

## CHAPTER 6 - CRIMINAL INVESTIGATIONS PROCEDURES

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**General Order: 6.1  
CRIMINAL INVESTIGATIONS UNITS**

Effective: June 1, 1987  
Last Revised: January 27, 2007

**PURPOSE**

The purpose of this General Order is to establish a responsibility and a purpose for the Criminal Investigations Units within the Garden Grove Police Department.

**POLICY**

The preliminary investigation process is a patrol function to be performed by sworn and non-sworn personnel.

The follow-up investigation process is to be performed by non-uniformed personnel assigned to the investigative unit. The overall objective of the preliminary and follow-up investigations is to identify, apprehend, and successfully prosecute the offender.

The follow-up investigator shall:

1. Review the preliminary investigation for thoroughness;
2. Investigate all those leads that have surfaced;
3. Attempt to link the crime with others of a similar nature;
4. If any arrest is made or the offender is identified, prepare the case for prosecution.

The first-line supervisor shall be responsible for the completeness of the preliminary and follow-up investigations of their subordinates.

The Criminal Investigations Units are assigned to the Support Services and Community Policing Bureaus. A lieutenant is assigned to serve as the administrator for all the investigative divisions/units. A sergeant is assigned to each unit to supervise the daily operations. The investigative functions of this department shall be organized into the following components:

**Support Services Bureau**

1. Crimes Against Persons Unit
2. Property Crimes Unit
3. Youth Services

Community Policing Bureau

1. Gang Investigations Unit
2. Special Investigations Unit
3. Traffic Investigations unit

**PROCEDURE**

The Crimes Against Persons Unit shall investigate the following crimes/instances:

1. Homicides
2. Robberies
3. Assaults and Sex Crimes
4. Missing Adults
5. Casualty incidents
6. Child abuse and unfit home investigations
7. Criminal investigations involving adult suspects
8. Domestic Violence
9. Child Molest

The Property Crimes "Beats" Unit shall investigate:

1. Auto thefts including juvenile suspects
2. Checks
3. Burglaries
4. Frauds
5. Property crime investigations involving adult suspects

Youth Services Unit shall be responsible for the following

1. Runaway Juveniles
2. Incidents occurring on school campus
3. Criminal Investigations involving juvenile suspects (except sex crimes or auto theft)
4. Graffiti and tagging incidents including adult suspects

While the above subsections describe general areas of responsibility, nothing herein shall prohibit the formation of specialized investigative task forces to solve a specific crime problem. Investigative task forces may be comprised of two or more investigative units, an investigative unit and selected patrol officers, or our investigators working in conjunction with other law enforcement agencies.

**INVESTIGATIVE TASK FORCES**

The task force approach should be used whenever additional manpower is required to complete the successful investigation of a complex criminal act or a series of related crimes. In those instances where the department elects to participate in county, state or federal task forces, an agreement or a Memorandum of Understanding (MOU) will dictate the authority and responsibilities of those assigned from participating agencies.

Generally the supervisor of the investigative unit that has primary follow-up responsibility for the crime type will take command of the task force. His responsibilities will include:

1. Developing or approving a plan of action to be followed during the investigation;
2. Identifying personnel to be used in the task force;
3. Schedule personnel and make specific work assignments;
4. Identifying resources needed and making them available for the task force use;
5. Evaluate the results obtained and determine the necessity to continue or discontinue the program;
6. Provide general supervision of personnel during the time frame of the operation.



**General Order: 6.2**  
**CRIMINAL INVESTIGATIONS PROCESS - PRELIMINARY AND FOLLOW-UP**

Effective: June 1, 1987  
Last Revised: July 1, 2009

**PURPOSE**

The purpose of this General Order is to establish policies and procedures for conducting the preliminary and follow-up phases of the criminal investigation process.

**DEFINITION**

The preliminary investigation begins when the first police unit arrives at the scene and makes contact with the complainant or victim and continues until a postponement or transfer of the investigation. Transfer of the investigative responsibility must be made without jeopardizing the successful completion of the investigation.

A follow-up investigation should be an extension of the activities of the preliminary investigation and not a repetition of it. The purpose of a follow-up investigation in a criminal case is to gather additional evidence and information to prove the elements of the particular crime in order to effect an arrest and support prosecution of the suspects and/or to recover stolen property.

**POLICY**

The reduction of crime depends in part on the success of the criminal investigation process, which should identify, cause the arrest and conviction of the suspect of the crimes, and recover stolen property.

All criminal investigations will be conducted in such a manner as to assure that the constitutional rights of the accused will be maintained. Prohibited activity during the investigations will include:

1. Obtaining involuntary confessions or admissions through coercion or other illegal means;
2. Deliberately failing to advise a defendant of his rights;
3. Depriving the defendant of his right to counsel;
4. Allowing unnecessary pre-trial publicity to be aired which would lessen the possibility of a fair trial;
5. Cause any unnecessary delays in the court process. The role of the supervisor in this process is very important. First, he must be sure of the proper utilization of manpower by:
  - a. Assigning for investigation, criminal cases that have a potential for closure;
  - b. Not assigning for investigation, criminal cases that have little potential for closure;

- c. Insuring that personnel assigned to conduct each investigation have the knowledge and abilities required for that assignment;
- d. He must insure mutual cooperation and understanding and the exchange of information between all departmental units.

## **PROCEDURE**

### **PRELIMINARY INVESTIGATIONS**

Preliminary investigation is a critical step in the overall criminal investigation process. Often the success or failure of the entire case hinges on the quality of this phase of the investigation.

Officers' Responsibility - Officers having responsibility for preliminary investigation should:

1. Provide aid to the injured;
2. Protect the crime scene and insure that evidence is not lost or contaminated;
3. Observe and report all conditions, events, and remarks;
4. Determine if an offense has actually been committed, and if so, the exact nature of the offense;
5. Determine the identity of the suspect(s) and effect an arrest if it can be accomplished either at the scene or through immediate pursuit;
6. Through the police dispatcher furnish other field units with the description, method, and direction of flight and other relevant information concerning the wanted persons or their vehicles;
7. Collect or arrange for the collection of evidence in a crime scene processing;
8. Locate and identify the calling party, victims, witnesses and suspects. Obtain statements from the victims and witnesses and from suspects if such statements can be obtained legally;
9. Accurately and completely record all pertinent information on a prescribed field investigation report form.
10. Provide Victim's rights information and any information for Victim Rights advocates.
11. As appropriate, refer victims and witnesses to the investigations unit.

General Responsibilities - Except in those cases where the presence of a uniformed officer would obviously hinder a proper investigation or specific expertise is required, the preliminary investigation shall be conducted by a uniformed patrol officer assigned to the call. Exceptions may be special investigations generally dealing with vice or narcotic related crimes which require undercover tactics or expertise, and crimes which occur on school campuses which could be handled by the on-duty School Special Officer or Youth Services Unit officer. The assigned patrol officer shall initiate and complete as many of the activities listed above as necessary. The individual circumstances of the incidents will determine how many of these activities are required.

The patrol officer assigned shall be responsible for initiating action to inform other appropriate departmental units that a serious crime or one requiring immediate on the scene follow-up investigation exists.

Control over the preliminary investigation shall be maintained by the patrol officer that was assigned the call unless a request is made by the patrol supervisor to an investigative supervisor to relinquish that control or vice versa. In the absence of a patrol supervisor, the patrol officer may make the request directly.

Investigators may respond to any crime, especially for categories of crimes in which they have primary responsibility for the follow-up investigation to assist the handling officer. Any investigator in the vicinity of or available for an in progress call should respond to the scene after notifying the dispatcher to offer the appropriate assistance.

The assigned officer will accurately and completely record all pertinent information on a prescribed incident report form.

### **FOLLOW-UP INVESTIGATION**

All follow-up investigations are conducted by investigators assigned to one of the investigative details: Property Crimes Unit, Crimes Against Persons Unit, Youth Services Unit, Gang Investigations Unit or Special Investigations Unit. With approval from a detective supervisor, an investigator may involve a patrol officer in the follow-up investigation in order to provide training and enhance the officer's role; however, at no time will the responsibility of the follow-up investigation be completely turned over to a patrol officer.

Basic functions of the follow-up investigation include:

1. Reviewing and analyzing reports of the preliminary investigation;
2. Recording information obtained during follow-up investigation;
3. Reviewing departmental records for investigative leads;
4. Seeking additional information (from uniformed officers, informants, contacts in the community, or other investigators/agencies, etc.);
5. Conduct follow-up interviews of the victims and/or witnesses;
6. The interrogation of suspects;
7. Arranging for dissemination of information as appropriate (teletypes, CAU bulletins, etc.);
8. Planning, organizing, and conducting searches;
9. Collecting of physical evidence that is discovered during the follow-up investigation;
10. Recovering stolen property;
11. Arranging for the analysis of evidence;
12. Reviewing results of laboratory examinations;
13. Identifying and apprehending the suspects;
14. Checking for suspect's criminal history;
15. Determining if other crimes may have been committed by the same suspect;
16. Plan and implement surveillance needed to develop information pertinent to the investigation;
17. Determining if the suspect meets career criminal criteria;
18. Consulting with the District/City Attorney's office and preparing cases for court presentation and assisting in the prosecution thereof;
19. Notifying victims and witnesses when their presence is required in court;
20. Provide testimony in court;

*GARDEN GROVE POLICE DEPARTMENT  
General Order: 6.2  
Criminal Investigations Process - Preliminary and Follow-Up*

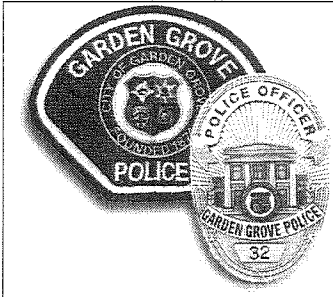
21. Provide victims and witnesses the Department telephone number(s) so they can provide additional information about the case or receive case status information;
22. Keep victims aware of the status of their case through follow-up contact.

**SERIOUS OFFENDERS**

The process of identifying serious offenders will be accomplished in the following manner:

1. A District Attorney Worksheet will be completed on criminal cases that are to be sent to the District Attorney's Office. The case file will include a record of all prior convictions and criminal history on the defendant.
2. Once the case file is delivered to the District Attorney, a felony D.A. will have the option to use the information provided to charge for arrest enhancements or to present the case to a Felony Panel as a potential three strikes case if appropriate. If the information presented by the investigator warrants, the D.A. will have the option to send the case to the Vertical Prosecution Unit for prosecution as a career criminal under the statutes provided in section(s) 999b-999h of the California Penal Code.





**General Order: 6.3**  
**INVESTIGATION CASE PROCESSING**

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

**PURPOSE**

The purpose of this General Order is to establish guidelines for investigation case processing and report flow throughout the detective unit.

**REPORT FLOW**

All reports shall be distributed to the following investigative units for processing:

1. Crimes Against Persons Unit
2. Crimes Against Property Unit
3. Youth Services Unit
4. Special Investigations Unit

**ASSIGNMENT CRITERIA**

Supervisors for each of the investigation units will be responsible for determining the initial degree of attention to be given to individual reports which are forwarded to an investigator. Reports will be assigned based on the criteria listed below.

**"ASSIGNED"**

A report in this category should have at LEAST one solvability factor to work.

1. Tangible leads to follow
2. Available person (informant, victim, witness, suspect) who may provide new or additional information
3. Any other indication of "something to be done" in the furtherance of the case
4. Property loss in excess of an established figure
5. All felony arrests shall be assigned to assure uniformity in case tracking

NOTE: An investigative worksheet/case status report (blue sheet) shall accompany each ASSIGNED report.

### **"PR" STATUS**

A case report may be forwarded to an investigator with a "PR" notation which indicates:

1. No workable leads
2. Verbal contact with victim required because of circumstances

### **"INFORMATION" ONLY**

A case report may be forwarded to an investigator with an "Info" notation which indicates:

1. No workable leads
2. No contacts required for the sake of this report
3. Reports should be read for the value that it may have in furtherance of other reports (patterns, MO, etc.)

NOTE: For statistical purposes, "PR" and "Info" cases shall be the same.

### **UPGRADES ATTENTION**

A report previously noted with a "PR" or "Info" may, with new information received, be upgraded to "Assigned" in which case the guidelines for "Assigned" will prevail. The individual investigator concerned will be responsible for:

1. Investigative worksheet
2. Initiating a case status report (blue sheet)
3. Submitting a reactivation slip for purposes of updating the case tracking records

### **INVESTIGATIVE CASE TRACKING PROGRAM**

All reports processed by an investigative supervisor or his designee must be entered into the case tracking program.

Case input into the case tracking program will follow the listed steps:

1. DR number - this information is taken from the top of the report
2. Case type - assigned, juvenile court petition, information, PR or public relations
3. Crime classification
4. The investigator's name and badge number
5. The date assigned (the date the report was entered into the program)
6. Cursor will prompt at "end of record" message for "filing" into the program

A DR log is then filled out from the case tracking file. It will be used to audit incoming cases to insure all DR's have been accounted for.

1. Each DR number must be accounted for
2. Research original handling of the DR number for classification and probable assignment
3. Correct or add complete entry from the research developed

### **INFORMATION BULLETIN FOR THE CRIME VICTIM**

For each case (except traffic accident and auto theft) in which a victim is listed the appropriate information bulletin shall be completed as indicated below addressed and sent to the victim.

Assigned cases (green form) - information to be entered into the appropriate lines:

1. The victim's name (after the word "Dear")
2. Assigned investigator's last name (on the line below the words "assigned to the investigator")
3. The case number (after the letters DR)

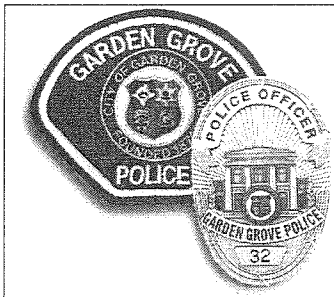
Info cases (blue form) - information to be entered on the appropriate lines:

1. The name of the victim (after the word "Dear")
2. The case number

Whenever the status of a case changes, it will be the investigator's responsibility to make an attempt to notify the victim of the change and the status of his or her case.

This notification may be done in person, by telephone, or mail. In any event a notation will be made on the case blue sheet to indicate that the notification had been made or attempted. The entry on the blue sheet will include the date and time the attempt was made and if successful, the person's name who was notified.

All cases processed shall be forwarded to the appropriate investigator as indicated by the unit supervisor.



**General Order: 6.4  
CASE DISPOSITION PROCEDURE**

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

**PURPOSE**

The purpose of this General Order is to establish guidelines and procedures for the disposition of assigned cases.

**PROCEDURE**

**CLEARANCE CLASSIFICATION**

**CLEARED BY ARREST:** Cases shall be cleared by arrest under the following circumstances:

1. At least one suspect is arrested.
2. Charged with the commission of the offense, and
3. Turned over to the court for prosecution.

Although no physical arrest is made, a clearance by arrest can be claimed when the offender is a juvenile and is cited to appear in juvenile court.

**EXCEPTIONAL:** Cases shall be cleared exceptionally when all four of the following criteria are met:

1. The identity of a suspect has been established.
2. There is enough information to support an arrest.
3. The location of the suspect is known.
4. There is some reason outside law enforcement control that precludes prosecuting the offender.

**EXAMPLES OF EXCEPTIONAL CLEARANCES:**

1. The suspect is dead.
2. The suspect is prosecuted for another offense that may be the same in nature and charges are not filed due to pending prosecution taking precedence.
3. Victim refuses to cooperate in the prosecution. (The first three criteria listed previously must be met.)
4. The suspect is a juvenile and no referral to juvenile court is made.

**UNFOUNDED:** Cases shall be cleared by "unfounded" whenever it is determined that the crime did not occur, or did not occur in our jurisdiction.

**INACTIVATED:** After an investigator has worked an assigned case until there are no further leads or administrative functions to perform, the case may be "inactivated" if it will not fit into one of the categories listed above. The case may be reopened at any time and disposed of a second time with a new disposition.

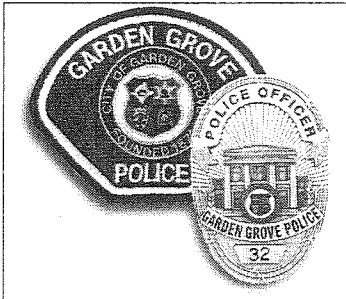
**NOTE:** Prosecution refusals may be inactivated or cleared by arrest or exceptionally depending on the evidence at hand and other surrounding circumstances.

**DISPOSITION:** When all investigative leads have been exhausted or all tasks associated with the investigation completed, the case investigator shall select the appropriate case closure format from the criteria listed above.

The appropriate notation will be made on the investigative worksheet/case status report (Form 411, "blue sheet"). This report and copies of all related police reports sent to the unit supervisor for approval.

The unit supervisor shall review the documents to insure that all work has been completed and the proper case closure has been selected. Once the case closure has been approved, an update entry will be made into the case tracking program to reflect the current status of the case.

As a general rule, most cases should be closed within 60 days. Unit supervisors shall inspect cases that exceed this limit to determine the status of the investigation.



**General Order: 6.5  
SPECIAL INVESTIGATIONS FUNCTION**

Effective: June 1, 1987  
Last Revised: April 15, 2015

**PURPOSE**

The purpose of this General Order is to formally establish a department commitment to the detection, apprehension, and prosecution of all persons engaged in organized crime, narcotics, vice or gang related criminal activities. This section also establishes a base from which all department personnel may be informed of the various duties and responsibilities of each specialized component within the Special Investigations Unit.

**POLICY**

Although it is the responsibility of each member of the Garden Grove Police Department to enforce and investigate all criminal activity including vice, narcotic and organized crimes, the Special Investigations Unit is specifically established to respond to this type of criminal activity. The Unit is attached to the Community Policing Bureau.

**PROCEDURE**

The SIU detail is divided into three details: Criminal Intelligence, Vice, and Narcotics. Investigators working in the unit may be assigned to one detail as their primary area of responsibility but they will be cross-trained and equipped to function in all segments of the unit.

**CRIMINAL INTELLIGENCE DETAIL**

Members of this detail are responsible for investigation, arrest and prosecution as well as, gathering, analyzing, and disseminating appropriate information, to the proper task force or agency, regarding the following areas of criminal activity:

1. Any organized criminal group;
2. Any organizations which threaten, attempt, plan, or perform acts of terrorism or perform acts disruptive of the public order;
3. Organizations which possess or attempt to acquire quantities of arms, ammunition, or explosives for the purpose of causing disruption of the public order or any other illegal acts;
4. Motorcycle gangs involved in illegal activities;
5. Organizations whose primary purpose is sustaining or financing organizations described in 1, 2, 3, and 4;

6. Any individual who threatens, attempts, plans, or performs any illegal, or disruptive act which involves the use of any weapon, explosive, or similar device;
7. Any individual who is under current investigation for the commission of a criminal act;
8. Any individuals who determine or execute the criminal policies of any criminal, or criminal organization;
9. Reported thefts of large amounts and unusual types of explosives or firearms.

### **VICE DETAIL**

Members of the Vice Detail gather and report intelligence data related to all vice-related offenses. They conduct undercover operations for purposes of investigation and enforcement of all criminal statutes related to organized crime and vice-related activities.

#### **Prostitution**

Watch Commander Lieutenants are responsible for the control of street prostitution in their respective areas. The SIU Lieutenant is responsible for control of commercial prostitution in the city limits.

Street prostitution conditions are those that occur on the public right-of-way, in public parks, parking lots, and/or any other exterior area in a commercial, industrial, or residential neighborhood. Commercial prostitution conditions are those that occur in an office, bar, motel, or any other building or non-right-of-way location that is no conducive to uniformed police officer enforcement.

SIU is to make every effort to furnish an investigator or supervisor to patrol when so requested. SIU will provide advice, training, or other similar expertise. The SIU delegate will supervise and/or coordinate patrol enforcement efforts only if so requested by the Watch Commander. As a general rule, SIU is not a manpower resource for patrol street prostitution operations and only SIU personnel will have access to SIU undercover vehicles. This restriction is necessary to protect future undercover narcotics and prostitution investigations by SIU personnel.

SIU is also responsible for performing background investigations of various businesses that are regulated by the city. Their recommendations for approval, denial, or imposition of restrictions or regulations will be forwarded to the appropriate department.

### **NARCOTICS DETAIL**

Members of this detail are responsible for the detection, apprehension, and prosecution of all persons who engage in the illegal sale and distribution of controlled substances.

Some narcotic officers may be designated as members of the Regional Narcotics Suppression Program (RNSP). While assigned to this unit, these officers will work under the supervision of the RNSP Commander in compliance with the guidelines and regulations previously approved by the Chief of Police.

*GARDEN GROVE POLICE DEPARTMENT  
General Order: 6.5  
Special Investigations Function*

It is the responsibility of all department personnel to participate in the effort to suppress the illegal sale and distribution of controlled substances at the street level. Any member of the department who encounters such activity or has information regarding such activity shall submit a written report of notification to the department Narcotics Detail and to the street narcotics unit. A supervisor will assign the referral to an investigator for further action and appropriate disposition.





**General Order: 6.6  
INFORMANTS**

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

**PURPOSE**

The purpose of this General Order is to establish written policies and the procedures to be followed in the establishment, use, and handling of informants by officers of this department.

**GENERAL POLICIES - ESTABLISHMENT OF INFORMANTS**

The title "informant" covers the following:

1. **Informant**: A person who, under the direction of a specific officer and with or without expectation of compensation, furnishes or performs a lawful service for the department in its investigations and operations.
2. **Defendant Informant**: As in #1 above, but subject to arrest and prosecution for a State or Federal offense, or a defendant in a pending case who expects compensation for his assistance in either the form of judicial or prosecutive consideration of another form.
3. **Restricted-Use Informant**: Any person who meets any of the following criteria shall be considered a "restricted-use informant", subject to use as authorized below:
  - a. Person less than 18 years of age: only with written consent of parent or guardian and the approval of the appropriate prosecutor and judge (see minor's waiver).
  - b. Person on probation or parole (Federal or State): Whenever assistance evolves into actual participation into the investigation (i.e. making introductions, controlled buys of narcotics, etc.) and only with the consent of the agency supervising the person.

**SOURCE OF INFORMATION**

The title "Informant", as well as the informant requirements, does not apply to "sources of information". A source of information is a person or organization, not under the direction of a specific officer who provides information without becoming a party to the investigation itself (e.g., a business firm furnishing information from its records; a concerned citizen who witnesses an event of interest.)

Should a person who would otherwise be considered a source of information seek financial compensation, or become a continuing active part of the investigative process, his status should be shifted to the informant.

Generally, a person or organization fitting within this definition can be identified by name in investigative reports.

### **INFORMANT CRITERIA**

There are three criteria that must be met to establish a person as a Garden Grove Informant.

1. The person must be in a position to measurably assist the department in a present or future investigation.
2. To the extent a prudent judgment can be made, the person will not compromise the department's interests and activities.
3. The person will accept the measure of discretion necessary to effectively utilize his services.

### **REQUIREMENTS FOR INFORMANT USE**

The following requirements shall apply to the department's development of defendant informants:

1. Whenever feasible, notification to the appropriate prosecutor (that is, Federal, State or local) should be made prior to seeking the cooperation of a defendant.
2. A defendant may be advised that his cooperation will be brought to the attention of the appropriate prosecutor. No further representations of assurances may be given without approval. The prosecuting attorney shall have the sole authority to decide whether or not to prosecute a case against a defendant/informant.
3. The appropriate prosecutor shall be advised of the nature and scope of the defendant's cooperation throughout the period of his use. The procedures and frequency of this reporting shall be set by the prosecutor.

An informant envelope will be completed and filed in the Special Investigations Unit informant file (refer to General Order 6.7 - Informant Cards) on all informants used by departmental personnel.

Whenever an informant assistance to the police department goes beyond merely providing information and evolves into actual participation into the investigation, i.e., making introductions between officer and suspect, making controlled buys of narcotics, etc., the informant must sign the Informant Understanding of Regulations form (See Informant Understanding of Regulations form).

This form will be attached placed in the informant envelope and filed in the appropriate SIU files.

### **GENERAL POLICIES - UTILIZATION OF INFORMANTS**

An informant (or source of information) shall be advised at the outset that:

1. He shall not violate criminal law in furtherance of gathering of information or providing services to the police department and that any evidence of such a violation will be reported to the appropriate law enforcement agency;

2. He has no official status, implied or otherwise, as an agent or employee of the police department;
3. The information he provides may be used in a criminal proceeding and that, although the department will use all lawful means to protect the informant's confidentiality, this cannot be guaranteed.

The case officer must control the direction of the operation and the informant. They must never place themselves in the position of having to take action when there is not enough manpower or equipment to insure the credibility of the investigation and the safety of all parties involved.

The entire relationship and direction must come from the officer. It is not uncommon for the informant to attempt to become involved in planning. Informants should not be present at briefings.

Informants are assets of the department, not a specific officer. At its discretion, the department management may reassign an informant to the control of another officer of another unit.

Officer/informant contacts will be of a strictly professional nature. Extrinsic social or business contacts are expressly prohibited.

Contacts with an informant will be such that his knowledge of the department's facilities, operations, activities, and personnel is kept to the minimum necessary to his successful utilization.

At least two officers should be capable of contacting an informant. **WHENEVER PRACTICAL**, two officers will be present at all contacts with the informant.

All significant contacts with the informant, and all information obtained at these contacts will be documented in writing.

Where an informant is to participate in an undercover purchase in which he may come in contact with either official funds, controlled drugs, or anything else of potential evidentiary value, he will be thoroughly searched both before and after the undercover encounter, and where possible, kept under continuous observation in between. The reason for this is to preclude questions as to the validity or integrity of the evidence.

### **COURTS**

A police officer is not empowered to dismiss a case or grant immunity to anyone. The prosecuting agency makes the decision whether to file a case or to dismiss it. Individual officers will not approach members of the judiciary. Correspondence with the courts will be initiated only after approval of the officer's unit commander has been obtained.

### **DISCLOSURE OF AN INFORMANT'S IDENTITY**

As stated above in the "Utilization of Informants" section, an informant shall be advised at the outset that the information he provides may be used in a criminal proceeding, and that although the department will use all lawful means to protect the informant's confidentiality, this can not be guaranteed.

The disclosure of an informant's identity, even when no prior guarantee of confidentiality was made, will be avoided whenever possible. INFORMANT confidentiality will be thoroughly discussed with the prosecutor prior to the trial or other proceedings and any alternatives will be given full consideration.

In situations where the disclosure of an informant's identity might adversely affect the outcome of a more significant investigation, the department may conceivably recommend dismissal of the immediate charge of the unit utilizing the informant.

If the issuer of disclosure arises during an officer's testimony and he is uncertain of the legal requirement, he should request time to discuss the matter with the prosecutor.

### **UNDESIRABLE INFORMANTS**

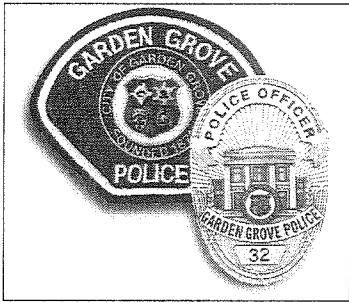
When the case officer becomes aware an informant is undesirable, all contact should cease and the reasons should be noted on his informant file.

### **USE OF CONFIDENTIAL FUNDS**

Disbursement of confidential funds will be allowed only under the guidelines outlined in General Order 6.8 - Informant Funds.

As a general rule defendant informants will not be monetarily compensated for their information and/or assistance.

Any deviation from this policy must be approved by the division commander, prior to the payment or agreement to make payment of any funds.



**General Order: 6.7  
INFORMANTS CARDS**

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

**PURPOSE**

The purpose of this General Order is to provide officers indirect access to otherwise restricted files which may aid them in establishing the reliability or unreliability through past police contacts on persons they want to develop into informants.

**POLICY**

A Confidential Informant File will be maintained by the Special Investigations Unit. An informant envelope will be completed on all SIU informants, paid informants, or informants that are likely to be used to testify in a court action.

The informant envelope will be retained in the informant file which will be housed in the SIU offices.

The informant envelope (GGPD Form 708) will include, but is not limited to the following:

1. Biographical and personal history information;
2. Photograph;
3. Criminal history, if any;
4. Record of past information given; reliability of information;
5. Record of payment of confidential funds made to the informant for past information obtained.

Each informant will be given an informant identification number by the handling officer. The informant number will consist of the officer's initials and a three digit number, i.e., AB 123. Informant envelopes will be filed in the informant file according to informant number.

An SIU investigator will be assigned to make an inquiry into all available files to determine if the informant has past contacts with any police agency under the status of an informant.

The SIU investigator will then notify the officer submitting the informant card one of the following:

1. No prior contacts were found
2. Your subject is considered reliable  
If possible, officer will be provided the name of the agency/officer that used subject in the past and any case numbers to help establish reliability.
3. Your subject is considered unreliable  
Again, data supporting this conclusion will be supplied to the officer if it is available.

*GARDEN GROVE POLICE DEPARTMENT*

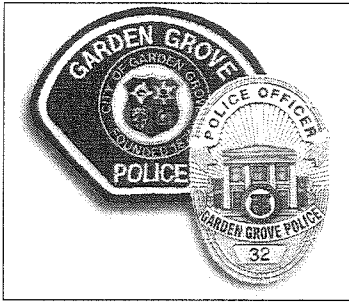
*General Order: 6.7*

*Informants Cards*

Informant envelopes will be purged only on approval of the SIU supervisor. There will be no time limit for retaining informant files.

The informant file will be securely locked and will be physically separate from all other files.

Access to the informant files will be limited to SIU personnel. An officer will be allowed access to the informant file with approval the SIU supervisor.



**General Order: 6.8  
INFORMANT FUNDS**

Effective: June 1, 1987  
Last Revised: June 15, 2015

**PURPOSE**

The purpose of this General Order is to establish policies and procedures governing informant funds.

**POLICY**

The Chief of Police may approve the establishment of a confidential fund within any division of unit, based on the needs of the department. All confidential funds, whether for continuing operations or for a special operation, will be administered according to this procedure.

These funds may be utilized to pay informants, purchase contraband, or otherwise maintain and finance undercover or investigative operations approved by the Chief of Police. It is the responsibility of the Division Commander to maintain control and supervise all disbursements from the confidential fund assigned to his specific area of command.

**CASH OPERATING BASE FOR CONFIDENTIAL FUNDS**

Each confidential fund will have a cash operating base established by the Chief of Police. Any increase or decrease will be approved by the Chief of Police.

**DISBURSEMENT OF FUNDS**

All disbursement of funds require the expressed approval of the unit supervisor. Disbursements exceeding \$350.00 for illegal drug purchases and \$100.00 for other purchases that do not include illegal drugs must be approved by the Division Commander prior to the money being paid out.

All disbursements will be recorded in the appropriate sections of the confidential fund expenditures form, (see Confidential Fund Disbursement Form) in accordance with established guidelines. The Division Commander will evaluate and approve each confidential fund expenditure form.

### **DOCUMENTATION OF CONFIDENTIAL FUND EXPENDITURES**

The unit supervisor will maintain a confidential fund disbursement journal for his unit. This cash disbursement journal is designed to provide the commander with the dollar amount of the cash operating base that is currently on hand and an accounting of how past funds were spent.

The unit supervisor will be responsible for keeping the journal up-to-date and will list the following information in the document:

1. Date of transaction
2. Name of investigator/officer disbursing the funds
3. Why the money was spent. To whom and for what - include all related case numbers
4. Amount of expenditure

### **REQUIRED REPORTING AND REPLENISHING OF THE CASE OPERATING BASE**

At the end of each quarter or whenever the cash on hand falls below the predetermined amount, the unit supervisor will prepare a cash expenditure package. This package will be forwarded to the Division Commander for his review and approval.

Upon completion of the review, the Division Commander will forward to the finance department a request to replenish the cash operating base, if needed

The original confidential fund expenditure forms and the journal will be maintained for audit and review. All documentation of confidential expenditures will be maintained for a period not less than three years. The documentation pertaining to confidential funds will be subject to audit and/or review as per city policies/procedures and regulations with the approval of the Chief of Police.

### **GUIDE FOR PREPARATION OF CONFIDENTIAL EXPENDITURE FORM**

This guide will be utilized to record and document expenditures of confidential funds paid to non-police informants for information and/or services rendered.

The following information will be furnished in the spaces provided:

1. List date and time money paid.
2. List location of activity.
3. List informant number - no funds will be expended to informants until an informant card has been filed (see General Order pertaining to informants) and a confidential number has been established.
4. List DR # - case number of incident.
5. Amount spent in the appropriate section
6. List purpose of expenditure, i.e., narc buy, drinks during undercover investigation, etc.



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*General Order: 6.8*

*Informant Funds*

7. Complete certification that funds were spent in the furtherance of a police investigation and sign card.
8. The informant should then sign his name in the appropriate place - if the informant refuses to sign his correct name, he may insert his control I.D. number and a fictitious name.
9. You and second officer sign witness section to verify informant received the funds.
10. The expenditure card to the SIU supervisor for his approval and signature and reimbursement of funds



**General Order: 6.9**  
**WATCH COMMANDER/OUTSIDE-AGENCY NOTIFICATIONS**

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

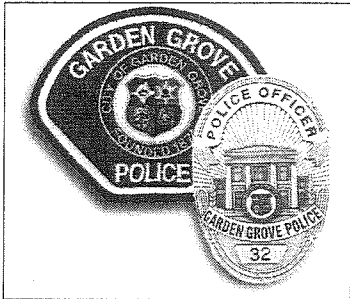
**PURPOSE**

The purpose of this General Order is to provide the proper notification to the Garden Grove Police Department Watch Commander or other agency(ies) affected by a Garden Grove Police Department surveillance, special operation, or the execution of a search warrant or arrest warrant conducted within their jurisdiction(s).

**PROCEDURE**

The supervisor or investigator in charge of any special investigative assignment or fixed surveillance shall notify the Watch Commander of the appropriate agency of the nature of the assignment, personnel and vehicle involved, and the approximate time span whenever:

1. The assignment is likely to require patrol and/or radio communications assistance;
2. The assignment is to be conducted during a time span not considered to be part of normal investigative duty hours;
3. The surveillance or other activity expected to take place may generate citizen/press inquiries or calls for service for the department;
4. A Garden Grove officer goes to another city to effect an arrest.



**General Order: 6.10**  
**INVESTIGATOR CALL-IN PROCEDURES**

Effective: June 1, 1987  
Last Revised: December 28, 2006

**PURPOSE**

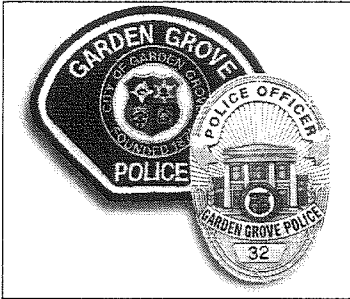
The purpose of this General Order is to establish procedures for calling in off-duty investigative personnel when such a need is present. For successful prosecution of a criminal investigation, it is recognized that in certain incidents it is desirable or necessary to call in an off-duty investigator to assist in the preliminary investigation or to conduct immediate follow-up investigation.

**POLICY**

All requests for investigator call-in will be channeled through an on-duty Watch Commander or designee. Once approval is gained, the Watch Commander or designee will call the appropriate unit supervisor to request assistance. It is the unit supervisor's responsibility to notify his/her immediate supervisor regarding their response. It is the unit supervisor who will select the appropriate investigator(s). The selection process for determining who will be called in is based on crime type, location of the incident and normal case assignment criteria. The task of actually calling the investigators will be discussed and agreed upon by the unit supervisor and the Watch Commander or designee. This process may also be delegated to a third party if desired by the involved parties.

When a formal request is made for assistance, the unit supervisor has the option to decline the request for investigator call-in if it is felt that the situation does not warrant investigator assistance, or if no detective is available. Prior to the denial by the unit supervisor, the unit supervisor should consult with his/her immediate supervisor to gain concurrence.

All sworn investigative personnel are issued department cellular telephones. They are expected to carry their cellular telephone with them at all times, when on-duty, and to respond immediately if called. Off-duty investigative personnel also agree to answer telephone calls from their supervisor immediately and that actual call-in will be based upon their availability. Investigator and supervisors contact information, including name, home phone number and cellular number will be maintained in the CAD system.



**General Order: 6.11**  
**COMPUTER VOICE STRESS ANALYSIS EXAMINATIONS**

Effective: June 1, 1987  
Last Revised: January 11, 2010

**PURPOSE**

The purpose of this General Order is to provide guidelines for the use of the computer voice stress analysis (CVSA) examinations as investigative tools.

**OPERATOR QUALIFICATIONS**

Operators of the CVSA must have successfully completed a certified examiners course either offered or sponsored by the National Institute for Truth Verification (NITV). Further, each certified examiner must recertify by successfully completing an advanced or recertification course every three years, commencing with the original certification. Recertification courses must be offered or sponsored by the NITV.

**PROCEDURES FOR USE OF THE CVSA**

**CRIMINAL INVESTIGATION**

Requests are made to the CVSA examiner verbally or in writing. Requests must be accompanied by sufficient data for evaluation of the subject. The decision to do an examination is based on the nature of the investigation, data available, and the characteristics of the person to be examined.

Formal CVSA examinations may not be required or requested of any victim in a sex offense involving the use of force, violence, duress, menace, or threat of great bodily harm.

**PRE-EMPLOYMENT EXAMINATION**

As part of the hiring process all applicants for employment with the Garden Grove Police Department are subject to a pre-employment CVSA examination. The possibility of having to undergo a CVSA examination shall be clearly stated in the appropriate job/recruitment flyer. The use of results of the CVSA for the detection of deception shall not be the single determinant of employment status.

**INTERNAL INVESTIGATIONS**

CVSA examinations may be used in Internal Affairs investigations on a limited basis. The examination may be offered or administered to parties registering a complaint about the department or officer and the complaint witnesses.

In keeping with the California Peace Officers' Bill of Rights, CVSA examinations will not be offered to sworn members of the department. If they are considered, requests must be

*GARDEN GROVE POLICE DEPARTMENT  
General Order: 6.11  
Computer Voice-Stress Analysis Examinations*

made in writing to the Chief of Police and must contain reasons for the request. The CVSA is considered only when the truth cannot be established by standard investigation.

**DENIAL OR DELAY BY THE EXAMINER**

If the CVSA examiner has reason to believe that an examination may not be advisable for a criminal investigation, pre-employment or Internal Affairs investigation, the examiner may delay the examination. This delay will give the examiner time to submit the reason/s and any alternate recommendations, in writing, to the Chief of Police.

**PRIVATE EXAMINATIONS NOT PERMITTED**

CVSA examinations must not be conducted for a private firm, organization, or individual except by connection with investigations in this order.



**General Order: 6.12  
CRIMINAL INTELLIGENCE BULLETIN**

Effective: May 1, 1987  
Last Revised: May 28, 2004

**PURPOSE**

The purpose of this General Order is to provide a vehicle to disseminate criminal intelligence data on individuals involved in organized crime activity, white collar crime, gang activity, manufacturer or major narcotic traffickers. Also included would be anyone who is involved in criminal activity, but would normally be overlooked by field officers due to the nature of the crime or the subject's status in the community.

**POLICY**

Periodically the personnel assigned to the Criminal Intelligence Unit will prepare a Criminal Intelligence Bulletin on individuals or organizations that fit the listed criteria and who reside, work, or there is reason to believe may be committing criminal activity in Garden Grove.

Generally the information contained in the bulletin will consist of public source data, but it should be considered and treated by the officers as sensitive in nature. Information classified as confidential may be released to individual officers based on their need to know, i.e. they are working the subject of the bulletin on a current criminal investigation. Confidential information will be maintained in the Criminal Intelligence Unit office.

Due to the sensitive nature of the bulletin, only one copy will be provided for officer use. This copy will be posted in a locked glass enclosed frame in the briefing room. It will be the responsibility of the personnel assigned to the Criminal Intelligence Unit to post and remove the bulletin.

In no case will the bulletin be duplicated for individual officer use or files without prior WRITTEN approval from the Community Policing Bureau Commander or the Chief of Police.

No employee of the Garden Grove Police Department, except as authorized by this directive, shall possess copies of the Criminal Intelligence Bulletin or cause the information contained therein to be disseminated to any person outside the police department.



**General Order: 6.13  
BACKGROUND INVESTIGATIONS**

Effective: June 1, 1987  
Last Revised:

**PURPOSE**

The purpose of this General Order is to establish guidelines to be followed throughout the background investigation process. Criminal investigations frequently involve background investigations on persons particularly as they relate to white collar crime, organized crime, and vice activities. Additionally, the licensing of some businesses also requires background investigation of the person applying for the license.

**PROCEDURES**

Background investigation should be considered sensitive in nature and should be conducted discreetly. All background investigations will be conducted in such a manner as to assure that the constitutional rights of the subject of the investigation will be maintained.

Background checks should be made through the following sources:

1. Law enforcement agencies (city and county) where the subject has resided for the past 10 years
2. Garden Grove Police Department alpha file
3. Orange County Sheriffs Department alpha file
4. Department of Motor Vehicles
5. C.I.I.
6. N.C.I.C.
7. Alcoholic Beverage Control files, if applicable
8. City business license files
9. Other city files
10. Court records
11. Or other law enforcement or public information sources that may have information pertinent to the investigation

**DATA USE - CRIMINAL INVESTIGATIONS**

In most cases background information gathered during criminal investigations should be included in the package that is submitted to the District/City Attorney when the criminal complaint is sought.

When a case is inactivated or closed with no prosecution contemplated, the case officer will determine if the information obtained from the background investigation is relevant to the case. If so, the data will be included in the case file. In those cases where the background

data is not relevant to the case, the background information will not be forwarded to Records for filing. It will be purged by the case officer.

### **DATA USE - LICENSING INVESTIGATIONS**

Information located during this check is compared to what the license applicant recorded on this application. If all of the information was recorded by the applicant, it would only be used to determine if the applicant was qualified for a license per the respective state and local requirements.

If the applicant failed to complete the application by including the information found, or claimed there was not additional information, the additional data could be used to deny the application.

### **PURGING OF FILES**

Background investigation files shall be purged in the same manner and method as other departmental records in accordance with local, state, or federal law.





**General Order: 6.14**  
**TEMPORARY ASSIGNMENT OF PATROL PERSONNEL TO AN**  
**INVESTIGATIONS UNIT**

Effective: June 1, 1987  
Last Revised: March 3, 2014

**PURPOSE**

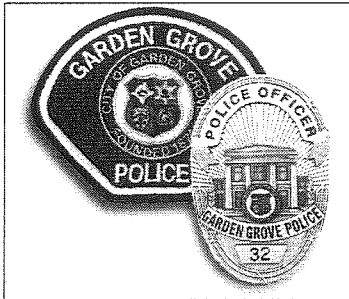
The purpose of this General Order is to establish a procedure for the temporary assignment of patrol personnel to an investigative unit.

**POLICY**

For the purpose of strengthening the investigative process, enhancing career development for the individual patrol officer, and creating a pool of patrol officers with investigation experience, the Chief of Police may implement a program which allows patrol personnel to rotate through an investigative component of the department under the following guidelines.

**PROCEDURES**

1. The unit where the officer will be temporarily assigned does not have an unfilled permanent position.
2. The number of permanent assignments to a specialty unit shall not be decreased as vacancies occur in order to avoid making permanent assignments to the unit.
3. Assignment to this rotational position is a temporary transfer. As such, the assignment will be for a period of six months or less.
4. Officers receiving this assignment will not be compensated by any specialty pay during the length of the assignment except as stated in number 5 below.
5. Officers may maintain any specialty unit pay received prior to such an assignment until such officers return to their previous assignment.
6. The rotational positions are non-competitive positions. Selection of personnel to participate in the program will be made by the Chief of Police or his designee.
7. Service during such a temporary assignment will count towards the satisfaction of the specialty service required for the Corporal positions.
8. The investigative components that a patrol officer may be assigned to are the Crimes Against Persons Unit, Property Crimes Unit, Youth Services Units, or the Special Investigations Unit.



**General Order: 6.15  
INVESTIGATIVE CASE FILES**

Effective: June 1, 1987  
Last Revised:

**PURPOSE**

The purpose of this General Order is to establish a procedure for the maintenance of investigative case files.

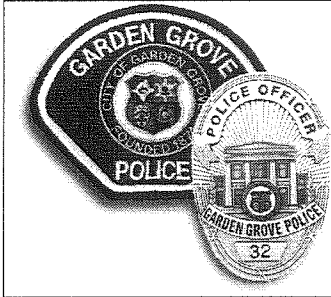
**PROCEDURE**

Investigators may maintain case files on individuals or incidents assigned to them for investigation. Case files will be maintained on all cases in which investigative activities are ongoing. Case files will consist of the original Investigative Work Sheet/Case Status Report (GGPD Form 411) and copies of crime and supplemental reports. Original copies of crime reports and other paper work generated by the investigation will be maintained by the Records Section.

Investigative case files will be maintained by the investigator in an accessible location so that they may be inspected by their supervisor or be available to another investigator who may need to refer to the case while the case investigator is out of the office.

Investigative case files will be purged when the case has been closed under the case disposition procedures in effect for the department and the investigative work sheet has been turned in for approval and processing by central records.

Copies of non-assigned reports ("P/R" and "Info" cases) may be maintained by the investigator to whom they were directed to by the unit supervisor. These reports are to be used as reference material in the event additional information is developed or an inquiry is made on the case. These reports will generally be purged after 90 days.



**General Order: 6.16**  
**"OWN RECOGNIZANCE" RELEASE PROCEDURES**

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

**PURPOSE**

The purpose of this General Order is to provide a standardized and court approved procedure to be followed in releasing persons arrested on felony charges on their own recognizance.

**PROCEDURE**

Notify an on-duty supervisor and explain the reason for wanting to obtain an "own recognizance" (O.R.) release. If subject is now an informant assisting in an investigation (etc.) then obtain supervisory approval before proceeding with next step.

Telephone O.R. release at Orange County Jail at (714) 647-4581; if no answer, then call O.C.J. custody intake at 714-647-6040 and ask for a Detention Release Officer (DRO's). Identify yourself and explain to the DRO's officer that you want the subject released and that you will be faxing a completed "Request for Own Recognizance Release" form to initiate the request. The DRO's fax number is 714-647-4508.

Once the completed "Request for Own Recognizance Release" form is received via fax by the DRO's, the DRO's will then contact the on-call magistrate to get approval for the O.R. release. If approved, then the DRO's will fax back to the Department a copy of the official O.R. release form, which MUST be signed by the person being released on their own recognizance.

Make three photocopies of the official signed release form and Records will distribute the copies as indicated:

- One Copy - Will be given to the person released on their own recognizance
- One Copy - Will be sent to court with court package
- One Copy - Will be sent to detention release at Orange County Jail

The original copy signed by the person released will be filed in the Records DR file.



**General Order: 6.17**  
**COMPLAINTS REFUSED BY THE DISTRICT ATTORNEY**

Effective: January 1, 1988  
Last Revised: October 18, 1993

**PURPOSE**

The purpose of this General Order is to establish procedures for the review of criminal complaints that are refused by the Orange County District Attorney's office.

**POLICY**

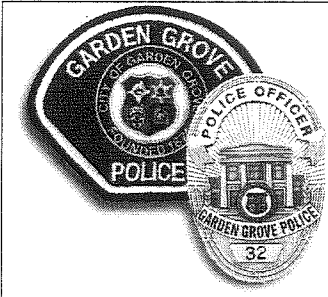
It is the policy of the Garden Grove Police Department to review all cases that are refused by the District Attorney's office, particularly those cases that are refused due to alleged police mishandling or error.

**PROCEDURE**

The Garden Grove Police Department Court Liaison Officer is responsible for tracking all criminal complaints that are submitted to the Orange County District Attorney's office. The Liaison Officer will maintain a log of all cases that are refused by the District Attorney. The log will indicate the reason(s) for the complaint refusal.

At the end of each month, a copy of the log will be given to each Division Commander and the Investigations Unit Commander. Those cases that are refused due to mishandling or error on the part of the police department will be reviewed by a team or investigations supervisor (sergeant). The supervisor will take appropriate action to ensure that the officer is aware of the error and will arrange for any retraining, if necessary.

Members of the District Attorney's office are required to complete the "Complaint Refused" section of their complaint and computer input work sheet. The Court Liaison Officer will receive a copy of the work sheet and return it to the police department Records Section. The work sheet copy will be filed with the original police report



**General Order: 6.18  
MOST WANTED FUGITIVE BULLETIN**

Effective: June 10, 1988  
Last Revised: September 1, 2000

**PURPOSE**

The purpose of this General Order is to establish policy and procedures for the publishing and distribution of a Most Wanted Fugitive Bulletin.

**POLICY**

Most Wanted Fugitive Bulletins are a source of information for members of the department and for police agencies in neighboring counties. The bulletins 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 aid in the locating and apprehension of dangerous criminals.

**CRITERIA FOR SELECTING SUBJECTS**

Any member of the department may submit a subject to be included in the bulletin if he meets the following criteria.

1. Subject must have a valid warrant on a Garden Grove Police Department case. Probable cause warrants or outside agency warrants are excluded unless they are supplemental to a Garden Grove Police Department warrant. Warrants will be verified prior to the disbursement of the bulletin.  
Other means to locate the subject have failed.

Priority for Selecting Subjects:

1. First priority will be given to subjects wanted for violent offenses.
2. Second priority will be given to those subjects where there is a strong likelihood they will continue to commit similar crimes, absent apprehension.
3. Other felony warrants.

**ADMINISTRATION OF PROGRAM**

The Investigation Commander or his designee will be responsible for the final selection of the subjects to be included in the bulletin.

The most wanted list may include an unlimited number of persons, however, only ten persons will be included in the bulletin.

The bulletin will be published quarterly.

The bulletins will be posted on the GGPD website for public viewing.

### **PURGING OF SUBJECTS**

1. Subjects will be canceled when they are apprehended; or,
2. During the quarterly review it is determined that the subject no longer fits the criteria for one of the top ten wanted persons.

### **MINIMUM INFORMATION CONTAINED IN BULLETIN**

1. Names used by suspect
2. Physical description, including physical oddities
3. Photograph
4. Case number
5. Warrant number
6. Bail amount
7. Crime suspect is wanted for
8. Brief synopsis of crime committed
9. Disclaimer, reminding officers to validate want prior to making arrest
10. Any other information to assist in locating the suspect and reducing the risk to the arresting officer

### **DISBURSEMENT OF BULLETIN**

All employees of the police department will receive a copy of the bulletin.

Copies will be posted in the following locations within the police facility.

1. Communications
2. Briefing Room
3. Print Room

All local, state, and federal agencies in Orange, Los Angeles, San Diego, Riverside and San Bernardino counties will receive a copy.

Copies of the bulletin may also be distributed to the news media or local businesses.

### **RECEIPT OF INFORMATION PROCEDURES**

During business hours the investigator sergeant will be responsible to receive and take appropriate action on any information collected.

GARDEN GROVE POLICE DEPARTMENT

General Order: 6.18

Most Wanted Fugitive Bulletin

1. Dispatch patrol units or investigators to make immediate apprehension; or,
2. Forward information to case investigator for follow-up investigation.

After business hours, all calls will be forwarded to Communications.

Based on the information received, Communications personnel will:

1. Dispatch patrol personnel to make an immediate apprehension;
2. Notify the outside jurisdiction where the suspect may be located and the nature of the want;
3. Have the case investigator notified so that immediate follow-up can be started; or,
4. Forward the call to the expediter unit so that a supplemental report can be taken under the DR number listed on the bulletin. This option will only be used on "cold information" where it appears the likelihood of an immediate arrest would be extremely limited.



**General Order: 6.19**  
**IDENTITY THEFT CRIME INVESTIGATIONS**

Effective: December 19, 2007  
Last Revised:

**PURPOSE**

The purpose of this procedure is to standardize the reporting of identity theft cases and to provide additional procedures for officers when investigating and processing identity theft complaints.

**POLICY**

It is the policy of the Garden Grove Police Department to investigate all reported identity thefts. Identity theft is a growing problem that incorporates numerous related crimes in multiple jurisdictions. As a result, Penal Code Section 530.5(a) was enacted on January 1, 1998. Prior to enactment of this legislation, only the creditor was the victim. Now the person whose information is used is also a victim.

**PROCEDURES**

The responding officer will initiate a report and supply the victim of the identity theft with a copy of that report. The GGPD 530.5 PC report form is a duplicate form, the top copy is provided to the victim. The purpose of the report is so the victim can begin to repair their credit, to facilitate appropriate prosecution, and to inform the victim of prevention and resources to minimize the future damage that can occur from this crime.

1. Prior to initiating a police report for any of the above Penal Code sections the victim should produce documents that show evidence of the alleged criminal violation. If they received telephonic notice of the crime, at minimum the victim should have the contact information and account information from the party that made the notification to them.
2. Initiate a report listing 530.5(a) PC- Identity Theft in the offense section.
  - Use GGPD Identity Theft form for limited violations.
  - Use GGPD Crime Incident Report form for multiple violations.
  - Report form **must** contain the Social Security Number of the victim.
  - Attach copies of their documentation to the report. These copies may include credit reports, bank statements, credit card statements, etc.
3. A 530.5(a) PC report should contain all known incidents of fraudulent activity (e.g., Visa Card account number 1234 5678 9012 3456 applied for in the victim's name).



4. If the victim has made reports to other agencies (e.g., US Secret Service, US Post Office, D.M.V., or other law enforcement agencies), those reports should be referenced in the initial crime report, with case numbers if known.
5. If a reporting officer believes the victim of an identity theft might be unaware of the incident, the officer should attempt to contact and inform that victim. The officer should document if contact was made.
6. Have the victim sign the Identity Theft Victim's Request For Information form. This authorizes the assigned Investigator to gain documents from the lending institution/business where the account was opened.
7. Provide the victim with the Garden Grove Police Department, IDENTITY THEFT Reference Guide, with case number.
8. The officer should refer the victim to the Government Web site [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) for the booklet on "Take Charge: Fighting Back against Identity Theft" or to the California Attorney Generals site at: <http://caag.state.ca.us/idtheft/index.htm>
9. The victim is provided a copy of the completed police report at no charge.
10. Identity Theft Prevention presentations will be provided to the community by department personnel.

### **Internet/Telephone Fraud**

In the event that an Identity Theft is reported and a fraud committed over the Internet or telephone, with jurisdiction uncertain, the initiating officer should:

- Initiate an Identity Theft report (as detailed above),
- Obtain as much information as possible regarding the associated fraud(s),
- Document the information,
- Forward the report to Investigations for follow up.

### **Investigative Responsibilities:**

1. Upon receipt of any identity theft (or related) report, the Investigative Sergeant shall evaluate the agency's responsibilities for the case.
2. If the case has follow up possibilities, the assigned investigator shall investigate all practical leads that fall within the Department's jurisdiction.
3. The investigator shall assess the potential to successfully resolve the case. If applicable, the investigator should contact other involved agencies and forward reports when appropriate, or when the successful prosecution is dependent upon the other agency's investigation of an associated offense.

4. Investigations will have the responsibility for the disposition of the case, including the safe return of all documents to the victim, if appropriate.

**Applicable Penal Code Sections: (all sub sections are not included)**

**530.5.** (a) Every person who willfully obtains personal identifying information, as defined in subdivision (b) of Section 530.55, of another person, and uses that information for any unlawful purpose, including to obtain, or attempt to obtain, credit, goods, services, real property, or medical information without the consent of that person, is guilty of a public offense, and upon conviction therefor, shall be punished by a fine, by imprisonment in a county jail not to exceed one year, or by both a fine and imprisonment, or by imprisonment in the state prison.

**530.55.** (a) For purposes of this chapter, "person" means a natural person, living or deceased, firm, association, organization, partnership, business trust, company, corporation, limited liability company, or public entity, or any other legal entity. (b) For purposes of this chapter, "personal identifying information" means any name, address, telephone number, health insurance number, taxpayer identification number, school identification number, state or federal driver's license, or identification number, social security number, place of employment, employee identification number, professional or occupational number, mother's maiden name, demand deposit account number, savings account number, checking account number, PIN (personal identification number) or password, alien registration number, government passport number, date of birth, unique biometric data including fingerprint, facial scan identifiers, voiceprint, retina or iris image, or other unique physical representation, unique electronic data including information identification number assigned to the person, address or routing code, telecommunication identifying information or access device, information contained in a birth or death certificate, or credit card number of an individual person, or an equivalent form of identification.

**530.6.** (a) A person who has learned or reasonably suspects that his or her personal identifying information has been unlawfully used by another, as described in subdivision (a) of Section **530.5**, may initiate a law enforcement investigation by contacting the local law enforcement agency that has jurisdiction over his or her actual residence or place of business, which shall take a police report of the matter, provide the complainant with a copy of that report, and begin an investigation of the facts. If the suspected crime was committed in a different jurisdiction, the local law enforcement agency may refer the matter to the law enforcement agency where the suspected crime was committed for further investigation of the facts.

**530.7** (Synopsis) As of September 1, 2001, the Department of Justice will be required to maintain a database of all reported victims of identity theft. That database will be available to victims and law enforcement agencies under certain circumstances.

**Other Related Penal Code Sections: (all sub sections are not included)**

470.(a) - Every person who, with the intent to defraud, knowing that he or she has no authority to do so, signs the name of another person or of a fictitious person to any of the items listed in subdivision (d) is guilty of forgery.

476. - Every person who makes, passes, utters, or publishes, with intent to defraud any other person, or who, with the like intent, attempts to pass, utter, or publish, or who has in his or her possession, with like intent to utter, pass, or publish, any fictitious or altered bill, note, or check, purporting to be the bill, note, or check, or other instrument in writing for the payment of money or property of any real or fictitious financial institution as defined in Section 186.9 is guilty of forgery.

484g. - Every person who, with the intent to defraud, (a) uses, for the purpose of obtaining money, goods, services, or anything else of value, an access card or access card account information that has been altered, obtained, or retained in violation of Section 484e or 484f, or an access card which he or she knows is forged, expired, or revoked, or (b) obtains money, goods, services, or anything else of value by representing without the consent of the cardholder that he or she is the holder of an access card and the card has not in fact been issued, is guilty of theft. If the value of all money, goods, services, and other things of value obtained in violation of this section exceeds nine hundred fifty dollars (\$950) in any consecutive six-month period, then the same shall constitute grand theft.

**Guidelines**

Penal Code Section 530.5 covers a variety of issues. Penal Code Sections 470, PC 476 and PC 484g were not removed from the Penal Code when PC 530.5 was enacted. Penal Code section 470, PC 476 and PC 484g cover similar and more specific items.

**PC 530.5**

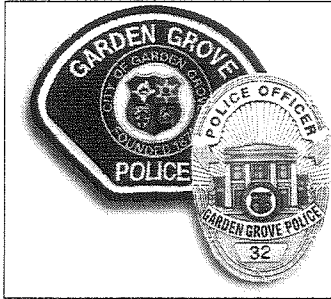
Generally, is the acquiring or opening of **New** accounts or the use of personal identification information to open a new bank or credit card account or establish a line of credit etc., using the victim's personal information.

Reporting requirement: The CR should be initiated in the jurisdiction where the victim resides.

**PC 470, PC 476, PC 484g**

Is the forging of someone's name or using his or her bank or credit card account information on **Existing** accounts? (i.e. - A counterfeit/forged check is made using the victims existing bank account information)

Reporting requirement: Violations are reported in the jurisdiction where the crime occurred. An example would be if a counterfeit/forged checked was cashed in Anaheim the proper handling of this incident would be to make a report to the Anaheim Police Department.



**General Order: 6.20  
COLD CASE INVESTIGATIONS**

Effective: December 19, 2007  
Last Revised:

**PURPOSE**

The purpose of this General Order is to establish a responsibility and a purpose for the investigation of Cold Cases within the Garden Grove Police Department.

**POLICY**

The Cold Case Unit is a function of Investigations and is to be performed by sworn and civilian personnel. Their primary function is to review and continue the investigation of unsolved homicides, suspected homicides, missing persons, rapes and other unsolved violent crimes or Part I violent crimes.

**DEFINITION**

The Garden Grove Police Department defines a Cold Case as a case in which the lead detective initially assigned to the case has exhausted all leads. A cold case may be opened or closed for various reasons such as previously available technology was not able to adequately analyze the evidence, significant time has passed in a case where witnesses were hostile and uncooperative; various time constraints hindered the investigation; and a lack of worthwhile leads stalled the case. A cold case is any criminal investigation that has not been solved and is not actively being investigated.

**EVALUATION CRITERIA**

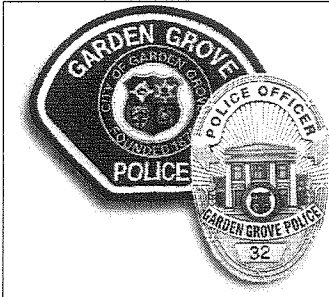
For a cold case to be assigned to a cold case investigator it must first be approved by the Crimes Against Persons Sergeant. The following selection criteria should be considered prior to opening a case:

- New leads or new information has been received on the case.
- A capital murder case will remain assigned to a specific investigator and will periodically be reviewed for possible follow up investigation.
- Leads in the case have not been fully investigated.
- The passage of time warrants recontacting victims, witnesses, or other involved parties.
- New technological advances in scientific analysis of biological evidence have been made.

**PROCEDURE**

Once a case has been assigned, basic necessary cold case follow up should be completed:

- Meeting with all participants to determine an investigative strategy. The meeting should consist of the following personnel; Supervisor, Case Investigator's, Forensic representative, District Attorney representative, Subject Matter Experts, any other deemed necessary personnel.
- RMS Synopsis - If a synopsis has not been completed and entered into the RMS, one will be completed or updated.
- TRACKRS Synopsis - If a synopsis has not been completed and entered into TRACKRS, one will be completed or updated.
- Collect and review the investigation notes
- Review the crime reports
- Review the autopsy reports
- Review the forensic reports
- Review the property and evidence reports
- Review the case for physical evidence; determine its status, if previously collected.
- Obtain any reports, which may exist that have been associated with the case.
- Locate evidence from these other reports
- Submit evidence for analysis
- Document interviews and other follow up steps performed by completing a supplemental report.



**General Order: 6.21  
CRIMINAL INTELLIGENCE**

Effective: August 17, 2009  
Last Revised:

**PURPOSE**

The purpose of this General Order is to provide all personnel, and personnel assigned to the Criminal Intelligence Unit, with guidelines and principles for the collection, analysis and dissemination of intelligence information.

**POLICY**

Information gathering is a fundamental and essential element in the all-encompassing duties of any law enforcement agency. It is the policy of this agency to gather information directed toward specific individuals and/or organizations, reasonably suspected of criminal and/or terrorist activities. To gather the information with due respect for the rights of those involved and to disseminate it only to authorized individuals. While criminal intelligence may be assigned to specific personnel within this agency, all members of this agency are responsible for reporting information that may help identify criminal and/or terrorist activities.

The mission of the intelligence function is to gather information from all sources in a manner consistent with Federal and State laws; and in accordance with the policies and procedures of this department.

The role of the Criminal Intelligence Unit is defined under General Order 6.5, Special Investigations Function. **All intelligence gathering shall comply with 28 CFR Part 23 guidelines.**

The primary responsibility for the direction of intelligence operations, collection of information, evaluation, analysis and dissemination of intelligence information shall fall under the authority of the Criminal Intelligence Sergeant. The Criminal Intelligence Sergeant shall report directly to the Chief of Police or his/her designee.

**TRAINING**

All personnel assigned to the Criminal Intelligence Unit shall attend a POST Certified, Basic Intelligence School, with a minimum of 24 hours of instruction. When possible, personnel should also attend intelligence conferences such as the LEIU annual training conference, the Attorney General's Intelligence training conference or similar training conferences on an annual basis. This will provide intelligence personnel with yearly updates in criminal intelligence gathering, current crime trends and updates to terrorist activities, debriefings

of prior attacks or investigations and updates on changes to applicable laws and/or court case decisions.

Patrol supervisors should conduct annual briefings to discuss intelligence gathering policies, such as terrorist activity indicators and reporting, along with the Department's policy that governs the use of informants (General Order.6.6). Additionally, The Terrorism Liaison Officer (TLO) program should be utilized in the briefing environment to emphasize the responsibility of all personnel to report criminal intelligence and/or suspected terrorist activities through the proper reporting channels.

### **PROCEDURES**

The collecting and storing of intelligence shall adhere to guidelines set forth in 28 CFR Part 23. Examples of acceptable criteria include but are not limited to:

- Reasonable suspicion of criminal activity
- Information was not obtained illegally or by violating any State or Federal laws or Departmental Policies
- Information is not based solely on political, religious or social views or activities
- Information shall not be obtained or maintained for personal reference or other purposes

Suspected criminal intelligence should be reported to the Criminal Intelligence Sergeant directly, or when not practical, through the proper chain of command.

Suspected terrorist activities should be reported to a department TLO or the Criminal Intelligence Sergeant, who is then responsible to report it to the Orange County Intelligence Assessment Center (OCIAAC). It shall be the responsibility of the TLO or TLO Coordinator, to notify the Criminal Intelligence Sergeant of any suspected terrorist activities reported to the TLO program. It shall be the responsibility of the Criminal Intelligence Sergeant to notify the TLO Coordinator of any suspected terrorist activity information reported to the Criminal Intelligence Sergeant.

This is to ensure all parties involved in the intelligence gathering mission are kept current with reported information. The Criminal Intelligence Sergeant will then ensure, to the best of their abilities that the information is correct, is limited to criminal conduct or relates to activities that present a potential threat to our jurisdiction and is relevant to the mission of the department. If it is determined to be credible, it will be maintained in the Criminal Intelligence Sergeants' office. If it is determined to be incorrect or out of date information it will be purged.

All criminal intelligence information shall be maintained in the Criminal Intelligence Sergeants' office. These files shall be maintained separate from other non-sensitive investigative files. Only authorized personnel, as designated by the Chief of Police, shall have access to this office.

Members of the Criminal Intelligence Unit are encouraged to utilize outside resources to maintain file information, as a check and balance against inappropriate file activities. These resources include, but are not limited to: the Law Enforcement Intelligence Unit (LEIU), Western States Information Network (WSIN), Orange County Intelligence Assessment Center (OCIAC) and the National Criminal Intelligence Resource Center (NCIRC).

When information is collected, nationally recognized intelligence resources should be used to verify locally collected information. These resources include computer-based systems such as:

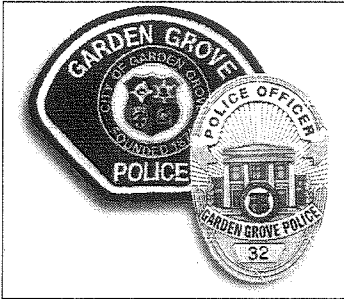
- Law Enforcement Online (LEO)
- Regional Information Sharing Systems (RISS)
- Homeland Security Information Network (HSIN)

Beyond these computer-based systems, the local fusion center (OCIAC) will be included in the collection and dissemination of intelligence information when reasonable and practical, and would further the intelligence mission.

Intelligence information deemed necessary to be distributed to Department personnel shall be distributed in accordance with the Criminal Intelligence Bulletin guidelines set forth in General Order 6.12.

At the beginning of each year, the Criminal Intelligence Sergeant will be responsible for conducting an annual audit of the intelligence files. This audit will include a review of the files and the procedures and process in place. The Chief of Police will review the results of this audit. An audit notebook will be maintained to show the completion of the audit and documentation of any files purged as a result of the audit.





**General Order: 6.22  
LINE-UPS AND SHOW-UPS**

Effective: October 22, 2009  
Last Revised:

**PURPOSE**

The purpose of this directive is to establish procedures for using photographic line-ups, physical line-ups or show-ups as part of eyewitness identification.

**POLICY**

It is the policy of the Garden Grove Police Department to conduct photographic line-ups and show-ups that adhere to the procedures set forth in this department order to reduce the risk of wrongful conviction and to aid in the detection and apprehension of the guilty. Officers shall adhere to the procedures set forth in this General Order to maximize the reliability of witness identifications, minimize unjust accusations of innocent persons and to establish evidence that is reliable and conforms to established legal procedure.

**DEFINITIONS**

**Photographic Line-up:** An identification procedure, in which an array of photographs, including a photograph of the suspect of an offense and additional photographs or fillers of other persons not suspected of the offense, is displayed to an eyewitness in hard copy form for the purpose of determining whether the eyewitness identifies the suspect as the perpetrator.

**Show-up:** An identification procedure in which an eyewitness is presented with a single suspect within a short time following the commission of a crime for the purpose of determining whether the eyewitness identifies this individual as the perpetrator.

**Physical Line-up:** A physical line-up is the placing of a suspect among people not suspected of committing the crime (fillers) and asking the eyewitness if he/she can identify the perpetrator.

**Filler:** Either a person or a photograph of a person who is not suspected of an offense and is included in an identification procedure.

**PROCEDURES**

**A. Photographic line-ups:**

1. Composing Photographic Line-ups: (42.2.11 a. & c.)
  - a. Include only one suspect in each identification procedure.

- b. Select a photo of the suspect that resembles the suspect's appearance at the time of the incident.
  - c. Select fillers of the other persons that resemble the suspect in significant features.
  - d. Include a minimum of five fillers (non-suspects) per identification procedure. Complete uniformity of features is not required and avoid using fillers that too closely resemble the suspect.
  - e. If there is more than one witness each witness will be shown the line-up separately and witnesses will not be permitted to communicate with each other until after the line-up procedure has been completed. If the witness has previously viewed a photo line-up in connection with the identification of another person suspected of involvement in the offense, the fillers in the line-up shall be different from the fillers used in any prior line-ups.
2. Instructing the witnesses: (42.2.11 d.)
- a. When showing a photographic line-up to a witness the following admonition shall be given: "You will be asked to look at several photographs. Do not assume that the guilty person's picture is included among them. It may or may not be one of these. You are not obligated to choose any of the photos. It is just as important to clear the innocent from suspicion, as it is to identify the guilty. Try not to judge on the basis of hairstyle or length or any other characteristic, which may have changed since these photos were taken. Look at all of the photos and tell me if you can identify the person who you saw. Please do not tell any other witnesses that you have or have not been able to identify anyone. You understand that you are under no obligation to choose a photo."
3. Avoiding officer and witness "suggestion" (42.2.11 f.)
- a. Officers must not, by word or gesture, suggest opinions to any witness concerning the guilt or innocence of a suspect in any identification procedure. Witnesses making inquiries about an officer's opinion shall be informed of this restriction.
  - b. A witness who has taken part in an identification procedure must not be permitted to state conclusions within earshot of another person who is about to be, or has been, a viewer of the identification procedure.
  - c. Witness Confidence: Assess the level of certainty the witness has in his identification of suspect. In the report the officer should record statements by the witness regarding the identification ("that's him/her, etc.). Have the witness describe how he/she knows it's the right person. (42.2.11 e. & 42.2.12 e.)
- B. Show-Up Procedures:
1. When Show-ups are permissible: (42.2.12 a.)
    - a. An officer may arrange a "show-up" between a witness and a suspect when there is reasonable suspicion to believe the suspect committed a crime and that the detention occurs soon after the crime was committed.

2. Guidelines for conducting the show-up:
  - a. Detention: A suspect cannot be detained for longer than a reasonable period of time to confirm or refute whether the suspect is the perpetrator.
  - b. Description: Officers at the scene and in contact with the witness will obtain a detailed description of the perpetrator before the suspect is shown to the witness. The witness must advise the officers that they will be able to recognize the person who committed the crime prior to the show-up.
  - c. Location: The courts require that the suspect be inconvenienced as little as possible during a detention and show-up. Generally this means that the witness should be brought to the suspect. The suspect should not be taken to the witness if there is any reasonable alternative. (42.2.12 b.)
  - d. Minimize Suggestiveness: If at all possible, avoid any indications that the suspect is in custody (handcuffs, placement in the back seat of the patrol car, spread eagle position, etc.). However, you may do whatever is reasonable for your safety. If the suspect is handcuffed, take measures to conceal this fact from the witness when possible. Avoid saying anything to the witness just prior to the identification that might be considered suggestive (we think we caught the guy, suspect has victim's property, referring to person to be observed as a suspect, etc.). Additionally, avoid saying anything suggestive after the identification (you picked the right or wrong person, etc.). This could have a corrupting effect on all subsequent identifications and result in their suppression. (42.2.12 d & f)
  - e. Multiple Witnesses: Show-ups should not be conducted with more than one witness present at a time. Witnesses should not hear others' accounts because they may be influenced by that information. If there is more than one witness, the show-up must be conducted separately for each witness, and witnesses should not be permitted to communicate before or after any show-up regarding the identification of the suspect. The same suspect should not be presented to the same witness more than once. (42.2.12 c.)
  - f. Multiple Suspects: If there are multiple suspects, the suspects must be separated and subjected to separate show-up procedures.
  - g. Witness Confidence: Assess the level of certainty the witness has in his identification of suspect. In the report the officer should record statements by the witness regarding the identification ("that's him/her, etc.). Have the witness describe how he/she knows it's the right person. (42.2.11 e. & 42.2.12 e.)
  - h. Emergency/Exigent circumstances: In emergency circumstances, such as when a witness is in danger of imminent death or blindness, or when a suspect is in danger of imminent death, an immediate show-up may be arranged if medical authorities permit. In these situations, time and location limitations contained in the preceding guidelines can be disregarded. If there is any doubt about an emergency show-up, officers should contact a supervisor for guidance. (42.2.12 a.)
  - i. Right to a Lawyer: No person has a right to have a lawyer present at any show-up procedure.

- C. Documenting Line-up and Show-up Results. All information regarding identification procedures should be documented in the officer's report: (42.2.11g. & 42.2.12 g.)

1. Photographic Line-Ups

- a. Identify the person preparing the photographic line-up.
- b. Note the date of the photograph used for the suspect photograph.
- c. Document the names of all persons and/or photographs used (Print an Internal and Public line-up for the file.) Also, the source of the photo, i.e. digital mug, DMV, or other.
- d. Read the witness the admonishment and/or have them read it. Have the witness sign the document.
- e. Document how they made their choice such as pointed at the photograph or said the number.
- f. Note how long the witness looked at the photograph before making the identification.
- g. Have the witness describe how he/she knows it's the right person. (Do not suggest percentages.)
- h. Confidence and certainty statements made by the witness (should be quoted.)
- i. Record identification and non-identification results.
- j. Document time, date and location of identification.
- k. Does the witness wear glasses or contacts and did they have them on at the time of the line up.

2. In Field Show-Ups

- a. Document what were the lighting conditions, i.e. spotlight, flashlight, daytime.
- b. Note distance of the witness to the detained person.
- c. Document where the witness was during the identification, i.e. backseat of patrol car.
- d. Estimate how long the witness looked at the subject before making the identification.
- e. Document anyone else present during the In Field Show-Up.
- f. Was the clothing identified and taken as evidence?
- g. Document time, date and location of identification.
- h. Record identification and non-identification results.
- i. Confidence and certainty statements made by the witness (should be quoted.)
- j. Does the witness wear glasses or contacts and did they have them on at the time of the show up.

3. Additional Information

- a. Always have the person you are showing the line up circle the photograph and sign their name under the photograph. This will assist the witness for court.
- b. Write whom the line up was shown to on the top of the actual photographic line-up. (Ex- "Shown to Bill Jones 10-10-09.") Write the DR in the upper right corner. Write officers name and badge number on the bottom of the photographic line-up.
- c. If you are recording the interview say the line-up number, which is a computer generated number printed on the page, so it will be on the audiotape.

*GARDEN GROVE POLICE DEPARTMENT*

*General Order: 6.22*

*Line-Ups and Show-Ups*

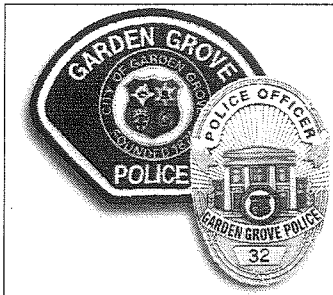
- d. Photo copy the line up and book the original into Property and Evidence. The original will be needed for court.

D. Procedures for Physical Line-ups:

1. Under most circumstances physical line-ups will be conducted at the Orange County Sheriff's facility. Physical line-ups are scheduled through the Office Specialist at North Court. The Sheriff's Department will handle setting up the line-up. Whenever practical, the Sheriff's Department Identification Section will make the audio, photograph/video of the line-up for future reference (42.2.11 b).

## **CHAPTER 7 - TRAFFIC AND TRAFFIC ACCIDENT PROCEDURES**

- 7.1 - Traffic Enforcement Responsibilities
- 7.2 - Department Traffic Records
- 7.3 - Deployment of Personnel and Selective Enforcement
- 7.4 - Traffic Law Enforcement Procedures
- 7.5 - Use of Speed Measuring Devices
- 7.6 - Request for Reexamination of Driver
- 7.7 - Pedestrian and Bicycle Enforcement Procedures
- 7.8 - Parking Enforcement Procedures
- 7.9 - Accountability for Traffic and Parking Citations
- 7.10 - Stopping and Approaching Traffic Violators
- 7.11 - Handling of Persons Suspected of Driving Under the Influence of Alcohol or Drugs
- 7.12 - Issuance of Traffic Citations
- 7.13 - Driving While Intoxicated Enforcement Program
- 7.14 - Vehicle Storage and Impound Procedures
- 7.15 - Traffic Accident Procedures
- 7.16 - Traffic Accident Investigation
- 7.17 - Traffic Accidents Involving City Vehicles
- 7.18 - Traffic Direction
- 7.19 - Traffic Control
- 7.20 - Traffic Engineering
- 7.21 - Traffic Engineering Programs
- 7.22 - Traffic-Related Police Services
- 7.23 - Hazardous Highway Conditions
- 7.24 - Crossing Guards
- 7.25 - Automated Photo Enforcement Business Rules



**General Order: 7.1  
TRAFFIC ENFORCEMENT RESPONSIBILITIES**

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

**PURPOSE**

The purpose of this General Order is to establish the function to be performed by officers assigned to traffic responsibilities.

**POLICY**

The primary responsibility for delivery of police traffic-related services and traffic law enforcement rests with the Traffic Unit.

The Traffic Unit is responsible for addressing specific traffic complaints from citizens, City Council or the Traffic Commission, as well as special projects derived from analysis of traffic data showing specific problem areas which need specific enforcement measures.

In addition, those persons assigned as motor officers shall have primary responsibility for the following functions:

1. Technical accident investigation, to include investigation of all fatal and personal injury accidents, collisions involving department vehicles, hit and run accidents, and accident investigation follow-up and prosecution.
2. Analysis of accident reports and records.
3. Development and coordination of the department's selective enforcement program, to include specialized DUI and speed enforcement efforts.
4. Operation of speed measuring devices
5. Operation of chemical breath test equipment
6. Traffic safety education and public information
7. Other functions as assigned



**General Order: 7.2  
DEPARTMENT TRAFFIC RECORDS**

Effective: January 1, 1988  
Last Revised: February 12, 2007

**PURPOSE**

This General Order shall provide guidelines and procedures for the collection and maintenance of traffic-related information.

**POLICY**

The Police Records Unit, as well as the Crime Analysis Unit and Systems Information Unit will collect and maintain the following types of traffic-related information:

1. Traffic accident data (reports, investigations, locations)
2. Traffic enforcement data (citations, arrests, dispositions, locations)
3. Roadway hazard reports
4. Traffic enforcement activity requests
5. Traffic volume data
6. Abandoned vehicles
7. Private property impounds

The above information will be gathered from traffic accident reports, police and traffic-related reports, Public Works reports, Statewide Integrated Traffic Reporting System and traffic engineering reports.

**MAINTENANCE, DISTRIBUTION, RETENTION AND RELEASE OF RECORDS**

The Records Unit of the Departmental Services Bureau is charged with the responsibility of processing, maintaining and distributing all traffic records. The Records Unit will also retain and release records in compliance with all federal, state and local laws. Refer to General Orders 9.2 - Release of Criminal Offender Information; 9.4 - Schedule for Retention of Records; 9.5 - Records Section Function.

**ACCIDENT AND CITATION RECORDING SYSTEMS**

The recording of accident locations, citation locations, and dates and times of each are maintained by the Records Unit and Systems Information Unit.

A computer printout, showing location of traffic collisions reported within the City of Garden Grove, will be available for review by motor officers and the traffic collision investigator. The



computer printout will distinguish between fatal accidents, injury accidents, and non-injury accidents.

This computer printout will assist in determining changing accident and enforcement patterns to assist motor and patrol officers in giving them immediate data for specific enforcement actions.

In addition, each motor or patrol officer will have access to the California Highway Patrol Statewide Integrated Traffic Reporting System printout.

### **TRAFFIC REPORT REVIEW PROCESS**

All traffic reports should be completed by the end of the shift and submitted to a supervisor for review. The supervisor will review each accident report to check for completeness and accuracy of information. Reports may be delayed for no more than two days, with the approval of a supervisor.

All traffic accidents that are included with an arrest report will be reviewed and approved by a Community Policing Bureau supervisor or his designee.

Should an incomplete report be submitted or a report needing corrections, the reviewing supervisor will attach a report correction notice (GGPD Form 640) to the report. The report will be returned to Records and the officer's copy of Form 640 will be placed in his mailbox notifying him of corrections needed to be completed on the report. Completed reports will be forwarded to the Records Section for processing.

The traffic collision follow-up investigator will receive a copy of each accident report. A copy of each accident report will be forwarded to the Systems Information Service Unit for statistics, and other data as may be deemed necessary for the department.

Semi-annual and yearly reviews of accident reports and statistical data will be conducted by the traffic collision investigator or a designated motor officer to ensure that the department's traffic records system and its capabilities are understood and used. The review should also identify any problems and suggest essential modifications if necessary.

### **PREPARATION AND DISTRIBUTION OF ENFORCEMENT/ACCIDENT DATA**

Preparation and distribution of the enforcement accident data summaries shall be completed by the department's Crime Analysis Unit.

The information contained in the enforcement/accident summaries will include types of accidents, types of roads, types of vehicles, violations involved, day of week, hour of day, and the location of the accidents and violations.

The summary reports shall be designed by the Crime Analysis Unit and approved by the Support Services Bureau Commander. The summary shall include the information listed

*GARDEN GROVE POLICE DEPARTMENT*

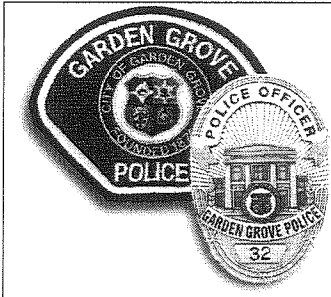
*General Order: 7.2*

*Department Traffic Records*

above and any additional information which may be deemed necessary by the Division Commanders or supervisors to improve the effectiveness of the program.

Summary reports shall be prepared on a monthly, quarterly and yearly basis.

Summary reports shall be distributed to the Community Policing and Administrative Services Bureaus and appropriate units. The summaries should be used to identify high accident and high violation areas so that appropriate enforcement programs can be established to aid in the reduction of accidents and violations.



**General Order: 7.3  
DEPLOYMENT OF PERSONNEL AND SELECTIVE  
ENFORCEMENT**

Effective: January 1, 1988  
Last Revised: December 22, 2008

**PURPOSE**

The purpose of this General Order is to establish department policies and procedures for the deployment of personnel for the purposes of traffic enforcement. The deployment of personnel and selective traffic enforcement programs will be based upon the analysis of traffic data collected by the department.

**SELECTIVE ENFORCEMENT FUNCTIONS**

Selective enforcement is enforcement which is proportional to traffic accidents with respect to time, place, type of violation, and to citizen complaints received.

The basis for selective enforcement is complete and accurate information relating to the times and places and the violation predominantly involved. Adequate computer traffic information must be provided, and careful interpretation of all accident statistics is essential. With accurate information and analysis, it can be determined with some assurance where the high accident locations are, and what the peak periods are of the day and week. Low volume periods are also clearly identifiable.

For selective enforcement to be successful, the department must achieve the following:

1. Maximum accident reporting by the public;
2. The best possible investigation of accidents by officers;
3. Orderly analysis of compiled data.

**ANALYSIS OF ACCIDENTS - FACTORS TO BE INCLUDED**

A monthly report, prepared by the Crime Analysis Unit from computer data, shall include the following:

1. Number of accidents by time of day and day of week
2. Type of accidents
3. Location of accidents
4. Primary collision factor
5. Type of vehicles involved

Accident statistics for each month will be compared to the base year data for the same month of the previous year and will include cumulative total year-to-date this year, and

cumulative total year-to-date last year with a percentage of change (increase or decrease) from the previous year's accidents.

Primary collision factors will be identified for each month. The report will contain a list of the violations and indicate the number of violations in each category and a percentage of total accidents caused by each primary collision factor. The leading primary collision factor or cause of accidents per month will be listed, along with the percentage of accidents attributed to it.

### **ANALYSIS OF TRAFFIC ACCIDENT EXPERIENCE**

High accident locations shall be identified through semi-annual and annual analyses of all available traffic accident data. The leading locations where accidents most frequently occur will be identified. Enforcement activities in those locations will consist of directed patrol assignments with progress results reported on directed patrol assignment summaries.

High accident locations for a given month, along with the primary collision factor, will be identified in the monthly report to the Special Services Bureau and Community Policing Bureau Division Commanders.

All traffic enforcement efforts shall be directed towards violations, which occur in accident situations. The type of enforcement action should be designed to meet division and department goals and to modify accident-causing behavior. Basing analysis on a sufficient period of time and information will allow for any variations that may occur as the result of weather changes, population shifts, and monthly or seasonal increases or decreases in traffic volume.

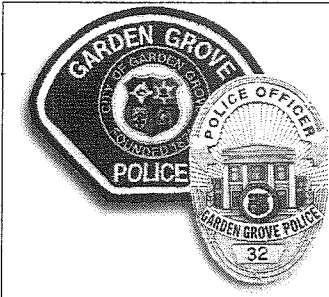
### **DISTRIBUTION OF TRAFFIC ANALYSIS REPORTS**

Monthly, quarterly, and yearly traffic accident analyses will be distributed by the officer assigned to traffic analysis duties or by the Crime Analysis Unit to the Community Policing Bureau Division Commanders.

Based on the accident data and information provided, the Division Commanders or supervisors will identify enforcement problems and deploy personnel and equipment on a directed patrol basis, with the goal of the reduction of accidents and accident-causing violations in the targeted area.

The Special Services Commander and Traffic Supervisor will evaluate the accident data on a monthly basis and deploy traffic personnel and equipment to reduce accidents and accident causing violations.

At the end of each month, the supervisor will prepare an after action report detailing the deployment, action, and results of the identified selective enforcement.



**General Order: 7.4**  
**TRAFFIC LAW ENFORCEMENT PROCEDURES**

Effective: January 1, 1988  
Last Revised: March 7, 2007

**PURPOSE**

The purpose of this General Order is to establish guidelines and procedures towards controlling alleged violations of traffic laws through preventive patrol and active enforcement.

**PROCEDURES FOR TRAFFIC ENFORCEMENT**

Enforcement action as related to traffic law enforcement can result in physical arrest, citations or warnings. Enforcement action should seek to detect, apprehend and deter traffic law violations. Traffic law enforcement should attempt to bring about voluntary compliance by the public of all traffic laws.

Physical arrest is the full custody denial of a person's freedom of movement. Physical arrest can be made on only a limited number of criminal traffic offenses outlined in the California Vehicle Code or California Penal Code. These physical arrest cases usually deal with, but are not limited to:

1. Vehicular manslaughter
2. Felony and misdemeanor driving under the influence of alcohol/drugs
3. Felony or misdemeanor hit-and-run

Physical arrests may be made by officers without a warrant on felony violations of law. Physical arrests may be made in cases of misdemeanor violations only when authorized by California Vehicle Code Section 40300 or by use of citizen arrest procedures when not committed in the officer's presence.

Physical arrests may also be made with any valid and confirmed traffic or criminal arrest warrant, and when a traffic violator refuses to sign a citation on a written promise to appear in court. Traffic citation is a written notice issued to a violator at the time of contact requiring a court appearance and/or payment of a fine. Citations are the most common form of traffic enforcement action.

Arrests for two or fewer outstanding warrants for failure to appear on a citation for a parking offense or a traffic infraction are outlined under California Vehicle Code Section 40304.5.

Officers contacting a person with two or less outstanding warrants for a traffic infraction will advise the person of the existence of the outstanding warrants and the steps necessary to clear the warrants, and will complete a field interview card on the person.

If a person is being arrested for charges unrelated to the warrants and being booked at jail, ALL warrants will be served on that person, including traffic infractions.

In all other cases, officers will follow and comply with California Vehicle Code Section 40304.5.

Verbal warnings are a form of safety education in which the officer advises the violator he has violated the law and explains the law to him. Verbal warnings are best used as a public education program to explain new enforcement programs or new or modified traffic control devices. Verbal warnings should not be used to avoid issuing a citation when the citation would be the most appropriate corrective action.

### **ENFORCEMENT POLICIES - TRAFFIC LAW VIOLATIONS**

The following guidelines should be used when enforcing traffic law violations:

1. Driving Under the Influence of Alcohol/Drugs - Officers should arrest persons suspected of driving under the influence of alcohol or drugs. Once an arrest has been made for driving under the influence, the driver shall be advised of California Vehicle Code 13353 (implied consent law) prior to any testing being administered.
2. Speed Violations - Speeding violations can be determined by use of a speed measuring device or by pacing. Speeding violations shall be enforced by either citation or verbal warning.
3. Other Hazardous Violations - Hazardous violations shall be enforced by citation or verbal warnings.
4. Equipment Violations - Equipment violations shall be enforced by either citation or verbal warning.
5. Public Carrier/Commercial Vehicle Violations - Shall be enforced by citation or verbal warning.
6. Nonhazardous Violations - Shall be enforced either by verbal warning or citation.
7. Multiple Violations - May be placed on the same citation. Additional citations may be issued if all violations cannot be covered in one citation, using the Citation Continuation Form.
8. Newly Enacted Law and/or Regulations - When new laws are enacted or new traffic controls are installed, enforcement action may be by verbal warning or citation. Verbal warnings may be used in lieu of citations during a specified grace period for enforcement of new laws or new traffic controls or devices being used.

### **TRAFFIC LAW PRACTICES**

All officers assigned to patrol or traffic enforcement functions will emphasize enforcement of accident causing violations during high accident hours and at locations of occurrence. All officers will take directed enforcement action on request, and random enforcement action against violators as a matter of routine. All officers shall maintain high visibility while working general enforcement, especially at high accident locations.

When working stationary selective enforcement, officers shall not seek totally concealed positions for the purpose of traffic enforcement.

Officers shall utilize either marked patrol cars or marked police motorcycles. In all cases, enforcement vehicles must be equipped with emergency lights and sirens.

### **HANDLING OF TRAFFIC VIOLATIONS—DESCRETIONARY/EXCEPTIONAL CASES**

In order to establish guidelines for traffic enforcement actions that require special processing, all officers will faithfully observe and respect all people's constitutional rights and privileges. The following are guidelines to use when stopping the violator for traffic violations committed by:

1. Non-residents – no special processing, action as deemed appropriate.
2. Juveniles – refer to General Order 8.1 Juvenile Arrests & Applications for Petition
3. Legislators – Legislators are not exempt from the rules of the road, no special processing, action as deemed appropriate.
4. Foreign diplomats and consular officers – Refer to Diplomatic Immunity in this order.
5. Military personnel - no special processing, action as deemed appropriate.

### **DIPLOMATIC IMMUNITY**

The Vienna Convention on Diplomatic Relations, which contains the current law on the subject of diplomatic privileges and immunities, is incorporated in federal law by the Diplomatic Relations Act of 1978 (P.L. 95-393). The convention applies to members of the staff of a foreign diplomatic mission, which includes the administrative, technical, and service staffs of the embassies in the United States.

DIPLOMATIC AGENTS and MEMBERS OF THEIR FAMILIES who are not nationals of the United States HAVE FULL IMMUNITY FROM ARREST, DETENTION, OR PROSECUTION for any criminal offense, unless such immunity is expressly waived by the sending state. The above individuals also enjoy immunity from civil process except in certain actions involving private activities outside their official functions.

The ADMINISTRATIVE and TECHNICAL STAFF of a foreign mission and members of their families who are not nationals or permanent residents of the United States, HAVE FULL IMMUNITY from arrest, detention, or prosecution for any criminal offense. Such employees enjoy immunity from civil process only for those actions carried out in their official capacity. Family members of such employees are not immune from civil jurisdiction.

Members of the service staff of a foreign diplomatic mission, which includes DRIVERS, MESSENGERS, AND SECURITY GUARDS enjoy IMMUNITY ONLY FOR ACTIONS CARRIED OUT IN THE COURSE OF THEIR OFFICIAL DUTIES. Family members of such individuals have no immunity.

PRIVATE SERVANTS of embassy personnel have no immunity.  
Traffic DUI Violations

It shall be the policy of this department not to issue a citation to the diplomatic/consular official, but rather warn the violator of the dangers of his actions and allow the official to proceed once you are satisfied that his identification is in order. In any aggravated case, forward a detailed memorandum of the circumstances to the Chief of Police. The appropriate authorities will be notified of the incident.

If the official is stopped for DUI, the primary consideration shall be to see that the official is not a danger to himself or the public. Based upon a determination of the circumstances, the following options are suggested.

1. Take him to a telephone so that he can call a relative or a friend to come pick him up.
2. Arrange for transportation to his home or office.
3. The official may be voluntarily transported to the station or other location where he can recover sufficiently to enable him to proceed safely.

The official shall not be handcuffed or subjected to any sobriety test. At best, this is a sensitive situation. Treat the official with respect and courtesy, and impress upon him that your actions and primary responsibility are to care for his safety and the safety of others.

Officers will submit a detailed memorandum to their Bureau Commander describing the incident.

### **SUSPENDED OR REVOKED DRIVERS LICENSES**

If an officer contacts a traffic violator for driving while his license is suspended or revoked, the officer may issue a traffic citation pursuant to Sections 14601, 14601.1 and 14601.2 of the California Vehicle Code. The officer may add the additional charge of 12951(a), driving without a valid license, on the citation.

If a computer check of a traffic violator's license status reveals a suspended or revoked drivers license, and the traffic violator still has his license in his possession, the license is to be seized by the officer. The officer will verbally advise the traffic violator of the suspension or revocation and issue the citation. The officer will be responsible for filling out the Verbal Notice Form (DMV Form DL-310) and send that form and license to the Department of Motor Vehicles. Form DL-310 is available from the Records Section.

If a computer check with the Department of Motor Vehicles is not available, and the motorist fails to present the officer valid drivers license, the officer may issue a citation for California Vehicle Code 12951(a). Additional charges under 14601 CVC may be sought if it is later determined the violator was driving on a suspended or revoked license status.



An officer may impound a motorist's vehicle under the provisions of 14602.6 CVC, and the vehicle shall not be released to the registered owner or his agent except upon presentation of a valid license to operate the vehicle or court order.

### **OFF ROAD RECREATIONAL VEHICLES**

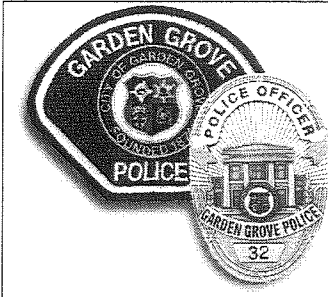
Officers will take appropriate enforcement action for violations committed by operators of off road recreational vehicles that are observed and/or reported to them.

All officers should address the following issues using Authority Sections in the California Vehicle Code and Garden Grove Municipal Code.

1. Removal of unlicensed vehicles from the streets and highways
2. Violation of off road vehicle registration laws
3. Misuse of public trails
4. Improper use of street and highway crossings
5. Citizen complaints of excessive noise, trespass and/or property damage
6. Juvenile offenders

Off road vehicles may include but are not limited to dirt bikes, all terrain vehicles, motorcycles, four-wheel drive vehicles and dune buggies.

Accidents involving off road vehicles will be investigated following the criteria and procedures for public and private collision investigations.



**General Order: 7.5  
USE OF SPEED MEASURING DEVICES**

Effective: January 1, 1988  
Last Revised: December 22, 2008

**PURPOSE**

The purpose of this General Order is to establish guidelines for the operation of the department's speed enforcement measuring devices.

**POLICY**

The department will utilize radar/laser in high or potentially high accident locations when speed is a factor; in areas where speed limit violations are prevalent; in response to citizen complaints concerning speeding motorists; and to conduct traffic volume and speed percentile studies and radar street surveys.

Radar/Laser and/or other electromechanical speed measuring devices must be deployed with the safety of the officer in mind at all times.

**AUTHORIZED SPEED MEASURING DEVICES**

The International Chiefs of Police (IACP) have tested and certified that the Kustom Signals Inc. Pro Laser III, speed measuring instruments meet all requirements of the model minimum performance specifications for Lidar speed measurement devices, as published by the National Highway Traffic Safety Administration of the USDOT, and adopted by the Highway Safety Committee of the IACP.

**USE OF RADAR/LASER**

All officers utilizing radar/laser must successfully complete the basic operator training program and receive certification prior to utilizing departmental speed measuring devices.

The Traffic Commander or their designee will establish procedures to:

1. Periodically recertify operators to ensure their continued proficiency;
2. Ensure that radar/laser devices receive proper care;
3. Ensure programmed maintenance, testing, and calibration of speed measuring devices.

### **MAINTENANCE OF RADAR/LASER**

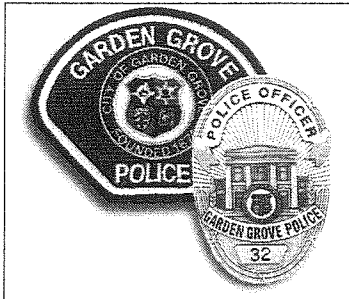
Per CVC Section 40802(D) all speed-measuring devices (radar and or laser) will meet or exceed minimal operational standards set forth by the National Highway Traffic Safety Administration (NHTSA). Each speed-measuring device is required to be calibrated within three years.

It will be the policy of the Garden Grove Police Department to calibrate each speed measuring device by an independent, certified radar and or laser repair and testing and or calibration facility, yearly, prior to December 31.

All calibration records will be kept in the radar/laser calibration file within the traffic office. They will be available for court and discovery requests.

### **RADAR/LASER UNIT OPERATION**

1. The radar/laser unit must be properly installed and connected to the appropriate power supply.
2. The effective range of the particular unit must be thoroughly understood by the operator so visual observations can support the speed meter readings.
3. The radar/laser unit location will be conducive to the effective and safe operation of radar/laser.
4. The radar/laser unit will be properly calibrated to insure accuracy in checking speed prior to use at each location. This calibration will be confirmed.
5. All radar/laser units shall comply with all local, state and federal regulations.
6. All radar/laser units utilized by the department shall meet or exceed the specifications of the National Highway Safety Administration.
7. Any radar/laser unit found to be malfunctioning shall be removed from service immediately and a repair slip filled out on the unit.
8. Radar/laser will only be used on highways or streets that have been surveyed pursuant to California Vehicle Code Section 40802 within the last five years, and whose prima facie speed limit has been supported by an engineering or traffic survey. Radar/laser will not be used on any highway or street that does not have a completed survey within the last five years.
9. A list of surveyed streets can be found in the back of the Garden Grove Police Department Map books. A complete Street Survey is located in the Traffic Unit Office and a copy may also be obtained from the Traffic Engineering Department at City Hall.



**General Order: 7.6**  
**REQUEST FOR REEXAMINATION OF DRIVER**

Effective: January 25, 1965  
Last Revised: January 1, 1988

**PURPOSE**

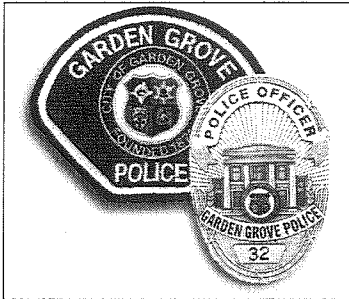
The purpose of this General Order is to establish guidelines for requesting reexamination of drivers who appear to be physically or mentally incapable of safely operating a motor vehicle.

**POLICY**

Officers detecting a person who appears to be incompetent, physically or mentally disabled, or suffers from disease or other conditions that prevent him from exercising reasonable and ordinary care over a motor vehicle, will complete appropriate forms to request a reexamination by the Department of Motor Vehicles.

Officers shall comply with Sections 21061 and 21062 which clearly outline Department of Motor Vehicles guidelines for submission of reexamination requests.

All reexamination notices shall be legible, submitted on DMV Form 412 and shall be transmitted to the Department of Motor Vehicles before the end of the next working day pursuant to CVC 21062.



**General Order: 7.7**  
**PEDESTRIAN AND BICYCLE ENFORCEMENT PROCEDURES**

Effective: January 1, 1988  
Last Revised:

**PURPOSE**

The purpose of this General Order is to establish guidelines for the department's pedestrian and bicycle enforcement program.

**POLICY**

Officers will take appropriate enforcement action when and where pedestrian violations and when and where bicycle traffic law violations are observed.

The enforcement actions will be commensurate with the pedestrian and bicycle accident experience, with specific emphasis being placed on these particular violations, and at times and places as determined through analysis of accident reports.

**PROCEDURES**

Pedestrian Enforcement: The enforcement of traffic laws pertaining to pedestrians necessitates broad discretion from individual officers. To provide guidance in this discretion, the following procedures are established, which should result in more uniform and consistent application of the law.

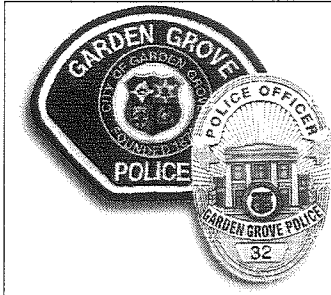
1. Officers shall concentrate their efforts on pedestrian violations in those areas where pedestrian accidents have been frequent and severe.
2. With regard to pedestrian traffic laws, the "spirit" of the law shall supersede the "letter" of the law and application be made accordingly.

Bicycle Enforcement

1. In those areas where congestion and the frequency of traffic accident experience involving bicycles have been predominant, those laws pertaining to the proper operation of bicycles shall be strictly enforced.
2. On those arteries with a substantial flow of vehicular traffic and where hazardous moving violations are observed involving persons operating bicycles, the applicable laws shall be enforced.
3. In those areas where traffic flow is minimal, visibility is unobstructed, and traffic accident experience low, officers should exercise discretion in the application of those laws regarding the safe operation of bicycles.
4. Officers should be less tolerant with older offenders who should be aware of the hazards inherent in the unsafe operation of bicycles. Officers should be more

*GARDEN GROVE POLICE DEPARTMENT  
General Order: 7.7  
Pedestrian and Bicycle Enforcement Procedures*

lenient in the enforcement of the law and more instructive in their response to youthful offenders, who may not be fully aware of their responsibility in the safe operation of bicycles.



**General Order: 7.8  
PARKING ENFORCEMENT PROCEDURES**

Effective: January 1, 1988  
Last Revised: October 31, 1991

**PURPOSE**

The purpose of this General Order is to establish procedures for the enforcement of on-street parking regulations.

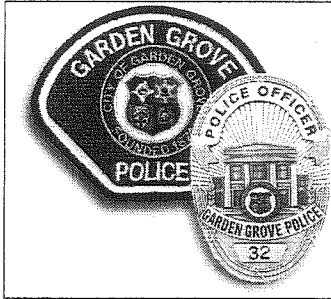
**POLICY**

All existing parking regulations will be enforced with reasonableness and impartiality in all areas of the city.

These parking regulations are specified in the California Vehicle Code and in the Garden Grove Municipal Code.

The Traffic Commander will direct specific procedures to address the following parking control situations.

1. Time zone control
2. Peak traffic hour restrictions
3. Tow away zones
4. Weather emergencies
5. No parking zones
6. Public and private parking lots
7. General parking surveillance (vehicle or foot patrol)
8. Towing of illegally parked vehicles



## General Order: 7.9 ACCOUNTABILITY FOR TRAFFIC AND PARKING CITATIONS

Effective: May 25, 1964  
Last Revised: January 26, 2007

### PURPOSE

The purpose of this General Order shall be to establish a system of accountability for traffic and parking citations.

### PROCEDURES

Citations shall be controlled in the following manner:

1. When citations are received by the department they will be securely stored in a locked cabinet within the Records Unit.
2. Traffic and parking citation books shall be obtained from the Records Section. Each employee shall complete the citation receipt form, ensuring that all citations are present in the book. The completed receipt form shall be signed by the employee receiving them, and the receipt form will be retained in the Records Section.
3. Completed citations shall be turned in to Records at the end of each shift. Records employees will check citations for completeness and accuracy. One copy of the citation will be retained by the department for inclusion into the computerized citation file and filing in the Records Section. The second copy will be forwarded to court via the Court Liaison Officer.
4. Employees leaving the department or transferring to an assignment where citations will not be used, will forward any remaining citations in their possession to the Records Unit. The citation book will be updated to document the correct disposition of the remaining citations. These citations may be reissued.
5. The Records manager will conduct an annual, random audit to ensure citation accountability.

### DISMISSAL AND VOIDING OF NOTICE TO APPEAR CITATIONS

The voiding of any misdemeanor, traffic, or parking citations are covered by California Penal Code Section 853.6 and by California Vehicle Code Sections 22348, 40202, 40500, and 40506. These sections generally provide a uniform system for the dismissal of citations once issued to a violator.

#### Misdemeanor, Traffic, and Parking Citations - Issued

A citation is deemed "issued" once signed by a violator (person to be charged) or once a parking citation is placed on a vehicle, since such a notice is usually issued in absence of the vehicle operator.



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General Order: 7.9  
Accountability for Traffic and Parking Citations

Once a citation has been "issued," state law requires that a written recommendation of dismissal be given to the court or judicial entity with which the citation or notice to appear has been filed.

West Orange County judicial district magistrates have established a procedure for filing all notices and citations with the designated clerk of the court rather than directly with the judges. All notices to appear or traffic and parking citations are sent to either the traffic or public offenses sections of the clerk's office for processing.

In cases of citations or notices to appear that have been "issued," and the dismissal of that charge is requested by the agency, the officer involved shall submit a detailed memo outlining all the facts surrounding the issuance of the citation or notice to the Chief of Police. The memo shall also include the reasons for seeking dismissal of the charges.

The Chief of Police or his designee will then make a decision on whether or not the charges should be dismissed. If the request is approved by the Chief of Police, all paperwork will be forwarded to the Records Manager. The Records Manager will be responsible for sending the actual letter requesting the dismissal of the charges. A reason for the dismissal shall be included in the letter to the clerk of the court.

Once this written request for dismissal is filed with the clerk of the court, the charges MAY be dismissed in the interests of justice based upon the recommendation of dismissal from the issuing agency.

STATE LAW EMPHASIZES THAT A PERSONAL RELATIONSHIP WITH THE OFFICER, PUBLIC OFFICIAL, OR LAW ENFORCEMENT AGENCY IS NOT A GROUND FOR DISMISSAL.

Misdemeanor, Traffic, and Parking Citations - Not Issued

Citations or notices to appear for misdemeanor, traffic, and parking citations, which have not been "issued", will be handled as follows:

The officer will submit a detailed memo to the Division Commander via his chain of command stating the reasons for requesting the voiding of the citation or notice to appear. All copies of the citation or notice shall accompany the memorandum. If all copies are not attached, an explanation shall be included in the memo. Only citations and notices to appear which have not been "issued" can be voided by the agency.

The Division Commander or his designee will have final approval on the request to void a citation that has not been "issued." If approval is granted, all paperwork shall be forwarded to the Records Manager for processing and filing.

Officers are required to exercise due care to minimize the need to void department citations.

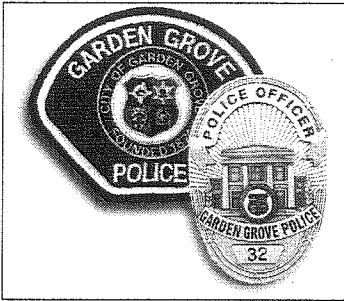
Misdemeanor, Traffic, and Parking Citations - Errors

If a notice to appear or citation is "issued" to any violator and before the violator is released, the officer finds an error on the citation, i.e., date, section charged, court appearance date or location, the officer may make changes as necessary on the citation, initial the changes on all copies of the citation, and then give the violator his copy.

GARDEN GROVE POLICE DEPARTMENT  
General Order: 7.9  
*Accountability for Traffic and Parking Citations*

If a notice to appear or citation is "issued" to any violator, the violator has already been released, and an error is noted on the citation, a correction form notice must be made out and a copy sent to the violator and the court. Records will handle the typing and processing of correction mistakes.

The dismissal or voiding of citations is not necessary to correct errors or omissions outlined above.



**General Order: 7.10**  
**STOPPING AND APPROACHING TRAFFIC VIOLATORS**

Effective: January 1, 1988  
Last Revised: November 8, 1990

**PURPOSE**

The purpose of this General Order is to establish detailed procedures for stopping and contacting traffic violators.

**STOPPING AND APPROACHING TRAFFIC VIOLATORS**

Upon observing a traffic violation, the officer shall follow the listed procedures:

1. Advise Communications that he will be making a traffic stop.
2. When Communications has acknowledged, give the license number and location of the stop.
3. Select the safest possible location for the stop.
4. Position the patrol vehicle eight to ten feet behind the violator's vehicle, and about two feet to the left of the violator's vehicle to create a "safety lane."
5. When the violator or patrol vehicle is on any part of the traveled portion of the roadway, activate all necessary emergency equipment. If off roadway completely, deactivate all equipment except flashers or rear amber lights on the unit.
6. Approach the violator's vehicle using extreme caution, spotlighting the interior of the vehicle when appropriate.
7. Request a back-up unit if necessary.

**CONDUCT TOWARD TRAFFIC VIOLATORS**

Officers shall, at all times, project a professional image when dealing with traffic violators.

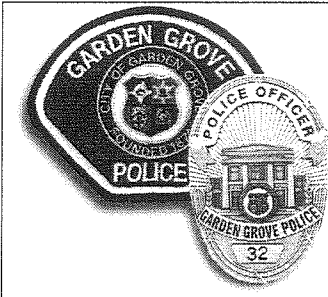
The eight-step car stop method should be used:

- |                           |  |
|---------------------------|--|
| 1. Greeting               | - Good Morning.                                      |
| 2. Identify yourself      | - I'm Officer ....., Garden Grove Police Department. |
| 3. Reason for stop        | - I stopped you because .....                        |
| 4. Justification          | - Is there a justifiable reason why you .....        |
| 5. Obtain drivers license | - May I see your license?                            |
| 6. Obtain insurance,      | - May I see your registration and insurance?         |
| 7. Decision               | - Citation or warning.                               |
| 8. Close                  | - Drive safely.                                      |

*GARDEN GROVE POLICE DEPARTMENT  
General Order: 7.10  
Stopping and Approaching Traffic Violators*

Officers issue citations for traffic violations in accordance with current state law, and shall be equipped with the necessary forms, references, and equipment while on duty. All forms used by officers shall be properly completed.

Officers should attempt to calm violators who display signs of emotional distress as a result of the contact.



**General Order: 7.11**  
**HANDLING OF PERSONS SUSPECTED OF DRIVING UNDER**  
**THE INFLUENCE OF ALCOHOL OR DRUGS**

Effective: March 26, 1975  
Last Revised: June 30, 2011

**PURPOSE**

The purpose of this General Order is to establish guidelines and procedures for handling persons charged with driving under the influence (DUI) of alcohol and drugs.

A DUI contact involves four separate phases.

1. Observations of the vehicle in motion or at a traffic collision location
2. Personal contact
3. Pre-arrest screening
4. Arrest and booking

**VEHICLE IN MOTION OR AT COLLISION SCENE**

The first task is to observe the vehicle in operation and to note any initial clues of a possible DUI violation. The officer must decide whether or not there is sufficient cause to stop the vehicle and whether to conduct further investigation to determine if the suspect may be impaired, or for another unrelated traffic violation. The officer is not committed to arresting the suspect for DUI based on his initial observation, but should concentrate on gathering all relevant evidence that may suggest impairment.

**PERSONAL CONTACT**

The officer is to approach, observe and interview the driver while he is still in the vehicle to note any direct evidence of impairment. After this evaluation, the officer must decide whether or not to request the driver to perform further field sobriety testing.

The officer should continue to observe the driver's movements, comments and ability to understand instructions during this initial personal contact.

**PRE-ARREST SCREENING**

The officer shall administer, when practicable, the four formal psychophysical field sobriety tests to evaluate the extent of the suspect's impairment. Results should be recorded on the GGPD Sobriety Examination Form (GGPD Form 303a). When practicable, an on-duty Drug Recognition Expert (DRE) should respond to the scene or to the station to conduct an evaluation.

### **ARREST AND BOOKING**

The legal authority for arrest and to enforce DUI laws is contained in the California Vehicle Code, Division 11, Chapter 12, Articles 1 and 2 and specified other sections.

After the arrest, the arrestee's vehicle may be stored/impounded pursuant to a valid storage/impound authority section. Further information on vehicle impounds / storages can be found in G.O. 7.14, Vehicle Storage and Impound Procedures.

After the arrest, the suspect will be advised of California Vehicle Code Section 13353 (implied consent advisement) and will be given an opportunity to submit to any of the three specified chemical tests. For the chemical test to be admitted into evidence, the following steps must be followed:

1. The individual must be placed under arrest for any offense.
2. The individual must be advised of his rights under CVC Section 13353.

### **TESTING**

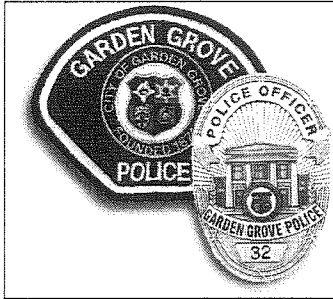
1. Breath - If the suspect chooses breath, he will be transported to the Garden Grove Police Department and administered a breath test on the Department intoxilyzer, following detailed instructions on testing form. If this is impracticable, he May be taken to the Orange County Jail or another agency's testing location for testing.
  - a. If the suspect chooses a breath test, officers shall, per the Trombetta decision, advise the arrestee they may have samples of urine or blood taken and maintained for later testing and analysis.
2. Blood - If the suspect chooses a blood test, the suspect will have blood drawn by an approved technician at the Garden Grove Police Department, the Orange County Jail or another medically approved facility. (Refer to General Order 5.12 - Use of Force to Obtain Blood Sample.)
3. Urine - Effective January 1, 1999, the urine test is no longer an optional chemical test sunder CVC13353. The urine test will only be administered if the arrestee has a medical condition or combination of conditions that would prevent the blood or breath test (e.g. the arrestee is a hemophiliac and asthmatic). If the arrestee chooses the breath test as his/her required test, the arrestee has the right under the Trombetta decision to choose the urine test as an optional test only after the breath test has been satisfactorily completed. Officers will supervise administering of a urine sample test at the Garden Grove Police Department, the Orange County Jail or another medically approved facility.
4. Refusal to Submit to a Chemical Test - The officer will admonish the subject of Section 13353 California Vehicle Code again. If the subject still refuses to comply with CVC 13353 and submit to a chemical test, the officer will complete and submit a CVC 13353 refusal form (GGPD Form 303b) with his arrest report. Records will forward the refusal form to California Department of Motor Vehicles.

GARDEN GROVE POLICE DEPARTMENT

General Order: 7.11

*Handling of Persons Suspected of Driving Under the Influence of Alcohol or Drugs*

Upon completion of all DUI arrest and related forms, the officer shall follow procedures outlined in General Order 17.1, under the section titled Citation Releases For Misdemeanor 23152 (a) C.V.C. Arrests.



**General Order: 7.12  
ISSUANCE OF TRAFFIC CITATIONS**

Effective: January 19, 1972  
Last Revised: December 28, 2006

**PURPOSE**

The purpose of this General Order is to establish a policy of insuring that a motorist who is charged with a traffic violation is given a full explanation of the charges and responsibilities imposed on the motorist as a result of the issuance of a citation.

**POLICY**

It shall be the policy of the Garden Grove Police Department to provide the motorist a full explanation of his rights and requirements upon arrest or issuance of a citation for a traffic violation.

At the time an officer issues a citation to a traffic law violator, the violator will be advised of the needed information to comply fully with the requirements of the citation.

The City of Garden Grove uses a uniform notice to appear which is approved by the Judicial Council of California and meets the requirements for such format as set forth in California Vehicle Code Sections 40522 and 16028(c).

The form is used for infraction, criminal traffic and criminal non-traffic violations. All information relating to court appearance, payment of fines, and whether or not the motorist can pay fines by mail or at the office of the court clerk, are listed on either the front or back side of the citation.

The pink copy (violator's copy) shall be given to the motorist after obtaining his signature on the front of the citation, and all applicable sections shall be completed outlining what charges are involved. A court appearance date shall be assigned by the officer in compliance with court directions, and the violator will be given a full explanation date for court. The officer shall advise the violator to read the important information and warnings that appear on the reverse side of the violator's copy of the citation.

The officer will direct the violator either to the office of the court clerk or the court itself to answer any further questions about handling the citation. The officer will refrain from giving any information relative to fine amounts or matters that would normally be handled by the court clerk or judge handling the citation.



**PARKING CITATION PROCEDURES**

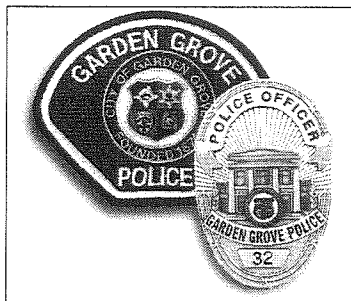
The City of Garden Grove Parking Citation Form is to be used ONLY to cite vehicles for state and municipal parking violations. All other traffic violations, including registration and equipment violations, must be issued on Notice to Appear Citations and be signed by the violator.

Parking citations WILL NOT be processed by the West Orange County Court. The City of Garden Grove has contracted with a private firm to administer the parking citation process. Notification letters and the collection of fines is the responsibility of the firm.

Most of the citations will be paid by mail; therefore it is important that all employees issuing parking citations print the bail amount on the citation.

If a violator/registered owner wished to contest a parking citation:

1. He will be referred to the Hearing Examiner at 741-5382 (Public Services) for a hearing date.
2. The issuing officer will be contacted to call the Hearing Examiner prior to the hearing date to relay details of the reasons for issuing the citation.
3. If the violator is not satisfied with the decision of the Hearing Examiner, he may contact the small claims division of the West Orange County Court and file an appeal.
4. Small Claims Court will subpoena officers for these appearances, only if the violator agrees to pay the fees involved with appearance of the officer in Small Claims Court.



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**General Order: 7.13**  
**DRIVING WHILE INTOXICATED ENFORCEMENT PROGRAM**

Effective: January 1, 1998  
Last Revised: December 22, 2008

**PURPOSE**

The purpose of this General Order is to establish a program to achieve the goals of the detection and the apprehension of the DUI driver, and the reduction of accidents and violations involving the drinking driver.

**POLICY**

The Garden Grove Police Department, based on available accident and violation data, will identify the most prevalent periods of violations.

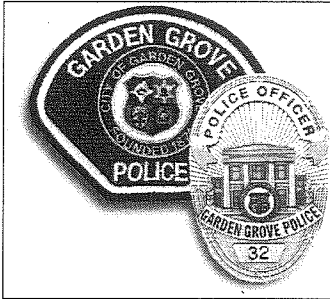
The emphasis program will be implemented on an as needed basis with the periods to be covered to be determined by the Traffic Commander or supervisor.

The emphasis program will increase the amount of officers during the targeted period, having the primary goals of detection, apprehension and processing the drinking driver.

Specific holiday periods which have a high concentration of drinking driver-related accidents will be reviewed, and specific directed priority patrol assignments may be made to impact drinking drivers during that time period.

Ongoing reviews of available accident and violation data by the Crime Analysis Unit will be used in conjunction with priority patrol assignments to meet department team policing goals in traffic enforcement and accident reduction.

The Traffic Supervisor or designee will provide additional training with Field Sobriety Testing procedures, updates of changes in Driving Under the Influence laws, and enforcement procedures.



**General Order: 7.14**  
**VEHICLE STORAGE AND IMPOUND PROCEDURES**

Effective: February 1, 1968  
Last Revised: January 23, 2012

**PURPOSE**

The purpose of this General Order will be to establish procedures for the legal removal of vehicles, when necessary, from the roadway at an accident scene, or in any situation where a vehicle is obstructing normal, safe traffic flow. This order will also cover vehicles stored or impounded incidental to the driver's arrest or for evidentiary purposes.

**TRAFFIC ACCIDENT SCENES**

Officers shall remove a vehicle, pursuant to California Vehicle Code Section Authority when:

1. The vehicle is in the roadway, cannot be moved, and is obstructing traffic.
2. The driver/owner is injured to the extent that he is unable to remove the vehicle.
3. In cases where a vehicle is not driveable, is a traffic hazard, and the driver is capable of making decisions, the removal of the vehicle should be handled as a private tow. The driver will be given the opportunity to choose a tow company preference as long as the company is local and can respond within 25 minutes. If the driver has no preference, one of the city-authorized rotational tow companies will be called to remove the vehicle.
4. Should the driver refuse to have the vehicle removed and the vehicle is a traffic hazard, it shall be removed at the officer's direction, following California Vehicle Code Authority Sections.
5. It shall be the responsibility of the tow truck operator to ensure the removal of all glass and debris from the roadway.

**ILLEGALLY PARKED VEHICLES**

An officer may remove and tow an illegally parked vehicle when:

1. It is parked in a position that is obstructing or creating a traffic hazard.
2. Any other reason created by state or local law.

When an officer removes a vehicle, either for storage or impound purposes, the officer shall fill out a Garden Grove Police Department Stored Vehicle Report (Form 311a) and shall see that the vehicle is entered into the Stolen Vehicle System (SVS). The Records Section will be responsible for sending a Notice of Stored Vehicle letter to the registered and legal owner of the vehicle, complying with Section 22852 CVC. This letter shall be mailed within 48 hours.

### **PRIVATE PROPERTY IMPOUNDS**

If a vehicle is parked on private property and the property owner requests assistance, the police department will do the following:

1. Check on the vehicle status for stolen.
2. Provide any information about private property impound procedures to the property owner.
3. Refer the property owner to a private tow company of his choice to make the private property impound and remove the vehicle.
4. Under most circumstances, officers will not remove or tow vehicles from private property.

### **VEHICLES IMPOUNDED AND HELD AS EVIDENCE**

Vehicles impounded may be held for evidentiary purposes and should be held only for that amount of time necessary to complete the processing of that vehicle. **Recovered stolen vehicles should be processed for evidence at the scene and not towed or impounded for evidentiary purposes.**

Upon completion of the processing, it shall be the responsibility of the investigator who is assigned the case to supply the owner or his agent with a Vehicle Release (GGPD Form 441V) as soon as possession of the impounded vehicle may be regained. Normally, all vehicles will be towed to an authorized tow company storage area for processing and storage in either a secure, inside area or outside lot. In all cases, a GGPD Vehicle Form will be submitted for each vehicle, and the vehicle will be entered into the Stored Vehicle System.

### **STOLEN VEHICLE IMPOUNDS**

Vehicles, which are recovered stolen vehicles, will be handled in the following manner.

#### **Stolen Within the City of Garden Grove**

1. The vehicle owner shall be contacted and requested to respond to the location to take custody of the vehicle.
2. Any crime scene investigation for evidence shall be completed as necessary by the officer or Crime Scene Investigation personnel before it is released to the owner.
3. If the owner cannot be located, the vehicle shall be towed to an authorized tow company storage facility and a Vehicle Recovery Report completed. An SVS entry will also be completed. **The storing officer shall indicate in his or her report that the vehicle is being stored for custodial purposes only.**
4. The auto theft investigator will be responsible for notifying the owner as to the disposition of the vehicle, and providing the owner or his agent with the necessary release.

Stolen Outside the City of Garden Grove

1. **Any crime scene investigation for evidence shall be completed as necessary by the officer or Forensic Services Unit personnel.**
2. The officer shall have the vehicle towed to an authorized tow company storage facility. **The storing officer shall indicate in his or her report that the vehicle is being stored for custodial purposes only.** A Recovered Stolen Vehicle Report will be completed on the vehicle, and SVS entry will be completed.
3. Records will be responsible for notifying the reporting agency of the vehicle recovery by teletype. Records will send the registered owner a notification letter as prescribed by the California Vehicle Code.

**REGISTRATION & VEHICLE IMPOUNDS**

Registration Impounds - If the driver of a vehicle is stopped for a violation of 4000(a) CVC, the officer shall do one of the following enforcement actions:

1. Issue the driver a citation for violation of 4000(a) CVC and release him/her, the vehicle **will not** be impounded per 22651(o) CVC.

**-OR-**

2. Impound the vehicle for 22651(o) CVC; a citation **will not** be issued for 4000(a) CVC.

The officer may do one or the other, not both. This is based on California case decision, Spilman v. California Highway Patrol (1989, 1st Dist) Cal App 3d 59, 260 Cal Rptr 400. This does not prohibit the impounding of the vehicle if it falls under another legal impounding provision separate from the registration issue.

Vehicle Impounds - All vehicle impounds / storages shall be completed pursuant to a valid storage/impound authority section and when one or more of the following valid **Community Care Doctrine** conditions are met:

1. The vehicle is in a location where it presents a traffic hazard; or
2. The vehicle needs to be protected from theft or vandalism, which may occur if the vehicle is left parked and unattended; or
3. The immediate unlawful operation (e.g. by an unlicensed driver, suspended driver) must be prevented.

Officers must articulate on their impound form which Community Care Doctrine function is being met. This will help with post storage tow hearings that are conducted by the tow-hearing officer.

If a driver is detained and is found to be driving on a suspended drivers license or has never been issued a driver's license, the officer may impound the vehicle per 14602.6 VC and issue the driver a citation for the appropriate license violation.

If the license is expired or suspended for nonpayment of child support, DMV suspension code will state suspension per DSS; the officer may impound the vehicle for 22651(p) VC and issue the driver a citation for the appropriate license violation.

If the driver is arrested for DUI, the vehicle may be stored/impounded under 22651(h) VC. If the driver is a juvenile and found to be in violation of 23136 VC, the vehicle may be stored/impounded under 22651(h)(2) VC.

If the DUI driver has one prior conviction for VC 23140, 23152 or 23153 within the preceding 10 years and the driver is arrested with a blood alcohol content of 0.10 or above, as determined with two breath test samples administered either in the field or at the station, the vehicle may be impounded for **5 days** pursuant to 14602.8 CVC.

If the DUI driver has **2 or more prior** convictions for VC 23140, 23152 or 23153 within the preceding 10 years and the driver is arrested with a blood alcohol content of 0.10 or above, as determined with two breath test samples administered either in the field or at the station, the vehicle may be impounded for **15 days** pursuant to 14602.8 CVC.

### **ABANDONED VEHICLES AND ABANDONED JUNK VEHICLES**

Abandoned vehicles and abandoned junk vehicles are covered under California Vehicle Code Division 11, Chapter 10, Article 1. Authority to remove vehicles abandoned is outlined in CVC Section 22669.

California Vehicle Code Section 22660 allows a city to enact an ordinance establishing procedures for the abatement and removal, as public nuisances, of abandoned, wrecked, dismantled or inoperative vehicles or parts thereof from public or private property. The City of Garden Grove has enacted Ordinance 1042, Chapter 8.28 of the Garden Grove Municipal Code outlining those procedures.

Normally, removal of abandoned or abandoned junk vehicles will be handled by the Vehicle Abatement Officer or city Code Enforcement Officers. Obviously abandoned vehicle reports and complaints will be referred to the Vehicle Abatement Officer for action and/or removal.

If abandoned or abandoned junk vehicles are towed, a Stored Vehicle Report Form will be completed and submitted to Records. The vehicle will be entered in the SVS.

### **VEHICLE IMPOUND FORM**

In all situations where a vehicle is stored or impounded by the authority of the police department, a Stored Vehicle Report will be completed. The Stored Vehicle Report will have the appropriate type of report checked on the form (e.g. impound, stored, or evidence).

The Stored Vehicle Report Form shall be signed by the tow truck operator and the pink copy of the form will be given to the driver for the tow company's records. The white original copy



will be placed with the case file under the appropriate number in Records and the yellow copy will be mailed to the registered owner in compliance with 22852 CVC.

Officers shall place the employee number of the person filing the SVS work sheet in the appropriate box on the report.

All appropriate boxes on the Stored Vehicle Report Form will be completed so that the vehicle can be entered in the SVS.

The Records Section will enter the vehicle into the SVS without delay.

The officer shall inventory the contents of the vehicle, to include closed containers, and list all items of value on the stored vehicle report form.

### **RECORD OF TOWED VEHICLES**

The Records Section will maintain a log of all private property impounds. This record will include all information on the vehicle and where it was towed and stored.

The Records Section will receive all calls from tow companies reporting private property impounds. The Records Specialist receiving the call shall record the vehicle information in the Records Management System (RMS) and then shall enter the vehicle in the SVS without delay.

The Records Section will maintain a log of all repossessed vehicles that are reported to the police department.

The Records Section will receive all calls from persons reporting the repossession of vehicles. The Records Specialist receiving the information shall record the vehicle information in the RMS and then shall enter the vehicle in the SVS without delay.

Any vehicle, which is stored or impounded for any reason, shall be documented on a Stored Vehicle Report Form, and the vehicle shall be entered into the SVS without delay.

The SVS form will contain the following information:

1. License number, make and year of the vehicle
2. Date, location and time the vehicle was towed
3. Tow company
4. Case number
5. Vehicle description
6. Reason for tow
7. Employee completing the form



**General Order: 7.15**  
**TRAFFIC ACCIDENT PROCEDURES**

Effective: September 10, 1970  
Last Revised: December 28, 2006

**PURPOSE**

The purpose of this General Order is to establish guidelines and procedures for the investigation and scene responsibilities for traffic collision investigations and for proper handling of special accidents and enforcement actions at collision investigation scenes. It shall be the policy of the Garden Grove Police Department not to respond to property damage only (non-injury) traffic collisions. The parties involved will be instructed to exchange information as required by California law. Traffic accident reports will be documented in one of two ways. Either police personnel respond to the scene to document the accident or the reporting party files a report at the front desk of the police department. Traffic accident reports will not be taken over the phone.

**ACCIDENT SCENE RESPONSIBILITIES**

The basic procedure and responsibilities of an officer or community service officer arriving at an accident scene are:

1. Arrive quickly and safely.
2. Select proper parking position. Responding officers or community service officers shall park their police vehicles legally and only position them within the roadway to provide protection for themselves while clearing the scene, or to protect a body. Flares or cones will be set out to protect the scene or vehicles involved in the collision.
3. Check for injuries; provide first aid or medical attention and arrange for any needed paramedic personnel, fire units or other necessary medical response.
4. Protect the scene and take precautions to prevent further accidents; check for hazards; prevent destruction of evidence; provide for traffic control and any other personnel needed to handle the accident. Officers and/or community service officers shall also protect the injured and vehicles from theft.
5. Determine if it is a hit-and-run (either misdemeanor or felony); locate drivers; and if it is a hit-and-run, obtain as much information on driver and/or vehicle and relay to Communications for broadcast.
6. Interview drivers and witnesses and question each separately; get proper identification on each driver; obtain their statements and observe their condition.
7. Examine physical conditions; check position of vehicles on the roadway, traffic control devices, damage to vehicles, vehicle brakes and tires, view obstructions, condition of roadway and marks and material on the roadway surface.
8. Obtain proper photographs if required or warranted; measure and diagram all skid marks, gouges, debris, vehicle position, roadway and lane widths, positions of any signs, poles or objects which may have contributed to the accident.
9. Return normal traffic flow as soon as possible.

10. Arrange for needed tow trucks to clear the accident scene.
11. Request "spill team" response to incidents involving fluid spills.

After the accident scene has been stabilized and all urgent information has been obtained, the officer or community service officer should:

1. Determine whether there is sufficient proof to recommend prosecution or make an arrest.
2. Determine if the traffic accident investigator is needed.
3. Supervise clean up of collision scene; and if hazard exists, have proper agency notified to remove or repair.
4. Complete the appropriate collision report forms.

### **CHAIN OF COMMAND AT ACCIDENT SCENE**

The first officer or community service officer arriving at an accident scene will be in charge of the scene and will take all necessary steps to provide aid to the injured, protect the scene and protect evidence. The first officer or community service officer will remain in charge of the collision scene until properly relieved, or until completion of the investigation.

If a motor officer is assigned to investigate the collision, the motor officer assigned to the investigation will be in charge of the scene. The motor officer will remain in charge unless relieved by supervisory personnel.

If a civilian report writer is assigned to investigate the collision, the civilian report writer assigned to the investigation will be in charge of the scene. Any follow-up personnel will assist as requested. The civilian report writer will remain in charge unless relieved by a civilian report writer supervisor or a sworn officer.

The assigned officer or community service officer at a collision scene will designate specific duties to other personnel at the scene, and will be assisted by traffic collision investigator if necessary. Patrol supervisors will retain ultimate control at a collision scene when they are present.

The assigned officer or community service officer shall be responsible for the completion of all traffic collision reports and the investigation of the collision.

Refer to General Order 5.17 - Crime Scene Control and Investigation.

### **TRAFFIC DIRECTION AND CONTROL**

Traffic direction and control will be determined by the investigating officer or community service officer. Flares, traffic cones and portable signs will be deployed as needed. Additional personnel will be requested as needed. Public Services will be notified for additional cones or barricade for scene and traffic control if needed.

Should traffic control be needed for an extended period of time, the on-duty supervisor will arrange for sufficient relief every two hours if officers must remain at a traffic control point. Food and beverage will be provided as needed.

Should traffic control be needed as a result of work being done to or in the roadway which requires a long period of traffic control, an on-duty supervisor or Station Commander will determine what is needed and coordinate the incident.

### **PROCEDURES FOR HANDLING SPECIAL ACCIDENTS**

On accidents received with injuries, the Garden Grove Fire Department will be notified to respond. On no-detail accidents, officers will be dispatched to the scene to determine if paramedics will be needed, and will advise Communications of the situation. The responding officer will administer first aid or needed medical attention to injured persons until paramedics arrive.

On accidents involving any fire hazard or actual fire, any officer or community service officer arriving prior to the Fire Department will be responsible for initial fire suppression efforts. The initial efforts will be limited to fire suppression which can be readily available i.e., fire extinguisher, blankets, garden hose, etc. The officer or community service officer will be responsible for calling for the Fire Department and will direct other police units needed at the scene to appropriate locations for evacuation or traffic control.

Traffic accidents involving hazardous material may require special units or special expertise. The Garden Grove Fire Department will be sent to assist, and they may call additional hazardous materials teams to respond. If a hazard exists, the responding officer with community service officer assistance should approach from an upwind direction, if possible, and will assess the situation and take the following action:

1. Isolate the hazard area and evacuate non-essential personnel.
2. Provide first aid assistance if needed.
3. Coordinate traffic control/rerouting and crowd control, requesting additional personnel and Public Services as needed. As large an area as possible should be isolated until the hazard danger is fully known.
4. Investigating officer should attempt to identify hazardous material by questioning the driver, checking the bill of lading, checking the placard identification on the vehicle, or placard identification on the material. Do not enter the evacuated area to obtain information, but wait for properly trained and equipped personnel to respond.

Personnel at the scene will relay all known information to Communications. Communications will disseminate all known information to other responding police units, Fire Department, Orange County Health Department, California Highway Patrol and any other designated special services as needed.

### **ENFORCEMENT ACTION - TRAFFIC ACCIDENTS**

Investigations at accident scenes will normally result in detection of evidence necessary to support the arrest, issuance of a citation or requesting a complaint be issued for violation of law. Upon determination of a violation of traffic law or ordinance, the officer or community service officer will take appropriate enforcement action.

If the violation is sustained and is an arrestable Vehicle Code or Penal Code violation, officers may make a physical arrest subject to appropriate Vehicle Code and Penal Code procedures.

If the violation occurs, and the officer has completed the training program as outlined in California Vehicle Code Section 40600, a citation may be issued at the traffic collision location outlining procedures for issue of a notice of violation. Procedures for arrests and issuance of citations are all outlined in the California Vehicle Code Division 17, Chapter 2.

If an officer or community service officer recommends that a complaint be issued alleging a violation of a Vehicle Code section, he may recommend that in the recommendation section of the traffic collision report, which will be forwarded to the traffic collision follow-up investigator for processing.

Juveniles involved in a traffic collision and who have committed a traffic violation will have that recommendation for issuance of a citation in the recommendation section of the traffic collision form, and with supervisory approval, may issue a citation to the juvenile offender. The citation is attached to the collision report form; and after review by the collision investigator, the violator is notified of his court date by mail.

If an investigating officer witnesses an accident or violation, the officer may issue a citation at the scene. The violator receives the pink copy of the citation, and the remaining copies are attached to the collision report and submitted to the Records Section. The officer will record the issuance of the citation and citation number in the recommendations area on the collision form.

An officer must not cite for any violation when the report is referred to a traffic investigator for follow-up investigation.

### **PRIVATE PROPERTY ACCIDENTS**

The Garden Grove Police Department will not investigate private property traffic accidents that do not involve a death, injury, driving under the influence or hit-and-run collision. Officers or community service officers may take action to assist drivers in exchanging information and assisting them to remove their vehicles.

Officers and/or community services officers actions will be documented as "2X HANDLED" by the dispatcher. Additional information may, at the civilian report writer's or officer's discretion, be added to the computer ticket trail utilizing Command line "# (ticket number)\_M,"

### **REPORTING OF ACCIDENTS ON PUBLIC PROPERTY**

A traffic collision report, either a long form or short form, shall be taken when a collision occurs on public property that involves an injury or substantial property damage.

A Long Form collision report is completed for:

1. Fatal accidents
2. Injury accidents classified as severe wound/distorted member
3. Accidents involving substantial damage to city property or the likelihood of civil liability exists.
4. Accidents in which prosecution is contemplated.
5. Hit-and-run accidents which require follow-up investigation.
6. Accidents involving city owned or city leased vehicles.
7. Accidents involving any other public taxing agency, i.e., another city's vehicle, United States government vehicle, Orange County Transit vehicle.

A Short Form collision report is completed for:

1. Minor injury traffic accidents (i.e. classified as "other visible injury").
2. Accidents in which prosecution is contemplated involving drivers arrested for California Vehicle Code 23152(a), 23152(b), or 20002(a) when the suspect is arrested shortly after the accident during a continuing investigation by the handling officer.
3. Property damage only collisions in which the owner of the property cannot be identified or located.
4. An accident not meeting the criteria of a long form traffic accident in which the hydrocarbon spill team is required to respond.
5. Accidents involving city property where the value of damaged property is low (i.e. city tree, bushes, wall, etc.).
6. Hit and run property damage only without follow-up possibility. Report will be taken at the front desk.

The officer or community service officer will utilize his/her discretion at the scene of a "complaint of pain only" accident scene. When vehicle damage appears consistent with the complaint of injury even though there are no visible injuries, a report shall be taken. When the complaint of pain does not appear consistent with the damage to the vehicle(s), the report taker will assist the involved parties in the exchange of pertinent information by giving each a Traffic Accident Information Form.

### **PROPERTY DAMAGE ONLY COLLISIONS**

A property damage only (PDO) collision does NOT require a traffic accident report. For the purposes of this General Order a PDO is any collision resulting in property (vehicle or other property) damage only that does not meet the criteria which would require a report.

Officers' or community service officers' responsibilities at the scene of a property damage only collision include:

1. Traffic control.
2. Clear the roadway.
3. Complete a Traffic Accident Information Exchange Card to assist the involved parties in exchanging pertinent information.

The Information Exchange Card (form #505) is to be completed for:

1. Non-injury/complaint of pain accidents when the parties have not exchanged information prior to the officer's arrival. PCF per 40600(a) certification, 12500(a), 14601, 16028(a) VC citations may be issued and noted in the narrative section of the citation.

*\*\*\*Copies are to be given to the parties involved. Remaining copies may be disposed of by the officer. The information exchange card is not a report and no copies will be retained by the Garden Grove Police Department.\*\*\**

Officers and/or community services officers actions will be documented as "2X HANDLED" by the dispatcher. Additional information may, at the civilian report writer's or officer's discretion, be added to the computer ticket trail utilizing the Command line "# (ticket number)\_M,"

### **LATE REPORTS OF TRAFFIC COLLISIONS**

When a citizen wants to report a traffic collision and the collision's chain of events has been broken for medical help only, and does meet the requirements for a long form or short form accident report, the citizen may make a late report. A citizen may make a late report of a hit and run if no police officers responded to the scene and they did not exchange information with the other party. In these cases, a report will be taken at the Garden Grove Police Department Front Lobby during normal business hours.

### **SCHOOL BUS ACCIDENTS**

The California Highway Patrol handles school bus collisions while the bus is transporting school pupils. This includes instances of the pupil leaving or approaching the bus or crossing the road while the bus is flashing its red lights.

Other collisions involving school buses which occur in Garden Grove, where there are no students aboard and/or the students are beyond the control of the school bus, are handled by either an officer or community service officer.

### **HIT-AND-RUN VEHICLE IMPOUNDS**

A hit-and-run vehicle must be impounded as evidence in the following situations:

1. Felony hit-and-run
2. Misdemeanor hit-and-run when the vehicle is abandoned
3. Hit-and-run when evidence collection at the scene is hampered due to an unruly crowd or other circumstance requiring removal of the vehicle for officer safety

Pursuant to California Vehicle Code Section 22655(a), an officer may remove a vehicle from the highway or from public or private property for the purpose of inspection if the operator has failed to stop and comply with the provisions of Sections 20002 to 20006.

Pursuant to California Vehicle Code Section 22655(b), the vehicle shall be released upon the expiration of 48 hours after such removal from the highway or private property upon the demand of the owner. When determining the 48-hour period, weekends and holidays shall not be included.

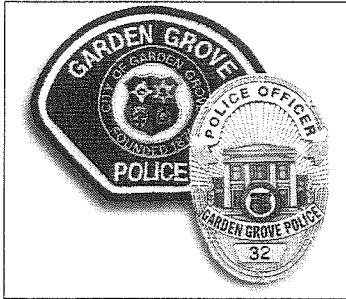
### **RESPONSE TO TRAFFIC ACCIDENTS**

Officers and/or community service officers will respond to the scene of accidents involving any of the following:

1. Death or injury.
2. Felony or misdemeanor hit-and-run.
3. Impairment of an operator due to alcohol or drugs.
4. Damage to public vehicles or property.
5. Hazardous materials.
6. Disturbances between principals.
7. Major traffic congestion as a result of the accident.
8. When one of the drivers is unlicensed or uninsured.
9. Damage to vehicles to the extent towing is required.

Those persons wanting to file a late report of a traffic accident and reports of traffic collisions where people had left the scene of the collision and are now wanting a report, will be directed to come to the Garden Grove Police Department front desk and file their report between the hours of 0800-1800 Monday through Saturday.





**General Order: 7.16  
TRAFFIC ACCIDENT INVESTIGATION**

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

**PURPOSE**

The purpose of this General Order is to establish guidelines for the investigation of traffic collisions, use of accident report forms and the collection of on-scene information.

**ACCIDENT REPORT OR INVESTIGATION**

Accident reporting and investigation will be the primary responsibility of the Community Service Officer Field Report Writing Unit of the Community Policing Bureau while they are on duty. Should no community service officer be available, this responsibility will be handled by a motor officer, and if no motor officers are available, patrol personnel.

In all situations involving death or serious injury, the traffic collision investigator will be called to the scene to assist with the investigation. The city Traffic Engineer will be notified and will respond to the scene to assist in the investigation.

Accidents involving minor injuries, property damage, hit-and-run and impairment due to drugs or alcohol will be followed up by motor officers when available; and when they are not available, the accidents will be handled by patrol personnel.

All traffic accidents will be fully investigated with the exception of minor damage, non-injury private property accidents and minor damage, non-injury accidents on the roadway. Community service officers, motor officers or patrol officers will ensure that a report is made on these accidents (either long or short form) and a case number is assigned and given to the drivers involved in the collision. When a property damage only accident occurs the handling community service officer, motor officer or patrol officer will provide the Garden Grove Police Department Accident Information Form and assist the parties with the exchange of pertinent information.

An on-duty Community Policing Bureau sergeant will be notified of all accidents involving fatalities, serious injury, hazardous materials and any unusual situations. An on-duty Community Policing Bureau sergeant will make arrangements for any additional officers or needed specialized services or equipment. In the absence of a Community Policing Bureau sergeant, his designee will assume this responsibility.

**ACCIDENT SCENE INFORMATION COLLECTION**

Each driver and all witnesses will be interviewed by the investigating community service officer, motor officer or patrol officer. All pertinent information on each individual will be

obtained, along with as much detailed information from each driver and witness, all statements will be recorded detailed notes. Community service officers, motor officers or patrol officers will record all information obtained on the appropriate traffic accident report forms.

Investigating personnel will examine each vehicle in the accident to determine vehicle damage and damage location, and the information will be placed in the appropriate section of the traffic accident report form. Roadway damage and damage to signs, signals or other equipment which resulted from the collision will be noted on the collision form and the appropriate agency will be notified to have the condition repaired or removed.

Community service officers, motor officers or officers will check the accident scene for any items or markings which will assist in determining the cause of the accident or identify the vehicle or drivers. This may include but not be limited to: debris, vehicle parts, paint, things carried on vehicle and scattered, fibers or hairs, tire prints, footprints and fingerprints.

When needed, community service officers, motor officers or officers will obtain measurements by use of department roll-a-tape or tape measures, and will include position of vehicles on roadway, position of bodies, location and length of skid marks, width and lane divisions on roadway, signs of maximum engagement, roadway defects and gouges, locations of obstructions, and any other pertinent evidence found. Officers will record this information on the traffic collision form.

Community service officers, motor officers or officers will take all necessary photographs, when needed, either using a Department-issued digital camera or calling for a forensic services investigator to handle that responsibility. It will be noted that all necessary photographs were taken on the collision report, and the photos will be placed in the Forensic Services Unit office under the collision report number.

Any and all items of evidence located at a collision scene will be photographed before they are moved or tampered with. Any items of evidence shall be measured, collected, packaged and placed into Property and Evidence following department procedures.

At any collision scene, community service officers, motor officers or officers will see that drivers exchange required information. When a report is taken, personnel will give each driver a copy of Garden Grove Police Department Accident Information Card (GGPD Form 505), showing the report number and the driver's responsibility under California Vehicle Code 16000 to report the collision to the Department of Motor Vehicles. When a report is not taken (property damage only collisions), personnel will give each driver a Garden Grove Police Department Accident Information Card [GGPD Form 505(a)].

### **ACCIDENT INVESTIGATION FOLLOW-UP**

The collection of off-scene data will be the responsibility of the investigating community service officer, motor officer or officer on a case-by-case basis. This can include, but not be limited to:

1. Medical reports.
2. Physician's reports.
3. Blood tests.
4. Driver physical handicaps.
5. Vehicle mechanical inspections.
6. Lab reports.

Any witness or person having already left the scene prior to the police arriving, and who can be identified, will be contacted for a statement. If a statement is obtained, it will be placed on the collision report. If contact cannot be made, notations will be made in the collision report; and the traffic collision follow-up investigator shall contact that party and obtain their statement and include the statement on the collision report form.

Reconstruction and skid analysis will be conducted on a case-by-case basis by the traffic accident investigator or his designee trained in those areas.

#### **USE OF ACCIDENT REPORT FORMS**

The collision report form used will be GGPD Form 501 long form or short form and supplemental forms necessary to file the collision report. These forms conform to California Highway Patrol and Statewide Integrated Traffic Reporting System reporting requirements.

Each community service officer, motor officer and officer shall be provided with a copy of the instruction manual provided by the State of California Highway Patrol for use and preparation of the police traffic collision and supplemental collision report forms. Each officer will be required to complete the report forms in compliance with the collision investigation manual. The State of California Highway Patrol collision investigation manual is located on the Department's data management system known as PowerDMS.

#### **ACCIDENT CLASSIFICATION SYSTEM**

The Garden Grove Police Department's accident reporting systems shall be in compliance with the California Highway Patrol - Integrated Traffic Reporting System Manual.

#### **USE OF EXPERT AND TECHNICAL ASSISTANCE**

Motor officers, the traffic collision investigator or other department officers will be utilized as much as possible, according to their expertise and training.

At the discretion of the traffic collision investigator, and with approval of a Bureau or Division Commander, experts from outside the department may be utilized. These experts can include, but will not be limited to:

1. Reconstruction experts.
2. Vehicle inspection team (CHP-M.A.I.T.).

3. Skid experts.
4. Traffic engineering.
5. Orange County Crime Lab.
6. Photographic personnel.

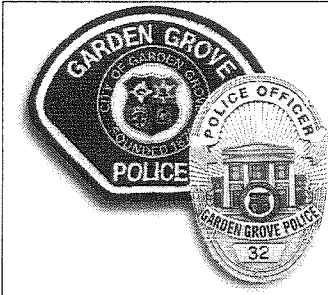
Use of outside experts will be on a case-by-case basis, and evaluation made by the collision investigator. Approval must be obtained from a Division Commander or his designee.

### **CONTROL OF PROPERTY BELONGING TO ACCIDENT VICTIMS**

The personnel investigating a traffic collision or at an accident scene will be alert to pilferage and theft problems which frequently occur at scenes where emotions are extreme.

Should the owner/driver of a vehicle be unable to care for his vehicle or property, the investigating community service officer, motor officer or officer will, at his discretion, remove any property of apparent value and hold the property to be placed into evidence or be held for safekeeping. All property removed from vehicles will be noted on the Property and Evidence form.

Should community service officers, motor officers or officers determine that items are not of any apparent value, they should note all items located inside the vehicle, on a vehicle storage report, and advise the tow driver of any property left in the vehicle so that proper precautions can be made to safeguard the property as well as the vehicle. Refer to General Order 11.2 - Handling of Acquired Property and Evidence.



**General Order: 7.17**  
**TRAFFIC ACCIDENTS INVOLVING CITY VEHICLES**

Effective: January 19, 1972  
Last Revised: March 3, 2014

**PURPOSE**

The purpose of this General Order is to outline requirements and procedures to be followed when a city vehicle is involved in a traffic collision.

**POLICY**

Any officer or department personnel who are involved in any accident in a city-owned vehicle will:

1. Render any necessary aid.
2. Notify an on-duty supervisor.
3. Refrain from discussing the questions of accident contributing factors with the driver and other witnesses.
4. Do not move the vehicles from the accident scene until the arrival of the investigating officer, except under unusual or emergency conditions.
5. Give the other party information required by law.
6. After the investigation is complete, remove any road hazards causing and/or resulting from the accident.

**REPORT FORMS/REPORTING PROCEDURES**

A motor vehicle collision is any incident that results in unintended injury or property damage attributed directly or indirectly to a motor vehicle or its load, either on a public roadway or private property.

If an officer or employee is involved in a motor vehicle collision in Garden Grove resulting in property damage or personal injury, the following procedures will be adhered to:

A collision involving a Police Department or other City vehicle and an occupied vehicle, on or off the roadway, will be reported on a Long Form Traffic Collision Report.

A collision involving a Police Department or other City vehicle and an unoccupied vehicle on the roadway will be reported on a Long Form Traffic Collision Report.

A collision involving a Police Department or other City vehicle and 1) an unoccupied vehicle on private property, 2) another City owned vehicle, or 3) an object (pole, curb, sign) on private property, will be reported by a detailed memorandum.

*GARDEN GROVE POLICE DEPARTMENT  
General Order: 7.17  
Traffic Accidents Involving City Vehicles*

The memorandum will be completed by the involved officer or, in some cases, by an uninvolved investigating officer or Community Service Office. The on-scene supervisor will make the determination who will complete the memorandum. The memorandum will contain all of the information typically found in a Traffic Collision Report, including involved parties, witnesses, and property owners, and may require a diagram if the damage to either City property or private property is significant.

In addition, the following procedures will be adhered to:

1. Personnel involved must notify Communications as quickly as possible.
2. Communications must dispatch a Community Service Officer, Motor Officer or Officer or a Patrol Supervisor to investigate the collision and prepare a traffic collision report or detailed memorandum.
3. With due consideration for safety and traffic, the vehicle(s) must not be moved until a supervisor arrives.
4. If the vehicle is moved prior to the Supervisor's arrival, the point of impact and point of rest shall be clearly marked.
5. The supervisor may request that the Collision Investigator, a Community Services Officer, Master Officer, or Corporal respond for photographs. Photographs are required when there is serious injury, fatality or extensive property damage.
6. Personnel involved must give a verbal statement of the accident details to the investigating Community Services Officer, Master Officer, Corporal or Officer for inclusion on the traffic collision report or memorandum.
7. The supervisor must write a concise memorandum of the facts of the accident, which need not include information already covered in the collision report/memorandum.
8. The supervisor must review a completed copy of the collision report or memorandum to ensure it is complete and consistent with the facts and observations made at the collision scene.

**SPECIAL CONDITIONS BOX**

The special conditions box category on GGPD Form 501 must be marked "On-Duty Emergency Vehicle." This is the only acceptable notation for this classification. It is not necessary that this vehicle be operated with red lights and siren for this classification to apply. It applies to any officer as defined in Section 830.1 of the Penal Code, and is designed to prevent an increase in an officer's personal insurance rates.

**ACCIDENTS OUTSIDE GARDEN GROVE**

Involved personnel shall notify Communications and request a patrol supervisor be dispatched to the scene.

If response by a patrol supervisor is not practical due to time or distance, personnel involved in the accident must contact an on-duty police supervisor via the most expedient means. The law enforcement agency in the accident jurisdiction must be requested to respond.

If a police supervisor cannot respond, the involved officer must submit a written detailed memorandum and give a verbal statement to the jurisdictional agency.

If the jurisdictional agency refuses to take a courtesy report on minor damage, non-injury accidents, information is exchanged between involved parties and a memorandum is submitted to the Chief of Police via the chain of command.

### **COLLISIONS THAT RESULT IN SEVERE INJURY OR FATALITY**

Collisions that result in severe injury or death will be investigated by the California Highway Patrol. The Police Department supervisor in charge of the traffic collision scene will follow the policy and procedures stated above, however, the collision investigations will be conducted by Highway Patrol personnel.

SEVERE INJURY is defined as a cut or laceration from which blood flows freely or saturates clothing, a serious fracture of a limb, or unconsciousness.

### **ADVISORY SAFETY COMMITTEE REVIEW**

Reports of collisions must be submitted to the Advisory Safety Committee for their review. The findings must be confined to the following categories:

1. Preventable
2. Non-preventable
3. Chargeable
4. Non-chargeable

Findings of the Advisory Safety Committee are then returned to the officer's or other department personnel's supervisor for disciplinary recommendation, if applicable.

The recommendation is reviewed through the chain of command to the Chief of Police before the disciplinary action is implemented.

The following factors may be considered in determining recommendation:

1. Employee's prior collision record.
2. Degree of negligence.
3. Amount of damage.
4. Employee experience.
5. Activity at the time of the accident.

All traffic collisions and damage to police units shall be submitted to the Advisory Safety Committee as soon as possible.

**ACCIDENTS INVOLVING OTHER CITY DEPARTMENT-OWNED VEHICLES**

Accidents that occur within the city limits involving other city department vehicles will be investigated by the Garden Grove Police Department in accordance with the criteria established under Report Forms/Reporting Procedures.

**ACCIDENTS INVOLVING OTHER AGENCIES**

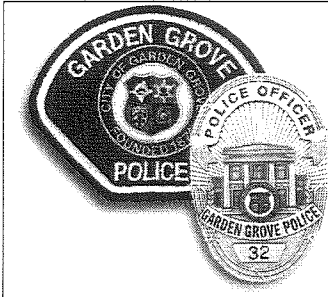
An accident involving any public taxing agency (i.e., another city's vehicle, a United States government vehicle, or the Orange County Transit Authority vehicle) will be reported in the following manner.

An accident with injuries will be documented on a Long Form Traffic Collision Report. An accident with property damage only will be documented on a Short form Traffic Collision Report.

**OTHER DAMAGE TO POLICE VEHICLES**

Damage to city vehicles that is not the result of a collision will be reported either by memorandum or crime report.





**General Order: 7.18  
TRAFFIC DIRECTION**

Effective: January 1, 1988  
Last Revised: December 28, 2006

**PURPOSE**

The purpose of this General Order is to develop policy and procedures to govern the movement and control of vehicles and pedestrians.

**TRAFFIC DIRECTION AND CONTROL**

The police department shall be responsible for ensuring the safe and efficient movement of both vehicular and pedestrian traffic. Police department employees will provide, on an as needed basis, manual traffic control to alleviate traffic congestion in special areas.

The following situations may result in needed manual traffic control:

1. Traffic accident scenes
2. Rush hour traffic
3. Special events (parades, bike races)
4. Emergency conditions
5. Signal light failure
6. Inclement weather conditions
7. Stalled vehicles

Traffic control will be provided by all members of the department. When traffic motor officers or police cadets are not available, patrol officers will be responsible for providing traffic control.

Officers will utilize, as necessary, flares, cones and/or portable warning signs, as well as other related items when directing traffic at accident locations.

**MANUAL TRAFFIC DIRECTION**

Officers, when assigned to manual traffic control, will utilize uniform traffic control signals and gestures. The signals can be either hand signals or whistle signals or a combination of both.

When using hand signals:

1. Stop Signal - Basic signal to stop is an upraised hand at the end of an extended arm raised to well above shoulder level, with the palm of the hand clearly facing the approaching driver for whom the signal is intended.

2. Starting Signal - The signal for a stopped vehicle to start moving begins at shoulder level, with the officer extending his arm toward the stopped vehicle (pointing) and waving the car onward by bending his arm at the elbow and drawing his hand toward his chest. Once traffic in one direction starts to move, the officer turns and faces opposing traffic and delivers the same signal.
3. Pull Up Signal - The signal to pull up to a position, indicated by the officer directing traffic at an intersection, is usually reserved for turning traffic facing opposing vehicular or pedestrian traffic. It is started by the officer pointing to the position at which the driver should pull his stopped or slowly approaching vehicle. It is completed by monitoring the driver forward to the selected position. If possible, keep the pointing hand and arm in position to hold the turning vehicle until conditions are safe for the turning movement.
4. Turning Traffic - Once it is safe for the motorist to complete the turn, the opposing traffic should be stopped using the standard stop signal, and motioning the left turning vehicle to complete its turn by making a come-along signal with the other hand.

Right turning traffic requires little traffic direction unless the turning movement is crossing a heavily traveled crosswalk or has to merge into heavy vehicular traffic. Natural gaps are best used for turning vehicles, when available.

When using whistle signals:

1. Stop - A single, long blast
2. Start - Two short blasts
3. Emergency Stop - Three or more short blasts

### **HIGH VISABILITY CLOTHING**

Officers or any employee, while engaged in manual traffic control, and specifically during inclement weather or darkness, will use department-issued safety devices to enhance officer safety and driver recognition response. Officers are encouraged to wear issued helmets and shall wear reflective safety vests anytime they are in an area where they are manually controlling traffic and are exposed to vehicular traffic.

Officers may, during inclement weather, wear department-issued raincoats with the orange portion on the outside for visibility.

### **MANUAL OPERATION OF TRAFFIC CONTROL SIGNALS**

Officers who are properly trained in the operation of traffic control signals may be used to manually operate signal lights under certain conditions and circumstances. Certain circumstances can be, but are not limited to the following:

1. Malfunctioning of the signal
2. Facilitating movement at traffic signals

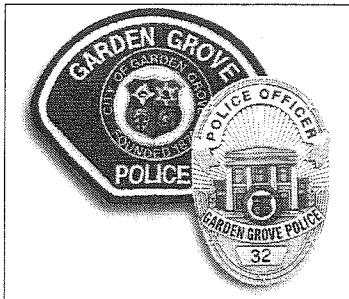
3. Special events

Access to the traffic control signal box is by key, carried on vehicle key rings. Any use of manual operation requires the officer to fill out the use card (located inside the control box) detailing the circumstances surrounding the manual controlling of this signal light and any malfunction.

**TEMPORARY TRAFFIC CONTROL DEVICES**

Temporary traffic control devices may be utilized when traffic signals are inoperable, during special events, or in circumstances deemed necessary by the patrol supervisor or Watch Commander. Special signs and other portable signs are available from Public Services and may be requested at any time.

When approval is given to remove temporary traffic controls, Communications will notify Public Services who will then remove the temporary controls. Refer to General Order 5.18 - Special Notifications and Release of Information.



**General Order: 7.19  
TRAFFIC CONTROL**

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

**PURPOSE**

The purpose of this General Order is to develop policy and procedures to govern the movement and control of vehicles and pedestrians and to gather information on traffic control problems at special events and incidents.

**TRAFFIC CONTROL SURVEYS**

An annual survey shall be conducted by the Special Services Division commander or his designee to determine the necessity of fixed point traffic control in areas surrounding major shopping and high volume traffic areas in their respective teams. If necessary, mobile traffic control devices and barricades will be utilized to assist the safe and efficient movement of vehicles and pedestrians in these areas. Mobile traffic control devices and barricades can be obtained from Public Services, as needed.

Results of the survey will be distributed to Community Policing Bureau officers, as well as the Community Policing Bureau Commander. These potential points will be identified on Division maps, and a copy of this survey will be maintained by each Division Commander.

**ANNUAL PARKING SURVEY**

Each Division Commander will, in conjunction with Traffic Engineering and on an annual basis, survey parking spots within their respective divisions to identify any specific needs or deficiencies in the parking control activities. The survey should cover the following areas:

1. Tow away zones
2. No parking zones
3. Restricted parking zones

Should a parking deficiency be noted in the survey, it shall be reported to Traffic Engineering via memorandum for their review and action in conjunction with the Traffic Committee and City Council.

**TRAFFIC CONTROL - SPECIAL EVENTS**

Each Division Commander will be responsible for traffic control at special events. The services of special units, Public Services, Fire Department personnel and any other needed

services shall be coordinated by the Division Commander or his designee who shall ensure that all adequate services and personnel are provided.

Any group or organization holding events such as parades, bicycle races, foot races, street parties, or any other event which requires the use of any city roadway(s) will be required to contact the police department well in advance of such an event. The Division Commander or his designee will determine the best route or area to be used for the event. The criteria used in approving the locations shall be to determine the route or area which will cause the least amount of disruption of traffic flow. The Division Commander will ensure that the requesting group contacts other affected city departments and agencies for any required permits and clearances.

Once a route to be followed or an area to be used has been determined, the Division Commander shall determine the needed manpower for the event. The Division Commander or his designee will coordinate police officer traffic control. Should the organization sponsoring the event supply volunteers, they will be used to assist police officers at assigned locations.

#### **TRAFFIC CONTROL - FIRE SCENES**

Officers assigned to traffic control at fire scenes will be responsible for assuring that roadways in the area are accessible to all emergency vehicles. The officer assigned to a fire scene may close roads as necessary to facilitate the response of emergency vehicles. Officers who are assigned to traffic control at fire scenes will continue traffic control until the conclusion of the incident or until properly relieved by another officer.

If a fire is reported, police units respond ONLY when requested by the Fire Department. If response is requested, police units respond Code 2 unless otherwise directed. A police unit is dispatched on all structural fires, if requested. The primary responsibility of police units at a fire scene is traffic and pedestrian control while the Fire Department has primary function of controlling and containing the fire.

#### **TRAFFIC CONTROL - ADVERSE ROAD AND WEATHER CONDITIONS**

Officers will direct traffic in emergency situations created by adverse road and weather conditions. The traffic must be manually controlled until the problem is resolved or until temporary traffic controls are put in place. Refer to General Order 5.18 - Special Notifications and Release of Information.

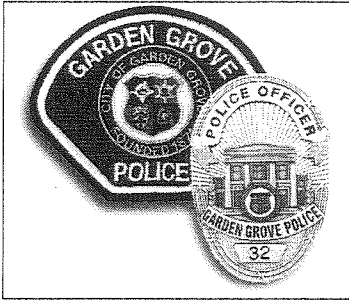
The first officer at the scene of an emergency will advise Communications of the problem and request that they contact the appropriate agency needed to resolve the problem. The officer will also request any emergency services which may be required.

**POLICE ESCORTS**

The police department will not provide Code 3 escorts under any circumstances. In the event of a medical emergency, a paramedic unit will be requested. In a life saving situation, an officer may transport with his vehicle only with the approval of a supervisor or Station Commander.

Non-emergency escorts for parades, special events, oversized loads, etc. may be provided with the approval of a Division or Station Commander. Persons or organizations requesting escorts must possess appropriate permits and authorization as required by the City of Garden Grove. The police department shall participate in a review of all requests for these types of permits prior to their final approval.

The Division Commander or his designee will be responsible for the planning and coordinating of all requested escorts.



**General Order: 7.20  
TRAFFIC ENGINEERING**

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

**PURPOSE**

The purpose of this General Order is to establish the general philosophy of the department's activities in support of traffic engineering.

**POLICY**

The Garden Grove Police Department fully recognizes its unique opportunity and responsibility to contribute to improving traffic engineering and safety in the community. To this end, the police department will continue to work in concert with the Traffic Engineering Department, Traffic Committee and City Council to devote adequate personnel and other resources to:

1. Collect and compile traffic-related data relevant to identifying specific engineering problems and solutions
2. Conduct special traffic surveys and studies, as appropriate, to investigate potential problems further
3. Analyze accident and enforcement data to discern trends and relationships symptomatic of engineering problems
4. Prepare special reports and make recommendations concerning efficient use of traffic control devices, new or revised laws or ordinances, or other engineering solutions/improvements
5. Participate actively in the community's transportation system management planning
6. The Traffic Commander or his designee shall attend Traffic Committee meetings, and any additional Traffic Engineering Department or city meetings relating to traffic engineering that would impact the police department as required.

**TRAFFIC ENGINEERING ACTIVITIES**

The purpose of the Garden Grove Police Department, in conjunction with the city Traffic Engineering Department and the city Traffic Committee, is to provide a safe and efficient traffic flow throughout the city's transportation system. This is accomplished by assisting in the development and maintenance of traffic control devices, street design and street markings within the city.

The City of Garden Grove Traffic Engineering Department maintains the city's traffic control system in compliance with the existing federal and state guidelines via the Manual on

Uniform Traffic Control Devices. This manual is maintained by the Traffic Engineering Department.

The police department provides information concerning needed improvements such as street signs, traffic control devices, pavement markings and general street design to the Traffic Engineer and to the Traffic Committee. The Traffic Engineer conducts a study to supplement the department's recommendations and propose any corrections or improvements which may be needed.

A few of the Traffic Engineer functions can be listed into six general categories. These areas are primarily handled by the Traffic Engineer with input received from the police department.

1. Collection and Compilation of Traffic Data
2. Traffic Surveys and Studies
3. Analysis of Accident and Enforcement Data
4. Reports and Recommendations for Efficient Use of Traffic Control Devices
5. Reports for Engineering Improvements
6. Participation in Local and Regional Transportation System Management Planning

### **REFERRAL OF COMPLAINTS OR SUGGESTIONS**

Complaints and suggestions are routinely received by phone, mail and in person by the police department, Traffic Committee and Traffic Engineering Department.

Complaints or suggestions received by the police department are forwarded by the police department, along with any officer initiated items, to the Traffic Engineering Department.

Officers will be assigned to attempt to isolate the exact location and nature of the request, and when possible go to the area of the complaint or suggestion to check on the validity of the action requested. The officer may add any additional or concurring opinions and forward the memorandum to Traffic Engineering.

The Traffic Engineering Department shall receive the service request from citizens and conduct any necessary study of the situation. The police department may assist in conducting surveys or studies.

The study findings, if done by the police department, and the department findings will be forwarded to Traffic Engineering via the individual Division Commander or Community Policing Bureau Commander. Any member of the police department may be assigned the responsibility for obtaining any needed information on an assigned study.

Upon completion of the study of the complaint or suggestion by the Traffic Engineer, it may be forwarded to the Traffic Committee for action. The Traffic Engineer will notify a citizen or concerned party of the findings and as to what action(s) may or may not be taken in response to the request.



### **LOCAL AND REGIONAL PLANNING GROUPS**

The Traffic Engineering Department participates and is a member of the following local and regional planning groups:

1. American Public Works Association
2. Institute of Transportation Engineers
3. City Traffic Engineers Associations
4. Orange County Traffic Engineers Council
5. American Planning Association

### **QUALIFICATIONS OF TRAFFIC ENGINEER**

Qualified engineers are needed to exercise the engineering judgment inherent in the selection of traffic control devices as well as to locate and design the roads and streets which the devices complement. With the needs for safe and efficient transportation systems within the City of Garden Grove in mind, a position description was developed by the City of Garden Grove for Traffic Engineer.

The Traffic Engineer job description, qualifications and example of duties can be obtained from the City of Garden Grove Personnel Department. This job description will explain in detail the duties and responsibilities of the Traffic Engineer.



**General Order: 7.21  
TRAFFIC ENGINEERING PROGRAMS**

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

**PURPOSE**

The purpose of this General Order is to develop policy and procedures for the study and collection of high accident locations and the accident data which is given to the Traffic Engineering Department.

**STUDIES OF HIGH ACCIDENT LOCATIONS**

The Community Service Bureau Division Commanders, the Records Division, Systems Information Unit and the traffic collision investigator all identify high accident locations by use of accident reports and statistical data from accident reports.

The Crime Analysis motor officer, assisted by the traffic collision investigator, will analyze the data from high accident areas to determine if the cause may be enforcement or engineering design related. Input and expert analysis may be handled by a Traffic Engineer.

Should the study indicate that the high accident rate is violation induced, a priority patrol effort and assignment will be initiated to address specific accident causing violations in the area targeted for priority patrol.

Should the study indicate an engineering problem as the reason for the increase in the accident rate, the police findings and recommendations shall be forwarded to the Traffic Engineering Department for their review and action.

The Traffic Engineer, upon request from the police or citizens, will conduct a study of the high accident location for any possible engineering improvements. The Traffic Engineer receives data on traffic collisions in Garden Grove from the Statewide Integrated Traffic Reporting System and from the police department. The Traffic Engineer conducts independent studies of high accident locations as identified from the accident data received and makes recommendations and improvements based on the study.

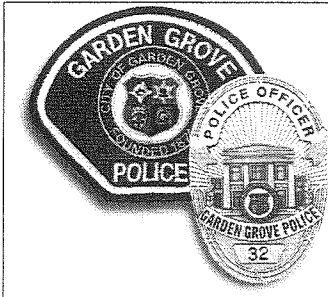
The studies and improvement implementations as performed by the Traffic Engineer are conducted within the rules and procedures as developed by the Traffic Engineering Department, city Traffic Committee and City Council. These studies are in compliance with the Manual on Uniform Traffic Control Devices.

**ACCIDENT DATA REPORTED TO TRAFFIC ENGINEER**

The Records Section will forward copies of all traffic collision reports to the Traffic Engineering Department.

The California Statewide Integrated Traffic Reporting System forwards to the police department, via the California Highway Patrol, a statistical summary of accident data and locations. A copy is also sent to the Traffic Engineering Department.

The police department and the Traffic Engineer utilize the available accident data to identify high accident locations. Appropriate studies and action are taken by both departments based on identified high accident or hazardous locations.



**General Order: 7.22  
TRAFFIC-RELATED POLICE SERVICES**

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

**PURPOSE**

The purpose of this General Order is to describe the role of the Garden Grove Police Department in providing emergency and general assistance to stranded motorists within the police department's jurisdiction as the result of observation or radio dispatch.

**ASSISTANCE TO MOTORISTS**

Officers will stop and render aid to stranded motorists whenever possible. Should an officer not be able to stop to assist a stranded motorist, the officer will notify Communications of the stranded motorist. Communications will send another unit to check on the motorist. If the motorist is outside city jurisdiction, or on the freeway within our jurisdiction, then Communications will notify the appropriate agency having jurisdiction to respond to assist the motorist.

When stalled vehicles are creating a traffic hazard, the officer will stop and provide traffic control until the hazard is alleviated.

Officers may assist with minor repairs, tire changing, obtaining fuel, etc. but should avoid getting involved to a point that they cannot leave the location should a higher priority call be received.

Transporting civilians can only be done with permission of a supervisor. Alternative means of transportation should be obtained if possible. Officers who must transport shall advise Communications of the starting point and destination, as well as a starting and ending mileage if civilians of the opposite sex (from the officer) are transported.

**PROTECTION OF STRANDED MOTORISTS**

Officers have a responsibility of assisting stranded motorists in obtaining needed road services. Officers shall assist motorists by having Communications notify the requested services by phone.

Should a motorist be stranded in a hazardous location, the officer will stay with the motorist until help has arrived. The officer, if possible, will move the stranded vehicle to a safe location off the roadway.

Police vehicles equipped with push bars may be used to push, from the roadway, vehicles creating an immediate hazard. Vehicles should not be pushed further than required to

alleviate the immediate hazard, and the unit shall not be used for push starting stalled vehicles.

Should the officer have to leave the motorist after arranging for assistance, the officer will check back after a reasonable amount of time to be certain the requested assistance did arrive. Officers shall not leave the scene of a vehicle which is creating a hazard without taking appropriate steps to protect the vehicle, either by moving it or placing appropriate flares or cones to protect it.

Officers will see that the motorist and any passengers are in a place of safety and instruct them to remain in the safe area until assistance arrives.

### **EMERGENCY ASSISTANCE TO HIGHWAY USERS**

The first officer to arrive at a medical emergency scene shall notify Communications of needed aid or medical units and shall provide necessary first aid until the arrival of medical units.

Fires and fire services and transportation of civilians are covered under separate General Orders.



**General Order: 7.23  
HAZARDOUS HIGHWAY CONDITIONS**

Effective: January 1, 1988  
Last Revised:

**PURPOSE**

The purpose of this General Order is to develop a policy to deal with the reporting of hazardous highway conditions and removal of hazardous material from the highway.

**HIGHWAY CONDITIONS**

Roadway hazards, roadway defects, debris in roadway, defective signals, defective lighting equipment, abandoned vehicles and damaged or missing street signs can all become hazardous conditions which may lead to accidents or vehicle damage.

Officers observing any roadway or roadside hazard will notify Communications of the incident or situation. Should the situation be an immediate hazard, the appropriate Public Services agency will be called out to repair or correct the problem immediately.

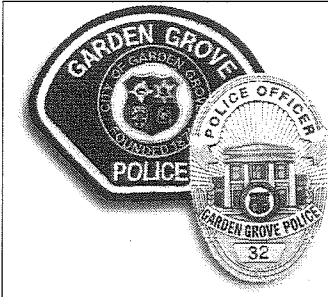
Officers observing roadway hazards or defects of a non-emergency nature will notify Communications noting the location and type of defect. A Public Services form will be filled out, and Communications will notify the Public Services Department by phone or radio. The Public Services Department will see that corrective action is taken and will notify the police department after completion of the requested work.

**HAZARDOUS MATERIAL**

Officers, upon observing any material which may be hazardous, should protect the scene, notify a supervisor and have the Garden Grove Fire Department respond to the incident location.

Information on hazardous materials identification and initial response to hazardous materials incidents can be found in the 1987 Emergency Response Guidebook published by the United States Department of Transportation, Office of Hazardous Materials Transportation. Copies of the guide are available in the Station Commander's office and department library, and will be disseminated to all patrol supervisors.

The removal of identified hazardous material will be handled by the Garden Grove Fire Department, assisted by additional hazardous materials units from mutual aid departments and private environmental "clean-up" services that are available on a 24-hour basis. Refer to General Order 5.18 - Special Notifications and Release of Information.



**General Order: 7.24  
CROSSING GUARDS**

Effective: April 20, 1988  
Last Revised: September 1, 2000

**PURPOSE**

The purpose of this General Order is to establish guidelines for the administration and operation of the school crossing guard program.

**AUTHORITY AND RESPONSIBILITIES**

The presence of crossing guards at selected intersections tends to prevent unsafe and unlawful acts by pedestrians and motorists. The crossing guards are assigned to control and direct pedestrians only while assigned to specific locations on crossing guard duty, and the responsibility to insure safety at those crossings.

The primary responsibility of a crossing guard is to move pedestrians safely across a traffic way. In addition to the primary responsibility, supervising pedestrian crossing, the crossing guard must constantly be observant of conditions and behavior that might adversely affect the safety of pedestrians.

**UNIFORMS**

Crossing guard uniforms and equipment shall be supplied by the contracted crossing guard company.

**CRITERIA FOR CROSSING GUARD LOCATIONS**

Criteria for establishing school crossing guard locations is outlined under Education Code Sections 45450 and 45451, and says that the city is primarily responsible for providing crossing guards. The city has chosen to contract the crossing guard function to a private vendor.

The criteria for establishing new crossing guard locations entails a request in writing to the school district, via the school principal. Appropriate surveys are done with regards to traffic volume/speed, number of turning movements, width of intersection, other control devices present, and local criteria.

The request is forwarded to the police department for comments, any additional surveys needed for traffic volumes, etc., and the package is then forwarded to Traffic Engineering for a decision based on state guidelines. The crossing guard is either approved or denied based on a total evaluation of all data submitted for review. City Council then may approve,

override or deny the request, based on a recommendation by staff. This will then be forwarded to the contracted crossing guard company.

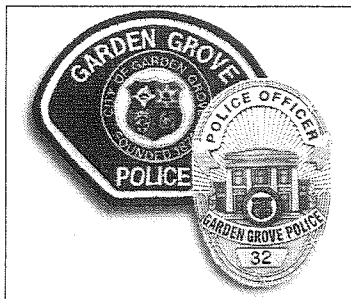
### **ANNUAL SURVEY OF LOCATIONS**

The contracted crossing guard company may conduct an annual survey in conjunction with Traffic Engineering and school authorities to identify locations requiring about school-crossing supervision. The decision on whether a survey will be undertaken will be made by the City Traffic Engineer.

### **SUPERVISION OF CROSSING GUARDS**

The crossing guards will be under functional supervision of contracted crossing guard company. The contracted crossing guard company will be responsible for the supervision, training, and equipping of crossing guards. Complaints pertaining to crossing guard's service or actions will be investigated by the contracted crossing guard company.





**General Order: 7.25  
AUTOMATED PHOTO ENFORCEMENT BUSINESS RULES**

Effective: February 21, 2004  
Last Revised: March 31, 2011

**PURPOSE**

The purpose of this General Order is to establish guidelines that will be used when processing citations involving governmental vehicles or employees who are photographed by the Automated Photo Enforcement System.

**AUTHORITY AND RESPONSIBILITIES**

The presence of the Redflex automated red light cameras at selected intersections tends to prevent unsafe and unlawful acts by motorists. These acts involve failing to stop at red traffic signals and failure to yield right-of-way violations by motorists. The primary responsibility of program is to keep traffic moving as safely as possible.

The Redflex red light camera program has the authority and approval of the Garden Grove city council. The red light cameras are placed at designated intersections within the city limits at the direction of the city traffic engineer. It is the responsibility of the police department's traffic unit to review the violations and determine the appropriate filing, if any, with the court. In the event a governmental agency or employee vehicle is involved in a reported violation, the following procedure will be followed.

**PROCEDURES FOR VIOLATIONS**

The following guidelines will be used when processing citations involving governmental vehicles that are photographed by the Automated Photo Enforcement System:

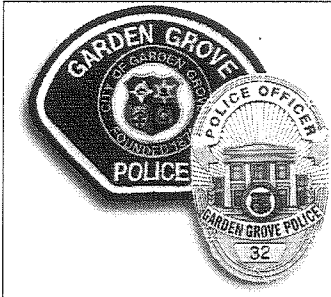
1. **EMERGENCY VEHICLES:** Emergency vehicles will be handled in the following manner:
  - a. Vehicles that have their emergency lights activated (apparently driving code 3):  
No action will be taken as emergency vehicles being operated code 3 are exempt from 21453(a) VC.
  - b. Vehicles without their lights activated will be handled in the following manner:
    - i. Garden Grove Emergency Vehicles: Photographs and video will be downloaded to a CD-Rom. This package will be forwarded to the employee's Division Commander/Manager for review and disposition.
    - ii. Outside Agency Emergency Vehicles: Photographs and video will be downloaded to a CD-Rom. This package will be forwarded to the Agency Head of the involved public agency. An official letter from the agency indicating the incident is under administrative review will be required to prevent further action.

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Automated Photo Enforcement Business Rules

2. **UNMARKED GOVERNMENT VEHICLES:** Vehicles without emergency equipment with exempt plates or where the registration information indicates the vehicle belongs to a federal, state, county or municipal governmental agency will be handled in the following manner:
  - a. Garden Grove Vehicles: Photographs and video will be downloaded to a CD. This package will be forwarded to the employee's Division Commander/Manager for review and disposition.
  - b. Outside Agency Vehicles: Photographs and video will be downloaded to a CD. This package will be forwarded to the Agency Head of the Agency involved for review and disposition. An official letter from the agency indicating the incident is under administrative review will be required to prevent further action.
  
3. **OFF-DUTY OFFICERS AND EMPLOYEES:** Any off-duty officers or employees from the City of Garden Grove or any other agency will be issued citations. In the event the license plate returns confidential, the Department of Motor Vehicles will be contacted and the home address for the person will be obtained. The citation will then be mailed to the off-duty officer or employee directly, the same as any other violation.

**CHAPTER 8**  
**JUVENILE INVESTIGATIONS AND YOUTH SERVICES PROGRAMS**

- 8.1 - Juvenile Arrests and Applications for Petition
- 8.2 - Reporting of Child Abuse, Neglect, and Molest
- 8.3 - Youth Recreational Programs
- 8.4 - Youth Services Unit Function
- 8.5 - Explorer Program



**General Order: 8.1**  
**JUVENILE ARRESTS AND APPLICATIONS FOR PETITION**

Effective: November 4, 1974  
Last Revised: July 7, 2014

**PURPOSE**

The purpose of this General Order is to provide procedures for the handling of juvenile arrests.

**POLICY**

It is the policy of this department to conduct an in-depth investigation into any criminal case involving a person under the age of 18. In the final disposition, each investigator will use the least coercive alternative while maintaining the best interests of the minor and the community.

**JUVENILE ARRESTS**

Juveniles arrested in the field for a 602 W&I crime shall be transported without delay (unless a juvenile is in need of emergency medical treatment; and/or a situation dictates otherwise) to an appropriate intake facility such as the Garden Grove Police Department, Juvenile Justice Center/Field Office/GSU Annex (etc.) Release of minors from the field will be based on officers discretion and in compliance with G.O. 10.2, Fingerprints and Photographs of Arrestees.

**MIRANDA ADVISEMENT FOR JUVENILES**

When a juvenile is taken into custody under the provisions of 601 or 602 of the Welfare and Institutions Code, the arresting officer must advise the juvenile of his constitutional rights prior to interviewing the juvenile. The juvenile must be advised of his rights prior to releasing to an adult or booking at a Juvenile Hall, even if the officer is not going to interview the juvenile (625c W&I Code). The arresting officer will also notify the juvenile's parents or guardian of the arrest.

The arresting officer shall ensure that the juvenile understands each portion of the Miranda warning and that any waiver of his rights is given voluntarily.

If a juvenile requests to see his/her parents, other close relative, or probation officer upon being advised of his/her constitutional rights, this should not be considered an assertion of his/her right to silence. This apparent unwillingness to discuss the incident until contacting the third party must be clarified. The officer must determine if the juvenile is invoking his right to silence or if they just wish to speak with someone.

### **PARENT NOTIFICATION OF ARRESTED JUVENILE**

Officers shall complete the PARENT NOTIFICATION OF ARRESTED JUVENILE form whenever a juvenile is taken into custody and released to a parent or guardian. A copy of the form is attached to this General Order. The form need not be completed if the juvenile is being lodged into Juvenile Hall.

Officers should check the appropriate space to indicate whether the matter is being handled informally or if follow-up action may be expected by the Youth Services Unit or the Department's Juvenile Diversion Program.

### **INTERVIEWING JUVENILES**

As a rule the courts will examine very closely any confession by a juvenile to determine the voluntariness of that confession. To avoid allegations of coercion during an interview of a juvenile in custody, the following factors should be considered:

1. No more than two persons should conduct the interview.
2. When questioning the juvenile, the age, intelligence, and educational background of the juvenile should be considered.
3. Whether the juvenile is suffering from any injury or illness at the time of the interview.
4. Confirming that the juvenile understood the Miranda warning given to them.
5. No threats or promises of leniency should be made during the interview.
6. The juvenile should be allowed to use bathroom facilities.
7. Depending on circumstances (i.e. length of interview, time the juvenile last ate) consideration should be given to providing juvenile food and drink.
8. Care should be taken to make sure that the juvenile has a good understanding of English or the language used to interrogate the juvenile.

### **PHONE CALLS**

Whenever a juvenile is taken to a place of confinement, the juvenile will be advised, WITHIN ONE HOUR, of the right to make at least three phone calls. Calls may be made to parents, guardians, responsible relatives, employers, or an attorney.

The calls will be at public expense and in the presence of the arresting officer. To deprive a juvenile of this opportunity, the officer is guilty of a misdemeanor (308b W&I Code).

### **DETENTION OF MINORS (SECURE AND NON-SECURE)**

The detention of a minor cannot exceed six hours from the time of arrest to the time of booking or release to a responsible adult. At no time should there be any unreasonable delay, discipline, or use of restraints imposed upon any juvenile.

### **SECURE DETENTION OF A MINOR**

Officers shall complete the **Secure Detention Log**. Juveniles securely detained in a locked room or enclosure shall be randomly checked by a Department employee every 30 minutes with those checks being documented on the Secure Detention of Juveniles Log. Minors should be allowed immediate auditory access to department personnel as well as the visual inspections. State law requires the arresting officer to inform juveniles held in secure detention of the purpose of the detention, how long the detention is expected to last and that the detention will not last longer than six hours.

Minors who are held in a locked room, cell, or other enclosure are considered to be securely detained. Additionally, minors who are handcuffed to a fixed object such as a bench, chair, or table are likewise "securely detained". **This requires supervisory approval.** If held in a locked room, cell or enclosure the juvenile must be monitored every 30 minutes. In cases where the offense is related to substance abuse and or intoxication, the observations must be made every 15 minutes. Minors, who are held in an unlocked room, yet are handcuffed to themselves, **are not** securely detained. Minors held in secure detention outside of a locked enclosure shall not be secured to a stationary object for more than thirty minutes unless no other locked enclosure is available. Such a detention requires constant monitoring. Securing a minor to a stationary object for longer than thirty minutes, and for every thirty minutes thereafter shall require the approval by a supervisor and the reasons for the continued detention shall be documented and attached to the secure detention of juveniles log. Minors who are secured to a stationary object shall be moved to a locked enclosure when one becomes available. If for whatever reason a male and female minor are placed in a locked room or enclosure, they shall be under constant in-person observation by a department employee.

### **CONFINEMENT OF MINOR**

State regulations require that a minor will NOT be placed into a holding cell or jail interview room unless specific criteria can be met. At no time will the juvenile be left unattended. The juvenile is in custody and still remains the arresting officer's responsibility.

The law allows the placing of a juvenile into a holding cell or jail interview room only if the following conditions exist.

1. Is over 14 years of age
2. Has committed a criminal offense (602 only)
3. Is a "serious security risk or harm to self or others"

Factors to be considered when determining if the minor presents a serious security risk to self or others are:

1. Age, maturity and delinquent history;
2. Severity of the offense;
3. Minor's behavior;
4. Availability of staff to provide adequate supervision or protection of the minor, and;

5. Age, type and number of other individuals detained at the department

In the event a juvenile meets these criteria, supervisory approval must be obtained before placing the minor into secure detention (holding cells, locked rooms or physically secured to chairs or fixed objects) and the **secure detention of juveniles log must be completed**. Any contact, whether verbal, visual or in the continuous physical presence of adult prisoners is prohibited. Minors may come into contact with adult prisoners while under the direct and immediate supervision of law enforcement personnel under the following circumstances:

During the booking process

During medical screening, juveniles may pass by adults while waiting to be attended to by medical personnel.

During the movement of prisoners in the police department.

In the event a juvenile meets these criteria and is placed into a holding cell, the officer's narrative SHALL include:

1. How long the juvenile was detained - **THE DETENTION CANNOT EXCEED SIX HOURS FROM THE TIME OF ARREST TO THE TIME OF BOOKING OR RELEASE TO A RESPONSIBLE ADULT;**
2. That the juvenile was TOLD how long his detention would be;
3. The juvenile was not mixed with adults;
4. That the juvenile was adequately supervised - **THE MINOR SHALL HAVE IMMEDIATE AUDITORY ACCESS TO A STAFF MEMBER AS WELL AS PERSONAL VISUAL SUPERVISION EVERY 30 MINUTES;**
5. An explanation as to the need and length of the secure detention.

**AT NO TIME WILL ANY UNREASONABLE DELAY, DISCIPLINE, OR USE OF RESTRAINTS BE IMPOSED UPON ANY JUVENILE.**

**NON-SECURE DETENTION OF MINOR**

All non-secure detentions shall be documented on the Non-secure detention log. Non-secure custody applies to all juveniles under the age of fourteen and for those juveniles between the ages 14 and 17 who do not present a serious security risk or harm to themselves or others. Non-secure custody involves limiting juveniles' freedom of movement, which includes the use of handcuffs. Juveniles in this category shall not be handcuffed to chairs, rails or other fixed objects. Non-secure custody means a juvenile's freedom of movement is controlled solely by department personnel and that he or she is under constant and immediate supervision at all times. Non-secure custody of a minor shall not exceed six hours. Custody begins when the minor, under direct authority and control by department personnel, enters the police facility and ends when the minor leaves. Minors in temporary custody held under the authority of sections 300 or 601 WIC shall not be allowed to come into contact with the juveniles arrested for 602 WIC violations.

Contact or communications with adult prisoners as described in Confinement of Minors shall be adhered to at all times during the non-secure detention of a minor.

### **SECURE/NON-SECURE DETENTION LOGS**

C.S.I. personnel will maintain the daily Secure/Non-secure detention logs. At the end of each week a copy of the logs will be forwarded to the Youth Services Unit Supervisor in order to file the monthly report required by the Board of Corrections. C.S.I. will retain the originals for audit purposes.

### **MEDICAL ATTENTION**

In the event a juvenile's condition is such as to require medical attention, the juvenile should be taken directly to the nearest medical facility. Special consideration should be given to any juvenile who appears to have suicidal tendencies. Signs that the officer should look for in determining if a juvenile is at risk of committing suicide are:

1. A previous suicide attempt
2. Verbal threats, i.e. "You'd be better off without me," or "I wish I were dead"
3. Signs of depression, i.e. "feelings of hopelessness and guilt".
4. Themes of death - a desire to end one's life may show up in the person's art work, poetry, essays, etc.

This will require CONSTANT observation by the handling officer. Upon admittance to either Juvenile Hall or Orangewood, the in-take officer shall be notified of the Juvenile's mental state for proper medical attention (210.2a W&I Code). Additionally, should the minor be released to a parent or guardian, that the person shall be advised of the minor's mental state.

### **CARE OF MINOR IN CUSTODY**

Care of juveniles in custody includes providing reasonable access to a telephone, restroom and water or other beverages. Juveniles are permitted to retain their clothing unless it is needed for evidence or if presents a health hazard or security risk. Blankets or other clothing sufficient to provide comfort shall be made available to replace clothing taken from the juvenile. Privacy shall be allowed when juveniles meet with members of their immediate family. Should it become necessary to retain a minor in custody for more than four hours, a snack should be provided to the minor. The snack need only be provided if the minor requests it and only once during the term of the temporary custody.



**INTOXICATED AND SUBSTANCE ABUSING MINORS**

A written medical clearance must be obtained on all minors who appear to be under the influence of one or more intoxicating substances or that are known to have ingested such drugs prior to bringing them to the police department. After the medical clearance and once the minor has been brought to the station, they shall be checked at least every 15 minutes by the on duty supervisor or his designee. **The times the minor is checked must be logged on the Secure Detention Juvenile Log.**

**DEATH AND SERIOUS ILLNESS OR INJURY OF A MINOR WHILE DETAINED**

In the event that the death of a minor occurs while being detained by the Garden Grove Police Department, the Community Policing Bureau Captain shall submit a report to the Attorney General, California Department of Justice (Gov't Code 12525). Additionally, a copy of the report must be forwarded to the Board of Corrections within 10 calendar days of the death. In-custody death reports must assure that there is medical and operational review of every in-custody death of a minor. The review team will include the facility administrator and/or the facility manager; the health administrator; the responsible physician; and other health care and supervision staff who were relevant to the incident.

In the event any serious illness or injury of a minor occurs while being detained by the Garden Grove Police Department, notification shall be made to the Presiding Judge of the Juvenile Court and to the parent, guardian or person standing in loco parentis. Notification can be made verbally or in writing.

**CITATIONS**

In lieu of taking a juvenile into custody, officers have the discretion to issue a written citation for traffic violations and eligible minor offenses. The particular court, either Juvenile or the West Justice Center, is listed as the court to hear specific offenses. For cases where multiple offenses are charged and all qualify for citation, if any one violation is to be heard in Juvenile Court, then that court takes precedence. All other offenses not listed in Sections Eligible for Citation are heard in Juvenile Court, but must be submitted via an Application for Petition.

**JUVENILE VIOLATIONS ELIGIBLE FOR CITATION**

Juvenile Court	DR #		West Justice Center	DR #
VC 12500(a)	**		All VC infractions	No
VC 21200.5	Yes			
VC 21221.5	Yes		All VC misdemeanors <i>not</i> already listed at left	**
VC 23136	Yes			

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VC 23140	Yes			
VC 23222(a) & (b)	Yes			
PC 602(m)	Yes		PC 640 or 640(a)	Yes
PC 647(f)	Yes		All infractions, including PC 308(b)	No
GGMC curfew violation only	No		GGMC infractions <b>except</b> curfew	No
H&S 11357(b)	Yes		Citation only	Yes
B&P 25662	Yes		B&P 25658 & 25658.5	Yes
			B&P 25661	Yes
			B&P infractions	No

Only the sections listed above are eligible for citation, but a citation is not mandatory. I.E.: if the officer arrests for an eligible offense but learns the arrestee is on probation, a citation is Not recommended as the citation would by-pass the Probation Department!

Any misdemeanor offense listed above can be handled via an Application for Petition if more formal intervention is desired. If this is the case, simply handle like a standard arrest and complete a Petition, which will require an Arrest Face Page.

Remember, once cited, a memorandum is needed in order to void the citation. Infractions cannot be handled via a Petition, so those offenses must be cited.

\*\* A DR# is only necessary if a vehicle is impounded or other property is collected as evidence. In the past, it was possible for evidence to be booked under the citation number...but due to our new "bar code" system, a DR# is preferred.

If cited, an arrest face page is not needed; a brief narrative should be written on the back of the citation and a court date 45-60 days in advance should be issued. If two offenses can be cited and each one is normally heard in a different court, Juvenile Court takes precedence.

### STATUS OFFENDERS

Juveniles who are detained for non-criminal misbehavior as specified in 601 of the Welfare and Institutions Code are considered "status offenders." Status offenders are within the jurisdiction of the juvenile court; however, legislation prevents their secure detention in a jail (holding cell) lock-up or juvenile hall. The following procedures are to be followed when a status offender is detained. Officers are discouraged from arresting juveniles who commit a status offense. Parental notification, utilization of school/diversion programs, and proper department documentation of the incident are generally sufficient.

### **Truant Students**

Police officers have the authority to detain a juvenile who is absent from school without permission. A field interview card is to be completed and directed to the Youth Services Unit. The officer will transport the juvenile to the Truancy Reduction Center located on the Hare High School campus. The Truancy Reduction Center is a program operated jointly by the Police Department, the Garden Grove Unified School District and the Girls and Boy's Club of Garden Grove, a private, nonprofit counseling agency. The staff at the Truancy Center will handle school and parental notification and initiate any appropriate follow-up action. Any truants you believe consumed alcohol or drugs but do not fit the elements of PC647(f) should be released to an administrator at their assigned school or to their parents. Do not take these truants to the Truancy Reduction Center.

### **Runaway Juveniles**

When an officer locates a runaway juvenile, he shall notify the juvenile's parent, guardian, or custodian and request that the parent respond to pick up the juvenile. If the runaway was reported to this department, a Missing Persons Clearance Teletype/Narrative (Form #320b) is required utilizing the original report number. If the runaway was reported to an outside agency, the same form is required utilizing a newly issued Garden Grove Police Department report number. In either case, if a parent or guardian refuses to accept custody of the juvenile, he may be placed at one of the following youth shelter facilities.

1. Casa de Bienvenidos (Los Alamitos) -714- 995-8601
2. C.S.P. Youth Shelter, Huntington Beach-714-842-6600

These agencies will provide shelter and counseling services to youth and their families. The juvenile must have parental consent to remain at the facility. The length of stay varies with each agency and allows for a "cooling off" period pending further counseling or other appropriate resolution of the family problem.

### **Curfew Violations**

Officers may detain a juvenile for violation of curfew (Garden Grove Municipal Code Section 8.04.020). Officers should notify a parent or guardian and request that the parent respond to the officer's location to pick up the juvenile. The officers shall complete a field interview card and direct it to the Youth Services Unit.

If a parent, guardian, or other responsible adult is not available to respond, the officers shall transport the juvenile to the department. An Officer's Report must be completed to document the detention. The officer will continue his effort to notify a responsible adult.

If the officer chooses to prosecute for the curfew violation, a citation will replace the Field Interview Card/or Officer's Report for the purposes of prosecution. An appropriate Arrest Report and Crime/Incident Report must be completed if the juvenile is detained and arrested for any other charges, in addition to the curfew charge, if the other charges do not qualify for citation.

**REQUEST FOR INVESTIGATIVE FOLLOW-UP OR PROSECUTION**

When an officer investigates a criminal matter involving a juvenile suspect(s) which does not result in an arrest, the officer may request additional follow-up or prosecution. The request will be indicated in the narrative portion of the report.

**PETITIONS**

**In-Custody Application for Petition**

Upon taking a juvenile into temporary custody for violations of 601 or 602 of the Welfare and Institutions Code, the officer shall release the minor to the custody of his parent, guardian, or responsible relative unless one or more of the following conditions exist.

1. Continued detention of the minor is a matter of immediate and urgent necessity for the protection of the minor or person or property of another.
2. The minor is likely to flee the jurisdiction of the court.
3. The minor has violated an order of the juvenile court.
4. The minor is physically dangerous to the public because of a mental or physical deficiency/disorder.

The officer completes the Arrest Report (GGPD Form 303) and the Application for Petition (County of Orange Form F0502-4024.16). Three copies of the petition application and the Arrest Report are made for Juvenile Hall. Once completed, the officer signs the petition application and then transports the minor to Juvenile Hall.

**Non-Custody Application for Petition**

When an officer arrests a juvenile for a criminal offense and releases the juvenile to a responsible adult, the officer then has one of two alternatives to check on the Arrest Report face page:

1. Petition (Referral to Juvenile Probation/Court)
2. Informal

The Arrest Report will then be forwarded to the Youth Services Unit for review.

**INFORMAL**

Provided a juvenile meets the qualifications for informal release, the officer may recommend any of the following actions:

1. Outright release with no further action
2. Diversion

Diversion may be recommended through F.Y.O.P. (Family and Youth Outreach Program) A Program of the Boy's and Girl's Club's of Garden Grove, located in the Juvenile Justice Center.

Officers may complete F.Y.O.P. form #1073 and recommend any of the following services:

1. Family/Individual/Gang Counseling
2. Drug and Alcohol Education
3. Parenting Group
4. Juvenile Offender Education
5. Anger Management Group
6. Teenage Runaway Intervention Program
7. Truancy Reduction Program
8. Community Service
9. Graffiti Removal Program
10. Restitution
11. Other (As deemed by need)

#### **FINAL DISPOSITION NON-CUSTODY APPLICATIONS FOR PETITION**

All requests for non-custody petitions shall be reviewed by the Youth Services Unit for final disposition.

The assigned Youth Services investigator, upon reviewing the report, will consider the following factors in determining a final disposition.

1. The nature of the alleged offense
2. Age and circumstances of the juvenile
3. Juvenile's past record
4. Applicable community-based rehabilitation programs

Apart from diverting to social service agencies or petitioning to court, the handling officer may choose informal arrest, diversion referral program or parental corrective action.

Diversion from the juvenile justice system SHOULD NOT be considered in the following conditions:

1. The minor is in need of proper and effective parental control.
2. The minor is destitute, need of abode or necessities of life. Minor's home is unfit by reason of physical abuse.
3. Minor's detention is necessary for the protection of the minor or for the protection of the person or property of another.
4. Minor is likely to flee the jurisdiction of the court.
5. Minor has violated an order of the juvenile court.
6. Minor is physically dangerous to the public due to a mental or physical deficiency.

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7. Minor was selected for a diversion program but has refused to participate or complete its conditions.



**General Order: 8.2**  
**REPORTING OF CHILD ABUSE, NEGLECT AND MOLEST**

Effective: March 1, 1980  
Last Revised: February 27, 2006

**PURPOSE**

The purpose of this General Order is to provide guidelines and procedures for reports of child abuse and for taking minors into protective custody.

**PROCEDURE**

**Protective Custody**

When an officer discovers a person under the age of 18 years who falls within the description of Section 300 of the Welfare and Institutions Code, that officer shall consider his responsibility in taking the juvenile into protective custody.

If probable cause exists to believe that a child is endangered, a police officer may enter a home WITHOUT a warrant or consent to investigate. If a child is taken into protective custody, the following reporting procedures will be followed:

1. Appropriate Crime/Incident Report (GGPD Form 308) must be completed if the juvenile falls within the provisions of Welfare and Institutions Code, section 300, or has been a victim of Penal Code sections 273a, child abuse; 273d, child beating; 285, incest; 288, child molest; or of any other crime.
2. If it is determined or suspected that a child abuse has occurred, the reporting officer shall report it to the Orange County Child Abuse Registry. This must be done immediately or as soon as practically possible by telephone (**940-1000**) and shall prepare a written report on the Suspected Child Abuse Report (Department of Justice Form **SS8583**) WITHIN 36 HOURS of receiving the information. This form is filled out in addition to the appropriate crime report, regardless of whether the child is taken into protective custody.
3. An Application for Petition (OCSSA Form F0912-28-43) must be completed and accompany the juvenile to Orangewood home.

**EVIDENTIARY PHYSICAL EXAMINATIONS**

Should the juvenile be a victim of sexual abuse requiring a medical examination, transport the victim to the appropriate hospital. The officer will need to fill out the Medical Report - Suspected Child Sexual Abuse Form, (OCJP Form 925) PRIOR to the doctor doing the examination. The handling officer needs to fill out only sections "A" through "D".

Upon completion of the examination, the officer will follow the reporting procedures as outlined above, and then either release the victim to a parent, a responsible adult, or transport him to Orangewood.

### **OFFICER'S REPORT**

An officer's report must be completed when an officer is unable to determine if a minor has fallen under the criteria, as set forth in 300 W&I. For example, when an officer is unable to make contact with a victim/witness to either unfound or substantiate a crime, then an Officer's Report would be appropriate.

### **CHILD ABUSE REGISTRY INQUIRIES - UNPUBLISHED TELEPHONE NUMBERS**

The Child Abuse Registry has established a non-public telephone number for clearances (past entries of victims/suspects). The number, (714) 704-6101, is open to police departments ONLY and should not be made available to the general public for any reason.

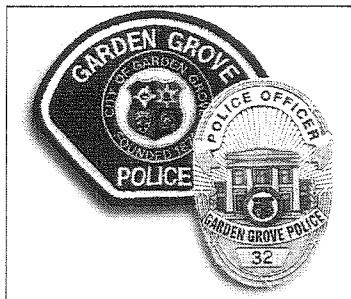
### **CHILD ABUSE/SEX CRIMES UNIT**

All members of this department will be responsible for the immediate response, observation, and proper reporting of child abuse. By law, this department is defined as a "child protective agency". Each officer who encounters any behavior as described in Penal Code Section 11166, shall direct a report to the Crimes Against Persons Unit. (Refer to General Order 8.2 - Reporting of Child Abuse, Neglect, and Molest.)

The duties of the investigators assigned to the Child Abuse/Sex Crimes Unit are:

1. Responsibility for the investigation, collection of evidence, and preliminary preparation for prosecution of all cases of child abuse and molestation;
2. Investigation into the deaths of children that could be attributed to abuse, molest, or Sudden Infant Death Syndrome (SIDS);
3. Investigate reports of unfit homes, abandonment, child endangering, or neglect;
4. Provide follow-up on suspected child abuse reports (compliance calls);
5. Provide appropriate in-service training to patrol personnel;
6. Participate with other law enforcement, social service agencies, and school administrators in the application and enforcement of the laws regarding child abuse cases.





**General Order: 8.3  
YOUTH RECREATIONAL PROGRAMS**

Effective: January 1, 1988  
Last Revised: October 22, 1993

**PURPOSE**

The purpose of this General Order is to foster the development of community youth recreational programs and encourage department personnel to participate in the development and growth of these programs.

**POLICY**

This department recognizes the need to offer community youth alternatives to juvenile delinquency and that such alternatives can be provided through youth recreational and athletic programs.

**PROCEDURE**

Each division will be responsible for developing and maintaining youth oriented programs in keeping with the division goals and objectives relating to juveniles.

A division member who desires to establish a youth program will submit a written plan to his respective Community Policing Division Commander on an intra-departmental memorandum.

Department personnel should take an active role in their local community youth recreational and athletic programs, whether coaching, supervising, or providing a leadership role in developing a program where none exists.



**General Order: 8.4  
YOUTH SERVICES UNIT FUNCTION**

Effective: January 1, 1988  
Last Revised: March 7, 2007

**PURPOSE**

The purpose of this General Order is to establish a department policy for the disposition of all police contacts with juveniles and to establish the philosophy, provisions, and responsibilities of the school liaison program (Youth Services Unit).

**POLICY**

The department is committed to the development, perpetuation and utilization of programs designed to prevent and control juvenile delinquency. All members of the department are responsible for supporting and participating in the programs offered by and with the functions of the Youth Services Unit. Problem solving strategies will be implemented through positive programs with youthful offenders. It will be our policy to ensure that the appropriate action is taken in all cases where juveniles come to the attention of the department.

All Youth Services Unit investigators and members of the Garden Grove Police Department will follow the policies and procedures established in Chapter 6 of the General Orders Manual - Criminal Investigations Procedures. In addition, due to the sensitivity of law enforcement responsibilities for youthful offenders and the effect of our actions on their future, the Youth Services Unit and members of the department must have a thorough knowledge of diversion programs and informal arrest procedures. They will provide information and assistance in juvenile matters to members of the department, parents, and members of the community.

**PROCEDURE**

The Youth Services Unit (YSU) will consist of two units:

1. Juvenile Investigation
2. Special Officers

**YOUTH SERVICES UNIT/INVESTIGATION RESPONSIBILITIES**

Investigators assigned to the Youth Services Unit are responsible for the following types of investigations:

1. Incidents of criminal behavior where juveniles are listed as suspects or possible suspects; except in the cases of homicide, rape, sexual/physical abuse, and auto theft.

2. Follow-up investigation of missing and runaway juveniles in compliance with Section 11114 of the California Penal Code;
3. Evaluation of every juvenile arrest by the department and selection of the appropriate disposition.
4. All incidents of graffiti, vandalism and bike reports.
5. Activity occurring on school campuses and that is related to school activities.

In each incident, the juvenile's family background, prior police contact, and the severity of the offense will be used as factors to determine if referral to a diversion program is applicable.

### **YOUTH SERVICES UNIT PHILOSOPHY**

The challenge to all those dealing with youth is to guide them through the difficult period of growing up, protecting individual rights, instilling individual responsibility, and preventing when possible, the development of a crime-oriented life style. This is the role of balanced law enforcement and should be the goal of all youth serving organizations.

To ensure a pragmatic approach to delinquency, there is a definite need for close interaction between schools, law enforcement, and the community in order to implement problem solving strategies through positive programs that deal with delinquency and youth crime.

### **PRIMARY GOALS OF THE SCHOOL SPECIAL OFFICER**

1. To increase understanding, communication, and cooperation between the police and schools
2. To serve as a viable resource to school personnel and students in order to assist in the prevention and control of delinquency by means of counseling or mentoring.
3. To provide guidance on ethical issues in a classroom setting and to project an image of trust and protection to the students and community by explaining the law enforcement role in society.
4. To assist school administrators in creating a safe and secure school environment in order that the objectives of the educational program may be achieved

### **DEPARTMENT PERSONNEL RESPONSIBILITIES FOR JUVENILE OPERATIONS**

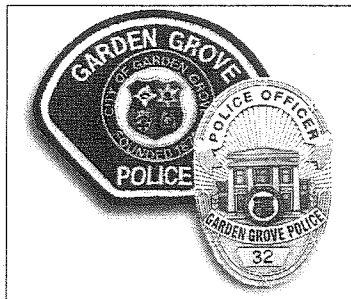
It is the responsibility of all department personnel to be familiar with and adhere to the laws, statutes, and department procedures governing the citing, arresting, and releasing of juveniles.

### **DEVELOPMENT AND REVISION OF JUVENILE PROCEDURES**

The department is committed to a multi-disciplinary approach to handling juvenile crime. Representatives from outside agencies such as probation, social services, and the district attorney's office will be requested to provide comment regarding any policy or procedural changes relating to juveniles.

### **EVALUATION OF JUVENILE PROGRAMS**

At the end of each school year, the Youth Services Unit Supervisor will conduct a meeting involving the Youth Services Unit investigators and Special officers. The meeting will be for the purpose of appraising and evaluating the past year's performance. A decision will be made as to whether a specific program should continue as is, be modified, or be discontinued. All recommendations will be submitted, in writing, to the Support Services Bureau Commander.



## **General Order: 8.5 EXPLORER PROGRAM**

Effective: September 1, 2000  
Last Revised: January 25, 2007

### **PURPOSE**

The purpose of this General Order is to establish a guideline for the explorer program, its organization, policies regarding use of the explorers and procedures for the designation and compensation of its advisors.

### **POLICY**

Garden Grove Police Department Explorer Post #1020 is an official program of the Garden Grove Police Department and Boy Scouts of America. The Chief of Police or his designee shall be the final authority on all matters pertaining to the operations of this explorer program.

The function of the Garden Grove police explorer program is to give young men and women an opportunity to learn firsthand the duties and responsibilities of Garden Grove police officers and law enforcement agencies. Members of this program are allowed to assist in certain duties of the Garden Grove Police Department in order to obtain knowledge through experience. The program will also serve as a "farm system" for the recruitment of future Garden Grove police officers.

Explorers shall be registered with the Boy Scouts of America. Explorers do not have any police power or authority. Explorers shall not be classified as city employees for the City of Garden Grove; therefore, they are not entitled to any compensation or benefits normally given to city employees.

### **EXPLORER MANAGEMENT/SUPERVISION**

The Explorer Liaison Sergeant and managing Lieutenant shall be appointed by the Chief of Police. The Liaison Sergeant reports to the assigned managing Lieutenant on all matters pertaining to the explorer program. The Liaison Sergeant shall have functional supervision of the explorer program and all personnel assigned to it.

### **SENIOR EXPLORER ADVISOR**

Selection of the Senior Explorer Advisor shall be made by the Chief of Police, with input from the Explorer Liaison Sergeant and the managing Lieutenant. The Senior Explorer Advisor shall report to the Explorer Liaison Sergeant. The Senior Advisor shall be responsible for the daily operations of the explorer program.

### **ASSOCIATE EXPLORER ADVISORS**

The Associate Advisors shall be selected by the Explorer Liaison Sergeant, with the approval of the Special Services Division Lieutenant. They shall report to the Senior Explorer Advisor on all matters pertaining to the explorer program. The duties of the associate advisors are to supervise, train and develop the explorers within the program.

### **EXPLORERS**

Explorers are youth who range from 14 to 21 years of age. Explorers report directly to any explorer advisor. When under the guidance or direction of any other Department personnel, they shall obey any lawful direction or command given them, unless directed otherwise by an explorer advisor. Explorers shall at all times follow all policies, procedures, and rules and regulations of the Garden Grove Police Department and the Garden Grove Police Explorer Program.

#### **Duties**

In order to obtain a complete education in the field of law enforcement, explorers are scheduled to work certain assignments and activities. These assignments are normally on the subjects of traffic control, crowd control, crime prevention, and other duties specified by the police department. Explorer activities, assignments and conduct are governed by Department policy and the Explorer Orders Manual.

#### **Requests for Use and Emergency Mobilization**

Due to the nature of the Garden Grove Police Explorer Program, it sometimes becomes necessary that explorers respond to calls for assistance by the police department. These calls may be to search for a missing child or traffic and crowd control during minor and major disasters. For this reason, the following procedure has been established in assisting the Department and explorer post members with requests for use and calls for mobilization.

When requesting the use of explorers for routine functions, a "request for use" form must be completed. These can be obtained from the Youth Services Unit or any explorer advisor. The completed forms should then be turned into the Explorer Liaison Sergeant for approval and assignment.

In the case of a serious emergency or event, the decision to mobilize the explorer post shall be made by the on duty field supervisor. The field supervisor will notify the Explorer Liaison Sergeant or the Senior Advisor.

In the event of a mobilization during school hours, an advisor will call the individual school offices. Explorers are to follow the instructions of school officials. Explorers shall not leave school without permission

#### **Ride-Alongs**

Explorers shall follow the ride-along policy as covered under General Order 2.16 of this manual, as well as section 6.2.18 of the Explorer Orders Manual.

### **SUPERVISION OF EXPLORERS**

In addition to the regular meetings and duties of the explorers, they often work various assignments in the City assisting the Police Department and other organizations. On occasion, the explorers also assist other police departments throughout the county. These assignments require the explorers to perform different tasks such as traffic control, crowd control, crime prevention and other duties. The Department requires Advisors to be present to supervise the explorers in these functions. There should be a minimum of one advisor per every five explorers present at all explorer functions, with the exception of the weekly explorer meetings. There shall be a maximum of two advisors present for explorer meetings. This does not preclude other advisors from attending the meeting on an on-call basis during their regular duty shift.

The explorer advisory staff is responsible for the training, development and safety of all explorers. At all times, explorer advisors are considered to be "on-duty" when working with the explorer post and are therefore subject to all rules and regulations of the City of Garden Grove and the Garden Grove Police Department.

#### **Functions within the City of Garden Grove**

During any function within, or at the request of, the City of Garden Grove (i.e. festivals, parades, Crime Prevention programs, recruitment's, call-ins, etc.), advisors shall be present to supervise the explorers at all times. With prior approval from the Explorer Liaison Sergeant, explorers may be supervised by Department personnel not specifically assigned or designated as explorer advisors. Prior to these functions, advisors are required to make appropriate notifications to their immediate supervisor.

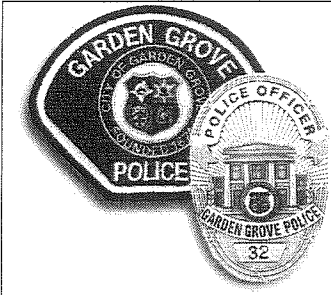
#### **Functions outside the City of Garden Grove**

During any explorer function outside the City of Garden Grove (i.e. explorer academy, O.C.L.E.E.A.A. meetings and requests by outside agencies for events such as parades, fairs, sporting events, disasters, etc.), advisors shall be present; however, under these circumstances and with the prior approval of their immediate supervisor, advisors are encouraged to flex their schedule or days off to make this part of their regular duty time.

## CHAPTER 9 - RECORDS

- 9.1 - Security and Control of Records Unit
- 9.2 - Release of Criminal Offender Information
- 9.3 - Forms Control
- 9.4 - Schedule for Retention of Records
- 9.5 - Records Unit Function
- 9.6 - Systems Information - Computerized Programs
- 9.7 - Automated Property System and Automated Firearms System (APS/AFS)
- 9.8 - Telecommunications Training





**General Order: 9.1**  
**SECURITY AND CONTROL OF RECORDS UNIT**

Effective: January 1, 1987  
Last Revised: November 19, 2012

**PURPOSE**

The purpose of this General Order is to establish the security and control of employees allowed to enter the Records Unit as required by 707(a) of the California Administrative Code.

**GENERAL**

Physical access to the Records Unit is restricted to employees assigned to work the Records area during both normal business hours, as well as after hours, with the following exceptions:

1. Chief of Police
2. Bureau Commanders
3. All Managers
4. Internal Affairs
5. Watch Commander
6. Traffic Investigator
7. Chief's Secretary
8. Crime Analysis
9. Crime Prevention
10. Alarm Coordinator
11. Investigations Community Service Officers
12. Property & Evidence – Master Reserve Officer

Any person not listed above who wishes to enter the Records Unit for special tasks must gain permission from the on-duty supervisor.

Requests for Records services, copies of reports, and record checks must be made at the Officers' counter, by telephone, or by pneumatic tube. The Officers' counter is open 24-hours.

It is recommended that a maximum of 100 pages be duplicated per any one duplicating job. Requests for more than 100 pages are made to the City Reprographics Unit.



**General Order: 9.2**  
**RELEASE OF CRIMINAL OFFENDER INFORMATION**

Effective: January 1, 1976  
Last Revised: April 1, 2015

**PURPOSE**

The purpose of this General Order is to establish policy for regulation of the security and release of criminal history and Department of Motor Vehicle record information by members of the Garden Grove Police Department and Department of Motor Vehicles.

**REFERENCE**

The Attorney General has set forth regulations based on California Penal Code Sections 11075-11081 regarding the security of criminal offender records in the California Administrative Code, Title II, Chapter I. California Penal Code Section 11105 specifies who has access to criminal history information. Sections 11140-11144 establish penalties for the misuse of "records." California Vehicle Code 1808.21(a), regulates release of Department of Motor Vehicle records, and 1808.45 prescribes penalties for misuse of Department of Motor Vehicle record information.

**CRIMINAL RECORDS DEFINED**

Criminal offender records as defined in California Penal Code Section 11075 include:

1. Criminal history summaries obtained through the California Law Enforcement Telecommunications System (CLETS);
2. Any other indexes and summaries which identify individual criminal activity on file in Records or in police department automated systems;
3. Information which has been recorded as a result of an arrest, a detention, an initiation of court proceedings, or subsequent court action such as sentencing including information in automated files.

**ITEMS WHICH ARE NOT CRIMINAL RECORDS**

Items such as court dockets, blotters, arrest reports, and incident reports are not criminal offender record information. A summary of complaints to a local agency or to noncriminal contacts is not criminal offender record information. Information such as address, telephone number, color of hair and eyes is not criminal offender record information.

## **PUBLIC RECORDS**

The Public Records Act of the California Government Code Sections 6253 and 6254 specifies state regulations for use and release of other police documents which do not contain criminal offender record information.

## **AUTHORIZED RECIPIENTS**

Criminal offender record information may only be released to those individuals who have both a "right to know" and a "need to know."

The "right to know" is granted only by a court order, statute or decisional law. Every California law enforcement officer has a "right to know." Officers must have a legitimate work-related reason to use official records. Other persons and agencies who have a "right to know" are listed in a document on file in Records entitled Criminal Offender Record Information Authorized Agency List.

The "need to know" is the necessity to obtain criminal offender record information to execute official responsibilities.

## **RELEASE PROCEDURE**

Personnel authorized to release criminal offender record information are:

1. Chief of Police
2. Bureau Commanders
3. Records Manager (Criminal Records Security Officer)
4. Records personnel

Each authorized person releasing criminal offender record information must determine that each request is legitimate and that the requester is an authorized recipient with the "need to know," "right to know," and is unable to access the information at their own agency.

Personnel requesting criminal offender rap sheets for purposes OTHER THAN routine department operations must complete form number 316k in order to request the information. The form will be completed in full prior to the requester turning it into Records for processing. Completed forms will be retained in Records in month/date order if no DR number is assigned for a period not less than three years as required in regulations of the Department of Justice Criminal Records Security Unit.

## **CRIMINAL RECORDS SECURITY OFFICER**

As Custodian of Records, the Records Manager is the Criminal Records Security Officer for the Garden Grove Police Department.

### **JUVENILE RECORDS**

This order does not alter existing statutes, decisional law, and policies and orders of the Juvenile Court for the County of Orange regarding the release of juvenile offender records.

### **STATE RECORD REVIEW**

California Penal Code Sections 11120-11127, Examination of Records, specify that an individual may apply to examine his/her own personal record maintained by the Bureau of Identification and California Department of Justice. Applications to obtain a copy of State Summary Criminal History Record are available in Records.

### **LOCAL RECORD REVIEW**

California Penal Code Sections 13320-13325, Examination of Local Records, provide the subject of a local summary criminal history may apply to the local agency to examine such record. This department will direct all inquiries for examination of personal records to the Criminal Records Security Officer who will follow the guidelines in California Penal Code 13320-13325 in release of the information.

### **AUTOMATED SYSTEM SECURITY**

Computer terminal equipment for accessing state criminal offender record information is located in Records where twenty-four hour personnel coverage is provided to prevent unauthorized access. Inquiries and requests of state automated criminal offender record information are restricted to Records personnel. Persons authorized to operate the teletype equipment for criminal offender information must complete the prescribed training.

### **DESTRUCTION OF RECORDS**

When a criminal offender record has served its purposes, it is destroyed by shredding. Documents to be destroyed must be placed in the shredding container located in Records.

### **REPRODUCTION OF RECORDS**

Each copy of a rap sheet, criminal history crime summary, or transcript is stamped "Controlled Document" and "Not to be Duplicated." In the spaces outlined by the stamp, the name and agency of the recipient is recorded by the person releasing the document.

### **TRAINING**

Personnel authorized to work with criminal offender record information must attend Department of Justice training sessions on the use and dissemination of criminal offender record information, in accordance with methods outlined in California Law Telecommunications Systems (CLETS) policies, practices and procedures. A copy of this document is on file with the Records Manager. A more detailed outline of CLETS training is contained in G.O. 9.8.

### **PENALTIES**

California Administrative Code Section 702 Title II, Chapter I, specifies that authorized persons or agencies who violate the regulations regarding the security of criminal offender record information in California may lose access to criminal offender record information from the California Department of Justice. California Penal Code Sections 11140-11141 say it is a misdemeanor to furnish, buy, receive or possess Department of Justice rap sheets without authorization by a court, statute, or decisional law. Employees who disregard department policy regarding dissemination of criminal offender record information may be subject to department and city discipline.

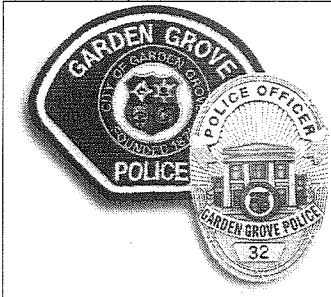
### **DEPARTMENT OF MOTOR VEHICLE RECORDS**

California Vehicle Code Section 1808.21 specifies that any residence address in any record of the Department of Motor Vehicles is confidential and shall not be disclosed to any person except court, law enforcement agencies or other government agency.

It is a misdemeanor to release Department of Motor Vehicle records and information to any person for a purpose other than law enforcement related queries, per Section 1808.45 of the Vehicle Code. Any employee who is responsible for misuse of Department of Motor Vehicle record information is subject to immediate dismissal. Violations of this law may also result in criminal and/or civil action.

### **MISUSE OF CONFIDENTIAL INFORMATION POLICY FORM**

It is the policy of the Garden Grove Police Department that each employee will sign a document upon employment which states the policy of the department regarding confidentiality and restrictions of release of all records pertaining to Criminal Justice Information and Department of Motor Vehicle Records.



**General Order: 9.3  
FORMS CONTROL**

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

**PURPOSE**

The purpose of this General Order is to establish centralized forms control procedures for the department.

**GENERAL**

A centralized forms control function shall be established within the Support Services Bureau. The Records Manager shall designate a staff person to be responsible for the design, modification, consolidation, and printing of all forms used by the department.

**PROCEDURE**

The person(s) responsible for this function shall carry out procedures required for the development and approval of all forms used by the department. This person shall:

1. Establish and maintain a Central Forms Index and File. Each form originating within the department shall be numbered and labeled for easy reference. All forms used by the department shall be included in this file.
2. Be responsible for the design of new forms and the modification of existing forms, conferring individually or in committee with forms users to ensure the usefulness and practicality of any suggested changes or additions to forms used by the majority of the department.
3. Conduct the forms control function whenever possible in a manner conducive to the simplification and consolidation of forms as well as the elimination of unnecessary forms and duplicate information.
4. Review forms prior to reprinting and no less than annually to ensure their continuing usefulness.
5. Submit all new or modified forms to the Systems Information Services Supervisor to ensure that they meet data processing requirements.
6. Secure the approval of the Records Manager prior to the discontinuance of any form.



**General Order: 9.4**  
**SCHEDULE FOR RETENTION OF RECORDS**

Effective: September 1, 1987  
Last Revised: November 19, 2012

**PURPOSE**

The purpose of this General Order is to establish a schedule for retention and purging of police records in accordance with legal requirements.

**GENERAL**

Government Code 34090 and Garden Grove City Resolution 7712-94 require retention of records less than eight years old, either in original form or in reproduced form that can be copied to original form such as microfilm processing.

The Chief of Police is authorized to dispose of all Daily Reports (DR) eight years and older on a continuous year-by-year basis with the exception of the following:

1. Cases with no statute of limitation (799 PC)
2. Homicide (187 PC)
3. Embezzlement of Public Funds or Falsification of Public Records (424, 426, 115 PC)
4. Kidnapping for Ransom (209 PC)

The Records Manager will be responsible for retention and destruction procedures and carrying out destruction of records after the retention period has lapsed.

**PROCEDURE**

Notification will be made in the following manner prior to destruction of specific records:

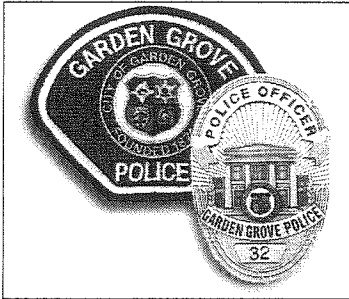
1. Memo to Chief of Police requesting approval for destruction of specific annual records;
2. Letter to California Department of Justice requesting cancellation of all stolen, lost and found firearms records for the specific year being purged;
3. Memo to City Attorney requesting a list of any cases still in litigation for year of purge;
4. Memo to Investigations Units requesting a list of any cases to be retained other than those required by law;
5. Memo to Property and Evidence Unit requesting a list of outstanding evidence requiring retention of the documentation;
6. Memo to Systems Information Unit requesting
  - Alpha program purge for specific year;
  - Printout of 187 PC, 209 PC, 115, 424, and 426 PC, 290 PC registrant report numbers for retention purposes;

7. Memo to Warrant Specialist requesting a list of outstanding warrants for the year of the purge. Warrants will be forwarded to the Investigations Supervisor for review and determination of dismissal or retention.

When the Records Manager receives these communications back, all reports determined to be retainable will be pulled from the files for the specific year of purge and stored in clearly marked boxes in the Records Unit with the exception of reports retained by Investigation which will be stored in the Investigations Section.

All reports to be destroyed will be rendered unreadable by a method determined to be efficient and effective, such as shredding. This process will be witnessed by Personnel assigned by the Records Manager. Records will be retained by the Records Manager regarding the yearly destruction of records.





**General Order: 9.5  
RECORDS UNIT FUNCTION**

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

**PURPOSE**

The purpose of this General Order is to recognize the central records component of the police department and to establish the function of the Records Unit.

**GENERAL**

The Records Unit of the Support Services Bureau is responsible for retention, maintenance, and dissemination of ALL police records produced by department employees for law enforcement purposes.

**FUNCTION**

The function of the Records Unit includes:

1. The receipt and retention of all original reports produced by field officers during the course of their duties;
2. Forwarding for review all such reports as required by department policy;
3. Establishing controls to assure each report created and assigned a number is turned in to the Records Unit;
4. Maintaining a numerical system for filing and retrieval of reports; this includes quality control to assure the accuracy of the filing systems;
5. Routing and distribution of copies to appropriate units for follow-up;
6. Processing additional paperwork required by department personnel and courts;
7. Security of records and proper dissemination of criminal history records;
8. Centralized control of warrants and processing for service of warrants received by this department



**General Order: 9.6**  
**SYSTEMS INFORMATION - COMPUTERIZED PROGRAMS**

Effective: January 1, 1988  
Last Revised: March 7, 2007

**PURPOSE**

The purpose of this General Order is to describe each computer program that has been developed. These programs increase the efficiency and effectiveness of operations within the department.

**POLICY**

All report forms and supporting paperwork required by the computerized programs are routed to the Systems Information Services Unit for processing. This provides department personnel with the ability to retrieve general or specific information from one or all fields of information input into each program.

**CASE NUMBERING**

The department utilizes a chronological case numbering system (DR number), which requires the assignment of a controlled, consecutive number to all police incidents or calls for service, which require written documentation, and the assignment of a different number to each separate incident (Event number). Both DR and Event number is prefixed with the year of occurrence.

**COMPUTER FILE SECURITY**

The information stored in the department's computerized files is restricted to official law enforcement use only.

Access to the computer files is limited by use of specific passwords.

Systems Information Unit personnel are the only employees authorized to add, delete or change information in the various files.

All of the conditions established in General Order 9.2 - Release of Criminal Offender Information are applicable to the computer files.

### **ALPHA PROGRAM**

A master name index includes the business or person names identified from crime, incident and arrest reports. Each business or person name along with associated aka's are created as an individual record. Subsequent contacts are merged to the existing records. Retrieval of information is performed by entry of a business, person or aka name. The record will display along with the case number and nature of contact with the department. The program will note if there are fingerprint cards or photographs within the department. For information concerning file content, refer to the alpha section of the Systems Information Unit Procedural Manual.

### **EVENT PROGRAM**

The event program is used to input all crime, incident and modus operandi (M.O.) reports. This program becomes an index of incidents by location and by type of incident. Single or multiple types of information may index the modus operandi. Information from this program merges to the alpha program and the case-tracking program.

### **UNIFORM CRIME REPORTING PROGRAM**

The Garden Grove Police Department supports the efforts of National Crime Statistics by collecting data using the guidelines established by the National Uniform Crime Reporting Program. A Bureau of Criminal Statistics (BCS) application, extracting data from both the Event Program and Arrest Program, is designed to capture the information necessary for this report. The BCS application will collect calculate and print all statistics necessary for submitting this report via the California Department of Justice Electronic Crime and Arrest Reporting System (ECARS). Refer to the Systems Information Unit Reference Manual for details of Uniform Crime Reporting requirements and definitions for this statistical report.

### **ARREST PROGRAM**

All arrest reports are entered into this program. Arrestee personal data, along with crime information is entered. This provides the department with a daily arrest log and the Department of Justice with the monthly arrest and citation register. Information from this program merges to the alpha program and case-tracking program.

### **PROPERTY AND EVIDENCE PROGRAMS**

The Property and Evidence programs are designed for input and retrieval of information into multiple programs by personnel in the Systems Information, Property and Evidence and Records Units. This procedure provides for the accountability of property taken into the custody of the department. The type of property along with the description and serial number of items is entered. This program interacts with the case tracking program for property disposition. The program has information search abilities.

### **CASE TRACKING PROGRAM**

The case tracking program contains a record of cases both assigned and given as information to the investigator along with the date of assignment. Court dispositions are entered into this program. Cases may be retrieved by victim name or case number. This program interacts with the Property and Evidence programs for the disposition of property. Refer to the Systems Information Unit Procedural Manual for the retention criteria of cases in this program.

### **DAILY CONTROL LOG**

The program is designed to account for the status of all report numbers issued. It is maintained by the Records Unit and contains a detailed record of all the paperwork associated with an individual report number. A report, upon completion, is duplicated and distributed to the necessary units within the department. Each week the Records Supervisor compiles a list of missing or incomplete reports and distributes it to the unit commanders for further action.

### **CITATION PROGRAM**

The citation program contains citations issued for traffic violations and citation release arrests. This information may be retrieved by violator name or by citation number.

### **ALARM PROGRAM**

The alarm program is designed to record responses to false burglary/robbery alarms and includes accounts receivable and invoice billing abilities. The program contains responsible persons to contact for business emergencies.

### **FI PROGRAM**

This program contains information on persons interviewed in the field by officers. A daily log is printed for department use. This program has name and information search abilities.

### **ACTIVITY PROGRAM**

The activity program is data created on the Computer Aided Dispatch (CAD) System and transferred to the main computer system via tape. This program contains the calls for service and field initiated activity generated by the public and officers in the field.

**POLICE RESPONSE PROGRAM**

Information from the activity program is merged to this program for the retrieval of police responses to a specific address.

**PAWN SLIP PROGRAM**

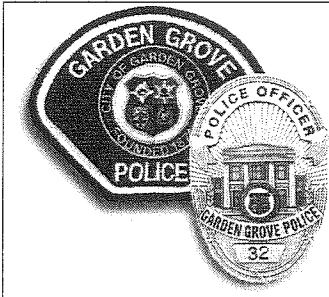
The pawn slip program contains property pawned in the City of Garden Grove and property pawned by Garden Grove residents in other cities. This is an aid to an investigator in detecting persons who pawn excessively or to locate pawned stolen property. This program has name and information search abilities.

**TRAINING RECORDS**

Sworn personnel training records are kept according to the guidelines of the California Commission on Peace Officer Standards and Training.

**COMPUTER FILES BACK UP PROCEDURES**

Computer file back up is performed by the City's Information Technology section. This staff performs daily back ups of all City databases, including the police departments. This information is automatically stored to a storage array at City Hall every night. This data is also copied over to a storage array located in our facility over an encrypted wireless network. IT will ensure that any media that is not recycled will be destroyed.



**General Order: 9.7**  
**AUTOMATED PROPERTY SYSTEM AND AUTOMATED**  
**FIREARMS SYSTEM (APS/AFS)**

Effective: October 10, 1975  
Last Revised: September 1, 2000

**PURPOSE**

The purpose of this General Order is to establish procedures for entering serialized stolen or found property into the state-wide Automated Property System and/or the Automated Firearms System.

**PROCEDURES FOR ENTERING PROPERTY**

Any employee who initiates a Crime/Incident Report listing serialized stolen or found property must complete an APS/AFS Teletype (GGPD Form 320A) and forward it to the Records Division immediately. Records employees will enter the item into the automated system.

The employee completing the Crime/Incident Report must indicate in the space marked "Teletype To" that an APS/AFS Teletype was initiated. If the property is listed on a supplemental report, the fact that an APS/AFS Teletype was completed must be noted in the report. The original APS/AFS Teletype form is filed in the report file.

**PROCEDURES FOR CLEARING PROPERTY**

Serialized property recovered and previously entered into the computer is cleared by Investigative Unit employees.

There is one exception to the above procedure. If serialized property is reported stolen and entered into the computer system, but recovered prior to the filing of the original police report, the person who recovered the property must complete the APS/AFS Teletype to CLEAR the property from the system. A copy of the APS/AFS Teletype form is attached to the General Order.



**General Order: 9.8  
TELECOMMUNICATIONS TRAINING**

Effective: March 12, 1991  
Last Revised: September 1, 2000

**PURPOSE**

The purpose of this General Order is to establish policies and procedures directed towards the training requirements for personnel who may have to access the California Law Enforcement and Telecommunications System (C.L.E.T.S./National Crime Information Center (N.C.I.C.)).

**POLICY**

All personnel that use either of these information systems to perform their duties are required by law to receive training on the use of the equipment and the restrictions placed on the material they contain.

In December of 1988 the initial training was provided to all employees that were required to receive it. Personnel hired after this date have been provided with the required workbooks during their orientation/training program.

Training updates and proficiency testing will be completed in the following manner. On a bi-annual basis the Department of Justice (D.O.J.) supplies the Department with a C.L.E.T.S./N.C.I.C. Telecommunications Bulletins. These documents provide updated information on legal and technical issues that pertain to these information systems. Upon receipt of the D.O.J. bulletins, the Agency Terminal Coordinator will have the material duplicated and disseminated to the appropriate users of the systems.

Personnel whose duties include input updates of either system will be required to take and pass a proficiency test (with a minimum score 70%). D.O.J. has developed and will provide the Department Agency Terminal Coordinator with the test instrument. The employees will be required to take that portion of the test that is directly related to their job function. The Records Manager will have the responsibility to insure that the testing requirements are complied with.