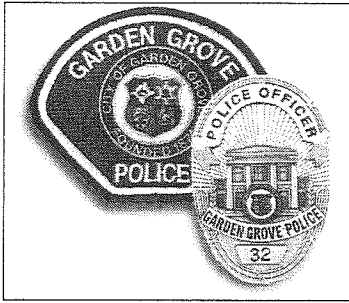


## CHAPTER 3 - PERSONNEL

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**General Order: 3.1  
ROSTER OF POLICE PERSONNEL**

Effective: October 6, 1972  
Last Revised: September 1, 2000

**PURPOSE**

The purpose of this order is to establish the distribution of the Roster of Police Personnel.

**DISTRIBUTION OF THE ROSTER**

The Office of The Chief of Police Services maintains and distributes the Roster of Police Personnel only to the following persons:

- Chief
- Chief's Secretary
- Bureau Commanders
- Budget Coordinator
- Community Liaison Manager
- Lieutenants
- Investigations Senior Office Assistant
- Sergeants
- Front Desk Officer
- Court Liaison
- Communications Manager
- Records Manager
- Systems Information Services (Stats)



**General Order: 3.2  
EMPLOYEE PERFORMANCE EVALUATIONS**

Effective: June 28, 1974  
Last Revised: March 19, 2015

**PURPOSE**

The purpose of this General Order is to establish the police department's employee performance evaluation system. The objective of the evaluation system is to record work performance for both the department and the employee giving recognition for good work and providing a guide for improvement where needed. The employee performance evaluation report is a gauge in measuring performance and is used for making personnel decisions relating to merit increase, promotion, reassignment, demotion and termination. The report also provides a guide for mutual work planning and review, and an opportunity to convert general impressions into a more objective history of work performance based on job standards.

**POLICY**

Employee performance evaluations will be written based on general job related factors to the position occupied by the employee without regard to sex, race, color, or creed. Each evaluation will cover a specific period and will be based only on performance during that period. The employee's immediate supervisor will complete each evaluation. The immediate supervisor should seek the input of other supervisors directly familiar with the employee's performance during the rating period.

All sworn and civilian supervisory personnel shall be sent to a POST approved supervisory course, which includes training on the completion of performance evaluations within one year of the supervisory appointment.

Each supervisor shall, at the beginning of the rating period, counsel the employee on the tasks of the position, standards of performance expected, and the evaluation criteria. When an employee's job performance falls below the established standards of the job, the supervisor shall, as soon as practical, advise the employee in person so that the employee may correct, modify, or change his or her behavior to improve upon the his or her work performance. The supervisor's meeting with the employee may be documented via a written performance log or electronic mail.

**PART-TIME PERSONNEL**

All Part-time personnel are evaluated every six months.

### **FULL-TIME PERSONNEL - PROBATIONARY**

Civilian personnel are on probation for twelve months before being eligible for certification as permanent employees. An evaluation is completed monthly for all full-time civilian personnel during the probationary period.

Sworn personnel are on probation for eighteen months before being eligible for certification as permanent employees. The training and evaluation procedure is documented in the Garden Grove Police Department Training and Evaluation Manual. Probationary officers are evaluated daily while in the FTO process, weekly evaluations are completed by their Sergeant while in the FTO process, and monthly evaluations are completed during the probationary period.

### **FULL-TIME PERSONNEL- PERMANENT STATUS**

Permanent employees are subject to three types of performance evaluations.

**REGULAR** - For patrol personnel and those assignments/positions that have scheduled shift changes, an evaluation ("Competencies" form) shall be completed twice a year in conjunction with the January and July shift changes. These two "Competencies" forms will be combined in January of each year to make up one formal evaluation. For those assignments that do not require a shift change and/or change in direct supervision, or for those patrol personnel who are assigned to the same patrol supervisor for the entire calendar year, the evaluations shall be completed each January.

**TRANSFER** - If an employee is transferred from one assignment to another in the middle of a six-month evaluation period and more than 90 days have transpired since the shift change, then an evaluation shall be completed by the immediate supervisor before the transfer is made. No additional evaluation will be required at the end of that six-month rating period.

**SPECIAL** - A special evaluation may be completed any time the rater and the rater's supervisor feel one is necessary due to employee performance that is deemed less than standard. Generally, the special evaluation will be the tool used to demonstrate those areas of performance deemed less than standard when follow-up action is planned (action plan, remedial training, retraining, etc.). The evaluation form and the attached documentation shall be submitted as one package.

Permanent employee performance evaluations will be in two (2) parts.

#### ***Part I***

The "Employee Performance Evaluation" will be the cover page for all evaluations. It details the following information:



- Employee's name
- Employee number
- Position for which the employee is being evaluated
- Type of evaluation
- Disciplinary action/type
- Commendations
- Additional documentation
- Bureau Commander's Signature
- Department Head's signature

**Part II**

**POLICE DEPARTMENT "COMPETENCIES"**

There are five Police Department Competencies forms covering all positions within this Department:

Police Officer & Investigator

- Technical Skills: Knowledge and Job Performance, Officer Safety, Leadership/Communication/Training, Self-Initiated Activity, Driving Skills
- Individual Attributes: Action Oriented, Attitude Toward New Situations & Challenges, Work Habits
- Interpersonal Skills: Citizen/Customer Service, Interpersonal Actions, Peer Relationships

Sergeant

- Technical Skills: Mentoring and Career Development, Leadership, Frequently Performed Tasks, Knowledge
- Individual Attributes: Approachability, Seasoned Judgment, Professional Growth, Priority Setting,
- Interpersonal Skills: Citizen/Customer Service, Interpersonal Actions, Conflict Management

First-Line Staff

- Technical Skills: Action Oriented, Career Growth, Confidence, Attitude Towards New Situations & Challenges, Problem Solving, Listening, Work Habits
- Interpersonal Skills: Customer Service – Dealing With The Public, Peer Relationships

Professional Employee

- Individual Attributes: Action Oriented, Career Growth, Confidence, Attitude Towards New Situations & Challenges, Problem Solving, Written Communication, Listening, Work Habits
- Interpersonal Skills: Citizen/Customer Service, Interpersonal Actions, Peer Relationships, Political Awareness

Management Employee

- Individual Attributes: Approachability, Influence and Negotiating, Seasoned Judgment, Written Communications, Professional Growth, Priority Setting,
- Management Skills: Conflict Management, Decision Quality, Developing Employees Who Directly Report, Holding People Accountable, Planning
- Leadership Skills: Fostering Innovation, Building Effective Teams, Political Awareness

Raters who are required to evaluate their personnel each January will complete the "Employee Performance Evaluation" and the appropriate "Competencies" form. The raters who are required to evaluate their personnel at the July shift change shall complete the appropriate "Competencies" form only at that time. The completed "Competencies" form will temporarily remain at the Division level. In January, the employee's performance will be re-evaluated for the second six-month period via the "Competencies" form. The rater must also complete the "Employee Performance Evaluation" form and attach the first six-month "Competencies form, thus forming a complete yearly evaluation.

**EVALUATION INTERVIEW**

At the beginning of each evaluation period and at the conclusion of each evaluation period, supervisors shall meet with their subordinates to discuss:

- a. The results of their performance evaluation. If the employee has VALID AND REASONABLE protests to any of the evaluator's written summations, they should be changed accordingly.
- b. The expectation for the next rating period to include evaluation criteria and specific goals.
- c. Career counseling to include advancement, transfers, specialization, and individual training.

The supervisor and employee will sign and date the evaluation. Employees may seek an interview with superiors within their chain of command, up to and including the Chief of Police, to contest the performance evaluation by checking the appropriate box. Employees

may also write comments in the EMPLOYEE COMMENTS section of the performance evaluation report.

### **EVALUATION REVIEW**

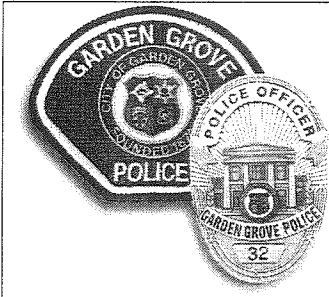
After the supervisor finishes the discussion with the employee, he forwards the signed performance evaluation to the rater's supervisor (Division Commander). The Division Commander shall review the evaluation for fairness, impartiality, uniformity, and consistency. The Division Commander shall evaluate the supervisor on the quality of ratings given.

### **EVALUATION DISTRIBUTION**

The completed original performance evaluation shall be maintained in the employee's personnel file at the City Personnel office. After the evaluation has been processed through the chain of command a copy will be given to the employee and a copy will be maintained in the employees file maintained in the office of the Chief of Police.

### **EVALUATION INSPECTION**

The Administrative Services Bureau is responsible for reviewing the employee performance evaluation system, policy and procedure, in order to stay current with new personnel practices concerning the performance evaluation.



**General Order: 3.3  
SENIORITY**

Effective: January 1, 1968  
Last Revised: January 1, 1988

**PURPOSE**

The purpose of this General Order is to establish seniority policies for employees of the department.

**DEPARTMENT SENIORITY**

Department seniority is determined by the length of continuous, full-time service with the department from the most recent appointment or reinstatement date. When two or more employees were appointed on the same date, seniority is determined by their position on the eligibility list.

**RANK**

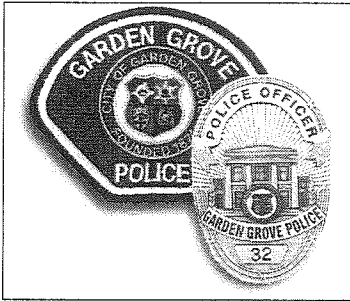
Rank includes Sergeant, Lieutenant, Captain, or other positions filled by promotional examination. The employee of higher rank is given priority over an employee of lower rank.

**RANK SENIORITY**

Rank seniority is determined by an employee's most recent date of promotion to present rank. If two or more supervisors are promoted on the same date, rank seniority is determined by position on the eligibility list.

**PATROL SHIFT SELECTION SENIORITY**

Selection of patrol shifts for certain "qualified" officers and supervisors is governed by the current Memorandum of Understanding between the City of Garden Grove and the Garden Grove Police Association.



**General Order: 3.4  
OVERTIME**

Effective: February 1, 1972  
Last Revised: September 1, 2000

**PURPOSE**

The purpose of this General Order is to establish procedures for the authorization and approval of overtime.

**ACCRUAL OF OVERTIME**

Employees represented by the Garden Grove Chapter of the Orange County Employee's Association and the Garden Grove Police Association will accrue overtime/compensatory time in accordance with the terms and conditions of the current memorandums of understanding (MOU).

Part-time employees are not eligible to accrue overtime compensation.

**AUTHORIZATION FOR OVERTIME**

Prior authorization for the use of overtime must be approved by a supervisor. Prior authorization is not required for scheduled court appearances, court standby, range qualification, and dispatched "late" calls for service. At the completion of the incident, all overtime must be approved by a supervisor.

**REPORTING OVERTIME**

All non-management, full-time employees' overtime will be reported on the overtime sheet (GGPD Form 114) on the reverse side of the bi-weekly time sheet (GGPD Form 110A).

**OVERTIME RESTRICTIONS**

Employees shall not work more than 15 hours during any one day and shall not report for duty with less than nine hours off between duty shifts. Exceptions to this are mandatory court appearances, scheduled training sessions, and emergency conditions.



**General Order: 3.5  
COLLECTIVE BARGAINING**

Effective: January 1, 1988  
Last Revised: January 15, 2007

**PURPOSE**

The purpose of this General Order is to establish the collective bargaining procedures between the City of Garden Grove and the employee groups representing members of the police department.

**POLICY**

The Garden Grove Police Department recognizes the rights of its employees to form an organized group or groups, which, among other functions, negotiates labor agreements with the City of Garden Grove.

The department and the City recognize that collective bargaining rights mandate a defined relationship for negotiations, grievance examination, and other related matters. These relationships are defined in those portions of the current Memorandum of Understanding (labor agreement) which specifies management rights and certain rights of designated bargaining unit personnel to utilize duty time for certain labor unit functions, file grievances, and negotiate contracts.

**SELECTION OF CITY COLLECTIVE BARGAINING REPRESENTATIVES**

The City's collective bargaining representatives consist of a member of the Police Department's Management staff, as selected by the Chief of Police and no more than two members of the City's Central Management staff, as selected by the City Manager. The bargaining representatives are chosen prior to each contract negotiations. This does not apply to the Garden Grove Police Management Association who negotiate directly with the City Manager or his designee

**REPRESENTATIVES FOR SWORN MEMBERS OF THE DEPARTMENT**

The Garden Grove Police Association represents all sworn personnel below the rank of lieutenant in contract negotiations. The Police Association president and board of directors select its bargaining team from among its membership.

The Garden Grove Police Management Association represents all sworn personnel at the rank of lieutenant, captain and deputy chief in contract negotiations. The Police Management Association president and board of directors select its bargaining team from among its membership.

**REPRESENTATIVE FOR NON-SWORN MEMBERS OF THE DEPARTMENT**

The Garden Grove Chapter of the Orange County Employees' Association represents all non-sworn members of the department who do not occupy management positions. The board of directors of the Employees' Association selects its bargaining team.

**COLLECTIVE BARGAINING PROCEDURES**

The collective bargaining process is conducted pursuant to Garden Grove City Council Resolution 4066-71 and California Government Code Sections 3500 - 3510 as amended, which is generally referred to as the Meyers-Milias-Brown Act.

Under these documents, procedures for conducting negotiations are established beforehand, and the negotiations are based upon the principal of "good faith" bargaining.

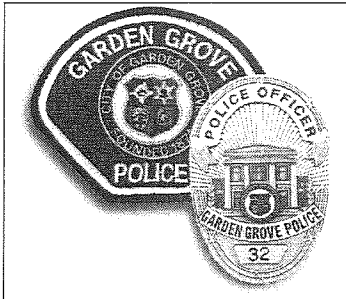
The Meyers-Milias-Brown Act establishes procedures for the appointment of a mediator if the City and the employee group fail to reach an agreement after a reasonable period of time and the negotiations result in impasse.

**MEMORANDUM OF UNDERSTANDING**

The agreements produced as a result of the collective bargaining process between the City and the employee groups are published in the form of a Memorandum of Understanding (MOU), except for the Garden Grove Police Management Association, which is in the form of a City Council Resolution. Upon approval of the City Manager and the Garden Grove City Council, the MOU/City Council Resolution remains in effect for the length of time specified in the agreement.

The Chief of Police or his/her designee will inform all management personnel of the terms of the agreement. Copies of the MOU are given to all management personnel and supervisors (sergeants). The Garden Grove Police Association distributes the MOU to its board of directors and is responsible for making the agreement available to all its members. Every MOU/City Council Resolution related to bargaining, are maintained on the Personnel Department's page on the City's Internet site.

The Planning and Research Section of the Administrative Services Bureau is responsible to review and amend any departmental written directives or policies that are affected by the MOU.



## **General Order: 3.5 COLLECTIVE BARGAINING**

Effective: January 1, 1988  
Last Revised: January 15, 2007

### **PURPOSE**

The purpose of this General Order is to establish the collective bargaining procedures between the City of Garden Grove and the employee groups representing members of the police department.

### **POLICY**

The Garden Grove Police Department recognizes the rights of its employees to form an organized group or groups, which, among other functions, negotiates labor agreements with the City of Garden Grove.

The department and the City recognize that collective bargaining rights mandate a defined relationship for negotiations, grievance examination, and other related matters. These relationships are defined in those portions of the current Memorandum of Understanding (labor agreement) which specifies management rights and certain rights of designated bargaining unit personnel to utilize duty time for certain labor unit functions, file grievances, and negotiate contracts.

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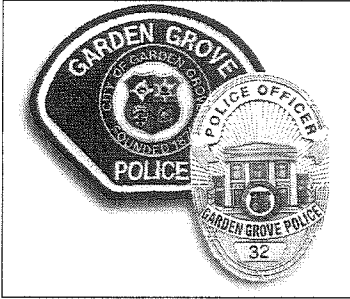
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The Planning and Research Section of the Administrative Services Bureau is responsible to review and amend any departmental written directives or policies that are affected by the MOU.



**General Order: 3.6  
MEAL AND REST BREAKS**

Effective: August 18, 1975  
Last Revised: November 1, 1988

**PURPOSE**

The purpose of this General Order is to establish policies for meal and rest breaks for employees.

**POLICY**

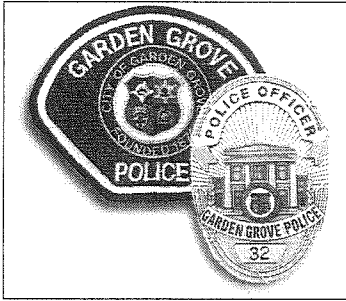
Employees represented by the Garden Grove Chapter of the Orange County Employees' Association and the Garden Grove Police Association are allowed to take meal and rest breaks in accordance with the terms and conditions of the current Memorandums of Understanding (MOU).

Patrol personnel must schedule their meal break with the dispatcher and must notify the dispatcher of the location of their break. No more than two marked police vehicles and three uniformed officers may have meals at the same location.

Officers are not allowed to take their meal break during the first or last hour of their duty shift.

Employees inside the police building shall not eat in view of the public.

No more than one marked unit or two uniformed officers may take a rest break at any food or beverage establishment at the same time.



## General Order: 3.7 OUTSIDE EMPLOYMENT

Effective: October 6, 1972  
Last Revised: July 6, 2010

### PURPOSE

The purpose of this General Order is to establish policies for outside employment.

### APPLICATION

Department personnel must apply to their Bureau Commander for permission to work outside employment. Copies are placed in the employee's personnel jacket, the Outside Employment File, and the employee receives one copy. Termination of outside employment is reported in a memo to the Bureau Commanders. Permission shall be valid for no longer than one year and must be renewed in January of each subsequent year.

Personnel who have been denied the right to engage in outside employment based on the determination that their secondary employment falls within the prohibitions outlined in this policy may, within five days from the date of notification of the denial, file a written appeal requesting a meeting with the Chief of Police. The decision of the Chief of Police will be final.

### EMPLOYMENT APPROVAL CRITERIA

Personnel shall not engage in any outside employment activity or enterprise, which is inconsistent, incompatible, or in conflict with their duties, functions or responsibilities; nor shall they engage in any outside activity, which, directly or indirectly, adversely affects their job performance or brings discredit upon the agency.

In determining the consistency or inconsistency of outside employment, consider whether the employment activity:

1. Involves receipt or acceptance by the employee of any money or other consideration from anyone other than the City for the performance of an act which the employee, if not performing such an act, would be required or expected to render in the regular course or hours of his/her duties as a Police employee, **or,**
2. Involves the performance of an act in other than his/her capacity as a Police employee which may later be subject directly or indirectly to the control, inspection, review, audit or enforcement by such employee or the Police Department, **or,**
3. Involves conditions or factors which would directly or indirectly lessen the efficiency of the employee in his/her regular Police employment, or conditions in which there is a substantial danger of injury or illness to the employee, **or,**
4. Involves the use for private gain or advantage of City time, facilities, equipment and supplies, prestige or influence of his/her Police employment.

**CONDITIONS FOR OUTSIDE EMPLOYMENT**

Any member of the Department requesting approval for outside employment understands and agrees that the City of Garden Grove shall not be responsible for any actions taken by an employee while engaged in outside employment. The requesting member further agrees to hold the City, its officers, agents, representatives, and employees harmless from and against any and all actions that may be brought by virtue of the employee performing off duty work.

Whenever an application for outside employment is approved, it shall be subject to the following conditions:

1. Employees shall not identify themselves as Garden Grove Police Department officers/employees in connection with their duties.
2. The uniform or any part of the uniform of the Garden Grove Police Department shall not be used unless there has been prior approval by the Chief of Police (if applicable).
3. Any on-duty officer responding to a call for police assistance will be in command and control of the call and represent the Police Department's interests in the case.
4. The outside employment shall not conflict with the employee's on duty hours, special assignments, or court appearances.
5. The City shall not compensate the employee for any court appearance required by their outside employment.
6. Any appearances for court as a result of an arrest made while so employed will not be charged to the City of Garden Grove (if applicable).
7. An employee shall not perform outside work, which is of such a nature that the public may reasonably construe it to be an official act of the Garden Grove Police Department.
8. The outside work shall not involve the use of City time, facilities, equipment, or supplies of any kind.
9. An employee performing outside work shall not divulge or use official information not available to the public.
10. An employee's secondary employment shall not be of such a nature that it could bring discredit to the City of Garden Grove or the law enforcement profession.
11. No officer may engage in such outside employment during or at the site of a strike, lockout, picket, or other physical demonstration of a labor dispute.
12. An employee shall not perform outside work, which might encourage members of the general public to have a reasonable belief that a conflict of interest exists.  
Secondary or additional employment, which consists of any of the following, are deemed to constitute a conflict of interest and are prohibited:
  - a. Requires the exercise of police authority or can be reasonable expected to require the use of police authority to complete assigned tasks.
  - b. Is on or about any "on-sale" or "off-sale" liquor establishment of which a substantial part of the business is the sale and/or service of alcoholic beverages.
  - c. Requires the service of civil process, collections of bad debts, or repossessions.

- d. Involves the administration or performance of legal services for criminal cases within the City of Garden Grove or any other criminal case involving Police Department and/or its employees are an involved party.
- e. Involves the administration or performance of security services, security guard or bodyguard services or investigative services within the City of Garden Grove unless approved by the Chief of Police.
- f. Employment by any other municipality or political subdivision of the State, except by express permission of the Chief of Police.
- g. Requires affiliation, membership, or allegiance, which would tend to interfere with the proper discharge of one's duties as an employee of the Department, or with their loyalty to the Department or the public trust.

The Chief of Police may make exceptions to the above conditions of secondary employment if extenuating circumstances exist and there is no statute prohibiting a member of the Department from engaging in such employment.

#### **PROHIBITED OUTSIDE EMPLOYMENT**

Consistent with the provisions of Government Code § 1126, the Department expressly reserves the right to deny any outside employment application submitted by an employee seeking to engage in any activity which:

1. Involves the employee's use of Departmental time, facilities, equipment or supplies, the use of the agency badge, uniform, prestige or influence for private gain or advantage.
2. Involves the employee's receipt or acceptance of any money or other consideration from anyone other than this Department for the performance of an act which the employee, if not performing such act, would be required or expected to render in the regular course or hours of employment or as a part of the employee's duties as a member of this Department.
3. Involves the performance of an act in other than the employee's capacity as a member of this Department, which may later be subject directly or indirectly to the control, inspection, review, audit, or enforcement of any other employee of this Department.
4. Involves time demands, which would render performance of the employee's duties for this Department less efficient.

#### **OUTSIDE SECURITY EMPLOYMENT**

The Business and Professions Code requires active duty peace officers that work armed as security guards or as armed contract private investigators to possess a Guard Registration or Private Investigator License in addition to an Exposed Firearm Permit issued by the Department of Consumer Affairs/Bureau of Security and Investigative Services. If the peace officer is contracting directly with a consumer or individual, they must possess a Private Patrol Operator's License.

An employee requesting work as a security guard or contract private investigator must supply both the required registration/license and exposed firearm permit number when completing the Outside Employment Application form.

Approval of any outside employment in a security capacity is contingent upon the prospective outside employer providing the Chief of Police with written verification of insurance, bonding, and copies of all required and applicable business license and permits. Failure to provide the required documentation shall result in the denial of the requested work permit.

Department employees interested in working off duty in the security industry are greatly encouraged to visit the Bureau of Security and Investigative Services website for further information and current laws.

### **OUTSIDE OVERTIME ARREST AND REPORTING PROCEDURE**

Any employee making an arrest or taking other official police action while working in an approved outside overtime assignment shall be required to complete all related reports in a timely manner pursuant to department policy. Time spent on the completion of such reports shall be considered incidental to the outside overtime assignment.

### **SPECIAL RESTRICTIONS**

Except for emergency situations or with prior authorization from the Division Commander, undercover officers or officers assigned to covert operations shall not be eligible to work overtime or other assignments in a uniformed or other capacity which might reasonably disclose the officer's law enforcement status.

### **DEPARTMENT RESOURCES**

Employees are prohibited from using any agency equipment or resources in the course of, or for the benefit of any outside employment. This shall include the prohibition if access to official records or databases of this Department; or other agencies through the use of the employee's position with this Department.

### **CHANGES IN OUTSIDE EMPLOYMENT STATUS**

Employees shall promptly submit in writing to the Chief of Police any material changes in outside employment including any change in the number of hours, type of duties, or demands of any approved outside employment. Employees who are uncertain whether a change in outside employment is material are advised to report the change.

If an employee terminates his or her outside employment during the period of a valid permit, the employee shall promptly submit written notification of such termination to the Chief of Police through the chain of command. Any subsequent request for renewal or continued

outside employment must thereafter be processed and approved through normal procedures set forth in this policy.

### **OUTSIDE EMPLOYMENT WHILE ON LEAVE DUE TO INJURY OR ILLNESS**

Any employee who is on sick leave, administrative leave due to injury-on-duty status, or whose work schedule is restricted for medical or psychological reasons, shall not engage in outside employment that is incompatible with that injury or illness or interferes with the employee's convalescence, and all previously approved applications for outside employment, which are incompatible with the injury or illness or interferes with the employee's convalescence, will be suspended for the period of that leave or restricted schedule.

Department members engaged in outside employment who are placed on disability leave or modified/light duty shall inform their immediate supervisor in writing within five (5) days whether or not they intend to continue to engage in such outside employment while on such leave or light-duty status. The immediate supervisor shall review the duties of the outside employment along with any related doctor's orders, and make a recommendation to the Chief of Police whether such outside employment should continue.

In the event the Chief of Police determines that the outside employment should be discontinued or if the employee fails to promptly notify his/her supervisor of his/her intentions regarding their work permit, a notice of revocation of the member's permits will be forwarded to the involved employee, and a copy attached to the original work permit.

Criteria for revoking the outside employment permit include, but are not limited to, the following:

1. The outside employment is medically detrimental to the total recovery of the disabled member, as indicated by the City's professional medical advisors.
2. The outside employment performed requires the same or similar physical ability, as would be required of an on-duty member.
3. The employee's failure to make timely notice of their intentions to their supervisor.

When the disabled member returns to full duty with the Garden Grove Police Department, a request (in writing) may be made to the Chief of Police to restore the permit.

### **SPECIAL REQUIREMENTS**

No city-owned equipment shall be used by any employee except upon prior approval of the Chief of Police. This includes the utilization of departmental identification card, badge, and duty weapon.

No personnel shall in any way use their city position to advertise or obtain an unfair advantage over any business competitors and all work performed in the course of the employee's outside job, or business, shall be conducted on off-duty time.

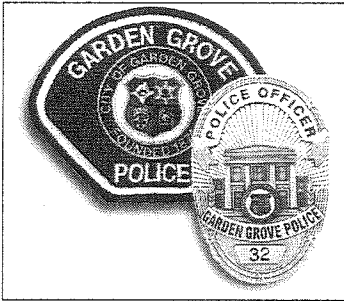
*GARDEN GROVE POLICE DEPARTMENT*

*General Order: 3.7  
Outside Employment*

The department prohibits outside employment which conflicts with any existing municipal, state, or federal laws or regulations.

This General Order does not apply to off-duty employment at the Garden Grove Community Meeting Center or events sponsored by schools of the Garden Grove Unified School District.





**General Order: 3.8**  
**DEPARTMENT SPONSORED OUTSIDE EMPLOYMENT**

Effective: January 10, 1983  
Last Revised: January 27, 2010

**PURPOSE**

The purpose of this General Order is to establish procedures for administering department sponsored outside employment.

**OFF-DUTY EMPLOYMENT DEFINED**

Department sponsored off-duty employment is defined as: the performance of police functions by sworn personnel who are off duty. Department sponsored off-duty employment is limited to events at the Garden Grove Community Meeting Center and at public schools within the City of Garden Grove. Compensation for the police service is paid directly to the City of Garden Grove by the requesting organization or group. The Chief of Police determines the rate of pay for off-duty employment.

It is important for employees to understand that although they are working "off-duty" they are functioning as recognized sworn members of the Garden Grove Police Department. Although the nature of the assignment is termed "off-duty" and is in addition to their regular full time assignment, employees are required to comply with all rules of conduct and policies and procedures of the Department.

**PROCEDURES**

The Support Services Bureau Lieutenant or his designee will be responsible for coordinating the "off-duty" employment sign-up list. As soon as the Lieutenant receives the "off-duty" security list from the employees of the Community Meeting Center he should send out a "Police All" e-mail message indicating the date and time officers may sign up for the assignments with the Support Services Secretary. Officers will sign up on a first come, first served basis and can reserve only one assignment at a time until each officer present has had an opportunity to sign-up for his choice of assignments.

Youth Services Investigators and Special Officers are allowed to work all assignments requested by their assigned high school. If there are less than three opportunities to work functions at their assigned school, they may sign up for other schools' events not to exceed a total of three per month. For events requested by junior high schools, the Special Officer assigned to that school will be allowed to work one event per school per month.

Youth Services Investigators, who have no specific school assignment, will have first choice to work school functions sponsored by La Quinta and Los Amigos held within the city.

If the assigned officer cannot work the assignment, and time permits, the officer shall notify the off-duty employment coordinator; and another officer will be assigned from the rotation file.

Reserve police officers who have achieved at least an intermediate level of proficiency may sign up for off-duty employment opportunities. The reserve officer must be assigned to work with a full-time sworn police officer.

If the assigned officer cannot work the assignment on a short notice basis due to sickness or an emergency, the on-duty supervisor shall be notified as soon as possible. The on-duty supervisor shall locate an off-duty officer or reserve officer to fulfill the assignment.

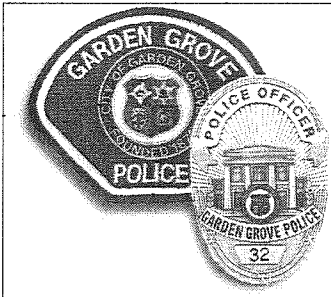
### **COMPENSATION FOR OFF-DUTY EMPLOYMENT**

#### **Full-time Sworn Officers**

Actual hours worked will be logged under package code 6810 on the employee time sheet (GGPD Form 110) under the bonus category. The time will also be recorded on the overtime sheet (GGPD Form 114) and will be approved by an on-duty Division Sergeant.

#### **Reserve Officers**

Actual hours worked will be logged under package code 6850 on the employee time sheet (GGPD Form 110A). The reserve coordinator is responsible for their accuracy, and will also ensure that Payroll is notified of the number of hours at the end of each pay period.



**General Order: 3.9  
VACATION**

Effective: October 22, 1973  
Last Revised: March 1, 1989

**PURPOSE**

The purpose of this General Order is to establish department policies for vacations.

**POLICY**

Vacation must be scheduled at the convenience of the department. Vacation may be scheduled on a voluntary basis by seniority. A transferred employee retains selected vacation dates when possible. When it is necessary to change a transferred employee's selected vacation dates, the new supervisor must advise the employee.

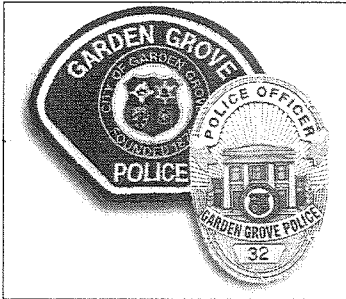
**SELECTION BY SENIORITY**

Vacation selection within the department first shall be based on rank seniority and second on department seniority. Each Bureau has its own vacation schedule.

Time spent on approved "leave of absence" shall not be deducted when determining seniority for vacation selection.

**LENGTH OF VACATION**

Accrued vacation may be taken at once or in several periods from October through May. During the months of June through September, only days accrued in one year may be taken at once or in several periods unless approved by the employee's Bureau Commander.



**General Order: 3.10  
MASTER OFFICER/CORPORAL POSITIONS**

Effective: December 1, 1977  
Last Revised: March 4, 2015

**PURPOSE**

The purpose of this General Order is to establish the criteria, duties and responsibilities, and selection process for appointments to Master Officer and Corporal.

**MASTER OFFICER**

Criteria

Applicants for Master Officer must have a total of three years full-time police officer experience, with two continuous years at Garden Grove at the time of application. Applicants will be selected by the Chief of Police.

Duties and Responsibilities

1. Performs all duties of a police officer, whether assigned to patrol, investigations, special investigations, traffic, etc.
2. Train and evaluate officers newly assigned to a division. For patrol, this training and evaluation will be primarily for newly appointed reserve officers and police officers during the first and second phases of the FTO Program.
3. Assist on oral boards as needed.
4. Report approval as directed by a Sergeant.
5. Establish themselves as leaders within their assignment by: organizing beat/unit meetings as needed; assisting in establishing/directing the fulfillment of beat/unit goals; guiding problem solving efforts within their beats/units.
6. Provide training at briefings and unit meetings.
7. In the absence of a Sergeant or Corporal, conduct briefings, assign in-custody's, or perform other start-of-day responsibilities.
8. Assume and be responsible for scene supervision in the absence of a Sergeant or Corporal.
9. Handle minor crime scene investigation photography with the digital camera.

**CORPORAL**

Criteria:

Applicants for Corporal shall have successfully completed three (3) years as a Master Officer at the time of application.

### Duties and Responsibilities

In addition to the duties and responsibilities of a Master Officer, the Corporal is responsible for the following:

1. In the absence of a Sergeant, become the primary contact person for his/her particular squad or unit and assume all duties of that supervisor as directed.
2. Train and evaluate officers newly assigned to a division. For patrol, this training and evaluation will be primarily for newly appointed police officers during the third and extended phases of the FTO Program.
3. Acts as a project supervisor as directed by a Sergeant.
4. Handle minor crime scene investigation photography with a digital camera when a Master Officer is not available.

### SELECTION

In March of each year, the Human Resources Department will post a notice to receive memos of interest for Master Officer and Corporal, at least 30 days prior to the test date. Officers interested in being selected as a Master Officer or Corporal will be required to submit a memo of interest. The memo of interest is also known as the "self-assessment report" and it must be no more than two typed pages in length, covering their initiative, technical skills, leadership skills, and contributions in support of the Community Policing philosophy. Each officer will attach his/her previous two annual performance evaluations to the memorandum.

Working with the Human Resources Department staff, the Community Policing Bureau Commander will make arrangements for a 50-question written exam for officers applying for Master Officer. The written test will cover department training bulletins, department policy and procedure and general law. The written exam will carry a weight of 30% in determining the final score for placement on the eligibility list. All candidates for Master Officer scoring a 70% or higher on the written exam will continue in the process.

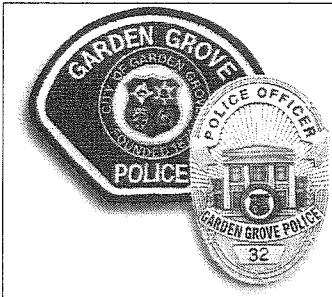
Working with the Human Resources Department, the Community Policing Bureau Commander will convene the Master Officer/Corporal Selection Board to review the self-assessment reports. The Board will consist of twelve members: four lieutenants (Patrol (2), Special Services, and Investigations), and eight non-administrative sergeants. The CPB Commander will moderate an open discussion of each self-assessment report, after which members of the Board will individually assign a score from 1 to 100; consistent with the guidelines they will be provided. Staff from Human Resources will collect the raters' individual ratings and, after dropping the highest and lowest score for each candidate, average the remaining scores to arrive at the candidate's final score for the self-assessment report. All candidates must pass the Selection Board with an overall score of seventy percent (70%) or higher to continue in the process. For Master Officer applicants, the self-assessment reports will count 70% in determining the final score for placement on the eligibility list. For Corporal applicants, the self-assessment reports will count 100% for placement on the eligibility list.

The Human Resources Department will certify a rank-order eligibility list, based on each candidate's cumulative score as weighted above, for both Master Officer and Corporal. A written copy will be forwarded to the Chief of Police. If two (2) people achieve the same percentage score on the eligibility list, seniority with the Department will determine the rank order placement.

The Police Chief shall have the right to select from any of the top four (4) eligible candidates on the list or from any of the eligible candidates on an eligibility list containing less than four (4) candidates. If the Police Chief does not make his/her selection in accordance with the procedures described above, he/she has the obligation to review with the candidate(s) who was passed over, the reasons why he/she was not selected. The list will remain in effect for a period of one (1) year.

### **REMOVAL**

Master Officers and Corporals are selected by and work at the discretion of the Chief of Police. The Chief may remove personnel from the Master Officer/Corporal position at any time subject to a hearing with the Chief or his/her designee.



**General Order: 3.11  
PSYCHOLOGICAL CONSULTATION/EVALUATION**

Effective: April 30, 1979  
Last Revised: March 19, 2015

**PURPOSE**

The purpose of this General Order is to provide procedures for the utilization of the Department-recognized psychologist and to promote and maintain good health and job performance of personnel involved in stressful duty. This General Order does not cover situations that may be considered fitness for duty evaluations. Refer to General Order 3.27 for situations involving a fitness for duty evaluation.

**POLICY**

Mandatory psychological consultation and evaluation by the Department-recognized psychologist which may result in the employee being placed on administrative leave is required of police department personnel who suffer personal injury or take official action resulting in any of the following specific circumstances:

1. Duty-related shooting incidents or aggravated assaults when the officer suffers a nonfatal gunshot wound, stab wound, or other serious injury resulting in hospitalization
2. Duty-related shooting incidents resulting in the wounding of another person
3. Duty-related shooting incidents resulting in the death of another person
4. Duty-related traffic collisions resulting in fatal injuries to another person
5. Duty-related traumatic incidents resulting in the death or serious injury of another person directly involved in the incident being handled by the on-scene employee

In case of the above-described specific purposes, the Department-recognized psychologist will be contacted and requested to respond to "debrief" the employee as soon as possible after the incident. An on-duty supervisor, manager or other designee will be responsible for making the notification and relaying the details of the incident.

Psychological consultation and evaluation with the Department-recognized psychologist is also required on the recommendation of a supervisor with the Bureau Commander's approval, when the employee's behavior after being involved in a critical incident indicates serious unresolved stress affecting job performance or health.

Employees who believe they are in need of psychological consultation due to matters other than involvement in a critical incident, which are affecting their job performance or health, may request permission from their supervisor for a consultation and evaluation with a psychologist. The on-duty supervisor or manager will refer the employee to the City's Employee Assistance Program (EAP) for treatment. Employees also have the option to seek their own treatment through their health insurance benefits.

Authorized psychological consultations and evaluations that were a result of a critical incident and/or EAP treatments are provided at city expense.

**CONFIDENTIALITY OF RECORDS**

Records of consultations or evaluations are kept confidential by the psychologist. The only report given to the city is a form indicating:

1. Appointments were kept
2. Authorization for return to full-duty status
3. Authorization for return to limited-duty status
4. Authorization for temporary release from duty status
5. Recommendation for further consultation/evaluation





**General Order: 3.12  
SICK LEAVE**

Effective: September 15, 1979  
Last Revised: March 19, 2015

**PURPOSE**

The purpose of this General Order is to establish procedures for reporting the use of sick leave by department employees.

**PROCEDURES**

An employee is required to notify either the on-duty Patrol Sergeant, on-duty Watch Commander, or their respective Supervisor if they hold an administration position, when he or she will be absent from work due to illness, injury or other emergency. The notification must occur at least one hour prior to the assigned work shift unless specific circumstances prevent such notification.

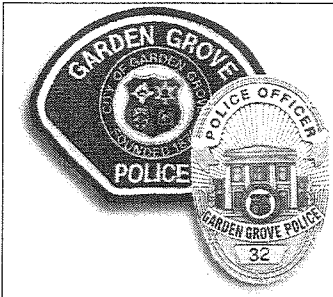
Either the on-duty Patrol Sergeant, Watch Commander, or respective Supervisor shall indicate via an online entry onto the Intime Scheduling Engine (ISE) the reason why the employee will be absent from work (i.e. illness, injury, or other emergency).

A Proof of Illness Certificate may be requested by the City Personnel Director under the guidelines established by the City of Garden Grove and specified in the Memorandums of Understanding between the City of Garden Grove and the Garden Grove Police Association and the City of Garden Grove and the Garden Grove Chapter of the Orange County Employees' Association.

Part-time employees who are eligible for sick leave benefits shall abide by this General Order.

**SICK LEAVE BENEFITS**

Sick leave accrual and other benefits relating to sick leave are established in the current Memorandums of Understanding between the City of Garden Grove and the Garden Grove Police Association and the City of Garden Grove and the Garden Grove Chapter of the Orange County Employees' Association.



**General Order: 3.13  
DAYLIGHT SAVING TIME CHANGE - SPRING AND FALL**

Effective: January 3, 1983  
Last Revised: January 1, 1988

**PURPOSE**

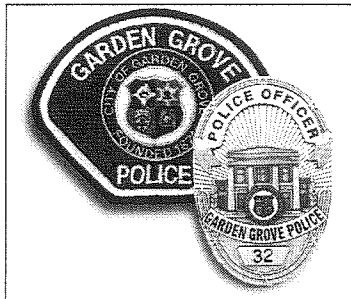
The purpose of this General Order is to establish procedures for changing to and from daylight-saving time.

**POLICY**

Any personnel assigned to duty when the time change occurs (0200 hours) shall charge their time as follows:

In the spring when the clock is changed from standard time to daylight-saving time, one hour is lost. Employees shall indicate one hour of compensation time off on the time sheet.

In the fall when the clock is changed from daylight-saving time to standard time, one hour is gained. Employees shall receive one hour of premium overtime.



**General Order: 3.14  
INDUSTRIAL INJURY POLICY**

Effective: September 1, 1973  
Last Revised: March 19, 2015

**PURPOSE**

The purpose of this General Order is to define department policy regarding the reporting of job-related injuries/illnesses and to specify conditions for personnel who are unable to work.

**POLICY**

When an employee receives an injury on duty, the employee must immediately report the injury to a supervisor. The supervisor shall provide the employee with the following:

- Garden Grove Accident Reporting form.
- The "Employee's Claim for Worker's Compensation Benefits" form.
- A Garden Grove Hospital Treatment Authorization Form or ProCare Treatment Authorization form, if medical treatment is required.
- Garden Grove Supervisor Accident Reporting Form

All required forms above can be found in the Records Division or downloaded from the City of Garden Grove's Intranet under the Human Resources section.

The supervisor must log the fact that the paperwork was given to the employee. This information will be placed on the Injury on Duty log, located on the "P" drive of the Department's computer system

It is the employee's responsibility to complete the forms and return them to a supervisor for processing. The employee has the option of not completing the forms, thus not reporting the injury. If returned, the supervisor shall immediately:

- Provide the employee with the temporary copy of the Employee's Claim for Workers' Compensation Benefits form.
- Send the original forms to the Division Commander or Watch Commander for review and signature. The Division Commander or Watch Commander shall then forward the original forms to the City's Benefits Coordinator in the Human Resources Department at City Hall.

GARDEN GROVE POLICE DEPARTMENT

General Order: 3.14

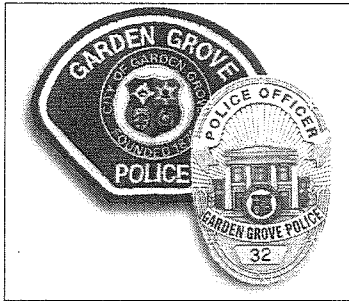
Industrial Injury Policy

If the employee's injury requires medical treatment, then the employee shall obtain medical care at the Garden Grove Hospital or ProCare Work Injury Center in Tustin, unless prior authorization is obtained to be treated at another facility.

Personnel who report an on-duty injury and cannot return to full duty, based on a written diagnosis from a physician, are subject to the following conditions:

- The employee's status may be monitored by phone calls or visits from their Division Commander or Watch Commander.
- Employees are required to notify their Division Commander or Watch Commander if there is any change in their medical condition that would affect their duty status.
- The employee may not leave the five county area (Orange, Los Angeles, Riverside, San Bernardino, San Diego) for longer than 24 hours without the permission of their Division Commander or Watch Commander.
- The employee's duty hours will be considered Monday through Friday, 0800 hours to 1700 hours. The employee must be available by phone between these hours.
- Officers that have reported a medical condition and have been restricted from full-duty status by a licensed physician may not physically contact, or attempt to contact crime suspects or engage in any enforcement action either on or off-duty except in the event that the failure to act would result in imminent death or great bodily harm to the officer or another person.
- The officer must honor all scheduled court appearances, subpoenas (received or received in the future), and/or meetings, unless he/she is excluded from doing so by employee's Division Commander or Watch Commander, written directive from physician and the appropriate court, if applicable.
- If the employee has permission to work an authorized off-duty job, then the Chief of Police or his designee may revoke that permission.

Employees canceling and/or rescheduling any doctor's appointment relating to an industrial injury must notify the City's Benefits Coordinator in the Human Resources Department and their Division Commander or Watch Commander prior to canceling/rescheduling the appointment.



**General Order: 3.15  
LIGHT DUTY STATUS**

Effective: January 1, 1988  
Last Revised: September 1, 2000

**PURPOSE**

The purpose of this General Order is to define this department's policy regarding the application and administration of light duty assignments for all employees in cases of either job or non-job related illness or injury.

**POLICY**

On occasion, employees might incur an injury or illness that precludes their performing their regular duties. Further, such instances may impose a financial hardship upon the employee by virtue of insufficient accrued leave or a hardship upon the department because of reduced personnel resources. Consequently, it will be the policy of this department in conjunction with the Personnel Department to consider and evaluate light duty assignments on a case-to-case basis and that such assignments shall be at the discretion of the department. Due to the limited number of light duty positions available, personnel requesting light duty status which resulted from an on-duty injury will receive priority over requests which resulted from an off-duty incident.

**DEFINITION OF LIGHT DUTY ASSIGNMENT**

Light duty assignments are non-line functions which would include, but are not limited to: complaint desk operation, expediter unit, evidence processing, crime analysis, and the investigations section. Assignments will be determined on the basis of manpower/scheduling needs, individual characteristics, and the type of injury/illness involved.

**EVALUATION FOR THE DETERMINATION OF STATUS**

No light duty assignment shall be approved or ordered unless the following conditions exist:

1. Light duty assignments of more than two days require a physician's endorsement and/or release.

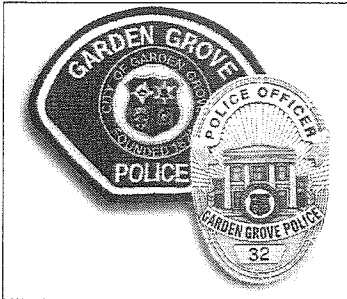
Endorsement from the physician must estimate a date of recovery from the illness or injury to the extent the employee can be returned to full duty. Such dates can be adjusted based upon an accelerated rehabilitation or recovery, or a prolonged period due to aggravated circumstances.

2. Any light duty assignment of two days or less must be approved by that officer's lieutenant or the on-duty field supervisor in the lieutenant's absence.

**ADMINISTRATION OF IOD OR LIGHT DUTY STATUS**

Employees assigned to light duty shall receive line supervision from the supervisor of the section the employee is assigned.

Assignment to light duty status can be initiated by either a request by the employee or in the form of a directive by the department.



**General Order: 3.16  
AWARDS AND COMMENDATIONS**

Effective: August 3, 1973  
Last Revised: January 22, 2007

**PURPOSE**

The purpose of this General Order is to establish department policy for awarding medals and letters of commendation to members of the department who distinguish themselves by heroic action or meritorious or outstanding service.

**POLICY**

It shall be the policy of this department to recognize heroic action, meritorious service and significant achievements under the provisions of this order. In order to attain the maximum benefit of the awards policy, it is essential that all levels of the department; command, supervision, and line understand its importance and insure that significant acts are promptly and properly recognized and reported. Any employee may recommend a member for a department medal or letter of commendation.

**PROCEDURE**

Persons filing a recommendation for commendation will submit the recommendation through the chain of command via a memorandum.

The recommendation should include all reports and other information, which will assist in an evaluation of the action.

**CLASSIFICATION OF AWARDS**

**MEDALS**

*Gold Medal of Valor*

The Medal of Valor is awarded to members of the department who, while acting in an official capacity, distinguish themselves conspicuously by heroic action above and beyond the call of duty. Criteria for recommendation may be based on the following:

1. The situation was extremely dangerous;
2. A strong possibility existed that the employee could have suffered serious injury or death;
3. The act was not foolhardy;
4. The employee did not use poor judgment or procedures, which created the necessity for his/her acts.

*Silver Medal of Courage*

The Medal of Courage is awarded to members of the department who, while acting in an official capacity, distinguish themselves conspicuously by heroic action in circumstances which pose a lesser threat than may warrant a Gold Medal of Valor.

*Bronze Medal of Merit*

The Medal of Merit is awarded to members of the department who, while acting in an official capacity, distinguish themselves conspicuously by exemplary police work.

*Medal of Distinction*

The Medal of Distinction is awarded to members of the department who, while acting in an official capacity, consistently demonstrate over an extended period of time exemplary performance in all aspects of their assignment.

*Life Saving Medal*

The Life Saving Medal is awarded to members of the department who, while acting in an official capacity, perform significant life saving measures on an individual. The lives saving measures, not the outcome, are the determining factor.

**CORRESPONDING UNIFORM RIBBON/MINIATURE MEDAL**

Whenever a member is awarded a medal, a corresponding uniform ribbon shall be presented. The ribbon is worn on the left shirt pocket flap approximately 1/4 inch below the upper seam and centered.

The member will also receive a miniature version of the medal to be given to his/her spouse or any person of their choice.

**CORRESPONDING LETTER OF COMMENDATION**

Whenever a member is awarded a medal, an appropriate letter of commendation will be written and processed in the same manner as a Class A commendation. A copy of the letter will be placed in the employee's permanent personnel file.

**REVIEW**

The Chief of Police reviews the recommendation and determines if the act merits an award of a department medal and what the ultimate classification will be.



## **PRESENTATION**

The award may be made at the quarterly or the annual Employee Recognition Reception, or at a City Council meeting.

## **EMPLOYEE RECOGNITION COMMITTEE**

An Employee Recognition Committee, consisting of various members of the department, civilian and sworn, full-time and part-time, was established to further employee recognition. The committee is co-chaired by a civilian and sworn manager. Its main purpose is to review nominations for the Employee of the Quarter Award and the "Commitment to Service" Awards.

The Employee of the Quarter Award is designed to recognize employees who have made a significant contribution to the Department during that quarter. This can include meritorious acts, loyalty, leadership, dependability, attitude, commitment, etc. The "Commitment to Service" Award is intended to recognize those employees who have demonstrated extraordinary commitment to their individual assignments and the department.

Nominations for the Civilian and Sworn Employees of the Quarter and the "Commitment to Service" award will be received from any member of the Department. The nomination forms, which will be placed throughout the Department, require the person making the nomination to provide a brief description of the circumstances and/or events resulting in the nomination. Nomination mailboxes will be located in the Briefing Room, the Lunch Room, and at the Records counter. All completed nominations will be reviewed by the Employee Recognition Committee and the recipients selected. In order to consider a nomination, they must be signed.

The Employee of the Year Awards are presented to those members who, having been a recipient of the Employee of the Quarter Award, were determined by the Employee Recognition Committee as having the most impact during the year.

Recipients of the Employee of the Quarter/Year Awards receive a plaque recognizing their accomplishments. Recipients of the "Commitment to Service" Award receive a certificate recognizing their accomplishments.

## **COMMENDATIONS**

### **Class "A"**

The Class A commendation will be awarded to members of the department for outstanding police work, for example:

1. Superior handling of a difficult situation;
2. Conspicuous bravery;
3. Superior performance of duty;
4. Any contribution to the department which is of a superior nature.

The Chief of Police reviews the recommendation and determines if the member merits the commendation. The commendation shall be typed in the form of a memorandum on city letterhead. It will include a written description of the exceptional work and be signed by the Chief of Police. A copy of the memorandum will be placed in the employee's permanent personnel file.

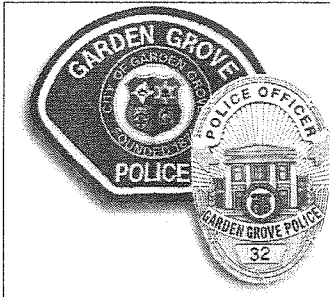
The commendation will be presented to the member by the Chief of Police or his/her designee at a roll call briefing Employee Recognition Reception, or similar meeting.

#### Class "B"

The Class B commendation will be awarded to members of the department who distinguish themselves by performing assignments, tasks, duties, or other service, which is exceptional in nature but not meritorious. The commending employee's supervisor or supervisor of equal or higher rank reviews the recommendation and determines if the member merits the commendation.

The Class B commendation shall be written in the form of a memorandum or an employee's performance log (GGPD Form 111) and signed by a supervisor of higher rank than the commended employee. The commendation will be placed in the employee's team or unit file to be utilized for the semi-annual personnel evaluation. If a memorandum is written, it may be filed in the employee's department personnel file.

A citizen letter of appreciation, phone call, or commendation in person will be processed in the same manner unless the handling supervisor recommends the classification should be upgraded. The letter of appreciation may be filed in the employee's department personnel file.



**General Order: 3.17  
FIREARMS TRAINING AND QUALIFICATION**

Effective: January 1, 1979  
Last Revised: January 25, 2016

**PURPOSE**

The purpose of this General Order is to establish Department policies for firearms training and qualification, insuring a standard of proficiency in the use of duty and off-duty weapons.

**POLICY**

Firearms training and qualification is mandatory for all sworn employees. Only P.O.S.T. certified firearms instructors are authorized to train and qualify department employees on department authorized firearms. Each supervisor ensures compliance with this General Order for those employees under his supervision. All sworn employees must qualify each quarter of the year, unless alternative training is authorized by the Training Manager.

One qualifying shoot is authorized each quarter unless it is an approved:

1. Make-up of a previously missed shoot;
2. Make-up of a non-qualifying score; or
3. Qualification with a different handgun.

The firing range course must be shot with the employee's primary on-duty handgun and assigned or approved patrol rifle. Patrol personnel must use an authorized uniform holster. If a non-uniform employee carries an authorized weapon other than the one he would carry in uniform, he must qualify TWICE; once with his primary duty weapon and assigned or approved patrol rifle and a second time with the weapon carried in the non-uniform assignment. For this second qualification, the non-uniform employee should use the belt, holster and magazine pouch used when carrying that weapon in the non-uniform position.

**RANGE RULES PROHIBIT THE USE OF ANKLE HOLSTERS**

The Department provides the ammunition for qualification. The employee is responsible for providing to the Training Manager a description of his primary duty handgun, including make, model, caliber, serial number, and finish. This information will be kept in the employee's training file and will be verified by the Department armorer during his quarterly inspection of weapons and during the course of random inspections at briefing. Any unauthorized weapons modifications, which, in the armorer's opinion, render the weapon unsafe, shall be reported via memorandum to the Training Manager.

### **QUALIFYING PROCEDURES**

Employees will shoot during a scheduled range day during the quarter. Generally the third month of the quarter will be used for make-up qualifications, other scheduled training or practice. Employees are allowed a total of one hour training overtime for completing the quarterly firearm shoot. Employees may go to the range to qualify while on-duty; however, they must receive permission from a supervisor.

The minimum score for qualification is 80 percent of the highest possible score.

The following procedures will be utilized at the firing range:

1. All employees must check in with the Department Range Master at the range office. Their firearm(s) will be safety inspected and their practice ammunition will be issued, in accordance with the procedures established by the Department's Range Master;
2. Employees must shoot a qualification course as determined by the Department Range Master; and
3. A Department Range Master or designee will score the employee's target and document the score on the firearm's score sheet, maintained by the Department Range Masters. A Department Range Master will compile a list of all employees who did not qualify after each scheduled qualification shoot and submit it to the Training Manager.

### **OFF-DUTY AND BACK-UP WEAPONS QUALIFICATION**

Sworn employees authorized to carry second (back-up) weapons as specified in General Order 14.3 - Authorized Firearms are required to qualify annually with the use of the weapon. Employees must qualify on their own time. The Department will provide ammunition for the practice course and duty ammunition for this firearm. The weapon and the ammunition used must be inspected and approved by a Department Range Master prior to qualification. The qualification will be scheduled and supervised by a Department Range Master.

Weapons authorized under General Order 14.3 may be carried off-duty. Employees must qualify with the off-duty weapon on an annual basis. The qualification course for off-duty and back-up weapons will be the same as the course outlined below for retired sworn personnel firearm qualifications.

### **RETIRED SWORN PERSONNEL**

Sworn employees who are "honorably retired", either service or medical disability, are authorized to carry a concealed firearm in the State of California, pursuant to California Penal Code 26300-26325. This excludes sworn employees who receive an honorable

*GARDEN GROVE POLICE DEPARTMENT  
General Order: 3.17  
Firearms Training And Qualification*

disability retirement for a psychological disability. The right to carry a concealed firearm is indicated on the reverse side of the retired sworn employees' identification card.

Sworn employees, who are deemed to be a "qualified retired law enforcement officer" and reside in a state other than California, are authorized to carry a concealed firearm pursuant to Chapter 44, 18 USC, section 926C(c), otherwise known as the Law Enforcement Officer's Safety Act of 2004.

Chapter 44, 18 USC, section 926C(c), requires the retired law enforcement officer to qualify annually and meet State standards. Since the State of California does not have a standard for firearms training and qualification, the retired sworn employee will be required to qualify at least once every 12 months with a certified firearms instructors from a law enforcement agency located in the state in which they reside or with a firearms instructor certified and licensed by the National Rifle Association (NRA).

The retired sworn employee will be required to demonstrate the ability to:

1. Safely load the firearm;
2. Safely unload the firearm; and
3. Safety check the firearm and verify that it is clear of all ammunition.

The retired sworn employee will be required to qualify with the firearm by shooting the following 25 round course using a B-27 silhouette target:

1. 3-yard line: 5 rounds, shoulder point with sights, strong hand only, reload if necessary. 5 rounds, shoulder point, weak hand only.
2. 5-yard line: 10 rounds, shoulder point with sights, strong hand only, reload if necessary.
3. 7-yard line: 5 rounds, shoulder point with sights, strong hand supported.

At a minimum, 23 of the 25 rounds must strike the scoring/silhouette portion of the target.

Upon successful completion of the range course, the retired sworn employee and the certified firearms instructor must complete the Garden Grove Police Department, Firearms Proficiency Test for Qualified Retired Officers form. The form must be returned to the Department's Professional Standards Unit who will issue the Garden Grove Police Department, Retired Peace Officer's Compliance Certification card to the retired sworn employee.

Once each year, the Professional Standards Unit will schedule time at a local firing range for retired sworn employees to complete the qualification process described above. In addition, retired sworn members can contact the Professional Standards Unit at other times during the year to arrange to complete the qualification process.

### **SHOTGUN TRAINING AND NIGHT SHOTS**

Orientation and training sessions in the use of the department-issued shotgun will be held on a semiannual basis. A Department Range Master at the direction of the Training Manager will arrange the training.

A night shoot will be scheduled on an annual basis to provide all sworn employees with the opportunity to shoot in darkened conditions. These training sessions will be arranged by the Department Range Master at the direction of the Training Manager.

### **USE OF AUTHORIZED SPECIAL WEAPONS**

Employees who are assigned to special units (such as S.W.A.T.) and have a need for specialized weapons (tear gas launchers, automatic rifles, etc.) must demonstrate proficiency with the weapon prior to being allowed to carry it. The S.W.A.T. Commander will ensure that the officers under his command train with the specialized weapons and qualify on a quarterly basis.

### **FIREARMS ORIENTATION AND QUALIFICATION FOR NEW EMPLOYEES**

All new sworn employees will complete a firearms orientation and qualification with their authorized on-duty and off-duty weapons during their orientation program. The orientation program will include the issuance and instruction in all general orders related to the use of force. Should there develop an exception, the employee(s) can continue with their field training program, provided the employee(s) successfully passed an Academy's Firearms Training course (California POST approved). The minimum passing qualification score will be 80% of the highest possible score.

### **FAILURE TO QUALIFY**

Employees who fail to qualify during a quarter are subject to retraining and/or discipline should the retraining not result in successful qualification. Retraining will be conducted as soon as practicable after the employee has failed to qualify, and said employee will not be allowed to resume enforcement duties until they successfully qualify. Discipline may include a temporary assignment to a position that does not require carrying a handgun. The Range Master is eligible for overtime, with prior approval by the Training Manager, for retraining any deficient employee.

### **FIRING RANGE RULES**

The firing range rules in effect at the designated Department range or any other range utilized by the police department must be observed. The authority of the Range Master prevails on all matters of range safety.

### **AUTHORIZED AMMUNITION ALLOTMENT**

Each employee is authorized to fire 120 rounds of practice ammunition per quarter chargeable to the Department. Personnel shall not draw additional ammunition against the Department unless authorized by the Bureau Commander, Training Manager or Department Range Master. If approved, sworn employees may contact a Department Range Master or Range Officer for their allotment of practice ammunition. Allotments of 120 rounds of ammunition apply only to handgun duty ammunition.

In the event an employee requires additional training with their Department issued AR-15 or personally-owned duty-use AR-15, then the employee shall coordinate with a member of the range staff for additional training at the range. The range staff member present at the range training session shall dispense the appropriate amount of needed rifle ammunition.

### **REPORTING ABSENCES**

Employees are not excused from the quarterly qualification except with the approval of their Bureau Commander. After each quarter the Training Manager shall report a list of employees who failed to shoot or qualify to the Bureau Commanders.

### **EXCUSED ABSENCES**

Employees excused from shooting due to an extended leave or injury during one quarter shall fire a make-up within two weeks of return to duty from excused absence.

This make-up shoot is acceptable for quarterly as well as trophy shoot and shooting medal qualification, even if it is completed at the portable range.

### **UNEXCUSED ABSENCES**

Employees failing to fire the scheduled qualifying shoot without authorization are subject to disciplinary action.

### **SHOOTING MEDALS**

Shooting medals are awarded annually in January to those employees who have qualified for a medal for the first time, or who qualify for a higher medal than previously awarded. The medals are based on the average of the quarterly qualifying scores for the preceding year. Except as provided for in excused absences above, an employee is ineligible for shooting medals for the current year if any one qualifying shoot is either missed or is conducted at the portable range or at SWAT training. If more than one qualifying shoot during the year is conducted at the portable range or at SWAT training, the employee is ineligible for shooting medals regardless of any excused absence above.

The awards are divided into the following classifications:

<u>RATING</u>	<u>REQUIRED AVERAGE</u>
Master	See below
Expert	98.3% - 100%
Sharpshooter	93.3% - 98.2%
Marksman	86.7% - 93.2%

Eligibility for the Master's Medal requires an expert classification and a perfect score at three of the four quarterly qualifying shoots. The perfect scores need not be in succession.

The shooting medal is worn on the uniform at all times. The medal shall be affixed to the uniform with the lower portion of the medal at the top of the right breast pocket. It shall be centered above the nameplate and between the vertical sides of the pocket. Only the highest medal awarded is worn.

### **TROPHY SHOOT**

The Department's annual competition is to determine the top five shooters in the Department. It is an elimination event restricted to full-time sworn employees. Trophies are awarded to those who achieve first place in any one round of the trophy shoot and to the overall winner of the trophy shoot. The "Mayor's Trophy" will be awarded to the Department's most improved shooter. The most improved shooter shall be determined by the greatest point spread between the previous year's average shooting score and the current year's average shooting score.

### **QUALIFICATIONS FOR TROPHY SHOOT**

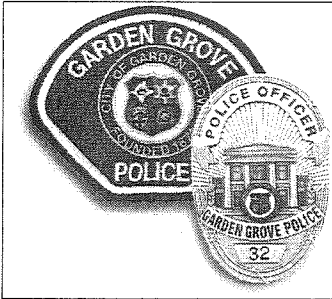
Sworn employees shall maintain a 95% average during the four quarterly shoots for the preceding year. Except as provided for in excused absences above, an employee is ineligible for the trophy shoot competition for the current year if any one qualifying shoot is either missed or is conducted at the portable range. If more than one qualifying shoot during the year is conducted at the portable range, the employee is ineligible for the trophy shoot regardless of any excused absence above.

Sworn employees are permitted to shoot only once on the date and time scheduled for the shoot. This date shall be posted 28 days prior to the scheduled shoot. Due to the new format of the trophy shoot, employees may not request to shoot on a date other than the one scheduled

Employees shall participate with a Department-authorized primary duty handgun, their Department-issued (or pool-issued) rifle and the Benelli shotgun as dictated by the trophy shoot course of fire. Ammunition will be supplied by the Department.

The Department Training Manager is in charge of making the necessary arrangements for the trophy shoot.





**General Order: 3.18**  
**EMERGENCY INFORMATION/PERSONAL DATA FILE**

Effective: January 19, 1972  
Last Revised: September 1, 2000

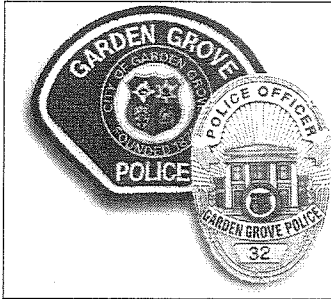
**PURPOSE**

The purpose of this General Order is to establish an Emergency Information/Personal Data File for the department.

**POLICY**

The Chief of Police or the secretary to the Chief of Police maintains a Personal Emergency Status File. The file contains emergency information and frequently needed personal data on every employee.

New employees shall complete an Emergency Contact Card. Employees shall use the Employee Record Card to update the Emergency Status File within three working days of any change in status.



## General Order: 3.19 GROOMING STANDARDS

Effective: March 16, 1971  
Last Revised: March 3, 2014

### PURPOSE

The purpose of this General Order is to establish grooming standards for all department employees.

### GROOMING

Grooming regulations are designed to assure good safety conditions and a positive public image for police employees. All employees are governed by basic grooming, neatness, cleanliness and safety standards for this Department and their assignment.

*Hair:* Male uniform personnel must not wear a hair style that is longer than the bottom of their shirt collar while assuming a normal stance. Female uniform personnel must not wear a hairstyle that is longer than the bottom of the uniform patch when the employee is standing erect, worn up or in a tightly wrapped braid or ponytail.

Hair shall not display extreme or untidy styles and shall not impair vision in any manner. Hair clips and barrettes will be of conforming colors (black, brown, blue, silver, no bright colors).

*Mustache:* A mustache must not extend more than one-half inch beyond the corner of the mouth. A mustache cannot touch the lower lip.

*Sideburns:* Sideburns must not extend below the bottom of the ear. Sideburns must not connect to the mustache.

*Facial Hair:* Facial hair other than sideburns, mustaches and eyebrows shall not be worn, unless authorized by the Chief of Police or his or her designee.

*Body Piercing or Alteration:* Except for a single stud pierced earring worn in the lobe of each ear of female employees only, no body piercing shall be visible while any employee is on duty or representing the Department in any official capacity.

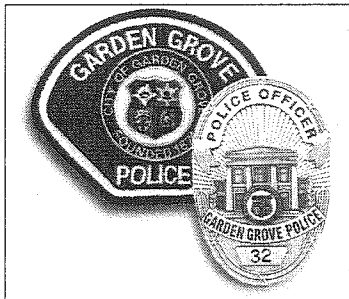
Alteration to any area of the body visible in any authorized uniform or attire that is a deviation from normal anatomical features and which is not medically required is prohibited. Such body alteration includes, but is not limited to:

- a.) Tongue splitting or piercing.
- b.) The complete or transdermal implantation of any material other than hair replacement.

- c.) Abnormal shaping of the ears, eyes, nose or teeth.
- d.) Branding or scarification.

**EXCEPTIONS TO THE GROOMING POLICY**

Officers who are assigned to the Special Investigations Unit or Career Criminal Apprehension Team are exempt from the above policies for the duration of their assignment.



**General Order: 3.20**  
**DISCRIMINATION AND SEXUAL HARASSMENT POLICY**

Effective: January 1, 1988  
Last Revised: December 2, 1997

**PURPOSE**

The purpose of this General Order is to establish Department policies prohibiting discrimination and sexual harassment and provide information about employees' responsibilities as they relate to the policy.

**POLICY**

The Garden Grove Police Department is committed to providing a work environment that is free of discrimination in accordance with applicable state and federal law. This nondiscriminatory work environment is for the benefit of all Department employees (including non-supervisory personnel, supervisors, and management) and all employees are expected to comply with this policy. Additionally, non-employees during business contacts with Department employees or while visiting Department work sites are expected to conduct themselves in accordance with this policy. Absolutely no Department employee is authorized to engage in conduct prohibited by this policy.

In keeping with this commitment to a nondiscriminatory work environment, the Department maintains a strict policy prohibiting sexual harassment and discrimination based on age over 40, race, color, sex, religious creed, national origin, veteran status, ancestry, medical condition\*, marital status, sexual preference, or disability in accordance with applicable state and federal law.

No one shall be retaliated against by any Department employee for reporting conduct to the Department, City, or to the state or federal fair employment agencies which he/she believes to be a violation of this policy, for participating in an investigation of a possible violation of this policy, or for using the complaint procedure in this policy.

Appropriate disciplinary action, which may include termination of employment, will be taken against any employee if it becomes known to management that such person has engaged in conduct prohibited by this policy. The disciplinary investigation and any subsequent disciplinary action will be handled in accordance with General Order 1.2 - Disciplinary Procedures.

In circumstances in which the Department concludes that an employee has been adversely effected by violations of this policy, the Department will determine whether and what remedy is appropriate.

\*"Medical Condition" is defined, in accordance with the California Fair Employment and Housing Act, as "any health impairment related to or associated with a diagnosis of cancer, for which a person has been rehabilitated or cured, based on competent medical evidence."

### **DEFINITIONS**

The prohibition against harassment and discrimination covered by this policy applies to all forms of conduct - whether by means of speech, physical behaviors, or visual presentation - which implicate race, religion, creed, color, national origin, medical condition, ancestry, age over 40, marital status, veteran status, disability, or sexual orientation.

*Sexual harassment* is defined as including, but not limited to unwelcome sexual advances, requests for sexual favors and other verbal, physical or visual conduct of a sexual nature when either:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose and effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

### **EXAMPLES OF PROHIBITED CONDUCT**

The objective of this policy is to prevent a working environment which is hostile, intimidating, or unreasonably interferes with an employee's work on account of any type of conduct directed to or concerning race, religion, creed, color, medical condition, national origin, ancestry, sex, age over 40, marital status, veteran status, disability, sexual orientation, or same sex gender-based harassment.

The target of this policy is the prevention of *unwelcome* discriminatory-based conduct. Employees should be aware of and avoid conduct on their part which could be construed as welcoming conduct directed at them which the employee might actually consider unwelcome. For example, employees should refrain from making ethnic, racist, or sexist jokes, or dressing, telling intimate information about themselves, making gestures, or touching others in sexual ways since such conduct might be construed as welcoming similar conduct by others.

Examples of prohibited conduct of a discriminatory nature to which no employee (whether male or female) should be subjected, when the behavior is unwelcome, include:

1. Offering employment benefits, such as favorable assignments, reviews, promotions or the like, in exchange for sexual favors;

2. Making or threatening reprisals after a negative response to sexual advances or to other discriminatory conduct;
3. Unwanted sexual advances, propositions, flirtations, or repeated unwanted requests for social contact or other unwanted social attention;
4. Verbal abuse of a sexual, gender based nature or other discriminatory basis, such as using sexually degrading or vulgar words to describe an individual or making derogatory sexual, gender-related, or discriminatory-based (i.e., race, religion, age, national origin, disability, sexual orientation, etc.) comments, slurs, taunts, jokes, language, or epithets;
5. Asking questions about sexual conduct or sexual orientation, or disclosing or spreading rumors about such information concerning yourself or others;
6. Verbal commentaries about an individual's body, sexual prowess, sexual orientation, or sexual deficiencies;
7. Whistling at, touching, pinching, brushing the body, assaulting, impeding or blocking movements, or coercing sexual acts, or engaging in any physical conduct in the context of other discriminatory-based conduct;
8. Leering or making sexual, derogatory, insulting, obscene or other discriminatory-based (i.e., race, religion, age, national origin, disability, sexual orientation, etc.) comments or gestures;
9. Displaying in the workplace sexually suggestive, gender-based or discriminatory-based (i.e., race, religion, age, national origin, disability, sexual orientation, etc.) objects, pictures, posters, or cartoons;
10. Suggestive or obscene letters, gifts, notes, or invitations;
11. Retaliation against an employee for refusing to participate in such behavior or for complaining about such behaviors.

### **DUTY TO REPORT POSSIBLE VIOLATIONS**

A key part of this policy is the City's commitment to its effective enforcement. In some situations, a person may not realize that his or her behavior is inappropriate or unwelcome. Therefore, employees are encouraged to tell someone whose behavior is considered unwelcome discriminatory harassment that such behavior is unwelcome and that the employee is requesting that it stop. Persons should comply with requests to stop immediately and graciously.

Additionally, the Department must learn about possible violations on a timely basis in order to take appropriate action to prevent and remedy violations. The Department also expects

all employees to act quickly to reduce the spread of harmful rumors. For all these reasons, an employee is expected to immediately report any unwelcome conduct he or she experiences which he or she believes might constitute a violation of this policy. All supervisors and managers are required to immediately report any conduct (concerning any employee) which they observe or about which they have knowledge and which they believe might constitute a violation of this policy to the Chief of Police. The Chief of Police or his designee will notify the Personnel Director of any such reports received from department employees.

If the employee believes that personnel in his or her chain of command are involved in the alleged misconduct, the report should be made to the Personnel Services Manager, the Personnel Director, or, as a last resort, the City Manager.

### **INVESTIGATING POSSIBLE VIOLATIONS**

The Department expects reports of possible violations of this policy to be handled expeditiously and by trained personnel not involved in the misconduct. The City Manager, the Personnel Director, the Chief of Police, and the Personnel Services Manager and their designees are authorized to fully investigate reports of possible violations of this policy and will do so in a timely and confidential manner. Generally, in the Police Department, the Internal Affairs Sergeant will conduct the investigation in cooperation with the Personnel Services Manager. The investigation will be handled with due regard to the privacy and procedural rights of the accuser and the accused, and in accordance with General Order 1.2 - Disciplinary Procedures.

### **COMPLAINT PROCEDURE**

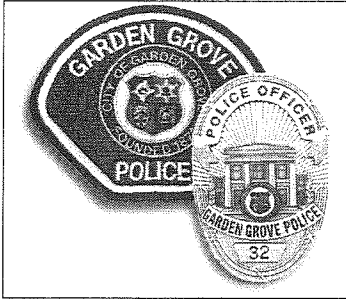
A complaining or accused employee may appeal the factual conclusions reached in an investigation of a possible violation of this policy to the City Manager by filing a written request to the City Manager, via the office of the Chief of Police, within one week of learning of the conclusions. The City Manager or his or her designee will meet with the employee(s) in a timely fashion, conduct whatever additional investigation that appears to be appropriate and advise the employee(s) of his or her conclusions. The decision of the City Manager or his or her designee is final, except as provided below.

Complaints about violations of this policy shall be handled exclusively through the above means and are not subject to either the grievance procedure contained in General Order 1.3 or the Employee Relations Resolution of the City of Garden Grove, as amended (Resolution No. 4066-71) or to the appeal procedure contained in General Order 1.2 and the Garden Grove Municipal Code (Section 2.44.390). Notwithstanding the foregoing, this policy shall not limit or expand the applicability of Section 2.44.390 (3) of the Garden Grove Municipal Code to disciplinary action taken for violation(s) of this policy; provided that the employee has properly exhausted the complaint procedure in this policy and within one week of notice of the City Manager's decision within this complaint procedure the employee makes a written request to the City Manager for an appeal before an ad hoc personnel appeals board.

**QUESTIONS ABOUT THIS POLICY**

Any questions about this policy should be directed to an employee's Division Manager or to the Personnel Services Department. Additionally, this policy is intended to supplement the information made available by the State of California Department of Employment and Fair Housing. You may contact the nearest office of that agency for further information.





**General Order: 3.21  
INFECTIOUS DISEASE CONTROL**

Effective: May 2, 1989  
Last Revised: March 19, 2015

**PURPOSE**

The Garden Grove Police Department is committed to maintaining a healthy work environment by protecting the physical and emotional health and well-being of all employees in the workplace. The purpose of this General Order is to provide employees with policy and procedure and the necessary information about infectious disease control, to enable them to perform their job responsibilities in the most proficient way available, within as safe an environment as possible.

**DEFINITIONS**

**INFECTIOUS DISEASES** - Those diseases identified in the California Health and Safety Code as a communicable reportable disease, including, but not limited to, hepatitis B, tuberculosis, AIDS, Methicillin-Resistant Staphylococcus aureus (MRSA), scabies, measles, etc.

**HIV** - Human Immunodeficiency Virus - The virus that destroys the body's ability to fight off deadly diseases. HIV infection is believed to be lifelong. It is asymptomatic and there is no grace period before progressing to ARC or AIDS.

**ARC** - AIDS Related Complex - Involves symptoms that may be less severe than those of full blown AIDS and may not fit the appropriate diagnostic categories of AIDS. Symptoms of ARC could be unexplained fever, night sweats, severe diarrhea, and dementia, a central nervous system disorder.

**AIDS** - The condition of being infected with the HIV virus, may lead to AIDS (Acquired Immune Deficiency Syndrome), which is characterized by a collapse of the body's natural immunity against disease. The person will be suffering from an immune system deficiency, and also have one or more specific opportunistic diseases. Most of these diseases are very debilitating and only attack persons with seriously comprised immune systems. The most common of these diseases are pneumocystis carinii pneumonia (PCP) and Kaposi's sarcoma cancer (KS). AIDS is usually fatal within two years.

**POLICY STATEMENT**

It is the philosophy of the Garden Grove Police Department to provide training and equipment, as necessary, to insure the safety of its employees as it pertains to the prevention of exposure to infectious diseases, while working in all areas of the department.

The Garden Grove Police Department and its personnel shall adhere to all federal and state laws and regulations in dealing with infectious diseases.

The California Fair Employment and Housing Commission recognizes AIDS as a physical handicap. The Federal Rehabilitation Act of 1973 prohibits discrimination of handicapped persons including those perceived as having a history of a handicap. Employees afflicted with AIDS or an AIDS related condition or any other handicap, shall be treated the same as any other department employee. If their medical or physical condition affects their ability to perform their assigned duties, they shall be treated as any other employee who has a disability that prevents them from performing the duties of their job. The Garden Grove Police Department will not discriminate against an employee with AIDS or an AIDS related condition or any other handicap.

### **PROCEDURES FOR EXPOSURE TO INFECTIOUS DISEASE**

If an employee feels that he/she has been exposed to an infectious disease, the employee should immediately report the exposure or suspected exposure to a supervisor. The procedure set according to Garden Grove General Order 3.14 - Industrial Injury Policy should be followed.

If after suspected on the job exposure the employee desires to be tested for contraction of an infectious disease, then a contractual agreement has been formalized between the City of Garden Grove Human Resources Department and ProCare Work Injury Center in Irvine, CA. After notification of a supervisor, the employee need only respond to the ProCare Work Injury Center and be seen by a medical professional for exposure to the infectious disease.

If the employee or supervisor believe that the exposure to the infectious disease poses an *IMMEDIATE* or an *IMMINENT* threat to the life, safety or health of the employee, then the employee may opt to respond to the Garden Grove Medical Center emergency services room.

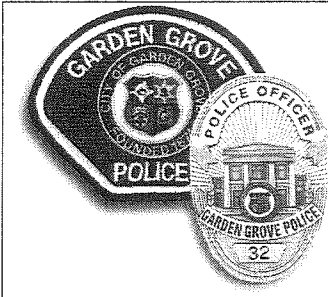
HIV exposure is categorized into two areas:

1. Any physical contact or injury which results in a **DIRECT CONTACT BETWEEN THE EMPLOYEE AND THE BLOOD OR BODY FLUIDS** of another person suspected of having AIDS related condition, or a person identified as being in the **HIGH RISK GROUP**.
2. Physical contact only where there was **NO CONTACT BETWEEN THE EMPLOYEE AND THE BLOOD OR BODY FLUIDS** of the suspected person.

If after suspected on the job exposure the employee desires to be tested for contraction of the HIV virus, a contractual agreement has been formalized between the City of Garden Grove Human Resources Department and ProCare Work Injury Center in Irvine, CA.

After notification of a supervisor, the employee need only respond to the ProCare Work Injury Center, fill out the appropriate test forms **PROVIDED** at the Work Injury Center, and complete the test. This voluntary base test should be done within the first week after suspected exposure. Voluntary follow-up testing will be necessary for the next 18 to 24 months based on physician advice. All testing will be provided at no cost to the employee

provided the suspected exposure was a result of an incident during the course of the employee's duties or as otherwise prescribed by law.



**General Order: 3.22  
ACCESS TO PERSONNEL FILES**

Effective: October 3, 1989  
Last Revised:

**PURPOSE**

The purpose of this General Order is to provide control over the access and security over the content of the employee personnel records in the Police Department.

**POLICY**

The person desiring access to an employee personnel jacket will contact the Chief's secretary, who will remove the individual jacket from the files. A log, maintained on the inside cover of each jacket will be filled out by anyone gaining access. The log will contain the name of the person, the date of review, and if it is for review only. Any photocopies made from the contents will be noted in the log and the actual photocopy will be made by the Chief's secretary.

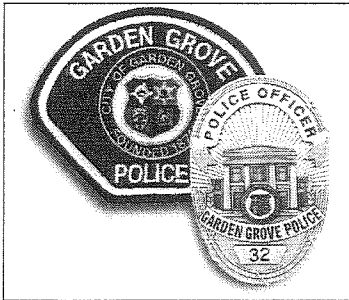
Nothing shall be removed from the file and the file will not be removed from the Chief's office without approval from the Chief of Police.

Only the following persons will have access to employee files located in the Chief's office:

- Chief
- Captains
- Managers
- Chief's Secretaries
- Employee
- Supervisor
- I. A. Sergeant

The only purposes for the review of a file that will be accepted are:

- Evaluation
- Investigation
- Discipline
- Personal
- Anticipated Transfer
- Any special circumstances deemed appropriate by the Chief of Police or his designee



**General Order: 3.23  
JURY DUTY**

Effective: April 10, 1990  
Last Revised: September 1, 2000

**PURPOSE**

The purpose of this General Order is to establish procedures to be followed when employees are required to report for jury duty.

**POLICY**

No reduction shall be made in the salary of a regular or probationary employee who is required to serve on a jury.

**PROCEDURE**

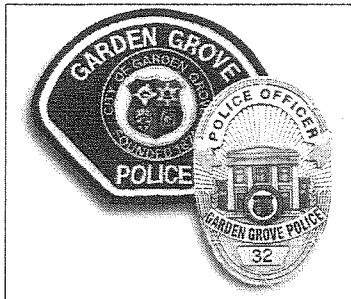
An employee called for jury duty shall immediately submit a memorandum to the Chief of Police through the chain of command listing the required dates of service. Employees serving on jury duty in courts that have established a "stand by" or "call in" system are required to use the "stand by" or "call in" process.

An employee who is required to attend jury duty on a scheduled work day will be compensated for the hours served at their normal rate of pay, hour for hour. Jury duty hours will be substituted for regular work hours, hour for hour for their normal duty shift.

Employees who do not spend all the hours of their regular work shift on jury duty are required to report to the department to complete the remaining hours. The employee may request from his/her immediate supervisor, or an on-duty supervisor, compensatory time off in lieu of reporting for duty.

An employee who is required to attend jury duty on regular or previously scheduled days off will not be compensated for jury service. Regular or previously scheduled days off will not be adjusted to coincide with dates of jury service. No overtime pay will be paid for jury duty hours that exceed the normal number of hours an employee is scheduled to work.

An employee who is called for jury duty must submit a certificate from the court that shows the dates and hours of service. This certificate will be submitted with the employee's time sheet and forwarded to City payroll.



**General Order: 3.24  
DEPARTMENT WORK SCHEDULES**

Effective: July 6, 1991  
Last Revised: January 23, 2012

**PURPOSE**

The purpose of this General Order is to establish policy and procedures relating to the various work schedules for Department personnel.

**GENERAL POLICY**

It is the policy of the Police Department to abide by the conditions of the revised Memorandums of Understanding between the City and the various employee associations relating to alternative work schedules. This General Order will elaborate upon those conditions, particularly for those units and sections that have 24-hours, seven-day-a-week operations.

The 3/12 work schedule requires employees to work three (3) consecutive twelve and one half hour shifts and have four (4) consecutive days off. In addition, employees on this schedule will work one ten hour payback shift during the twenty eight (28) day cycle. The Bureau Commander or his/her designee will determine the days off and payback days. If a payback day is used for training, employees will work a total of eleven hours with a one hour non paid lunch.

The 4/10 work schedule requires employees to work four (4) consecutive ten-hour days and have three (3) consecutive days off. The days off will be determined by the Bureau Commander.

The 9/80 work schedule requires employees to work eight (8) nine-hour days and one (1) eight-hour day each pay period. In order to comply with FLSA standards, the official workweek for civilian employees working the 9/80 schedule will begin as the midpoint of the eight hour day. The eight-hour day will always be worked during the five day work week and the eight hour shift will be scheduled as the day preceding the two days off, with flexibility for those working non-traditional hours. The extra day off will not be a "floating" day off, but will be taken on the same day every other week.

The 5/8 work schedule requires employees to work five (5) consecutive eight-hour days and have two (2) consecutive days off.

**SPECIFIC POLICIES - ADMINISTRATIVE SERVICES BUREAU**

The personnel assigned to the Administrative Services Bureau will work the 4/10 schedule. While starting times may be flexible with supervisory approval, personnel will not begin a shift before 7:00 a.m. unless approved by the Bureau Commander.

**SPECIFIC POLICIES - COMMUNITY POLICING BUREAU**

All patrol personnel will work the 3/12 schedule in accordance with the conditions of the MOU between the City and the Garden Grove Police Association.

The Gang Suppression Unit and Neighborhood Traffic Unit will work the 4/10 schedule in accordance with the conditions of the MOU between the City and the Garden Grove Police Association.

The personnel assigned to the Special Investigations Unit will work the 4/10 schedule and are subject to the conditions of the MOU between the City and the Garden Grove Police Association and the General Policy as described above.

**Communications Personnel**

Communications personnel will work a combination 4/10 and 3/12 schedule. During a two-week, 80 hour pay period; Communications personnel shall work five 12-hour days and two 10-hour days, for a total of 80 hours. To accommodate this schedule, starting and ending shift times may vary. Communications personnel will have three days off one week and four days off the next.

**Youth Services Unit**

Special Officers assigned to the schools shall work a 5/8 work schedule during the school year. Y.S.U. Investigators shall work the 4/10 work schedule. While starting times may be flexible with supervisory approval, personnel will not begin a shift before 7:00 a.m. unless approved by the Bureau Commander.

Community Services Officers assigned to the report writing function will work the 4/10 in accordance with the MOU between the City and the City Employee Association.

Remaining Community Policing bureau personnel will work the 4/10 work schedule subject to fixed or rotating shift/days off, with flexibility, based on assignment and service demand.

**SPECIFIC POLICIES - SUPPORT SERVICES BUREAU**

**Detective Personnel**

The scheduled days off for Detective personnel will continue to be Saturday and Sunday. The 4-10 will allow for three consecutive days off. Those days are to be determined by the Bureau Commander. While starting times may be flexible with supervisory approval, Detectives will not begin a shift before 7:00 a.m. unless approved by the Bureau Commander.

The civilian Check Investigator and Property and Evidence personnel shall work similar schedules as detectives.

Investigative personnel assigned to child abuse investigations shall work the 4/10 schedule as described for detectives.

### **Records Personnel**

Records personnel will have varying days off and rotating shifts due to the 24 hour, seven-day-a-week operation of the unit. The General Policy statement satisfactorily describes the elements of the 4/10 plan for Records.

The Records Specialist assigned to Investigations will continue to have Saturday and Sunday as days off, and the 9/80 plan will allow for every other Friday off as well. The two clerks shall not have the same Friday off. The normal work hours for all clerical personnel will be 8:00 a.m. to 6:00 p.m. (which includes a one hour non-paid lunch break) except on the eight-hour Friday when the duty hours will be 8:00 a.m. to 5:00 p.m.

### **LUNCH BREAKS**

The normal work schedule for patrol personnel, including Gang Suppression police officers, S.I.U., motor officers, and Public Safety Dispatchers, will include a 30-minute paid meal period. This meal period must be taken in conjunction with the stated conditions of the respective Memorandum of Understanding.

The City will provide a 30-minute or one-hour lunch break, without pay, for all other personnel. This time must be added to the employees work schedule; i.e., a ten-hour day will become a ten and one-half hour day. Lunch breaks may not be forfeited in order to shorten the hours of the day, but may be lengthened, with supervisory approval, for specific reasons, i.e. an exercise program, basketball, etc. The lunch period may not be extended beyond two hours and any time extended must be made up on the day the extension is taken.

### **HOLIDAYS**

Sworn personnel are entitled to holidays as specified in the MOU. If a holiday falls on a regularly scheduled day off, the employee is compensated in the manner described in the current MOU.

All civilian personnel are entitled to holidays as specified in their respective MOU. If a holiday falls on a regularly scheduled day off, the employee is compensated in the manner described in the current MOU.



**DEPARTMENT DISCRETION**

Implementing alternative work schedules in an organization that is responsible for providing police services on a 24-hour, seven-day-a-week basis is a complex task that requires some flexibility for certain positions. The Department will comply with the intent of the work schedules as defined in the respective Memorandums of Understanding, but reserves the right to make some adjustments to ensure that the needs of the Department are met. For example, Property and Evidence personnel will stagger their days off to keep the unit open every Friday. However, it is conceivable that Property and Evidence will close the Friday after Thanksgiving and the employees' scheduled days off will be adjusted to allow that Friday as a common day off. All affected employees will be notified of any schedule changes or adjustments well in advance of the planned change.



**General Order: 3.25**  
**PURGING OF PERSONNEL/INTERNAL AFFAIRS FILES**

Effective: March 3, 1993  
Last Revised: April 15, 2015

**PURPOSE**

The purpose of this General Order is to establish a uniform procedure for the purging of personnel files and Internal Affairs files.

**POLICY**

It is the policy of this Department to ensure that the files pertaining to personnel and citizen complaints will be protected from unauthorized inquiries, and that any purging of the files will only be allowed as provided by 34090 of the Government Code.

**DESCRIPTION OF FILES**

Personnel Files - Confidential files maintained by the Office of the Chief of Police which contain Personnel Action Forms (PAF), promotional or transfer orders, disciplinary actions, commendations, evaluations, or any other information pertaining to an employee's status and performance with the Garden Grove Police Department.

Internal Affairs Files - Files which contain citizen complaints, regardless of the status or disposition, and any other investigations regarding the conduct of any police employee completed by the Internal Affairs Office.

**PROCEDURE**

Personnel Files - The only documents within the Personnel file that may be purged are disciplinary actions older than five years. In January of each year, the Personnel Files will be reviewed by the office of the Chief of Police to determine which employee disciplinary files are subject to purging and destruction. Those files subject to purging may be reviewed by the Division Manager and Bureau Commander of the employee's chain of command who may make recommendations to the Chief of Police. The Chief of Police shall make the final determination on which files shall be purged and destroyed. If an employee desires to have disciplinary actions that meet the above criteria purged from their Personnel file, then they must submit a memorandum via their chain-of-command to the Chief of Police asking for the documents to be purged.

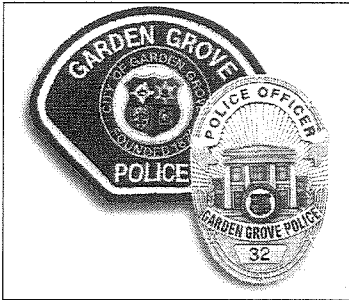
Internal Affairs Files - In January of each year the Internal Affairs Sergeant will record a brief synopsis of all Internal Affairs files that are older than five years and submit this list to the

GARDEN GROVE POLICE DEPARTMENT  
General Order: 3.25  
*Purging of Personnel/Internal Affairs Files*

Chief of Police. The Chief will determine which files are to be purged. The remaining files will be returned to the Internal Affairs Sergeant.

**APPEALS**

The decision of the Chief of Police, with regard to purging, is final.



**General Order: 3.26  
RECORDING OF CONVERSATIONS**

Effective: May 7, 1996  
Last Revised:

**PURPOSE**

The purpose of this General Order is to establish a policy prohibiting eavesdropping or unauthorized recording of communications.

**REFERENCE**

California Penal Code section 632 specifies, defines, and establishes the terms and conditions under which a confidential communication can be recorded.

Colter v. Bank of America (18 Cal. App. 4th 923 ), and Rattray v. City of National City (1994), established case law prohibiting the surreptitious recording of conversations without the knowledge and consent of others.

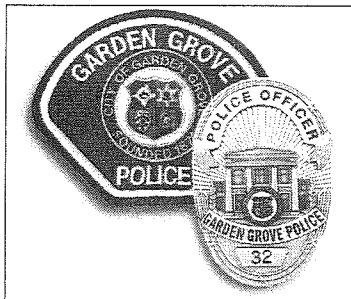
**CONFIDENTIAL COMMUNICATION DEFINED**

Confidential Communication is defined as any communication carried on in circumstances in which any party to the communication reasonably believed it to be confined to those present.

**POLICY**

It is the policy of this department that no employee shall eavesdrop upon, or surreptitiously tape record, any conversation or communication of any other employee or supervisor, without the expressed permission of each party to the conversation.

This order does not preclude the use of tape recording conversations or communications conducted during the investigation of any criminal conduct, or criminal complaint, as defined under section 630 of the California Penal Code, nor is this order intended to prohibit or limit the rights of the parties to openly record conversations or interviews conducted pursuant to Government Code section 3303 (g).



**General Order: 3.27  
FITNESS FOR DUTY EVALUATIONS**

Effective: August 4, 1998  
Last Revised: March 15, 2015

**PURPOSE**

The purpose of this General Order is to establish consistent policy and procedures for ordering and implementing psychological fitness for duty evaluations of sworn personnel and other personnel involved in public safety functions. Such evaluations are necessary for the safety and welfare of the community and department personnel, and to insure compliance with California law. California Government Code Section 1031 (f) mandates that all peace officers in California "Be found to be free from any physical, emotional or mental condition which might adversely affect the exercise of the powers of a peace officer."

It is not the intention of this policy to interfere with a supervisor's ability to recommend or suggest personal counseling to a subordinate, nor is this policy intended to alter or replace confidential counseling provided by the department as a result of critical incidents. Additionally, this policy is not intended as a substitute for, or to preclude the department from, imposing discipline for employee misconduct. Rather, this policy is intended to provide a mechanism for the assessment of an employee's mental and emotional ability to perform essential functions of his/her position when the employee's conduct, behavior, and circumstances indicate to a reasonable person that continued service by the employee may be a threat to public safety, the safety of other employees, the safety of the particular employee, or, may interfere with the City's ability to deliver effective police services.

**PROCEDURES**

To assist in determining the continuing emotional and mental fitness of Garden Grove police officers to carry out their essential duties as armed peace officers, and other employees whose duties affect the public safety, all supervisory employees should be alert to any indication that an employee may not be emotionally or mentally fit. Such indications may include but are not limited to the following factors. The mere presence of any one factor or combination of factors may not be sufficient to order the evaluation. However, such presence should not be ignored and may lead to the ordering of an evaluation. While there is a great variety and range of acceptable behavior among employees, dramatic or sudden changes in any particular employee's customary behavior may increase concern. Some of the following factors may form the basis for imposing discipline in addition to, or instead of, ordering a Fitness for Duty Evaluation. These factors, in no specific order of importance, are:

1. One or more personnel complaints, whether originated internally or externally, particularly complaints of the use of unnecessary or excessive force, inappropriate

verbal conduct, or any conduct indicating an inability to exercise self control and self discipline.

2. An abrupt and negative change in customary behavior, toward an inability to perform essential functions of the position.
3. Irrational verbal conduct or behaviors, including delusions and hallucinations.
4. Suicidal statements or behaviors, or personal expressions of mental instability.
5. Unexplained and excessive tiredness or hyperactivity.
6. Dramatic change in eating patterns resulting in sudden weight loss or gain, or diagnosis of a life threatening eating disorder.
7. Change in behavior pattern to inattention to personal hygiene and health.
8. Inappropriate use of alcohol, medications or other drugs, including symptoms of illegal drug use.
9. Memory loss.
10. Impatience or impulsiveness, especially with a loss of temper.
11. A pattern of conduct indicating a possible inability or decrease in ability to defuse tense situations, a tendency to escalate such situations or create confrontations.
12. Unexplained and inappropriate excessive lateness or absenteeism.
13. Any other factor or combinations of factors that causes a supervisor to reasonably suspect that a fitness for duty evaluation may be necessary.

### **REPORTING FITNESS FOR DUTY CIRCUMSTANCES**

Any supervisor observing circumstances indicating that the emotional or mental fitness of an employee may be in question should meet with the employee, if doing so will not aggravate the situation. If the meeting does not relieve the supervisor's concerns, or if no meeting is conducted, the involved supervisor shall contact his or her division commander and prepare a written report of the circumstances, if so directed. The division commander will, in turn, notify the appropriate Bureau Commander, who shall advise the Chief of Police of the circumstances.

An employee is not required to disclose a disability to a supervisor; however, a supervisor may inquire regarding the conduct, behavior or circumstances that give rise to his or her concerns.

Where appropriate, a supervisor and employee may also discuss reasonable accommodations that may enable the employee to perform the essential functions of his or her position.

### **RELIEF FROM DUTY**

In aggravated circumstances, such as when an employee's conduct immediately or directly threatens safety, a division commander may immediately relieve the employee from duty pending further evaluation. In other cases, employees may be relieved from duty or reassigned as necessary for public safety or the efficient operation of the department, pending completion of an evaluation. Any readily accessible or department provided

weapons or other department property may be seized by the supervisor and where appropriate, the employee ordered not to exercise peace officer or other official powers. Nothing in this policy is intended to prevent or limit a supervisor from taking any emergency action reasonably necessary to protect life or property.

### **ORDER FOR THE EVALUATION**

The Chief of Police or his designee may determine, in the exercise of his or her discretion and with or without additional investigation, that a fitness for duty evaluation is or is not warranted. If an examination is warranted, it should be scheduled at the earliest opportunity. The appropriate Bureau Commander should discuss the fitness for duty evaluation with the Human Resources Manager.

The employee should receive a written order for the evaluation. Such order should include a brief description of the reasons for the evaluation. It should also specify the date, time and place of the evaluation; the name of the psychologist conducting the evaluation; a directive to cooperate with the psychologist's requests and honestly answer any questions posed by the psychologist; and notice that the evaluation is being conducted for use by the department and there is no traditional psychotherapist (doctor) - patient privilege. However, the notice shall also state that the evaluation is confidential between the employee and the evaluator to the extent required by the Confidentiality of Medical Information Act (Civil Code Section 56 et.seq), which allows the evaluator to release limited information to the department as specified below.

The Bureau Commander or his designee, in his sole discretion, may take the employee's badge, police identification, and department issued weapon when the order for the evaluation is given.

Refusal to comply with the order or any of its parts, or with the reasonable requests of the evaluator, shall be deemed insubordination, and shall be grounds for disciplinary action, up to and including termination. Statements made to the evaluator shall be considered compelled and may not be used in a criminal proceeding against the employee.

A sample written order for the evaluation is attached to this General Order.

### **REQUIREMENTS OF THE EVALUATOR**

The evaluator will be designated by the department and must meet the requirements of 1031 (f)(2) of the Government Code, which requires the emotional and mental condition shall be evaluated by either of the following:

A physician and surgeon who holds a valid California license to practice medicine, has successfully completed a postgraduate medical residency education program in psychiatry accredited by the Accreditation Council for Graduate Medical Education, and has at least the equivalent of five full-time years of experience in the diagnosis and treatment of emotional

and mental disorders, including the equivalent of three full-time years accrued after completion of the psychiatric residency program; or

By a psychologist licensed by the California Board of Psychology who has at least the equivalent of five full-time years of experience in the diagnosis and treatment of emotional and mental disorders, including the equivalent of three full-time years accrued post-doctorate.

The physician and surgeon or psychologist shall also have met any applicable education and training procedures set forth by the California Commission on Peace Officer Standards and Training designed for the conduct of pre-employment psychological screening of peace officers.

The evaluator shall be instructed by the department to only release that information as allowed under this policy or as otherwise required by law (Confidentiality of Medical Information Act - Civil Code Section 56 et.seq).

### **LIMITED SCOPE OF REPORT**

The department has a right to information that is necessary to achieve a legitimate purpose. The evaluation is ordered by and conducted for the department. It is not for the purpose of treatment but to determine fitness for duty, therefore there is no traditional doctor - patient relationship or privilege. The limited verbal and/or written results of the evaluation will be provided to the Chief of Police or his designee and the Personnel Services Departments as a confidential personnel record. The report and information received by the department shall be limited to:

1. A conclusion regarding the determination of fitness for duty;
2. A description of the functional limitations of the employee;
3. Whether the condition that leads to the functional limitations is industrial or non-industrial in nature;
4. Other information to the extent authorized by law, necessary to achieve the legitimate purpose of the employer; and/or,
5. No statement of medical cause shall be included.

Exception: Where the employee has initiated a lawsuit, arbitration, grievance, worker's compensation or other claim or challenge involving his or her medical history, mental or physical condition, or treatment, the report may contain information that is relevant to that action.

An employee may waive in writing any or all restrictions on the information reported to the employer.



**DISPOSITION OF THE FITNESS FOR DUTY REPORT**

The department shall establish appropriate procedures to protect the information from unauthorized use or disclosure. The report will be retained in the employee's separate, secure medical file in the Human Resources Department. The report may only be used or disclosed in a legitimate and appropriate proceeding to the extent authorized or compelled by law or agreement.

**STATUS OF THE EVALUATED EMPLOYEE**

Depending upon the results of the evaluation and the recommendation of the evaluator, the Department may:

1. Return the employee to full duty;
2. Place the employee on temporary light or modified duty;
3. Remove the employee from any duties pending treatment and re-evaluation;
4. Conditionally allow full or modified duty on receipt of treatment;
5. Institute or resume disciplinary proceedings as appropriate; and/or,
6. Institute proceedings to terminate employment, or when appropriate, offer an alternative position, for which the employee may be qualified.

If the psychological fitness for duty evaluation determines that the employee is unfit for duty, his/her badge, police identification card, and department issued weapon will be retained pending the employee's re-evaluation and return to duty.

**Garden Grove Police Department**

**INTER-DEPARTMENT MEMORANDUM**

To: *Name of Employee* Date:

From: Chief of Police or his designee

**Subject: Notice of Psychological Fitness for Duty Evaluation**

This memorandum will serve as a written order directing you to submit to a psychological Fitness for Duty Evaluation.

The reason(s) for the evaluation are:

(Summarize the behavior, circumstances, etc. and refer to any of the 13 appropriate factors that are listed under the Procedures section of this General Order.)

GARDEN GROVE POLICE DEPARTMENT

General Order: 3.27

Fitness for Duty Evaluations

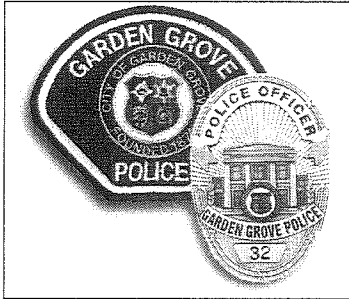
The evaluation is scheduled for (day, date, and time) and will held in the office of (name of psychologist/evaluator). The address is \_\_\_\_\_.

You are directed to cooperate with the psychologist's requests and honestly answer any questions posed by him or her. The evaluation is being conducted for use by the department and there is no traditional psychotherapist (doctor) - patient privilege. However, the evaluation is confidential between the employee and the evaluator to the extent required by the Confidentiality of Medical Information Act (Civil Code Section 56 et.seq), which allows the evaluator to release limited information to the department.

The Department, in its sole discretion, may take your badge, police identification, and department issued weapon in conjunction with this order. If these items are taken they will be retained until this matter is fully resolved.

Refusal to comply with this order or any of its parts, or with the reasonable requests of the evaluator, shall be deemed insubordination and shall be grounds for disciplinary action up to and including termination. Statements made to the evaluator shall be considered compelled and may not be used in a criminal proceeding against the employee.

Name, Title  
Position



**General Order: 3.28  
PERSONNEL EARLY WARNING SYSTEM**

Effective: July 30, 2003  
Last Revised: October 15, 2004

**PURPOSE**

A Personnel Early Warning System is designed to assist supervisors in identifying police employees whose performance and/or behavior indicates that intervention may be necessary to prevent negative consequences for the employee and the Department. Involvement in multiple citizen complaints/administrative investigations, multiple on-duty traffic collisions, multiple vehicular pursuits, and multiple use of force incidents may be indicative of an employee who is in need of intervention.

The system will:

- Compile accurate statistical information regarding citizen complaints/ administrative investigations, on-duty traffic collisions, vehicular pursuits, and use of force incidents.
- Provide a means to identify patterns of behavior to enable supervisors to address training or other needs at an early stage and improve employee performance.

The Personnel Early Warning System does not relieve the supervisor of their normal responsibility to monitor and initiate a review and remedial action as warranted, of their assigned employees performance related issues.

**POLICY**

The Internal Affairs Sergeant will maintain a computerized database that is designed to keep an accurate record of citizen complaints/administrative investigations, on-duty traffic collisions, vehicular pursuits, and use of force incidents. Only those citizen complaints/administrative investigations with a disposition of sustained or not sustained, and those on-duty traffic collisions that are found by the Department's Safety Committee or the employee's chain-of-command to be preventable, will be used to activate the Personnel Early Warning System.

The Personnel Early Warning System shall activate when an employee has:

- Three or more citizen complaints/administrative investigations within a twelve-month period.
- Three or more on-duty traffic collisions within a twelve-month period.
- Three or more vehicular pursuits, which were initiated by the employee, in a twelve-month period.

- Three or more use of force incidents in a twelve-month period that required examination by the Use of Force Review Board.
- A combination of five or more of any of the above incidents in a twelve-month period.

The Internal Affairs Sergeant shall notify, in writing, the Bureau Commander of the involved employee that the Personnel Early Warning System has been activated. The Chief of Police shall receive a copy of the notice. The notification should include:

- A synopsis of the incident(s) that caused the activation, including the disposition(s).
- A synopsis of all of the applicable incidents maintained by Internal Affairs (sustained or not sustained citizen complaints/administrative investigations, on-duty traffic collisions, vehicular pursuits, and/or use of force incidents).

The Bureau Commander shall notify the appropriate Division Commander and supervisor that the Personnel Early Warning System has been activated. The employee's supervisor will then notify the employee of the review. The supervisor shall then conduct a review of the employee's performance consisting of, but not limited to:

- Training file
- Personnel file (evaluations, discipline, and commendations/awards)
- Division file
- Attendance records
- Penal Code 148/241-243 reports

The supervisor shall submit a written response, approved by the Division Commander, to the Bureau Commander with his/her findings, and a Personal Improvement Plan, if applicable. Possible corrective measures may include, but are not limited to:

- Counseling by peers, supervisors or commanders.
- Referral to the Employee Assistance Program (EAP).
- Remedial training to address identifiable problems.
- Fitness for Duty evaluation, if authorized by the Chief of Police and the City's Director of Personnel. Refer to General Order 3.27.

The supervisor and Division Commander may determine that based on their review, no corrective action is necessary.

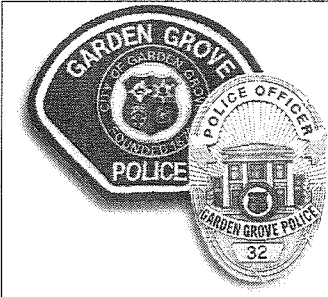
The Bureau Commander shall review the written response, and with the exception of a Fitness for Duty evaluation, approve any action taken. The Bureau Commander shall insure that any corrective measures are accomplished, and forward the report to the Chief of Police with the final results. After being reviewed by the Chief of Police, the final report will be maintained in the employee's Division file for one year.

The Personnel Early Warning System shall be reviewed annually to evaluate the system's effectiveness and changes made, as required.

**EMPLOYEE ASSISTANCE PROGRAM (EAP)**

The City of Garden Grove provides EAP services to its employees. The program is designed to assist in identifying and resolving concerns or problems (personal or job-related). These concerns or problems may include, but are not limited to, health, marital status, family problems, day care issues, finances, substance abuse, and emotional/stress issues.

- Due to the fact that the EAP provider for the City of Garden Grove is subject to change, it is not feasible to list the company's name or telephone number in this policy. Individuals and supervisors should contact the City's Personnel Department for the EAP contact information and list of services.
- An employee's voluntary use of the EAP is confidential. Absent a legally defined, compelling reason, information can only be released to the City upon written approval of the involved employee.



**General Order: 3.29  
ELECTRONIC MAIL**

Effective: July 5, 2005  
Last Revised:

**PURPOSE**

The purpose of this General Order is to establish department policy for the proper use and application of electronic mail (e-mail) by all employees of this Department. E-mail is a communication tool available to Department employees to enhance the efficiency in the performance of job duties and is to be used in accordance with generally accepted business practices and current law (e.g., California Public Records Act). Messages transmitted over the e-mail system must only be those that involve City business activities or contain information essential to City employees for the accomplishment of business-related tasks, and/or communication directly related to City business, administration and/or practices.

**CHECKING E-MAIL**

All department employees will be responsible to check their work electronic mail at least once each workday. Important messages, such as electronic subpoenas, training bulletins, as well as general information, will be sent department-wide through the e-mail system.

**E-MAIL RIGHT OF PRIVACY**

All e-mail messages transmitted over the computer network are considered Department records and, therefore, the property of the Police Department. The City reserves the right to access, audit and disclose, for whatever reason, all messages transmitted over its e-mail system or placed into its storage.

The e-mail system is not confidential since all communications transmitted on the system is the property of the City. Therefore, the e-mail system is not appropriate for confidential communications. If a communication must be private, an alternative method to communicate the message should be used instead of e-mail. Employees using the Department's e-mail system shall have no expectation of privacy concerning communications in the system.

**PROHIBITED USE OF E-MAIL**

No employee using Department e-mail or other electronic communication systems shall do any of the following.

1. Expose others unwillingly, whether carelessly or intentionally, to material that is offensive, obscene or in poor taste. This includes information that may create an intimidating, offensive or hostile work environment.
2. Convey any information that may, to a reasonable person, create or further a hostile attitude or give offense on the basis of race, color, religion, national origin, citizenship, ancestry, marital status, gender disability, age, veterans status or sexual orientation.
3. Communicate confidential Department information to unauthorized individuals within or outside the City.
4. Send messages or information that conflict with applicable laws or Department policies.
5. Violate the rules or terms of service of any web-based e-mail system, message board, Internet Relay Chat/Instant Messenger, or other electronic communications medium.

#### **PRESUMPTION OF RESPONSIBILITY**

In the event of a violation of one of the prohibitions listed in this policy, there shall be a presumption that the person logged on to the originating device is the violator, and the burden shall be on that person to prove otherwise. Because of this, employees are encouraged to never give their login and password information to anyone under any circumstances, and to log off of the network when away from their workstations for any significant length of time. Employees shall initiate a change of password with the Information Systems Division at any time that they believe that their password may have been compromised. Should a business need arise to have access to an individual login, and with proper authorization, the Information Systems Division may issue a temporary password.

#### **MANAGEMENT OF E-MAIL**

As the City has a limited amount of storage for electronic mail, a storage limit will be enforced. When an e-mail account has reached that limit, the account will lose e-mail functionality until it has either been purged of unnecessary e-mails or has its limit increased by the City's Information Systems Division. Storage limits will only be increased after the account has purged all unnecessary e-mails (i.e. personal e-mail or unneeded business e-mail). It is recommended that employees regularly evaluate the e-mails they retain so as to minimize their storage requirements.

It is also important to note that Department e-mail may consist of correspondence and other documentation that may constitute City records subject to the requirements of the California Public Records Act (CPRA) and other laws and regulations that apply to public agency information. It is the Department's policy that City e-mail and e-mail systems are intended to be a medium of communication.

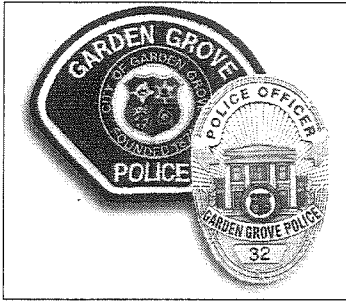
*GARDEN GROVE POLICE DEPARTMENT*

*General Order: 3.29*

*Electronic Mail*

Department e-mail and e-mail systems are not intended to be and may not be used for the electronic storage or maintenance of permanent Department records. If e-mail contains information that should be retained as a permanent Department record, then the employee should print out that e-mail and retain the hard copy as a permanent record.





**General Order: 3.30  
USE OF SOCIAL NETWORKING SITES**

Effective: June 30, 2011  
Last Revised:

**PURPOSE**

The purpose of this General Order is to establish Department policy concerning employee use of the Internet, including social networking sites, when referencing matters related to the City, including the Garden Grove Police Department, and to ensure employees use appropriate discretion so as not to discredit the Department.

**POLICY**

Professionalism, ethics, and integrity are of paramount importance in the law enforcement community. To achieve and maintain the public's highest level of respect, we must place reasonable restrictions on employee conduct and hold to these standards of conduct whether on or off duty. An employee's actions must never bring the Department into disrepute, nor should conduct be detrimental to its efficient operation.

This policy prohibits certain activities by Department employees on the Internet, including on social networking sites, both on and off duty and on Department or personal computers, communication devices, equipment or systems. The policy provides rules of conduct for employees to use as a guide for their online conduct and the content of their postings. The policy protects the Department and the employees from harm as the result of inappropriate postings or inadvertent harmful postings.

**PROHIBITED ACTIVITY AND GUIDELINES**

1. Employees shall not use Department or personal computers, communication devices, equipment, or systems to post, transmit, reproduce, and/or disseminate information, including but not limited to text, pictures, video, and audio, over the Internet to social networking sites (including but not limited to Facebook and MySpace), blogs, chat rooms, bulletin boards, or other similar communication sharing forums, information that would tend to discredit or reflect unfavorably upon the Department or any of the Department's employees.
2. Except in the performance of an authorized duty, employee use of Department computers, communication devices, equipment or systems to access social networking sites (including but not limited to Facebook and MySpace), blogs, chat rooms, bulletin boards, or other similar communication sharing forums is prohibited.
3. Except in the performance of an authorized duty, employees shall not post, transmit, reproduce, and/or disseminate information, including but not limited to text,

pictures, video, and audio, on Department or personal computers, communication devices, equipment or systems, over the Internet to social networking sites (including but not limited to Facebook and MySpace), blogs, chat rooms, bulletin boards, or other similar communication sharing forums the following types of criminal justice information:

- a. Confidential, sensitive, or copyrighted information to which the employee has access solely due to his or her employment with the City.
  - b. Any information from an ongoing criminal or administrative investigation; including but not limited to photographs, videos, or audio recordings.
  - c. Photographs or drawings of suspects, arrestees or evidence.
  - d. Personal statements about a use of force incident, whether on or off duty.
  - e. Comments about an arrest, enforcement action, or any other law enforcement activity prior to any final judicial disposition, whether the event occurred in Garden Grove or elsewhere.
4. Except in the performance of an authorized duty, employees shall not post, transmit, reproduce, and/or disseminate information, including but not limited to text, pictures, video, and audio, on Department or personal computers, communication devices, equipment or systems, over the Internet to social networking sites (including but not limited to Facebook and MySpace), blogs, chat rooms, bulletin boards, or other similar communication sharing forums, discriminatory content that is inconsistent with their duties and obligations as Garden Grove Police Department employees. For use as guidance, racist or sexist comments, comments which are insulting on the basis of race, color, gender, sexual orientation, marital status, ancestry, disability, medical condition, or age, and which are directed at Garden Grove residents, other government agencies, or the general public, are examples of content that tends to undermine the public trust and confidence in the Department and on that basis is content which is inconsistent with the duties and obligations of a Garden Grove Police Department employee.
5. Except with the express written permission of the Chief of Police or his or her designee, employees shall not post, transmit, reproduce, and/or disseminate information, including but not limited to text, pictures, video, and audio, on Department or personal computers, communication devices, equipment or systems, over the Internet to social networking sites (including but not limited to Facebook and MySpace), blogs, chat rooms, bulletin boards, or other similar communication sharing forums any pictures, video, or audio of official Department training, activities or work related assignments.
6. For use as guidance, negative comments on the internal operations of the Department or specific conduct of supervisors or peers that impact the public perception of the Department have been found not to be protected First Amendment

speech. Employees in other jurisdictions have been terminated for such activities with regard to verbal or written communication and Internet social network communication, on the basis of a policy violation and insubordination. Particularly if co-workers are included in employees' social networks with access to employees' posts, employees must ensure that all posted content is consistent with City policy regarding appropriate treatment of co-workers. For example, employees must not post content that would violate the City's policy against harassment or racial intolerance.

7. For use as guidance, employees should consider carefully posting comments over the Internet to social networking sites or other similar communication sharing forums about personal grievances and disciplinary action. These comments may not be protected by the First Amendment and may constitute comments, which tend to discredit or reflect unfavorably upon the Department as discussed above in Section 1.
8. For use as guidance, if an employee appears in uniform or wears or uses any insignia that identifies himself or herself as an employee of the Department in a posting, transmission, reproduction, and/or dissemination over the Internet to social networking sites or other similar communication sharing forums, the employee may have created a link between his or her personal online content and his or her employment. Employees must be clear that they are expressing their own views and not those of the City or the Department. It is a mandatory policy that any uniform or insignia materials that are copyrighted may not be posted to the employee's social networking sites without the express written consent of the Chief of Police or his or her designee.
9. For use as guidance, employee posted content has the potential to be shared broadly, including with individuals whom the employee did not intend to communicate. For example, opposing counsel may attempt to subpoena an employee's posts if they are relevant to a lawsuit related to an employee's official duties. Opposing counsel may also attempt to use an employee's posts to question his or her reputation or show bias. An employee's posts may be discoverable through both the judicial process and a Public Records Act request, especially if the post was made while at work. Due to increased scrutiny of police officer posts to social networking sites by opposing attorneys, the Department strongly discourages employees from posting information regarding off-duty activity that may potentially bring an employee's reputation into question.
10. Web sites, including social networking sites, whether or not affiliated with an employment association, that bring discredit to this Department or to a Department employee, or promote misconduct, whether on or off-duty, may be investigated through a criminal or administrative investigation.

### **PRIVACY EXPECTATION**

1. When employees post, transmit, reproduce, and/or disseminate information, including but not limited to text, pictures, video, and audio, on Department or personal computers, communication devices, equipment or systems, over the Internet to social networking sites (including but not limited to Facebook and MySpace), blogs, chat rooms, bulletin boards, or other similar communication sharing forums and the information is open to public view, the employee has no reasonable expectation of privacy with regard to this information.
2. All messages, pictures, and attachments, transmitted, accessed, or received over Department systems, equipment or networks are considered Department records and, therefore, are the property of the Department. The Department reserves the right to access, audit, review, and disclose for any reason all information, including messages, pictures, and attachments transmitted, accessed, or received over any technology that is issued or maintained by the Department, including the Department e-mail system, computer network, or any information placed into storage on any Department system or device.
3. This information includes records of all keystrokes or web-browsing history made with any Department device, equipment or over any Department network. The fact that access to a database, service or website requires a user name or password does not create an expectation of privacy if it is accessed through a Department computer, device or network. The fact that a particular device, computer, storage area or network is not owned by, but is merely contracted for by the Department through a third party vendor also does not create an expectation of privacy. The Department maintains the same auditing rights to information on devices, computers, storage areas and networks which are obtained through contract with a third party vendor by the Department.

### **FREEDOM OF SPEECH ISSUES**

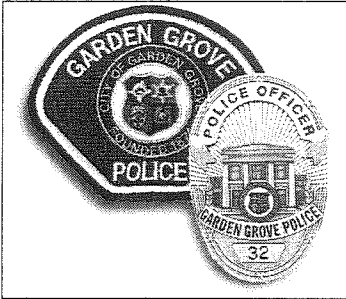
Nothing in this General Order on the Use of Social Networking Sites is intended to prohibit employees from engaging in conduct that constitutes protected speech under the Constitutions and laws of California and the United States. Employees are not prohibited from exercising lawfully protected speech rights on social networking sites while not at work and while not using City equipment.

### **ASSOCIATION ISSUES**

Nothing in this General Order on the Use of Social Networking Sites is intended to prohibit employees from engaging in conduct that constitutes concerted activity protected by Federal and State labor laws. Employees are not prohibited from discussing on social media networking sites, wages, hours, and working conditions with co-workers and others while not at work and while not using City equipment.

**SAFETY**

For use as guidance, employees should carefully consider the implications of their speech or any other form of expression when using the Internet. Speech and expression that may negatively affect the safety of Garden Grove Police Department employees, such as posting personal information in a public forum, can result in compromising an employee's home address or family ties. Employees should therefore not disseminate or post any information on any social networking site or similar communication sharing forum that could reasonably be expected to compromise the safety or privacy of any employee, employee's family or associates.



**General Order: 3.31  
MILITARY LEAVE**

Effective: December 15, 2014  
Last Revised: July 27, 2015

**PURPOSE**

The purpose of this General Order is to provide for a seamless transition for employees who are deployed for military service, as well as those that return from military deployment and need to be reintegrated back into service with the Department. This is especially true in the case of members who have been involved in combat operations during their deployment.

**POLICY**

It shall be the policy of the Garden Grove Police Department to provide a plan for employees who are deployed on military activations exceeding 90 days for pre-deployment, deployment and post deployment. This plan shall respect the rights, responsibilities and minimum requirements that are outlined in statutory law, most notably but not limited to the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA).

**POINTS OF CONTACT**

**DEPARTMENT**

Any employee who is deployed on military activation shall retain their direct supervisor as their point of contact during their deployment period. This point of contact shall be used as a means of communication for any Department related issues the employee needs to be aware of. The employee shall retain their email address to allow them access to their supervisor, as well as allow them to keep current on issues sent out to necessary groups the employee may be a member of.

**CITY HUMAN RESOURCES**

Any employee who is deployed in excess of 90 days shall also have a point of contact from the City's Human Resources Department. This point of contact shall be the City's Benefits Supervisor. They shall be a resource for the deployed employee in regard to questions and issues related to their general terms of employment, salaries, benefits, etc.

### **PRE-DEPLOYMENT**

Any employee who is a member of the armed services who receives "orders" of a pending deployment shall notify their direct supervisor as soon as practicable. A copy of the "orders" should be included when practicable.

#### CHIEF OF POLICE INTERVIEW

If the employee is notified that their deployment will exceed 90 days, they shall have an interview with the Chief of Police or their designee scheduled prior to their deployment.

#### STORAGE OF DEPARTMENT EQUIPMENT

In cases where the employee will be deployed in excess of 90 days, the employee shall turn in any Department issued lethal and less-lethal weapons to Property and Evidence so that they may be properly stored until the officer returns from deployment.

### **REINTEGRATION**

#### CHIEF OF POLICE INTERVIEW

Upon return from deployment, as soon as practicable and prior to reintegration to the Department, the deployed employee shall meet with the Chief of Police or their designee.

#### REFRESHER TRAINING

When the employee returns from deployment, the Professional Standards Division shall review the employee's training file to determine what, if any, training is necessary to ensure the employee is current and qualified for their position. The employee shall complete any mandatory training prior to being reintegrated into their work assignment. If applicable, this training shall include requalification with Departmental lethal and less-lethal weapons.

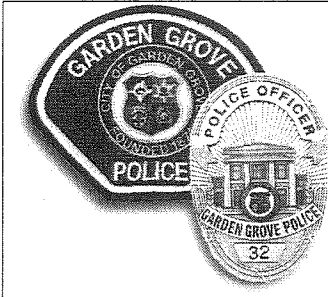
### **MILITARY LEAVE 90 DAYS OR LESS**

Military leave is authorized for a short-term absence due to military obligations for regularly scheduled drills. Any employee who is a member of the armed services who receives "orders" for regularly scheduled drills shall notify their direct supervisor as soon as practicable. A copy of the "orders" or any other official documentation shall be forwarded to the Chief of Police via the employee's chain-of-command. An employee may retain any Department issued lethal and less-lethal weapons while on military leave for 90 days or less.

## CHAPTER 4 - ORGANIZATION

- 4.1 - Department Organizational Structure
- 4.2 - Departmental Job Descriptions
- 4.3 - Span of Control
- 4.4 - Agency Jurisdiction
- 4.5 - Maintaining Liaison with Other Agencies
- 4.6 - Management Meetings
- 4.7 - Inspections Procedures
- 4.8 - Internal Affairs Unit
- 4.9 - Planning and Research
- 4.10 - Crime Analysis Unit
- 4.11 - Administrative Reports
- 4.12 - Chain of Command
- 4.13 - Succession of Command
- 4.14 - Unity of Command
- 4.15 - Responsibility and Accountability of Delegated Authority
- 4.16 - Volunteers in Policing Program
- 4.17 - Color Guard
- 4.18 - Interfaith Volunteer and Chaplain Program





**General Order: 4.1**  
**DEPARTMENT ORGANIZATIONAL STRUCTURE**

Effective: September 1, 1987  
Last Revised: April 1, 2015

**PURPOSE**

The purpose of this General Order is to define the organizational structure of the Garden Grove Police Department.

**POLICY**

Under Sections 38630 and following and Sections 41600 and following of the California Government Code, the police department of a city is under the control of the Chief of Police.

**ORGANIZATIONAL STRUCTURE**

The department is divided into three major components that are designated as bureaus: the Community Policing Bureau, the Support Services Bureau and the Administrative Services Bureau. Each bureau is managed by a police captain who holds the title of Bureau Commander and reports directly to the Chief of Police.

The Chief of Police and the three Bureau Commanders form an executive management team through which organizational components are defined, arranged, and coordinated based upon the direction of the Chief of Police.

**STRUCTURE AND FUNCTION OF THE COMMUNITY POLICING BUREAU**

Police personnel assigned to the Community Policing Bureau have the primary responsibility for the delivery of police services to the citizens of Garden Grove. The department has adopted a community policing and problem solving philosophy that divides the City into two geographical patrol divisions; each division contains three (3) "beats" or patrol assignments. Each of the patrol divisions is commanded by two lieutenants. A complement of field supervisors (sergeants), police officers and non-sworn field report writers are assigned to each area. The patrol officers assigned to each patrol beat will be responsible for community and neighborhood problem solving, liaison with specific neighborhood areas, and handling calls for police services. The non-sworn field report writers are responsible for handling various assignments that do not require the presence of a sworn officer to include the taking of various reports, processing crime scenes and other back-up services to improve the efficiency of the organization.

The Special Services Division consists of the Neighborhood Traffic Unit, Gang Suppression Unit, and the Special Investigations Unit. The Neighborhood Traffic Unit handles

neighborhood traffic problems and traffic accident investigations. The Gang Suppression Unit (GSU) is responsible for coordinating the Department's efforts to provide gang education, enforcement and gang related crime investigation. The Special Investigations Unit (SIU) activities include local vice and narcotics enforcement, regional narcotics enforcement efforts, and career criminal apprehension efforts.

The Community Liaison Division includes Crime Prevention Officers who are assigned to both the East and West Divisions. Crime Prevention Officers will focus on forming liaisons with the Korean and Vietnamese neighborhood areas.

Additionally, the Crimes Analysis Unit reports directly to a designated Watch Commander because the Unit's job functions routinely assist patrol officers in the Community Policing Bureau.

### **STRUCTURE AND FUNCTION OF THE SUPPORT SERVICES BUREAU**

Police personnel assigned to the Support Services Bureau provide follow-up investigation and administrative support to the department. Divisions in the Support Services Bureau include Investigations, Communications, Property and Evidence, and Records.

The Investigative Division consists of the Crime Against Persons Unit, the Beat Investigations Unit, the Career Criminal Apprehension Team (CCAT), and the Youth Services Unit. Activities of these Units include but are not limited to the investigation of homicides, domestic violence, assaults, juvenile crimes and burglaries.

The Communications Division personnel receives all incoming telephone calls for police services, dispatches all calls requiring the mobile response of police personnel, and manages the process to recover department costs associated with the alarm ordinance, abuse of the 9-1-1 system and other fees for services provided.

The Records Division personnel are responsible for the timely and efficient flow of official police documents and computerized information, and management of the criminal warrant system. The court liaison officer is also assigned to this division and administers the criminal subpoena and court appearance processes. The Desk Unit handles all walk-in traffic to the police department that includes taking of police reports, sale of police reports, vehicle releases, citizen fingerprinting and answering of questions.

### **STRUCTURE AND FUNCTION OF THE ADMINISTRATIVE SERVICES BUREAU**

Personnel assigned to the Administrative Services Bureau provide support to the Chief of Police as well as the entire department. The Administrative Services Bureau oversees the department budget and all fiscal and purchasing activities. The Administrative Analyst oversees all Department purchasing and requisition activities and assists with providing data processing services.

The Professional Standards Division is responsible for all training programs, personnel recruitment, the Reserve Police Officer program, and the Cadet and Student Aide programs. This Division also administers the probationary officer Field Training (F.T.O.) program.

The Internal Affairs sergeant answers to the Professional Standards Division Lieutenant and is responsible for investigating most allegations of misconduct by police personnel and coordinating the legal issues associated with claims against the city, civil litigation, and personnel investigations. Some allegations of employee misconduct are referred to the appropriate bureau for a supervisory investigation.

The Administrative Sergeant is responsible for the department's accreditation program, inspections, special projects, planning and research, the Emergency Operations Center and building maintenance.

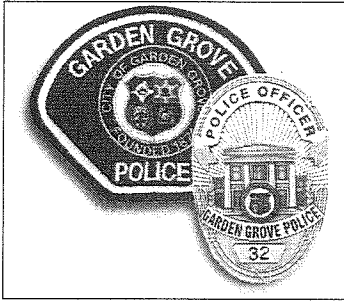
### **BASIC ORGANIZATIONAL CHART**

The organization of the department is depicted on the organization chart included in this order. The chart is maintained by the Administrative Services Bureau Commander and is available to all personnel. The chart is updated annually or at the direction of the Chief of Police.

### **ANNUAL REVIEW**

During the yearly budget process, the Department's Executive Staff, consisting of the Chief of Police, Administrative Services Bureau Commander, the Community Policing Bureau Commander, and the Support Services Bureau Commander will conduct a review of all specialized assignments for the purpose of determining whether it should be continued. After this is completed a report documenting the review shall be completed. This report shall minimally include the following:

- A listing of the specialized assignments;
- The purpose for each listed assignment; and,
- The evaluation of the initial problem or condition that required the implementation of the specialized assignment.



**General Order: 4.2**  
**DEPARTMENTAL JOB DESCRIPTIONS**

Effective: January 1, 1988  
Last Revised: January 15, 2007

**PURPOSE**

The purpose of this General Order is to provide the department with a clear and readily accessible statement of the duties and responsibilities for each organizational component, each position classification, and each job assignment.

**POLICY**

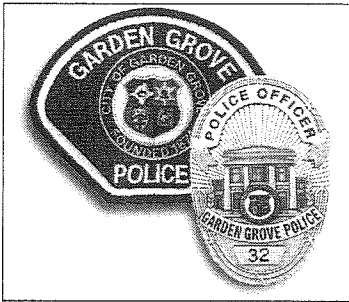
The Administrative Services Bureau Commander, or his designee, will develop and maintain a comprehensive Job Classification Manual. The manual will contain:

1. A job task analysis of each position within the department;
2. The work behaviors of each job to include the duties, responsibilities, functions, tasks, etc. of each job assignment within the organization as well as the skills, knowledge, and abilities required for each position; and
3. The frequency with which the work behavior occurs;
4. How critical the job-related skills, knowledge, and abilities are;
5. The responsibilities of each organizational component of the department.

The descriptions contained in the Job Classification Manual shall be clearly written, appropriately updated, and available to all department personnel through the office of the Administrative Services Bureau Commander or his designee.

The Administrative Services Bureau Commander will provide the necessary liaison with the City's Personnel Department to assure that the development and maintenance of job specifications accurately reflect the current nature of the various tasks, positions or jobs within the Department.

The City's Personnel Department and the Administrative Services Bureau Commander will conduct a review of job classifications in conjunction with recruitment efforts. All job classifications will be reviewed at least annually. If necessary, the written classification plan will be revised at this time.



**General Order: 4.3  
SPAN OF CONTROL**

Effective: January 1, 1988  
Last Revised: April 1, 2015

**PURPOSE**

The purpose of this General Order is to provide a guideline for establishing the span of control within the police department. Span of Control relates to the number of subordinates a supervisor can effectively control.

**PATROL SUPERVISORS**

First line supervisors within patrol shall be sergeants unless otherwise specified by the Chief of Police. Corporals, at the direction of a Community Policing Bureau manager or on duty Community Policing Bureau sergeant, may function as the shift supervisor during the absence of a sergeant. Corporals functioning in this capacity shall have all the responsibilities, duties and authority of a sergeant.

The Lieutenant Watch Commanders will assign one sergeant to each squad of officers. Each squad of one sergeant and generally four to eight officers will work the same days and hours during the week. Squads will be scheduled during all three major shifts: days, swings, and graveyard - to insure 24 hour a day, seven-day-a-week coverage. A squad sergeants' administrative span of control should not normally exceed eight persons. Sergeants who have adjunct administrative assignments supervising specialized units, such as K-9, may have a larger administrative span of control not normally to exceed 12 persons.

**OTHER SUPERVISORS**

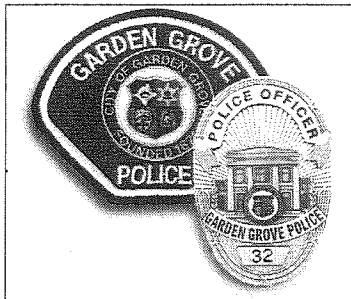
Due to the nature of police duties and the variety of law enforcement functions, it is almost impossible to fix a uniform limit to the number of employees one supervisor can effectively control. Each bureau of the Department must meet different demands for levels of service, and accordingly, each will have varying staffing demands. However, under normal conditions, a ratio of one supervisor to eight to ten employees is considered acceptable.

The following criteria should be given careful consideration when establishing limits of span of control:

Assignment - The nature of the assignment (other than patrol) may dictate the level of supervisory control. Special, unusual and administrative functions may require less supervisory control, therefore, a higher employee to supervisor ratio. However, assignments, which include critical and sensitive duties, may require closer supervision and a lower employee to supervisor ratio.

Time - The amount of time spent with subordinates is a factor. The number and frequency of contacts with subordinates can be reduced when subordinates are well trained, their duties are governed by an established routine, and the supervisor can willingly and effectively delegate authority.

Distance - Generally, geographical distance is a hindrance to effective management and supervision. Employees being supervised should be located in the proximate area to permit ease of supervision.



**General Order: 4.4  
AGENCY JURISDICTION**

Effective: January 1, 1988  
Last Revised: February 7, 2013

**PURPOSE**

The purpose of this General Order is to establish the jurisdictional boundaries of the Garden Grove Police Department and to establish the responsibilities of agencies who have concurrent jurisdiction in the City of Garden Grove.

**DEFINITIONS**

**Concurrent Jurisdiction**

A parcel of property upon which the Garden Grove Police Department and another law enforcement agency both have full jurisdiction.

**Exclusive Jurisdiction**

A parcel of property upon which a single law enforcement agency has jurisdiction.

**JURISDICTIONAL BOUNDARIES**

The geographical and jurisdictional boundaries of the City of Garden Grove have been established and are identifiable in the Garden Grove Police Department Map Book that is issued to all sworn personnel.

All addresses and locations that are within the City of Garden Grove are "geo-coded" into the department's Computer Assisted Dispatch (CAD) System. This information allows Communications personnel to verify whether an address or location is to be served by the Garden Grove Police Department.

The CAD system is updated continuously as new addresses are established and as annexations or changes in the city boundaries occur.

The issued map book is updated and/or revised as necessary.

**CONCURRENT JURISDICTIONS**

The Garden Grove Police Department is responsible for providing all law enforcement services within the City of Garden Grove. Although Garden Grove Police Department has jurisdiction in the city, there are concurrent (overlapping) jurisdictions with county, state, and federal law enforcement agencies.

The Orange County Sheriff's Department has concurrent jurisdiction and provides services such as forensic sciences (crime scene investigation and lab analysis), bomb disposal, and helicopter patrol at the request of the Garden Grove Police Department. Both agencies participate in the Orange County Inter-City Police Assistance Plan adopted by the Chiefs of Police and Sheriff.

The California Highway Patrol has concurrent jurisdiction for traffic-related activity on the freeway, on ramps, and off ramps that are located within the City of Garden Grove. The Garden Grove Police Department is responsible for all criminal activity that occurs on the freeway system within the boundaries of Garden Grove and is available to assist the highway patrol as needed.

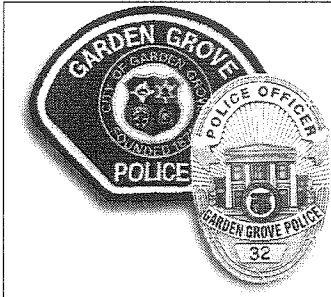
The department has established concurrent jurisdictions with state and federal law enforcement agencies that have the authority to conduct investigations within the City of Garden Grove. Officers and representatives of these agencies have been requested to notify the on-duty Watch Commander or Communications supervisor in the absence of a Watch Commander when they plan to conduct a law enforcement activity in Garden Grove. In return, the police department will provide resources, as available and as requested, for the joint investigation of such activity.

### **INTER-AGENCY JURISDICTIONAL AGREEMENTS**

With the approval of the Garden Grove City Council, the Chief of Police may enter into agreement with other law enforcement agencies to establish service levels in areas of concurrent jurisdiction. The agreement will specify:

1. Agency response to calls for service
2. Communication between the agencies
3. Personnel and support resources
4. Reporting responsibilities
5. Payment for services, if required
6. Prosecutor and court jurisdiction





**General Order: 4.5**  
**MAINTAINING LIAISON WITH OTHER AGENCIES**

Effective: January 1, 1988  
Last Revised: September 1, 2000

**PURPOSE**

The purpose of this General Order is to encourage liaison with and to provide guidelines for maintaining effective channels of communication between other law enforcement agencies, fire departments, emergency medical services, and other agencies within the criminal justice system, i.e., courts, prosecutors, probation and parole, and juvenile and adult institutions.

**POLICY**

The Chief of Police recognizes the need and benefits from maintaining liaison with other related agencies. Correspondingly, certain departmental personnel and/or positions shall be designated to act as department liaison as part of their duties.

Everyone in this department should be conscious of and make every attempt to initiate, foster and improve liaison with all other related agencies within and outside of Orange County.

The police department will allocate a portion of its budget to allow officers and employees to join job-related and professional groups and associations that further the effort to provide communication and liaison.

Departmental personnel with liaison responsibilities are:

1. Bureau Commanders, Division and Unit Managers, and supervisors, particularly those in specialized units, shall maintain local liaisons with appropriate agencies, including but not limited to:
  - a. Local, state and federal law enforcement agencies
  - b. Fire departments
  - c. Emergency medical service providers
  - d. Courts and prosecutors
  - e. Governmental bodies
  - f. Criminal justice related committees and research agencies
  - g. Juvenile justice service programs and groups
2. Personnel who are assigned to a special project or assignment that requires cross-jurisdictional coordination and cooperation.

**SPECIFIC LIAISON FUNCTIONS**

The following positions are assigned specific liaison functions:

1. Training Manager - Department liaison with the California Commission on Peace Officer Standards and Training
2. Planning and Research Manager - Department liaison with the Commission on Accreditation for Law Enforcement Agencies, Inc.
3. Youth Service Unit Supervisor (or his designee) - Department liaison for all juvenile related service providers and groups, including membership on the local School Attendance Review Board (SARB)
3. Investigations Division Manager - Department liaison with the judges and prosecutors of the local courts. The Investigations Division Manager and the Orange County Sheriff Department Senior Forensic Services Technician assigned to Garden Grove Police Department should attempt to meet with the local prosecutors and judges once a year to provide coordination.
4. Crimes Against Persons Sergeant - Department liaison with other criminal justice agencies and governmental and non-governmental agencies and organizations concerned with victim/witness needs and rights.



**General Order: 4.6  
MANAGEMENT MEETINGS**

Effective: January 1, 1988  
Last Revised: January 22, 2007

**PURPOSE**

The purpose of this General Order is to establish procedures for conducting police department management meetings.

**POLICY**

The management team of Garden Grove Police Department is comprised of:

1. The Chief of Police
2. The Deputy Chief
3. The Bureau Commanders (Captains)
4. All Lieutenants
5. The Records Manager
6. The Communications Manager
7. The Administrative (Budget) Analyst
8. The Community Liaison Manager

**MEETING PROCEDURES**

The management team will meet every other Wednesday. The Chief of Police is the meeting facilitator. The Chief's Secretary is responsible for ensuring that a meeting notification is sent to all management personnel and that agenda items are submitted to her by an established deadline. Handout material or other documentation that requires review by the group must be submitted along with the agenda item for duplication and distribution.

The Chief's Secretary will attend the meeting to take minutes. The Chief of Police will ensure that the minutes accurately reflect the meeting activities and discussion. The approved minutes will be distributed to all management personnel.

Any agenda item that is not decided upon or resolved will be placed in a pending status and brought back on the agenda at the next meeting.

Sworn and civilian supervisors are invited to attend the meetings.

Other department personnel may be invited to the meeting to make specific presentations or provide input into decisions that affect the operations of the department.



## **General Order: 4.7 INSPECTIONS PROCEDURES**

Effective: January 1, 1988  
Last Revised: January 4, 2007

### **PURPOSE**

The purpose of this General Order is to create and establish policy and procedures for the inspection process, at both the line and the staff levels. This will provide the Chief of Police and operation managers with the means of regularly assessing the department's efficiency and effectiveness as well as providing information necessary to plan for change.

### **POLICY**

Inspections are the function and responsibility of command and are an integral part of any management system which holds members accountable for their performance. Inspections, both line and staff, will be conducted within the police department to ensure that the integrity of the department is maintained and that the operational policies and procedures of all units conform to department rules and regulation and existing law.

### **LINE SUPERVISORY INSPECTIONS**

Line inspections are performed by supervisory personnel who have direct authority and responsibility for the operation of the unit being inspected.

Line supervisory inspections are routinely conducted on all operations, functions and facilities, and they are of two types.

1. Formal - Inspections which are prepared in written form and submitted to administrative or commanding officers. These inspections reports include any specific action taken to correct discrepancies or recommendations for long-range solutions of deficiencies discovered during the inspection.

Formal inspections will be conducted quarterly and areas covered will include but not limited to the following areas:

- a. Appearance/grooming/uniforms
- b. Required safety equipment
- c. Weapons
- d. Overtime usage
- e. Vehicle condition and required equipment
- f. Facilities
- g. Property
- h. Operational procedures

Follow-up and corrective reports are the responsibility of the unit commander and will accompany the inspection sheets up the chain of command.

2. Informal - Inspections conducted by supervisory officers during routine operations to ensure that department policy and procedures are adhered to. Immediate action is taken by the inspecting supervisor to correct discrepancies. A written inspection report is not routinely prepared.

### **STAFF INSPECTIONS**

Inspections are conducted by staff members from a unit having no direct supervisory authority or responsibility for the operation of the unit being inspected.

The Chief of Police or Bureau Commanders will appoint or designate mid-level managers or supervisors within their command to conduct administrative staff inspections of functional units. Written notification will generally be made to appropriate commanders at least 14 days prior to initiating an inspection. Only under special circumstances and only at the direction of the Chief of Police may an unannounced staff inspection be conducted.

Staff inspections will consist of the following:

1. Evaluate unit policies and procedures to determine if they are correct, accurate and adequately documented in written form.
2. Evaluate effectiveness of operational procedures to determine if unit objectives are being attained.
3. Examine and evaluate accounting procedures utilized to control materials, supplies and any associated monies.
4. Evaluate unit operations to determine if department policies and procedures are being complied with.

These inspections may be one of two types:

1. General Inspection - An inspection of a cross section of operational functions and procedures of a particular unit or command.
2. Specific Inspection - An examination and evaluation of a single function or operational procedure performed either by a single unit or as a process by several units.

A written inspection report format should be prepared prior to the inspection as a guide to a complete staff inspection. The following components should be considered in preparing the inspection report format, but should not limit the scope of the inspection:

1. FACILITIES AND EQUIPMENT
  - a. General Office Condition; lighting, paint, repair
  - b. Office Accessibility
  - c. Office Security
  - d. Vehicles

- e. Emergency Equipment
- f. Police Equipment
- g. Furniture
- h. Computers and Other Office Equipment
- i. Files and Other Document Material

2. PERSONNEL

- a. In-service Training Requirements
- b. Supervisory Personnel
- c. Support Personnel
- d. Attendance/Overtime
- e. Uniform/Clothing
- f. Current Driver's License/Police Identification
- g. Morale, Discipline and Productivity
- h. Knowledge of/Participation in Goals and Objectives

3. ADMINISTRATIVE AND OPERATIONAL ACTIVITIES

- a. Compliance with Applicable Accreditation Standards
- b. Compliance with General Orders
- c. Compliance with Unit Operations Manual
- d. Planning Responsibilities; goals, long-term and short-term plans
- e. Fiscal Responsibility
- f. Quality of Management and Supervision
- g. Scheduling, Deployment, Allocation, Distribution
- h. Cooperation with Other Units, Departments and Agencies
- i. Display/Possession of Current Department General Orders

**CONCLUSION OF THE INSPECTION**

At the conclusion of the staff inspection, the inspecting officer(s) will meet with the unit manager and will verbally provide a summary of the inspection with highlights of its findings. As with the entire inspection process, this will be a non-adversarial meeting, keeping it as positive and upbeat as possible. Upon concluding the inspection and the exit interview, the inspection officer will begin compiling all the documentation for the completion of the Final Inspection Report.

**FINAL INSPECTION REPORT**

A completed staff inspection report should be twofold. A cover memorandum should be prepared and directed to the Chief of Police.

This memo will identify the organizational unit inspected, the type of inspection and the total time spent on the inspection. It will also include a summary of the results of the inspection and list any relevant recommendations.

*GARDEN GROVE POLICE DEPARTMENT*

*General Order: 4.7*

*Inspections Procedures*

The second part of the final report should include the body of the inspection findings. This part will identify and report an objective evaluation on facilities and equipment, personnel, and administrative and operational activities, each area to be a subheading of the body.

Once the staff inspection final report has been completed, it will be forward to the Chief of Police via the chain of command. Bureau Commanders will ensure that a follow-up report is included in the final inspection report. The follow-up report will be a response to the recommendations outlined in the inspection report listing any corrective measures taken. The follow-up report must follow the initial staff inspection report within 30 days.



**General Order: 4.8  
INTERNAL AFFAIRS UNIT**

Effective: September 1, 1973  
Last Revised: July 1, 2009

**PURPOSE**

The purpose of this General Order is to establish an internal procedure for the thorough and impartial investigation of allegations arising out of actual or perceived misconduct by employees of the Garden Grove Police Department. To accomplish this task and meet the requirements of state law, the Internal Affairs Unit of this department has been formed. The Administrative Services Bureau Commander is responsible for the operation of the Internal Affairs Unit and reports directly to the Chief of Police.

**POLICY**

It is the policy of the Garden Grove Police Department that all members of this department shall encourage both citizens and fellow employees to bring forth legitimate grievances regarding inadequate service or employee misconduct. All complaints against our agency or its employees shall be investigated, including anonymous complaints.

**RECEIVING COMPLAINTS**

Any member of this department may receive a complaint from any person. Complaints are received in two basic forms:

1. Written
2. Verbal

The written complaint is either delivered in person or by mail. The verbal complaint is received either in person or over the telephone. Both sworn and non-sworn personnel are responsible for receiving citizen complaints. A citizen complaint may be referred to an on-duty supervisor or the Internal Affairs Sergeant for reception. A citizen must not be told to call back or contact a specific supervisor under any circumstances.

When a complaint is received in person, the department member receiving the complaint must complete Citizen Complaint Form (GGPD Form 322a) and give the complaining party the yellow copy of the form. The Narrative Description of Events section should be filled out in detail to include all relevant information.

When a complaint is received by telephone, the member receiving the complaint must complete the Citizen Complaint Form and indicate on the form that the complaint was received on the phone. The yellow copy of the complaint is mailed or delivered to the complaining party.



The person receiving the verbal complaint must decide whether to handle it informally, i.e., verbally, or reduce the complaint to writing.

The person receiving the verbal complaint must not handle informally those complaints of a serious nature and/or those complaints which are not resolved to the COMPLETE satisfaction of the complainant. When in doubt, the person receiving the complaint shall fill out a citizens complaint form and forward the original IMMEDIATELY to Internal Affairs.

When a complaint is received on policy or procedure, the complainant does not receive a copy of the Citizen Complaint Form. A notation must be made on the form stating that department policy or procedures have been explained to the complaining party.

Internal Affairs is the central controlling point for logging, assigning, investigating and filing of citizens complaints. All written complaints shall be forwarded IMMEDIATELY to the Internal Affairs Unit.

### **CRITERIA**

A Citizen Complaint Form must be completed on any alleged complaint of misconduct of any member, either sworn or non-sworn, of the Garden Grove Police Department. A citizen complaint must be completed on a complaint about policy or procedure. It is not necessary to complete a Citizen Complaint Form on disputes of guilt or innocence on a traffic citation. The employee accepting the Citizen Complaint shall immediately notify their supervisor of the complaint as required by department procedures.

### **COMPLAINTS RECEIVED BY INTERNAL AFFAIRS**

Once a complaint is received by Internal Affairs, it is logged and processed, and is either investigated by Internal Affairs personnel or sent to the appropriate Division, Unit or Bureau Commander for an investigation by a supervisor under his command.

Investigations will fall into two categories. They are as follows:

#### **Category I Complaints**

1. Department initiated confidential or sensitive investigations
2. Allegations of serious misconduct, i.e., excessive force, corruption, alleged or suspected breach of integrity in a case of moral turpitude
3. Allegations that may result in a criminal investigation
4. Other investigations as assigned by the Chief of Police or Bureau Commander

#### **Category II Complaints**

1. Complaints of a minor nature involving discourtesy, disrespect, attitude or perceived rudeness
2. Complaints of abusive or foul language

3. Complaints that on review of the allegations will not require extensive interviews or lengthy complex investigations

Category I complaints will normally be investigated by Internal Affairs personnel. Category II complaints will normally be handled by supervisory personnel from the employee's division or unit.

The first option to investigate a complaint against an employee in Category II complaints will be afforded the affected Bureau, Unit or Division Commander.

If an Internal Affairs investigation reveals the potential that a crime has occurred and a criminal investigation must be completed, a separate criminal investigation shall be conducted by investigation personnel assigned to that task by the Chief of Police or Bureau Commander.

It will be the responsibility of the Administrative Services Bureau Commander to notify the Chief of Police immediately of any Category I complaints.

The Internal Affairs Unit maintains a liaison with the Special Prosecutions Unit of the Orange County District Attorney's office. The Special Prosecutions Unit is charged with the investigation of any criminal act committed by a public official. On any allegations of a criminal act being committed by an employee, the resulting criminal investigation is reviewed by the District Attorney's office for appropriate action.

### **HANDLING OF CITIZENS COMPLAINTS**

Policy/procedure complaints are directed to the Bureau Commander of the involved employee. Once the problem has been resolved, the complaint and record of any action taken are then routed to Internal Affairs for filing.

#### **Category I Complaints**

Category I complaints will be logged onto the complaint log, and Section A of Routing Form (GGPD Form 326) will be completed. A copy of the complaint will be forwarded to the employee's Division Commander and Bureau Commander. Sections B, C, and D on the Routing Form will not be filled in until the completion of the investigation.

Category I complaints will be handled by an assigned Internal Affairs investigator. Once the investigation is complete, the Internal Affairs investigator sends the completed investigation to the Professional Standards Division Lieutenant and to the Administrative Services Commander for review and distribution to the appropriate Division Manager.

The employee's supervisor reviews the facts of the investigation and makes recommendations. Based on the facts of the investigation, the conclusion recommendation must be from one of the following: exonerated, unfounded, sustained, or not sustained. The Division Manager also reviews the facts of the investigation and makes recommendations.

The Division Manager then forwards the completed investigation and recommendations via the chain of command to the Chief of Police. Each manager in the chain of command makes his recommendation on the attached Routing Form. Depending upon the final disposition of the complaint, the employee will review and sign the acknowledgment section of the Routing Form.

If the disposition of the complaint results in disciplinary action, the procedures outlined in General Order 1.2 - Disciplinary Procedures will be followed.

The completed investigation is then sent to the Internal Affairs Office for logging and filing.

### Category II Complaints

Category II complaints will be routed to the Division or Unit and Bureau Commander of the employee(s) involved. Supervisory personnel will be assigned to investigate that complaint. The assigned investigator will, within five calendar days, conduct a tape recorded telephonic or personal interview with the complainant to try and resolve the problem without it requiring additional investigation.

Whenever the assigned Division Commander or supervisor contacts the complainant and resolves the problem, he shall:

1. Prepare a memo or utilize the comment section on the Routing Form and forward it, along with pertinent information, to the Bureau Commander. Contents of the memo are to include a brief summary of the complaint, and any other actions or recommendations.
2. Fill in the appropriate additional sections on the Routing Form and have the involved employee sign the acknowledgment form.
3. Forward the entire package through the chain of command to Internal Affairs for filing.

Whenever the Division Commander or supervisor contacts the complainant and cannot resolve the problem without additional investigation, he shall:

1. Conduct a complete investigation into the allegations;
2. Have each supervisor in the chain of command make his recommendation on the Routing Form;
3. Ensure that a conclusion recommendation(s) will be included in the package;
4. Submit the completed investigation to the Bureau Commander via the chain of command.

Based on the facts of the investigation, the conclusion recommendation must be: exonerated, unfounded, sustained, or not sustained.

All misconduct must either be informally resolved by the Unit Commander as previously outlined or formally investigated by Internal Affairs. The only exception to this requirement will be if the complaint is to be classified as pending.

A pending classification applies only in the following circumstances:

1. The complainant withdraws the complaint prior to the investigation;
2. It is learned that the complainant did not witness the incident, was not involved in the incident, and is not the parent of a juvenile who is involved in or a witness to the incident;
3. Recommendation of the City Attorney because a civil suit has been or is likely to be filed.

INVESTIGATION INTO CITIZENS COMPLAINTS WILL BE COMPLETED WITHIN 30 DAYS FROM THE DATE THE CASE IS ASSIGNED TO AN INTERNAL AFFAIRS INVESTIGATOR OR A DIVISION OR UNIT COMMANDER FOR INVESTIGATION.

COMPLAINT STATUS REPORTS ON ANY ASSIGNED INVESTIGATION (INTERNAL AFFAIRS OR DIVISION) WILL BE REPORTED TO INTERNAL AFFAIRS EVERY SEVEN DAYS. The Internal Affairs Sergeant or the supervisor conducting the investigation shall contact the complainant at least once every 15 days to advise them of the status of the investigation.

If a complete investigation cannot be done within the 30-day limit, the Internal Affairs investigator or the supervisor conducting the investigation must notify his/her Bureau Commander of the reason for the delay and request permission for an extension. The Internal Affairs investigator or the supervisor conducting the investigation must then contact the complainant and advise him of the reasons for extending the investigation beyond the 30-day limit.

#### **DEFINITIONS COMPLAINT FINDING**

1. Sustained: A true finding supported by the facts.
2. Not Sustained: Facts revealed do not substantiate the allegation(s) - insufficient evidence available.
3. Unfounded: Not true - actions alleged did not occur.
4. Exonerated: Allegation is true but actions were lawful.

#### **ACTION UPON COMPLETION OF INVESTIGATION**

If the complaint is sustained or some form of misconduct is found to have been committed by an employee, appropriate disciplinary action shall be initiated from within the bureau that the employee was assigned at the time of the misconduct.

Should a complaint of misconduct arise from a situation involving an area where a policy or procedure has changed or there is no policy or procedure in place to regulate conduct, the department will make the necessary changes or implement new policy to prevent future allegations of misconduct.

### **FILING OF REPORTS**

1. A copy of all complaints and relevant reports, regardless of their disposition, shall be forwarded to Internal Affairs for filing and storage. These reports shall be filed under the name of the employee(s) involved in the complaint. Complaints concerning department policy and procedure, and those where the name of the employee cannot be determined shall be placed in a file labeled "Department File". The I.A. office is a secured office, with limited access.
2. A copy of all complaints, relevant reports, and their disposition shall be kept on file in Internal Affairs. This material is CONFIDENTIAL and maintained only at the Internal Affairs office and shall be purged only at the direction of the Chief of Police.

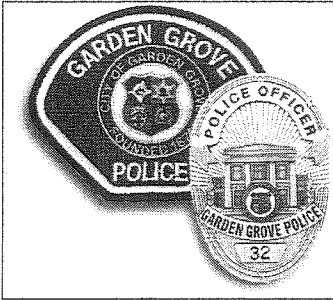
### **NOTIFICATION OF COMPLAINT**

At the conclusion of the investigation, whether investigated by the operational division or Internal Affairs, it shall be the responsibility of the Internal Affairs Sergeant to notify the complainant that the matter has been thoroughly investigated and that appropriate action has been taken.

### **ANNUAL STATISTICAL SUMMARIES**

During January of each calendar year, the Internal Affairs Sergeant will post the annual report of citizens complaints against peace officers which is supplied by the department to the Department of Justice pursuant to California Penal Code Section 13012(d). This report will be posted on the department bulletin board, and show the total number of citizens complaints received by the department during the previous year, and the number of complaints which were unfounded and those sustained.

These summaries are public record and, as such, are available from the Department of Justice Bureau of Criminal Statistics.



**General Order: 4.9  
PLANNING AND RESEARCH**

Effective: January 1, 1988  
Last Revised: January 5, 2015

**PURPOSE**

The purpose of this General Order is to establish the Planning and Research component within the police department.

**POLICY**

The personnel assigned to the Planning and Research component of the police department will report directly to the Administrative Services Bureau Commander and have ready access to the Chief of Police.

**FUNCTION OF THE PLANNING AND RESEARCH UNIT**

The Planning and Research component of the department shall be assigned the following functions:

1. Accreditation - The Administrative Lieutenant assigned to Planning and Research will be the Accreditation Manager. His duties in this capacity will be to ensure that the department remains in compliance with all accreditation standards, complete all required accreditation reports, and review all proposed changes to department policies and procedures that have an effect upon accreditation. The Accreditation Manager shall receive specialized accreditation manager training within one year of being assigned to the position.
2. General Orders Manual Review - The Planning and Research component is responsible for the maintenance of the department's General Orders Manual.
3. Grants Administration - The Planning and Research component will administer grant-funded programs that are implemented by the department.
4. Police Planning - The Planning and Research component utilizes the information gathering and dissemination capabilities of the Crime Analysis Unit and the police department's automated information system files to produce a variety of management reports as requested or needed by department personnel, city staff, and elected officials.
5. Analytical Studies - The Planning and Research Unit will conduct surveys, studies and other detailed analysis in order to make recommendations concerning efficient utilization of existing resources.

**DISSEMINATION OF PLANNING AND RESEARCH REPORTS**

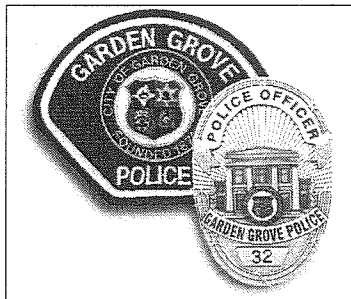
The Planning and Research Unit of the department shall prepare and provide analytical and research reports of a timely and informative nature to each member of the management team and other organizational units as needed.

**DEPARTMENT MULTI-YEAR PLAN**

The police department shall annually prepare a multi-year plan which will include the following information:

1. Goals and Objectives of the Organization
2. Anticipated Workload and Population Trends
3. Anticipated Personnel Requirements
4. Anticipated Capital Improvements and Equipment Needs

The Goals and Objectives portion may be satisfied by the completion of the Community Policing Bureau Annual Report. The remaining information shall be included in a report that covers successive years beyond the current budget year and shall be updated at regular intervals.



**General Order: 4.10  
CRIME ANALYSIS UNIT**

Effective: September 1, 1987  
Last Revised: September 1, 2000

**PURPOSE**

The purpose of this General Order is to provide for the establishment and continuing operation of a departmental crime analysis component.

**POLICY**

The department shall maintain a crime analysis component on a permanent basis. A crime analysis system is needed to effectively provide data to support both managerial and operational functions and to enable the development of operational and tactical plans as well as strategic planning. The crime analysis component of the police department shall be assigned, but not limited to, the following functions:

1. The collection of crime data;
2. The collation of crime data;
3. The analysis of crime data;
4. Dissemination of analyzed crime information;
5. Feedback analysis and program evaluation.

This component shall be established within, and form an integral part of, the Support Services Bureau.

**FUNCTION**

The crime analysis component shall provide timely, useful information to aid operational personnel in meeting their tactical crime control and prevention objectives.

Crime data shall be collated and analyzed so that the crime analysis unit can assist the department through its performance of the following functions:

- Identification of evolving or existing crime patterns and series
- Forecasting future crime occurrences
- Initiation of target profile analyses
- Provision of investigative leads
- Provision of support data to community policing and crime prevention programs
- Assisting in case clearance process



### **SPECIFICATION OF SOURCE DOCUMENTS**

All sources available to this department that contain data essential to crime analysis shall be identified and accessible for use in the crime analysis process, including but not limited to crime reports, field interview cards and arrest reports. The Captain of the Support Services Bureau and the crime analyst shall be responsible for safeguarding the confidentiality of data obtained from these sources and for the security of such documents or copies thereof while in their possession and control.

### **CRIME ANALYSIS BRIEFING SYSTEMS**

A system shall be established and maintained to brief management personnel on crime patterns or trends as determined by the crime analysis function. The purpose of this system shall be to provide early awareness of crime patterns and trends within the police department's jurisdiction. It will be the responsibility of the Support Services Bureau Captain and Division Commanders to advise the Chief of Police on those areas which may seem appropriate.

### **DISSEMINATION OF CRIME ANALYSIS INFORMATION**

It is recognized that the effective functioning of a crime analysis system requires that information be disseminated to the appropriate units or persons on a timely basis. Information that is relevant to the operation and tactical plans of specific line units should be made available to them and information pertaining to tactical and strategic plans should be made available to all affected units.

Crime analysis information and reports will be disseminated to the following:

- Chief of Police
- Captain of Support Services Bureau
- Commander of the Community Policing Services Bureau
- Patrol Division Commanders
- Station Commanders
- Sergeants of Detective, Special Investigative, and Special Enforcement Units

The means by which analyzed crime information is disseminated shall include, but not be limited to:

- Crime Pattern and Crime Series Bulletin - synopsis of current crime pattern or series which may include date, time, location, M.O., suspect description, and vehicle description.
- Maps - Thematic maps which display crime data by area and frequency.
- Crime Summary - listing of targeted crimes by beat and district.
- Special Bulletins - selective crime information provided by investigative, patrol, or intelligence personnel or outside agencies for distribution.

- Individual Requests - personalized analysis based upon factors specified by the requester.

### **ANALYSIS OF OPERATIONAL ACTIVITIES**

Any department manager may request a report of operational activities from the department's Crime Analysis Unit. All of the department's computerized information files may be accessed to retrieve information for any type of criminal activity; and the location, date, and time of such activity. Crime Analysis Unit personnel will provide crime activity reports on a regular basis or as requested.

### **FACTORS UTILIZED IN CRIME ANALYSIS FUNCTION**

In order that it be effectively utilized, it is recognized that scientific crime analysis should:

1. Identify similarities among different offenses and reveal commonalities and patterns in the characteristics of current crime problems;
2. Assist in the screening and ordering of suspects;
3. Aid in the assembling and ordering of specific crimes that may involve an offender already in custody. To this end, the crime analysis function shall at a minimum include the following factors:
  - Frequency of type of crime
  - Geographical factors
  - Chronological factors
  - Victim and target descriptors
  - Suspect descriptors
  - Suspect vehicle descriptors
  - Modus operandi factors
  - Physical evidence information

### **DOCUMENTATION OF CRIME DISTRIBUTION**

The department shall document the temporal and geographic distribution of selected crimes using appropriate statistical, mapping, and graphic techniques. Such documentation may include the locations of crimes by type, times and day of week, and may also include modus operandi factors, suspect information, victim and target descriptions, and property loss information.

### **DISTRIBUTION OF CRIME ANALYSIS INFORMATION OUTSIDE THE DEPARTMENT**

When authorized by the Chief of Police and coordinated with the Support Services Bureau Captain, appropriate crime information may be disseminated to enhance public information and generate public support. Distribution may also include other components of the Criminal

Justice System. Information concerning operational needs and procedures shall be carefully controlled within departmental guidelines relating to security and confidentiality.

### **INFORMATION FOR PLANNING**

Information obtained through crime analysis procedures shall be utilized in the development of tactics for operational components; in the development of general crime suppression strategies; and in predicting manpower and resource needs for a multi-year period. It is recognized that crime analysis can utilize statistical analysis to identify crime patterns or trends and thus assist in determining the optimum strategy, tactics, and number of personnel needed in a given situation.

### **EVALUATION AND FEEDBACK**

Evaluation shall be made on an ongoing basis of the effectiveness and utilization of crime analysis information by affected units of the department. It is important that those units utilizing this information provide feedback that will insure measurement of the crime analysis function's internal productivity and its impact on objectives. Feedback shall be solicited from departmental units.



**General Order: 4.11  
ADMINISTRATIVE REPORTS**

Effective: January 1, 1988  
Last Revised: July 12, 2004

**PURPOSE**

The purpose of this General Order is to establish the administrative reporting systems that provide management information about the activities of the agency.

**POLICY**

The police department maintains three administrative reports that provide information on a daily, monthly and annual basis. In addition, a variety of management information is available to managers on an "as needed" basis from the computerized files maintained by the Systems Information Services Unit, Records and the Crime Analysis Unit.

**24-HOUR RESUME**

A 24-Hour Resume will be maintained by the on-duty Community Policing Bureau sergeants or any supervisor who was on-scene or has knowledge of the significant event. The resume will be used to inform managers of significant events such as major crimes, arrests, fatal traffic accidents and other important information. The completed 24-Hour Resume forms are maintained on the "P" drive of the department computer system for seven days.

**MONTHLY REPORT**

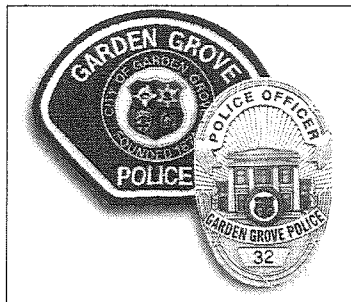
A monthly Report of department activities will be compiled by the Records Section. The report will allow managers to review crime, traffic and arrest activities for a specific month, as well as the same month in the previous year and year to date information.

**ANNUAL REPORT**

At the conclusion of each calendar year, the Senior Administrative Analyst assigned to the Planning and Research Division will prepare and distribute the Department's Annual Report.

**DEPARTMENT AND BUREAU GOALS AND OBJECTIVES**

At the beginning of each calendar year, the department will publish a Goals and Objectives Book. The book will review the overall department goals and objectives as well as the goals and objectives for Community policing and for each bureau. The book will also serve as an Annual Report of the progress that the department made towards the achievement of its stated objectives. Refer to General Order 2.3 - Department Goals and Objectives.



**General Order: 4.12  
CHAIN OF COMMAND**

Effective: January 1, 1988  
Last Revised:

**PURPOSE**

The purpose of this General Order is to establish a "chain of command" philosophy for the Garden Grove Police Department.

**CHAIN OF COMMAND DEFINED**

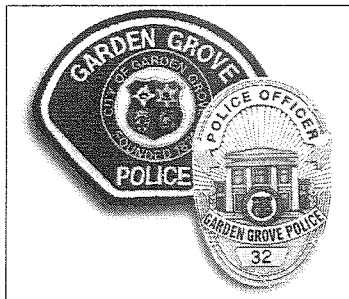
A strict definition of chain of command is the "lines of communication going upward and downward within the organizational hierarchy through each successive level of command." In applying this definition, an employee must direct/receive communication through his immediate supervisor.

**POLICY**

Employees of the Garden Grove Police Department are required to follow their established chain of command in matters of department business. The community policing philosophy, however, allows for some flexibility in the chain. Employees are encouraged to discuss issues with their respective commanders, however, they should follow their established chain of command when requesting specific resources that are needed. Likewise, managers and supervisors must not allow an employee to abuse the "open door" policy of the department and must direct the employee to his immediate supervisor for the prompt resolution of his requests or problems.

**ACCOUNTABILITY FOR PERFORMANCE OF SUBORDINATES**

All management and supervisory personnel shall be held accountable for the performance of subordinate personnel under their immediate supervision. Supervisory staff at all levels of the organization are expected to provide proper direction, coordination, and control of subordinate personnel.



**General Order: 4.13  
SUCCESSION OF COMMAND**

Effective: January 1, 1988  
Last Revised: January 22, 2007

**PURPOSE**

The purpose of this General Order is to establish a succession of command for the police department in the absence of the Chief of Police.

**POLICY**

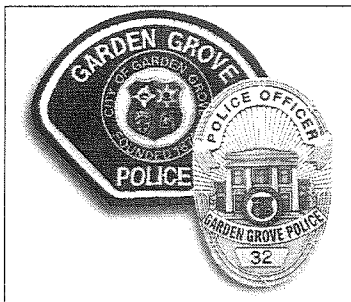
When the Chief of Police is absent from the office, he will designate the Duty Chief to serve as the acting Chief of Police.

**DUTY CHIEF ASSIGNMENT AND RESPONSIBILITIES**

On weekends and holidays, the Chief of Police, Deputy Chief, and the Bureau Commanders (Captains) will be assigned as the Duty Chief on a rotating basis. The Duty Chief is required to be available by phone or remote pager from 5 p.m. Friday until 8 a.m. Monday, including holiday periods.

The Duty Chief will be notified of any significant incident that affects the operations or management of the department. In turn, the Duty Chief will determine whether additional notifications should be made. The Duty Chief may also respond to any serious officer-involved incidents, such as a shooting, to coordinate the required management activities.

The Duty Chief assignment roster will be published quarterly by the office of the Chief of Police.



**General Order: 4.14  
UNITY OF COMMAND**

Effective: January 1, 1988  
Last Revised:

**PURPOSE**

The purpose of this General Order is to establish clear-cut lines of authority within the police department in order to promote employee efficiency, responsibility, and to reduce confusion.

**UNITY OF COMMAND DEFINED**

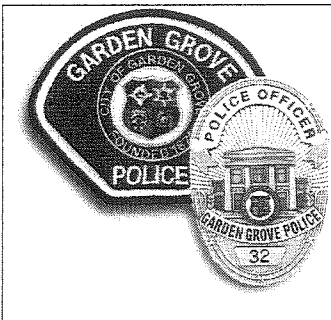
The concept of unity of command states that:

1. Every employee be accountable to only one supervisor.
2. Only one person be in complete command of any operation or incident.
3. In the case of an emergency, a supervisor is not relieved of the responsibility to act, even though a subordinate or incident is not under the supervisor's direct command.

**POLICY**

It is the policy of the Garden Grove Police Department that the principle of unity of command shall, whenever possible, be practiced in all organizational components of the department.





**General Order: 4.15**  
**RESPONSIBILITY AND ACCOUNTABILITY OF DELEGATED**  
**AUTHORITY**

Effective: January 1, 1988  
Last Revised: January 19, 2007

**PURPOSE**

The purpose of this General Order is to define that responsibility which is commensurate with authority and to establish the accountability for the use of delegated authority.

**POLICY**

It is the policy of the Garden Grove Police Department that inherent with delegated authority is the latitude to make decisions and take the necessary actions to satisfy the requirements of each assigned position. Commensurate with the authority, each employee will accept the responsibility for the use, misuse, or failure to use that authority.

**RESPONSIBILITY AND COMMENSURATE AUTHORITY**

Responsibility shall be accompanied by commensurate authority as granted by California Statutes, City of Garden Grove Municipal Codes, and General Orders of the Department.

Authority to execute required activities of a particular component in the department is delegated by the Chief of Police through the command structure to individual employees.

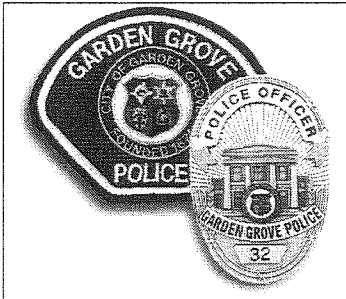
**DELEGATION OF AUTHORITY**

The Chief of Police has been granted by law the ultimate authority to provide police protection for the citizens of this community, including: enforcing laws, making arrests, detaining prisoners, maintaining the peace, providing services, etc. By law, he may also delegate portions of his authority to his subordinates. The following points must be considered:

1. Delegation is a function and tool of good management; and when appropriate, the supervisor has the discretion and responsibility to delegate to subordinates. Each employee is also accountable for the failure to use delegated authority in accomplishing the responsibilities of his/her position. This will be measured through job task outcomes and reflected in the job performance evaluation process.
2. When authority is delegated, it shall be the responsibility of the supervisor to ensure the subordinate has the power to act and has the ability to carry out the assignment. Correspondingly, no one shall be assigned responsibility for work without being delegated authority to direct the manner of its performance.

*GARDEN GROVE POLICE DEPARTMENT  
General Order: 4.15  
Responsibility and Accountability of Delegated Authority*

3. Supervisors should advise subordinates that they will be held accountable for the exercise of the delegated authority. Supervisory personnel are accountable for the activities of employees under their control.
  
4. **ALTHOUGH THE SUBORDINATE MAY BE HELD ACCOUNTABLE FOR HIS ACTIONS, NOTHING IN THIS POLICY ABSOLVES THE SUPERVISOR FROM ULTIMATE RESPONSIBILITY AND ACCOUNTABILITY FOR THE SUPERVISION OF SUBORDINATES AND THE USE OF DELEGATED AUTHORITY.**



**General Order: 4.16  
VOLUNTEERS IN POLICING PROGRAM**

Effective: October 3, 1989  
Last Revised: April 20, 1998

**PURPOSE**

The purpose of this General Order is to establish policies and guidelines for the Volunteers in Policing program.

**POLICY**

It is the policy of the Garden Grove Police Department that trained volunteers provide a valuable service to the department and the community by supplementing regular employees in their assigned duties. The policy will establish uniformity in implementing and coordinating the Volunteers in Policing Program as well as enhance public relations and widen support for community-based programs.

**DEFINITIONS**

A "Volunteer" refers to personnel who assist police department personnel in various assignments without pecuniary compensation, legal concern or interest. Volunteer personnel have no law enforcement powers.

**DUTIES AND RESPONSIBILITIES**

The Volunteers in Policing program is supervised by the Manager of the Community Liaison Division. Volunteers will generally be assigned to tasks compatible with their particular skill and/or interest, however, may be assigned to work other duties within the various Bureaus and Divisions of the Police Department.

The Community Liaison Division Manager and the manager/supervisor of the unit to which the volunteer is assigned coordinate volunteer scheduling.

The duties and responsibilities of volunteers are identified in more detail in the Volunteers in Policing Manual.

**EMPLOYEE JOB STATUS AND COMPENSATION**

Volunteer personnel are not compensated and are not entitled to receive any benefits of a regular employee.

Volunteers are required to work a minimum of four (4) hours per week in order to maintain their volunteer status with the police department. Volunteers may not work in excess of forty (40) hours per week. There is no cumulative maximum hour limit.

### **UNIFORMS AND EQUIPMENT**

Volunteers shall be issued a khaki uniform that distinguishes them from sworn and civilian paid employees of the Department. Volunteers shall wear the approved uniform during their assigned responsibility. The Community Liaison Division Manager must approve any change in the uniform. Volunteers are issued equipment specified in the Volunteer Manual and/or as needed for a particular assignment.

### **SELECTION**

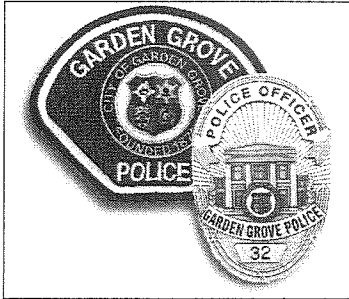
Applicants for the Volunteers in Policing program must submit a City of Garden Grove Employment application and undergo a selection process outlined in the Volunteer Manual. Volunteers must be 18 years of age; there is no maximum age limit.

### **TRAINING**

Applicants who are accepted into the Volunteers in Policing program must complete a formal orientation and training program as outlined in the Volunteer Manual. Additional training is given as assignments change or as new volunteer duties are created.

### **EVALUATIONS**

The Community Liaison Division Manager and the Community Service Officer assigned as the Volunteer Coordinator are responsible for evaluating the volunteers' performance. The Division Manager will retain all files and documents related to the Volunteers in Policing program.



**General Order: 4.17  
COLOR GUARD**

Effective: July 10, 1990  
Last Revised: September 1, 2000

### **PURPOSE**

The Color Guard serves as uniformed representatives of the Garden Grove Police Department. The Color Guard is an excellent community relations and recruitment tool, promoting a positive image for the department. The Color Guard may serve at funerals of Garden Grove police officers, retired or active employees of the police department or members of their immediate family, or any ceremonial function authorized by the chief of police or his representative. The Color Guard will not be permitted to attend any function without prior approval of the chief of police.

As used in the above paragraph, "immediate family" shall be defined as a spouse, child, brothers, sisters, parents and grandparents.

### **ORGANIZATION**

The detail will consist of eight officers of any rank. Reserve officers may serve on the Color Guard. The Color Guard detail shall be organized and administered by a supervisor appointed by the chief of police. All requests for use of the Color Guard should be forwarded to the detail supervisor.

It shall be the responsibility of the appointed supervisor to make appropriate and timely requests for personnel to serve as Color Guard representatives for the Garden Grove Police Department. Every effort shall be made to utilize off-duty personnel so as to not adversely affect uniform patrol staffing levels. In the event on-duty personnel are to be used to serve as Color Guard representatives, unit commanders will be notified in advance of the assignment.

### **DUTIES AND RESPONSIBILITIES**

The Color Guard will act as an official representative of the Garden Grove Police Department. A minimum of four officers will be required to serve as Color Guard. The Color Guard may work in conjunction with, or may serve as, a flag detail or honor guard.

Upon the family's request, the Color Guard may attend the funeral of any police department employee, sworn or non-sworn, or retired Garden Grove police officer, or any immediate family member of a current police department employee. The Color Guard may act as honor guard during the viewing or funeral, or act as pallbearers.

### **UNIFORMS AND APPEARANCE**

Color Guard uniforms shall be supplied by the police department. A Class Color Guard uniform shall be worn for any Color Guard function.

#### **UNIFORM A:**

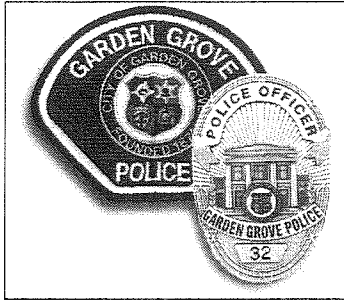
- Long sleeve white uniform shirt and black tie
- Soft cap
- White gloves
- Navy coat with white webbed belt/brass buckle
- Navy coat shall have name tag, qualification pin, service ribbon, badge, and braided white shoulder rope
- Black dress shoes (no tennis shoes)
- \*Uniform shirts and Ike jackets may have rank designation of MO I, MO II or Sergeant. Years of service may be worn in the form of hash marks (one hash mark for every five years.
- Military ribbons may be worn

Members of the Color Guard will be expected to maintain a high standard of personal appearance. Hair will be neatly trimmed and cut behind the ears. Mustache and personal hygiene will strictly conform to department regulations.

### **SELECTION PROCESS**

All sworn personnel and police reserve officers are eligible to serve on the Color Guard. Personnel desiring to serve as a member of the Color Guard must submit a memo to the Chief of Police listing reasons why they should be selected. Applicants will demonstrate a working knowledge of basic, manual of arms movements

Appointment to the Color Guard detail is at the discretion of the Chief of Police and is a part-time, temporary assignment.



**General Order: 4.18**  
**INTERFAITH VOLUNTEER AND CHAPLAIN PROGRAM**

Effective: June 21, 1991  
Last Revised: March 31, 2011

**PURPOSE**

The purpose of this General Order is to establish a volunteer program utilizing trained clergy to assist police personnel, their families, and the public in a time of need and to designate guidelines for the Garden Grove Police Interfaith Volunteer and Chaplain Program.

**POLICY**

The Police Interfaith Volunteer and Chaplain program is designed to offer professional spiritual assistance to police personnel of Garden Grove, their families and the citizens of the City encountered on an emergency basis; and to increase understanding between the police department and the ministerial and interfaith community.

**SELECTION STANDARDS**

All chaplains and interfaith volunteers selected in the program will meet the following standards:

1. Be a credentialed or commissioned (licensed or ordained) minister, priest, rabbi, imam, or other recognized leader of a religious body.
2. Be active in the pastorate or any related agency within his or her own faith community.
3. Must have two letters of recommendation from the elders (or equivalent) of his or her church and one from the head pastor or an associate. These letters should attest to the applicant's character and experience and show church support.
4. Must exhibit and maintain high spiritual and moral Standards.
5. Must not have been convicted of a felony or a Misdemeanor (within 5 years).
6. Must possess a valid and current California driver's license.
7. Must indicate a willingness to be involved in training that might enhance an Interfaith Volunteer and chaplain's efficiency in meeting and dealing with the needs of the police personnel, their families, and the public.
8. Must be willing to accept the liability conditions of a Garden Grove Police Department ride-along.
9. Must accept and cooperate with the regulations and procedure of the police department.
10. Must be willing to serve a minimum one 5-hour shift each month, preferably in the evening.
11. All applicants for the Interfaith Volunteer and chaplain program will have to pass an oral interview and a background check prior to appointment. The oral interview will be conducted by police personnel.

### **RESPONSIBILITIES**

The Interfaith Volunteer and chaplain program will be under the direction of the program coordinator and/or his designee. Assignments to the field patrol units will be made by the on-duty Division sergeant. The following is a list of typical duties for a police Interfaith Volunteer and chaplain:

1. Be available to the members of the Garden Grove Police Department and their families in times of need for spiritual counseling, if requested.
2. Assist, when requested, in the training of police officers in such areas as ethics, human relations, family life, and spiritual priorities.
3. Accept advanced training in any area deemed appropriate to his/her role.
4. With an officer, notify a member of the family when relatives are involved in a serious accident where injury or death has occurred.
5. Provide counsel, comfort and consolation, when desired, to persons involved in such experiences as: family tensions, attempted suicide, desertion, runaways, lost persons, alcohol and drug related incidents, juvenile conflicts, and the loneliness and confusion of the elderly.
6. Interfaith Volunteers and chaplains are not law enforcement officers. They are to assist the law enforcement officer and be under his/her supervision while on patrol.
7. Occasionally, an Interfaith Volunteer and chaplain will be requested to testify in court concerning a case in which he or she has been involved.
8. An Interfaith Volunteer and chaplain will be expected to come to the aid of an officer in trouble.
9. An Interfaith Volunteer or Chaplain, with authorization from the Chaplain Coordinator, may conduct an ecumenical non-denominational benediction, invocation, or spiritual prayer during a public function while representing the Garden Grove Police Department.

### **PUBLIC BEHAVIOR/GRIEVANCE PROCEDURES**

Interfaith Volunteers and chaplains are not to release information to the news media, other citizens, or insurance agencies, on any case which has been brought to their attention, or in which a Interfaith Volunteer or chaplain participated while on assignment with the Garden Grove Police Department. Public detrimental statements toward police activities are to be avoided. A sense of loyalty should be maintained.

Should there be a grievance, concern or idea, it should be submitted through the Interfaith Volunteer and chaplain coordinator or his designee who has functional control of the program.

An Interfaith Volunteer or chaplain will be allowed the privilege of engaging in follow-up work as a pastor or faith leader, not as a representative of the Garden Grove Police Department. There is a need to be concerned that follow-up work is not interpreted as police harassment. Likewise, Interfaith Volunteers and chaplains should refrain from expressing religious philosophy while on duty unless an individual specifically requests such information. Interfaith Volunteers and chaplains should encourage individuals to contact or follow-up with their own pastor or faith leader.



### **CONFIDENTIAL COMMUNICATIONS**

The law enforcement interfaith volunteer/chaplain should treat all information gained through their volunteer service as confidential. Information may only be released in accordance with departmental policies and procedures.

Confidential communications, including confessions to a criminal act, made to any clergy person, priest, minister, rabbi, imam, or other volunteer acting as a member of interfaith volunteer/chaplaincy program will be considered privileged communication and shall not be violated. Such communication shall include, but not be limited to, any communication made in confidence by a member of the department. Verbal and written communication between department interfaith volunteers/chaplains and employees, including family members shall be privileged unless expressly waived by the employee or concerned family member.

Any statement to an interfaith volunteer/chaplain in the presence of a third person, whether or not the third person is a police officer, shall not be construed privileged communication. Under such circumstances it is the responsibility of interfaith volunteer/chaplain to inform the individual that any statements made to him/herself are not considered privileged.

### **SCHEDULING**

Interfaith Volunteers and chaplains will usually ride with a police officer per his/her own schedule. Interfaith Volunteer and chaplains may also be pre-scheduled by the program coordinator during monthly meetings. Interfaith Volunteers and chaplains are encouraged to ride, providing space is available and/or visit the police department at any time.

### **UNIFORMS**

Navy blue shirt and dark blue windbreaker with the words "Garden Grove Police Chaplain" and city logo printed on them will be worn during ride-alongs and emergency call-outs (weather permitting).

A Class "A" uniform consisting of a navy blazer, a white long sleeve shirt, black neck tie, navy blue slacks, and a soft cap with Chaplain cap pin. Worn on the uniform will be a nametag, Garden Grove Police Chaplain badge, and chaplain pin.

The Class "A" uniform will be worn for special events designated by the police department such as the Garden Grove Police Memorial, Mayor's Prayer Breakfast or other events authorized by the police department. The Garden Grove Police Chaplain badge may only be worn during the course of official duty while wearing the Class "A" uniform. For the safety of the chaplain, the badge shall not be worn while on a ride-along as the public could confuse the Chaplain as an officer. The badge shall not be presented or displayed to anyone outside of the use as described as when they are wearing the Class "A" uniform.

During other special events, Interfaith Volunteers and chaplains may wear the above uniform, business suit, or clergy uniform along with a Garden Grove Police Chaplain pocket badge.

Bullet resistant vests will be issued and worn during ride-alongs.

### **CALL-OUT PROCEDURES**

In the event a Interfaith Volunteer or chaplain is needed when one is not on duty, the following procedures will be followed: The dispatcher will consult the monthly call-out schedule posted in communications. If the standby chaplain is not available or cannot respond, the dispatcher shall choose an alternate from the list. The decision to summon a Interfaith Volunteer or police chaplain; e.g. death message, request for a chaplain (by an officer or citizen) should be approved by an on-duty supervisor, dispatcher, field officer, or the Interfaith Volunteer and chaplain coordinator.

### **TRAINING**

In addition to the orientation training, Interfaith Volunteer and chaplains will receive ongoing training throughout their tenure. The areas to be covered (general overview) in their training should include, but not be limited to, the following subjects:

1. Radio/ MCT procedures
2. Patrol procedures and officer safety
3. First Aid
4. Crisis intervention
5. Traffic control
6. Lethal force
7. Department policies and procedures
8. Laws of arrest and courtroom testimony
9. County and private services
10. Orientation to firearms
11. Familiarization with police organizations
12. P.O.S.T. Police Chaplain training
13. Report writing

### **MEETINGS**

The Interfaith Volunteer and chaplains shall meet on a regular basis to discuss issues pertinent to the program. The frequency and time of those meetings is to be determined by the Interfaith Volunteer and Chaplain Program.

### **REPORTS**

Whenever an Interfaith Volunteer or chaplain is asked to perform any of the previously listed official functions, he shall prepare a written report of the incident and submit it to the program coordinator. An intra-departmental memorandum will suffice for the written report.

### **INACTIVE STATUS**

If an Interfaith Volunteer or chaplain's ministerial, personal or professional responsibilities dictate that he or she no longer can complete the responsibilities of a police Interfaith Volunteer or chaplain, he/she will review the situation with the program coordinator. The Interfaith Volunteer *or* chaplain may request inactive status by a memorandum to the Chief of Police. If the inactive status is granted, the Interfaith Volunteer *or* chaplain will turn in all GGPD equipment. If the Interfaith Volunteer or chaplain so desires, counseling referrals may be made, however, the Interfaith Volunteer *or* chaplain will be relieved of all other police responsibilities, and he/she will be removed from the program roster.

If the Interfaith Volunteer *or* chaplain later wishes to be re-activated, he/she will submit a letter of request to the Chief of Police with a copy to the program coordinator. The decision to reinstate will be made by the Chief of Police or his designee.

### **DISCONTINUANCE OF ACTIVITY IN CHAPLAIN PROGRAM**

When an Interfaith Volunteer or chaplain discontinues his or her service with the faith community organization and to the department, the Interfaith Volunteer or chaplain will surrender his police issued equipment to the program coordinator. The Interfaith Volunteer or chaplain will then be removed from the program.

Should an Interfaith Volunteer or chaplain abuse the privilege of participation in the program by assuming too much authority, hindering an officer in the fulfillment of his duties, verbalizing confidences, or violating any departmental rule or policy, he or she, shall be suspended or removed from the Interfaith Volunteer and chaplain program.

Members of the law enforcement interfaith volunteer/chaplaincy program serve at the pleasure of the Chief of Police; therefore, may be removed from membership at any time without cause and without right to appeal. Failure to adhere to the principles of the law enforcement interfaith volunteer/chaplain's Code of Ethics shall be grounds for consideration of removal from the program.

**LAW ENFORCEMENT INTERFAITH VOLUNTEER  
AND CHAPLAIN CODE OF ETHICS**

**Article 1: Primary Responsibilities of Law Enforcement Interfaith Volunteers and Chaplains**

The law enforcement interfaith volunteer/chaplain must represent to all members of the law enforcement agency morality, justice, fidelity, and peace. Therefore, to all peace officers he/she shall guide and direct them through counseling and personal example to that end.

**Article 2: Duty to be Well Versed in Moral Laws and Departmental Regulations with Responsibility to Self and Other Personnel**

The law enforcement interfaith volunteer/chaplain shall assiduously apply him/herself to a greater understanding of moral laws (including ethnic differences), departmental regulations, as well as the ethics by which he/she must live and guide others. The law enforcement interfaith volunteer/chaplain will make certain his/her responsibilities in these particulars, seeking aid, advise and enlightenment from his/her religious and civil superiors in matters of their respective fields.

**Article 3: Utilization of Proper Means**

The law enforcement interfaith volunteer/chaplain shall be mindful of his/her responsibility to pay strict heed to the selection of proper means on the discharge of his/her position. Violating the laws of God, personal religious beliefs, and/or departmental regulations may instill in the minds of department personnel and the public like dispositions. The employment of improper means, no matter how worthy the end, is certain to destroy all respect toward the interfaith volunteer/chaplain and the program itself. If laws are to be honored by others, they must be honored by the interfaith volunteer/chaplain who represents morality and justice.

**Article 4: Cooperation with Departmental and Religious Officials of All Faiths in the Discharge of Law Enforcement Interfaith Volunteer/Chaplaincy Duties**

The law enforcement interfaith volunteer/chaplain shall cooperate with department and other religious officials of all faiths in the discharge of his/her duties, regardless of affiliation. The law enforcement interfaith volunteer/chaplain shall be meticulous in guarding against the use of his/her office or person in a way that may bring disrepute to him/herself, the program or the department. In any situation open to question, the law enforcement interfaith volunteer/chaplain shall seek counsel from the respective religious and/or department authority.

**Article 5: Conduct Toward the Community**

The law enforcement interfaith volunteer/chaplain, in performing his/her duties, shall inevitably deal with members of the community. The law enforcement interfaith volunteer/chaplain on these occasions shall perform ministerial services in such a manner as

becomes the office of the interfaith volunteer/chaplain. The law enforcement interfaith volunteer/chaplain will give service to the community where he/she can without interfering with police procedure or infringing upon the ministry of others. While dedicated to the service of law enforcement officers, their families, and other members of the department, a law enforcement interfaith volunteer/chaplain also has a responsibility to all humanity.

**Article 6: Professional Conduct of the Law Enforcement Interfaith Volunteer-Chaplain**

**Privilege** - Because of the nature of information received in personal counseling and through confidential reports or observations, the law enforcement interfaith volunteer/chaplain will maintain strict professional privilege in these matters.

**Ecumenism** - The law enforcement interfaith volunteer/chaplain's own personal convictions do not give him/her the right to disdain the faith of others nor attempt to proselytize them for his/her own church or faith. The law enforcement interfaith volunteer/chaplain shall strive for an unbiased understanding of all faiths and be acquainted with their liturgies. The law enforcement interfaith volunteer/chaplain shall conduct him/herself in a manner that will foster great ecumenism with churches and faiths other than his/her own and will attempt to win the good will of all.

**Gifts and Favors** - The law enforcement interfaith volunteer/chaplain bears the heavy responsibility to foster integrity and honor within the department. The law enforcement interfaith volunteer/chaplain shall guard against placing him/herself in a position in which any person can expect special consideration through him/her or in which the public can reasonably presume that special consideration has been given. The law enforcement interfaith volunteer/chaplain should refuse gifts, favors, or gratuities, large or small, which the public could interpret as being offered to influence others.

**Professional Attitude** - The law enforcement interfaith volunteer/chaplain shall always discharge his/her duties with a feeling of serious responsibility. By diligent study for self-improvement and dedicated service toward police personnel, he/she shall strive for effective morale leadership and high-spirited morale. The law enforcement interfaith volunteer/chaplain shall appreciate the importance and the responsibility of the department and hold his/her office as essential in assisting all officers to render valuable service to the department and the community.