

CHAPTER 5 - PATROL PROCEDURES

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**General Order: 5.1
PATROL FUNCTION**



Effective: January 1, 1988
Last Revised: July 1, 2009

PURPOSE

The purpose of this General Order is to define the functions of the patrol component to establish procedures for intra-department cooperation and information sharing.

FUNCTION

Patrol officers drive clearly marked patrol vehicles, patrol six beat areas within the City of Garden Grove, respond to citizen calls for assistance, act as a deterrent to crime, enforce local ordinances as well as state laws, and respond to emergencies 24 hours a day every day of the week.

The patrol component shall provide, but not be limited to, activities relating to:

1. Preventive patrol directed at the prevention of criminal acts, vehicle related violations and accidents, the maintenance of public order, and the discovery of hazardous situations
2. Inspectional services to determine the compliance with various statutes including, but not limited to, liquor and gambling laws
3. Crime prevention activities such as residential inspections, business inspections, community presentations, etc.
4. Calls for service, both routine and emergency in nature
5. Investigation of both criminal and noncriminal acts
6. The arrest of criminal offenders
7. Community relations activities such as citizen assists and individual citizen contacts of a positive nature
8. The sharing of information between the patrol component and other divisions within the department, as well as outside and other governmental agencies
9. The application of the community policing philosophy to establish a partnership with citizens to improve their quality of life and provide a sense of safety and security to community members
10. Traffic direction and control
11. Homeland Security Activities

PATROL INFORMATION SHARING PROCEDURES

The patrol component, to better enhance information sharing, will use several means to make such information available to other divisions within the department, and vice versa.

Crime Analysis Unit

The CAU will be the central unit for information exchange. Criminal information and intelligence reports can be submitted to the CAU for distribution to all divisions within the department through daily and special bulletins.

Officer's Report

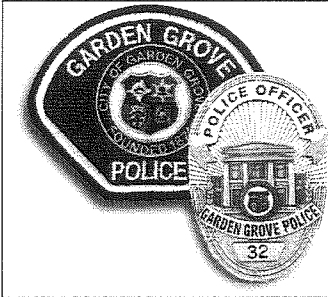
An Officer's Report may be completed by any patrol officer who receives criminal information which should be reviewed by detectives. The report will be processed and forwarded to the appropriate detective sergeant.

Patrol Briefings

Patrol sergeants, detective sergeants, and special unit sergeants are encouraged to share information as much as possible. All sergeants and/or officers will be provided an opportunity to share information at the daily patrol briefings.

Bulletin Boards

A bulletin board will be kept in the briefing room and the detective division for display of suspect information, intelligence reports and photographs. New departmental directives and General Orders will be made available for patrol sergeants and will be discussed at briefings and shift meetings. A copy of the directive or General Order will be placed on the briefing room podium. The original will be placed in the main hallway department bulletin board for a period of one month.



**General Order: 5.2
VEHICLE PURSUITS**

Effective: October 14, 1975
Last Revised: March 3, 2014

PURPOSE

Pursuits of suspected or known violators of the law potentially expose innocent citizens, police officers and fleeing violators to serious injury or death. The primary purpose of this policy is to provide officers guidance in balancing the safety of the public and themselves against law enforcement's duty to apprehend violators of the law. Another purpose is to reduce and minimize the potential for pursuit-related accidents. Vehicular pursuits require officers to exhibit a high degree of common sense and sound judgment. Officers must not forget that the immediate apprehension of a suspect is never more important than the safety of innocent motorists or police officers.

Deciding whether to pursue a motor vehicle is among the most critical decisions made by police officers. It is a decision which must be made quickly and under difficult and unpredictable circumstances. In recognizing the potential danger to public safety created by vehicular pursuits, no officer or supervisor shall be criticized or disciplined for deciding not to engage in a vehicular pursuit because of the risk involved. This includes circumstances where department policy would permit the initiation or continuation of the pursuit. Likewise, police officers who conduct pursuits consistent with department policy will be strongly supported by the department in any subsequent review of actions taken in the course of a pursuit.

Vehicular pursuit situations are not predictable and decisions made pursuant to this policy will be evaluated according to the totality of the circumstances reasonably available at the time of the pursuit.

Officers must remember the most important factors to the successful conclusion of a pursuit are proper self-discipline and sound professional judgment. Officers should exercise their sound discretion and judgment in an effort to provide for the safe conduct of the pursuit. Officers' conduct during the course of a pursuit must be objectively reasonable; what a reasonable officer would do under the circumstances. An unreasonable individual desire to apprehend a fleeing suspect at all costs has no place in professional law enforcement.

This policy will be reviewed annually or earlier as conditions, technology or court decisions dictate.

POLICE PURSUIT DEFINED

Pursuit refers to the actions of a law enforcement officer to apprehend an offender who is attempting to avoid arrest as demonstrated by evasive driving tactics.

FAILURE TO YIELD DEFINED

Failure to yield refers to the actions of a vehicle operator who fails to stop or respond to the emergency light(s) and siren of a law enforcement vehicle. Generally, the vehicle operator continues to travel forward at or below the speed limit, observes traffic control devices and other applicable rules of the road, and does not change the direction of travel in an evasive manner.

INVOLVED OFFICER RESPONSIBILITY

A motor vehicle pursuit should be conducted only with red light and siren activated as required by section 21055 CVC for exemption from compliance with rules of the road. Pursuant to section 21056 CVC, however, this does not relieve officer(s) from the duty to drive with due regard for the safety of all persons using the highway, nor does it protect the officer(s) from the consequences of an arbitrary exercise of the privileges granted in that section (21055 CVC).

WHEN TO INITIATE A MOTOR VEHICLE PURSUIT

A motor vehicle pursuit may be initiated when a driver, who is known or reasonably suspected to have committed a crime or fail to yield to the officers signal to stop, exhibits an intention to avoid apprehension by use of evasive tactics. An officer's reasonable suspicion must be based upon the facts reasonably perceived by the officer at that time.

The following factors individually and collectively should be considered in deciding whether to initiate a pursuit:

1. Seriousness of the known or reasonably suspected crime and its relationship to community safety.
2. Apparent nature of the fleeing suspect(s), i.e., whether the suspect(s) represent a serious threat to public safety.
3. Identity of the offender is known such that he/she can be apprehended at a later time under safer conditions.
4. Safety of the public in the area of the pursuit, including the type of area, the amount of vehicular and pedestrian traffic in the area, and the speed of the pursuit relative to these factors.
5. Pursuing officer(s) familiarity with the area of the pursuit, the quality of radio communications between the pursuing units and the dispatcher/supervisor and the driving capabilities of the pursuing officers under the conditions of the pursuit.

6. Weather, traffic and road conditions, which substantially increase the danger of pursuit beyond the worth of apprehending the suspect.
7. Performance capabilities of the vehicles used in the pursuit in relation to the speeds and other conditions of the pursuit.
8. Non-peace officer in officer's vehicle (citizen ride-along, prisoner, etc.)
9. Availability of other resources.
10. Other persons in or on the pursued vehicle (e.g., passengers, co-offenders and hostages).

WHEN TO TERMINATE A MOTOR VEHICLE PURSUIT

Officers involved in a motor vehicle pursuit shall remain aware of the importance of protecting the public. The decision to initiate a motor vehicle pursuit is never irreversible. The below factors shall be continually assessed during the pursuit by the involved officer(s) and supervisors, to determine the feasibility of continuing the pursuit.

In the context of this policy, the term "*terminate*" is to be construed to mean discontinue or to stop chasing the fleeing vehicles(s), and notifying Communications that the pursuit has been discontinued.

The following factors individually and collectively should be considered in deciding whether to terminate a pursuit:

1. Weather or traffic conditions.
2. Distance between the pursuing officers and the fleeing vehicle(s).
3. Danger posed by pursuit conditions and/or circumstances to the public, the officer(s) or the suspect(s) is greater than the value of apprehending the suspect.
4. Suspect is identified to the point where they can be later apprehended.
5. Pursued vehicle's location is no longer definitely known.
6. Officer's pursuit vehicle becomes unsafe to operate.
7. A motor vehicle pursuit should be terminated when the pursuing officer(s) are directed to do so by a supervisor.

SPEED

The speed of a pursuit is a factor that should be evaluated on a continuing basis by the officer and supervisor. Should high vehicle speeds be reached during a pursuit, officers and supervisors shall consider these factors when determining the reasonableness of the speed of the pursuit:

1. Are the pursuit speeds unsafe for the surrounding conditions and beyond the capabilities of the police vehicle thus making its operation unsafe?
2. Are the speeds being reached beyond the driving ability of the officer?
3. Weather and road conditions.

PURSUIT UNITS

Pursuit units should generally be limited to ***two vehicles***; however, the number of units involved may vary with the circumstances. An officer or supervisor may request additional units to assist the pursuit if, after assessing the factors outlined above, it appears that the number of officers involved would be insufficient to safely arrest the suspect(s).

1. The initial pursuing unit will be designated as the **primary pursuit unit** and will be responsible for the conduct of the pursuit unless it is unable to remain close enough to the violator's vehicle to prevent losing contact.
2. When a secondary unit replaces the primary unit, that unit will then become the primary unit responsible for the conduct of the pursuit and will continue in that capacity until the pursuit ends or is terminated, or until a succeeding secondary unit replaces it as primary pursuit unit.
3. A distinctively marked patrol vehicle equipped with overhead emergency lighting should replace a vehicle equipped with emergency equipment (i.e.: Gang Suppression Unit) as the primary pursuit unit as soon as practical. A vehicle equipped with emergency equipment (lights & siren) can remain as the secondary unit in a pursuit. A distinctively marked patrol vehicle equipped with overhead emergency lighting should replace a motorcycle as primary and/or secondary pursuit unit as soon as practical unless the circumstances are such that a motorcycle is the safest means of continuing a pursuit (i.e., heavy commute traffic).
4. Officers in plain units not equipped with red light and siren, as required by 21055 CVC, shall not engage in a motor vehicle pursuit **unless** there is a life threatening situation (i.e., kidnapping, hostage incident). In such cases' the officer(s) in a plain unit should utilize surveillance tactics, while conforming to rules of the road and shall discontinue involvement in the pursuit when a unit equipped with required emergency equipment has joined the pursuit. *The exemptions provided by 21055 of the California Vehicle Code do not apply to officers using vehicles without emergency equipment.*
5. Any Officer who drops out of a pursuit, if necessary, may then proceed at legal speeds **and** follow the appropriate rules of the road.
6. Officers should not engage or participate in a motor vehicle pursuit when transporting a prisoner.
7. Officers in all other units should stay out of the pursuit, unless specifically requested to join by the primary unit or a supervisor, but should remain alert to its progress and location.

PRIMARY UNIT RESPONSIBILITIES

The primary responsibility of the officer initiating the pursuit is the apprehension of the suspect(s) without unreasonable danger to themselves or other persons.

1. Notify Communications that a motor vehicle pursuit has been initiated and as soon as practical provide information including, but not limited to
 - a. Reason for the pursuit
 - b. Location and direction of travel

- c. Speed of the fleeing vehicle
 - d. Description of the vehicle and license number, if known
 - e. Number of known occupants
 - f. The identity or description of the known occupants
 - g. Any information concerning the use of firearms, threat of force, injuries, hostages, or other unusual hazards
 - h. Any other pertinent information as it becomes known
2. **Broadcasting the route and circumstances** of the pursuit are the responsibility of the primary unit, but may be relinquished to a secondary unit or aircraft so the primary officer may concentrate on pursuit driving.

SECONDARY UNIT(S) RESPONSIBILITIES

1. Notify Communications of his/her involvement in the pursuit as a secondary unit.
2. Remain a safe distance behind the primary unit unless directed to assume the role of primary unit by the primary officer or supervisor or if the primary unit is unable to continue the pursuit.
3. If directed to do so by the primary officer or supervisor, assume responsibility for radio communications so that the primary officer can concentrate on pursuit driving.

PIT SUPPORTING UNIT

1. After the use of the PIT Maneuver has been requested by the primary unit and authorized by a sergeant or Watch Commander, a PIT supporting unit is authorized to join the pursuit.
2. Notify communications of involvement as a PIT supporting unit using clear and concise verbal radio communications. Mobile Computer Terminal messages and phone calls are not to be used for notifications of involvement in a pursuit.
3. Remain a safe distance behind the secondary unit.
4. Function solely as a PIT supporting vehicle, or as otherwise directed by a supervisor.
5. If it becomes apparent PIT will be remote or unlikely, the PIT supporting unit will terminate involvement.

AIR SUPPORT

The assistance of an air unit should be requested. Once the air unit has established visual contact with the pursued vehicle, the aircraft, when feasible, may assist the monitoring and communicating progress of the pursuit. The primary and secondary units may proceed Code 3, if necessary, and should follow the pursuit at a distance which would allow them to apprehend the suspect(s) at the termination of the pursuit. The air unit should advise ground units of upcoming traffic congestion, road hazards, or other pertinent information. An aircraft is not defined as an authorized emergency vehicle in the California Vehicle Code.

SUPERVISORY RESPONSIBILITIES

It shall be the policy of this Department that appropriate supervisory control shall be exercised over any pursuit. The responsible supervisor shall monitor the pursuit and continually assess the situation and ensure the pursuit is conducted within established Department guidelines. If necessary, the supervisor shall assert control by directing specific units out of the pursuit, reassigning the primary or secondary units, coordinate air support, or terminate the pursuit. A supervisor shall respond to the termination point and provide the necessary direction.

Field Supervisor:

The field supervisor of the officer initiating the pursuit, or if unavailable, the nearest field supervisor will be responsible for:

1. Engaging/monitoring in the pursuit, when practical, to provide on-scene supervision.
2. Exercising management and control of the pursuit from either the station or the field.
3. Directing by radio communications so that no more than the number of required police units needed are involved in the pursuit.
4. Directing that the pursuit be terminated if, in his/her judgment, it is unjustified to continue the pursuit.
5. Assuring that aircraft are requested if available.
6. Assuring that the proper radio channel is being utilized.
7. Requesting or canceling allied agency participation in the pursuit.
8. Authorizing forcible stop procedures/pursuit intervention techniques or deployment of resources for that purpose.
9. Proceeding to the termination point of the pursuit to provide guidance and necessary supervision.
10. Completing and routing of required documents. The supervisor shall comply with 14602.1 CVC by completing a CHP 187 pursuit report. A supervisor shall ensure that the involved personnel complete and submit the proper forms and reports as required by department policy.

The supervisor shall also submit a "Pursuit Critique" (Form 318a) to his or her immediate supervisor summarizing the pursuit and/or use of the PIT Maneuver (if applicable).

The Division Commander shall review all critiques for subject matter of benefit in training, equipment, tactics and procedure. The original pursuit critiques shall be filed with the Internal Affairs sergeant.

At the beginning of each calendar year the Professional Standards Lieutenant will complete a documented analysis of the pursuits conducted during the previous calendar year, as well as a documented review of the pursuit policy and reporting procedures.

COMMUNICATIONS RESPONSIBILITIES

A. Pursuit Units

If the pursuit is confined within the city limits of this city, radio communications will be conducted on the primary frequency (green) unless instructed otherwise by a supervisor or the Communications dispatcher.

If the pursuit leaves the jurisdiction of this city, or such is imminent, involved units will switch radio communications to the countywide emergency channel (red), and the primary or assigned secondary unit will provide the initial pursuit broadcast information to Orange County Communications (Control One) which will thereafter coordinate pursuit communications.

B. Communications Unit

Upon notification that a pursuit has been initiated, the Communications Division will:

1. Coordinate pursuit communications of the involved units and personnel.
2. Open a call activity number and log all pursuit activities.
3. Broadcast pursuit updates as well as other pertinent information as necessary.
4. Ensure that a field supervisor is notified of the pursuit.
5. Immediately notify the Division Commander, when practical.
6. Notify Orange County Communications (Control One) of the pursuit activity to facilitate a transfer of responsibility if needed.

INTER-JURISDICTIONAL PURSUIT COORDINATION

When a pursuit enters another agency's jurisdiction, the PRIMARY officer, or supervisor, should determine whether or not to request that the other agency join in or assume the pursuit, taking into consideration the distance traveled, knowledge with the area and other pertinent facts.

1. Notification by another agency of a pursuit in progress shall not be construed as a request to join the pursuit. Requests to another agency to assume pursuit shall be specific.
2. If the pursuit is assumed by the other agency, the units involved from this department will discontinue the pursuit unless assistance is requested by the other agency. Pursuits should generally be limited to a total of two units, unless additional assistance is specifically requested.
3. Upon discontinuing the pursuit, the initiating unit may proceed to the termination point unless otherwise directed by his/her supervising officer. Should the responding officer continue to the termination point, he/she will obey all rules of the roadway.
4. The supervising officer at the termination point shall determine if the initiating officer or other officers involved in the pursuit are needed for report or identification purposes.

5. Because of communication limitations between Orange County agencies and CHP units, a request for CHP assistance will mean that, if they are in position, the CHP units will assume responsibilities for the pursuit. For the same reasons, when a pursuit leaves the freeway and a request is made for assistance from the police department and they are in position and are willing to assume the responsibilities, the CHP units should relinquish control.
6. When a request is made for this department to assist or take over a pursuit from another agency that has entered this department's jurisdiction, the supervisor should consider the following individually and collectively:
 - a. Ability to keep up in the pursuit.
 - b. Circumstances serious enough to continue the pursuit.
 - c. Adequate staffing to continue the pursuit.
 - d. The best interest of the public's safety for this department to pursue within this jurisdiction rather than another agency.
7. When another agency's pursuit extends into this department's jurisdiction:
 - a. The jurisdiction that initiates a pursuit shall be responsible for the progress of the pursuit. Units from this department should not join a pursuit **unless specifically requested** to do so by the agency whose officers are in pursuit. The exception to this is when a single unit from the initiating agency is in pursuit. Under these circumstances, a unit from this department may join the pursuit until other units from the initiating agency join the pursuit.
 - b. The mere notification by another agency of a pursuit in progress will not be construed as a request to assist in the pursuit. Request for assistance from another agency should be reviewed by a supervisor.
 - c. This department's assistance to a pursuing agency will terminate at the city limits provided that the pursuing officers have sufficient assistance from their own agency. If not, assistance from this department may continue only until sufficient assistance is present.

PURSUIT TACTICS

A. Tactics/Procedures for Units Not Involved in the Pursuit

1. Officers should monitor and maintain awareness of the progress and circumstances of the pursuit.
2. While obeying applicable rules of the road, officers may maneuver on routes parallel to and in advance of the pursuit in order to provide advance warning and traffic control to increase the probability of safe passage of the pursuit and safety for the pursuing officers and the public.
 - a. In doing so, the officers should remain in their assigned area and should not join in or interfere with the pursuit unless directed otherwise by a supervisor.
 - b. **Trailing or caravanning** a pursuit, even while obeying rules of the road, is in most circumstances not a useful tactic and is, therefore, discouraged unless directed to do so by a supervisor.

B. Tactics/Procedures for Units Involved in the Pursuit

1. Officers, considering their driving skills and vehicle performance capabilities, will space themselves from other involved vehicles such that they are able to see and avoid hazards or react safely to maneuvers by the fleeing vehicle.
2. There shall be no attempt by field units to catch up or pass the suspect or primary and secondary pursuing units.
3. As a general rule, officers should not pursue a vehicle driving left of center (wrong way) on a freeway. In the event the pursued vehicle does so, the following tactics should be considered:
 - a. Requesting assistance from an air unit.
 - b. Maintaining visual contact with the pursuit vehicle by paralleling it on the correct side of the roadway.
 - c. Requesting other units to observe exits available to the suspect(s).
 - d. Notifying the California Highway Patrol and/or other jurisdictional agency.
4. Officers involved in a pursuit, should not attempt to pass other units unless requested to do so by the primary unit.
 - a. Officers engaged in a pursuit shall drive their unit allowing sufficient distances and spaces between vehicles to allow proper braking or turning time.

PURSUIT INTERVENTION

Use of pursuit intervention tactics should be employed only after approval of a supervisor. In deciding whether to use intervention tactics, officers/supervisors should balance the risks of allowing the pursuit to continue with the potential hazards arising from the use of each tactic to the public, the officers and persons in or on the pursued vehicle. With these risks in mind, the decision to use any intervention tactic should be reasonable in light of the circumstances confronting the officer at the time of the decision.

1. A police unit may be used to block a suspect's vehicle, which has been stopped, as long as the danger of injury or potential damage would be minimal. The use of such a technique must be carefully coordinated with all involved units, taking into consideration the circumstances and conditions presented at the time as well as the potential risk of injury to officers, the public and occupants of the pursued vehicle.
2. Roadblocks are defined as a tactic designed to stop a violator's vehicle by intentionally placing an emergency vehicle or other immovable object in the path of the violator's vehicle. Roadblocks are not authorized
3. The use of firearms to disable a pursued vehicle is not generally an effective tactic and involves all the dangers associated with discharging firearms. Officers should not utilize firearms during a pursuit unless the conditions and circumstances dictate that such use reasonably appears necessary to protect life. Nothing in this section shall be construed to prohibit any officer from using a firearm to stop a suspect from using a vehicle as a deadly weapon. Officers should familiarize themselves with the Department's "Firearm Policy" (General Order 2.7).

4. Ramming a fleeing vehicle should be done only after other reasonable tactical means at the officer's disposal have been exhausted. This tactic should be reserved for situations where there does not appear to be another reasonable and alternative method. When ramming is to be employed as a means with which to stop a fleeing vehicle, one or more of the following factors should be present:
 - a. The suspect is an actual or suspected felon who reasonably appears to represent a serious threat to society if not apprehended.
 - b. The suspect is driving in willful or wanton disregard for the safety of persons; or, driving in a reckless and life-endangering manner.
 - c. If there does not reasonably appear to be a present or immediately foreseeable serious threat to society, the use of ramming is not authorized.
5. The use of spike strips or a tire deflation device shall be utilized as an aid in the safe termination of a vehicle pursuit or in a special operation where a vehicle must be prevented from fleeing. This device should be deployed only when it is reasonably certain that only the pursued vehicle will be affected by their use. Officers should carefully consider the limitations of such devices as well as the potential risks to officers, the public and occupants of the pursued vehicle. Tire deflating devices should only be used on motor vehicles having four or more tires. Only sworn officers, who have been trained in their use and deployment, under the proper circumstances and with authorization of a supervisor, may utilize this device.
6. The Pursuit Intervention Technique (PIT) is one form of intervention involving direct contact of a suspect vehicle by a law enforcement vehicle, in an attempt to cause the suspect vehicle to spin out and cause the pursuit to end. The PIT may be used to end a pursuit when other means have been considered and tried or ruled out. PIT is a safe tactic when properly executed by trained personnel. Only sworn officers, who have been trained in this technique, its use and deployment, under the proper circumstances and with authorization of a supervisor, may utilize this technique. Officers should consider the following before deploying the PIT maneuver:
 - a. Supervisor or Watch Commander permission shall be obtained before the PIT is attempted
 - b. PIT maneuvers may become more hazardous at higher speeds and when ever possible the maneuver should be employed at speeds of 35 MPH or less.
 - c. The belief that the continued movement of the pursuit could place the public in imminent danger or harm.
 - d. The apparent risk of harm to the public is great and outweighs the apparent risk of harm involved in using PIT.
 - e. The other reasonable means of apprehension have been considered and exhausted or eliminated.
 - f. The availability of a properly trained officer to employ the tactic.
 - g. The potential danger to the public that PIT may create.
 - h. Weather conditions.
 - i. The volume of vehicular and pedestrian traffic in the area of the pursuit.
 - j. The location where the PIT is to be attempted.

- k. The PIT should not be utilized when the pursued vehicle is a pickup truck or similar type of vehicle when subjects are occupying the open bed portion unless the use of deadly force would appear reasonable.
- l. The PIT should not be utilized when the pursued vehicle is a motorcycle unless the use of deadly force would appear reasonable.

CAPTURE OF SUSPECTS

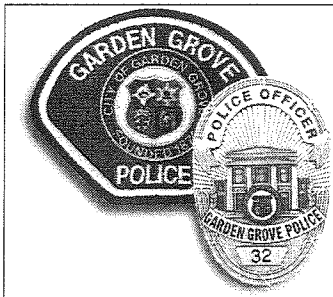
Proper self-discipline and sound professional judgment is the key to a successful conclusion of a pursuit and apprehension of evading suspects. Officers shall use only that amount of force, which reasonably appears necessary under the circumstances to properly perform their lawful duties.

VEHICLE INSPECTION/DAMAGE

- 1. Upon termination of the pursuit, each officer in the pursuit shall fill out a "Repair Request Form" (Form #101), stating, "vehicle used in pursuit" for their vehicle. Mechanics will inspect the vehicle as soon as possible.
- 2. Any vehicle used in a pursuit, which is suspected to have suffered damage, shall be immediately removed from service for inspection.

APPLICATION OF MOTOR VEHICLE PURSUIT POLICY

This policy is expressly written and adopted pursuant to the provisions of 17004.7 CVC, with additional input from the 1995 POST, Vehicle Pursuit Guidelines and the Orange County Chiefs of Police and Sheriff's Association Protocol #104 and the Orange County Grand Jury's report dated March 5, 1997.



**General Order: 5.3
CLANDESTINE DRUG LABORATORIES**

Effective: March 6, 1987
Last Revised: January 25, 2007

PURPOSE

The purpose of this General Order is to establish a safe procedure for officers when a suspected drug laboratory is located and to provide resources available for the handling, sampling, packaging, transporting and destruction of the hazardous chemicals associated with the manufacture of illegal drugs and narcotics.

CLANDESTINE DRUG LABORATORIES

A clandestine drug laboratory is any location where illicit drugs or narcotics are being manufactured. Generally, operators of illicit drug/narcotic laboratories keep precursor chemicals available to manufacture their product. These chemicals are extremely dangerous and should only be handled by trained and qualified personnel. In the event officers come across what they believe to be a clandestine drug/narcotic laboratory the following procedure shall be followed:

1. The officer at the scene will notify a field sergeant of the suspected drug laboratory.
2. The field sergeant will verify the presence of the suspected drug laboratory. If the sergeant confirms the officer's suspicions, the sergeant will make the necessary notifications.
3. **IMPORTANT: DO NOT REMAIN IN THE ROOM. DO NOT TOUCH OR HANDLE ANY OF THE CHEMICALS OR THEIR CONTAINERS. CLEAR THE ROOM AND MAINTAIN SCENE SECURITY.**

The Garden Grove Police Department field sergeant will notify the Watch Commander and the Special Investigations Unit supervisor. The SIU sergeant will assign a SIU investigator to respond to the scene or will provide the field sergeant with notification instructions.

In the event that the ISU sergeant and/or SIU investigators are not available, the field sergeant will notify the following agencies for assistance in order as listed:

PRIMARY RESPONSE AGENCY

California Department of Justice Bureau of Narcotics Enforcement

Orange Office: (714) 558-4183
(714) 558-4115 (secondary number)

Advise the operator of the clandestine drug laboratory and request a Lab Response Team Agent. If no one is available, the call will automatically be diverted to a 24-hour number in Sacramento. The procedures are the same in either case.

If unable to obtain assistance from the Department of Justice, use the secondary response agency.

SECONDARY RESPONSE AGENCY

Orange County Sheriffs Department/Watch Commander: (714) 834-4413

Advise the OCSO Watch Commander of the circumstances and request the following services:

1. ID Bureau (Crime Scene Investigations)
2. Criminalist

Orange County Sheriff's Department Crime Scene Investigations should be requested to take photographs of the scene and evidence.

DOJ/BNE or OCSO personnel will take necessary samples and arrange for the packaging, transporting and disposal of the hazardous chemicals.

The Garden Grove Police Department will be responsible for all the crime reports.

The City of Garden Grove, in most cases, will be responsible for the cost of destroying the chemicals collected by the outside agency; therefore the sergeant shall immediately submit a memorandum to the Chief of Police notifying him of the seizure. The memorandum shall include the agency that responded (primary or secondary), the estimated quantity of the chemicals handled by the outside agency and the business name and address of the company that responded for disposal of the chemicals.



General Order: 5.4 DOMESTIC VIOLENCE

Effective: January 1, 1986
Last Revised: January 25, 2007

PURPOSE

The purpose of this General Order is to establish policies and procedures related to domestic violence cases, temporary restraining orders, and criminal stay-away orders.

POLICY AND GENERAL PROVISIONS

Domestic violence is defined as any harmful, physical contact or the threat thereof between persons who are spouses or cohabitants or who have previously been spouses or cohabitants.

Officers SHALL treat all domestic violence in violation of the law as criminal conduct. Response to domestic violence incidents SHALL be the same as all other requests for police assistance in cases where there has been physical violence or the threat thereof.

There shall be no substitute for initiating appropriate crime reports and arrest options in domestic violence cases where physical violence has occurred.

The existence of the elements of a felony crime or the willingness of the victim to make a citizen's arrest on misdemeanor offenses SHALL determine the proper method of handling domestic violence calls. The following factors shall not influence the officer's course of action in domestic violence incidents:

1. The marital status of the suspect and the complainant, i.e., not married, separated, or pending divorce;
2. Whether or not the suspect lives on the premises with the complainant;
3. The existence or lack of a temporary restraining order, and/or stay-away order;
4. The potential financial consequences of arrest;
5. The complainant's history of prior complaints;
6. Verbal assurances that violence will cease;
7. The complainant's emotional state;
8. Injuries which are not visible;
9. The location of the incident (i.e., public or private);
10. Speculation that the complainant may not follow through with the criminal justice process or that the arrest may not lead to a conviction.

In accordance with state law and department policy, an arrest SHALL be made when there is reasonable cause to believe that a felony has been committed.

Where an officer has reasonable cause to believe that a misdemeanor has occurred in his presence, the suspect SHALL be either cited or arrested and booked into either Orange County Jail, Huntington Beach Jail, or Seal Beach Jail.

Where an officer has probable cause to believe that a misdemeanor charge of assault and battery as described in PC 243(e)(1) has occurred, the officer may arrest with or without a warrant in accordance to PC 836 (d). The arrested suspect SHALL be either cited or booked into Orange County Jail, Huntington Beach Jail, or Seal Beach Jail.

Officers SHALL evaluate the likelihood of a "continuing offense" (one of the statutory conditions under which an arrest rather than a citation is required). Any one of the following factors indicate there would be a continuing offense:

1. The suspect has a prior history of arrests or citations involving domestic violence;
2. The suspect has previously violated valid temporary restraining orders, and/or stay-away orders;
3. The suspect has a prior history of other assaultive behavior (e.g., arrests/convictions for battery or aggravated assault);
4. Statements of the complainant that the suspect has a history of physical abuse towards the complainant;
5. Statements of the victim expressing fear of retaliation or further violence should the suspect be released.

When the elements of a lawful arrest are present, officers SHALL inform complainants of their right to make a citizen's arrest. Whenever possible such discussion SHALL be held out of the presence of the suspect.

Officers SHALL not discourage complainants from making citizen's arrests.

When a domestic violence complainant requests an officer to remove a person from the premises and it can be shown that the complainant is in lawful possession of the premises, the responding officer SHALL request the person to leave the premises. Should the person refuse to leave upon request, the suspect may be arrested, and thereupon cited and released, unless one of the exceptions to the cite/release procedure exists.

When a complainant in a domestic violence incident requests police assistance in removing a reasonable amount of personal property (e.g., a suitcase) to another location, officers, when available,

SHALL stand by a reasonable amount of time until the complainant has safely done so.

If a complainant claims injuries, whether visible or not, which may require medical attention, officers SHALL offer to arrange emergency medical treatment by paramedics and/or assist in making arrangements for ambulance transportation to an emergency medical facility.

In all cases of domestic violence, officers SHALL initiate an appropriate incident or crime report and give the victim the report number for follow-up.

TEMPORARY RESTRAINING ORDERS

When a complainant advises an officer of the existence of a temporary restraining order pertaining to a suspect, the officer SHALL attempt to ascertain if such an order is valid. Once this is established, the conditions of the order shall be enforced.

Before the violator of a temporary restraining order can be arrested under Section 273.6 of the Penal Code, there must be proof that the suspect was served or is aware of the terms of the restraining order.

Once an order is determined to be valid, officers SHALL affect an arrest when there is reasonable cause to believe that the subject of the temporary restraining order has violated the order, and one of the following conditions has been met (PC 836(c)(1):

1. The existence of the order and proof of service on the suspect has been verified by the officer;
2. The complainant produces a copy of the order and the proof of service on the suspect, each bearing the file stamp of the court;
 - a. Violators SHALL be booked on Penal Code Section 273.6 in addition to any other criminal violations charged, such as assault and battery, trespass, mal/mischief;
 - b. The officer's report of the incident SHALL note the particular terms of the existing court order which has been violated.

When an officer verifies that a restraining order exists but cannot verify proof of service, i.e., that the subject has been notified of the restraining order, the officer SHALL:

1. Inform the suspect of the fact that there is a restraining order against him and of the terms;
2. Admonish the suspect of the conditions of the order for which he/she is then put on notice, and that continued violation of the order will result in his arrest;
3. Initiate an incident report recording that the subject was advised of the terms of the restraining order; the incident report will become proof of service with the department, and the subject SHALL be arrested or cited for a subsequent violation of the order;
4. Inform the offended party that a proof of service will be filed in conjunction with the incident report and that if the suspect again violates the order, the responding officer should be told that proof of service is on file; give the report number to the complainant as documentation for future violations.

When the existence of a temporary restraining order cannot be verified by the department, and the complainant cannot produce a copy and proof of service bearing file stamps of the court, officers SHALL advise the complainant of his right to make a citizen's arrest when the basis for a custodial arrest does not exist. If the complainant declines to make a citizen's arrest, the officer shall initiate an incident report and provide the complainant with the report number. The officer shall also obtain a signed waiver if the complainant does not choose to exercise his right to make a citizen's arrest (GGPD Form 322).

CRIMINAL COURT STAY-AWAY ORDERS

A stay-away order is issued in a criminal case where the probability of victim intimidation exists. In cases of domestic violence where the complainant advises an officer that a stay-away order has been issued, the officer SHALL attempt to ascertain if such an order is on file.

1. Request the victim to show a copy of the order. Victims are requested to carry the order with them at all times.
2. Verify that the suspect is still under the court's jurisdiction. Such orders remain in effect during all related court proceedings including any sentence or probationary period assessed by the court.

When the victim produces a copy of the order and proof that the order is valid has been verified, officers SHALL affect an arrest if the suspect has violated any of the terms of the order. The police report SHALL note the specific violations of the order and the victim is to be provided the report number.

1. Violation of a stay-away order is covered under Penal Code Section 166, Subdivision 4. Violators SHALL be booked.
2. An act of victim intimidation relating to the court proceedings is a violation of Penal Code Section 136.1. Violators SHALL be booked.

When the victim is not in possession of the stay-away order, officers may not be able to confirm the order's validity.

1. In such cases, officers SHALL initiate an incident report, and provide the complainant with the report number.
2. When the basis for a custodial arrest does not exist, officers SHALL advise the victim of his right to make a citizen's arrest and obtain a signed waiver from the victim if they do not choose to exercise the right to make a citizen's arrest.

PROBABLE CAUSE FOR ARREST FORM – OUTSTANDING SUSPECTS

This procedure has been developed with the intent of enhancing services to victims of domestic violence crimes. Frequently, the domestic violence suspect has fled the scene prior to the arrival of responding officers, usually leaving the victim in a state of fear and anxiety about their safety.

If the responding officer(s) are not successful in locating and arresting the suspect, that suspect is usually free to abuse, harass, or stalk the victim once the officer(s) have cleared the scene. The only knowledge of this crime by law enforcement after the officer has cleared is in the report, or if that officer shares his/her knowledge of the crime with other officers working the same beat or shift. This is usually accomplished by word of mouth, or a hand-written bulletin.

This procedure is designed to enhance and formalize a system of locating and arresting suspects where probable cause exists for their arrest for domestic violence-related crimes.

The following procedure may be used whenever Probable Cause for Arrest exists:

After conducting a domestic violence investigation, the officer concludes that probable cause for arrest exists for the suspect. If the suspect has fled, and the officer is unable to locate him/her, the following procedure may be used in addition to the crime report:

1. If the reporting officer believes the victim's safety could be in jeopardy, or there is probability of the crime(s) continuing, or even escalating, this procedure is encouraged.
2. If the above criteria are met, the officer completes the attached Probable Cause for Arrest Form. The narrative portion should contain the same crime summary information as an OCJ probable cause declaration. The same officer then makes 20 copies of the form and places them in his/her beat info slot in the briefing room. Copies should also be placed in the slot for beat officers in another area where the suspect frequents, or works. The original Probable Cause for Arrest form will then be turned into records, along with the original crime report.
3. If an officer later locates the suspect, and arrests (or interviews), an arrest report, or supplement report must be completed. This same (arresting) officer must remove all of the existing Probable Cause for Arrest forms, and leave one in the Beat Info bin and one copy on the briefing podium. Each of these remaining copies must be clearly marked; in-custody or cancel. If the suspect is arrested, he/she should be booked in jail.
4. The arresting officer will use the Probable Cause for Arrest Form information to complete an Orange County Jail Probable Cause Declaration form. The arresting officer's name is used on this form.
5. The arrest report, will be placed in records, and filed with the original crime report. Both will use the same DR number. If the arresting officer determines new charges, they may be included, or a new DR may be used. The two should be cross-referenced.

PROCEDURES

All incident reports made involving an act of domestic violence SHALL be made on a domestic violence crime incident face page (GGPD Form 371). In addition, any weapons used during a domestic violence incident SHALL also be noted in the appropriate spaces on the M.O. data sheet.

If a suspect in a domestic violence incident has fled, officers shall initiate an appropriate report, and provide the complainant with the report number.

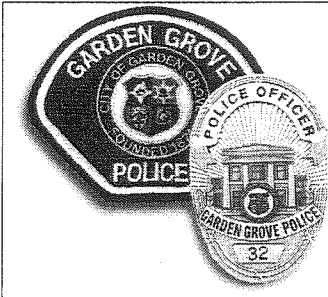
GARDEN GROVE POLICE DEPARTMENT

General Order: 5.4

Domestic Violence

On all cases involving domestic violence, the complainant shall be provided with a printed, domestic violence information form. This domestic violence information form shall contain information and resource material as to victim's rights, procedures, and available support agencies, as specified under Section 13701 of the California Penal Code.

All department supervisors SHALL ensure that officers of their respective commands comply with the provisions set forth in this order.



**General Order: 5.5
FIELD INTERVIEW POLICY**

Effective: January 1, 1988
Last Revised: December 19, 2003

PURPOSE

The purpose of this General Order is to establish policy and procedures for conducting and maintaining records of field interviews.

POLICY

Field interviews are a productive tool and source of information for the police department. They should be used only in the pursuit of legitimate goals of the department and not to harass any segment of the community. When used properly, they can discourage criminal activity, identify suspects and add intelligence information to the files of known criminals.

PROCEDURE

Field interview cards should be completed under the following circumstances:

1. The person contacted is a named suspect in a reported crime, but additional information, such as current address or photograph for a lineup, is needed to complete an ongoing investigation.
2. The person contacted is a possible suspect in a crime, or his physical description matches the suspect in a specific crime. A photograph may be taken for identification or elimination purposes.
3. The person committed a minor infraction in the officer's presence. Subject was warned, and a field interview card was completed in lieu of arrest.
4. The subject was engaged in suspicious activity, which caused the officer's attention to be focused upon him. Examples of such activity would include loitering around closed businesses without apparent business, erratic driving for no reason, and attempting to hide from the officer, etc.

SUPERVISORY RESPONSIBILITY

All F.I.'s must be approved by a supervisor prior to being submitted to Records.

FIELD INTERVIEW RECORDS

All field interview files at the Garden Grove Police Department will be computerized. Employees will record the field interview information on a field interview card, which will be submitted to the Systems Information staff for input into the computer program.

DISBURSEMENT OF FIELD INTERVIEW DATA

The Systems Information staff will forward all field interview cards to the Crime Analysis Unit staff, who will review all field interview cards. Gang-related field interview cards will be forwarded to the Gang Intelligence Officer, who will review and retain them until purged.

Crime Analysis Unit staff will publish a list of all field interview cards entered into the system. Copies of this list will be distributed to the following units within the department.

1. Crimes Against Persons Unit (CAP)
2. Beat Investigations Unit
3. Youth Services Unit (YSU)
4. Special Investigations Unit (SIU)
5. Gang Suppression Unit (GSU)
6. Career-Criminal Apprehension Team (C-CAT)

All non-gang related hard copy FI's will be retained in CAU until they are purged.

PURGING OF DATA

Purging of the field interview records will be conducted in the following manner:

<u>Source of Information</u>	<u>Purge After</u>	<u>Whose Responsibility</u>
Hard copy of field interview card, except Gang related.	2 calendar years	CAU - Analyst
Gang related field interview card.	** see below	Gang Intelligence
Field Interview Photos	** see below	
Daily computer	After 45 days	Unit supervisor that received field interview printout
Computer record	2 years	Automatic purge by program

GARDEN GROVE POLICE DEPARTMENT

General Order: 5.5

Field interview Policy

**After the F.I. Cards related to gang activity are entered, the hard copy and photo are forwarded to the Crime Analysis Unit. The card is then reviewed to determine if it meets the criteria required for entry into the Cal-Gang system. If it meets the requirements the information is forward to the Gang Intelligence Officer for entry into that system and the card is maintained. If it does not, the card is retained by the Crime Analysis Unit. All photos that are submitted with the F.I. card that are non gang related are forwarded to C.A.U.; the gang related photos are forwarded with the F.I. card to the Gang Intelligence Officer. The non gang photos are purged every two years. The gang related photos are purged after five years.



**General Order: 5.6
PHOTOGRAPHING OF FIELD DETAINEES**

Effective: January 1, 1988
Last Revised: January 25, 2007

PURPOSE

The purpose of this General Order is to establish guidelines for the taking and retention of photographs of persons detained in the field but not arrested. Due to a variety of situations confronting the field officer, the decision to photograph a field detainee shall be left to the discretion of the involved officer based on the totality of the circumstances available to him at the time of the detention and consistent with this General Order.

Field Photographs

Field photographs are photographs taken of a person during contact, detention, or arrest in the field. Undercover surveillance photographs of an individual are not considered "field photographs."

Field Photographs may be taken:

1. Under any circumstances where the subject of the photograph knowingly and voluntarily gives consent in writing. (When taking a consensual field photograph, the officer should have the individual read and sign the photograph consent area on the back side of the Field Interview Card).
2. Without Consent, only if:
 - a. The photograph is taken during a detention based upon reasonable suspicion of criminal activity, and
 - b. The photograph will serve some legitimate law enforcement purpose related to the detention. Knowledge or suspicion of gang membership or affiliation is not sufficient justification for an unconsented photograph. There must be some facts that reasonably indicate the subject is involved in criminal conduct.
 - c. If, prior to taking a photograph, the officer's reasonable suspicion of criminal activity has been dispelled, no unconsented photograph shall be taken. Further, no detention shall be prolonged for the sole purpose of taking a photograph.

DISPOSITION OF THE PHOTOGRAPH

All detainee photographs must be submitted with an associated Field Interview Card, report, or other memorandum explaining the nature of the contact

If an individual is photographed as a suspect in a particular crime, any associated report numbers should be noted.

Photographs with attached hard copies of the field interview card will be forwarded to the CAU via the Systems Information staff. All non-gang photographs stored on digital media storage cards will be submitted to Systems Information staff for uploading into the Department's centralized computer storage system. Gang-related photographs stored on digital media storage cards will be submitted to the Gang Suppression Unit for uploading into the Department's centralized computer storage system.

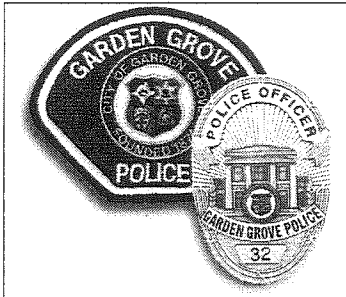
When a photograph is taken in association with a particular case, the assigned investigator may utilize such photograph in a photo lineup. Thereafter, the individual photograph should be retained as a part of the case file. All other hard copy photographs will be stored in the Crime Analysis Unit in a non-booking photograph file alphabetically.

The CAU analyst who maintains the file of field photographs will be responsible for purging and destroying all such photographs in excess of two calendar years from the time the photograph was taken. Access to field interview photographs shall be strictly limited to law enforcement purposes.

NON-ARREST PHOTOGRAPH/FI REVIEW POLICY

1. Any person who has been photographed or the subject of a field interview card (FI) by the Garden Grove Police Department during other than an arrest may file a written request within thirty (30) days of the contact requesting a review of the status of the photograph/FI by the office to the Chief of Police. Upon a verbal request, the Department shall send a request form to the requesting party along with a copy of this policy.
2. Upon receipt of such a written request, the Police Chief or his designee will permit the individual to appear in person (any minor must be accompanied by their parent or legal guardian) for a review of the status of the photograph/FI.
3. Such meeting will generally be scheduled during regular business hours within thirty (30) days of the receipt of the written request. Other scheduling, however, may be made either upon the mutual convenience of the parties or if, at the discretion of the Police Chief, there appears to be an ongoing legitimate law enforcement interest which warrants a delay. [If it could jeopardize an ongoing investigation, nothing in this policy shall require the Police Chief to disclose the reason(s) for any delay].
4. A meeting for the review of the status of any non-arrest photograph/FI is not intended to be a formal hearing, but simply an informal opportunity for the individual to meet with the Police Chief or designee to discuss the matter.
5. Following such a meeting, the Police Chief or designee will consider any information presented by the individual along with the departmental reason for which the photograph/FI is (are) being retained. The following questions should be considered:
 - a. Did the officer articulate a reasonable suspicion that the individual was somehow involved in criminal activity?
 - b. Did the individual voluntarily consent to the photograph?
 - c. Will the photograph serve a legitimate police purpose? (i.e., photo lineup for a specific crime or verified questionable identification)
 - d. Is a photograph the least intrusive method of verifying or dispelling the officer's reasonable suspicions of criminal activity?

- e. The availability of a camera (NOTE: The length of any field detention should be viewed in accordance with the progressing nature of any investigation and each officer shall proceed with diligence and without unreasonable delay.)
6. After carefully considering the information available, the Police Chief or designee will determine, generally within thirty (30) days of the original meeting, whether the photograph/FI was obtained in accordance with existing law and Garden Grove Police Department policy and, even if properly obtained, then whether there is any ongoing legitimate law enforcement interest in retaining the photograph/FI.
7. If the Police Chief or designee determines that the photograph/FI was obtained in accordance with existing law and Garden Grove Police Department policy and that there is an ongoing legitimate law enforcement interest in retaining the non-arrest photograph, the photograph/FI shall be retained according to General Order 5.6 and applicable law.
8. If the Police Chief or designee determines that the original legitimate law enforcement interest in retaining a non-arrest photograph no longer exists or that it was obtained in violation of existing law or Garden Grove Police Department policy, the original photograph will be destroyed (or returned to the person photographed if requested). All other associated reports or documents, however, will be retained according to department policy and applicable law.
9. If the Police Chief or designee determines that the original legitimate law enforcement interest in retaining a non-arrest FI no longer exists or that the original FI was not obtained in accordance with established law or Garden Grove Police Department policy, the original FI may only be destroyed upon the execution of a full and complete waiver of liability by the individual (and guardian if a minor) arising out of that field contact.
10. If the Police Chief or designee determines that any involved Garden Grove Police personnel violated existing law or Department policy, the Chief or designee shall initiate a separate internal investigation which may result in additional training, discipline or other appropriate action for the involved employee(s).
11. Within thirty (30) days of the Police Chief's determination, the Police Chief or designee will inform the person photographed/FI'd in writing whether or not the photograph/FI will be retained. This does not entitle any person to any discovery or access to any law enforcement records not otherwise authorized by law.
12. If any record is not expunged after an appeal to the Chief of Police or designee, the person may appeal in writing within thirty (30) days to a panel of at least three members of the Community Policing Advisory Board. Whenever a Community Policing Advisory Board member of the same ethnicity or race as the individual is reasonably available within thirty (30) days of the request, such a panel member shall be requested to serve as one of the members of the review committee. If such a panel member is not reasonably available, then all three panel members shall be randomly selected. In any event, the other two Community Policing Advisory Board panel members shall be randomly selected and at no time may more than one panel member be an employee of the City of Garden Grove.
13. The three-member Community Policing Advisory Board panel will conduct a review of the appeal, which will include a review of the Police Chief's reasons and the opportunity to interview the person filing the appeal. The Community Policing Advisory Board panel's agreement or disagreement with the Police Chief shall be forwarded to the Police Chief and shall be considered advisory only.



**General Order: 5.7
USE OF OUTSIDE AGENCY HELICOPTER**

Effective: June 16, 1976
Last Revised: October 27, 2016

PURPOSE

The purpose of this General Order is to establish procedures for requesting the use of an outside agency helicopter.

CRITERIA FOR REQUEST

A helicopter may be requested to assist the police department in the following circumstances:

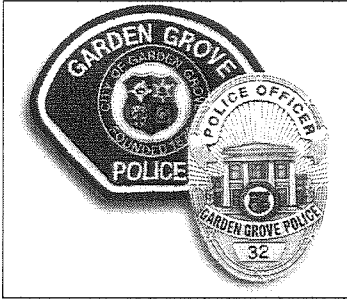
1. To reduce a hazard to police personnel
2. To aid in the capture of a felony suspect whose freedom represents a threat to the community
3. To aid in the search for a lost child
4. To aid in the search of a felony crime scene

PROCEDURES FOR REQUEST

When a helicopter is needed, a patrol supervisor or scene supervisor will make the request to the appropriate police agency. Requests are to be made from the following agencies in the order listed:

1. Orange County Sheriff's Department
2. Anaheim Police Department
3. Huntington Beach Police Department

The supervisor at the scene of the incident and the responding helicopter crew will coordinate their radio communications frequency through Control I for the duration of the incident.



**General Order: 5.8
TOW TRUCK REQUESTS**

Effective: November 20, 1963
Last Revised: September 1, 2000

PURPOSE

The purpose of this General Order is to establish procedures for handling requests for tow trucks.

TOW TRUCK ROTATION LIST POLICY

The city contracts with local towing companies to provide towing services for the police department. These companies are placed on a rotation list for handling all police department requests.

When an employee is investigating a traffic collision or other incident and the owner or driver of an involved vehicle is present, the employee will ask if a specific tow company is desired. If a specific service, i.e., Auto Club, is requested, the employee will relay this request to Communications personnel. If no specific company is requested, the tow truck is dispatched from the rotation list maintained by Communications.

If a vehicle that is to be towed and stored is creating a hazard on the roadway, the employee may choose to request a tow company from the police rotation list rather than wait for a specifically requested tow company.

This policy does not apply if a vehicle is being impounded as evidence or for the purposes of criminal investigation. In those cases, the tow company that is first on the rotation list will be called.

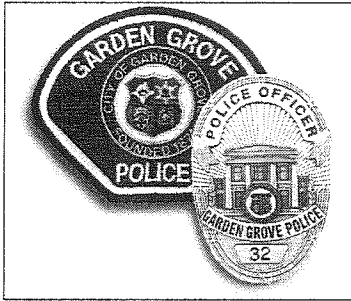
STORED VEHICLE NOTICE

The police department is required to notify the legal owner(s) of record each time a vehicle is towed and stored. Records Section employees will send a Notice of Stored Vehicle letter (GGPD Form 357) upon receipt of the reports indicating that a vehicle was towed and stored by the department.

Section 22852 of the California Vehicle Code entitles a vehicle owner to a hearing to contest the validity of a vehicle storage. A sergeant in Neighborhood Traffic Unit or his/her designee will be assigned the responsibility of serving as the hearing officer. He will make a recommendation based upon a review of the circumstances surrounding the towing and storage of a vehicle.

TOW SERVICE COMPLAINTS

A sergeant in the Neighborhood Traffic Unit will serve as the department's liaison with the tow companies that are on the department's rotation list. The sergeant will be responsible for ensuring that the companies abide by the conditions established for authorized police tow services. The sergeant will investigate any complaints that involve tow company practices. Tow companies will be inspected on a regular basis at the direction of the Community Policing Bureau Commander.



General Order: 5.9
MENTAL ILLNESS & 5150 WIC BOOKINGS

Effective: September 1, 1987
Last Revised: February 7, 2013

PURPOSE

The purpose of this General Order is to establish a procedure for the handling of persons listed under the provisions of 5150 of the Welfare and Institutions Code and for the Confiscation and Disposal of Firearms and other deadly weapons. This order complies with the Orange County Chief's of Police and Sheriff's Association Operation and Procedural Protocol #127. This order makes available alternative psychiatric services to field officers.

MENTAL ILLNESS RECOGNITION

Mental illness affects people of all ages, all levels of society, and all ethnic groups. It is a medical illness caused by abnormalities in the brain's chemistry or structure or both.

Mental illness creates problems with feeling, thinking, and perception. The illness may cause bizarre behavior and/or inappropriate behavior. It may be cyclic, varying in severity from one episode to the next and the duration of an episode can vary. Some persons are affected for a few weeks or months, while, for others, the disorder may last many years or a lifetime.

Symptoms can vary and the effect of the mental disorder on each person is different. Some of the signs of mental illness are:

1. Abnormalities In Mood
 - a. Reduced emotional response or emotional flatness
 - b. Extremes in emotion
 - c. Inappropriate emotions
 - d. Mood swings
2. Abnormalities In Thought
 - a. Delusions
 - b. Paranoia
 - c. Hallucinations

The categories of mental illness are:

1. Major depression
2. Bipolar Disorder (Manic-Depressive Illness)
3. Schizophrenia
4. Obsessive Compulsive Disorder
5. Personality disorders

INTERVENTION STRATEGIES

When responding to a call that involves a person who is mentally ill, officers should obtain as much information as possible to assess and stabilize the scene. Information such as dispatch history and recent calls for service may be helpful.

Tactical Communication

As with all calls-for-service, safety is always a top priority. Tactical communication techniques are designed to de-escalate potentially violent situations. Intervention techniques vary depending upon the level of danger. In a low risk situation, an officer has time to process the scene, assess the situation, and respond accordingly. In a high-risk incident, when the threat of danger is immediate, there is little time to process information and officers are expected to make split second decisions to control the situation.

Tactical communication techniques that may be used while completing calls for service, or while conducting interviews, include:

1. Tone – It's not only what you say, but also how you say it.
 - a. Present a calm and firm demeanor
 - b. Maintain respect and dignity
2. Atmosphere – Reduce distractions/evaluate distance
 - a. Common distractions
 - Upsetting influences
 - Disruptive people
 - Shouting by others on the scene
 - Radios
 - Sirens
 - Bright colors and flashing lights
 - b. Respect personal space
3. Communication – It's better to spend 15 minutes talking than 5 minutes fighting.
 - a. Establish contact
 - b. Develop rapport
4. Time – Time is on your side.
 - a. Slow down
 - b. Reassess

If the individual is violent as a result of a mental illness, it may be necessary to employ a use of force option to take the person into protective custody pursuant to 5150 WIC. General Order 2.6 – Use of Physical Force, addresses authorized use of physical force methods.

ADVISEMENT

Per 5157(A) WIC, the following oral advisement must be given to all persons being detained under 5150 WIC:

My name is Officer _____. I am a Police Officer with the City of Garden Grove. You are not under criminal arrest, but I am taking you to (name of facility) for an examination by mental health staff. (If the person(s) is taken into custody at his/her home, he shall be told the following information in substantially the following form.) You may bring a few personal items with you, which I will have to approve. You can make a phone call and/or leave a note telling your friends and/or family where you have been taken.

PROCEDURE

Depending on the observations of the individual, the Options listed below will be used for handling adult subjects who are not injured, not suspected of alcohol and/or drug intoxication, and do not have other medical problems.

Option #1: Contact the in-house Mental Health Clinician and have them respond if he/she is on duty. The clinician works a flexible schedule and is generally at our facility five days a week. If the Clinician is not available, go to option #2.

Option #2: Contact a Centralized Assessment Team (CAT) and have them respond to the scene. The Countywide CAT phone number is 1-866-830-6011. CAT should be used when clinical intervention may lead to a hospital diversion. CAT's preferred response is to the scene. However, the officer must remain at the scene until it is determined the officer's presence is no longer necessary, and that it is safe for CAT personnel to leave, with or without the subject.

CAT personnel may not go into a medical facility, however, they may enter an emergency room in both designated and non-designated facilities. CAT personnel will not physically handle a combative subject and rely on law enforcement for this.

It is preferred that the CAT team responds to assist the officer in the field. If CAT is unavailable, call the clinic and they will accommodate the officer by locating a clinician to respond to the field or they will have the officer bring the patient to the clinic. If the patient is determined to be 5150 the clinic will assist with arranging transportation if needed.

A County Mental Health clinic is located at 2035 E. Ball Road Suite # 200, telephone number 714-517-6300. The operating hours are Monday – Thursday 0800-1900 and Friday 0800-1700.

Option #3: Another option is to bring the subject to one of the six OC/HCA clinics throughout the County. This is a separate service from the CAT teams.

Option #4: If CAT is unavailable due to closure, contact Emergency Treatment Services (ETS), which is a part of the Orange County Health Care Agency. They are located at 1030 West Warner Avenue, Santa Ana. Their phone number is 714-834-6913/6900. ETS is not licensed or capable of housing patients for 72 hours, and they are not a medical facility. The facility is open 24 hours a day seven days a week. They accept adult mental health patients absent any apparent medical or intoxicated condition(s). The officer shall call ETS

prior to any transport and explain the circumstances. ETS will determine if the patient needs to go to a designated medical facility or directly to ETS.

If ETS refuses to accept the person due to a medical condition follow the listed steps:

Conduct an independent assessment to determine if emergency medical personnel should be summoned to the location. This assessment should include consideration of information received from ETS personnel, statements made by the person being held, the officers own observation of the person's condition and any additional information known to the officer that would help him/her to determine whether response by emergency medical assistance is reasonably necessary.

Notify the Watch Commander or designee and advise of the circumstances of the refusal of ETS to accept the person.

The transporting agency Watch Commander or designee should attempt to contact staff at ETS and make appropriate arrangements for transportation of the person to a medical facility for medical treatment or to another designated mental health facility for admittance for a 5150 hold.

If the person being refused at ETS is transported to a designated facility, the peace officer will advise the emergency room staff that a hold has already been placed on the person and request acceptance of the person as soon as possible for the orderly transfer of custody.

Combative: Pursuant to section 1257 of the Health and Safety Code, if the subject is violent or potentially violent, the officer will have the hospital staff notified prior to his/her arrival. It is the responsibility of a *designated* facility to have sufficient security personnel and equipment to handle the violent or uncooperative patient, absent the assistance of the officer. The peace officer will remain at the facility and assist the facility security and/or medical staff in the initial restraint of the patient.

Option #5: College Hospital in Costa Mesa is a Designated Mental Health Facility. This hospital has a **Psychiatric Evaluation Team (PET)** called the Crisis Response Team (CRT), and it is available 24 hours a day seven days a week. They accept adult mental health patients absent any attendant medical or intoxicated condition(s). They are authorized and designated by the County to complete 5150 evaluations in emergency departments, police departments, and at College Hospital in Costa Mesa. As with CAT, the officer is responsible to stay with the patient who is combative or as long as it is necessary. Their phone number is 800-773-8001.

It is mandatory that the handling officers, prior to transporting a patient to any of the Designated Mental Health Facilities, contact the facility by telephone. The Officer will report the mentally ill person's identity, behavior and medical status. If the officer does not have access to a telephone, a field supervisor will respond with a cellular phone. Upon approval of the mental health personnel, the subject should be transported to the facility. Restraints will be used, if needed, to protect the subject, officer or mental health personnel.

The 5150 WIC applications for detention will be completed by the officer and turned over to the mental health staff. The officer will retain a copy and it will serve as the narrative of his report.

If an officer contacts one of the **Psychiatric Assessment Teams** (PAT) they will provide PAT with the individual's identity and a brief explanation of the problem

The PAT will evaluate the individual and will complete the application for detention. They will also arrange for transportation to an appropriate facility. The officer will complete a Crime/Incident Report indicating 5150 WIC as the primary section. The narrative will specify which PAT team completed the 5150 WIC application for detention.

If after an evaluation the PAT team concludes that the subject no longer meets the requirements of 5150 WIC, the subject may be released. The officer will complete an Officers Report specifying the PAT team that evaluated and released the individual. A SUPERVISOR SHALL BE NOTIFIED BEFORE THE SUBJECT IS RELEASED.

The following procedure will be used for handling individuals who are injured, suspected of alcohol and/or drug intoxication/overdose, or have other medical problems.

The subject will be transported to the nearest hospital emergency room, or the hospital emergency room as directed by the attending paramedic team. The officer will call one of the PAT teams to respond to that hospital. The officer will stay with the subject until the PAT team assumes custody of the subject or if the subject is combative. The officer will complete a 5150 WIC Crime/Incident Report with the narrative indicating which PAT team completed the 5150 WIC application for detention.

If the subject is taken to UCIMC emergency room, the officer can complete the 5150 placement there. The Officer will stay with the patient until the transfer of custody has taken place.

If the individual is not going to be released from the hospital due to medical reasons, the officer shall complete an Officers Report. Prior to leaving, the officer shall notify the attending physician of his/her observation of the individual's mental condition and the facts of the incident. The doctor may then determine if he needs to notify a PAT team prior to the individual being released at a later time.

If the individual does not meet the criteria for a detention, but still requests assistance, or if the individual suffers a psychological or substance abuse problem that requires immediate intervention, any of the private psychiatric response units can be contacted and arrangements made for assistance. This category is intended only for passive individuals who pose no threat to themselves or others. The method selected for this voluntary intervention should best serve the need of the individual and is most expeditious to the officer. The Officer shall also advise the in-house Mental Health Clinician about the individual. At the conclusion, a Miscellaneous Service Report should be completed.

JUVENILES

Non-Injury: When an officer contacts a juvenile, and the officer feels the juvenile falls under 5585 W&I, the officer should use one of the following options:

Option #1: The officer should speak to the family members and see if a physician is currently treating the juvenile. During normal business hours, the family should call the treating physician and determine where to take the juvenile for treatment. If the family is insured, they can also call their insurance carrier to determine where the juvenile should be treated.

Option #2: When there is no treating physician, or the officer is unable to reach a treating physician, the officer should call the Orange County Children and Youth Services at (714) 896-7556 during normal business hours (Monday – Friday 0800-1700). There is an office in Westminster and they will respond to the field. As with all field responses, the officer shall remain at the call until the mental health clinician feels the officer's presence is no longer needed. Children and Youth Services will arrange for transportation. After business hours, the officer shall call ETS (834-6913), tell them they are dealing with a juvenile, and ETS will send an on-call clinician to the field to assist.

Option #3: College Hospital has juvenile facilities in Cerritos (800-352-3301) and Costa Mesa (800-773-8001). If the juvenile is insured, the officer can contact College Hospital and they may accept the juvenile at their facility. The Costa Mesa facility will take children 12 years and older, and the Cerritos facility will take children 5 years and older. The Officer can also use one of the listed designated mental health facilities that accept juveniles.

Injury: If the juvenile has an obvious medical condition, Garden Grove Paramedics shall respond to assess the patient's physical medical condition. The juvenile's physical medical condition shall be stabilized prior to any mental health evaluation. Garden Grove Paramedics shall determine if the patient needs to be transported by ambulance and what facility the patient will be transported to; irrespective of the facilities designated or non-designated status. In most cases, the hospital staff will notify a mental health response team and allow the officer to leave the facility. It is the officer's responsibility to ensure that the appropriate paperwork is completed, and that the hospital staff is going to notify a mental health professional to conduct the evaluation. If the hospital staff is not going to facilitate the mental health evaluation, the officer should follow option #2 under non-injury.

CONFISCATION AND BOOKING OF FIREARMS AND OTHER DEADLY WEAPONS

Whenever a person is detained for examination of his or her mental condition (pursuant to 5150 WIC) and is found to own, have in his or her possession or control any firearm or other deadly weapon, the officer detaining the person shall confiscate any such firearm or deadly weapon. Any firearm or deadly weapon confiscated shall be booked as evidence.

Upon confiscation of any firearm or other deadly weapon the officer shall complete and provide the person detained with a copy of the Notice of Firearm or Other Deadly Weapon Confiscation (form #515). The original will be submitted with the crime/incident report. A

copy of the Notice of Firearm or Other Deadly Weapon Confiscation form is attached to this general order.

The crime/incident reports will be forwarded to the Crimes Against Persons Sergeant for review. The sergeant will have 30 days from the time of commitment to initiate a petition in superior court for a hearing to determine whether the release of the firearm or deadly weapon would likely endanger the detained person or others. If a petition is filed a notice will be sent to the detained person (at the address provided when the person was detained) advising the person of his or her right to a hearing.

If no petition proceeding is initiated within 30 days, the confiscated firearm or deadly weapon will be made available for release only upon approval of DOJ.

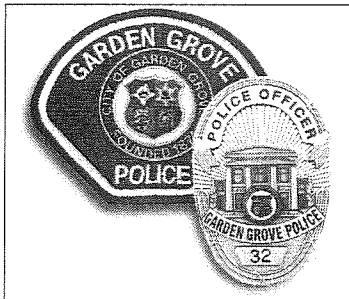
Individuals seeking the return of their firearm(s) must submit a LEGR, Law Enforcement Gun Release Program, Application along with the appropriate fees to the Department of Justice (DOJ)

If no petition is filed and the detained person does not retrieve the firearm or deadly weapon within 6 months, the firearm or deadly weapon will be disposed of pursuant to General Order 11.1.

TRAINING

All entry level personnel, who have not received specific documented training on dealing with persons with mental disabilities, will receive training during their orientation. This will be documented on the Mental Illness Awareness form.

Updated training for all personnel will occur every three years. As to this General Order, "all personnel" is defined as agency personnel who may come in contact with the mentally ill, i.e. sworn officers, CSO's, Front Counter personnel etc. This training may be held during the monthly training, use of force training or at briefing training. This training will be developed in collaboration with our mental health partners.



**General Order: 5.10
BARRICADED SUSPECT AND HOSTAGE NEGOTIATIONS**

Effective: January 1, 1988
Last Revised: July 1, 2009

PURPOSE

The purpose of this General Order is to establish the policies of the Garden Grove Police Department in reference to those situations wherein a suspect, or suspects, is barricaded and may reasonably be expected to possess deadly weapons which might be utilized against law enforcement officers or innocent citizens. An additional consideration of this agency is the welfare and safety of innocent persons who might be held hostage by such persons.

PROCEDURES

In the event of a barricaded suspect and/or hostage situation, S.W.A.T. and Hostage Negotiation personnel shall be requested as delineated in General Order 15.4 - Special Weapons and Tactics (S.W.A.T.) Team. Other command personnel requiring notification are the Chief of Police, the Community Policing Bureau Commander, and the Watch Commander of the area involved.

The following shall be accomplished as soon as practical by the supervisor in charge of the scene prior to S.W.A.T. arrival whenever possible:

1. Request assistance of canine units or helicopters - this could require mutual aid from another agency;
2. Establish an inside and outside perimeter around the scene - S.W.A.T. personnel will usually relieve field officers of inside perimeter positions;
3. Evacuate injured persons;
4. Evacuate bystanders;
5. Establish a central command post and chain of command - the command post must be situated in a safe location and Communications must be advised of chain of command at all times;
6. Request for ambulance, rescue, or fire equipment;
7. Assign personnel to handle news media access, and news media policy - a staging area should be established in a safe location and only that information approved for release by the person in command should be released.

Criminals who barricade themselves and/or utilize hostages to effect their escape are desperate individuals who, if allowed to escape, will pose a continuing serious threat to law enforcement, the public at large, and their hostage(s). The use of a hostage by an individual or by a group of individuals to secure an objective is a perplexing situation. No two such incidents are identical; thus, specific procedures and methods for handling such situations will be utilized by members of the S.W.A.T. Team based upon the considered, professional judgment of command personnel at the scene. While tactics for a safe and successful

resolution of such police problems will vary, the following policy guidelines will permeate our considerations in all cases.

SAFETY AS A PRIMARY CONCERN

The physical safety of the officers, hostages, general public, and the suspects themselves is the primary concern of this agency.

All reasonable and practical means to insure the safety of those persons indicated above will be used. Under no circumstances, however, will the safety of law enforcement officers, hostages, or innocent parties be jeopardized to the benefit of suspects.

SAFETY OF HOSTAGES

As any assurance that a hostage will be released unharmed if allowed to escape with the suspect(s) is a meaningless promise, it is the policy of this agency not to allow suspects to move hostages from one place to another at will. This agency does not have the ability to protect the safety of a hostage who is allowed to be removed from the presence of others. The safety of hostages can best be assured by keeping them in the presence of officers and by preventing their removal by the suspect(s).

POLICY OF CONTROL

It is the policy of this agency to obtain and maintain complete operative control within the scope of the department's jurisdiction or within the scope of cooperative agreement at the scene, be it stationary or mobile, of every aspect of any continuing incident.

USE OF AVAILABLE EXPERTISE

It is this agency's policy through the expertise of the members of this department and that possessed by qualified community group sources, such as mental health associations, crisis centers, the clergy, etc., to negotiate a safe and peaceful surrender of the hostage(s) and suspect(s). Officers should utilize every verbal, scientific, humanistic, and tactical tool at their disposal to secure the release of the hostage(s) and to affect the arrest of the suspect(s).

WHEN RELEASE OF HOSTAGE FAILS

Failure in obtaining a negotiated release of the hostage(s) shall not necessarily (or normally) include the granting of any part of the suspect's demands or conditions as such provisions can and must be determined only by those at the scene with command responsibility who must consider all variables. Non-negotiable items include, but are not necessarily limited to, alcoholic beverages, drugs or narcotics, weapons, ammunitions, additional hostages, or any

other items that would tend to strengthen the bargaining position of the suspect(s) in the situation. Negotiable items can include, but are not necessarily limited to, food, cigarettes, non-alcoholic beverages, or any other items that would not tend to strengthen the bargaining position of the suspect(s).

USE OF NECESSARY FORCE

Nothing in this policy shall preclude the use of necessary force, deadly or otherwise, (such as chemical agents) by members of this agency in protecting themselves or others from death or serious injury.

NEGOTIATIONS

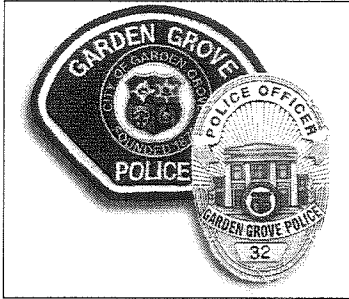
The primary objective of a negotiator is to change the attitude of the hostage-taker(s) and/or barricaded suspect from hostility to trust. The suspect should be told of the futility of his/her actions, and every effort should be made to persuade the suspect to surrender voluntarily. Time is on the side of the negotiator and is the principal tactic used in the negotiating process. During the negotiations, the negotiator should command the respect of all personnel involved, but should not portray himself as the ultimate decision maker. The suspect should be made to understand that there is another authority over the negotiator. This technique will allow the negotiator to employ further delaying tactics. Demands by the suspect should be carefully considered and evaluated as to the impact upon the immediate and subsequent circumstances of the overall situation before agreement to or denial of such demands.

CONTROL OF SUSPECTS

Suspects should be prevented from leaving the original area of containment when possible. Failure to limit movement could result in the taking of additional hostages, or injury and/or death of other persons. Allowing limited movement of suspect(s) from the area of containment may be acceptable when employed as a delaying tactic. However, as a general rule, the more freedom of movement the suspect(s) has, the less control the officers have. However, should it be deemed necessary to allow movement by the suspect(s), every effort shall be made to control any travel route through whatever means including the use of chase/surveillance vehicles.

FINAL REPORT

After each event involving a barricaded suspect or hostage negotiation, an after action report will be completed. The purpose is to give a general critique of the planning and execution of all barricaded suspect or hostage negotiation call outs.



**General Order: 5.11
BRIEFING**

Effective: January 1, 1988
Last Revised: March 3, 2014

PURPOSE

The purpose of this General Order is to establish procedures for daily briefings both as an information exchange period and a supplemental training period.

INFORMATION EXCHANGE

Officers and sergeants will report duty ready to the Briefing Room at the beginning of shift. Briefing will occur daily during the first ten minutes of each shift. Sergeants will generally conduct the briefings, yet sergeants may occasionally delegate this duty to Master Officers or Corporals. Corporals will conduct briefings in the absence of a sergeant.

At a minimum, briefings should be used to accomplish four tasks:

1. Ensure officers have all C.A.U. bulletins and other daily crime information
2. Notifying officers of changes in schedules and assignments
3. Notifying officers of new or changes in policy and procedures
4. Inspecting and evaluating officer readiness to assume patrol

Officers working special patrol assignments such as the Gang Suppression Unit are not required to attend all briefings. The supervisors of these detail are responsible for ensuring the officers receive the necessary briefing and training information.

In an effort to enhance the relationship between investigations and patrol and to provide for the exchange of information, Investigators will periodically participate in shift briefings conducted for patrol officers.

TRAINING

Briefings will also be used as a supplemental training period. The goal of briefing training is to keep officers up-to-date between formal retraining sessions. Training discussions may include viewing the monthly Orange County District Attorney's training video, critiquing major incidents, reviewing the application of new legislation, training on the use of new technology and equipment, and other needed training designated by Community Policing Bureau supervisors.



General Order: 5.12
USE OF FORCE TO OBTAIN BLOOD SAMPLES FROM
ARRESTEES

Effective: March 26, 1975
Last Revised: July 11, 2013

PURPOSE

The purpose of this General Order is to establish the department's policies for the use of force to obtain blood samples from arrestees.

POLICY

It is the policy of the Garden Grove Police Department to allow officers to forcibly remove blood from arrestees with a warrant or exigent circumstances in the following instances:

1. A violation of California Vehicle Code Section 23152(a), Driving Under the Influence; (McNeely Warrant)
2. A violation of California Health and Safety Code Section 11550, Under the Influence of a controlled substance;
3. Any other FELONY crime that requires a blood sample from the arrestee for evidentiary purposes.

THE USE OF PHYSICAL FORCE TO REMOVE BLOOD MUST BE AUTHORIZED BY A FIELD SUPERVISOR or WATCH COMMANDER.

PROCEDURES

Officers must meet three conditions established by the California Supreme Court before blood can be forcibly removed from a person.

1. A lawful arrest;
2. Probable cause for the seizure; and
3. The sample must be removed in a medically approved manner, without excessive force.

The use of force should be considered as a LAST RESORT. Consent and verbal coercion must be used as preliminary steps in all cases.

A hospital is the most "medically approved" setting for forcibly drawing blood. If transportation to a hospital is not feasible, qualified technicians from a department approved laboratory service may be called to the police building.

Blood may not be forcibly removed at the Orange County Jail facility.

GARDEN GROVE POLICE DEPARTMENT
General Order: 5.12
Use of Force to Obtain Blood Samples from Arrestees

A supervisor or on duty Watch Commander shall authorize and be present during the time blood is drawn under physical force. Blood may be taken by force in a misdemeanor or felony drunk driving investigation after the suspect has been advised of his or her rights per California Vehicle Code Section 13353 and the suspect refuses to submit to a chemical test.

The law requires the collection of DNA, thumb and palm prints for the Department of Justice's offender DNA database from all adults arrested for any felony offense. Pursuant to CPC § 298.1, the use of reasonable force to collect a DNA sample from an unwilling suspect is permitted. CPC § 298.1 defines "reasonable force" as the "force that an objective, trained and competent correctional employee faced with similar facts and circumstances, would consider necessary and reasonable to gain compliance..." DNA collected through the use of reasonable force must be a withdrawal of blood performed in a medical manner and using a California DOJ DNA Database Blood Collection Kit.

Further, reasonable force shall be preceded by efforts to secure voluntary compliance by the arrestee. Written authorization to use reasonable use of force granted by the on-duty supervising officer shall include and articulate attempts to achieve voluntary compliance for DNA collection.

No physical force shall be used to obtain blood samples from juveniles arrested for misdemeanor drunk driving, CVC 23152(a), or under the influence of a controlled substance, H&S 11550.

A blood sample shall not be taken from known or suspected hemophiliacs or persons afflicted with a heart condition and using an anticoagulant under the direction of a licensed physician.

REPORTING REQUIREMENTS

If the use of physical force is necessary to remove a blood sample, officers should carefully articulate in their arrest reports the facts of the incident. The report should include:

1. The size and strength of the arrestee;
2. The nature of the resistance;
3. The number of officers required to subdue the arrestee; and
4. Each officer's actions.

Excessive force, particularly in misdemeanor arrests, could make the blood sample inadmissible and expose the officer(s) and the department to criminal and civil liability. Refer to General Order 2.6 - Use of Physical Force.



**General Order: 5.13
BUSINESS LICENSE VIOLATIONS**

Effective: November 20, 1963
Last Revised: September 1, 2000

PURPOSE

The purpose of this General Order is to establish procedures for the investigation of City of Garden Grove business license violations.

BUSINESS LICENSES REQUIRED

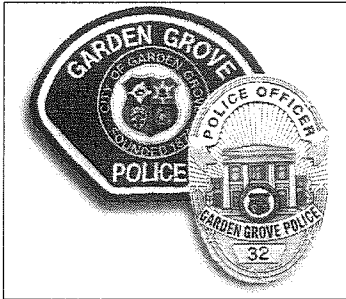
Garden Grove Municipal Code Section 5.04.040 requires every person or organization doing business in the City of Garden Grove to have a business operation tax certificate (business license). Employees may direct citizens to the Business Operations Tax section of the Controller's office for further information and certificate applications. Employees may verify the existence of a valid business operation tax certificate by utilizing the business license file in the city's computer system.

DOOR-TO-DOOR SOLICITATION

A person who solicits door to door in the City of Garden Grove is required to have a solicitor's permit issued by the records unit and authorized by the Chief of Police if the person does not own or work in an established business in the city. The permit must be worn conspicuously by the holder. If the permit is not in the solicitor's possession, the officer may request Communications personnel to verify the solicitor's status. If no permit exists, and the violation was committed in the officer's presence, the person may be cited for violation of 5.20.030 of the Garden Grove Municipal Code. If the violation was not committed in the officer's presence, a report detailing the circumstances of the incident must be completed and forwarded to the Investigations Section for follow-up.

A solicitor's permit is not required in the following situations:

1. The person works for an established business in the City of Garden Grove, and the business has a valid business operation tax certificate.
2. The person is soliciting or canvassing for any state or federally approved non-profit organization or corporation, non-profit fraternal, educational, or nationally recognized youth organizations such as the YMCA, YWCA, scouting, boys' and girls' clubs.



**General Order: 5.14
ALTERNATIVE PATROL TACTICS**

Effective: January 1, 1988
Last Revised: October 22, 2009

PURPOSE

The purpose of this General Order is to specify criteria for the deployment of alternative patrol tactics. These tactics include foot patrol, bicycle patrol.

FOOT PATROL

All officers are encouraged, while on patrol, to park their vehicles and patrol those areas that the officers feel are best covered on foot. In selecting areas to patrol on foot, officers should consider the following:

1. The present amount of call activity
2. The amount of available manpower on the shift
3. Current incidence of activity in the area
4. Need for frequent inspection (business area)
5. High concentration of calls for service involving pedestrians in a specific area
6. Information received at briefing requesting or directing foot patrols in a given area
7. Ability to quickly return to the patrol vehicle

Officers may be given assignments by their supervisors requiring foot patrols in a given area. Officers will perform these assignments in accordance with their supervisor's instructions.

A Watch Commander, with approval from the Bureau Commander, may assign a long-term foot patrol detail due to a high concentration of calls for service in a high crime area involving pedestrians on foot in the streets. Such a program must first be documented explaining the nature of the problem, and the goals and objectives of the program.

BICYCLE PATROL

Bicycle patrol will be used primarily as a tactical patrol response to a specific residential or commercial area where traditional patrol vehicles have proven ineffective in impacting specific problems. Bicycle patrol may also be used as an effective method in addressing parking enforcement problems in specific areas.

The use of a department bicycle must first be approved by a supervisor. Supervisors should consider the following when deploying an officer(s) on a bicycle:

1. The need for patrol of parks, large apartment complexes or other areas not suited for patrol cars

GARDEN GROVE POLICE DEPARTMENT

General Order: 5.14

Alternative Patrol Tactics

2. The need to stake out, surveil or apprehend criminals who use bicycles as transportation
3. The need to approach undetected in specific areas too large to handle by foot
4. The need to control loitering in off-road locations
5. The need of parking enforcement in specific areas
6. That the officer has completed bicycle training for police officers. This may be training facilitated by our agency or another law enforcement agency.



**General Order: 5.14
ALTERNATIVE PATROL TACTICS**

Effective: January 1, 1988
Last Revised: October 22, 2009

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GARDEN GROVE POLICE DEPARTMENT

General Order: 5.14

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4. The need to control loitering in off-road locations
5. The need of parking enforcement in specific areas
6. That the officer has completed bicycle training for police officers. This may be training facilitated by our agency or another law enforcement agency.



General Order: 5.15
FIELD SUPERVISOR/CHIEF OF POLICE/MANAGEMENT TEAM
NOTIFICATION

Effective: January 1, 1988
Last Revised: August 6, 2015

PURPOSE

The purpose of this General Order is to establish a guideline for those incidents that require the notification and presence of a patrol supervisor, and the notification of the Chief of Police.

FIELD SUPERVISOR NOTIFICATION

Officers are encouraged to notify a patrol supervisor on any incident they deem to be serious or of a community-sensitive nature. The following incidents require the notification and presence of a supervisor:

1. Disasters (bombings, hazardous material-related incidents, etc.)
2. Officer involved in a shooting
3. Incidents with injury to an officer
4. Hostage situations
5. Arrests of police employees or public officials from this or other jurisdictions
6. Violent crimes or crimes of a community-sensitive nature (hate crimes)
7. Death scenes
8. Misconduct of a Garden Grove police officer
9. Officer involved in a traffic accident
10. Any incident requiring the planning and deployment of three or more officers
11. Any incident where the News media arrives on-scene and requests information

In the absence of a field supervisor, a Corporal may be notified to respond. In such situations, the Corporal shall brief the field supervisor and/or on duty Watch Commander of the outcome of the incident prior to the end of shift. All listed incidents will be reported to the Watch Commander and recorded by the supervisor on the 24 hours resume.

The Watch Commander or field supervisors are to notify the Chief of Police or designee, via the chain of command, on incidents where there may be a question as to the agency's liability or those that may result in a heightened community interest. The Chief of Police, or his designee, will determine if the City of Garden Grove Civil Liability Response Team is to be activated. The Chief of Police, at his discretion, will make notifications to the City Manager and the City Council.

MANAGEMENT TEAM NOTIFICATION

The Management Team is comprised of any employee at the rank of Lieutenant or above or at the rank of Manager. The circumstances below are not exhaustive; any significant incident that affects Department operations may qualify for a management level notification.

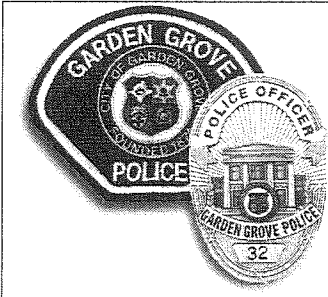
GARDEN GROVE POLICE DEPARTMENT
General Order: 5.15

FIELD SUPERVISOR/CHIEF OF POLICE/MANAGEMENT TEAM NOTIFICATION

- Situations involving significant injury or death to a police officer or other City employee (on or off duty);
- Officer involved shootings;
- On-duty department personnel involved in traffic accidents causing significant injury to any party;
- Homicides;
- Traffic accidents resulting in significant, injury death or potential City liability;
- Special Weapons and Tactics (SWAT) call-outs;
- Acts of terrorism or significant threats of terrorism;
- Activation of the public mass notification system (AlertOC) not including tests;
- Arrest of any City employee;
- Active shooter incidents;
- Any school lockdown;
- Bomb Squad activation;
- Emergency Operations Center Activation;
- Information relating to large demonstrations or possible civil unrest
- Any matter in which the supervisor reasonably deems necessary based on sensitivity, public reaction, or need for coordination;

All Management Team employees shall be notified via the text message/email distribution group, of events of importance and significance to the City of Garden Grove as listed above as well as any other matters that the on-duty supervisor reasonably believes would be of importance for Management Team information. Personnel responsible for making this notification should include a brief summary of the event.

Any police department employee may make the request for a management team (GNN) notification to a Sergeant, Communications Shift Supervisor or any management level employee. If the request meets the qualifications above, the approving supervisor or their designee will send the notification.



**General Order: 5.16
POLICE HAZARDS**

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

PURPOSE

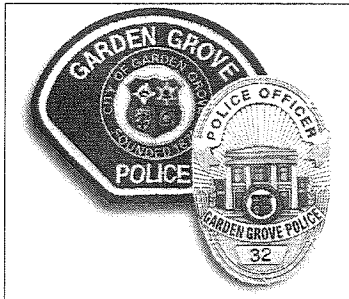
The purpose of this General Order is to ensure the timely dissemination of information concerning hazardous persons and situations to those officers most likely to encounter such subjects or situations.

PROCEDURE

Police hazard is defined as any situation, person, property or place that may induce an incident calling for some police action. There are two acceptable methods for sharing information concerning a police hazard.

1. Daily Bulletin/Special Bulletin - All personnel who identify potential and actual police hazards shall notify the crime analyst by completing the Crime Analysis Information Form and submitting it to the C.A.U. promptly. The crime analyst will be responsible for placing information concerning hazardous persons/situations in the Daily and/or Special Bulletins.
2. Computer Aided Dispatch System - The C.A.D. system is capable of flagging addresses where potential hazards exist. The dispatchers are able to use this information to inform responding officers that a potential hazard exists. All personnel who identify potential and actual police hazards at specific addresses within the city that should be flagged shall notify the appropriate Division via memorandum. This memorandum shall include the address and nature of the police hazard. If the Division Commander agrees that the address should be flagged, he will give the memorandum to the Communications Manager to input into the C.A.D. system. These addresses will be reviewed annually for purging purposes.

These two methods do not preclude officers from notifying an on field supervisor of a newly discovered police hazard of either a short-term or long-term nature. The field supervisor may then notify all units in the field via the M.D.T. and notify the on-coming shift personnel.



General Order: 5.17
CRIME SCENE CONTROL AND INVESTIGATION

Effective: March 16, 1964
Last Revised: December 22, 2008

PURPOSE

The purpose of this General Order is to define the assignments of sworn and civilian personnel at a crime scene.

CRIME SCENE CONTROL DEFINED

The officer assigned to a crime or accident scene must assume "command of the scene" immediately upon arrival and must retain command until relieved or until the investigation is completed.

EMERGENCY ACTION

Employees will render medical assistance to injured persons, as needed.

Fire and paramedic services personnel will be assisted in performing any lifesaving effort if injured persons are found at the scene and will not be hampered until their task is concluded. At the time they have completed their duties, the official in command will reestablish restriction of access to the scene, limited only to those actively involved in the investigation. The names of all emergency personnel, including ambulance attendants, will be recorded.

SCENE SECURITY

No persons, except personnel involved in a lifesaving role, will be permitted within a crime scene unless their presence will directly further the investigation being conducted. All persons will report to the official in command before entering the scene.

All persons permitted within a crime scene will submit a supplemental report, if appropriate, providing details of their activity and function at the scene. This will include, but not be limited to, evidence collected, photographs taken, measurements and diagrams drawn, and interviews conducted.

Scenes involving establishments or parking lots open to the public will be closed if access to any portion of the establishment or parking lot interferes with the security of the scene.

IDENTIFICATION, PRESERVATION AND COLLECTION OF EVIDENCE

No physical object will be moved or evidence collected for any reason, other than for safety reasons or for the prevention of the destruction of evidence, until directed by the official in command.

Because each officer receives sufficient training to process a crime or accident scene, the official in command will document, collect all the physical evidence and process items for latent prints, or may delegate the duties to another who will work under his direction. Written documentation may be supplemented by photography and sketching, as needed. Written documentation will also include all the tasks performed even if the results of the evidence search and processing were negative. Reporting will be completed on a Crime Scene Investigation Report (GGPD Form 609).

DNA EVIDENCE

DNA (deoxyribonucleic acid) has become an important tool for law enforcement in identifying unknown offenders and thereby solving crimes that in the past may have gone unsolved.

First Responder Responsibilities and Precautions

- When collecting the sample, wear clean latex or vinyl gloves at all times and wear a mask.
- Collect as much sample as possible.
- Be careful to minimize the possibility of cross-contamination by the use of clean equipment and careful technique.
- When collecting samples from or associated with the suspect, keep it separate from evidence collected from the victim. Change gloves between the different samples.
- Avoid touching the area where you believe DNA may exist.
- Avoid sneezing, coughing, or talking over the evidence or the collection swabs.
- Avoid touching your face, nose, and mouth when collecting and packaging DNA evidence.
- Put evidence into "new" paper bags or envelopes, not into plastic bags. Do not use staples.

Procedures for Collection, Storage, and Transportation of DNA Evidence

Collection Equipment:

- Personnel should use collection kits containing sterile collection materials. These sterile kits are available from FSU.
- Samples for victim/suspect standards (buccal swabs) should be obtained using the Orange County collection kits.

Collection

- Collect entire item.
- Cover stain on non-absorbent surfaces with glassine paper to prevent loss during transit.
- Place one to two droplets of D/I water on the tip of the swab. Only apply droplets when you are ready to swab for DNA. Swab the necessary area for DNA using only the tip of the swab. Place the swab directly into the coin envelope. Break off stick to leave cotton part and some of the wood stick inside the envelope.
- Evidence should be packaged separately to avoid cross-contamination. Never lick a packaging envelope flap to seal. Always use tape. Initial and date envelope and complete DNA log on new CSI Form. Place all coin envelopes into one medium sized envelope, which must be sealed and initialed as well.
- Enter item into P & E database and print label. All DNA swabs should be under one item number. Place the medium envelopes into freezer (F1) storage. If an officer/CSO wants an item of evidence to be examined for possible DNA evidence, such as clothing, an Orange County Sheriff-Coroner Department Forensic Science Service Request For Evidence Examination form should be completed and forwarded to the Orange County Forensic Science Services representative located at the police department.

DNA Evidence Collection Training Requirement

- DNA samples may only be procured by employees who have successfully completed departmentally approved training in the collection of DNA samples.

DNA Analysis

- When a DNA sample is to be analyzed, the investigator must complete the Orange County Sheriff-Coroner Department Forensic Science Service Request For Evidence Examination form. The form is then submitted to the Orange County

Forensic Science Services representative at the police department or fax the request directly to Forensic Science Services.

- DNA evidence can be collected virtually anywhere. The following chart is a guideline as to where officers/CSO/investigators might find DNA evidence at a crime scene:

<u>Evidence</u>	<u>Possible Locations</u>	<u>Possible Source of DNA</u>
Baseball bat or similar weapon	Handle, end	Sweat, skin, blood, tissue
Hat, bandana or mask	Inside	Sweat, hair, dandruff
Eyeglasses	Nose or ear pieces, lens	Sweat, Skin
Facial tissue, cotton swabs	Surface area	Mucus, blood, sweat, semen, earwax
Dirty laundry	Surface area	Blood, sweat, semen
Toothpick	Tips	Saliva
Used Cigarette	Cigarette butt	Saliva
Stamp or envelope	Licked area	Saliva
Tape or ligature	Inside/outside surface	Skin, sweat
Bottle, can, or glass	Sides, mouthpiece	Skin, sweat
Used condom	Inside/outside surface	Semen, vaginal, or rectal cells
Blanket, pillow, sheet	Surface area	Sweat, hair, semen, urine, saliva
"Through and through" bullet	Outside surface	Blood, tissue
Bite mark	Person's skin or clothing	Saliva
Fingernail, partial fingernail	Scrapings	Blood, sweat, tissue

SCENE ASSESSMENT AND COORDINATION

The official in command will assess the scene to determine if he will process it for physical evidence himself, if additional units are needed for security, and if support from the Field Report Writing Unit, Investigation Division and/or Orange County Sheriff's Forensic Services is needed. His decision will be based upon the amount of evidence needed to collect, the need for specialized techniques of latent print development are needed.

All personnel within the scene and their assigned functions will be identified and recorded when they report to the official in command. The official in command will be responsible for the delegation and direction of the civilian personnel.

Investigator

An investigator may request or be assigned the command of the scene if the nature of the situation is within that investigator's area of responsibility or expertise. The investigator and/or the official in command will decide the assignment of duties of assisting personnel.

Outside Technical Assistance

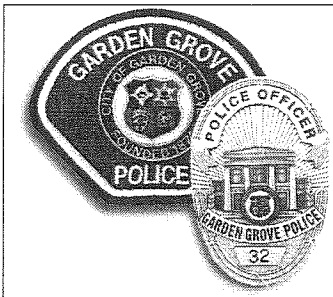
Any Orange County Sheriff's Department Coroners, Criminalists, or Forensic Specialists who are involved with the investigation will report to the official in command to ensure knowledge of their presence for recording and to confer prior to the start of any activity. The official in command will rely upon the expert knowledge of the Technical Assistant for the most practical method to be used to complete the processing.

COMMAND RELIEF PROCEDURES

The first officer at the scene who assumes the command of the scene may be relieved by the field supervisor. If assuming command, the field supervisor must inform the officer, who will in turn, notify all assisting personnel.

An investigator may assume command of the scene if requested by the patrol officer's supervisor, or an investigator may request the command from a field supervisor. If no supervisor is present, an investigator may take command from the patrol officer.

If any change in command takes place, all assisting personnel must be notified by the person last having command.



General Order: 5.18
SPECIAL NOTIFICATIONS AND RELEASE OF INFORMATION

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

PURPOSE

The purpose of this General Order is to establish procedures for notification of the various government agencies, public utilities, and the news media in the event of emergencies, unattended deaths, major traffic problems, etc.

PROCEDURES

Orange County Sheriff/Coroner

Anytime officers are called on to investigate any criminally caused, suspicious, traffic or unattended death (not in the presence of a medical doctor or medical care facility), the Orange County Coroner's Office will be notified. The investigating officer will coordinate custody, care and control of the body (or bodies) with the Coroner's office, and the deceased's family if present. Notification of next of kin will generally be the responsibility of the Coroner's office as per General Order 1.14 - Notification of Deceased or Seriously Ill/Injured Persons. The names of deceased persons shall not be released to the news media until the next of kin of the deceased has been notified.

Garden Grove Public Services

The on-scene field supervisor or any officer should request Communications to call the Public Services Street Department in the event of any of the following. After hours notification (1700-0800 hours) will follow the on-call Public Services list maintained in the Communications Center:

1. Roadway flooding that creates a hazardous condition
2. Roadway damage that is serious enough to cause imminent danger to motorists or pedestrians if not immediately repaired
3. Damage to or the absence of important regulatory street signs such as stop or yield signs maintained by the city
4. Damage and/or malfunction of traffic control devices which are maintained by the city, and which cannot otherwise be rendered operational
5. Roadway spills of a non-hazardous nature which cannot otherwise be cleared
6. Any other hazardous or potentially hazardous roadway condition which would require the closure of city streets and necessitate the placing of street barricades

Media advisories concerning accidents, road blockages or other situations which might significantly affect traffic flows on city streets or state highways should be directed to Orange County Control I for a sig-alert bulletin. Control I will notify other police agencies and the news media.

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Special Notifications and Release of Information

Any officer who observes a hazardous street condition that exists in this or any other jurisdiction has the responsibility of notifying the police agency with jurisdiction, and taking any other measures within reason which will assist in rendering the condition safe.

Garden Grove Traffic Engineer

A field supervisor should notify the city's Traffic Engineer anytime there is a major injury or fatal traffic accident when the city may be exposed to undue liability.

Garden Grove Fire Department

Any supervisor or officer may request the assistance of the Fire when dealing with flammable material, or to stand by on a situation. The supervisor or officer shall request the Fire Department in any situation involving any kind of hazardous materials spill. The on-scene supervisor should then work with the Fire Captain in any evacuation, traffic control and other safety efforts. The Fire Department will notify the appropriate hazardous material team and/or a private clean-up agency.

Public Utilities

When information concerning the failure or damage of public utilities is known, Communications will contact the affected utility service and make them aware of the problem. Officers will attempt to render safe any situation involving a public utility which poses a hazard to members of the community.

News Media

The Garden Grove Police Department shall provide information to the news media in accordance with applicable laws and regulations. Refer to General Order 2.15 - Public Information.



**General Order: 5.19
POLICE CANINE TEAMS**

Effective: January 1, 1988
Last Revised: March 3, 2014

PURPOSE

The purpose of this General Order is to specify the circumstances in which the canine teams may be used. Additionally, the order will provide a general overview of the canine program for the benefit of the personnel not assigned to the program.

OPERATIONS MANUAL

The Police Service Canine Program Operations Manual contains all policies and procedures concerning the canine program. Canine handlers are given a copy of the manual at the time of assignment to the position. The canine program coordinator will be responsible for ensuring the manual is up-to-date at all times, and that the manual is available for review by field supervisors and Station Commanders.

ORGANIZATION

The canine program will be managed (program coordinator) by one of the Division Commanders as directed by the Community Policing Bureau Commander. The program coordinator will assign one of his Division sergeants or Corporals to be the unit's administrative supervisor. The canine unit will function as a city-wide detail.

RESPONSIBILITIES

General responsibilities of the canine handler will include:

1. The handler shall not allow any other person to handle the dog unless the handler is injured and/or unable to command the dog, or another department-recognized handler is authorized to do so.
2. The dog must always be under the direct and immediate control of the handler, or safely locked in the kennel.
3. The handler must not leave the dog unattended under conditions where it could potentially make contact with the public and/or injure someone, or be in danger itself.
4. Any reduction in the performance ability of the canine is to be reported to the program coordinator.
5. Continuous ongoing refresher training to maintain peak dog performance is the responsibility of each handler.
6. The dog is not allowed in the police department building without the permission of a supervisor.

7. When leaving the dog unattended in the patrol vehicle, the handler will secure and lock all doors in the vehicle. The rear windows may be lowered for ventilation provided that the metal screens are in position.

OPERATIONAL PROCEDURES

Police canine teams are primary response units for burglary in progress calls and silent/audible burglary alarm calls. However, the canine officer's starting location should not adversely affect the response time to the call. Police canine teams may also be dispatched to back up patrol officers and handle other calls/duties when no other unit is available and immediate response is needed.

Police canine teams will be primarily used for:

1. Building and area searches
2. Overtaking and capturing felony suspects or fugitives with the least amount of physical force
3. Searching for evidence in an enclosed area or open field
4. Locating lost persons or articles
5. Security checks: private homes, businesses, schools, commercial buildings or warehouses
6. Tracking
7. Crime scene investigation search for evidence
8. Narcotic investigation search for evidence (when so trained)
9. Locate victims in earthquakes, plane crashes and other disasters
10. Other assignments as directed

The utilization of a police dog for a specific police operation shall be the decision of the dog handler. Any refusal to honor a request should be reported in writing to the program coordinator.

Before releasing a dog for the purpose of locating a suspect concealed in a building, the handler shall call a warning to the effect that the police dog will be released if the person does not make himself visible and come forward. This warning shall be used except when the officer's safety dictates not giving the warning. **If the warning is not given, the reasons must be documented.**

The canine should not be used as a weapon **except** in those circumstances that would justify the legal and moral use of force to overcome a violent, physically resistive suspect, or effect an arrest for a serious offense. Should the canine be used as a means of force, the handler must give proper consideration to the limits on the use of force to effect an arrest as stated in the General Orders and California Penal Code section 835(a). Handlers are strongly discouraged from using dogs for controlling riots and civil disorders.

REPORTING

When a police canine is used to apprehend a suspect, the incident shall be reported to the Chief of Police via a "Canine Apprehension" memorandum.



General Order: 5.20
COMMUNITY POLICING DIVISION, SHIFT ASSIGNMENT AND
ROTATION

Effective: July 30, 1987
Last Revised: December 22, 2008

PURPOSE

The purpose of this General Order is to establish procedures for regular workload assessments of the Patrol Divisions and Beats and to establish procedures for the assignment and rotation of patrol personnel in Divisions, Beats, and Squads. These procedures shall ensure continuous patrol coverage ensure, a reasonable equal distribution of the workload amongst the six patrol beats, and maintain the Community policing philosophy.

DIVISION, BEAT SQUAD PATROL DEPLOYMENT SYSTEM

Community Policing brought about by a division, beat, and squad patrol deployment system. The city is divided into two divisions, each commanded by two lieutenants working together to meet the needs of their division. Each division is further divided into three smaller beats, for a total of six beats citywide. Patrol officers are deployed into these beats, providing a manageable area in which to develop community partnerships and to identify and resolve community problems. Even though shift changes will still occur, officers will remain in their assigned beats for extended periods of time. Officers and sergeants are deployed in squads, so that each officer works the exact same hours each week as his/her sergeant. The purpose of squad deployment is to facilitate, between the officers and their immediate supervisors, on-going training in the areas of enhanced communications and problem solving.

DIVISION AND BEAT WORKLOAD ASSESSMENT

Prior to each January shift change, the patrol lieutenants will conduct a workload analysis to determine if the size of the patrol divisions and beats need to be modified. The intent of the annual workload analysis is to ensure that, as reasonably practical, each division has approximately 50% of the workload and each beat has approximately 16% of the workload.

The patrol lieutenants will ask the Crime Analysis Unit and/or the Communications Manager to provide an activity report for the City, by district. Based on the Activity Report, the patrol lieutenants will adjust the size of the beats and the size of the divisions to maintain a reasonably equal division of the workload.

The activity report will include the following:

- Calls for Service
- Significant Field Activity
- Follow-up Activity

- Total Activity
- MS Reports
- Reports - Non-arrest
- Reports - Arrest
- Priority Calls
- Emergency Response Times

SHIFTS AND DAYS OFF ROTATION

Officers and Sergeants working patrol will be assigned shifts and days off, in squads, for a period of six months. Shift/squad rotation will occur at the end of January and July each year with the Community Policing Watch Commanders selecting the exact date based on city payroll periods.

Once the Community Policing Watch Commanders have designed the upcoming six month squads, patrol personnel will be asked for their preference squads. The Community Policing Watch Commanders will then assign squads taking into consideration Officer/Sergeant preference. The Community Policing Watch Commanders retain the final authority to assign Officers/Sergeants to shifts and days off. The shift/days off rotation will be posted 30 days prior to the effective date.

Changes in the procedure for assigning shifts and days off may be agreed upon by the Garden Grove Police Association and the City of Garden Grove and documented in the current Memorandum of Understanding.

DIVISION ASSIGNMENT AND ROTATION

The total authorized positions for each of the two divisions will be determined by the Community Policing Bureau Commander. In doing so, the Bureau Commander will consider both measurable and non-measurable criteria including: calls for service, significant field activity, follow-up activity, calls cleared with no report taken (2X), crime/incident reports, arrest reports, non-emergency response times and emergency response times.

Officers and Sergeants being assigned to the divisions will be placed in the division where the opening(s) exist by the Bureau Commander. Division members will then be responsible for the policing services in their area.

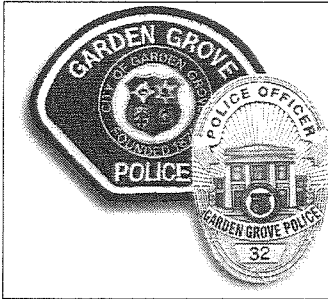
Probationary officers will rotate teams every six months in conjunction with the shift rotations. All other personnel will be assigned to the divisions for a period of two years.

Officers/Sergeants desiring to rotate divisions sooner must submit a memorandum to the Community Policing Bureau Commander via the chain of command stating the reason for the rotation request. The Bureau Commander will decide whether to grant or deny the request.

Every two years or at the direction of the Bureau Commander, Sergeants and Officers may rotate division and beat assignments. Officers and Sergeants will be contacted to determine

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Community Policing Division and Shift Assignment and Rotation*

whether they prefer a change or not. If at all possible, all requests for division and/or beat rotation will be granted. The Bureau Commander retains the final authority to assign Officer/Sergeants to divisions and beats in order to provide effective coverage.



**General Order: 5.21
MISSING PERSONS REPORTS**

Effective: April 9, 1965
Last Revised: July 7, 2014

PURPOSE

The purpose of this General Order is to establish procedures for reporting missing persons, including runaway juveniles.

POLICY

It shall be the policy of this agency to thoroughly investigate all reports of missing persons and runaway juveniles. Additionally this agency holds that every person reported as missing will be considered at risk until significant information to the contrary is confirmed.

It is the policy of the Garden Grove Police Department to accept any report, including any telephonic report, of a missing person, including runaway juveniles, without delay in accordance with Section 14205 of the California Penal Code. An immediate report must be made to DOJ unless an officer can immediately and with certainty unfound the missing person incident upon his/her arrival at the scene of the call.

If the missing person or runaway juvenile resides in the City of Garden Grove, the completed report will be forwarded to the Investigation Section for follow-up investigation. If the missing person or runaway juvenile does not reside in the City of Garden Grove, a missing person report will be completed. The employee taking the report shall, without delay, notify a Records Specialist who shall forward a copy of the completed report to the police or sheriff's department or department's having jurisdiction of the residence address of the missing person or runaway and of the place where the missing person was last seen.

DEFINITION OF "AT RISK"

If the missing person or runaway juvenile is under 18 years of age or "at risk" that is, senile, incapable of caring for themselves, in need of medical attention or medication, has no pattern of disappearing; or if there is reasonable suspicion of foul play; is the victim of kidnapping; or is mentally impaired and or suicidal.

MISSING PERSONS AND RUNAWAY JUVENILE INVESTIGATIONS

Penal Code 13519.07(b) states that "law enforcement agencies shall adopt a checklist document directing peace officers on investigation guidelines and resources available to them in the early hours of a missing person investigation." Based on this requirement,

attached to this general order is a checklist provided by POST to assist in the investigation of missing persons.

REPORTING AND INVESTIGATIVE PROCEDURES

At the time the Garden Grove Police Department receives information about a missing person, an investigation will begin immediately. The responsibilities of Department personnel are as follows:

Communications Responsibilities

Dispatch personnel shall give priority to the handling of missing persons cases, including runaways, over reports relating to crimes involving property. Special attention should be given to reports of missing children or for persons with physical or mental limitations. These persons are at greater risk of harm.

The call taker will enter the call into the dispatch system for an officer to be dispatched or placed in the telephonic report writing system. The dispatcher will enter the missing adults name, address, age, physical description, last known location and whether the missing adult is considered "at risk". If an officer is to be dispatched to the missing adult it will be done as soon as possible. If an officer is not going to be dispatched Communications personnel will immediately notify the front desk or a telephonic report writer that there is a missing adult in the dispatch system. Front desk personnel or a telephonic report writer will contact the calling party as soon as possible to begin the investigation.

Front Desk Responsibilities

If a citizen makes contact at the front desk regarding a missing adult the front desk personnel will immediately take a police report.

First Responder/Report Taker Responsibilities

1. Officers or other designated personnel should interview, with sensitivity, the reporting party and any witnesses to determine:
 - That this is a missing person or child abduction case
 - If the person may be at risk – or existence of any suspicious circumstances
 - If there is any potential crime scene area and/or potential witnesses
2. Obtain all information necessary to complete the Missing Person report form
3. Obtain information on personal electronic devices (cell phones, or cell phone numbers for tracking purposes, computers, and any online resources such as: screen names, email sources, websites they may frequent)
4. Obtain a list of persons known by the missing person e.g. friends, co-workers, acquaintances, associates, etc.
5. If the missing person is "at risk" the officer or report writer will immediately notify an on-duty supervisor who will evaluate the situation and initiate a search or other procedures deemed necessary.

6. The officer or report writer shall have a "be on the look out" broadcast issued, without delay, within the department's jurisdiction. (Refer to 14205(a) PC). This will require the officer or report writer to send the "be on the look out" message via computer to all MCT's stating the name and age, physical description, case number assigned, vehicle description (if any) and the reason for the "at risk" status, if applicable.
7. If you have an incident involving more than one victim, whether related or unrelated, separate reports will be taken and each case is assigned a separate case number. Relate the case numbers in your narrative.
8. The Missing Persons brochure shall be handed out to all persons making a report. If the report is taken over the telephone the brochure is to be sent to the calling party. Each brochure has a place for the DR number to be written. Place the DR number in the designated space and make sure the informant is aware of this number.
9. It is also essential you obtain photographs of the missing person. All original photographs shall be attached to the original report and turned into Records.
10. When the report is completed the report writer must provide the report to Records personnel so a teletype can be sent to MPS/DOJ.
11. If an officer locates a reported missing person they must fill out the Missing Persons Clearance form and turn it into or notify records without delay.
12. When dealing with group homes, board and care, convalescent, or any other type of this facility ask for the following information.
 - Legal Status: Conserved /Unconserved. Need Conservators name and phone.
 - Emergency Contacts. Family or friends address and phone number.
 - Responsible relative or guardian
 - Doctor/Dental/Psychiatrist names and phone numbers
 - Medical condition and medications needed
 - History. Prior missings, aggressive, dangerous, ambulatory/non-ambulatory
13. Determine if the missing person fits the mandatory criteria for an AMBER ALERT and if necessary activate the AMBER ALERT system following the criteria set forth in General Order 5.32.

First Responder Supervisor Responsibilities

1. Obtain information from officers on scene.
2. Determine if additional personnel are needed to assist in the investigation.
Determine if a command post is necessary. If so, establish a command post away from the child's residence.
- 3.
4. Confirm all required resources and equipment have been requested and expedite their availability.
5. Verify all required notifications are made.
6. Decide if circumstances meet the criteria for activation of the AMBER ALERT system.
7. Be available to make any decisions or determinations as they develop.

Records Division Responsibilities

1. Upon receiving a Missing Persons report a Records Specialist will complete the data entry into the California Law Enforcement Telecommunications System (CLETS) on-line missing persons system using the information contained in the report.
2. The CLETS entry will automatically generate a report to the Department of Justice CJIS/MPS (Criminal Justice Information System/Missing Persons System). When a missing person is entered into CJIS/MPS system, the record is automatically sent to NCIC and entered into the NCIC Missing Person File, creating a NIC Number for the case.
3. If the missing person or runaway juvenile does not reside in the City of Garden Grove the Records Division will fax a copy of the report to the police or sheriff's department or department's having jurisdiction of the residence address of the missing person or runaway. The Records Specialist will request that the policing agency accept the courtesy report and notify the Records Division when the other agency desires GGPD to remove our data entry into MP's so the other agency can enter the missing person or runaway juvenile as their missing person.
4. When a Garden Grove missing person is located, a Missing Persons Clearance Teletype/Narrative form #320b will be completed using the report number assigned to the original report. If the missing person located was reported from another agency, the same clearance form #320b is used with a new Garden Grove Police Department case number assigned.
5. Records will make appropriate notifications through CLETS/MUMPS using the clearance form #320b.

Investigator Follow-up Responsibilities

1. The assigned investigator will maintain regular contact with the reporting party to obtain new information.
2. If the missing person attends school and has not returned within five days, the investigator must notify the missing person's school of their status. Notification must be made in writing with an attached photograph (if possible) so the school can "flag" their student file. In the case in which a request for transfer of school records is made, the school must notify the investigator of the request. (Education Code 49068(a))
3. If the missing person has not been located within 30 days and the case has not been closed, the investigator assigned the case will arrange to obtain dental/medical and or skeletal x-ray records either from the family or by declaration and forward such records with a copy of the Missing Persons Report to the California Department of Justice.
4. It is the responsibility of the investigator to inform the parents or other appropriate relatives, no longer than 30 days after the initial report, that they may give a voluntary sample for DNA testing or may collect a DNA sample from a personal article belonging to the missing person. The agency representative making this contact shall use the Department of Justice release form, which gives the agency the authority to collect the DNA samples. Parents or relatives are required to sign the form. The department shall use the approved Department of Justice DNA Missing

Person Specimen Collection Kit when taking samples from the parents/relatives, or of other personal items of the missing person.

5. It is the responsibility of the assigned reporting officer or investigator to initiate, update and cancel broadcasts as deemed necessary to further the investigation.
6. When a missing person, whose records and reports have previously been sent to the Department of Justice, is located, it is the responsibility of Records to notify the assigned investigator AND to notify the Department of Justice promptly.
7. In the case of a runaway juvenile, the assigned investigator will make available to the family the diversion and counseling resources that are provided by the police department.
8. The assigned investigator should maintain a log of the contact with friends and relatives of the missing person in an attempt to locate places the missing person frequents and any searches that have been completed.
9. After a runaway juvenile report is assigned to YSU, the YSU Detective will investigate the case for 30 days. At the end of 30 days, the YSU Detective will notify the YSU/CAP Sergeant that the report will be re-assigned to CAP (Missing Person) Detective for further follow up.

FIRST RESPONDERS ON SCENE CHECKLIST

This Checklist is meant to provide a framework of actions, considerations, and activities that may assist in performing competent, productive, and thorough missing/abducted-children investigations.

First Responder

- Activate patrol-vehicle-mounted video camera, if circumstances warrant, when approaching the scene to record vehicles, people, and anything else of note for later investigative review.
- Interview parent(s)/guardian(s)/person who made the initial report.
- Confirm the child is in fact missing.
- Attempt to verify the child's custody status.
- Identify the circumstances of the missing episode.
- Determine when, where, and by whom the missing child was last seen.
- Interview the individuals who last had contact with the child.
- Identify the child's zone of safety for his or her age and developmental stage.
- Make an initial assessment, based on the available information, of the type of incident whether non-family abduction; family abduction; runaway; or lost, injured, or otherwise missing.
- Obtain a detailed description of the missing child, abductor, and any vehicles used.
- Secure photos/videos of the missing child/abductor, and don't forget photos that may be available on cell phones.
- Evaluate whether the circumstances meet AMBER Alert criteria and/or other immediate community notification protocol if not already activated. Discuss plan activation with supervisor.
- Evaluate whether the circumstances warrant requesting the National Center for Missing & Exploited Children's (NCMEC) Team Adam. If a Child Abduction Response Team (CART) is in the area, does the child's case meet their activation criteria?
- Relay detailed descriptive information to communications unit for broadcast updates.
- Determine need for additional personnel including investigative and supervisory staff.
- Brief and bring up-to-date all additional responding personnel.
- Identify and separately interview everyone at the scene. Make sure their interview and identifying information is properly recorded. To aid in this process, if possible, take pictures or record video images of everyone present.
Video cameras affixed to patrol vehicles may be helpful with this task.
- Note name, address, home/business phone numbers of each person.
- Determine each person's relationship to the missing child.
- Note information each person may have about the circumstances surrounding the missing episode.
- Determine when/where each person last saw the child.
- Ask each one, "What do you think happened to the child?"
- Obtain names/addresses/phone numbers of the child's friends/associates and other relatives and friends of the family.
- Determine if any suspicious activity or people were seen in the area.
- Determine if any people were seen who seemed unusual, strange, or out-of-place.
- Continue to keep communications unit apprised of all appropriate developing information for broadcast updates.
- Obtain and note permission to search home or building where incident took place even if the premises have been previously searched by family members or others.
- Conduct an immediate, thorough search of the missing child's home even if the child was reported missing from a different location.

- Seal/protect scene and area of the child's home, including the child's personal articles such as hairbrush, diary, photos, and items with the child's fingerprints /footprints/teeth impressions, so evidence is not destroyed during or after the initial search and to help ensure items that could help in the search for and/or to identify the child are preserved. Determine if any of the child's personal items are missing. If possible, photograph/take videos of these areas.
- Evaluate the contents and appearance of the child's room/residence.
- Inquire if the child has access to the Internet and evaluate its role. Do not overlook activity on social-networking websites and teen chatlines.
- Ascertain if the child has a cell phone or other electronic communication device and obtain the most recent records of their use.
- Extend search to surrounding areas and vehicles, including those that are abandoned, and other places of concealment such as abandoned appliances, pools, wells, sheds, or other areas considered "attractive nuisances."
- Treat areas of interest as potential crime scenes including all areas where the child may have been or was going to be located.
- Determine if surveillance or security cameras in the vicinity may have captured relevant information. This information may be used to help locate the child and/or corroborate or refute witness statements.
- Interview other family members, friends/associates of the child, and friends of the family to determine
 - When each last saw the child.
 - What they think happened to the child.
 - If the child had complained about being approached by anyone.
- Review sex-offender registries to determine if registered individuals live/work in the area or might otherwise be associated with the case. Call NCMEC toll-free at 1-800-THE-LOST® (1-800-843-5678) to request assistance with this step.
- Ensure information regarding the missing child is entered into the National Crime Information Center's (NCIC) Missing Person File no more than two hours after receipt of the report and any information about a suspected abductor is entered into the NCIC Wanted Person File. Carefully review NCIC categories before entering the case, and be sure to use the Child-Abduction flag whenever appropriate.
- Prepare flier/bulletin with the child/abductor's photo and descriptive information. Distribute in appropriate geographic regions. Call NCMEC toll-free at 1-800-THE-LOST (1-800-843-5678) for assistance with this step.
- Prepare reports/make all required notifications.

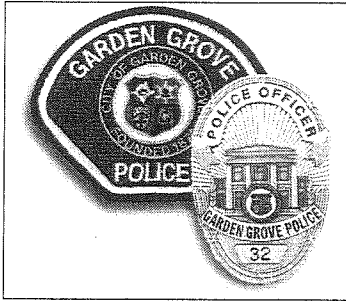
First Responder Supervisory Officer

- Obtain briefing and written reports from the first responding officer and other personnel at the scene.
- Decide if circumstances meet the protocol in place for activation of an AMBER Alert and/or other immediate community-notification systems if not already activated.
- Determine if additional personnel are needed to assist in the investigation.
- Determine if a command post is necessary. If so, establish a command post away from the child's residence.
- Determine if additional assistance is necessary from
 - State/Territorial Police.
 - Missing-Children Clearinghouse.
 - Federal Bureau of Investigation (FBI).
 - Specialized Units.
 - Victim-Witness Services.
 - NCMEC's Project ALERT®/Team Adam.

- [] CARTs.
- [] Confirm all the required resources, equipment, and assistance necessary to conduct an efficient investigation have been requested and expedite their availability.
- [] Ensure coordination/cooperation among all law-enforcement personnel involved in the investigation and search effort.
- [] Verify all required notifications are made.
- [] Ensure all agency policies and procedures are in compliance.
- [] Be available to make any decisions or determinations as they develop.
- [] Use media including radio, television, and newspapers to assist in the search throughout the duration of the case.
- [] Notify the Division Commander.

Investigative Officer

- [] Obtain briefing from the first responding officer and other on-scene personnel.
- [] Verify the accuracy of all descriptive information and other details developed during the preliminary investigation.
- [] Initiate a neighborhood canvass using a standardized questionnaire.
- [] Obtain a brief, recent history of family dynamics.
- [] Correct and investigate the reasons for conflicting information offered by witnesses and other individuals.
- [] Collect article(s) of the child's clothing for scent-tracking purposes.
- [] Review and evaluate all available information and evidence collected.
- [] Secure the child's latest medical and dental records.
- [] Contact landfill management and request they delay or at least segregate garbage and dumping containers from key investigative areas in cases where it is suspected there may be imminent danger to the missing child.
- [] Develop and execute an investigative plan.
- [] Conduct a criminal-history background check on all principal suspects, witnesses, and participants in the investigation.
- [] Determine what additional resources and specialized services are required.
- [] Ensure details of the case have been reported to NCMEC.
- [] Prepare and update bulletins for local law-enforcement agencies, missing-children clearinghouse, FBI, and other appropriate agencies.
- [] Establish a phone hotline for receipt of tips and leads. Consider establishing an e-mail address and other methods of electronically receiving leads as well.
- [] Establish a leads-management system to prioritize leads and help ensure each one is reviewed and followed up on. **Note:** NCMEC has developed software, named the Simple Leads Management System, designed to manage and prioritize leads associated with missing-child investigations. It is available at no cost by calling NCMEC's Missing Children Division toll-free at 1-800-THE-LOST (1-800-843-5678).



**General Order: 5.22
ALARM ORDINANCE PROCEDURES**

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

PURPOSE

The purpose of this General Order is to establish a procedure for handling burglary and robbery alarms as outlined in City Ordinance Number 1834, Chapter 8.60.001 through 8.60.999; to establish a procedure for handling 9-1-1 Emergency Telephone System Misuse as outlined in City Ordinance number 7177, Chapter 2.20.050.

POLICY

An alarm call is considered an immediate-response call for service. Communications personnel will dispatch two officers or one officer and one K9 officer to the scene of an alarm.

An Alarm Incident Card (AIC) (GGPD Form 180) shall be completed by an officer upon responding to or discovering a burglary or robbery alarm in all cases except the following:

1. A burglary or robbery has occurred;
2. A crime such as malicious mischief has occurred which would mechanically activate an alarm.

The form will be completed and left at the business or residence. The name of the person contacted or "no contact person" will be entered onto the call for service ticket. Additional comments regarding the alarm activation or "no comments" will be entered onto the call for service ticket.

An alarm incident card must be completed anytime a robbery alarm is activated for any reason other than an actual robbery or attempted robbery.

A 9-1-1 Misuse Incident Card (GGPD Form 180) shall be completed by an officer upon responding to a 9-1-1 call for service when, after investigation by the officer, it is determined there was no emergency situation. The form will be completed and left at the residence or will be entered onto the call for service ticket. Additional comments regarding the 9-1-1 call or "no comments" will be entered onto the call for service ticket.



General Order: 5.23
POLICE RESPONSE TO LARGE GATHERINGS (PARTIES) AND
PUBLIC SAFETY SERVICE FEES

Effective: February 7, 1989
Last Revised: September 1, 2000

PURPOSE

The purpose of this General Order is to establish policy and procedures for police service at large parties, gatherings or events on private property. Included in this policy are the procedures which enable the City to obtain financial reimbursement for costs associated with responding to a disturbance at the scene of a party or gathering from those person(s) responsible for the event.

PROCEDURE

COMMUNICATIONS PERSONNEL

Communications personnel should maintain a list of each and every person who calls to complain about a particular gathering/party. This list should include the time of the call and the personal data of the complainant (name, address, and phone number).

Communications personnel **should** ask if the complaining party is willing to prosecute the party giver. If the criminal offenses are occurring in the officers' presence, there is seldom, if ever, a time when the complainant must confront the suspect in order to make a private person's arrest and sign the necessary form. As long as there are named victims willing to prosecute, the officer can investigate the incident to confirm a crime.

If the calling party wants to remain anonymous, a call for service will still be created, however, the calling party **should** be told that the officers will only inform the party giver that there have been complaints about the noise. If after the initial response we receive additional anonymous complaints or complaints from persons unwilling to prosecute, those complainants **will** be told that we will not respond because we cannot effect an arrest without a victim willing to prosecute.

The responding officer will always be told if the complaining party is anonymous or the number of named victims.

PATROL PERSONNEL

Patrol officers will respond on complaints of loud gatherings/parties disturbing the peace. Officers will determine if a disturbance is taking place at the gathering/party and issue the disturbance call public safety first response pamphlet (GGPD Form 661a) in the following priority:

Police Response To Large Gatherings (Parties) and Public Safety Service Fees

1. Property owner
2. Person in control of the property
3. Host/hostess of the gathering/party

The officer will obtain a responsible party's name, date of birth, and phone number. The officer will indicate the location of the violation, and the date and time of the call. The officer will advise the responsible party that if a return call is required, that a fee will be assessed for all personnel and equipment costs associated with any recalls. The recall will also result in the dispersal of the party with violation(s) subject to arrest and/or citation.

The officer will sign the completed pamphlet, and then have the responsible party sign the card. If he/she refuses to sign, the officer should indicate "refused" in the signature space. The officer will then affix a miscellaneous service report number to the call and give the responsible party their copy of the pamphlet. The officer retains the file copy of the pamphlet.

If there are no return calls, the officer will turn in the file copy to the Division Commander at the end of his shift. The officer will also notify Communications that a first response pamphlet has been issued and insure that the information is entered onto the call for service ticket for future reference.

Should a return call be necessary, the officer will determine if a disturbance does exist and will call for the necessary manpower and a supervisor to handle the call. The officer will complete the disturbance violation second response pamphlet (GGPD Form 661b) and will also complete a 415 P.C. report. The officer should obtain the signature of the responsible party, if practical, and give the responsible party a copy of the second response pamphlet. The first response file copy will be attached to the crime/incident report.

The officer will complete the cost recovery form (GGPD Form 660), listing all officers present and the amount of time spent on dispersing the party, arrest processing, and preparation of reports. The completed form will be turned in to Records with the crime/incident report.

If the calling party wishes to remain anonymous or is unwilling to prosecute, the officer will still respond to the initial call for service, however, the party giver will only be advised of the noise complaint. The officers will not order the party giver to close down the gathering/party nor arrest the responsible party for 415 P.C. without a prosecuting victim to the crime. A first response pamphlet will still be issued in these instances.

Officers may assist the owner/party giver in breaking up the party if requested to do so. Officers may enter the residence only if given consent, or under exigent circumstances. Exigent circumstances can be defined as an emergency situation requiring swift action to prevent imminent danger to life, serious damage to property, or to forestall the imminent escape of a suspect or destruction of evidence.

Officers may investigate offenses occurring in their presence in a public place or public view, or from a place they have a right to be. Officers may direct traffic if vehicular congestion occurs as a result of a large gathering/party.

Unlawful assemblies are covered under Penal Code Section 407 and 409. A party may only be deemed an unlawful assembly by a Sergeant or higher in rank. Any person who classifies a gathering/party as an unlawful assembly must be able to articulate that the gathering/party is violent or poses a clear and present danger of imminent violence (In Re Brown). Tactics for handling gatherings/parties classified as unlawful assemblies are covered under "Field Command and Control".

DIVISION COMMANDER'S RESPONSIBILITIES

The Division Commander or on-duty Community Policing Bureau sergeant will retain all copies of first response pamphlets issued by officers. They will be retained in the Division Commander's office for a period of 24 hours.

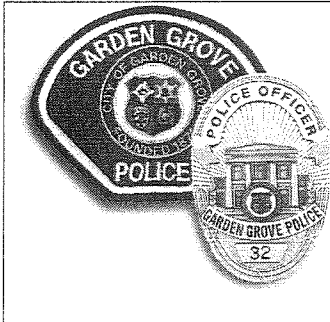
If there is no second response during that period, the first response file copy may be discarded.

The Division Commander or on-duty Community Policing Bureau sergeant will check completed reports to insure that a cost recovery form(s) has been completed on all second response calls/reports.

ORDINANCE COORDINATOR'S RESPONSIBILITIES

Records will forward copies of the police report, second response disturbance violation notice (GGPD Form 661b), and the cost recovery form (GGPD Form 660) to the department Ordinance Coordinator to calculate all costs associated with the dispersal of the gathering/party.

The coordinator shall provide data and costs to a retained law firm representing the City in the recovery of emergency expenses incurred in the response to incidents caused by loud, disturbing gatherings/parties.



General Order: 5.23
**POLICE RESPONSE TO LARGE GATHERINGS (PARTIES) AND
PUBLIC SAFETY SERVICE FEES**

Effective: February 7, 1989
Last Revised: September 1, 2000

PURPOSE

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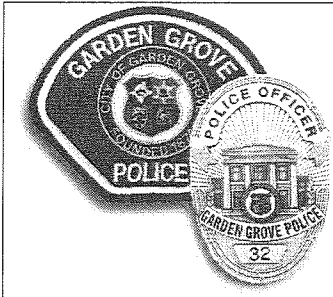
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The coordinator shall provide data and costs to a retained law firm representing the City in the recovery of emergency expenses incurred in the response to incidents caused by loud, disturbing gatherings/parties.



**General Order: 5.24
HATE CRIMES**

Effective: October 14, 1991
Last Revised: September 1, 2000

PURPOSE

The purpose of this General Order is to establish policies and procedures related to crimes motivated by hatred or bigotry against individuals, businesses or institutions because of race, religion, ethnicity or sexual orientation.

POLICY AND GENERAL PROVISIONS

Hate crime is defined as an act or a threatened or attempted act by any person or group of persons intended to cause physical injury, emotional suffering, or property damage against the person or property of another individual or group, which is or appears to be motivated, all or in part, by race, religion, ethnicity, sexual orientation, or physical or mental disability. Definitive guidelines for hate crime determination are listed below. This list is not all-inclusive. If an incident appears to be motivated by prejudice, handle it as such. Verification can be made later during the follow-up investigation.

1. The hate crime must involve a specific target, such as an individual, residence, house of worship, religious or ethnic organization, or business.
2. Graffiti and vandalism must be racial, ethnic, religious, or homophobic in nature. Examples are cross burning, marking property with swastikas, KKK, Nazi, or other hate group symbols or slogans, or involve the use of epithets. These unique symbols alone are indicative of a hate crime.
3. Bigotry must be the central motive for the attack, rather than economics, revenge, etc., as in other crimes.
4. Any assault against a person, in the absence of other apparent motivation, when initiated with racial, ethnic, religious, or homophobic epithets, will be considered to be a hate crime.
5. Vandalism to a house of worship, or ethnic, religious, or Gay and Lesbian organization will be considered a hate crime in the absence of evidence of other motives.
6. Obscene or threatening phone calls, when containing racial, ethnic, religious or homophobic slurs, are considered hate crimes.

In accordance with state law and department policy, an arrest SHOULD be made when there is reasonable cause to believe that a felony has been committed.

Where an officer has reasonable cause to believe that a misdemeanor has occurred in his presence, the suspect SHOULD be arrested and booked into Orange County Jail.

When the elements of a lawful arrest are present, officers SHALL inform complainants of their right to make a citizens arrest. Whenever possible such discussion SHOULD be held out of the presence of the suspect.

A field supervisor SHALL be notified when it is determined you are investigating a hate crime or a suspected hate crime.

PROCEDURES

All incident reports made involving hate crimes SHALL be made on a crime incident face page. The "Hate Crimes" box SHALL be checked and the appropriate crime section shall be listed.

When the report is processed by records a copy SHALL be forwarded to the Intelligence Officer. He will be responsible for completing the Uniform Crime Reporting Form.



**General Order: 5.25
CONFIDENTIAL REPORTS**

Effective: March 3, 1993
Last Revised: October 13, 1993

PURPOSE

The purpose of this general order is to establish strict procedures and guidelines for the control of "confidential" crime/incident and/or arrest reports.

FUNCTION

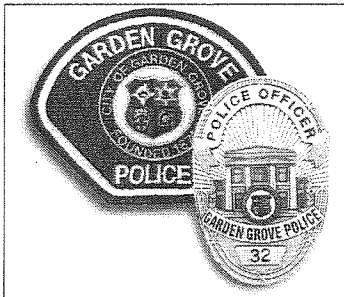
During the course of any investigation, it may become necessary to have a crime/incident or arrest report classified as "confidential". The reasons for this classification will vary from case to case. Once it has been determined that the report shall be classified "confidential", it is just as important that the information in the report remain "confidential". Therefore, the following procedures "shall" be followed when dealing with "confidential" reports.

POLICY AND PROCEDURES

1. Once any type of report is completed by the handling officer, and it is requested to be classified as "confidential", the original report will be submitted to the officer's immediate supervisor along with a memo explaining why the report should be classified "confidential".
2. Once the immediate supervisor has reviewed the report, he/she will make his/her recommendations and forward the original package to their Bureau Commander via the chain of command.
3. If and when it is determined that a specific report is to be classified as "confidential," one of two steps must take place. If the report is not an arrest, the original report will be hand carried to the records manager and placed in the appropriate file. If the report is an arrest report, the report will be photocopied by the handling officer and then the original will be hand carried to the records manager. The handling officer will then be responsible for hand carrying the arrest package to court for filing.
4. Once an original report is placed in the "confidential" file, the records manager will make a notation in the DR Jacket maintained in records. This is necessary for the purposes of maintaining a record of where the original report is being stored.
5. If the situation arises where a copy of the original report is needed at a later time, the keeper of the "confidential file" will insure precautions are taken to maintain the confidentiality of the report.
6. In order to limit the actual number of persons who would have access to confidential files, a separate file will be maintained in the records manager office and keys to the file will be maintained only by the records manager and the Departmental Services Bureau Commander. A log will also be maintained to keep track of the access to the reports in the file. This log will include but not be limited to the following: date report entered into

GARDEN GROVE POLICE DEPARTMENT
General Order: 5.25
Confidential Reports

file, name of officer entering report, name of person authorizing entry of report, and notes of any other inquires regarding specific reports, or copies of reports.



**General Order: 5.26
COMMUNITY PROBLEM SOLVING**

Effective: August 14, 1993
Last Revised: September 1, 2000

PURPOSE

The Garden Grove Police Department recognizes that the quality of life and the reduction of crime, as well as the fear of crime, are partially dependent upon the problem-solving initiative of department personnel and concerned community members. Therefore, the police department realizes training and recognition for problem-solving is vital. This general order discusses the S.A.R.A. problem-solving method and the roles of involved persons, including the recognition and reward for initiative in Community Policing problem-solving. It also establishes a formal and informal system to document the problem-solving efforts of department and community members.

POLICY

It is the policy of the police department that problems being addressed by members will receive appropriate priority within their divisions and bureaus, and support from other divisions and bureaus whenever possible. It is also the policy of the department that members addressing Formal problems within the S.A.R.A. methodology will receive commendation for notable initiative. Informal problem-solving efforts will be documented by officers on a pink Problem-Information sheet.

FORMAL PROBLEM-SOLVING PROCEDURES

Department personnel will utilize the Community Policing Problem-Solving Workbook when conducting Formal problem-solving. The Formal problem-solving method should be considered when addressing a community or neighborhood problem that will require a significant amount of the officer's time or a formal commitment by the police department and community members to address a problem. Generally, Formal problem-solving will involve an organized and agreed upon effort by community members and the police. Department personnel involved in Formal problem-solving will use the Community Policing Partnership Agreement form in the Community Policing Problem-Solving Workbook. When necessary, department personnel shall provide a memorandum along with the workbook to provide documentation of the problem-solving project. Once the workbook has been completed, it shall be filed with the appropriate Community Policing Bureau's Division Commander. The initiating officer shall also ensure copies are provided to the Crime Analysis Unit and the Crime Prevention Unit.

INFORMAL PROBLEM-SOLVING PROCEDURES

Department personnel will utilize the pink Problem-Information sheet when conducting Informal problem-solving. The Informal problem-solving method should be considered when addressing a community or neighborhood problem that does not require a partnership agreement or a formal commitment by community members or the police. However, department personnel are encouraged to follow the S.A.R.A. problem-solving model when using Informal problem-solving procedures. Completed Informal Problem-Information sheets shall be forwarded to the appropriate Community Policing Bureau Division Commander for filing. The Crime Analysis Unit will maintain a computer file of all completed Formal and Informal problem-solving projects.

S.A.R.A. PROBLEM-SOLVING PROCEDURES

S.A.R.A. problem-solving is an effective methodology for addressing problems in general. It is also a tool for facilitating interaction with community members. Department members will be expected to participate in problem-solving partnerships. To this end, the S.A.R.A. Problem-Solving Workbook is an aid to help an officer develop and implement a solution in partnership with the community. In turn, the partnership becomes accountable for the Plan of Action and results.

S.A.R.A. is an acronym for **S**urvey, **A**nalysis, **R**esponse, and **A**ssessment.

Survey as many concerned individuals as appropriate in order to capture community perceptions and identify the problem.

Analyze the problem to determine accurately its underlying causes, persons involved, and current responses to the problem. It is strongly encouraged that this analysis be completed using input from a forum of concerned citizens.

Respond to the problem based on a Plan of Action. This plan should be developed with input from the forum of concerned citizens. The Plan of Action should be documented with a Partnership Agreement if a partnership of resources occurred.

Assess the solution. By completing the Assessment Form, officers assess the response or Plan of Action, and provide a resource for future members who may look for input to solve a similar problem. As with the preceding components of S.A.R.A., officers are encouraged to involve concerned citizens to assure satisfaction was achieved.

MANAGERS' ROLE

The Division Commander is expected to create a work environment where employees are encouraged to participate in problem-solving. Additionally, Division Commanders must ensure that their bureau members are appropriately recognized for their initiative in problem-solving. All projects involving a Partnership Agreement should receive a written commendation.

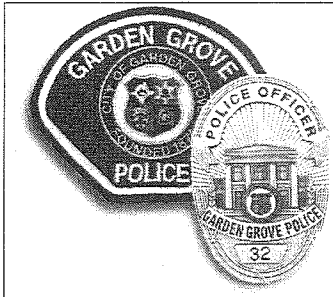
GARDEN GROVE POLICE DEPARTMENT

General Order: 5.26

Community Problem Solving

The immediate supervisor will be expected to assist in a problem-solving project to the degree necessary and practical to complete the project. Any member having difficulties with a project can contact the Crime Analysis Unit or the **P**roblem **A**nalysis **A**dvisory **C**ommittee (P.A.A.C.) for assistance. The immediate supervisor will also be expected to commend members who facilitate a notable problem-solving project. A S.A.R.A. project involving a Partnership Agreement will be considered a noteworthy project and should receive a written commendation.

The Crime Analysis Unit will maintain a library of all formal problem-solving projects from the department and community groups which involve a Partnership Agreement. This will allow department members and community members to develop a resource library.



**General Order: 5.27
USE OF THE "HOBBLE" RESTRAINT**

Effective: March 5, 1997
Last Revised: October 26, 2016

PURPOSE

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

POLICY

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

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

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

PROCEDURE

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

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

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

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

GARDEN GROVE POLICE DEPARTMENT

General Order: 5.27

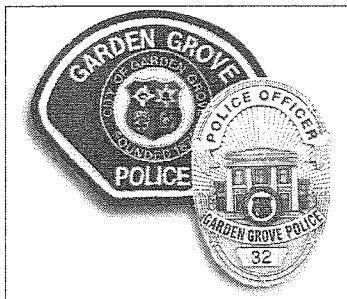
Use of the "Hobble" Restraint

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

The hobble restraint device shall never be secured, hooked, wrapped, or wound onto the handcuffs of the subject during an application of level 2 (Moderate Restraint) and level 3 (Maximum Restraint) because doing so can cause positional asphyxiation, which may lead to serious injury or death.

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

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



**General Order: 5.28
SEIZURE OF COMPUTER EQUIPMENT**

Effective: January 26, 2001
Last Revised:

PURPOSE

The purpose of this General Order is to establish procedures for the safe seizure of computer equipment.

PROCEDURES

To secure the computer as evidence the following procedures should be followed. If the computer is off, do not turn it on, leave it turned off. If the computer is on, and it is a stand alone, non-networked, consult a specialist. If none is available, photograph the screen, then disconnect all power sources, unplug from the wall and the back of the computer. Then place evidence tape over each drive slot, photograph, label and diagram the back of the computer with existing connections. Label all connectors/cables as needed. Package and handle as though it is a fragile package. Keep away from magnets and hostile environments.

Networked computers should be disconnected only when assisted by a computer specialist. Pulling the plug on a network system could severely damage the system, disrupt legitimate business and create unnecessary liability.

Other electronic devices, other non operating equipment, associated disks and other storage devices should be seized and not accessed at the time of seizure, unless an emergency exists.

The seized computer, storage disks and other devices should be examined by a computer specialist.



**General Order: 5.29
MOUNTED ENFORCEMENT UNIT**

Effective: September 1, 2000
Last Revised: March 3, 2014

PURPOSE

The purpose of this General Order is to specify the circumstances in which the Mounted Enforcement Unit (MEU) may be used. In addition, the order will provide a general overview of the Mounted Unit program for the benefit of personnel not assigned to the program.

OPERATIONS MANUAL

The Mounted Enforcement Unit Operations Manual contains all policies and procedures concerning the Unit. Mounted officers are given a copy of the manual at the time of assignment to the position. The Mounted Enforcement Unit Commander is responsible for ensuring that the manual is up to date at all times, and that it is available for review by field supervisors or division commanders.

ORGANIZATION

The MEU will be managed (MEU Commander) by a Lieutenant as directed by the Chief of Police. The MEU Commander may assign a Sergeants or Corporal to supervise, coordinate and/or handle administrative functions of the unit. The MEU will function as a citywide detail.

RESPONSIBILITIES

General responsibilities of the MEU include:

1. Officers should not position their horse *close* to a person who is sitting or lying on the ground as to constitute a hazard.
2. Officers shall not allow an on-duty mount to be fed by citizens.
3. Officers should not run the horse or gallop unless there is an emergency situation that is ongoing and only after due regard is given for the safety of the horse, officer and citizens.
4. Only when the officer has control of the horse, and permission is given, will a citizen be allowed to approach and touch the horse. The officer will determine the number of persons who may touch or approach the horse so as not to constitute a hazard.
5. Horses are not to be left unattended while outside the trailer.
6. Horses should not be allowed to graze while on duty.
7. Prisoners shall not be transported on horseback, or led with a rope or other device.

8. Horses shall always be under the control of the MEU officer. The horse shall be secured with a lead rope if the officer intends to take a break.
9. The MEU officer will attempt to prevent the horse from defecating or urinating on the sidewalks or in a crosswalk. If the horse urinates, the officer, as soon as practical, will cover it with dirt or sand. If the horse defecates, the officer will pick it up and carry it away, place it into a flowerbed or planter, or dispose of it in an appropriate manner.
10. All accidental injuries to citizens will be reported to the on duty field supervisor. The MEU Commander must also be notified. A memorandum outlining the incident must be written to the Chief of Police. If the injury is sustained as a result of enforcement action, a use of force memorandum should be prepared.
11. A field supervisor and the MEU Commander will be notified of any injury(s) sustained by a horse while on duty. If the injury requires immediate medical attention, a veterinarian may be called. A written account of the incident will be submitted to the Chief of Police.
12. Civilians shall not be allowed to sit on or ride a police horse during deployments. Police officers who are not part of the mounted enforcement unit will not be allowed to ride the police horse.

OPERATIONAL PROCEDURES

The MEU assignment is a collateral duty for officers. It is not a full time function of the Police Department. All deployments will be at the discretion of the MEU commander, or his designee.

MEU personnel are used to establish high visibility patrol to reduce crime, assist in crowd control at special events, including but not limited to parades, festivals and organized demonstrations, and to provide support for community events and special beat projects.

1. MEU officers should be deployed in teams of two to insure the safety of officers and citizens. If an outside agency mounted officer is deployed in Garden Grove, a Garden Grove MEU officer will be his/her partner whenever possible.
2. Call out requests will be made to the MEU Commander, or his designee.
3. Horses must be bathed and/or brushed prior to any deployment. All issued safety equipment will be worn while on duty.
4. Feed for the horse is at the MEU officer's expense. Care and exercise for the horse is done on the officer's own time. MEU officers are considered on duty one hour prior to deployment, and one hour after.
5. MEU officers train once a month, or at the discretion of the unit commander. Personnel assigned to the unit must complete a POST Mounted Officer Course.
6. Prior to assignment to the MEU, officers must sign a Mounted Enforcement Unit Agreement in regards to "Horse Training and Grooming." A copy of this agreement is attached.

SELECTION PROCEDURES

When openings become available in the Mounted Enforcement Unit, an interest memorandum will be issued by the Mounted Unit Commander or Unit Supervisor, announcing the position and minimum criteria for the applicant. This memorandum will be posted for no less than thirty (30) days. In accordance with the Garden Grove Police Department Memorandum of Understanding (MOU) and the Department General Orders, officers of any rank and qualified reserve officers may become a member of the unit.

An interest memorandum will be submitted to the Unit Commander, which includes the officer's minimum qualifications, skills and experience. The Unit Commander will review the memorandums and seek input from the applicant's current and previous supervisors and members of the MEU. The Unit Commander will then make a recommendation, via the chain of command, to the Chief of Police. The Chief of Police, at his sole discretion, will notify candidates of their selection to the unit; only after the appointment procedures have been met (not including the uniform requirement). The Chief of Police shall determine the maximum number of officers assigned to the Unit.



**General Order: 5.30
CHILD CUSTODY**

Effective: May 21, 2003
Last Revised:

PURPOSE

The purpose of this General Order is to establish department policy when dealing with child custody disputes.

POLICY

The Garden Grove Police Department is concerned about the rights of all parents in child custody disputes. Moreover, the department is concerned for the safety and well being of children who are the object of these disputes. It shall be the policy of the Garden Grove Police Department that parents' rights shall be protected; however, the primary concern will be for the health, safety and welfare of the child.

CUSTODY ORDERS

When presented with what appears to be valid court custody orders, officers should make an attempt to read and understand the orders to determine which parent has rightful custody of the child or children. Officers should make every attempt possible to find an agreeable solution to custody dispute. Officers should **not** forcibly remove children from either parent unless there are articulable reasons that lead the officer to believe the child may be in danger of suffering serious physical or emotional injury as defined in W&I Code Section 300 if left in the custody of the parent. Furthermore, officers **should not** enter into dwellings, homes or private areas without lawful court orders or articulable exigent circumstances permitting such entry to search for or remove children to transfer custody to one or the other parent or guardian.

REPORTING

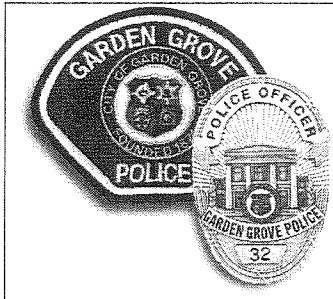
Upon determining that there may be a violation of a valid child custody or visitation order, officers should refer the parties back to the family court for settlement of the dispute. When appropriate or necessary, the officer should complete a PC 166.4 crime report indicating the circumstances of the alleged violation of the custody or visitation order. Because custody and visitation orders can be confusing and may be in conflict with other orders, officers should not attempt to enforce the order by awarding custody to either parent during a dispute. Contrary to domestic violence orders where officers have a duty to act, custody orders do not mandate action by an officer. In accordance with W&I Code Section 300, unless there is a clear and articulable cause for concern for the physical or emotional safety of the child by leaving the child in the custody of the parent, officers should not forcibly take

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Child Custody

custody of the child. If officer intervention is required, the child should be taken into protective custody under W&I Code Section 300.



**General Order: 5.31
IN-CAR VIDEO SYSTEM**

Effective: September 23, 2004
Last Revised: July 6, 2016

PURPOSE

The purpose of the In-car Video System (IVS) is to provide an accurate, unbiased audiovisual record of enforcement related and non-criminal incidents that will enhance criminal prosecutions and limit civil liabilities.

POLICY

It is the policy of this Department to install, use, and maintain an In-car Video System (IVS) in designated enforcement vehicles. Use of the IVS equipment is mandatory as outlined in this policy. It is recognized that it may not always be practical to activate the IVS; however, those occurrences should be the exception rather than the rule.

PROCEDURE

Training - Department personnel will not use the IVS until they have completed training in the proper use of the system. The training will be provided by the Professional Standards Division and will consist of the following:

1. A review of the Department policy on the use of the IVS equipment.
2. A video review of the IVS, its functions and recommended activations.
3. An orientation and hands-on review of the IVS and its associated components.
4. An in-field presentation followed by practical application by the trainee to demonstrate competency of use. A written record of the training provided will be completed by the trainer and maintained in the employee's training file.

Components of the In-car Video System - The in-car video systems consists of:

1. Camera, front and rear
2. Monitor
3. Control panel
4. Video recorder
5. GPS sensor
6. Wireless recording system
7. Wireless microphone
8. Personal USB key

All personnel assigned to a patrol function will be issued a wireless microphone and a charging unit. All sworn personnel will be issued an access control USB key used to log in to the in-car video system.

In Car Video System Personnel Responsibilities

1. To update and keep current the list of users stored in the individual units system.
2. Ensure there is a sufficient supply of spare wireless microphones and access control USB keys.
3. Account for all DVD-RAM disks currently in inventory by the corresponding serial/barcode number, date returned, and Department member's name. The DVD-RAM disks and recorded incidents will be retained for a two-year period, or as required by policy and/or statute.
4. Process all requests for copies of recorded incidents.
5. Maintain all wirelessly uploaded files in the manner and for a period of time as prescribed by this policy. Update file incident types/file preservation times as necessary (see the table on page 5 of this policy).
6. Provide inspection of IVS equipment and provide minor maintenance. Equipment failure and other larger maintenance issues will be referred to product manufacturer.

Requirements and Restrictions for Activating and Deactivating IVS Device

Department Personnel Responsibilities:

1. Department personnel using the wireless/IVS should start the unit normally. Once the camera system boots up, employees shall place their access control USB key into the USB port of the video recording unit and place their microphone into the charging base in the unit to synchronize the microphone to that unit's system. The employee shall then follow the log on procedure for the unit. Once logged on, the employee may remove and store their USB key.
2. The employee shall then activate the system recording feature and verify that their microphone (and their partner's, if applicable), the in-car microphone, and the two video cameras are working properly; and that the system is able to play back that recording immediately thereafter.
3. The power to the system shall be left on during the entire shift to ensure proper temperature control for the system's components.
4. At the conclusion of the Department member's duty shift, the employee will log off the unit and verify that the officer name display on the screen now shows, "No Name."

5. If any member of the Department determines that a recorded incident should be retained beyond the required three-year period, the IVS Custodian shall be notified via Department memorandum. The recorded incident shall be retained for the period of time requested, or until the Department member notifies the custodian, via memorandum, that the recorded incident can be purged. The Chief of Police or his designee can also authorize the purging of a retained incident.
6. Department personnel **shall** activate the IVS, audio and video:
 - i. During all pursuits and "Code-3" Driving.
 - ii. While responding to any call for service.
 - iii. While present at any call for service, whether dispatched or self-initiated.
 - iv. While present at any vehicle stop, whether dispatched or self-initiated.
 - v. During all citizen contacts, whether dispatched, self-initiated, or citizen initiated.
 - vi. Anytime an officer transports anyone other than a citizen 'ride-along' or a City employee who is not part of an active ongoing police investigation.
7. Any and all conversation with the subject of a detention should be recorded by using the in-car microphone or the remote transmitter; whichever is necessary to capture the conversation.
8. Department personnel should record any other activities when, in their judgment, it would be beneficial to do so. This includes probable cause for stops and detentions, or any situation, condition or event having a potential for loss of life, injury or damage to property.
9. Unless impracticable, department personnel should indicate the nature of the recording by pressing the stop button the number of times necessary to scroll to the proper incident type. The first press of the stop button will result in the incident being classified as a "Non-Event." Subsequent presses of the stop button will allow the employee to cycle through the following list of event types from the table on page 6 of this policy:
 - a. Non-Event (Default)
 - b. Non-Arrest Report
 - c. Arrest Report
 - d. Pursuit
 - e. Unit-Involved Traffic Collision.
10. Department personnel shall not knowingly use the IVS system to covertly record police personnel.

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

Activation of the In-car Video System (IVS):

1. The IVS is automatically activated when the overhead lights are turned on, when the crash sensor senses G forces over a certain threshold and when the vehicle exceeds 80 miles per hour. Officers may manually activate the system by pressing the "record" button on either the console or the wireless microphone.
2. Once the IVS is activated, it shall remain on until the incident has reached a conclusion for the Department member and the Department member leaves the scene:
 - i. Once an event has been stabilized, if it is necessary to discuss issues surrounding the investigation with a supervisor or another officer in private, officers may mute their remote transmitter thereby preventing their private audio conversation from being recorded. The video recording shall not be stopped until the incident has reached a conclusion and the Department member leaves the scene.
 - ii. An on-scene supervisor can authorize Department members to turn off their IVS audio and video recording.
 - iii. The IVS may be turned off once the officer arrives at the station after transporting an arrestee and/or anyone from the field.
3. Department personnel shall not in any manner attempt to modify, alter, erase, or tamper with any portion of the system or any recorded incident.
4. The IVS is equipped with a "pre-event record feature," which will allow for sixty seconds of video to be captured prior to the system being activated by the Department member. This portion of the video will have video, but no audio recording. This allows the Department member to record information that may be pertinent to an enforcement incident in which they subsequently become involved.
5. The IVS is equipped with a "crash record activation kit," which will activate the IVS system in the event of a traffic collision. If an IVS equipped unit is involved in a traffic collision and is disabled, the scene supervisor will request the in-car video system personnel download the video manually from the unit as soon as practicable and process it as described above. If the vehicle is drivable, the scene supervisor should return the car to the PD to allow the video to download over the wireless system, prior to the car being sent for service.

6. The IVS is equipped with a GPS sensor which reports the vehicle's identity, speed and location to the video recorder and over the air back to the PD network. The speed indications will cause the IVS system to activate whenever the vehicle's speed exceeds 80 miles per hour. The unit identifier and GPS coordinates will also be wirelessly transmitted real-time to the PD network and will be utilized to show GGPD Dispatch, the Watch Commander and any authorized supervisor logged into the system a live representation of where all police units are at any given time. This feature is known as an Automatic Vehicle Locator (AVL). The AVL will also interface with our CAD system to recommend the closest unit available for a particular call for service. This functionality, like all others of the IVS, is not intended to be used as a disciplinary tool. It is intended to be used to improve officer safety, response time to calls and to allow dispatch to send the closest units to a call for service or request for help, as required by this manual. Minor policy violations inadvertently observed on the AVL should first be handled by advising personnel to correct the violation. Repeated or persistent violations observed on the AVL may result in disciplinary action.

Recorded Incident Review

1. IVS recordings **shall not** be randomly reviewed to monitor officer performance. The exception is for an officer who has been placed on a Personal Improvement Plan in order to address identified behavior. An investigator participating in an official Department investigation, such as a personnel complaint, claims investigation, administrative inquiry or criminal investigation may review a specific incident either on the car console or on the video system after it has been downloaded. Any other review will require the express approval of the Chief of Police.
2. Department personnel should review their own incidents, including critical incidents, for training and/or report writing purposes. This review should be done;
 - a. because the video tape is an extension of the officer's own personal knowledge of the events surrounding the incident;
 - b. because video recordings are a form of "video notebook" that the officer should use to prepare their reports, just as they would from a written notebook, and;
 - c. because we advise officers to review all evidence before testifying in court. As officers are allowed to review written notes, even on the witness stand, to refresh their recollection, it would be advisable to review the video also.
3. A supervisor may review a specific recorded incident for the purpose of training, critique or addressing a personnel complaint.
4. In no event shall any recorded incident be used or shown for the purpose of officer ridicule or embarrassment.

5. No video or portion of a video recording from this system may be released to a media organization, unless previously authorized by the Chief of Police or his/her designee.
6. Department personnel shall be notified as soon as practicable whenever one of their video recorded incidents is being reviewed. This notification may occur after review of the incident. This notification shall be documented on the Garden Grove Police Department **IVS WORK REQUEST** form. The only exception to this notification requirement is if it would compromise an official investigation and the Chief of Police has approved such action.
7. All reviews shall be logged unless the review is done with the Department member's knowledge during or immediately following their shift during which the recording occurred. The only exceptions to this requirement are described in sections 2 and 5 above.

Recorded Incidents Integrity

1. **Recorded Incidents** shall be retained in a format that is readily accessible on the Department network for a minimum of 30 days and in an archived format for a minimum of three years unless a specific request is made to store them for a longer period. The table below lists the periods of time recordings will be retained in an archived format (DVD discs) based upon their classification by the employee, the investigating officer, the IVS Custodian or a supervisor. Only the first five settings can be made at the time of recording. Therefore, classification as one of the other four settings will require the employee, investigating officer or a supervisor to notify the IVS Custodian to change the incident type of the video recording in question.

Type of Incident	Retention Period
Non-Event (Default)	3 Years
Non-Arrest Report	3 Years
Arrest Report	3 Years
Pursuit	3 Years
Unit-Involved Traffic Collision	3 Years
Employee Request	3 Years (or as requested)
Administrative Investigation	3 Years (or as requested)
Training Video	Permanent (or as requested)
Homicide or Kidnapping	Permanent (or as requested)

2. Only a copy of a specific incident may be released. The original DVD-RAM/DVD disk shall not be released unless ordered to do so by a valid court order and only after review of that order by the Chief of Police or his/her designee.
3. If a member of the Department needs a copy of a specific incident the request shall be made using the **IVS WORK REQUEST**. The request should include as much pertinent information as possible to assist the IVS Custodian in locating the incident.

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In-Car Video System

Additional Information _____ _____ _____		
Date/Time of Approval	Supervisor Approving Request: Employee Number:	
Disposition		
<input type="radio"/> Completed and forwarded to the requester	<input type="radio"/> Completed as follows: _____	
<input type="radio"/> Unable to locate the incident	<input type="radio"/> Other: _____	
Date Completed	Completed by	Approved for Release by



**General Order: 5.32
AMBER ALERT RESPONSE**

Effective: July 20, 2006
Last Revised: March 19, 2008

PURPOSE

The goal of the AMBER Alert program is the safe return of an abducted child by establishing an effective partnership between the community, the media, and law enforcement. An AMBER ALERT is the recruitment of public assistance to locate an abducted child via a widespread media alert. Utilizing the assistance of Southern California radio, television and press affiliates the public will be notified of the circumstances of a child's abduction and how they can assist law enforcement in the child's recovery.

CHILD ABDUCTION CRITERIA

Abduction is defined as the following: A child 17 years old or younger, which has been unwillingly removed from their environment without permission from the child's legal guardian or a designated legal representative.

1. The child must be 17 years-old or younger, or of proven mental or physical disability;
2. Law enforcement must confirm that an abduction has taken place;
3. The child is at risk of serious injury or death;
4. There is sufficient descriptive information of child, captor or captor's vehicle to issue an AMBER Alert.

When circumstances surrounding a child's disappearance are unknown, an alert may be implemented after sufficient time has elapsed and investigation has taken place, which eliminate other alternative explanations for the child's absence.

With this criteria in place, the Garden Grove Police Department Watch Commander, or designee will decide when it is appropriate to inform the media of the child abduction via an AMBER Alert, and are authorized to approve and/ or initiate an AMBER Alert in our jurisdiction.

PROCEDURES

In the event of a confirmed child abduction, the following procedures shall be followed:

1. Immediately enter the abducted child and (suspect's vehicle if appropriate) into the NCIC database and mark the case as a Child Abduction.
2. Notify Control One and request an AMBER Alert. Control One will initiate the following items:
 - Red Broadcast and other Regional Broadcast, Code Alex if appropriate
 - Emergency Alert System Activation (EAS)
 - Contact the California Highway Patrol ENTAC Center for Changeable Freeway Message Signs
 - Generate a CLETS message to activate the Emergency Digital Information System (EDIS)
 - Assist by Distributing Press Release/Information to Regional Media Outlets and other Public Safety Communication Sites
 - Notify the County's AMBER Alert Coordinator
 - Mass Telephonic Notification (i.e. Reverse 9-1-1)
3. Immediately prepare an initial press release that includes all of the available information, such as:
 - The child's identity, age, and description;
 - The suspect's identity, age, and description, if known;
 - Pertinent vehicle description;
 - Details regarding location of incident, direction of travel, potential destinations, etc., if known;
 - Identify a media liaison or Press Information Officer, and provide a telephone number for the media to call for additional information or updates;
 - A telephone number for the public to call in with leads/information (Refer to Mutual Aid information contained herein);
 - A most recent photograph of the child. If the image is digital, a JPEG format is preferred.
4. If emergency alert services are not requested via Control One, the information in the AMBER Alert should still be forwarded to the Orange County Sheriff's Department Control One supervisor, so that general broadcasts can be made to Southern California law enforcement agencies.
 - Telephone: (714) 628-7008; FAX # (714) 628-7010
5. Cancellation: Control One will prepare and FAX to the previously described locations, follow-up press releases with updates regarding the search and investigation, or immediately upon locating the abducted child.

6. Child Abduction Poster and Flyers

- Control One has the ability to coordinate the design and distribution of proprietary software image-based flyers and posters such as LOCATER (available through the National Center for Missing and Exploited Children) and Critical Reach (available through the CHP ENTAC).

BORDER ISSUES

If there are indicators that the child may be transported out of state or the country, notifications to the FBI should be made. If the child has been transported across the Mexican border, San Diego Sheriff's Department or the San Diego Police Department's Mexico Liaison Units should be contacted. If the child is being transported across the Canadian border, the Royal Canadian Mounted Police National AMBER Alert Center can be contacted at (613) 993-5430.

CHILD ABDUCTION RESPONSE TEAM (CART)

CART is a team of individuals from various agencies, jurisdictions and disciplines who are trained and prepared to respond to a missing, endangered or child abduction. CART leverages resources to aid in the search and rescue effort, and to assist us in our investigation. The objective of CART is to assist, not to assume control of the investigation or operational function "away" from the handling agency. If requested by the Investigative Supervisor or designee, CART members will become integrated into the Incident Command System surrounding the event.

The CART team Coordinator will be the Bureau Commander of the Sheriff's Emergency Communications Bureau. Notification and deployment will be included into the existing AMBER Alert policy overseen by ECB Watch Commander and Control One at the Orange County Sheriff's department.

MUTUAL AID

The experiences of other law enforcement jurisdictions that have implemented similar plans indicate an AMBER Alert will generate a high volume of telephone calls to our agency.

If this occurs, and staffing levels cannot support the high volume of telephone inquiries, the Orange County Sheriff's Department Emergency Operations Center, Public Information Hotline, can be used.

In this event, notify the Sheriff's Department Control One supervisor of our incident and request for assistance at telephone number (714) 628-7008. The Control One Supervisor

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Amber Alert Response

will notify OCSD Emergency Management staff, and provide the Public Information Hotline telephone number that will be activated for the public to call.

We will assign a minimum of two detectives/officers to respond to the Sheriff's Emergency Operations Center, to screen and relay information, and clues received from the Public Information Hotline. The Hotline will not be activated until staff is in place to receive telephone calls from the public. As circumstances dictate, more staff resources from our agency may be necessary to assist the staff at the Emergency Operations Center with the Public Information Hotline.

The Garden Grove Police Department will continue to handle all press releases and media inquiries. Any press inquiries received by the Sheriff's Department will be referred back to our agency.

In the press release, the public will be directed to the Hotline telephone number provided by the Sheriff's Department Control One supervisor.



General Order: 5.33
DNA COLLECTION PURSUANT TO PC § 296

Effective: January 1, 2009
Last Revised:

PURPOSE

The purpose of this order is to establish a policy on collecting, packaging, and shipping DNA samples from individuals as required under section CPC § 296.

BACKGROUND

The current law requires adults or juveniles convicted of any felony, adults arrested for or charged with murder, voluntary manslaughter, any felony offense specified in CPC § 290, or any attempt at these crimes, and any adult or juvenile required to register as a sex offender or arsonist are required to provide a DNA sample pursuant to CPC § 296. Beginning in 2009, CPC § 296 will require any adult arrested for or charged with a felony or attempt at said felony, to provide a DNA sample to the arresting agency. Refusal to provide a sample will result in a misdemeanor violation.

POLICY

It shall be the policy of the Garden Grove Police Department that a DNA sample as well as thumb and palm prints shall be collected from the following individuals pursuant to PC § 296:

1. All adults arrested for a felony or attempt to commit said felony
2. Adults that have a prior felony conviction and are on parole or probation
3. CPC § 290 Sex offenders, including juveniles
4. CPC § 457.1 Arsonist offenders, including juveniles
5. Individuals flagged for DNA collection by the California Department of Justice
6. Court Ordered individuals as a condition of a plea

RESPONSIBILITY AND PROCEDURE

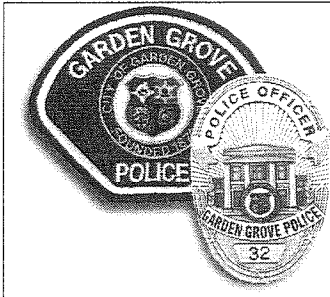
1. When an arrest is made the officer shall be responsible for contacting records to determine if a DNA sample needs to be obtained.
2. Records will conduct a criminal history and or SciLAS computer check to determine if a DNA sample from the arrestee is necessary..No sample of DNA shall be taken if Records determine that the arrestee has already given a prior DNA sample.

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DNA Collection Pursuant to PC § 296

3. Officers that arrest and subsequently release individual(s) pursuant to CPC 849 (b) shall ensure that a DNA sample and thumb and palm prints are collected if necessary, prior to the individual's release.
4. Detectives or other personnel that process sex or arson registrants will be required to ensure that both DNA sample and thumb and palm prints are collected during processing.
5. Once a determination is made that an individual is subject to having their DNA collected, the investigating officer will initiate a request for DNA collection using a DNA collection report form. It should be noted that CPC § 296 does not authorize law enforcement to collect samples from criminal suspects. This generally will require a search warrant or some other qualifying justification.
6. The officer shall deliver the arrestee and the DNA collection report form to C.S.I. jail personnel who will be responsible for the appropriate collection of DNA as well as thumb and palm prints.
7. C.S.I. jail personnel shall use the California Department of Justice DNA collection kit to obtain the DNA samples.
8. The buccal swab in the approved CAL DOJ collection kit will be the primary means of collecting a DNA sample. In rare instances, force may be needed to obtain a DNA sample from the arrestee (refer to General Order 5.12 Use of Force to Obtain Blood Samples). No C.S.I. personnel shall be involved in any collection of DNA that requires the use of force. An arrestee that refuses to provide a DNA sample, thumb and palm prints is guilty of a misdemeanor.
9. Once a DNA sample has been taken and the collection form completed by jail staff, the kit is to be submitted through the mail slot of the In Car Video secured office as soon as practical and in any event no later than the end of shift.
10. The In Car Video Community Service Officer (CSO) will be responsible for collecting the DNA kits and then inputting the required data into the Trackers database. Once a maximum of 84 DNA kits have been collected, the CSO shall mail the DNA kits to the Department of Justice. The mailing of the kits should occur as soon as the required number of kits has been accumulated and in any case no later than one week after acquiring 84 DNA kits. The Special Services Secretary will be trained and serve as backup to the CSO.
11. All officers and C.S.I. personnel shall receive training in the process and the collection of DNA pursuant to PC § 296.



**General Order: 5.34
ALPR TECHNOLOGY**

Effective: September 11, 2012
Last Revised: May 12, 2016

PURPOSE

The purpose of this General Order is to establish and maintain procedures for the use of Automated License Plate Reader (ALPR) technology.

POLICY

Automated License Plate Reader (ALPR) technology, also known as Automated License Plate Recognition, provides automated detection of license plates. ALPRs are used by the Department to convert data associated with vehicle license plates for official law enforcement purposes, including identifying stolen or wanted vehicles, stolen license plates and missing persons.

ADMINISTRATION OF ALPR DATA

All installation and maintenance of ALPR equipment, as well as ALPR data retention and access shall be managed by the Investigative Division Commander or his/her designee. The Investigative Division Commander or his/her designee will assign personnel under his/her command to administer the day-to-day operation of the ALPR equipment and data.

ALPR OPERATION

Use of an ALPR is restricted to the purposes outlined below. Department personnel shall not use, or allow others to use, the equipment or database records for any unauthorized purpose.

1. The ALPR system shall be restricted to legitimate law enforcement uses for the purpose of furthering legitimate law enforcement goals and enhancing public safety.
2. An ALPR may be used in conjunction with any routine patrol operation or criminal investigation. Such uses and goals include, but are not limited to, providing information to officers that will assist in on-going criminal investigations, crime prevention, crime detection, the apprehension of wanted persons, ensuring the safety of vulnerable individuals through the recovery of missing and endangered persons, and improving the quality of life in our community through the identification and removal of stolen, unregistered, and uninsured motor vehicles. Reasonable suspicion or probable cause is not required before using an ALPR.
3. While an ALPR may be used to canvass license plates around any crime scene, particular consideration should be given to using ALPR-equipped cars to canvass

areas around homicides, shootings and other major incidents. Partial license plates reported during major crimes should be entered into the ALPR system in an attempt to identify suspect vehicles.

4. No member of this department shall operate ALPR equipment or access ALPR data without first completing department-approved training. Garden Grove Police Department employees that are trained per the requirements of this policy will be authorized to receive user credentials for the system and will have access. Individuals with access include various roles in patrol, investigative, dispatch and command level roles. Garden Grove Police Department uses a hosted LPR solution; periodically, we may grant access to the vendor's support personnel to assist in administrative functions. All of the vendor's support staff have undergone background checks and meet the requirements of FBI-CJIS Security Policy.
5. No ALPR operator may access California Law Enforcement Telecommunications System (CLETS) data unless otherwise authorized to do so.
6. An ALPR Alert under the ALPR Program does not establish probable cause for enforcement action. With the absence of exigent circumstances the Hit information/data must be confirmed prior to taking any related law enforcement action. Users of the ALPR system will take reasonable measures to ensure the accuracy of the ALPR Data collected by Garden Grove Police Department ALPR units. Errors discovered in ALPR Data collected by GGPD units are marked, corrected, or deleted in accordance with the type and severity of the error in question. To assist our agency in its efforts to ensure accuracy of the ALPR data collected, our vendor also employs an OCR Engine Improvement Diagnostics tool to monitor the performance of its various OCR engines around the world. Once issues are identified and confirmed, the vendor works to quickly correct any systemic issues.

ALPR DATA COLLECTION AND RETENTION

All data and images gathered by an ALPR are for the official use of the Department and because such data may contain confidential CLETS information, it is not open to public review. ALPR information gathered and retained by this department may be used and shared with prosecutors or others only as permitted by law.

The Regional ALPR System Administrator for the County of Orange is stationed at the Anaheim Police Department within the Emergency Management Bureau. The County Administrator is responsible for insuring proper collection and retention of ALPR data, and for transferring ALPR data stored in department vehicles to the County maintained server on a regular basis, not to exceed 30 days between transfers.

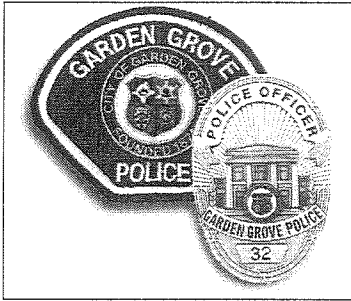
The County or Orange ALPR Administrator is responsible for insuring all ALPR data downloaded to the server is stored for a minimum of two years (Government Code § 34090), and thereafter will insure data is purged unless it has become, or it is reasonable to believe it will become, evidence in a criminal or civil action, or is subject to a lawful

action to produce records. In those circumstances the applicable data will be downloaded from the server onto portable media and booked into evidence.

ACCOUNTABILITY AND SAFEGUARDS

All saved data will be closely safeguarded and protected by both procedural and technological means. The Department will observe the following safeguards regarding access to and use of stored data:

1. All non-law enforcement requests for access to stored ALPR data shall be referred to the County of Orange ALPR Administrator and processed in accordance with applicable law.
2. All ALPR data downloaded to the mobile workstation and server shall be accessible only through a login/password-protected system capable of documenting all access of information by name, date and time.
3. Persons approved to access ALPR data under these guidelines are permitted to access the data for legitimate law enforcement purposes only, such as when the data relate to a specific criminal investigation or department-related civil or administrative action.
4. All ALPR data queries must be accompanied by the law enforcement case number corresponding with the investigation. Without a case number entered, the system will not allow a query of license plate data.
5. Such ALPR data may be released to other authorized and verified law enforcement officials and agencies at any time for legitimate law enforcement purposes.
6. Garden Grove Police Department is not aware of any individual privacy interest applicable to the anonymous ALPR data contained in the system, however, there are many controls in place. The data center and the software being used by the Garden Grove Police Department meets all relevant requirements of FBI-CJIS Security Policy including password complexity and change rules, deactivation of inactive users, use of secure internet protocol, and more. The system maintains usage logs that are available for routine audit. System audits should be conducted on a regular basis by the County of Orange ALPR Administrator or a Garden Grove Police Department designee
7. ALPR data gathered by agency-owned ALPR systems is never sold or transferred in any way. This data is shared with other law enforcement agencies solely at the discretion of the agency, and these privileges may be revoked at any time by the agency. Because the sharing of the data occurs from a hosted solution and is based on a set of visibility permissions, the data is not duplicated or transferred in any way and remains under the management and control of the agency at all times.



**General Order: 5.35
CHRONIC OFFENDERS**

Effective: November 19, 2012
Last Revised:

PURPOSE

The purpose of this General Order is to establish and maintain procedures for dealing with chronic offenders.

POLICY

In order to effectively deal with chronic offenders and benefit the quality of life for the citizens of Garden Grove, the Department will establish the following procedures to address Chronic Offenders in our community

PROCEDURES

1. Beat Officers will establish a list of Chronic Offenders in their beats. A Chronic Offender is an individual who continually commits criminal acts against public decency, is involved with identified problems within Community Policing Targeted Neighborhoods, is not deterred by a single arrest or citation, and needs to be prosecuted to the highest extent of the law.
2. The Beat Chronic Offender lists will be maintained in the "P" drive under "Chronic Offender". Chronic Offenders lists shall only be updated at beat meetings with the consensus of all the officers. The total number of offenders should be kept to a minimum so as not to mitigate their weight or importance with the District Attorney or City Attorney. Modifications to the Chronic Offender lists will be submitted to the Division Commander for review.
3. Records will provide Alpha and CII printouts for all cases presented to the District Attorney's office on wobblers, specifically PC 415 arrests and the City attorney's office for municipal code arrests.
4. A Chronic Offender fact sheet should be completed by the arresting officer to alert involved personnel that the arrestee is a Chronic Offender. The officer is encouraged to note any information on the fact sheet that might be helpful for the D.A., City Attorney or Judge in determining their course of action.
5. All Chronic Offenders identified by the beat officers should be booked, rather than cited and released. When possible all Chronic Offenders should be booked at the Orange County Jail or another facility such as the Huntington Beach City Jail. A

Watch Commander or Sergeant's approval is required prior to booking at the Huntington Beach City Jail.

6. Arrest face pages and narratives must be completed on all Chronic Offenders. Citations with officers' notes are not sufficient to ensure the Chronic Offender is prosecuted to the highest extent of the law. Probation or probation violations should be requested for repeat offenders.



**General Order: 5.36
SPECIAL RESOURCE TEAM**

Effective: December 5, 2016
Last Revised:

PURPOSE

The goal of the Special Resource Team (SRT) is to improve the quality of life for the citizens, businesses and patrons of the City of Garden Grove. Through civic and community resources, the SRT will provide an individualized approach toward solving community issues. As a support element to patrol activities, the SRT will respond to calls for service related to, but not limited to: transient/homeless, vagrancy, and mental health issues. To address the specific needs of a culturally diverse community, the SRT will specialize in creating a partnership with organizations dedicated toward assisting persons with conditions or in situations that require specific needs.

POLICY

The SRT will add another dimension to the Garden Grove Police Department's Community Orientated Policing philosophy. Whereas individuals have their own individualized needs and desires, with the assistance of outreach programs such as, but not limited to, mental and behavioral health, Veterans assistance, faith groups, rehabilitation programs, shelter projects, animal groups, victims assistance programs, support groups, law enforcement, and many others, the SRT will utilize and coordinate a direct and individualized approach to finding solutions, as available, for the growing needs in the City of Garden Grove.

PROCEDURE

With specialized training, resource contacts, and individualized responses to specific situations, the SRT will be the primary response element to address, document, and provide the appropriate services in transient/homeless and mental health situations. All medical information shall be kept confidential and every attempt to ensure the privacy of this information will be made by SRT officers.

Regarding mental health responses, refer to General Order 5.09.

Field Contacts:

Officers are encouraged to contact the homeless for purposes of rendering aid, support, and community-orientated policing that may include, but not limited to:

- Document alternative contact information. This may include obtaining addresses and telephone numbers of relatives and friends.

- Document places the person may frequent.
- Consider whether the person may be a dependent adult or elder, and if so, proceed in accordance with the Adult Protective Services and/or Elder Abuse policies.
- Consider whether a crime should be reported and submitted for prosecution, even when a homeless victim indicates that he/she does not desire prosecution.
- Whenever patrol officers contact homeless persons, the officers are encouraged to provide them with a referral to the SRT members for individualized needs assessment.

Nothing in this policy is meant to dissuade an officer from taking reasonable enforcement action when facts support a reasonable suspicion of criminal activity.

The SRT officer will be assigned as a field response and special enforcement element. Officers will maintain a uniformed appearance and be easily recognized as police officers in the community. Unless a special need arises, a marked black and white police vehicle will be utilized as the primary mode of transportation and response to calls for service.

Personal Property:

The personal property of homeless persons must not be treated differently than the property of any other member of the public. Therefore, when a homeless person is arrested, detained, transported or otherwise not available to care for the protection of their property, officers should make accommodations to permit the person to lawfully secure his/her property. Otherwise, the personal property should be collected for safekeeping.

The following procedures for the removal of personal property shall be followed when the owner of the property is not present or has abandoned the property:

- Create an incident call number to document the call/contact
- Clearly mark/tag the property in a visible location for the owner to be notified of the pending removal
- Contact the Garden Grove Public Works division and provide the Incident number, date and time of marking, address or described location of the property and description of items to be removed
- When possible, attempt to contact the owner (if known) to notify them of the marking for removal
- Document the location, approximate amount of property and (if contacted) the owners identifying information in the call ticket "notes".
- Clear the incident call number (2X)

When a transient/homeless person's property is present, or left unattended in a public place, officers will post a notice in a visible place, attached to the property, notifying the owner of the

removal and storage of the property. After clearly marking the property for removal, the owner will be provided no less than three (3) days' time to gather the belongings and remove them from the location. If the property remains in its original location, and no efforts have been taken to remove it, the property will be removed and stored for safekeeping. Federal cases require notice of the removal and place where the property may be claimed, and safekeeping of the property for at least 90 days to allow the person time to claim his/her belongings.

Ecological Issues:

Sometimes homeless encampments can impact the ecology and natural resources of the community and may involve criminal offenses beyond mere littering. Officers are encouraged to notify appropriate agencies or departments when a significant impact to the environment has or is likely to occur. Significant impacts to the environment may warrant a crime report, investigation, supporting photographs and supervisor notification.

Personal Protective Equipment (PPE) will be a necessity and strongly advised to use in this role. Due to the potential for hazardous material exposure, SRT officers will be given the appropriate opportunity to decontaminate their uniforms, clothing and equipment should the need arise. Any and all potential exposures to hazardous materials or infectious diseases should be logged on the I.O.D. log prior to the end of the workday, with the appropriate supervisor notification.