	N/A	N/A	N/A
81.1.2	Operations Meet FCC Requirements	SSB-C	GO 13.1	FCC Radio Station Authorization and OC Official Law Enforcement Communications Handbook	COMPLETE
81.2.1	24 hour, Toll-Free Service	SSB-C	GO 13.9	9-1-1 Operations Manual SBC White pages	COMPLETE
81.2.2	Continuous, Two-Way Capability	SSB-C	GO 13.3 and 13.6	Pictures of portable radio and comm. Center terminal	COMPLETE
81.2.3	Recording Information	SSB-C	GO 13.1	Examples of event histories for all three years.	COMPLETE
81.2.4	Radio Communications	SSB-C	GO 5.15, 13.2, 13.6, 13.7, 13.8, 14.6	OC Official Law Enforcement Communications Handbook, Communications manual, and examples of event histories for all three years.	COMPLETE
81.2.5	Access to Resources	SSB-C	GO 1.1, 5.15, 5.17, 13.2, 13.7, 13.8, and 15.2	GGPD Field Command and Control Manual, telephone, and assignment roster.	COMPLETE
81.2.6	Victim/Witness Calls	SSB-C	GO 2.20, 13.4, and 13.7	GGPD Communications Manual, Event Entry Guidelines, and CAD Information Files.	COMPLETE

81.2.7	Victim/Witness Requests for Information	SSB-C	G.O. 2.20, 13.7	Communications Manual CAD Lookup list PD Intranet Lookup	COMPLETE
81.2.8	Recording and Playback	SSB-C	GO 13.5	Government Code 26202.6, 34090.6 and equipment manuals. City Resolution # 7712-94	COMPLETE
81.2.9	Local/State/Federal C/JI System	SSB-C	CLETS manual and Altaris CAD Instructions	N/A	COMPLETE
81.2.10	Alternate Methods of Communications	SSB-C	N/A	N/A	N/A
81.2.11	Emergency Messages	SSB-C	GO 2.14, 2.20, 4.18, and 13.4	Examples of event histories for all three years.	COMPLETE
81.2.12	Misdirected 9-1-1 calls	SSB-C	GO 13.9	OCSD Advisement of 9-1-1 Change/Misroute form and Vesta Guide	COMPLETE
81.2.13	Private Security Alarms	SSB-C	GG City Council Resolution 6407-83, Municipal Code 8.60.001, GO 5.22 and 13.1	Examples of event histories for all three years and GGPD Alarm sequence numbers.	COMPLETE
81.2.14	First Aid Over the Phone	SSB-C	N/A	N/A Memo in file	N/A
81.3.1	Communications Center Security	SSB-C	GO 13.1	GGPD Communications Manual	COMPLETE
81.3.2	Alternative Power Source	SSB-C	N/A	Product manuals, memorandums, and the GGPD Emergency Generator for each year. Monthly inspection	COMPLETE
81.3.3	Telephone system	SSB-C	N/A	Communications Manual State 911 operations Manual	COMPLETE
81.3.4	Mobile/Portable Radios	SSB-C	GO 13.6	Astro Spectra Mobile Radio User Card	COMPLETE

## Chapter 82 – Records

#	Text	Assigned to	Written Directives	Documentation/Proofs	Needs
82.1.1	Privacy and Security	SSB-R	GO 5.25, 9.1, 9.2, 10.8 and GGPD Records Manual 4.1.5, 4.4.2, and 4.4.3	WIC 825, 827.1, 828.1, and examples of Arrest Report – Juveniles for all three years.	COMPLETE
82.1.2	Juvenile Records	SSB-R	GO 5.25, 9.1, 9.2, 10.8 GGPD Records Manual 4.1.5, 4.2.10, 4.2.11, 4.2.3, 4.4.18, 4.4.30, 4.4.34	Orange County Juvenile Court confidentiality & release info WIC 825, 827.1, 828.1,	COMPLETE
82.1.3	Records Retention Schedule	SSB-R	Government Code 34090, Penal Code section 799, WIC 781, GG City Council Resolution 7712-94, GO 9.4 and 9.5, GGPD Records Manual 4.2.18 and 4.4.26, 4.4.34	GGPD Records Retention Schedule	COMPLETE
82.1.4	UCR/NIBRS	SSB-R	GO 9.6	US DOJ/FBI Uniform Crime Reporting Handbook, and examples of the CA/DOJ Criminal Statistics monthly report and GGPD Monthly Report for all three years.	COMPLETE
82.1.5	Report Accounting System	SSB-R	GO 9.6, GGPD Records Manual 4.2.3 and 4.4.23	Examples of the GGPD Case Tracking list for all three years.	COMPLETE

82.1.6	Computer File Backup and Storage	SSB-R	GO 9.6, 14.12	Memorandum from Information Services regarding backup and storage.	COMPLETE
82.1.7	Computerized Security Protocol	SSB-R	CPC 11140 to 11144, CVC 1808.21(a) and 1808.45, WIC 827.1, GO 9.1, 9.2, 9.6, 5.25 and GGPD Records Manual 4.1.5	Annual reports required Examples of criminal history requests for all three years.	COMPLETE
82.2.1	Field Reporting System	SSB-R	GO 6.2, 7.15, 7.16 and 9.6 GGPD Records Manual 4.2.3, 4.2.6	CHP Highway Patrol Collision Investigation Manual, GGPD Report Writing Manual, and examples of Crime/Incident reports for all three years.	COMPLETE
82.2.2	Reporting Requirements	SSB-R	GO, 6.2, 6.16, 7.12, 8.1, 10.10, 13.7, 17.1 and 17.2	GGPD Report Writing Manual, a GGPD Citizen Complaint form, and examples of Crime/Incident and arrest reports for all three years.	COMPLETE
82.2.3	Case Numbering System	SSB-R	GO 13.3, 9.6	PRC/Litton Training Manual and examples of Event History Records for all three years.	COMPLETE
82.2.4	Report Distribution	SSB-R	Records Manual 4.2.5, CPC 530.5 and 530.6,	Records Manual Table of Contents and Records Report Distribution Guidelines Memorandums by the Records Manager.	COMPLETE
82.2.5	Reports by Phone or Mail	SSB-C	GGPD Civilian Report Writing Manual, Records Manual 0.2.12, Front Desk Manual	GX Flow Chart Examples of applicable crime/incident reports for all three years.	COMPLETE
82.3.1	Master Name Index	SSB-R	GO 9.6	Examples of Alpha computer printouts with key numbers for all three years.	COMPLETE

82.3.2	Index File	SSB-R	GO 9.6 and 9.7	Examples of GGPD Monthly Reports, teletype forms, Alpha printouts and E.L.E.T.E. inquiries for all three years.	COMPLETE
82.3.3	Traffic Records System	SSB-R	GO 7.2, 7.16, and 7.23, Records Manual 4.2.21	Examples of GGPD Monthly Reports, Traffic Engineering Reports, SWTRS reports and Traffic Signal Maintenance for all three years.	COMPLETE
82.3.4	Traffic Citation Maintenance	SSB-R	GO 7.9, 9.1 and 9.6 GGPD Records Manual 4.2.21	Examples of the GGPD Citation issue logs for all three years.	COMPLETE
82.3.5	Operational Component Record	SSB-R	GO 3.22, 3.25, 6.7, 6.15, 9.4, 9.5	GGPD Records Retention Schedule.	COMPLETE
82.3.6	ID Number and Criminal History	SSB-R	GO 9.6	Examples of Alpha printouts and E.L.E.T.E. inquiries for all three years.	COMPLETE

## Chapter 83 – Collection and Preservation of Evidence

#	Text	Assigned to	Written Directives	Documentation/Proofs	Needs
83.1.1	24 hour Availability	SSB-I	GO 5.17	OCSD FSU contracts and an example of CSI reports for all three years.	COMPLETE
83.2.1	Guidelines and Procedures	SSB-I	GO 5.17, 11.2, 11.6	Examples of OCSD Identification Bureau Reports, FSU Work Requests, GGPD New Officer Orientation schedules, and GGPD Field Training Plan of Instructions for all three years. Crime reports	COMPLETE
83.2.2	Photography and Video Tapes	SSB-I	GO 11.6	GGPD Felony Crime and Evidence Guide, GGPD Field Training Plan of Instructions, and examples of GGPD New Officer Orientation schedules and CSI reports for all three years, digital training in computer	COMPLETE
83.2.3	Fingerprinting	SSB-I	GO 7.16, 11.2, and 11.5	Examples of OCSD CSI reports, GGPD CSI reports, and GGPD Field Training Plan of Instructions for all three years.	COMPLETE
83.2.4	Equipment and Supply	SSB-I	GO 5.17, 6.2, 11.2, 11.5 and 11.6	OCSD FSU contract and examples of OCSD CSI reports, GGPD CSI reports for all three years.	COMPLETE
83.2.5	Procedures, Seizure of Computer Equipment	SSB-I	GO 5.28	Examples of personnel receiving certified training and examples of specific Crime/Incident reports for all three years.	COMPLETE
83.2.6	Report Preparation	SSB-I	GO 5.17, 6.2 and 7.16	CHP Collision Investigations Manual, GGPD Report Writing Manual and examples of Crime/Incident, arrest, and traffic collision reports for all three years.	COMPLETE



83.2.7	DNA Evidence Collection	SSB-1	G.O. 5.17, 5.33, 11.2, 11.5 and PC 298.3	DNA collection training power point, reports DNA collection, Training Memo's 2008, Training Bulletins 2007-13, 2008-06, 2008-11, 2008-19	COMPLETE
83.3.1	Collecting from Known Source	SSB-I	GO 11.5	Examples of Crime/Incident Report for all three years.	COMPLETE
83.3.2	Evidence, Laboratory	SSB-I	GO 6.2, 11.1, 11.2, and 11.5	Examples of OCSD Request for Evidence Examination forms and tags, GGPD P&E Status computer printouts, chain-of-custody tags, Narcotics-Dangerous Drugs Evidence envelopes, and chain-of-custody forms for all three years.	COMPLETE

## Chapter 84 – Property and Evidence Control

#	Text	Assigned to	Written Directives	Documentation/Proofs	Needs
84.1.1	Evidence/Property Control System	SSB-I	GO 6.2, 11.1, 11.2, 11.3, and 11.8	GGPD Report Writing Manual, GGPD Field Training Plan and Instruction Guide, and examples of various Crime/Incident, arrest, and P&E reports for all three years.	COMPLETE
84.1.2	Storage & Security	SSB-I	GO 11.1, 11.2	Examples of GGPD P&E reports and Property Storage computer printouts for all three years. Training bulletin 2006-09	COMPLETE
84.1.3	Temporary Security	SSB-I	GO, 11.2 and 11.3	Photo's of property storage lockers, etc	COMPLETE
84.1.4	Security of Controlled Substances, Weapons for Training	SSB-I	GO 11.1, 11.3 and 11.8	Court order for narc for canine	COMPLETE
84.1.5	Records, Status of Property	SSB-I	GO 11.2	Examples of GGPD P&E Evidence Status computer printouts and GGPD P&E Property Release computer printouts for all three years.	COMPLETE
84.1.6	Inspections and Reports	SSB-I	GO 11.1	Examples of the various mandated inspection for all three years. A) semi annual by mgt. B) As needed if new lead person C) Annual audit from outside D) Random inspection reports	COMPLETE
84.1.7	Final Disposition ELECTED 20%	SSB-I	N/A if staying elected 20% GO 11.1 and 11.3	Examples of GGPD Property Release computer print-outs, Certificates of Recycling, Certificates of Destruction, and P&E Disposition Forms for all three years.	N/A

84.1.8	Property Acquired through the Civil Process	SSB-I	GO 11.1, 11.2	PC 12028, 12029, 12030 Gov Code 50050 Health and Safety Code 11470(f)	COMPLETE
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