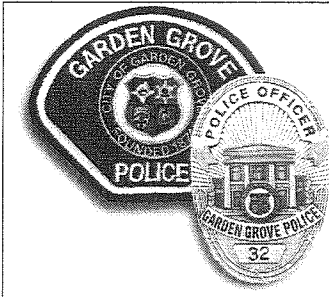


CHAPTER 10 - PRISONERS

- 10.1 - Organization, Management, and Administration of Holding Facilities
- 10.2 - Holding Facility Safety and Sanitation
- 10.3 - Security and Control in the Holding Facility
- 10.4 - Arrestee Processing
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**General Order: 10.1
ORGANIZATION, MANAGEMENT, AND ADMINISTRATION OF
HOLDING FACILITY**

Effective: January 1, 1988
Last Revised: March 31, 2011

PURPOSE

The purpose of this General Order is to outline the organization, management, and administration of the Garden Grove Police Department's holding facility.

MANAGEMENT OF THE HOLDING FACILITY

The maintenance of the holding facility is the responsibility of the Lieutenant Jail Manager. Any problems with the facility or contents thereof shall be reported to the Jail Administration Consultant via intra-departmental memorandum.

The day-to-day operation of the holding facility is the responsibility of The GEO Group, Inc. Jail Manager. He is responsible for overseeing security, arrestee accounting, and control inside the holding facility. The on-duty patrol sergeant/Watch Commander will have departmental accountability for the temporary holding facility.

SECURITY

Security within the holding facility is a paramount concern to the organization. To ensure that a high level of security is maintained, only authorized department personnel and The GEO Group, Inc. personnel are allowed access to the holding facility. Authorized personnel shall include sworn officers, sworn and non-sworn personnel directed to search an arrestee, and all persons authorized by an on-duty supervisor, The GEO Group, Inc. Jail Manager, or the Jail Administration Consultant. The only exceptions are tours authorized by the department and individuals authorized to make necessary repairs. Prior to entering the Holding Facility, all non-sworn personnel will request access via doorbell or intercom.

Refer to General Order 10.3 - Security and Control in the Holding Facility regarding prisoner and officer security procedures.

ARRESTEE ACCOUNTABILITY

The on-duty The GEO Group, Inc. Correctional Officers are responsible for arrestee accountability while the individual is housed in the Garden Grove Police Department holding facility. This is necessary for the safety of the arrestees, department members, and the facility.

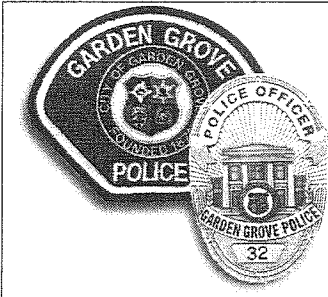
TRAINING

All The GEO Group, Inc. personnel possesses or are in the process of obtaining necessary state mandated training and certification.

ARRESTEE RECORDS

Arrestee records/information are confidential in nature. This information shall be kept secured and not released to unauthorized persons.

For additional information refer to General Order 9.2 - Release of Criminal Offender Information.



**General Order: 10.2
HOLDING FACILITY SAFETY AND SANITATION**

Effective: January 1, 1988
Last Revised: March 31, 2011

PURPOSE

The purpose of this General Order is to ensure that necessary safety, sanitation, and physical conditions of the holding facility are maintained.

PHYSICAL PLANT

The following minimum conditions shall be maintained in the holding facility:

1. Lighting of at least 20 foot candles
2. Circulation of purified air in accordance with state and local health standards

Two of the three holding cells are equipped with a toilet and wash basin. These will be maintained in proper working order.

SAFETY AND SANITATION INSPECTION PROCESS

Safety and sanitation in the holding facility is very important. It is the responsibility of all department and The GEO Group, Inc. employees to immediately report to the The GEO Group, Inc. Jail Manager or Jail Consultant any unsafe and/or unsanitary conditions occurring in the holding cell areas. The GEO Group, Inc. Jail Manager shall complete the Safety and Sanitation Inspection Log on a weekly basis and maintain the filing of this report. A copy of the completed form will be routed to the Jail Consultant and Lieutenant Jail Manager for review and for any corrective measures that may be considered.

FIRE SAFETY

The Garden Grove Police Department holding facility shall be equipped with smoke/heat detectors that are approved by the State Fire Marshal and inspected semi-annually by the Garden Grove Fire Department. In addition, a fire extinguisher, which is approved by the State Fire Marshal, shall be housed in the holding cell area.

Personnel assigned to the holding facility will receive training on the operations of the fire suppression equipment. The Jail consultant will ensure that retraining is conducted at least once every three years.

The smoke/heat detector and the fire extinguisher shall be visually inspected on a daily basis by The GEO Group, Inc. Jail Manager and tested weekly by The GEO Group, Inc. employees. The Jail Manager will ensure the equipment is maintained in working order.

This test shall be logged on the Garden Grove Police Department Safety and Sanitation Log.

In the event of an actual fire, Garden Grove Police Department and The GEO Group, Inc. personnel shall take immediate action to evacuate any and all prisoners to an area of safety, notify the Garden Grove Fire Department so that appropriate fire department personnel respond and attempt to extinguish the fire.

There are two posted emergency evacuation routes for the holding facility. They are:

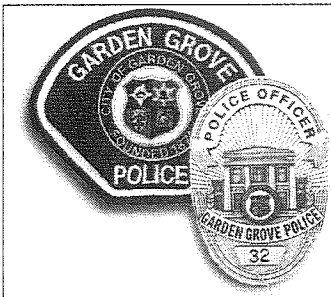
1. Exit the holding facility via rear door into the rear police parking lot.
2. Exit the holding facility area via the holding facility hallway to the main first floor hallway. Proceed westbound to the west exit door into the rear police parking lot.

VERMIN-INFESTED ARRESTEES

Arrestees infested with vermin (lice, crabs, etc.) shall be transferred to the Orange County Jail as soon as possible. The in-take deputy at O.C.J. shall be informed that the arrestee is infested with vermin so that he will receive proper medical attention.

A vermin-infested arrestee shall not be placed in the same holding cell or transported in the same vehicle with other arrestees. If a vermin-infested arrestee is placed in a holding cell, The GEO Group, Inc. personnel will take appropriate action to clean and disinfect the cell with a non-toxic pesticide.

The GEO Group, Inc. Jail Manager will complete a visual vermin inspection on a weekly basis. Documentation will be included in the weekly facility inspection form. Staff will also complete an informal visual inspection at the change of shifts, and if any vermin are seen it will be reported to the Jail Manager.



General Order: 10.3
SECURITY AND CONTROL IN THE HOLDING FACILITY

Effective: November 20, 1963
Last Revised: March 31, 2011

PURPOSE

The purpose of this General Order is to outline the proper security and control measures to be utilized by all department and The GEO Group, Inc. employees while in the holding facility.

FIREARMS

Sworn officers of the Garden Grove Police Department and other law enforcement agencies shall not enter the holding facility with a firearm or other deadly weapons. The only exception to this policy would be in the event that an arrestee has armed himself with a deadly weapon and a sworn officer must arm himself with a firearm to subdue the prisoner.

Firearms shall be secured in one of the firearm lockers located in the sally port or the hallway entry prior to entering the secured Holding Facility.

ENTRY INTO OCCUPIED HOLDING CELLS

Sworn officers and The GEO Group, Inc. personnel should not enter an occupied holding cell alone unless they are being monitored via the closed circuit television by Communications personnel, other The GEO Group, Inc. personnel, or a sworn officer.

When a female prisoner is to be searched by a female Records Specialist/Matron, a sworn officer shall remain in the holding cell area out of view of the female prisoner being searched.

CONTROL OF HOLDING FACILITY KEYS

The keys to the three holding cells are maintained by The GEO Group, Inc. personnel and are not accessible to arrestees. Duplicate keys for the holding cells and keys for the inner holding facility security doors are maintained in a locked cabinet in the Watch Commander's office.

SECURITY DOORS

There are three security doors in the holding facility: the north security door leading to the rear police parking lot, the east security door leading to the sally port, and the south security door leading to the main hallway of the police department. The east door can be remotely

accessed by patrol personnel by contacting communications via radio and asking for entry/exit.

These doors are to remain closed and locked unless prisoners are being moved to another location or for other official business.

There are three holding cells within the facility. The doors to the holding cells will remain unlocked and open when unoccupied.

SECURITY CHECK OF HOLDING CELL

It is the responsibility of The GEO Group, Inc. personnel to conduct a security inspection of an unoccupied holding cell prior to placing an arrestee in that cell. The security inspection should include a search for weapons and contraband.

Upon removing an arrestee from a holding cell, thus making the cell unoccupied, The GEO Group, Inc. officer shall conduct a security inspection of that cell.

In the event that a weapon or contraband is found during a security inspection, an on-duty patrol sergeant or Watch Commander shall be notified immediately or as soon as practical of the circumstances surrounding the incident. This incident will be documented and forwarded to The GEO Group, Inc. Jail Manager and Jail Consultant.

WEEKLY SECURITY INSPECTION OF THE HOLDING CELLS

The GEO Group, Inc. Jail Manager shall conduct a weekly inspection of the holding cells/facility. This inspection shall include a search for weapons and contraband and a check of the locks, bars, lights, ventilator covers, washbasins, and toilets to ensure they are operating correctly and have not been tampered with.

The results of the inspection shall be documented on the Garden Grove Police Department Safety and Sanitation Log that is completed by The GEO Group, Inc. Jail Manager and forwarded to the Jail Consultant and Lieutenant Jail Manager. If defective/unsafe equipment is found, it shall be repaired or replaced immediately.

HOLDING CELL SURVEILLANCE

The holding facility is equipped with a video security system monitored in Communications, the Watch Commander's Office and The GEO Group, Inc. jail office. Sworn managers, the Watch Commander and the Internal Affairs computers also have the ability to monitor this system. This equipment shall be maintained in working order at all times. The video from the surveillance cameras shall be maintained by the department for the required period of time as set forth by California law.

*GARDEN GROVE POLICE DEPARTMENT
General Order: 10.3
Security and Control in the Holding Facility*

If a member of the Department requests a copy of a specific incident for court purposes, the request shall be made via a Department memorandum or by using the DVD Disk Work Request form. The memorandum should include as much pertinent information as possible to assist the Jail Manager in locating the incident. Absent extenuating circumstance, the request shall be made at least three court days in advance. The Jail Manager shall maintain the requests for copies.

It is the responsibility of the Department member obtaining a copy of a DVD disk, to return that copy as soon as practical. The Jail Manager shall erase/destroy the DVD disk immediately.

For the safety of department employees and prisoners, there is an emergency button/alarm and intercom linked to the Communications Unit. This alarm also sounds in the first, second floor and rear lot. Additionally strobe light flashes in the rear lot, alerting personnel to the activation. This alarm shall also be maintained in working order at all times. Additionally, each on-duty The GEO Group, Inc. employee will wear a personal protection alarm activating device, which when activated will set off the alarm.

TOOLS AND CULINARY EQUIPMENT

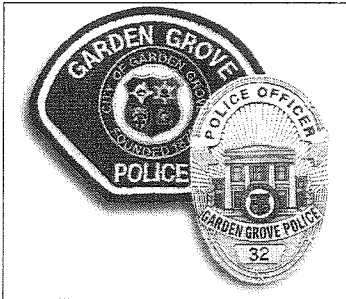
In the event that outside maintenance personnel make repairs in the holding facility, on-duty The GEO Group, Inc. personnel shall inspect the facility for tools immediately after the repair(s) is completed.

The Garden Grove Police Department does not have kitchen facilities for arrestees; therefore, culinary equipment is prohibited in the holding facility.

ESCAPES AND OTHER UNUSUAL SITUATIONS

In the event that an arrestee escapes from the holding facility, The GEO Group, Inc. personnel will make immediate notification to Communications. Immediate action should be taken by sworn police personnel to apprehend the escapee. This may include setting up a perimeter around the affected area, a city and/or county wide radio broadcast, and the mobilization of other resources deemed necessary.

Any and all unusual situations occurring in the holding cell area shall be reported immediately to the on-duty patrol sergeant/watch commander by the employee discovering the incident. The situation shall also be reported in writing to the Lieutenant Jail Manager and Jail Consultant via a Garden Grove Police Department intra-departmental memorandum.



**General Order: 10.4
ARRESTEE PROCESSING**

Effective: January 1, 1988
Last Revised: January 23, 2012

PURPOSE

The purpose of this General Order is to establish guidelines for the processing of arrestees placed in the Garden Grove Police Department holding facility.

SEARCH OF PRISONERS

All arrestees shall be searched by The GEO Group, Inc. employee prior to being placed into the holding facility. Any article that may be used by the arrestee to injury himself or others must be removed from the arrestee and placed in the prisoners locked property locker. All property that shall be removed includes but is not limited to; belts, shoelaces, lighters, matches or any incendiary device. The officer may remove any item that he/she feels might be used in a harmful manner by the arrestee.

A "strip or visual body cavity search" will only be conducted with the prior written authorization of a patrol supervisor/watch commander, investigative supervisor, or other sworn personnel with the rank of lieutenant or higher. The justification will be contained in a statement of facts written by the arresting officer, transporting officer or The GEO Group, Inc. officer. The individual writing the statement of facts will have first hand knowledge that there is reasonable suspicion based on specific and articulable facts to believe such person is concealing a weapon or contraband, and a strip search will result in the discovery of the weapon or contraband. Strip searches should be limited to arrestees who are charged with a crime involving violence, weapons or controlled substances. After a review and approval, the supervisor or manager will sign the "Authorization for Strip/Body Cavity Search Form," thereby authorizing the search. The Authorization for Strip/Body Cavity Search Form is a separate document and will be maintained with the completed report.

The Strip or visual body cavity search shall be conducted in the west interview room. This room has the ability to turn the camera on/off. Prior to and during the search the camera will be turned off. Prior to this being conducted The GEO Group, Inc. jailer and officer will ensure the Video Camera Off Log is completed. This log is maintained next to the camera switch, by the entrance door to this room. The Jail Consultant will maintain completed logs. Each and every time this camera is turned off, a The GEO Group, Inc. jailer will ensure this log is completed.

All persons involved in the search are to be of the same gender as the person being searched. The names and gender of all persons involved in the search and the location, date, time and results of the search will be included in the officer's report. At no time can the persons involved in the search touch the breast, buttocks or genitalia of the arrestee.

PC 4030 defines and details the procedure to be followed in cases where a **Physical Body Cavity Search** is necessary. This type of search will only be conducted by medically trained personnel, in a hospital, and only after a search warrant has been obtained.

When an arrestee is brought and booked into our facility the officer will complete a Garden Grove Police Department Pre Booking form. This form contains essential information on the arrestee for processing. The arrestee's property shall be inventoried by The GEO Group, Inc. personnel upon arrival at the holding facility. An itemized list of the property taken from the arrestee shall be recorded on a The GEO Group, Inc. Booking Form. The receipt form should be signed by the arrestee with a copy placed with his property. In the event the arrestee is unable to sign The GEO Group, Inc. Booking Form, The GEO Group, Inc. officer shall note that fact on the form. If the arrestee refuses to sign the Booking Form, an on-duty patrol sergeant/watch commander will be notified immediately for verification assessment. Any complaint of property mishandling will be documented and forwarded to the Jail Consultant and Lieutenant Jail Manager.

All property taken from an arrestee shall be placed in a secured property locker located in the holding facility. All bulk property taken from arrestee(s); i.e. bikes and backpacks that cannot be accepted when booking at Orange County Jail, shall be booked by patrol personnel into Garden Grove Police Department's property and evidence. If any of the arrestee's property is seized as evidence, the Property and Evidence booking procedure shall be followed and the appropriate box checked on the County of Orange Property Receipt Form. (Refer to General Order 11.2. - The Handling of Acquired Property and Evidence.) When the arrestee is released, he should inventory his property to ensure all items are accounted for.

Arrestees will be uncuffed as soon as safety and practicality allows. Prisoners will be uncuffed prior to being placed in a cell.

Prior to releasing an arrestee or transferring him to another agency, The GEO Group, Inc. officer shall confirm the arrestee's identity. This may include comparing California Driver's License information and photo, information from booking/arrest form, or personal knowledge of the officer.

JUVENILE ARRESTEES

Juvenile arrestees shall not come in contact with any adult arrestee. Refer to General Order 8.1 - Juvenile Arrests and Applications for Petition.

FEMALE ARRESTEES

Female arrestees shall be placed in a holding cell out of sight and sound from male arrestees. To accomplish this, the standard doors leading to the east and west holding cells should be kept closed when segregating arrestees of the opposite sex.

INTOXICATED ARRESTEES

Persons arrested for being under the influence of alcohol or other drugs or who are violent or suicidal should be segregated.

These types of individuals shall be checked at least every 15 minutes by The GEO Group, Inc. personnel. The times the arrestee is checked shall be logged on the GGPD Detention Log Form (GGPD Form 313b).

VIOLENT ARRESTEES

Arrestee(s) who appear, or are reported as being potentially violent with jail personnel, or other arrestees, shall immediately be segregated from other arrestees. The GEO Group, Inc. personnel will contact the watch commander to request additional assistance in booking these arrestee(s).

ARRESTEE FROM AN OUTSIDE AGENCY

If arrestees are delivered to the Garden Grove Police Department by an employee of an outside law enforcement agency, The GEO Group, Inc. shall require that person to present proper identification and advise the circumstances surrounding the arrest/detention, thus verifying the person's authority to make the arrest/detention. The GEO Group, Inc. will also contact an on-duty patrol sergeant or patrol watch commander for verification of the arresting officers identity and authority to make the arrest/ detention.

GROUP ARRESTS

In the event of a group arrest that would exceed the maximum capacity of the Garden Grove Police Department holding facility, the excess arrestee(s) shall be transferred, as soon as possible, to the Orange County Jail, Huntington Beach City Jail, or released on a written promise to appear, if applicable. If a pre-planned event involving an anticipated high number of arrestees is scheduled jail management should arrange for additional staffing, and or facilities to accommodate booking and additional transportation needs.

BOOKING PROCEDURE FOR ORANGE COUNTY JAIL

The Garden Grove Police Department has temporary holding facilities only. All arrestees not being released from the Garden Grove Police Department holding facility or transferred to a medical/mental health facility, shall be booked into Orange County Jail or Huntington Beach City Jail. The appropriate booking form contains the arrest information and physical condition of the arrestee, which is completed by The GEO Group, Inc. officer. The booking form also contains a property inventory and disposition section that is completed by the GEO Group, Inc. officer.

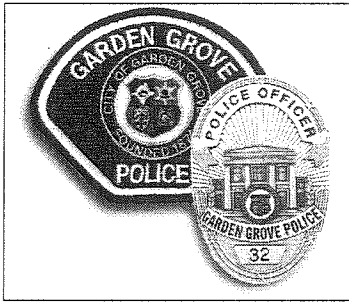
Definitions (PC 4030):

Strip Search – A search that requires a person to remove or rearrange some or all of his/her clothing so as to permit a visual inspection of the underclothing, breast, buttocks, or genitalia of such person.

Visual Body Cavity Search – A strip search that includes the visual inspection of a body cavity.

Body cavity – only means the stomach or rectal cavity of a person, and vagina of a female person.

Physical body cavity search – means physical intrusion into a body cavity for the purpose of discovering any object concealed in the body cavity. This type of search will be completed by medically trained personnel, after a search warrant has been obtained.



**General Order: 10.5
MEDICAL AND HEALTH CARE SERVICES**

Effective: January 1, 1988
Last Revised: March 31, 2011

PURPOSE

The purpose of this General Order is to outline medical and health care services provided to arrestees detained in the Garden Grove Police Department holding cells.

MEDICAL ASSISTANCE FOR ARRESTEES

In the event that an arrestee held in the Garden Grove Police Department holding facility is in need of emergency medical treatment, the Garden Grove Fire Department paramedics shall be called immediately to render medical aid. Until the Garden Grove Fire Department paramedics arrive, the individual discovering the medical emergency shall render first aid, as necessary. All Garden Grove Police Department personnel and The GEO Group, Inc. personnel shall follow the Garden Grove Fire Department paramedics' recommendations regarding additional medical treatment for arrestees detained in the holding facility.

FIRST AID KIT

A first aid kit shall be maintained in the holding facility. The GGPD Volunteers shall inspect the first aid kit on a weekly basis and restock as necessary. The completed "First Aid Checklist" will be submitted to the Community Liaison Manager. The GEO Group, Inc. Jail Manager will then document the weekly inspection on the Garden Grove Police Department Weekly Inspection Memorandum.

MEDICAL INFORMATION

When an arrestee is processed at GGPD The GEO Group, Inc. officer shall ask the arrestee if he/she has, or has had a communicable disease such as tuberculosis, hepatitis, AIDS or other medical problems. If they have, this information will be recorded on the Booking form. Any unusual medical conditions of an arrestee detained in the Garden Grove Police Department holding facility shall be immediately brought to the on-duty Cornell Companies officer's attention by the arresting/transporting officer. The arresting officer shall document these unusual conditions in his arrest report. Other areas that need to be recorded and examples of unusual conditions include:

1. Unusual behavior
2. Current health
3. Body deformities, bruises, lesions, trauma markings
4. Unusual diseases or afflictions

5. Unstable mental status, state of consciousness
6. Medications ingested prior to arrest/medications currently taken

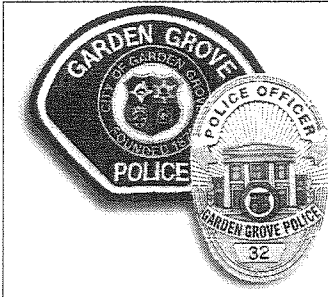
ACCESS TO MEDICAL SERVICES

It is important that arrestees know that emergency health care services are available to them. The procedures for requesting Garden Grove Fire Department paramedics shall be posted in the holding facility in English, Spanish, and Vietnamese.

In the event the arrestee is unable to read any of these languages, the procedure shall be explained to him orally.

DISPENSING OF MEDICATION

Garden Grove Police Department and/or The GEO Group, Inc. personnel SHALL NOT dispense medication to arrestees detained in the holding facility. If an arrestee is in need of constant medication, he shall be immediately transferred to Orange County Jail.



**General Order: 10.6
ARRESTEE RIGHTS**

Effective: January 1, 1988
Last Revised: March 31, 2011

PURPOSE

The purpose of this General Order is to outline specific rights arrestees have while in the Garden Grove Police Department holding facility.

MAGISTRATE

California Penal Code Section 825 states that an arrestee shall be taken before a magistrate without unnecessary delay. Since the Garden Grove Police Department holding facility is for temporary detention only, all arrestees requiring or demanding immediate appearance before a magistrate shall be booked in the Orange County Jail. It is the responsibility of the Orange County Sheriff's Office to deliver the arrestee to a magistrate.

BAIL FOR ARRESTEES

If an officer is aware of an arrestee's intent and ability to procure bail within a reasonable period of time (1 hour), the arrestee will not be transported to a booking facility. The arrestee will remain at the Garden Grove Police Department and upon arrival of the individual posting bail or bond a "Bail Receipt - Notice to Appear" form will be completed and the arrestee released.

Police department employees will accept bail or bond from or on behalf of arrestees with the following conditions:

1. Cash bail WILL NOT EXCEED \$1,000.00
2. The amount of bail paid in the form of authorized bail bank cashier's checks, money orders, traveler's checks and personal checks WILL NOT EXCEED \$2500. Such checks must be in the exact amount and made payable directly to the court involved. Traveler's checks and personal checks must be presented by the maker and will require two forms of valid identification, a drivers license number and a valid credit card or check guarantee card. Checks must be drawn on a California bank and have the name of the maker imprinted on the check. No two party checks will be accepted
3. The total bail for each count will be received in either cash or check form. A combination of the two forms will not be accepted.
4. When a bail bondsman is used, a "Bail Bond" will be accepted from any licensed bail bond company for the full amount of the bail (no limit), as determined from the Orange County "Uniform Bail Schedule."

In all other cases, bail is arranged by/for the arrestee after he is booked into the Orange County Jail.

ACCESS TO ATTORNEY

In the event that the attorney for an arrestee arrives at the Garden Grove Police Department prior to the arrestee being transferred to Orange County Jail or another facility or prior to being released, the arrestee and his attorney shall be afforded a place of privacy to confer. The GEO Group, Inc. personnel must notify the appropriate supervisor (i.e. patrol, investigations, S.I.U., etc.) of the visit request before it takes place. The GEO Group, Inc. personnel will note the conference between the arrestee and his attorney on the holding facility logbook. The attorney and his personal effects shall be searched before coming into contact with the arrestee. The attorney/arrestee conference will be held outside of the jail facility under the control of the appropriate supervisor or his designee.

MEALS

Arrestees shall not normally be detained in the holding facility longer than six hours; therefore, meals are not provided. However, if extenuating circumstances require a stay longer than six hours, a meal will be provided. If the detainee is detained for a 24-hour period three meals will be provided. If a transient or homeless arrestee is detained for any period of time, and they have been without food as a result of their circumstances, a meal may be provided.

TELEPHONE CALLS

California Penal Code Section 851.5 states that an arrestee has the right to make at least three completed telephone calls immediately upon being booked or no later than three hours after the arrest. It is the responsibility of The GEO Group, Inc. officer to ensure that the arrestee is given the opportunity to make the telephone calls. If an arrestee is in the custody of an investigator, the investigator's approval must be obtained prior to the arrestee completing any phone calls, prior to the expiration of the three-hour time limit. A sign next to the phone in the holding facility indicates the phone calls may be monitored or recorded.



**General Order: 10.7
SUPERVISION OF ARRESTEES**

Effective: January 1, 1988
Last Revised: March 31, 2011

PURPOSE

The purpose of this General Order is to outline procedures for the supervision of arrestees.

SUPERVISION

All arrestees are monitored by The GEO Group, Inc. personnel. This monitoring is conducted on an on-going basis via closed circuit video recording. However, a physical observation of all arrestees will also be conducted by The GEO Group, Inc. personnel on an on-going basis, which will not exceed 15 minute intervals. A population count shall be performed by The GEO Group, Inc. personnel and recorded in their daily log.

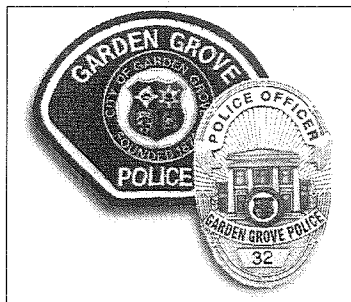
The personal privacy of an arrestee shall not be invaded by the use of the closed circuit television. The cameras are situated so the toilets in the holding facility are not visible.

In the event that an arrestee is changing clothing or a body cavity search is being conducted in the holding facility, no person of the opposite sex shall view this activity in person or via the closed circuit monitors. A strip or body cavity search shall be conducted in the west interview room, following procedures outlined in General Order 10.4.

ARRESTEES' MAIL AND VISITATION

Arrestees shall not receive mail or other correspondence while detained in the holding facility.

Arrestees shall not be permitted to receive visitors, with the exception of their attorneys, following the procedures outlined in General Order 10.6 while in the holding facility.



**General Order: 10.8
FINGERPRINTS AND PHOTOGRAPHS OF ARRESTEES**

Effective: May 1, 1972
Last Revised: March 31, 2011

PURPOSE

The purpose of this General Order is to establish policy and procedures for the collection, dissemination, and retention of photographs and fingerprints of persons taken into custody.

FINGERPRINTS AND PHOTOGRAPHS

All persons arrested and brought to this department must have their fingerprints, palm prints, and photograph taken prior to being released to another agency or person. The exceptions may be:

1. Combative or violent persons who could cause bodily injury to themselves or the person(s) taking the prints;
2. Persons suspected or known to have AIDS, hepatitis, or other communicable diseases;
3. Persons who are arrested solely for violation of 647f PC (alcohol);
4. Any child (13 years old and younger);
5. Persons who are physically incapable of completing the identification process.

Any child (13 years old and younger) may have his photograph and fingerprints taken with the approval of the arresting officer's supervisor.

This process is the responsibility of The GEO Group, Inc. personnel. They shall indicate on the arrest report that this was done.

FILING AND STORAGE

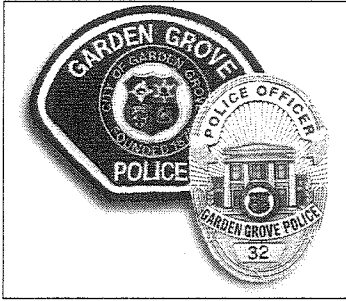
The Forensic Services Unit is responsible for the secure storage of the film from the mug camera, which was the system utilized prior to the digital mug system. The negatives from the prior film based system will be maintained and secured in the storage room, inside of the jail facility. Prints from the negatives will be distributed to Records, detective divisions, and other requesting units for official investigative purposes. The Forensic Services Unit will be responsible for the filing and secure storage of the fingerprint and palm print cards taken pursuant to an arrest. All juvenile fingerprint and/or palm cards will be marked with a "J" stamp, for the purposes of separating juvenile and adult records as practiced by the Records Division.

Mug photos taken with the digital mug camera are filed and stored in the system's database. Live-Scan fingerprints are electronically transmitted to a database at the Orange County

*GARDEN GROVE POLICE DEPARTMENT
General Order: 10.8
Fingerprints and Photographs of Arrestees*

Sheriff's Department and the Department of Justice. Inked palm print cards are filed and stored by the GGPD Forensic Services Unit.

Any other form of identification, i.e., blood, urine, hair, clothing, etc. taken from an arrestee should be considered evidence and will be handled pursuant to General Order 11.2 - The Handling of Acquired Property and Evidence.



**General Order: 10.9
ARRESTEE TRANSPORTATION**

Effective: January 19, 1972
Last Revised: November 19, 2012

PURPOSE

The purpose of this General Order is to establish procedures for the transportation of arrestees.

HANDCUFFING ARRESTEES

All arrestees and individuals taken into protective custody under Section 5150 of the California Welfare and Institutions Code shall be handcuffed behind his back prior to being transported in a Garden Grove Police Department vehicle. The exceptions to this order will be if an arrestee or individual is transported via ambulance or when an arrestee is transported by The GEO Group, Inc. personnel who will use handcuffs and leg irons, martin chains are optional.

Sick, injured, or disabled arrestees (i.e., those with casts, prosthetic devices, etc.) shall be handcuffed in such a manner to ensure that the officer's safety is not jeopardized and the arrestee does not suffer further injury.

The only handcuffing devices used by Garden Grove Police Department and The GEO Group, Inc. personnel are departmental approved wrist handcuffs, martin chains and leg irons, or plastic "Flexi-Cuffs"

SEARCH OF ARRESTEE

All arrestees shall be searched prior to being transported by or under the supervision of Garden Grove Police Department personnel. If the transporting officer is different from the arresting officer, the transporting officer shall also conduct a search of the arrestee.

A search of the arrestee should be conducted by an officer of the same sex, when practical. If a search of an arrestee MUST be conducted by an officer of the opposite sex, the officer shall conduct a cursory search for weapons, using the back of his hand.

Upon arrival at the holding facility, arrestees will again be searched by The GEO Group, Inc. personnel prior to any further processing.

ARRESTEE TRANSPORTATION

All marked patrol vehicles are equipped with safety screens/shields, modified rear door locks and windows that are inoperable from inside the rear seat area. An officer may transport up to three arrestees in a marked patrol unit when all arrestees are in the rear seat of the unit, behind the safety screen/shield, with seat belts in use.

Arrestees transported in an unmarked police unit without a safety screen/shield shall be done in the following manner, with the seat belt in place:

1. One officer and one prisoner - prisoner in right front seat
2. Two officers and one prisoner - prisoner in right front seat, second officer in right rear seat; or prisoner in right rear seat, second officer in left rear seat
3. Two officers and two prisoners - prisoner in right front and right rear seat with second officer in left rear seat.
4. Two officers and three prisoners - second officer in left rear seat, first prisoner in right rear seat, second prisoner in right front seat, and third prisoner in middle rear seat.

The arrestee shall be supervised by the transporting officer(s) at all times.

In the event an arrestee begins spitting at officer(s)/jail personnel, each patrol vehicle is equipped with a "spit hood" that can be utilized to prevent the passage of pathogens by arrestees. A supervisor shall be notified whenever a "spit hood" is utilized. The "spit hoods" are located within the first aid kits of all marked units.

If the arrestee is the opposite sex of the transporting officer, the officer shall do the following:

Prior to transporting, advise Communications of their starting mileage. Communications will then give the officer the starting time. Upon arriving at the destination point, the transporting officer shall advise Communications of their ending mileage. Communications will then give the officer their ending time. This information is recorded on the computerized call ticket for future verification.

ALL OFFICERS SHALL SEARCH THEIR ASSIGNED POLICE UNIT PRIOR TO AND IMMEDIATELY AFTER TRANSPORTING AN ARRESTEE.

The GEO Group, Inc. personnel will utilize the GGPD prisoner transportation van for the transportation of prisoners. Males will be transported in the middle secured section and females in the rear secured section. At no time will male and female prisoners occupy the same secured area at the same time.

LONG DISTANCE TRANSPORTATION

The only time an arrestee shall be transported long distances is in the case of an extradition. In these cases, at least one of the transporting officers shall be of the same sex as the arrestee.

The arrestee shall be supervised by the transporting officer(s) at all times. The transporting officer shall afford the arrestee the right to tend to his personal needs. The transporting officer of the same sex shall accompany the arrestee to the restroom.

If the transportation time is going to be EIGHT hours or more, the arrestee must be fed a hot meal. The transporting officer(s) shall ensure that the meal location is chosen at random, ensuring the safety of the arrestee and the transportation officers.

EMERGENCY POLICE SERVICES WHILE TRANSPORTING

While transporting an arrestee, the transportation officer shall not respond to calls for service regardless of the circumstances. The only exception is when the transporting officer witnesses an emergency situation and swift, immediate action is necessary to protect life and property.

Even in an emergency situation, the transporting officer must ensure that the safety and security of the arrestee being transported is maintained.

ESCAPE OF AN ARRESTEE BEING TRANSPORTED

If an arrestee being transported escapes while in the city limits, the transporting officer shall immediately notify Garden Grove Police Department Communications of the circumstances and his location. The officer shall make every attempt to regain custody of the arrestee. This may include setting a perimeter, initiating local and county wide broadcasts, and requesting mutual aid.

If the arrestee escapes while being transported in another city, but still in Orange County, the transporting officer shall immediately notify Garden Grove Police Department Communications of the circumstances of his location. The police agency in which the escape occurred SHALL be notified immediately by the transporting officer or Garden Grove Police Department Communications, requesting their assistance. The officer shall make every attempt to regain custody of the arrestee.

If the escape occurs in another county or state, the transporting officer shall immediately notify the police agency in which the escape occurred, requesting their assistance. The officer shall make every attempt to regain custody of the arrestee. The officer shall notify an on-duty patrol sergeant/Watch of the circumstances as soon as possible.

Any time an arrestee escapes from the custody of a Garden Grove police officer or The GEO Group, Inc. custodial officer, the officer shall prepare all necessary crime/supplemental reports documenting the incident. The involved officer shall also notify the Chief of Police of the circumstances surrounding the incident via an intra-departmental memorandum.

COMMUNICATING WITH ARRESTEE

No one other than departmental personnel shall communicate with an arrestee while he is being transported.

SAFETY/SECURITY PROCEDURES

When transporting an arrestee to the Orange County Jail or another detention facility, the officer shall do the following upon his arrival.

1. Secure his weapon in the firearm lockers.
2. Have the arrestee examined by the detention receiving nurse.
3. Relinquish custody of the handcuffed arrestee to detention facility personnel.
4. All necessary paperwork shall be completed and submitted to the receiving deputy/officer. A copy of the signed booking slip shall be retained by the booking officer and turned in to the Records Section.

REQUIRED BOOKING FORMS

When booking an arrestee(s) at Orange County Jail or another detention facility, the transporting officer shall submit the required forms to the on-duty receiving deputy/officer:

1. If the arrestee is being booked for a warrantless misdemeanor arrest, a booking slip and the supplemental bail information sheet are required.
2. If the arrestee is being booked for a warrantless felony arrest, the booking slip, crime summary information sheet and a probable cause declaration sheet are required.
3. If the arrestee is being booked on a misdemeanor and/or felony warrant(s), the warrant abstract(s), a booking slip and a crime summary sheet are required.

If an arrestee exhibits any abnormal behavior that would indicate a potential security or health problem, the booking officer will check the appropriate box(es) on the booking slip and add any appropriate comments. The booking officer will also verbally advise the receiving deputy of such conditions.

TRANSPORTATION TO COURT

The Orange County Sheriff's Department or other detention facility is responsible for the transportation of an arrestee after the arrestee is booked into their facility. In the event that a Garden Grove police officer is directed to transport an arrestee directly to court, he shall do the following:

1. Contact the on-duty Orange County Sheriff's Watch Commander and advise him of the circumstances surrounding the incident. If the arrestee is a security risk, the Orange County Sheriff's Watch Commander shall be notified.

2. Orange County Sheriff's personnel shall take custody of the arrestee, pending his appearance in court.
3. The transporting officer shall contact Orange County Jail personnel to perform the booking process in absentia.

TRANSPORTATION OF DISABLED, SICK, OR INJURED ARRESTEES

If the arrestee's handicap is such that he can be safely transported in a Garden Grove Police Department vehicle, then the transporting officer can do so. If the handicap is such that special transportation is required, the arrestee should be transported by a city-approved ambulance service accompanied by a Garden Grove Police Department officer.

If an arrestee is sick or injured and requires emergency medical treatment, the Garden Grove Fire Department paramedics shall be called to the scene. The officer shall render necessary first aid until the paramedics arrive.

The officer shall follow the directions of the Garden Grove Fire Department personnel regarding further medical treatment of the arrestee.

If the arrestee requires emergency medical treatment, he shall be transported to the medical facility designated by the Garden Grove Fire Department personnel. In these cases, the arrestee should be transported by a city-approved ambulance service accompanied by a Garden Grove Police Department officer.

If the arrestee requires non-emergency medical treatment by a licensed physician, the transporting officer shall take the arrestee to a department-approved medical facility. The transporting officer shall maintain custody/control of the arrestee at all times while at a medical facility.

If the arrestee's illness or injury requires hospitalization, the arrestee should be released on his written promise to appear, if applicable. If the adult arrest is for an offense for which the arrestee cannot be released on a written promise to appear, the arrestee SHALL be booked into the jail ward at the Western Medical Center, Anaheim, and custody relinquished to the on-duty Orange County Sheriff's personnel. If the arrestee is a juvenile, and the offense is one for which the juvenile would be detained, the arrestee SHALL be booked at University of California, Irvine Medical Center and custody relinquished to the on-duty Orange County Sheriff's personnel.

SPECIAL TRANSPORTATION SITUATIONS

Garden Grove Police Department does not provide prisoner transportation for any special situation. The Orange County Sheriff's Department is solely responsible for transporting arrestees to special events. Such events include, but are not limited to:

1. Funeral of a relative
2. Visitation of a gravely ill relative



**General Order: 10.10
RELEASE OF ARRESTEES**

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

PURPOSE

The purpose of this General Order is to establish procedures for the release of persons who are arrested by employees of the Garden Grove Police Department.

POLICY

Generally, all persons arrested by employees of the Garden Grove Police Department for a felony offense will be booked at the Orange County Jail. All persons arrested for a misdemeanor offense will be booked at Orange County Jail, Huntington Beach City Jail or released on a written promise to appear. Refer to General Order 17.1 - Alternatives to Arrest and Incarceration.

In all other cases, employees of the Garden Grove Police Department shall abide by state law and the procedures set forth in the General Orders in this chapter when releasing an arrestee from custody.

849(b) PC RELEASE PROCEDURES

When an officer takes a person into custody without a warrant and later determines that the person should be released from custody, the officer must complete a Certificate of Release (GGPD Form 352) in compliance with California Penal Code Section 849(b). The officer must complete a Report of Arrest (GGPD Form 303) and complete the Disposition of Adult section by checking the box marked "other" and writing in "849(b) AND subsection (1), (2), OR (3)" in the Reason for Release blank.

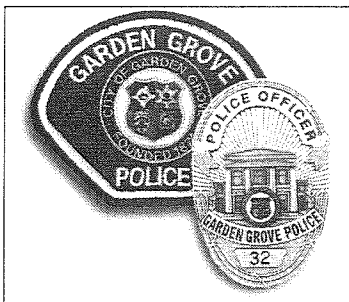
The Certificate of Release must be completed in triplicate: the original (white) is given to the arrestee; two copies (yellow and pink) accompany the Report of Arrest and are turned in to the Records Section.

A supervisor must approve all Certificates of Release.

A copy of the Certificate of Release form accompanies this General Order.

RELEASE AFTER BOOKING AT THE ORANGE COUNTY JAIL

Refer to General Order 6.16 - "Own Recognizance" Release Procedures.



**General Order: 10.11
USE OF INTERVIEW ROOMS**

Effective: June 30, 2008
Last Revised: December 17, 2009

PURPOSE

The purpose of this General Order is to establish policies and procedures for use of the Department's interview rooms.

DEFINITION

The Department currently has a total of eight interview rooms. There are two interview rooms in the Gang Suppression offices, and one in the Special Investigation office. There are three more interview rooms near the Property Crimes Investigation office. Additionally, there are two interview rooms in the jail. The purpose of this General Order is to provide some basic guidelines for the use of the Department's interview rooms.

POLICY

It shall be the policy of the Garden Grove Police Department to utilize the interview rooms to provide a safe and secure facility for the interviewing of witnesses and processing of suspects while preliminary investigations are conducted. The following procedures shall be observed at all times unless the circumstances demand a variation. In all cases where a deviation from the guidelines occurs, the on duty watch commander or his representative shall approve the action. On duty watch commanders and the supervisors where the various interview rooms are located, shall be responsible for securing adherence to the policy and for the direct supervision, control, upkeep, repair and cleanliness of the interview rooms.

PROCEDURE

The interview rooms are to be utilized by investigators/officers to complete processing, testing, interviewing, interrogation and required documentation for an arrest.

WEAPONS CONTROL

Investigators and uniformed officers will ordinarily have their duty weapons in their possession when interviewing or interrogating a person in the Interview Room. Officers must be cognizant at all times of the proximity of the subject being interviewed to their service weapon. The exception to this rule pertains to the two interview rooms in the jail. Prior to entering the jail all weapons must be secured in a gun locker.

SECURITY CONCERNS

All arrestees that are to be interviewed in the jail interview rooms shall be searched prior to entering the interview rooms. Prior to the person being interviewed entering the interview room, all items that could easily be utilized as a weapon will be removed or secured. Officers must remain cognizant that some items will be present that could potentially be utilized as a weapon.

HANDCUFFING DETAINEES

The following factors shall be taken into consideration when determining whether a detainee needs to be handcuffed while inside the interview room:

1. Has the detainee exhibited behavior that indicates that they represent a threat to the officers or themselves?
2. What is the demeanor (mental/emotional state) of the detainee?
3. Are there sufficient officers available to control the detainee(s)?
4. Will the interview process be hindered if the detainee is handcuffed?

PROCEDURES FOR CONDUCTING INTERVIEWS

1. There may be one or two investigators present when a person is being interviewed/interrogated. Unless circumstances dictate otherwise, only one person to be interviewed will be present in the room at a time. Depending on circumstances, an attorney, parent, or other approved person may be present for the person being interviewed. Generally, there will be no more than two officers interviewing a person.
2. Due to security concerns officers should be mindful of what items they bring into the interview room with them (pens, paper, paperclips, and pencils) and ensure that all items are removed at the time that they leave.
3. Video and audio monitors allow for constant observation of detainees and officers while in the interview rooms. There is no audio monitoring in the jail interview rooms and will require the officer to bring a portable audio recorder to the interview if the interview is to be recorded.
4. There will be at least one department issued packset or department issued communication device available to be used as a means of summoning assistance in the interview room during an interview.
5. Permanently installed video and audio equipment allows for the recording of all interviews conducted in the interview rooms. Again, the exception is the jail

interview rooms, which will require the officer to bring a portable audio recorder if needed.

6. The person being interviewed will be allowed to take bathroom, comfort and water breaks when requested. An officer of the same sex will escort the individual to the bathroom and stay with them at all times. The bathroom should be searched prior to and after it is used. When using the Interview rooms located in Investigations, the bathrooms directly adjacent to the interview rooms will be used. Otherwise the closest restroom will be used. The employee locker rooms should not be used.

CHAPTER 11 - PROPERTY AND EVIDENCE

- 11.1 - Property and Evidence Management
- 11.2 - The Handling of Acquired Property and Evidence
- 11.3 - Narcotics and Dangerous Drugs
- 11.4 - Department-Owned Property
- 11.5 - Scientific Examination of Evidence
- 11.6 - Crime Scene Sketches and Photography of Evidence
- 11.7 - Booking and Storage of Flammable Materials
- 11.8 - Use of Narcotics in Canine Training



**General Order: 11.1
PROPERTY AND EVIDENCE MANAGEMENT**

Effective: March 1, 1988
Last Revised: December 13, 2016

PURPOSE

The purpose of this General Order is to establish policy and procedures for the management and control of found, safekeeping, and evidentiary property acquired by the police department.

PROPERTY AND EVIDENCE FUNCTION

It is the responsibility of the civilian Community Service Officers, Property and Evidence, and the sworn personnel assigned to Property and Evidence to maintain control of and be accountable for the following items:

1. All property booked into the secured Property and Evidence facility as evidence, found or for safekeeping.
2. Department-issued equipment including all department-issued uniform items and safety equipment, and various office supplies as directed by the organization.

STAFFING

The Property and Evidence function is staffed by two civilian Community Service Officers. Those personnel are directly supervised by the sworn Beat Detective Sergeant. The Support Services Bureau Lieutenant manages the unit with the unit's commander being the Support Services Bureau Captain. The Support Services—Lieutenant shall be designated as the "Property Custodian".

RESPONSIBILITIES OF PROPERTY AND EVIDENCE PERSONNEL

The day-to-day Property and Evidence functions are handled by two assigned Community Service Officers (CSO's). The two CSO's have joint control and responsibilities for the evidence and property control function. The Lead CSO and the Support Services Lieutenant have sole access and control over the secured narcotic storage areas.

TEMPORARY RELEASE OF PROPERTY/EVIDENCE

All property that is to be released temporarily, either to an officer for court purposes or to the crime lab, shall be logged out via the computerized evidence tracking system by

Property and Evidence personnel. Property and Evidence personnel will enter the name of the person checking the property out, the time and date, as well as the time and date the property is returned.

RELEASING PROPERTY/EVIDENCE

No evidence/property will be released to any person without a court order, or a computerized release authorization form, or handwritten substitute letter, issued by the Records Section. This will be at the direction of a detective, Detective Sergeant or by direction of a CSO in the Property and Evidence Unit.

1. When releasing evidence on a court order, whether on file with the police department or presented by the person requesting the release, THE COURT ORDER MUST BE READ COMPLETELY AND UNDERSTOOD BEFORE THE RELEASE OF ANY PROPERTY OR EVIDENCE. Every court order must have a court seal or facsimile and signature of the clerk of the court affixed to it. The case investigator can challenge court orders.
2. No evidence/property will be released other than on the proper forms nor will any evidence/property be released for persons requesting such by telephone, unless approved by the Support Services Lieutenant (e.g. law enforcement agency out of local area or state).
3. In the case of found property claimed by the owner, the Property and Evidence CSO's may release the property to the owner without approval from an investigator. If the owner does not claim the property, Property and Evidence personnel may release the property to the finder once the finder meets the legal requirements.

RELEASE OF PROPERTY/EVIDENCE BY OTHER DEPARTMENTAL PERSONNEL

Property/evidence obtained by department personnel which is released in the field shall be done so in the following manner:

1. The property/evidence shall be itemized and listed on a Garden Grove Police Department Property and Evidence computerized evidence tracking system form.
2. The person receiving the property shall sign and date the Property and Evidence computerized evidence tracking system form acknowledging receipt of the property. If found property or safekeeping property is released back to the rightful owner in the field by a police officer or community services officer, then documentation of such property release shall be documented in a police report.

DISPOSAL OF EVIDENCE/PROPERTY

Under no circumstances shall any evidence/property be destroyed by any personnel except for those individuals assigned to Property and Evidence, unless authorized by the Support

Services Lieutenant or his/her designee. The Property and Evidence personnel shall be responsible for the disposition of all unidentified, unclaimed, found, recovered, evidentiary and contraband property within six months after all legal requirements have been satisfied.

NARCOTICS

Refer to General Order 11.3 - Narcotics and Dangerous Drugs.

FIREARMS

Once each year on July 1, or as needed, all firearms acquired by this agency which are ready for disposition, will either be retained for departmental use or destroyed according to state law.

FIREARMS RETAINED FOR DEPARTMENTAL USE

In accordance with California Penal Code Section 12030, only those firearms that are used for official purposes shall be transferred to the Department Range Master. The Department Range Master shall be responsible for meeting DOJ's requirement on transferring the firearm(s).

FIREARMS RETAINED BY THE DEPARTMENT BUT NO LONGER NEEDED

In accordance with the California Penal Code Section 12030 the department shall destroy those weapons used for official purposes pursuant to this section when they are no longer needed.

FIREARMS FOR DESTRUCTION

It is the policy of the Garden Grove Police Department to destroy all weapons that are not retained by the department for official use.

REPORT OF FIREARMS RETAINED, OR DESTROYED

In accordance with the California Penal Code Sections 12028/12030, a report shall be made by the Lead CSO of Property and Evidence. This report shall have the following information: name of manufacturer, or brand name, model, caliber, and serial number, or as much information available. This report shall be given to the Records Department. The Records Department then enters the information into the proper Department of Justice system.

SECURITY OF FIREARMS

All firearms booked into evidence will be stored in a locked and secured room of Property and Evidence for extra security.

MOTOR VEHICLES

Motor vehicles that are retained, as evidence will be stored at a department approved tow yard facility. Long-term storage of motor vehicles, held as evidence, will be stored at a specially secured area within the City Public Works yard.

BICYCLES FOR DISPOSITION

When found bicycles have been held for 100 days and no owner/finder claims them, they may be given to a contract auctioneer for sale to the general public, or they may be given away in accordance with W.I.C 217. This will also include adjudicated or safekeeping bicycles not claimed. In order to qualify for the donation under GGMC 10.76.110, the non-profit organization must be registered with the state under section 23701d of the Calif. Revenue and Taxation Code.

MONIES UNCLAIMED

In accordance with the California Government Code Section 50050, all monies that are unclaimed and ready for disposition will be transferred to the Controller's office for the deposit to the City of Garden Grove general fund.

MONEY VERIFICATION

Once cash or currency is booked into the temporary storage lockers within Property and Evidence, it is the Lead CSO's responsibility to verify the amount listed on the envelope against the corresponding amount entered into the computerized evidence tracking system. If a difference exists, the envelope will be immediately opened, in the presence of the Beat Detective Sergeant, CAP Sergeant or Support Services Lieutenant or Captain, and verified. This discrepancy will immediately be reported to the Support Services Lieutenant for further action, if necessary. All cash or currency will be stored in the safe, unless transferred to the Trust Account.

MONEY DEPOSITS

It is the responsibility of the Lead CSO to make all deposits into a trust account or the general fund at City Hall. These deposits are from monies booked into Property and Evidence. Not all money is deposited; the exceptions are homicides, robbery, and counterfeit currency. In special circumstances an investigator can request that the money not be deposited and be retained as evidence. In other rare cases, the actual need to hold

the money as evidence will outweigh the need to deposit it into the appropriate city account.

Unless one of the above exceptions exists, currency and coin will be deposited every two weeks. If within that two-week period the total accumulated amount of currency and coin does not reach \$6000, the Lead CSO will be authorized to extend the deposit period for one additional week. No deposit period should ever extend past the three-week period without prior authorization from the Support Services Lieutenant.

The currency and coin will be documented on a memorandum style deposit form, consisting of the DR#, item number and exact amount. Three copies of this form will accompany the deposit to city hall for deposit. The Lead CSO will then meet with the account specialist, employed by the City of Garden Grove Accounts Receivable Department. In the presence of this employee the money envelopes will be opened and both employees will verify the contents. The same employees will then sign the deposit memorandum. One copy is given to the city cashier, to enter into their system. One copy stays with Account Specialist, and the other copy will remain with the Lead CSO and filed in the Property and Evidence office. A copy of the deposit memorandum is returned to the Lead CSO with a City stamp of the amount deposited. Any unresolved discrepancies will be reported immediately to the Support Services Lieutenant.

JEWELRY

All jewelry that is received by the Property and Evidence Unit will be immediately transferred and stored in the safe. Only authorized personnel will have access to this safe.

FOUND PROPERTY

It is the responsibility of the patrol officer to make every effort to identify and notify the owner/custodian of any found property placed in his custody. If the officer is unsuccessful in notifying the owner of the property, the property will be booked into Property and Evidence. It will then be the responsibility of Property and Evidence personnel to notify the owner of the property by telephone or mail.

UNCLAIMED PROPERTY

In accordance with the existing state law all unclaimed property that is ready for disposition will be transferred to a contract auctioneer for sale at public auction. A copy of the sale notice will be placed on the public bulletin board maintained by the Garden Grove Police Department.

The Chief of Police may retain property for departmental use when the property has value to the city. Appropriate forms will be filed to transfer the property to the department's inventory and assign city numbers.

In accordance with the California Civil Code Section 2080.4 the Property and Evidence CSO or the contract auctioneer shall place a notice in the newspaper of general circulation published in the county, that such property will be transferred to a contract auctioneer for sale to the public at auction.

PHYSICAL EVIDENCE/PROPERTY INVENTORY

Whenever a new designated Property and Evidence CSO is appointed, an inventory shall be conducted jointly by the outgoing and incoming personnel. The purpose of the inventory is to ensure the continuity of custody and not to require the accounting of every single item of property. The inventory should be sufficient to ensure the integrity of the system and the accountability of the property. The person assuming custody of the property should ensure that all records are current and properly annotated. The newly appointed custodian should record all discrepancies prior to the assumption of property accountability.

INSPECTIONS OF EVIDENCE/PROPERTY STORAGE AREAS

Scheduled/Unscheduled Inspections

Scheduled and unscheduled inspections of the main property room will be done on a quarterly basis, unless the need arises for more frequent audits, or as otherwise directed by the Chief of Police. The Beat Detective Sergeant shall conduct this inspection to determine the areas are being maintained in a clean and orderly fashion and that the provisions of the General Orders are being followed. The inspection will also determine if property is being protected from damage or deterioration, and that proper accountability procedures are being maintained, and that property having no further evidentiary value is being disposed of in accordance with the law and departmental policy. Quarterly inspections will generally be done on an unscheduled basis. This will ensure that the standards are being met at all times. Scheduled inspections will be done if a specific need arises.

An annual audit will be commissioned by the Support Services Captain or designee in December of each year and will be conducted by the City of Garden Grove Financial Department. The scope of this audit will involve incidents that have occurred in that calendar year. Approximately 100 cases will be selected at random, and will involve cash, jewelry, narcotics, weapons, hazardous materials, blood and bloody items, and several other miscellaneous items. The selected items will then be physically checked and compared against the written documentation to ensure proper handling and accountability. A report of findings will follow the actual audit and will be delivered to the Chief of Police. This audit will then be forwarded to the Support Services Captain and retained by the Support Services Lieutenant.

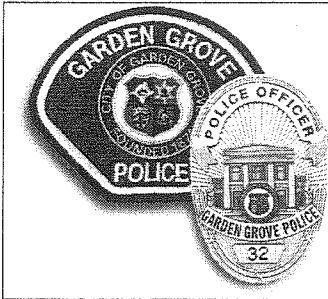
ACCESS TO EVIDENCE/PROPERTY STORAGE AREAS

Only authorized personnel, either the Support Services Bureau Captain, Lieutenant, Beat Detective Sergeant or Property and Evidence personnel shall have access to areas used for

storage of evidence/property. Entry to evidence/property areas will be controlled to prevent the alteration, unauthorized removal, theft, or the compromise of evidence/property stored by the police department.

SECURITY OF HIGH VALUE ITEMS

Items of evidence/property requiring added protection, to include money, precious metals, jewelry, and gemstones shall be stored in the safe provided for such items in the Property and Evidence storage area.



General Order: 11.2
HANDLING OF ACQUIRED PROPERTY AND EVIDENCE

Effective: March 1, 1988
Last Revised: December 13, 2016

PURPOSE

The purpose of this General Order is to establish department procedures for handling acquired property and evidence.

CHAIN OF CUSTODY

The chain of custody is the written record of all individuals who have maintained unbroken control/custody of evidence/property. The chain of custody begins when an item of evidence/property is collected and is maintained until the final disposition is made. The chain of custody assures continual accountability. Each individual in the chain of custody is responsible for evidence under his control. All personnel are required to book any acquired property as soon as possible or prior to the end of their shift.

A record of the chain of custody and status of all property/evidence is recorded in the computerized evidence tracking system.

STORAGE OF PROPERTY AND EVIDENCE

ALL property and evidence taken into custody by this department SHALL be stored in the Property and Evidence room and/or annex facilities. Exceptions are breath test results, missing persons photographs, latent print cards, rolled print cards, and property released to the rightful owner.

Breath test results and missing person photographs are maintained with the original crime/incident report in the Records Division. Rolled print cards and latent print cards are maintained in the Forensic Services office. All property should be logged into department records as soon as possible.

ACQUIRED PROPERTY/EVIDENCE

All evidence or property of any kind collected by department personnel must be entered in the property control system in the following manner:

All property is entered into the computerized evidence tracking system. The information required is the following:

1. The case number

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2. Item number is automatically given by computer system.
3. Type of property: evidence, found or safekeeping
4. A brief description
5. Any listed serial number or owner applied identification number.
6. Department employee's name and employee number
7. Date and time evidence, found, or safekeeping property received into custody.

All evidence/property, EXCEPT FOR NARCOTICS will then be packaged in an envelope, paper bag or cardboard box and placed in a secured, temporary storage locker located in the Property and Evidence lobby area. In the case of large items such as bicycles, auto parts, etc., the items shall be placed in the temporary secured bulk storage lockers.

MOTOR VEHICLES

Motor vehicles that are retained, as evidence will be stored at a department approved tow yard facility. Long-term storage of motor vehicles, held as evidence, will be stored at a specially secured area within the City Public Works yard.

MARKING AND PROCESSING

To assure successful processing, when practical, evidence taken into custody must be marked and wrapped to protect the evidence value.

Each item shall have a computer printed label, generated from the computerized evidence tracking system, attached with all required information.

Property or evidence too large to be placed in the lockers in the Property and Evidence lobby must be placed in the Property and Evidence annex or bulk storage lockers. If Property and Evidence personnel are available, property or evidence may be submitted to Property and Evidence personnel. If special handling or identification processing is desired, the officer must note this desire in the note section of Evidence Tracker for that item. In the case of finger printing and/or DNA processing a specialized sticker will be attached to the item.

PERISHABLE ITEMS OF EVIDENCE

Perishable items of evidence, such as blood samples and urine samples, blood stained objects, blood stained material, rape evidence kits, DNA samples and other physiological or biological stains require special handling procedures to protect the sample integrity.

1. Perishable items of evidence shall be submitted to Property and Evidence in a timely manner. These items of evidence shall be protected by refrigerated storage, located in the lobby of P/E. The refrigerator offers 12 separate lockers each keyed differently, after placing property in locker; the key is put into the locker through a keyhole.

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Handling of Acquired Property and Evidence

2. Blood and urine samples for alcohol, drug analysis or serology shall be placed within the, a secured, temporary refrigerated storage locker provided in Property and Evidence lobby.
3. Evidence from sexual assault evidence collection kits require detailed attention at the collecting agency prior to packaging for submission to Property and Evidence, temporary refrigerated storage locker.
 - Standard sexual assault evidence collection kits and use instructions are provided by the Orange County Crime Laboratory and shall be utilized for all sexual assault victim and suspect evidence collection.
 - All swabbing and slide smear preparations must be air-dried after collection and prior to packaging.
 - Whole blood and urine samples must be packaged separately from dried swabs, smears, and hair samples to facilitate laboratory handling.
 - Stained garments or bedclothes articles should be air-dried in a forensics evidence cabinet and carefully packaged in individual paper bags so as not to alter stain locations (do not use plastic bags).
4. Blood stained objects or dried physiological materials shall be air-dried in a protected environment (forensic evidence cabinet), individually packaged into paper bags or bindles, and appropriately marked for identification.
5. Occasionally physiological materials such as tissue may be collected as evidence and require specific unique handling instructions to preserve its evidentiary nature. In such cases an Orange County Criminalist should be contacted for detailed instructions.

EVIDENCE REQUIRING DRYING

The storage annex, located on the east end of the Property and Evidence building contains secured drying cabinets and evidence lockers. These cabinets are for evidence that requires drying prior to being booked. Employees shall follow the following listed procedure.

1. Complete the steps of entering information into the computerized evidence tracking system.
2. Book the property into the dryers, putting computer printed labels on the shelf inside the dryer.

BULK /LARGE ITEM STORAGE

The bulk/large item storage area is located east of the P/E building. There are 5 anchored and secured storage lockers. These lockers are labeled OBS1-5. Each one has a padlock attached to it. Employees shall follow the listed procedure.

*GARDEN GROVE POLICE DEPARTMENT
General Order: 11.2
Handling of Acquired Property and Evidence*

1. Complete the steps of entering information into the computerized evidence tracking system.
2. Attach the item label(s) to each item to be booked.
3. Put item(s) into locker(s).
4. Shut door and secure the lock.

In the event that more than five incidents involving the seizure of bulk/large items occurs, personnel assigned to the Property and Evidence Unit shall be contacted to assist. If this occurs after-hours, the Watch Commander shall call in personnel assigned to the Property and Evidence Unit to empty the storage containers and make more space for new items.

FOUND PROPERTY

It is the responsibility of the patrol officer or the person receiving the property to make every effort to identify and notify the owner/custodian of any found property placed in his custody. If an officer or other persons are unsuccessful in notifying the owner of the property, the property will be booked into Property and Evidence. It will then be the responsibility of Property and Evidence personnel to notify the owner of the property by telephone or mail.



**General Order: 11.3
NARCOTICS AND DANGEROUS DRUGS**

Effective: March 1, 1988
Last Revised: November 19, 2012

PURPOSE

The purpose of this General Order is to establish department policy and procedures for handling seized narcotics or dangerous drugs.

PROCEDURES FOR HANDLING

All narcotics shall be placed in a Narcotics/Dangerous Drugs Envelope. The narcotic envelope shall be completed in full, listing the following information:

1. The case number
2. What, if any of the items, requiring analysis
3. Whether the narcotics are evidence or found
4. The item number with a description of the narcotic including count and weight
5. Whether a presumptive test was conducted or not
6. The department employee's name and badge number

The narcotics, with a computer printed label attached to each item, shall then be placed in the envelope, sealed, and put in the secured, temporary narcotics storage locker. If the narcotics are too large for the envelope, they are to be placed in a paper bag or cardboard box then placed in a secured, temporary narcotics storage locker in the annex. The key to the locker is then placed into the envelope and the envelope is put into the narcotics storage locker.

PROCESSING BY PROPERTY AND EVIDENCE PERSONNEL

The responsibility of processing narcotics and dangerous drugs is the sole responsibility of the Property and Evidence lead CSO. In his/her absence, the Support Services Lieutenant assigns the responsibility.

The Property and Evidence Lead Civilian Service Officer and Support Services Lieutenant are the only department personnel with keys to temporary narcotic storage lockers and the narcotic storage area.

On a daily basis, the Property and Evidence Lead Civilian Service Officer will remove the seized narcotics from the temporary storage lockers and transfer them to the narcotic storage area for processing. The procedure that shall be adhered to is as follows:

1. The narcotic envelope will be assigned a control number, which is used by Property and Evidence for accountability.
2. The Property and Evidence Lead Civilian Service Officer will then log the date, time, and from which temporary storage locker the narcotic was received on the narcotic envelope.
3. The narcotic envelope will then be opened and the item(s) inventoried including both weight and count (if possible, without opening the container with pills in it.)
4. The container in which the narcotic was stored shall be inspected to insure it has not been tampered with.
5. Once verified, the narcotics will be placed back into the narcotics envelope and resealed. The envelope and narcotics shall be placed in a narcotic storage bin, maintained within the secured narcotic storage area.

CHAIN OF CUSTODY

The chain of custody is the written record of all individuals who have maintained unbroken control/custody of evidence/property. The chain of custody begins when an item of evidence/property is collected and is maintained until the final disposition is made. The chain of custody assures continual accountability. Each individual in the chain of custody is responsible for the evidence/property during the time it was under his control.

USE OF NARCOTICS FOR TRAINING PURPOSES

Acquiring Narcotics

Narcotics used for training a canine in narcotics detection are covered under General Order 11.8 – Use of Narcotics in Canine Training.

Narcotics that will be obtained for all other training purposes will be obtained from the Property and Evidence Unit of the Garden Grove Police Department. The Property and Evidence personnel will identify those narcotics related cases that have been adjudicated and/or are set for destruction.

The requesting sergeant, with the assistance of the Property and Evidence clerk will identify the type and quantity of the narcotics that are needed. The narcotics will then be sent to the Crime Laboratory of the Orange County Sheriff's Office for a quantitative and qualitative analysis of the items.

The sergeant or his designee, will prepare a court order asking that the narcotics be released to the individual officer for training purposes. The court order will list the specific case number(s) and amount of the narcotics obtained from that case. The court order will then be presented to a judge of the Municipal Court of West Orange County for his/her review and authorization.

The original copy of the signed court order will be placed in the officer's file for which the narcotics were requested. A copy of the court order will be given to Property and Evidence personnel and the Internal Affairs Unit for their records.

WITHOUT EXCEPTION, all narcotics used in the training process must be obtained in this manner.

Inspection

In order to ensure the integrity of this system, the officer to whom the narcotics were released shall inspect and weigh the issued narcotics on a monthly basis. The sergeant shall inspect the narcotics on a quarterly basis and is encouraged to conduct random inspections to ensure that the narcotics are being stored and used properly in the training process. The supervising lieutenant should conduct an inspection of the drugs and the log, no less than twice yearly.

It is understood that during the training process, small quantities of the narcotics will be lost as they are transferred from the storage containers to training tools/devises. It is the responsibility of the officer to immediately report any abnormal loss of narcotics to an on-duty supervisor, their direct supervisor, and via memorandum to the Chief of Police.

Storage

The narcotics will be stored in a secure location with limited access to unauthorized personnel. Only the officer assigned the narcotics, as well as his chain of command, will have ready access to the narcotics.

Returning Narcotics

At some point, the narcotics may no longer be needed for training purposes. Once this occurs, the sergeant or his designee shall prepare a memorandum to the Chief of Police listing which of the narcotics are no longer needed. The narcotics will then be returned to the Property and Evidence Unit. The Property and Evidence personnel shall forward the narcotics to the Crime Laboratory of the Orange County Sheriff's Office for a quantitative and qualitative analysis. Once this is completed, the results will be forwarded to the sergeant and the Internal Affairs Unit. The narcotics will then be properly destroyed by the Property and Evidence personnel.

The original copy of the memorandum approved by the Chief of Police will be placed in the officer's file for which the narcotics were used for training. A copy of the memorandum will be given to the Property and Evidence personnel and the Internal Affairs Unit for their records.

To replace narcotics that were returned to Property and Evidence for destruction, the sergeant or his designee, will repeat the previously described acquisition process, which includes obtaining another court order.

DESTRUCTION

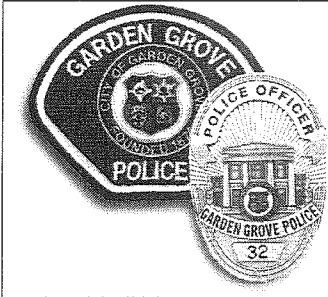
In accordance with California Health and Safety Code Section 11474(a), a court order will be obtained by Property and Evidence personnel for the destruction of all controlled substances, instruments, or paraphernalia pursuant to the provisions of 11473 or 11473.5.

A narcotic destruction program shall be conducted by the Property and Evidence Lead Civilian Service Officer when needed.

ANALYSIS

All narcotics (except marijuana) and dangerous drugs seized by departmental personnel shall be sent to the Orange County Sheriff's Department, Forensic Science Services Division, for analysis if:

1. A person was arrested for a criminal offense;
2. A criminal complaint is pending;
3. Directed to do so by investigative personnel.



**General Order: 11.4
DEPARTMENT-OWNED PROPERTY**

Effective: January 1, 1988
Last Revised: November 19, 2012

PURPOSE

The purpose of this General Order is to establish responsibility for the procurement, issuance, accountability and maintenance of all police department property.

PROPERTY PROCUREMENT, ISSUANCE AND ACCOUNTABILITY

All procurement, issuance and accountability of department-owned property shall be the responsibility of the Support Services Bureau Commander. This includes all expendable and office supplies, installed and uninstalled property, equipment, munitions, IVS wireless microphones and uniform equipment.

All department issued firearms, including firearms issued to the SWAT Team, personally owned firearms that are being carried on duty and rifles for the Patrol Rifle Squad, shall be recorded and accounted for through Property and Evidence.

PROPERTY MAINTENANCE

The maintenance of all stored items of department property and equipment shall be the responsibility of the person or unit to which the property is assigned, and shall be maintained in a state of operational readiness at all times. The Support Services Bureau Commander will insure this operational readiness.

All stored items such as radios, handcuffs, and batons, and special equipment such as radar, cameras, surveillance cameras, etc. shall be maintained and cared for on a regularly scheduled basis to ensure workability and responsiveness.

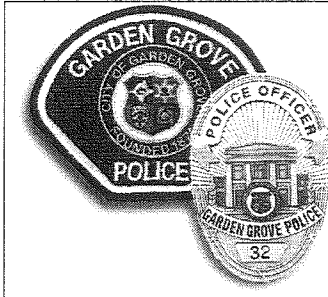
All items of special equipment shall be regularly inspected for operational readiness by Support Services Bureau personnel as designated by the Bureau Commander.

ACCOUNTABILITY/CONTROL

Each employee is responsible for the accountability and control of the City/Department property or equipment issued to him or her. The employee's immediate supervisor shall conduct regular inspections to ensure the property is accounted for and maintained in good working order.

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General Order: 11.4
Department-Owned Property*

All department-owned equipment issued to an employee will be recorded in the Property and Evidence computer system.



**General Order: 11.5
SCIENTIFIC EXAMINATION OF EVIDENCE**

Effective: January 1, 1988
Last Revised: March 31, 2011

PURPOSE

The purpose of this General Order is to establish the procedures for requesting scientific examination(s) of seized property and evidence.

SEIZURE AND CUSTODY OF PROPERTY AND EVIDENCE

All property and evidence seized or taken into custody by any member of this department must be handled pursuant to the procedures established in General Order 11.2 - The Handling of Acquired Property and Evidence.

LABORATORY EXAMINATIONS AND REPORTS

Each member of the department seizing evidence requiring laboratory examination (i.e.: finger printing and/or DNA) will process the evidence themselves, whenever possible, and report the findings on a CSI report form/DNA Collection Work Sheet. If item(s) of evidence to be processed need specific expertise or is beyond a persons training, the evidence should be booked, specifically marked with the request and a CSI Work Request form completed and forward to the Forensic Services Unit.

Other evidence requiring examinations which are performed at the Orange County Sheriff's Department Forensic Science Services Division, i.e., narcotics, sexual assault evidence collection kits, paint, glass, hair, fibers, bullets, firearms, tools, shoe prints, tire tracks, blood and other physiological fluids, etc. will be submitted at the request of the case investigator or his supervisor. The investigator will insure that known standards have been or will be collected prior to the submission of the evidence. The investigator will complete the required Sheriff's Department Forensic Science Services Division request form and forward it to the OC Lab Property and Evidence Section. When the laboratory examinations are completed, they are kept in a computer file at the lab. Results can be e-mailed on request.

PROCESSING OF STOLEN VEHICLES

Recovered stolen vehicles should be processed for evidence at the scene and not towed or impounded for evidentiary purposes (General Order 7.14)

If a recovered stolen vehicle cannot be examined for latent prints at the scene, the recovering officer will instruct the tow company to store the vehicle inside a secure building. If the vehicle is to be examined by the Forensic Services Unit, the recovering

GARDEN GROVE POLICE DEPARTMENT

General Order: 11.5

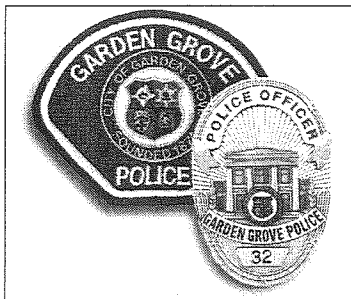
Scientific Examination of Evidence

officer will promptly complete a CSI Work Request and submit it to the Forensic Services Unit. The Identification FSU Technician will examine the vehicle for latent prints, photograph it as necessary and complete any other required examination procedures. A written report will be completed and submitted to the Records Section.

Upon completion of the requested examination, the case investigator may release the vehicle to its lawful owner.

Vehicles that require scientific processing by the county lab personnel shall be towed to the Orange county Sheriff's Science Services Building and placed into the vehicle storage bays. The officer that responds with the tow truck must complete a GGPD "Request for Vehicle Processing" form and disburse the forms as follows: original: records, yellow: with vehicle (on windshield wiper), pink: FSU.

After hours access to the O.C. Sheriff's Science Services processing bay is made by calling the 24 hours Cal-ID number. If the vehicle processing bays are full, Cal-ID personnel will contact a crime lab supervisor for further instructions. The GGPD jail sally-port will be used only as a last resort.



General Order: 11.6 CRIME SCENE SKETCHES AND PHOTOGRAPHY OF EVIDENCE

Effective: January 1, 1988
Last Revised: January 3, 2007

PURPOSE

The purpose of this General Order is to define what elements are to be included in a sketch and to govern the procedures used regarding the photography of evidence. It also establishes a uniform policy on the various uses of digital still cameras, and the method of transferring the image to a central location, for the purposes of maintaining an evidence chain of custody and protecting the integrity of criminal and civil investigations.

CRIME SCENE SKETCHES

The investigating officer will be responsible for determining when a sketch of a crime scene will be done and, if he deems it necessary, he will also be responsible for doing the sketch. In the case of a major crime scene where the investigating officer has several functions to perform, he/she may delegate the sketch to another officer with the approval of his supervisor. If an Orange County Sheriff contract forensics technician is present at a major crime scene, they should be requested to conduct the crime scene sketch. If a county Forensic Services (FSU) technician completes the diagrams, this must be documented in the investigating officer's report.

Each sketch of a crime scene must include:

1. An arrow or indicator of the direction of north;
2. Geographical location, such as a street address or an intersection of streets;
3. An indicator of the type of room if the sketch is inside a building, i.e., living room, bedroom, kitchen, etc.;
4. Date and time of preparation;
5. Name(s) of the person(s) preparing the sketch.

Each sketch of a crime scene may include, as appropriate:

1. Dimensions and measurements;
2. Location of significant features, i.e., vehicles, other buildings, victims, witnesses, suspects;
3. Locations of items of physical evidence recovered.

PHOTOGRAPHY EQUIPMENT

The 35mm cameras or digital still cameras must be used in accordance with official duties only. These duties include but are not limited to documenting evidence to a crime,

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General Order: 11.6
Crime Scene Sketches and Photography of Evidence

documenting evidence pursuant to possible civil litigation, photographing crime scenes, photographing scenes of traffic collisions, photographing suspects, possible suspects, or other persons/vehicles/items as a result of an official contact, and/or taking photographs for department-related events or functions.

The 35mm camera or digital still photo camera equipment, that has been designated as department property, may be operated only by department personnel that has been trained in the use, operation, and procedures relating to the photo equipment and image processing.

Each photographer must complete an in-house training session designed to familiarize the user with the proper use of the equipment, the proper procedures for storing digital images, and equipment maintenance.

The designated department photographers will operate the cameras in accordance to their in-house training.

PHOTOGRAPHY PROCEDURES

The investigating officer will determine when photographs of a crime scene or physical evidence are necessary. He or another trained officer may use a 35mm camera or a digital camera depending upon the future needs of the pictures.

When using a 35mm camera, the photographer will complete the Photographic Envelope and the first picture should be of the envelope showing the DR number, date, offense, etc. The backside of the envelope can be used to document information on the content of the photographic work. Upon completion of the photography, film roll(s) will be placed into the sealed Photographic Envelope. The envelope will be put in the FSU mailbox located in the briefing room. If close-up photographs are taken, such as shoe prints, tire tracks, or physical injuries; a scale or ruler should be included in the photograph.

The procedure for using the digital still photo camera and processing the image will depend on the official duty. For the purpose of this order, the duties will include, photographs in connection with a DR number and photographs in connection with FI cards.

PHOTOS IN CONNECTION WITH A DR:

1. The photographer will insert the media storage card into the camera.
2. The photographer will complete the Photographic Envelope and photograph the front of the envelope, documenting the DR number, date, offense, etc in the photograph. The backside of the envelope can be used to document information on the content of the photographic work.
3. All photographs taken on the media storage card will relate to only one DR.
4. Upon completion of the photography, the photographer will remove the media storage card from the camera and place it into the sealed Photographic Envelope.
5. The Photographic Envelope will be put in the FSU mailbox located in the briefing room.

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General Order: 11.6
Crime Scene Sketches and Photography of Evidence

6. FSU will be the sole unit responsible for uploading these digital images into the Department's centralized computer storage system.

PHOTOS IN CONNECTION WITH FI CARDS:

1. A department photographer will be called to a scene that requires a digital still photograph that relates to a Field Interview (FI) Card.
2. The photographer may use one media storage card for several FI photos. The photographer will first photograph the front and back of the FI Card completed by the interviewing officer. A FI card should be complete before it is photographed. The photographer will photograph any subjects, tattoos, vehicles, or any other items relating to that FI. (Refer to General Order 5.6 regarding the policy of photographing of field detainees.)
3. Prior to photographing any other subject or subject matter, a photograph must be taken of the FI Card related to that photograph. This will ensure that the FI photographs are properly linked to the FI record when they are entered into the FI database.
4. The photographer will give the media storage card containing the FI photographs to the interviewing officer. The interviewing officer will place the media storage card and the related FI Card(s) into the Field Interview Photographic Envelope. The interviewing officer will submit the envelope to a sergeant for approval. Upon approval, the interviewing officer will submit the envelope to records for processing. (For further details relating to Field Interviews, refer to General Order 5.5 – Field Interview Policy.)
5. Systems Information staff will be primarily responsible for FI data entry and uploading digital FI photographs into the Department's database. Systems Information staff will not be responsible for the data entry of FI's and FI photographs obtained by officers assigned to the Gang Suppression Unit. The Gang Suppression Unit will be responsible for FI data entry and uploading digital FI photographs that were obtained by personnel assigned to that unit.

DOCUMENTATION

Information about the photographs taken will be documented on the Crime Scene Investigation Report (GGPD Form 609). This will include, but not be limited to, the number of photographs taken, the type of photography done (35mm or digital, black and white or color), categories the digital photographs should be entered into and a brief description of the subject of the photographs.

VIDEO EQUIPMENT

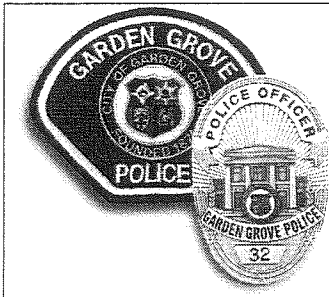
The department currently has three video cameras that are designated for departmental use. One camera is issued and maintained by the field sergeants and maintained in the Sergeant's Office. The second is assigned to the Special Investigations Unit and maintained in their secured equipment room. The third video camera is assigned and maintained in Investigations.

VIDEO TAPING PROCEDURE

The video camera operator need not be specifically trained to perform the video taping function or have any advanced photographic training, but only needs to understand how to operate the video camera. In incidents where complex scenes are video taped, one of the specially trained investigators will be asked to perform this function. When a specially trained investigator is not available, any officer can be responsible for determining when a crime scene or other scene should be video taped and can perform the recording. The use of a video camera as soon as possible can capture the scene in its undisturbed condition. When video taping crime scenes or events worthy of video documentation, the operator will be required to give an opening statement. This opening statement should include, the date and time, associated DR number, location and/or any other pertinent data that will assist future viewers with a brief background of the video content.

The officer or videographer making the recording must complete a supplement report to include the name of the person making the tape, the approximate time, date, the location, and a brief summary of the video content. The total length of the recording along with the exact disposition of the evidence must be documented in the supplemental report for future preservation and to maintain the chain of custody issues.

Upon completion of the video recording of the scene, the videotape is to be removed from the camera and the recording tabs should be removed thus preventing any further recording on this tape. The officer should then immediately provide the tape to the designated lead investigator and note this in their supplemental report. If the lead investigator is unavailable, the officer should book the tape into the Property and Evidence room as evidence. In cases where the tape is released to the designated lead investigator, it is the responsibility of that investigator to maintain the chain of custody of the tape. The tape should be treated and stored as any other piece of significant evidence in accordance with General Order 11.2.



General Order: 11.7
BOOKING AND STORAGE OF FLAMMABLE MATERIALS

Effective: July 11, 1989
Last Revised: April 1, 2015

PURPOSE

The purpose of this General Order is to establish department procedure for proper handling and disposal of flammable materials gathered as evidence.

PROCEDURE FOR HANDLING

All items of evidence considered to be flammable in nature, i.e., gasoline, fireworks, etc., will be booked into the Property and Evidence annex within the fire rated cabinet provided for storage of flammables. Should the locker again be needed and no Property and Evidence personnel are available, the Station Commander will have a key to open the locker.

PROCESSING OF FLAMMABLE EVIDENCE

To insure accountability and provide control, all flammable materials taken as evidence or for any purpose will be logged into the computer in the property control system and processed in the following manner:

1. Garden Grove Police Department Property and Evidence form 513a will be completed by all department personnel. This would include personnel of the Fire Department when/if they have the occasion to book flammable evidence into Property and Evidence.
2. The property properly marked as evidence by marking on the container the officer's initials and the date, and the appropriate tag attached.
3. The evidence will then be placed on top of the yellow hazardous materials cabinet located in the evidence annex. This is a temporary holding place pending transfer to permanent storage by P&E personnel.

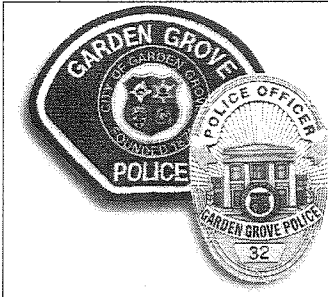
PROCESSING BY PROPERTY AND EVIDENCE PERSONNEL

The following workday, Property and Evidence personnel will notify the Fire Department arson investigator. He will take custody of the materials and provide a small vial or sample in a container to be maintained as evidence. He will also render the container harmless and dispose of the remainder of the flammable material. The materials may then be booked back into Property and Evidence as follows:

1. The container of the sample, booked in the fire rated cabinet in Property and Evidence or maintained in a storage facility at the Fire Department designated as FD #1.

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General Order: 11.7
Booking and Storage of Flammable Materials*

2. The neutralized container placed back into evidence.
3. The remainder of the flammable material will be disposed of in a lawful manner by the arson investigator so as to render it harmless.



**General Order: 11.8
USE OF NARCOTICS IN CANINE TRAINING**

Effective: January 1, 1994
Last Revised: March 31, 2011

PURPOSE

The purpose of this General Order is to establish a policy for obtaining, storage and use of narcotics in the training of the police canines used for narcotics detection.

NARCOTICS

The narcotics used for training a canine in narcotics detection are cocaine, heroin, methamphetamine, and marijuana and ecstasy.

The narcotics will be obtained from the Property and Evidence Unit of the Garden Grove Police Department. The Property and Evidence personnel will identify those narcotics related cases that have been adjudicated and/or are set for destruction.

The Canine Coordinator or Canine Sergeant, with the assistance of the Property and Evidence clerk will identify the type and quantity of the narcotics that are needed. The narcotics will then be sent to the Crime Laboratory of the Orange County Sheriff's Office for a quantitative and qualitative analysis of the items.

The Canine Coordinator or his designee, will prepare a court order asking that the narcotics be released to the individual canine officer for training purposes. The court order will list the specific case number(s) and amount of the narcotics obtained from that case. The court order will then be presented to a judge of the Municipal Court of West Orange County for his/her review and authorization.

The original copy of the signed court order will be placed in the canine's file for which the narcotics were requested. A copy of the court order will be given to Property and Evidence personnel and the Internal Affairs Unit for their records.

WITHOUT EXCEPTION, all narcotics used in the canine training process must be obtained in this manner.

REPLACEMENT OF THE NARCOTICS

Periodically, it will be necessary to replace the issued narcotics since they lose their potency and become useless in the training process. When this becomes necessary, the Canine Coordinator or his designee, shall prepare a memorandum to the Chief of Police listing which of the narcotics are in need of replacement. Once approved, the narcotics will be returned to the Property and Evidence Unit. The Property and Evidence personnel shall forward the

narcotics to the Crime Laboratory of the Orange County Sheriff's Office for a quantitative and qualitative analysis. Once this is completed, the results will be forwarded to the Canine Coordinator and the Internal Affairs Unit. The narcotics will then be properly destroyed by the Property and Evidence personnel.

The original copy of the memorandum approved by the Chief of Police will be placed in the canine's file for which the narcotics were used for training. A copy of the memorandum will be given to the Property and Evidence personnel and the Internal Affairs Unit for their records.

To replace the narcotics that were returned to Property and Evidence for destruction, the Canine Coordinator or his designee, will repeat the previously described acquisition process, which includes obtaining another court order.

INSPECTION

In order to ensure the integrity of this system, the canine officer to whom the narcotics were released shall inspect and weigh the issued narcotics on a weekly basis. The Canine Sergeant shall inspect the narcotics on a monthly basis and is encouraged to conduct random inspections to ensure that the narcotics are being stored and used properly in the training process. The Canine Lieutenant should conduct an inspection of the drugs and the log, no less than twice yearly.

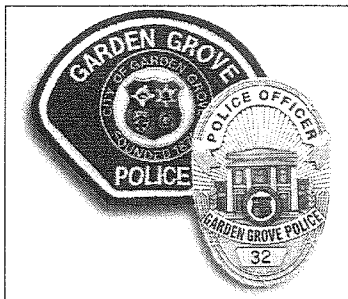
It is understood that during the training process, small quantities of the narcotics will be lost as they are transferred from the storage container to the training tool/device. It is the responsibility of the canine officer to immediately report any abnormal loss of narcotics to an on-duty supervisor, the Canine Coordinator, and via memorandum to the Chief of Police.

STORAGE

The narcotics will be stored in a locked container mounted in the trunk of the canine patrol unit or in a locked container secured in the residence of the canine officer.

CHAPTER 12 - LEGAL PROCESS

- 12.1 - Legal Process
- 12.2 - Diplomatic Immunity
- 12.3 - Financial Management of the Legal Process
- 12.4 - Criminal Subpoenas
- 12.5 - Civil Subpoenas
- 12.6 - Consular Notification



**General Order: 12.1
LEGAL PROCESS**

Effective: January 1, 1988
Last Revised: June 22, 2015

PURPOSE

The purpose of this General Order is to provide guidelines and procedures for the service and recording of arrest warrants.

TWENTY-FOUR HOUR WARRANT RECORDS ACCESS

The criminal arrest warrant system for the State of California and the County of Orange is automated and available on a twenty-four hour a day basis. In the event the computer system is non operational, each of the departments can be contacted via telephone, and the warrant information located by a hand search.

The warrant systems queried are:

1. National Crime Information Center (NCIC) (Wanted Persons System - WPS)
2. California Department of Justice (DOJ) (Wanted Persons System - WPS)
3. County of Orange Automated Warrant Service System (AWSS)
4. California Department of Motor Vehicles (DMV)

The Orange County Automated Warrant System (AWSS) fulfills the need of Orange County law enforcement agencies to have access to criminal warrants 24 hours a day, and to warrants that may be assigned to other agencies. Criminal warrants, traffic warrants, bench warrants and all civil warrants are entered into AWSS.

The system is designed to provide enough information to determine whether a subject has a warrant and to arrest the person solely relying on the responses from the system. To provide maximum service efficiency, the Orange County Automated Warrant System (AWSS) interfaces with the statewide Wanted Person System (WPS). The Central Warrant Repository (CWR) enters, updates and cancels all Wanted Persons System (WPS) entries for all Orange County law enforcement agencies.

All local warrants are stored at the Orange County Sheriff's warrant repository and remain there until served, at which time they are returned to the court of issue.

WARRANT RECORDING

All warrants issued by the court are sent directly to the repository. They are then entered into the automated system with the following information:

1. Date received
2. Date of issue
3. Type of legal process
4. Nature of document
5. Source of document
6. Court case docket number
7. Amount of bail
8. If endorsed for night service

Retrieval of the warrant information is done by entry using the subject's name as it appears on the warrant and date of birth, or by the warrant file number (WFN).

RECORDS OF ATTEMPT WARRANT SERVICE

A warrant work sheet for each active local warrant entered into the County of Orange Automated Warrant Service System (AWSS) is delivered to the Records Specialist Warrant Specialist of the Support Services Records Division. The warrant is verified; teletypes are run for updated information such as addresses, date of birth, additional warrants, etc. The work sheet is then logged and routed as follows:

1. The department warrant files are logged and retained in the Records Division.
2. Subjects with felony, misdemeanor, traffic, and GGMC warrants, will be notified by certified mail through the Warrant Specialist.

Prior to each subsequent attempt service, the warrant will be checked to confirm that it is still active. Each attempt service will be noted on the warrant work sheet with a brief explanation of the reasons for non-service.

RECORDS OF SERVICE

An investigator or officer serving an assigned Garden Grove warrant will complete a copy of the Due Diligence form and return it to the Warrant Specialist. When the computerized warrant abstract is requested from AWSS, it is automatically cleared from the system and a served teletype notice is received by the agency assigned the warrant. The served notice teletype will be placed with the warrant work sheet. The completed work sheet is filed with the case file.

All warrants served will require a department daily report number, an arrest face page, and M.O. data sheet. The arrest report will contain all relevant case and service information. If it is a GGPD warrant, the original DR number will be assigned. If the warrant is from an outside agency, a new DR number will be issued.

WARRANT SERVICE OUTSIDE THE JURISDICTION OF GARDEN GROVE

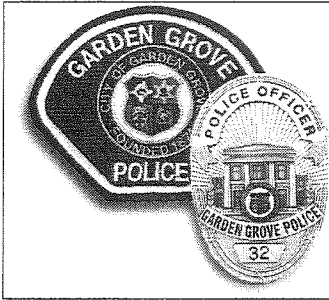
Arrest warrants for Garden Grove cases are issued by Orange County courts and can be served by sworn officers from other police agencies.

If a Garden Grove Police Department investigator chooses to serve a warrant outside of the City of Garden Grove, he must ensure that all of the notifications required in General Order 6.9 - Watch Commander/Outside-Agency Notifications are met. The severity of the offense and the criminal history of the wanted person will dictate the number of officers and equipment required to successfully serve the warrant.

EXECUTION OF THE CRIMINAL PROCESS IN A FOREIGN JURISDICTION

The following procedures are to be followed to execute the legal process in a foreign country.

1. It must be established to a "reasonable degree" that the person who is being sought is or has recently been seen in a particular foreign jurisdiction, or has a history of fleeing to such a location.
2. The crime involved must be an extraditable felony.
3. A criminal complaint and a warrant must be obtained.
4. A complete copy of our crime report detailing the investigation, along with a certified copy of the complaint and warrant must be presented to the local office of the Federal Bureau of Investigation (FBI).
5. The FBI presents the case to the United States Attorney for a federal warrant charging the suspect with unlawful flight to avoid prosecution. If the warrant is issued, the FBI is responsible for executing the warrant.



**General Order: 12.2
DIPLOMATIC IMMUNITY**

Effective: January 1, 1988
Last Revised:

PURPOSE

The purpose of this General Order is to establish a policy regarding incidents involving persons who have diplomatic immunity.

DIPLOMATIC OFFICERS DEFINED

Ambassadors and ministers are the highest ranking diplomatic representatives of a foreign government. Other diplomatic titles are Minister Counselor, First Secretary, Second Secretary, Third Secretary, and Attaché. These officials are usually located either in Washington, D.C., or in New York City.

Diplomatic officers should be accorded their respective privileges, rights, and immunities as directed by international law and federal statute. These officials should be treated with the courtesy and respect that befit their distinguished positions.

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.

Associated with this personnel diplomatic immunity is the inviolability enjoyed by the premises of the mission of the sending state and their private residence.

Procedures for Handling a Diplomatic Official Involved, as a Suspect, in Any Crime Incident

REMEMBER, diplomatic officials are immune from arrest for any violation of law. However, diplomatic immunities vary depending on the status of the official. You shall advise the official to remain at the scene pending the arrival of a supervisor. The investigating officer(s) should use this time to conduct as much of the crime scene investigation as circumstances permit. The investigating officer(s) shall complete all related reports (i.e., crime, traffic, arrest) prior to the end of shift. The on duty Station Commander or Community Policing Division Sergeant shall forward a detailed memorandum of the incident to the office of the Chief of Police via the chain of command within 24 hours.

CONSULAR OFFICERS

Consular officers are Consul-Generals, Deputy Consul-Generals, Consuls, and Vice Consuls. They are official representatives of foreign governments. Consular officers are required to be treated with due respect, and all appropriate steps are to be taken to prevent any attack on their person, freedom, or dignity. They are entitled to limited immunities as described below.

Immunities Accorded to Consular Officers

Under prevailing international law and agreement (1961 Vienna Convention on Consular Relations), a foreign career consular officer is not liable to arrest or detention pending trial except in the case of a grave crime (felony offense that would endanger the public safety) and pursuant to a decision by the competent judicial authority. His immunity from criminal jurisdiction is limited to acts performed in the exercise of consular functions and is subject to court determination.

Procedures for Handling Grave Crime Incidents

The investigating officer shall request that a supervisor respond to the scene. The supervisor shall determine the official's immunity status and recommend a disposition prior to arrest. The officer shall complete all related reports prior to the end of shift. The Station Commander, or on duty Community Policing Division Sergeant, shall submit a detailed memorandum of the incident to the office of the Chief of Police, via the chain of command within 24 hours.

Misdemeanor Crime Incidents

Misdemeanor violations should be handled, when possible, through the seeking of a complaint. Obtain the necessary report(s) information from the official and then release him. A copy of all related reports shall be submitted to the office of the Chief of Police via the

Station Commander or on duty Community Policing Division Sergeant prior to the end of shift.

Consular Premises

CONSULAR PREMISES, used exclusively for the work of the consular post, CANNOT BE ENTERED WITHOUT EXPLICIT PERMISSION OF THE HEAD OF THE CONSULAR POST or his designee or by the head of the diplomatic mission. This permission may be assumed in the case of fire or other disaster requiring prompt protective action.

Consular Archives, Documents, Records and Correspondence

The consular archives and documents are inviolable at all times and wherever they may be. The official correspondence of the consular post, which means all correspondence relating to the consular post and its functions, is likewise inviolable.

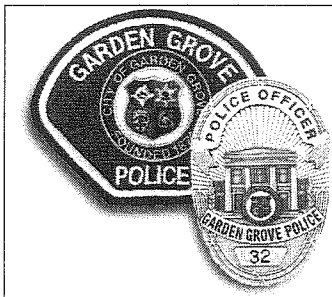
Offenses Involving Family Members of a Consular Officer

Family members of a consular officer cannot claim immunity. However, consideration should be given to the special nature of this type case. Family members shall be accorded appropriate courtesy and respect.

A VIOLATION SHOULD BE HANDLED, WHEN POSSIBLE, THROUGH THE SEEKING OF A COMPLAINT. The individual should be released once positive identification is made and relationship with the consular official is verified. If the relative is a juvenile, circumstances permitting, the subject should be released to the parent consular officer.

HONORARY CONSULARS

These individuals are NOT IMMUNE FROM ARREST OR DETENTION; they are not entitled to personal immunity from the civil and criminal jurisdiction of the receiving state EXCEPT as to official acts performed in the exercise of their consular functions.



General Order: 12.3
FINANCIAL MANAGEMENT OF THE LEGAL PROCESS

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

PURPOSE

The purpose of this General Order is to establish a policy for the receipt and disbursement of funds associated with the legal process.

POLICY

It is the policy of the Garden Grove Police Department to receive and disburse only those monies that are for the payment of bail. No other funds associated with the legal process are accepted or disbursed by employees of the department.

BAIL FOR ARRESTEES

Police department employees will accept bail from or on behalf of arrestees with the following conditions:

1. Cash bail WILL NOT EXCEED \$1,000.
2. The amount of bail paid in the form of authorized bail bonds, bank cashier's checks, money orders, traveler's checks and personal checks WILL NOT EXCEED \$2500. Such checks must be in the exact amount and made payable directly to the court involved. Traveler's checks and personal checks will require two forms of valid identification.
3. The total bail for each count will be received in either cash or check form. A combination of the two forms will not be accepted.
4. If a Bail Bondsman is used, a "Bail Bond" will be accepted for the full amount of the bail (no limit) from any licensed Bail Bond company.

In all other cases, bail is arranged by/for the arrestee after he is booked into the Orange County Jail.

Any employee who accepts bail will adhere to the procedures that have been established by the Records Manager. A copy of the procedures is available in the Records Division.



**General Order: 12.4
CRIMINAL SUBPOENAS**

Effective: January 12, 1972
Last Revised: July 5, 2005

PURPOSE

The purpose of this General Order is to establish department policy for court appearances and to establish procedures for electronic subpoena notifications sent directly to department employees through electronic mail, notifying them of court appearance dates.

COURT APPEARANCE NOTIFICATION

Criminal subpoenas will be served directly to all police department employees through the Department's e-mail (Outlook) system. When an employee receives an electronic subpoena, the employee will be responsible to do the following:

1. Employees must open all electronic subpoena e-mails each workday.
2. If a court appearance date is not scheduled during an employee's first choice vacation, off-site training, or pre-approved time off, the employee will accept the subpoena by clicking the acknowledgment line ("Clicking here confirms my appearance unless specifically excused by the DA's office or the Court") located at the bottom of the subpoena e-mail. An employee's Division or Unit Commander will be notified regarding any subpoena that is not acknowledged.
3. If an employee has first choice vacation, off-site training or pre-approved time off scheduled on the court appearance date, the employee will NOT acknowledge the subpoena.
4. If an employee does not acknowledge a subpoena, he or she will print the subpoena, and make a notation on the subpoena printout indicating the reason for not being available and the date range he or she will be absent. If the time off is not the employee's first choice vacation, a copy of the pre-approved time off memorandum will be attached to the subpoena. All documents will be forwarded to the Court Liaison Officer (CLO), so that he or she may take the necessary steps to excuse the employee from the subpoena.
5. Any employee requesting additional time off (i.e. comp-time, holiday, other vacation, etc.) must submit a brief memorandum to his or her immediate supervisor. If the request for time off is approved, it will be retained in the employee's Division or Unit file.
6. It will be the employee's responsibility, with the assistance of the CLO, to contact the District Attorney's office if time off is requested.
7. Department employees must also check his or her mailboxes for criminal subpoenas still being hand-delivered to the CLO for service.

NOTE: *Department employees must act immediately when not acknowledging a subpoena. Any delay in the process could be cause for non-compliance of the subpoena or the employee's court appearance to become mandatory.*

The Court Liaison Officer's responsibilities are as follows:

1. Upon receipt of a subpoena and other documents (i.e. memorandum) from an employee, the CLO will immediately contact the issuing agency (Court, D.A., Public Defender). If the issuing agency still requires the employee to appear at court the CLO will notify the employee.
2. Check the Integrated Law and Justice (ILJ) Subpoena Table daily.
3. If there are any subpoenas that have not been acknowledged and the employee has been on-duty since the issuance of the subpoena, the CLO will check to see if the employee forwarded any subpoena documents requesting to be excused. If the CLO has not received any documents from the employee, the subpoena information will be forwarded to the employee's Division or Unit Commander.
4. The CLO will maintain a Subpoena Log that includes employees' court and court alert time for each court day. The Subpoena Log will be made available to all Division and Unit Commanders.

COURT ALERT

On the day indicated by on the court subpoena , employees are on "court alert" status. Employees should be prepared to testify and be in possession of pertinent reports, citations, and other necessary court documents.

Employees will remain on "court alert" during normal court hours or until notified by the CLO.

If a case is continued or trailed, the employee continues to be on "court alert" until notified otherwise by the CLO. The CLO will notify the employee(s) of the date to which the case is continued or trailed and advise the employee(s) if his or her appearance is still needed at court.

If the District Attorney's Office contacts the CLO's office after hours regarding a continued or trailing case, he or she will be directed to contact Police Records personnel, who will immediately make notification to employees by telephone.

If an employee is off duty and not at his or her home telephone number, or cannot be reached by cellular phone or pager, he or she must notify the CLO of the telephone number where he or she can be contacted. If the CLO is unavailable, the Watch Commander is to be notified of the number. It is the employee's responsibility to make sure the CLO has current cellular phone and page numbers.

If an off-duty employee is needed to appear in court, the CLO will do the following:

1. Call the employee's residence. If there is no answer, the CLO shall call the employee's cellular phone and/or page him or her. .
2. If there is still no answer, the CLO will contact the police agency in whose jurisdiction the employee resides. That department will be requested to leave a message or make

personal contact with the employee at his or her residence and have the employee call the CLO.

3. If the employee cannot be contacted, the CLO will submit a memorandum detailing the employee's failure to be available for court.
4. If the CLO is unavailable, a Watch Commander shall handle the procedures outlined in Steps 1, 2, and 3 above.

COMPENSATION FOR COURT ALERT STATUS

Compensation for court alert status is specified in the current Memorandum of Understanding between the City of Garden Grove and the Garden Grove Police Association. Civilian employees will be governed by the same criteria as sworn employees.

COURT APPEARANCE PROCEDURES

When an employee is notified to appear in court, he or she must respond WITHIN 30 MINUTES. Upon arrival at court, the employee shall check in and out with the CLO regarding his or her court appearance time. This information is necessary to maintain an accurate Subpoena Log. If the CLO is not available, the employee will leave a message for the CLO. If the employee's appearance is required at another courthouse, the employee will telephone the CLO with the "check-in" and "check-out" times. If necessary, the CLO will direct the employee to the appropriate Deputy District Attorney or courtroom.

MANDATORY COURT APPEARANCES

All Alcoholic Beverage Control (ABC), Department of Motor Vehicles (DMV), Traffic Court subpoenas, and those subpoenas marked by the CLO as MANDATORY; require the attendance of the employee at the time indicated on the subpoena. There is no "court alert" status for these types of subpoenas.

COURT APPEARANCE DURING VACATION

Misdemeanor Court Cases

If an employee receives a subpoena for a misdemeanor case and it is scheduled during the employee's first choice vacation, the employee will not acknowledge the subpoena. Instead, the employee will print the subpoena and attach any supporting documentation (i.e. pre-approved memorandum), and forward all paperwork to the CLO. The CLO will return the subpoena to the issuing agency, listing on the subpoena that the employee is to be on vacation.

Felony Court Cases

If an employee receives a subpoena for a felony case and it is scheduled during the employee's first choice vacation, the employee will not acknowledge the subpoena. Instead, the employee will print the subpoena and attach any supporting documentation (i.e. pre-

approved memorandum), and forward all paperwork to the CLO. The CLO shall contact the issuing agency and ascertain if it is mandatory that the subpoena be served. If the agency issuing the subpoena requires the employee to be available, then the subpoena will be served.

Upon receipt of a subpoena for a felony case requiring an employee's availability during a scheduled vacation period, the employee may contact the Court Liaison Officer and have the subpoena quashed based on hardship. This requires the submission of a declaration explaining the hardship. The Court Liaison Officer will forward this declaration to the District Attorney's office for presentation in court.

PARKING CITATION HEARING NOTICES

In the event that a violator or the registered owner of a vehicle wishes to contest a parking citation, the Parking Compliance Officer in the Public Services Department will set a hearing date. The issuing officer will be notified via memorandum to contact the Parking Compliance Officer to inform him of the details of the citation.

Officers are to treat the memorandum in the same manner as a subpoena in that they are required to contact the Parking Compliance Officer. OFFICERS ARE NOT REQUIRED TO APPEAR AT THE HEARING.

If the violator is not satisfied with the Parking Compliance Officer's decision, he or she may pursue the matter in Superior Court. It is the violator's responsibility to subpoena an officer for appearance. It is suggested that the officer respond to support the City's case.



**General Order: 12.5
CIVIL SUBPOENAS**

Effective: January 1, 1988
Last Revised: April 15, 2015

PURPOSE

The purpose of this General Order is to establish a procedure for accepting civil subpoenas and documenting appearances by employees in civil court.

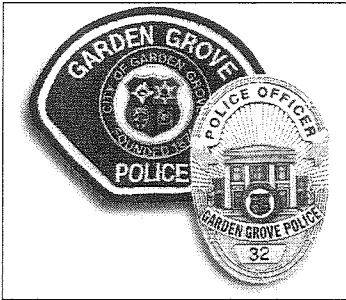
POLICY

A department employee must comply with a civil subpoena that is received as a result of an on-duty investigation or incident. The Department Secretary accepts all civil subpoenas and appropriate fees for current employees and determines that the employee is available on the date specified. Subpoenas for persons who are no longer employed by the department are not to be accepted.

PROCEDURES

Upon receipt of the subpoena, the Department Secretary will:

1. Make a copy of the subpoena for the department's file and log the subpoena information in the subpoena log. Give a hard copy of the original subpoena, and a reimbursement of costs memorandum to the employee. The above mentioned documents will also be sent to the officer via email.
2. Depositions are set times and are mandatory. Court appearances are accepted on an "on-call" basis and upon receipt of the subpoena, the officer must contact the attorney with a contact number where they may be reached.
3. If the appearance is continued or canceled for any reason the Chief's office must be notified. Upon conclusion of the employee's testimony or appearance, they will complete the reimbursement of costs memorandum with the information requested and return it to the Chief's office within 14 days of the subpoena date.
4. The Department Secretary will deposit the check with the city cashier after the officer has returned the reimbursement of costs memo. If the case is settled before the officer's scheduled appearance, the check is voided and returned to the attorney.
5. The officer will indicate on his time sheet the total hours spent for testimony, appearance and travel time.



**General Order: 12.6
CONSULAR NOTIFICATION**

Effective: October 14, 2009
Last Revised:

PURPOSE

To provide procedures for assuring compliance with all consular notifications and access requirements in accordance with International Treaties and the provisions of California Penal Code 834c when dealing with foreign nationals.

REFERENCE

Article 30 of the Vienna Convention on Consular Relations, (VCCR) operative as to the United States on December 24, 1969, sets forth certain rights of foreign nationals from member countries when arrested, detained or imprisoned by law enforcement officials in this country. This section provides direction to officers when considering a physical arrest or detention of a foreign national. All Foreign Service personnel shall be treated with respect and courtesy, regardless of the level of established immunity. As noted herein, the United States is a party to several bilateral agreements that obligate our authorities to notify the consulate upon the person's detention, regardless of whether the detained person(s) request that his or her consulate be notified. The list of specific countries that the United States is obligated to notify is listed in Table 1 (appendix) or the U.S. Department of State website.

POLICY

Every officer, upon arrest and booking or detention for more than two hours of a known or suspected foreign national, shall advise the foreign national that he or she has a right to communicate with an official from the consulate of his or her country, except as provided below.

Countries requiring mandatory notification under Article 36 of the Vienna Convention shall be notified by officers as set forth in this section without regard to an arrested or detained foreign national's request to the contrary.

FOREIGN NATIONALS

Foreign nationals are all non-U.S. citizens. This group of individuals includes those traveling or living here in the country legally on green cards, visas, or passports, as well as those traveling or living here in the country illegally.

Foreign nationals can have dual citizenship. If a foreign national is also a U.S. citizen, no advisement is necessary. If a foreign national has dual citizenship between two other (non-U.S.) countries, then upon his/her request, or in the case of mandatory reporting, both countries shall be notified.

ARRESTS AND DETENTIONS OF FOREIGN NATIONALS

Whenever a foreign national is arrested or detained in the United States, there are legal requirements to ensure that the foreign national's government can offer him/her appropriate consular assistance. In all cases, the foreign national must be told of the right of consular notification and access. In most cases, the foreign national then has the option to decide whether to have consular representatives notified of the arrest or detention. When consular notification is at the foreign national's option, the below notification admonishment is suggested.

As a non-U.S. citizen who is being arrested or detained, you are entitled to have us notify your country's consular representatives here in the United States. A consular official from your country may be able to help you obtain legal counsel, and may contact your family and visit you in detention, among other things. If you want us to notify your country's consular officials, you can request this notification now, or at any time in the future. After your consular officials are notified, they may call or visit you. Do you want us to notify your country's consular officials?

In other cases the foreign national's consular officials must be notified of an arrest and/or detention regardless of the foreign national's wishes when he or she is from a mandatory reporting country. A list of the mandatory reporting countries is included in this General Order. A list of the phone and fax numbers for all foreign embassies and consulate offices, and other information can be found on the U.S. State Department's WebPages at:

http://travel.state.gov/law/consular/consular_2792.html

The Garden Grove Police Department Consular Notification form, form #64, shall be completed.

When consular notification is mandatory, the below notification admonishment is suggested.

Because of your nationality, we are required to notify your country's consular representatives here in the United States that you have been arrested or detained. After your consular officials are notified, they may call or visit you. You are not required to accept their assistance, but they may be able to help you obtain legal counsel and may contact your family and visit you in detention, among other things. We will be notifying your country's consular officials as soon as possible.

Foreign nationals whose country requires mandatory notification should still be informed that the notification has been made and advised that he/she may also specifically request to see their consulate.

Privacy concerns or the possibility that a foreign national may have a legitimate fear of persecution or other mistreatment by his/her government may exist in some mandatory notification cases. The notification requirement should still be honored, but it is possible to take precautions regarding the disclosure of information. For example, it may not be necessary to provide information about why a foreign national is in detention. Moreover, under no circumstances should any information indicating that a foreign national may have applied for asylum in the United States or elsewhere be disclosed to that person's government. The Department of State can provide more specific guidance in these particular cases.

The arresting or reporting officer shall record in the body of his report that he/she complied with the notification and whenever possible record the subject's response. The case officer should include in his report, a copy of the Consular Notification form.

CONSULAR ACCESS TO DETAINED FOREIGN NATIONALS

Detained foreign nationals are entitled to communicate with their consular officers. Any communication by a foreign national to his/her consular representative must be forwarded by the appropriate local officials to the consular post without delay.

Foreign consular officers must be given access to their citizens. Such officers have the right to visit their nationals, to converse and correspond with them, and to arrange for their legal representation.

They must refrain from acting on behalf of a foreign national, if the foreign national opposes their involvement and consular officers may not act as attorneys for their citizens.

DEATH OF FOREIGN NATIONALS

During the course of any death investigation involving a foreign national, the investigating officer shall notify the deputy coroner that the deceased is a foreign national, and the coroner's office will make the necessary notifications.

MANDATORY NOTIFICATION

In certain cases, as when the foreign national is a citizen of one of the mandatory-notification countries listed below, notification must be made to the nearest consulate or embassy, regardless of whether the foreign national requests such notification. There should be no deliberate delay, and notification should occur as soon as reasonably possible under the circumstances. The mandatory-notification countries are listed below.

Algeria
Antigua and Barbuda
Armenia
Azerbaijan

GARDEN GROVE POLICE DEPARTMENT

General Order: 12.6

Consular Notification

Bahamas, The
Barbados
Belarus
Belize
Brunei
Bulgaria
China*
Costa Rica
Cyprus
Czech Republic
Dominica
Fiji
Gambia, The
Georgia
Ghana
Grenada
Guyana
Hong Kong**
Hungary
Jamaica
Kazakhstan
Kiribati
Kuwait
Kyrgyzstan
Malaysia
Malta
Mauritius
Moldova
Mongolia
Nigeria
Philippines
Poland (nonpermanent resident aliens only)
Romania
Russia
Saint Kitts and Nevis
Saint Lucia
Saint Vincent and the Grenadines
Seychelles
Sierra Leone
Singapore
Slovakia
Tajikistan
Tanzania
Tonga
Trinidad and Tobago
Tunisia
Turkmenistan
Tuvalu

Ukraine
United Kingdom***
U.S.S.R.****
Uzbekistan
Zambia
Zimbabwe

However, any countries requiring notification that the above list does not identify because the notification requirement became effective after July 1, 1999, shall also be required to be notified.

*Notification is not mandatory in the case of persons who carry Republic of China passports issued by Taiwan. Such persons should be informed without delay that the nearest representative of the Taipei Economic and Cultural Representative Office can be notified at their request.

**Hong Kong reverted to Chinese sovereignty on July 1, 1997. U.S. officials are required to notify Chinese officials of the arrest or detention of the bearers of Hong Kong passports.

***British dependencies also covered by this agreement are Anguilla, British Virgin Islands, Bermuda, Montserrat, and the Turks and Caicos Islands. Their residents carry British passports.

****Although the U.S.S.R no longer exists, some nationals of its successor states may still be traveling on its passports. Mandatory notification should be given to consular officers for all nationals of such states, including those traveling on old U.S.S.R passports.

A foreign national subject to mandatory notification requirements should be informed that notification has been made, and advised that he or she is not required to accept the consulate's assistance, but the consulate may be able to help the individual obtain legal counsel and may contact the person's family and visit the person in detention, among other things. Privacy concerns or the possibility that a foreign national may have a legitimate fear of persecution or other mistreatment by his or her government may exist in some mandatory notification cases. The notification requirement should still be honored, but it is possible to take precautions regarding the disclosure of information. For example, it may not be necessary to provide information indicating why a foreign national is in detention. For this reason, the Department of State suggests that the reason for detention not be provided unless requested specifically by the consular officer or the detainee has authorized the disclosure. Different requirements may apply if there is a relevant bilateral agreement. If a consular official insists that he or she is entitled to information about an alien that the alien does not want disclosed, the Department of State should be contacted for guidance. Finally, under no circumstances should any information indicating that a foreign national may have applied for asylum or withholding of removal be disclosed to that person's government. Specific guidance on such cases may be obtained from the Department of State.

How to Provide Notification

The law enforcement officers who actually make the arrest or who assume responsibility for the alien's detention ordinarily should make the consular notification. Judicial officials and prosecutors are not responsible for notification; however, the State Department recommends that such officials verify that notification has been made.

The Department of State provides the following suggested statements to be given to foreign nationals upon their arrest or detention:

When consular notification is at the foreign national's option under the VCCR:

As a non-U.S. citizen who is being arrested or detained, you are entitled to have us notify your country's consular representatives here in the United States. A consular official from your country may be able to help you obtain legal counsel, and may contact your family and visit you in detention, among other things. If you want us to notify your country's consular officials, you can request this notification now, or at any time in the future. After your consular officials are notified, they may call or visit you. Do you want us to notify your country's consular officials?

When Consular Notification is Mandatory:

Because of your nationality, we are required to notify your country's consular representatives here in the United States that you have been arrested or detained. After your consular officials are notified, they may call or visit you. You are not required to accept their assistance, but they may be able to help you obtain legal counsel and may contact your family and visit you in detention, among other things. We will be notifying your country's consular officials as soon as possible.

The statements below (are available on the State Departments web site, in 17 different languages commonly used by foreign nationals in the United States) can be shown to a foreign national who has been arrested or detained and who does not understand English. Statement 2 is for foreign nationals who are citizens of the 58 countries that require mandatory consular notification regardless of detainee's wishes. Statement 1 is for all other foreign nationals and gives the detainee the option of consular notification. Regardless of a detainee's consular notification decision, authorities providing these statements are encouraged to have the detainee sign and date them to avoid confusion and to prevent potential legal challenges.

Statement 1: For All Foreign Nationals Except Those From List Countries

As a non-U.S. citizen who is being arrested or detained, you are entitled to have us notify your country's consular officers here in the United States of your situation. You are also entitled to communicate with your consular officers. A consular officer may be able to help you obtain legal representation, and may contact your family and visit you in detention, among other things. If you want us to notify your consular officers, you can request this notification now, or at any time in the future. Do you want us to notify your consular officers at this time?

Statement 2: For Foreign Nationals From List Countries

Because of your nationality, we are required to notify your country's consular officers here in the United States that you have been arrested or detained. We will do this as soon as

GARDEN GROVE POLICE DEPARTMENT

General Order: 12.6

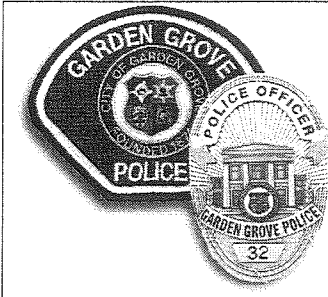
Consular Notification

possible. In addition, you are entitled to communicate with your consular officers. You are not required to accept their assistance, but your consular officers may be able to help you obtain legal representation, and may contact your family and visit you in detention, among other things.

A Consular Notification and Access Reference Card, that can be printed and placed in the officers reference material is attached to this document.

CHAPTER 13 - COMMUNICATIONS

- 13.1 - Communications Administration
- 13.2 - External Support Services
- 13.3 - Mobile Computer Terminal (MCT) Use Policy
- 13.4 - Emergency Messages
- 13.5 - Recording of Communications Telephone
Lines and Radio Frequencies
- 13.6 - Radio Procedures
- 13.7 - Police Response to Incidents
- 13.8 - Use of Emergency "Beep-Tone" on Green Channel
- 13.9 - Emergency Call Transfers
- 13.10 - General Broadcasts on Stolen Vehicles
- 13.11 - Stolen Vehicle System (SVS) Teletypes



**General Order: 13.1
COMMUNICATIONS ADMINISTRATION**

Effective: January 1, 1988
Last Revised: June 17, 2004

PURPOSE

The purpose of this policy is to outline the functions and responsibilities of the Communications Division as part of the Support Services Bureau.

COMMUNICATIONS

The Communications Division of the Garden Grove Police Department is part of the Support Services Bureau. The day-to-day operations are supervised by Shift Supervisors. The unit is managed by a civilian communications manager with the bureau administered by a sworn captain.

COMMUNICATIONS PERSONNEL

The Communications Division is staffed by civilian personnel. For individual job descriptions and duties refer to the Garden Grove Police Department Communications Manual.

COMMUNICATIONS FUNCTION

The Police Communications Division is part of the total police services team, providing vital support functions while working toward the larger goals and objectives of the police department.

A public safety dispatcher's primary responsibilities are handling telephone calls for service, dispatching and coordination of patrol officers, and utilization of the Computer Aided Dispatch (C.A.D.) and Mobile Computer Terminal (M.C.T.) computer systems.

Communications personnel are responsible for compliance with all policies and procedures as outlined in the Communications Manual.

REQUEST FOR SERVICE

Communications personnel shall accurately obtain and record into the Computer Aided Dispatch (CAD) system, all relevant information for each request for criminal and non-criminal service, including self-initiated field activity. The information shall include:

- Ticket number
- Date and time of request
- Name and address of the calling party, if possible
- Type of incident reported
- Location of incident reported
- Identification of officer(s) assigned as the primary and follow-up units
- Time dispatched
- Time of officer arrival
- Time of the officer's return to service
- Disposition or status of the reported incident

Communications personnel should obtain as much information as possible to enhance the safety of the officers and assist by anticipating conditions to be encountered at the scene.

ACCESS TO COMMUNICATIONS

Access to Communications is limited to those employees assigned to the unit on a temporary or permanent basis, the Station Commander, desk officer, management personnel, and those who receive authorization from the Station Commander or Shift Supervisor. This is necessitated by the fact that Communications is an emergency operations center and has enough inherent distractions without unauthorized personnel adding to the problem. Additionally, the security of the Communications Center is necessary for the effectiveness and overall mission fulfillment of the unit and the department.

The communications supervisor, or in his or her absence, a watch commander, has the absolute authority and responsibility to keep unauthorized personnel out of Communications.

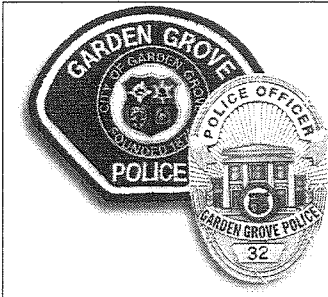
FEDERAL COMMUNICATIONS COMMISSION

The radio operation of the Communications Unit shall be conducted in accordance with Federal Communications Commission (F.C.C.) requirements.

ALARM PANEL MONITORING

Communications personnel are responsible for the constant monitoring of the "pro-systems" alarm panel. This consists of a maximum of 96 alarms which are directly connected to the Garden Grove Police Department.

Appropriate personnel shall be dispatched in the event an alarm activates.



**General Order: 13.2
EXTERNAL SUPPORT SERVICES**

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

PURPOSE

The purpose of this policy is to describe the procedures for procuring necessary services external to the police department.

PROCEDURE

Field personnel will generally request assistance from external agencies via Communications. External agencies' phone numbers will be maintained by Communications Personnel in the C.A.D. and/or in the phone system auto-dial lists

FIRE

The Communications function of the Garden Grove Fire Department is provided by the Metro Net Fire Authority facility. This is a joint power authority for the cities of Garden Grove, Anaheim, Orange, Newport Beach, Huntington Beach, Fountain Valley, and Fullerton.

In the event that the Garden Grove Fire Department is needed at a particular incident, Communications personnel shall utilize the dedicated phone line to Metro Net. In the event that this dedicated line is inoperable, the Garden Grove Fire Department emergency phone number, 765-4079, is to be used by Communications personnel.

AMBULANCE

Ambulance services are handled by Metro Net personnel. In the event that police department personnel request an ambulance without the need of the Garden Grove Fire Department, Communications personnel shall telephone the city-approved ambulance service. The Communications personnel shall advise the city-approved ambulance service of the location and nature of the call.

LIFE FLIGHT HELICOPTER

Normally, the Fire Department will handle air ambulance requests. However, in the event a request is made from the field for an ambulance helicopter, the request will be handled by contacting Control I and giving their Watch Commander the pertinent information including:

1. Location needed
2. Number of persons and type of injuries

3. Scene commander (fire or police)
4. Any obstacles in landing zone (100 foot radius unobstructed clearing required)
5. Any hazardous weather conditions

TOW TRUCKS

The city contracts towing services with privately owned tow companies. These companies are on a rotation system for handling the police department's requests for service.

When employees request a tow truck, Communications personnel shall dispatch the tow company which is first up on the rotation list. The tow companies are rotated after they have handled a request for service. Refer to General Order 5.8 - Tow Truck Requests.

BOMB SQUAD

Refer to General Order 15.3 - Bomb Threats and Explosives.

EMERGENCY OPERATIONS CENTER

Refer to the Emergency Operations Center Manual.

POLICE HELICOPTER

Refer to General Order 5.7 - Use of Outside Agency Helicopter.

HAZARDOUS MATERIAL

In the event that department personnel encounter hazardous material, other than explosives, the Garden Grove Fire Department shall be immediately dispatched by Communications personnel.

The supervising fire personnel at the scene of the hazardous material will analyze the circumstances/material. He will then notify the appropriate hazardous material agency to arrange for the removal and disposal of the material.

PUBLIC SERVICES

In the event that an emergency occurs involving damage to city property, malfunctioning of city maintained equipment/property including, but not limited to traffic signal, lawn sprinkler, street lights, and street pavement, Communications personnel shall immediately notify the city's Public Services Department. If an incident occurs after normal business hours, Communications personnel shall notify the city employee listed on the Public Services call-out

*GARDEN GROVE POLICE DEPARTMENT
General Order: 13.2
External Support Services*

list which is maintained by the Communications Shift Supervisor. Refer to General Order 5.18 - Special Notifications and Release of Information.



General Order: 13.3 MOBILE COMPUTER TERMINAL (M.C.T.) USE POLICY

Effective: March 20, 1987
Last Revised: November 12, 2015

PURPOSE

The purpose of this General Order is to establish a mobile computer terminal use policy that will ensure proper and effective use of the system by all personnel.

DISPATCHING VIA M.C.T.

Dispatching of any two unit call.

All two unit calls, regardless of priority, will be dispatched via M.C.T. and by redundant back-up voice radio alert.

1. The dispatcher will advise all units on Green Channel of the nature and location of the call, the assigned units responding, suspect and suspect vehicle information, direction of travel, weapons, etc., or any other pertinent information related to officer safety so that all officers may be made aware of the circumstances, set perimeters, or be on the lookout for possible suspects.
2. When a two unit call is dispatched via M.C.T., the dispatcher will advise the handling and follow-up officer(s), "111B COPY AND FOLLOW 111C, CALL ON YOUR M.C.T.".
3. The assigned officer(s) will respond on Green Channel with their starting location and then by depressing the "EN ROUTE" key on their M.C.T.s.
4. If for some reason it would be detrimental to make a voice transmission (i.e., police scanner is suspected), the Communications Shift Supervisor may approve dispatching the call via M.C.T. only.

Dispatching Lower Priority Calls

1. Single unit calls may be dispatched via M.C.T. only with no voice radio transmission on Green Channel. If the assigned officer has not responded on Green Channel or by hitting the enroute button within one minute, the dispatcher must clarify that the assigned unit has received the call. This may be done over green channel or by hitting the enroute button.
2. An exception to this procedure would be an incident that just occurred when the information is deemed important enough to alert all units via voice radio.
3. Another alternative would be for the dispatcher to advise units of cold or non-emergency alert information via directing a free-form message to all M.C.T.s.

ACTIVATION OF M.C.T. EMERGENCY KEY

When an officer activates the M.C.T. Emergency Notification Key, it is assumed that the officer needs immediate emergency assistance. The dispatcher is alerted to this via a tonal alert and a terminal display that a particular unit's emergency key has been activated.

1. To ensure that this has not been an accidental activation, the dispatcher will query the particular unit by asking, "UNIT, ARE YOU STATUS E?" on the Green Channel.
2. If it was accidental, the officer will respond, "Code 4 Accidental". ANY OTHER RESPONSE OR NON-RESPONSE WILL RESULT IN THE DISPATCHER ASSIGNING UNITS TO ASSIST CODE 3 TO THE LAST KNOWN LOCATION OF THE PARTICULAR UNIT.

MANDATORY M.C.T. FUNCTIONS BY OFFICERS

1. Sign on and enter car number, and call sign.
2. Activate 10-8 button whenever going in service (except when clearing from an assigned call and a disposition is required)
3. Activate ENROUTE button upon receiving an assigned call or follow-up
4. Activate 10-97 button upon arriving at an assigned call
5. Obtain times and incident number via MCT whenever practical, avoiding unnecessary use of the radio

OPTIONAL M.C.T. FUNCTIONS BY OFFICERS

All optional M.C.T. functions are based on a common-sense approach by the officer, taking into account officer safety considerations and emergency or other extenuating circumstances which would make the use of the M.C.T. unsafe or impractical. When multiple units are at a scene, the M.C.T. should be utilized:

1. Vehicle registration and stolen/wanted vehicle checks
2. Drivers license checks
3. Stolen property inquiry
4. MCAPS inquiry
5. AWSS inquiry
6. CLETS record check (968)
7. CJI check

If for officer safety reasons or other considerations, an officer elects to utilize the radio as opposed to the M.C.T. for the above functions, the Purple Channel may be utilized if the Green Channel is busy and time is of the essence.

PROPER USE OF MOBILE COMPUTER TERMINALS

No employee is permitted to load or install any unauthorized programs or files on any Mobile Computer Terminal. Employees are also prohibited from altering any current software on any agency-owned mobile, desktop, or handheld computer.

The message sending capability of both the M.C.T. and C.A.D. systems will be used for police-related business only. The use of obscene or vulgar words or statements is prohibited.

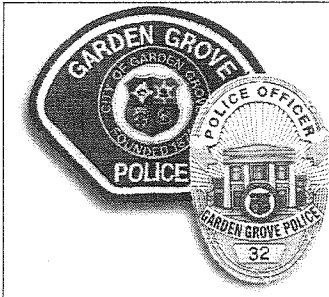
Messages should be clear and concise with special attention given to reducing excess verbiage. Both the content of the message and purpose for sending the message must be job related.

Examples of police-related messages include:

1. Request to meet with another unit for exchange of information
2. Notifying other employees of illegal activity or potential hazards
3. Furnishing or responding to requests for job-related information from Communications, Station Commander, sergeant or other officer
4. Scheduling for activities such as Code 7, training, etc.

Examples of non police-related messages include:

1. Messages that describe or complain about the conduct of citizens, employees, working conditions or equipment, unless requested by a supervisor or is required by department policy
2. Challenging or complaining about assignments or field activity
3. Messages of a personal nature such as organizing off-duty activity, commenting on personal appearance, or employee attitude concerning a particular topic
4. Spreading rumors.



**General Order: 13.4
EMERGENCY MESSAGES**

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

PURPOSE

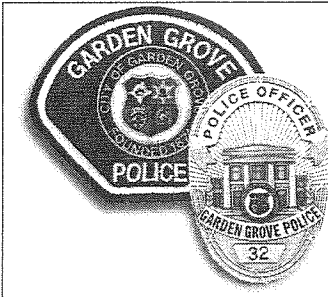
The purpose of this policy is to establish criteria for the handling/delivery of emergency messages.

POLICY

Communications personnel shall accept requests for the delivering of emergency messages in the following cases:

1. All other means have been exhausted.
2. A death, injury, or illness occurs requiring the immediate response of the citizen.
3. The message is of a nature that common sense would dictate its delivery.

Communications personnel will dispatch the appropriate number of officers to the scene to deliver such emergency messages.



General Order: 13.5
RECORDING OF COMMUNICATIONS TELEPHONE LINES AND
RADIO FREQUENCIES

Effective: January 1, 1988
Last Revised: June 23, 2004

PURPOSE

The purpose of this policy is to outline the procedures for recording incoming and outgoing Communications phone calls, the recording of the radio frequencies, and the preservation of the logging tapes for future court cases or in-house review/investigations.

OPERATING PROCEDURES

All Communications supervisors will be trained in the use of the NICE Voice Logger. The 24-hour recorder's disc media is changed as needed by a Communications supervisor. The media is two sided. As one side becomes full, it is placed back in the machine record on the second side. Once the media is full on both sides, it is removed from the machine and placed in a secure storage drawer for future use.

The NICE recorder has two decks and six hard drives. At all times, one deck will be recording. The second deck will be in standby mode. As the media in the deck currently recording becomes full, the voice logger begins recording on the second deck. The hard drives back up data for several months in the event that one deck fails.

As required by 26202.6 of the California Government Code, a minimum of 100 days of logging tapes is maintained in the storage locker.

RELEASE OF LOGGING TAPE INFORMATION

Copies of the radio frequency or Communications telephone calls will be made for the following reasons:

1. Criminal investigations training
2. In-house inspections/audits
3. Court order/subpoena
4. Any other reason that will enhance the overall mission of the department

All requests for review/copies of logging must be done by use of the "24-hour Logging Tape Request Form" which will be reviewed by the Communications Manager.

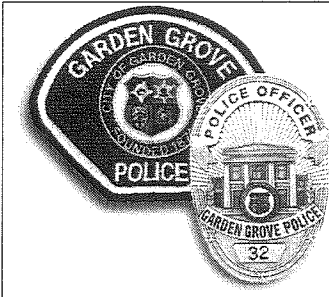
In the event that a logging media is determined to be material evidence in an investigation, the logging media will be clearly labeled "hold for evidence". The label will include the case number, type of incident and date the tape was held. the tape will be stored in the locked file drawer near the Supervisors position in Communications.

INSTANT RECALL RECORDER

The enhanced 911 Vesta workstations record up to 30 minutes of the most recent phone and radio conversations, which took place at the respective workstation. This allows all dispatchers the opportunity to play back calls and radio transmissions without the use of the voice logger, should it become necessary to recall and/or verify information.

SPECIAL CIRCUMSTANCES

Any requests of a confidential or sensitive nature shall be directed to the Support Services Bureau Commander prior to the information being released.



General Order: 13.6 RADIO PROCEDURES

Effective: January 1, 1988
Last Revised: June 14, 2006

PURPOSE

The purpose of this General Order is to provide guidelines and procedures for radio communications.

RADIO SYSTEM

Radio operations will be conducted in accordance with Federal Communications Commission (FCC) procedures and requirements. The system provides 24-hour two-way radio capability allowing continuous communications between the communications center and the officers on duty.

The Communications Division of the Orange County Sheriff-Coroner Department publishes the Official Law Enforcement Communications Handbook. The operational policies contained within the handbook were developed as specified in the Joint Agreement for the Implementation and Operation of the Orange County 800 MHz Countywide Coordinated Communications System (CCCS).

The 800 MHz Countywide Coordinated System is an 81-channel radio communications system enabling interoperability among all participating City and County law, fire, public works and lifeguard/marine safety departments. The 800 MHz CCCS was designed for complete interoperability among all public safety agencies in Orange County and is capable of two-way operation on a joint public safety frequency or frequencies.

The 24-hour Countywide Coordinated Communications Center (Control One/OCC) is equipped to communicate on all trunked talkgroups, conventional 800 MHz repeaters, as well as other VHF and UHF radio systems utilized for public safety operations and coordination. The facility is co-located with the County's Emergency Operations Center and the Sheriff's 9-1-1 Public Safety Answering Point. At Control One/OCC, radio, microwave, and telephone circuits interconnect all public safety agencies and hospitals throughout Orange County allowing coordination between Federal, State and local public service agencies as well and private and volunteer organizations.

The 800 MHz CCCs utilizes trunked and conventional radio technologies.

RADIO FREQUENCIES

Each patrol unit is equipped with a mobile radio transceiver. Portable and mobile radios are capable of transmitting and receiving the following radio frequencies:

Zone 1 - Garden Grove PD Green 1, 2, 3, TA (talk around), Orange North, Orange South, White TA, Purple, Black-N, Gray-N, Green-1 STA, Green-1 WST, Tan-N, Pink, Tan Call, Red

Zone 2 - Orange 1, 2, 3, 4, 5, 6, 7, N, S, Red

Zone 3 - Black 1, 2, 3, 4, 5, 6, 7, N, S, Red

Zone 4 - Gray 1, 2, 3, 4, 5, 6, 7, N, S, Gray-TA, Red

Zone 5 - White-TA, White-Transportable Repeater

Zone 6 - SWAT-TA

Zone 7 - Purple

Zone 8 - PIO to PIO Talkgroup

Zone 9 - Tan - Mutual Aid Talkgroups

Zone 10 - Tan - Mutual Aid Channels

Zone 11 - AIRTAC - Air to Ground Tactical

Zone 12 - ITAC Channels with International PL

Zone 13 - ITAC Channels with Orange County PL

Zone 14 - CLEMARS-RP, CLEMARS-TA

Zone 15 - Blank

Zone 16 - Red

RADIO CALL NUMBERS

The following method will be used for identifying officers during radio transmissions. Radio Call numbers are five characters. The first two digits shall denote the station numerical code (32). The last three digits commencing with 000 through 999 are used to denote assignment as follows:

QAz

3200	-	Chief of Police
S11 to S27	-	Patrol Sergeants
031 to 099	-	Non-Department Personnel (code enforcement, Fire)
100 to 199	-	Patrol - West Division
200 to 299	-	Patrol - East Division
300 to 399	-	Mounted Patrol
400 to 499	-	Community Service Officers, Cadets, Records, Expeditors
500 to 599	-	Special Units (Dare, SIU, Gang Detail, School Officers, Parole)
600 to 699	-	Detectives
700 to 799	-	Traffic
800 to 899	-	Staff Personnel
900 to 999	-	Reserves

For patrol officers the first number is the division designator, the second number is a shift/squad designator and the last is the beat assignment designator.

Unit 212B would be an east division officer, squad 1 working beat 2.

For patrol Sergeants the first digit is "S" which signifies Sergeant. The second number designates the division, which is followed by the shift/squad designator. The verbal call over the air would be SAM-21.

Unit S21 is a Sergeant assigned to the East division working shift one.

PROCEDURE

Radio transmissions will be professional, clear and concise with special attention given to reducing excess verbiage. The policies and procedures set forth in the County of Orange Official Law Enforcement Communications Handbook will be followed at all times.

Officers and field report writers will notify Communications when they go in-service and sign off the air at the end of their shift. Officers and field report writers shall obtain permission prior to coming back to the station and prior to going on their lunch break. They shall also advise the dispatcher when they arrive at a call or scene, and when they exit their vehicles for any extended period of time. Communications personnel will accurately record this information in the Altaris CAD system.

In the interest of officer safety, officers should notify Communications of their location and other relevant information on routine traffic stops, pedestrian checks and business checks. When officers make any felony stop, warrant related stop, or any other type that may lead to an arrest, they shall advise Communications of their location and any additional information available to them.

The Mobile Computer Terminals installed in patrol units are meant to supplement and enhance voice radio transmissions. The Mobile Computer Terminals shall be used according to the M.C.T. Use Policy.

DISCLOSURE OF MEDICAL INFORMATION

When personnel are made aware of a subject who has a communicable disease with whom a first responder may come into direct contact, the first responder will be advised to use "universal precaution".

First responders who are given information regarding a subject's medical history will be given the information strictly for his or her personal protection. This information must not be divulged to anyone other than additional first responders as protecting the privacy of the afflicted individual is essential.

ACTIVATION OF RADIO EMERGENCY BUTTON

When an officer activates the radio emergency button, it is assumed that the officer needs immediate emergency assistance. The dispatcher is alerted to this via tonal alert and a radio monitor display that a particular radio's emergency button has been pushed.

1. To ensure that this has not been an accidental activation, the dispatcher will query the particular unit by asking, "UNIT _____, ARE YOU STATUS E?" on Green Channel.
2. If it was accidental, the officer will respond, "Code 4, Accidental". ANY OTHER RESPONSE OR NON-RESPONSE WILL RESULT IN THE DISPATCHER ASSIGNING UNITS TO ASSIST CODE 3 TO THE LAST KNOWN LOCATION OF THE PARTICULAR UNIT.

REPORTING DEFECTIVE PORTABLE RADIOS

Option One - The defective radio may be hand delivered to the Communication's Manager or Supervisor. A B/O slip must be attached listing the date, Officer's name, and description of the problem. The Communication's Supervisor will be responsible for sending a CAD mail message to the Communications Manager noting the date, time, pac set ID number and reporting officer. In the absence of a Communications Supervisor or Manager, the radio will be given to a dispatcher. The dispatcher or supervisor receiving the radio will log the date and time received on the B/O slip and give the yellow copy to the Officer. The white copy will be attached to the radio and given to the

Communications Manager. The Communication's Manager will notify Control One to pick up the radio.

Option Two - Employees have the option of turning their defective radio in directly to Control One. Control One is located at 840 N. Eckhoff in Orange. The technician receiving the radio should note the employee's name on the work order. The yellow copy should be turned in to the Communication's Manager. When the radio is repaired, it will be delivered to the Communications Manager.

REPORTING DEFECTIVE MOBILE RADIOS

To report defective unit radios, employees will complete a work repair order request. The slip will be placed in the appropriate repair slot located near briefing. Vehicle expeditors will handle repair slips Monday through Friday.

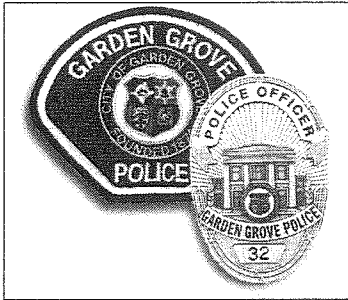
BATTERY MAINTENANCE

At least once every four months, each portable radio battery should be maintained. Each employee who is issued a radio and battery is responsible for ensuring their battery is properly maintained.

The Communications Manager will notify each squad and unit by departmental memo when his or her battery needs to be turned in for maintenance. The Communications Manager will be responsible for the maintenance and keep an accurate log for all batteries.

LOST, MISSING, STOLEN, OR FOUND 800 MHZ RADIO EQUIPMENT

To ensure the integrity of the 800 MHz radio system it is imperative that lost, missing, stolen, or found radio equipment be reported as soon as possible. This reporting will be done in memorandum form directed to the Communications Manager. While the memorandum will proceed via chain of command, a copy of the memorandum will be forwarded immediately to the Communications Manager. The Communications Manager or his/her designee will comply immediately with the procedure which has been approved by the Orange County Chief's of Police and Sheriff's Association and the 800 MHz Governance Committee for the reporting of lost, missing, or found 800 MHz radio equipment.



**General Order: 13.7
POLICE RESPONSE TO INCIDENTS**

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

PURPOSE

The purpose of this General Order is to specify criteria for the assignment of the number of officers in response to an incident.

CRITERIA

The Computer Aided Dispatch System is designed and programmed to assist Communications personnel by prioritizing calls and recommending the proper number of officers (units) for response to an incident. The C.A.D. recommendations are based on the nature and time element of the incident. Any deviation of initially dispatching fewer or more units than recommended must be approved by a Shift Supervisor or on duty Watch Commander.

The nature and time element of incidents are condensed into nine basic categories for easy reference in event the Computer Aided Dispatch System is not in service. Characteristics of the call shall dictate whether an emergency or non-emergency response is required. The response can further be determined by the priority listed after the type code. Emergency responses are generally in-progress calls, which pose an immediate threat to life or property, usually requiring more than one officer to respond. Non-emergency calls are generally calls that do not pose an immediate threat to life or property, such as cold reports, usually requiring one officer to respond. Patrol units are generally staffed with one officer per unit.

When obtaining the information from the victim/witness, the call taker will explain what our response to the call for service will be, and/or make referrals to other agencies when appropriate.

Crimes Against Persons

In progress/just occurred	Two officers
Cold reports	One officer

Disturbances

In progress (arguments, parties, drunks)	Two officers
In progress (loud music, machinery), just occurred, cold reports	One officer

Assistance

In progress injury (suicide, unknown trouble)	Two officers
---	--------------

In progress non-injury, just occurred, cold reports
Keep the peace

One officer
Two officers

Crimes Against Property/Burglary

In progress, just occurred with suspect
information or combative suspect in custody
Just occurred with non-descriptive suspect
information or non-combative suspect in custody,
cold report

Two officers
(and K-9 if available)
One officer

Traffic Accidents/Problems

Just occurred (hit and runs with suspect information)
In progress, just occurred, cold reports

Two officers
One officer

Suspicious Circumstances

In progress (probable crimes, multiple subjects,
prowler seen)
Just occurred, cold reports
9-1-1 hang-up calls - pay telephones
9-1-1 hang-up calls - residential/business locations
Communications personnel will call back:
* If call is false
* If unable to determine police service
* If police service is determined, send
number of units based on nature of incident.
9-1-1 open line

Two officers
One officer
No response
No response
Two officers
One/Two officers
Two officers

Public Morals

In progress (narcotics, lewd conduct)
In progress (prostitution activity), just
occurred, cold reports

Two officers
One officer

Miscellaneous Service

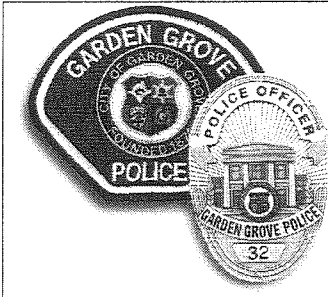
In progress, just occurred, cold reports

One officer

Alarms

Burglary
Robbery

Two officers
(K-9 if available)
Two officers



General Order: 13.8
USE OF EMERGENCY "BEEP-TONE" ON GREEN CHANNEL

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

PURPOSE

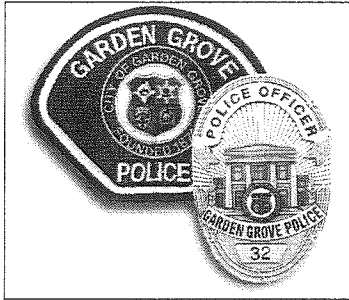
The purpose of this General Order is to establish a policy on the use of the emergency "beep-tone" on the green radio channel, keeping in mind the intent of this device is to alert personnel to emergency radio communications, to promote officer safety, and provide a professional response to crimes in progress and major incidents.

USE OF TONE

The emergency tone will be activated by the dispatcher when:

1. Officers are on scene to a report of a robbery or burglary in progress
2. Occurrence of a major incident that requires a tactical dispatching plan such as:
 - Shooting
 - Foot pursuit
 - Felony car stop
 - Felony assault on an officer
 - Officer needs assistance
 - Entry into building to effect felony arrest/search warrant service
3. Building search when requested by the handling or back-up officer on scene
4. A field supervisor or officer requests the emergency tone

If the need for the tone becomes extended, the Station Commander or field supervisor will review the situation and consider the use of a separate radio frequency.



**General Order: 13.9
EMERGENCY CALL TRANSFERS**

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

PURPOSE

The purpose of this General Order is to establish a prompt handling and appropriate routing of misdirected emergency calls or calls intended for another law enforcement or public service agency such as fire/paramedics.

TRANSFERRING 911 CALLS

Single Button Operation: To connect your caller with another answering point available via the preset transfer buttons on the phone console:

1. From the Vesta Intelligent Work Station left click the mouse on the appropriate icon. To transfer to Fire, select the FIRE icon and click the left mouse button. To transfer to other police agencies, select the 911 Transfer Icon and left click the mouse. A list of police agencies will display. Double click on the name of the agency you wish to transfer to and the call will transfer. You may also single click on "dial" to transfer the call.
2. Normal operation will follow. You will hear a dial tone followed by the preset, three speed calling tones. When the third party phone rings and is answered, a three-way conversation can be held.
3. To remove yourself from the three-way conversation, select the "release" icon and left click the mouse.
4. If no response is heard within 15 seconds or you get a busy tone, try again.

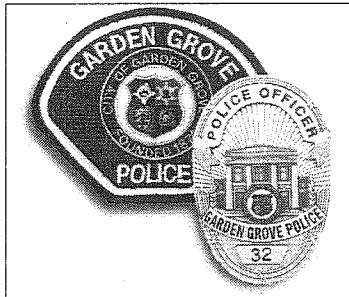
NOTE: After depressing any button, wait at least one second before touching another button as buttons pressed too quickly in succession may cause a disconnect.

Manual Operation: To connect your caller to another destination not present on the ANI console:

1. The dispatcher should alert the caller their call is being transferred and ask them to remain on the line.
2. Select the flash icon and left click the mouse. Several beeps and a dial tone will be heard. Dial the number you wish to transfer the caller to.
3. After the call is picked up, a three way conversation can be held.
4. If you receive a busy signal, left click on the flash button to return to the original caller and try again.
5. The dispatcher may disconnect and the caller will remain on the line to the transferred number.

DEPARTMENT USE OF 911 SYSTEM

The 911 Emergency Phone System is a state-funded system and as such, shall not be utilized by on-duty department personnel for other than emergency situations. 911 calls received from personnel in the field will be referred to the Station Commander. All Communications personnel are directed to follow this policy.



General Order: 13.10
GENERAL BROADCASTS ON STOLEN VEHICLES

Effective: November 20, 1965
Last Revised: March 1, 1988

PURPOSE

The purpose of this General Order is to establish procedures to initiating Control I county-wide broadcasts for stolen vehicles.

PROCEDURES

When an employee completes a Stolen Vehicle Report and the report has been signed by the owner or his representative, the following procedures must be followed:

1. A general county-wide broadcast is issued if the theft occurred within 30 minutes of the report being taken.
2. A general county-wide broadcast is issued at the discretion of Control I employees if the license number or identification number of the vehicle is not known.
3. When a license number or identification number is obtained, the person receiving the information must initiate a general county-wide broadcast within the 30-minute time frame.
4. The date and time that the broadcast is requested must be listed on the report.



**General Order: 13.11
STOLEN VEHICLE SYSTEM (SVS) TELETYPES**

Effective: October 8, 1975
Last Revised: September 1, 2000

PURPOSE

The purpose of this General Order is to establish procedures for the completion of Stolen Vehicle System teletypes.

PROCEDURES

An Stolen Vehicle System (SVS) Vehicle Work Sheet (GGPD Form 320) **MUST BE COMPLETED** for the following vehicles:

1. Stolen vehicle
2. Recovered vehicle
3. Impounded vehicle
4. Stored vehicle
5. Repossessed vehicle
6. Vehicle impounded from private property
7. Stolen or lost license plates
8. Stolen automobile parts that have identifiable serial numbers
9. Mini-bikes or mopeds with identifiable serial numbers

An SVS Vehicle Work Sheet **MAY BE COMPLETED** for the following vehicles:

1. Felony warrants associated with the vehicle
2. Vehicle lost
3. Missing person associated with the vehicle

An employee who completes a report that concerns a vehicle described in the first nine criteria listed above must complete the SVS Vehicle Work Sheet and forward it to the Records Section for entry into the system.

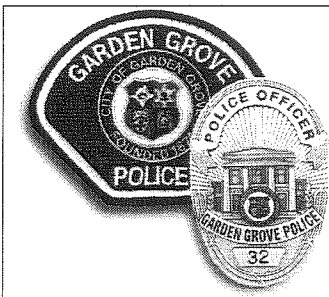
If the employee is in the field, Communications employees will complete the form, log it for their information, and forward it to the Records Section for entry.

The employee completing the Stolen Vehicle or Stored Vehicle Report form must indicate on the form that an SVS Vehicle Work Sheet has been completed.

Original SVS Vehicle Work Sheets are filed in the report file.

CHAPTER 14 - EQUIPMENT

- 14.1 - Uniforms and Personal Equipment
- 14.2 - Authorized Uniform - Patrol Personnel
- 14.3 - Authorized Firearms
- 14.4 - Shotgun Procedures
- 14.5 - Special Purpose Vehicles
- 14.6 - City Vehicle Operation
- 14.7 - Patrol Vehicles - Emergency Equipment
- 14.8 - Vehicle Maintenance and Inspection Procedures
- 14.9 - Authorized Restraint Devices
- 14.10 - Reimbursement for Lost or Damaged Property
- 14.11 - Clothing Attire
- 14.12 - Computer Network
- 14.13 - Use of Personally Owned AR-15 Rifles
- 14.14 - Respiratory Protection Program



General Order: 14.1 UNIFORMS AND PERSONAL EQUIPMENT

Effective: January 19, 1972
Last Revised: December 17, 2009

PURPOSE

The purpose of this General Order is to establish a policy governing department-issued uniforms and equipment.

GENERAL

The Property and Evidence Unit supplies police personnel, whose job assignment requires the wearing of a uniform, with uniforms and equipment as authorized by the Chief of Police. Personnel must not use unauthorized equipment.

CLOTHING as used in this General Order means that issued to sworn and civilian personnel, including uniform shirts, trousers, jackets, helmets, etc. EQUIPMENT as used in this General Order means that issued to personnel, including badges, tie bars, name tags, whistles, etc.

UNIFORM

All personnel who do not wear a uniform on duty must maintain a complete field duty uniform at the station, if their assignment has a uniform requirement. The complete field duty uniform (Class A Uniform) includes leather and weapons as described in General Order 14.2 - Authorized Uniform - Patrol Personnel. Uniforms for Records personnel are described in Records Procedure Manual 4.1.1. Communications personnel uniforms are described in Communications Manual Section III.

CADET, COMMUNITY SERVICES OFFICER, OFFICE AIDE

The above positions uniform consists of the following:

1. The Class A uniform is designated for formal functions or inspections which have been approved by the Chief of Police, Bureau or Unit Commander. The uniform shall consist of the following:
 - Uniform shirt with long sleeves, light blue in color (Shirts are polyester or wool).
 - Uniform slacks, dark blue (Wool/polyester blend, wool or poly) with black basket weave belt with silver buckle.
 - Uniform tie with flat tie bar or GGPD badge tiepin.
 - Black oxford or ankle-high plain toe eyelet shoes or black leather boots.

- Black socks.
- Body armor, when issued.

The following shall be affixed to the shirt or jacket, whichever is the outer garment:

- Badge above the left breast pocket flap.
- A nameplate with the member's last name shall be worn on the flap off the right breast pocket flap.

2. The Class B uniform is designated for police personnel involved in a uniform capacity. The uniform shall consist of the following:

- Uniform shirt with long sleeves or short sleeves, light blue in color (shirts are polyester or wool).
- Uniform slacks, dark blue (wool/polyester blend, wool or poly) with black basket weave belt with silver buckle.
- Uniform tie (optional with the long sleeve shirt) flat tie bar or GGPD badge tiepin.
- White or black crew neck T-shirt must be worn under the uniform shirt, unless a tie, dickey or turtleneck style shirt is worn with the long sleeve shirt (see section on Wearing of Tie, Dickey, or Turtleneck).
- Field duty jacket (optional chill chaser).
- Black GGPD Baseball cap (optional).
- Black oxford or ankle-high plain toe eyelet shoes, black leather boots or black tennis style shoes that can be polished.
- Black socks (optional white socks when worn with boots).
- Body armor, when issued.

The standard uniform jacket may be worn as required with the uniform. The agency issued badge or badge patch and buttons shall be attached and worn on the uniform jacket. No other accessories shall be worn on the uniform jacket, and no other style of jacket may be worn with the official uniform unless specifically approved by the Chief of Police.

The standard uniform trousers shall be agency issue. All trousers shall be properly tailored; proper length is determined by tailoring the front crease in such a manner that it touches midway on the instep of the shoe.

Footwear shall be black, plain-toe shoes or boots of leather or simulated leather. All shoes must present a polished appearance. When oxford shoes are worn, only plain black socks are permitted. If white socks must be worn for purposes of foot hygiene, they shall be worn under the black socks.

CSO's assigned as Field Report Writers are authorized to carry the department issued, approved chemical agent.

CSO's assigned to Property & Evidence may wear an alternative dark blue utility uniform.

SERVICE INSIGNIA

Uniformed personnel, who are not on probation, are authorized to wear one hash mark for every five years of service with the City of Garden Grove. This service insignia is authorized on long-sleeve shirts only. The insignia shall be white and will be embroidered on the left sleeve of the long-sleeve shirt, just above the cuff.

REPLACEMENT

Uniforms and personal equipment are replaced by the department when they are worn out. Uniforms and personal equipment (personal equipment includes tie bars, name tags, whistles, and whistle chains) which are lost or damaged in the line of duty, or which are substandard due to normal wear, are replaced by the department at no cost to the employee. Uniforms and/or equipment damaged or lost due to negligence by the employee are replaced by the department and the cost is paid by the employee.

RETURN OF ISSUED PROPERTY UPON RESIGNATION OR TERMINATION

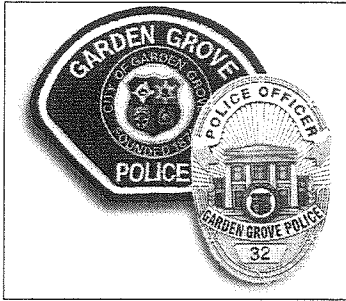
When an employee terminates his employment with the City of Garden Grove, it is the responsibility of the employee's immediate supervisor to instruct the employee to turn in all of his department-issued equipment/property. The terminating employee SHALL follow the listed procedures.

All department-issued equipment/property, except for keys, shall be turned in to Property and Evidence personnel. Upon receiving all of the equipment/property, the Property and Evidence personnel shall give the terminating employee a computer printout showing that all equipment/property has been turned in. The computer printout shall be signed and dated by the Property and Evidence employee receiving the equipment.

The terminating employee shall then contact the Department Secretary with the computer printout received from Property and Evidence, a completed and approved time sheet, and all department-issued keys. The Department Secretary will then complete a City of Garden Grove Termination Check Out Form, which is signed by the Chief of Police or his designee. The terminating employee shall take the signed termination check out form and the completed, approved time sheet to the city's Personnel Department. The employee will complete all necessary paper work for the Personnel Department and receive his final payroll check.

A FINAL CHECK WILL NOT BE ISSUED UNLESS ALL CITY-ISSUED EQUIPMENT/PROPERTY IS RETURNED.

In the event that any former employee fails to turn in all of his department-issued equipment/property, the city shall place a notation in the employee's permanent personnel file, recommend a no-rehire status and consider criminal, as well as civil proceedings against the former employee.



General Order: 14.2
AUTHORIZED UNIFORM – PATROL PERSONNEL

Effective: January 1, 1974
Last Revised: September 23, 2013

PURPOSE

The purpose of this General Order is to specify the authorized uniforms for patrol personnel. All uniform equipment other than optional authorized equipment is provided by the department.

CLASS A UNIFORM

The Class A uniform is designated for police personnel involved in formal functions or inspections which have been approved by the Chief of Police, Bureau or Unit Commander.

The uniform shall consist of the following:

- Uniform shirt with long sleeves (Shirts are polyester or wool)
- Uniform slacks (Wool/polyester blend or all wool)
- Uniform tie with flat tie bar or GGPD badge tie pin
- Ike jacket, optional or at Commanders discretion, for those personnel issued the jacket.
- Soft cap, at Chief of Police or Commanders discretion.
- Black oxford or ankle-high plain toe eyelet shoes or black leather boots
- Black socks
- Black boots for motor officers (department expense).
- Body armor (required), Department approved, unless exempted by Chief of Police or his designee for the specific event.

The following shall be affixed to the shirt or jacket, whichever is the outer garment.
Police badge above the left breast pocket flap.

- One of the following award pins centered on the left breast pocket flap, if applicable:
 - Award ribbon(s) (GGPD)
 - C.A.L.E.A. accreditation pin (optional)
 - Department 502 award pin
 - Department 10851 award pin
 - Employee city service pin (optional)
- Nameplate will be visible on jacket or shirt (whichever is outer garment) on the right breast pocket flap.
- One of the following department pins (if applicable) centered on the right breast pocket flap, below the nameplate:
 - American Flag

D.A.R.E.
Explorer Advisor
F.T.O.
H.N.T. (Hostage Negotiation Unit)
K-9
M.E.U. (Mounted Enforcement Unit)
S.W.A.T.
Other as authorized by Chief of Police

The Department shooting medal will be centered above the right breast pocket.

U.S. Armed Forces and other law enforcement agency ribbons may be worn while attending formal functions/inspections. The ribbons will be affixed above the left breast pocket below the badge. The ribbons will be worn in the following order-Garden Grove Police Department; other law enforcement agency, and U.S. Armed Forces.

Black basket weave leather belt - Optional nylon material
Black basket weave Sam Browne belt - Optional nylon material for Sam Browne and related accessories (with black or hidden snaps)

Black basket weave holster – Optional nylon material

Holster must have a rotating hood and barrel tensioning devise or traditional thumb break and barrel tensioning devise, top draw, straight cant holster, or swivel design that meets the following criteria:

- *4" maximum drop*
- *90 degree forward only swivel*
- *Rotating hood and tensioning devise, or traditional thumb break and barrel tensioning devise*

Black basket weave or nylon belt keepers

Baton: Straight baton, PR 24 black baton or the collapsible baton (A.S.P.). Officers may choose either baton; however, must carry the baton chosen/trained with, until the next annual recertification training.

- Straight baton must be at least 26" in length and should not be longer than the inseam length of the officer carrying the weapon
- the baton must be solid and can be manufactured from various materials including but not limited to wood, black polycarbonate, synthetic woods or compounds, aluminum or other metal.
- the baton must be a dark color and in good repair
- the baton must not be modified from the original manufacturer specifications (engraving of name and/or ID numbers is acceptable)
- the thickness or diameter of the baton must not exceed the limits of a standard issue baton ring
- the weight of the baton should not exceed limits for the individual officer to effectively control the weapon
- impact weapons instructors can determine that a particular impact weapon does not conform to policy

Baton ring for baton carried, ASP collapsible baton holder is in basket weave black plastic material or black nylon

Chemical Agent, OC (Pepper Spray)

Chemical Agent holder - black basket weave leather or nylon
Flashlight holder for mini style flashlight - black basket weave leather or nylon
Handcuffs
Handcuff case - black basket weave leather or nylon. Optional double cuff case or two single cuff cases
Holster and magazine holder for authorized firearm. Black basket weave leather or nylon
Authorized firearm (refer to General Order 14.3--Authorized Firearms)
Authorized ammunition
Knife case, with a folding style knife to be carried in single black basket weave or nylon. Folding style knives may also be carried in the trouser pants pocket. Folding knives are carried as a tool, not as a weapon. The knife blade shall be no more than 4 inches in length. Straight knives or knives prohibited by state law are not authorized.
Electronic controlled device (ECD, Taser)

NOTE: Officers may not mix nylon and leather anywhere on their Sam Browne
All leather, except for the jacket and shoes, must be in black basket weave.
The Chief of Police must authorize equipment other than above in writing.

CLASS B UNIFORM

The Class B uniform is designated for police personnel involved in a uniform enforcement capacity.

The uniform shall consist of the following:

Uniform shirt with long sleeves or short sleeves (Shirts are polyester or wool)
Uniform slacks (Wool/polyester blend or all wool)
Uniform tie (optional with the long sleeve shirt) flat tie bar or GGPD badge tie pin
White or black crew neck T-shirt must be worn under the uniform shirt, unless a tie, dickey or turtleneck style shirt is worn with the long sleeve shirt (see section on Wearing of Tie, Dickey, or Turtleneck)
Field duty jacket (optional chill chaser)
Ike jacket, optional, for those personnel issued the jacket.
Black GGPD Baseball cap (optional)
Black oxford or ankle-high plain toe eyelet shoes, black leather boots or black tennis style shoes that can be polished
Black socks (optional white socks when worn with boots)
Black boots for motor officers (department expense).
Body armor, department approved (required).

The following shall be affixed to the shirt or jacket, whichever is the outer garment.
Police badge above the left breast pocket flap.

One of the following award pins centered on the left breast pocket flap:

Award ribbon(s) (GGPD)
C.A.L.E.A. accreditation pin (optional)
Department 502 award pin
Department 10851 award pin

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Employee city service pin (optional)

Other as authorized by Chief of Police

Nameplate will be visible on jacket or shirt (whichever is outer garment) on the right breast pocket flap. (A cloth nametape and cloth badge may be sewn on the department issued jacket or the optional chill chaser)

One of the following department pins (if applicable) centered on the right breast pocket flap, below the nameplate:

American Flag

D.A.R.E.

Explorer Advisor

F.T.O.

H.N.T. (Hostage Negotiation Unit)

K-9

M.E.U. (Mounted Enforcement Unit)

S.W.A.T.

Other as authorized by Chief of Police

The Department shooting medal will be centered above the right breast pocket.

Black basket weave leather belt - Optional nylon material

Black basket weave Sam Browne belt - Optional nylon material for Sam Browne and related accessories (with black or hidden snaps)

Black basket weave or nylon belt keepers

Black basket weave holster - Optional nylon material

Holster must have a rotating hood and barrel tensioning devise or traditional thumb break and barrel tensioning devise, top draw, straight cant holster, or swivel design that meets the following criteria:

- *4" maximum drop*
- *90 degree forward only swivel*
- *Rotating hood and tensioning devise, or traditional thumb break and barrel tensioning devise*

Baton: Straight baton, PR 24 black baton or the collapsible baton (A.S.P.). Officers may choose either baton; however, must carry the baton chosen/trained with, until the next annual recertification training.

- Straight baton must be at least 26" in length and should not be longer than the inseam length of the officer carrying the weapon
- the baton must be solid and can be manufactured from various materials including but not limited to wood, black polycarbonate, synthetic woods or compounds, aluminum or other metal.
- the baton must be a dark color and in good repair
- the baton must not be modified from the original manufacturer specifications (engraving of name and/or ID numbers is acceptable)
- the thickness or diameter of the baton must not exceed the limits of a standard issue baton ring
- the weight of the baton should not exceed limits for the individual officer to effectively control the weapon

- impact weapons instructors can determine that a particular impact weapon does not conform to policy

Baton ring for baton carried, ASP collapsible baton holder is in basket weave black plastic material or black nylon

Chemical Agent, OC (Pepper Spray)

Chemical Agent holder - black basket weave leather or nylon

Flashlight holder for mini style flashlight – black basket weave leather or nylon

Handcuffs

Handcuff case - black basket weave leather or nylon. Optional double cuff case or two single cuff cases

Holster and magazine holder for authorized firearm. Black basket weave leather or nylon

Authorized firearm (refer to General Order 14.3--Authorized Firearms)

Authorized ammunition

Knife case, with a folding style knife to be carried in single black basket weave or nylon.

Folding style knives may also be carried in the trouser pants pocket. Folding knives are carried as a tool, not as a weapon. The knife blade shall be no more than 4 inches in length. Straight knives or knives prohibited by state law are not authorized.

Electronic controlled device (ECD, Taser)

NOTE: Officers may not mix nylon and leather anywhere on their Sam Browne belt. All leather, except for the jacket and shoes, must be in black basket weave.

The Chief of Police must authorize equipment other than above in writing.

CLASS C UNIFORM

The Class C uniform is the authorized uniform for police personnel working station duty.

The uniform shall consist of the following:

Uniform shirt with long sleeves or short sleeves (Shirts are polyester or wool)

Uniform slacks (Wool/polyester blend or all wool)

Uniform tie (optional with the long sleeve shirt) flat tie bar or GGPD badge tie pin White or black crew neck T-shirt must be worn under the uniform shirt, unless a tie, dickey or turtleneck style shirt is worn with the long sleeve shirt (see section on Wearing of Tie, Dickey, or Turtleneck)

Field duty jacket (optional chill chaser)

Ike jacket, optional, for those personnel issued the jacket.

Black oxford or ankle-high plain toe eyelet shoes, black leather boots or black tennis style shoes that can be polished

Black socks (optional white socks when worn with approved boots)

Black boots for motor officers (department expense).

The following shall be affixed to the shirt or jacket, whichever is the outer garment.

Police badge above the left breast pocket flap.

One of the following award pins centered on the left breast pocket flap:

Award ribbon(s) (GGPD)

C.A.L.E.A. accreditation pin (optional)

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Department 502 award pin
Department 10851 award pin
Employee city service pin (optional)
Other as authorized by Chief of Police

Nameplate will be visible on jacket or shirt (whichever is outer garment) on the right breast pocket flap. (A cloth nametape and cloth badge may be sewn on the department issued jacket or the optional chill chaser)

One of the following department pins (if applicable) centered on the right breast pocket flap, below the nameplate:

American Flag
D.A.R.E.
Explorer Advisor
F.T.O.
H.N.T. (Hostage Negotiation Unit)
K-9
M.E.U. (Mounted Enforcement Unit)
S.W.A.T.
Other as authorized by Chief of Police

The Department shooting medal will be centered above the right breast pocket.

Black basket weave leather belt - Optional nylon material – with single or double magazine holder, cuff case, holster, approved firearm, ammunition and handcuffs. The full duty belt with all other equipment is optional.

Black basket weave Sam Browne belt - Optional nylon material for Sam Browne and related accessories (with black or hidden snaps)

Black basket weave holster – Optional nylon material

Holster must have a rotating hood and barrel tensioning devise or traditional thumb break and barrel tensioning devise, top draw, straight cant holster, or swivel design that meets the following criteria:

- *4" maximum drop*
- *90 degree forward only swivel*
- *Rotating hood and tensioning devise, or traditional thumb break and barrel tensioning devise*

Baton: Straight baton, PR 24 black baton or the collapsible baton (A.S.P.). Officers may choose either baton; however, must carry the baton chosen/trained with, until the next annual recertification training.

- Straight baton must be at least 26" in length and should not be longer than the inseam length of the officer carrying the weapon
- the baton must be solid and can be manufactured from various materials including but not limited to wood, black polycarbonate, synthetic woods or compounds, aluminum or other metal.
- the baton must be a dark color and in good repair
- the baton must not be modified from the original manufacturer specifications (engraving of name and/or ID numbers is acceptable)
- the thickness or diameter of the baton must not exceed the limits of a standard issue baton ring

- the weight of the baton should not exceed limits for the individual officer to effectively control the weapon
- impact weapons instructors can determine that a particular impact weapon does not conform to policy

Baton ring for baton carried, ASP collapsible baton holder is in basket weave black plastic material or black nylon

Chemical Agent, OC (Pepper Spray)

Chemical Agent holder - black basket weave leather or nylon

Handcuffs

Handcuff case - black basket weave leather or nylon. Optional double cuff case

Holster and magazine holder for authorized firearm

Authorized firearm (refer to General Order 14.3--Authorized Firearms)

Authorized ammunition

Knife case, with a folding style knife to be carried in single black basket weave or nylon.

Folding style knives may also be carried in the trouser pants pocket. Folding knives are carried as a tool, not as a weapon. The knife blade shall be no more than 4 inches in length. Straight knives or knives prohibited by state law are not authorized.

Electronic controlled device (ECD, Taser)

Black basket weave or nylon belt keepers

NOTE: Officers may not mix nylon and leather anywhere on their Sam Browne
All leather, except for the jacket and shoes, must be in black basket weave.
The Chief of Police must authorize equipment other than above in writing.

BASEBALL CAPS

The wearing of a department approved baseball cap is authorized as optional dress for sworn and civilian uniformed personnel who are assigned to field duty. The caps may be worn while on duty as part of the uniform. The wearing of a baseball cap is not authorized for formal functions or formal inspections unless specifically approved by the Chief of Police.

The approved baseball cap is black wool with "Garden Grove" embroidered in white and "Police" embroidered in blue. Examples of authorized baseball caps are on display in the Support Services Commander's office.

Wearing of the baseball caps off duty is discouraged, unless the function is police related, such as the annual picnic or police related athletic leagues. Discretion is the key word when wearing the caps off duty.

WEARING OF TIE, DICKEY, OR TURTLENECK-STYLE SHIRT

A tie may be designated as mandatory for certain events such as funerals, inspections, etc. Ties must be black and dickets must be dark navy blue or black in color and of a standard knitted pattern. The turtleneck-style shirt must be dark navy blue or black in color with no

insignias or markings, and is to be worn with the long-sleeved shirt. The intent of the dickey and the turtleneck-style shirt is to provide warmth during times of cold weather.

SERVICE INSIGNIA

Uniformed personnel, who are not on probation, are authorized to wear one hash mark for every five years of service as a sworn Peace Officer. This service insignia is authorized on long-sleeve shirts and Ike jackets only. The insignia shall be white and will be embroidered on the left sleeve of the long-sleeve shirt, just above the cuff.

Reserve Officers are also authorized to wear the listed service insignia. However, only time spent as a reserve officer in Garden Grove will be recognized. Reserve Officers who have 5 or more years with this department, and subsequently become full-time sworn officers, may keep the insignia previously earned.

BODY ARMOR

Uniformed personnel are required to wear all issued or department certified weapon resistant body armor while on field duty. Uniformed personnel will wear the body armor prescribed and/or issued by the department. All personnel involved in the pre-planned execution of high-risk tactical duties, such as search or arrest warrant execution, drug raids, etc., are required to wear the body armor prescribed and/or issued by the department.

UTILITY UNIFORMS

A utility uniform is a Department approved uniform less formal than the authorized patrol uniform. The uniform is black in color and is made of cotton material that is easier to maintain. The uniform may be worn by designated personnel for certain, specific duties, i.e.; motor officers may wear a utility uniform for a drunk driving checkpoint, and a canine officer may wear the utility uniform for his/her specific assignment. Community Service Officers may wear the utility uniform for certain assignments with the approval of the respective Bureau Commander. The utility uniform is not authorized for general patrol duties, nor is it authorized for formal functions or formal inspections unless specifically approved by the Chief of Police.

GANG SUPPRESSION UNIT UNIFORM

Officers assigned to the Gang Suppression Unit may wear an alternative uniform that consists of a Department issued polo shirt, blue jeans, and tennis shoes (jeans and shoes at employee's expense). Officers must wear the Department approved body armor and Sam Brown belt and equipment described under the Class B uniform standards.

SPECIAL ASSIGNMENT UNIFORM

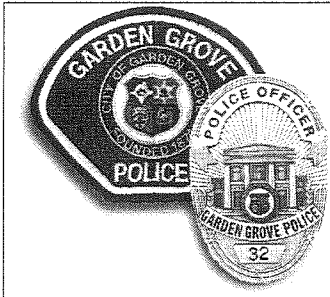
Officers assigned to work a special enforcement detail as part of their duty shift may wear an alternative uniform that consists of a Department issued polo shirt, blue jeans, and tennis shoes (jeans and shoes at employee's expense). Officers must wear the Department approved body armor and Sam Brown belt and equipment described under the Class B uniform standards. The supervisor in charge or the enforcement detail must approve the special assignment uniform.

MOUNTED ENFORCEMENT UNIT UNIFORM

Officers assigned to the Mounted Enforcement unit may wear an alternative uniform that consists of a Department issued black felt western style hat, uniform shirt, black jeans, and black western style boots (jeans and boots at employee's expense). Officers must wear the Department approved body armor and Sam Brown belt and equipments described under the Class B uniform standards.

RESORT SERVICES UNIT UNIFORM

Officers assigned to the Resort Services Unit may wear an alternative uniform that consists of a Department issued polo shirt, black or khaki "511" style pants, and black or khaki boots (boots at employee's expense), boot color to match the pants worn at the time. Officers must wear the Department approved body armor and Sam Brown belt and equipment described under the Class B uniform standards.



General Order: 14.3
AUTHORIZED FIREARMS & LESS LETHAL WEAPONS

Effective: January 14, 1975
Last Revised: March 5, 2015

PURPOSE

The purpose of this General Order is to establish authorized firearms and less lethal weapons that may be carried by sworn departmental employees.

DEPARTMENT-ISSUED HANDGUN

The handgun issued by the department to all sworn personnel is the Glock Model 21, .45 A.C.P. or the Glock Model 22, .40 S&W.

The Glock Model 27, .40 S&W and the Glock Model 30, .45 A.C.P. may be issued to other than patrol assignments. A compensated model may be issued when recommended by a department Range Master and approved by the Chief of Police.

DEPARTMENT-ISSUED RIFLE

The rifle issued by the department to sworn personnel is the Sig Sauer M400 .223 caliber enhanced patrol rifle. A Department Range Master must approve any modifications and/or attachment of accessories to the rifle.

UNIFORM PERSONNEL

Effective September 1, 2009, Uniform personnel are authorized to carry the following as a primary weapon: Glock .40 and .45 caliber pistols in models 21, 21C, 21SF, 22, 22C, 23, 23C, 35 and 41.

Other weapons may be carried, if the officer was authorized to carry, and had qualified with that particular weapon prior to September 1, 2009. Prior to September 1, 2009, uniform personnel were authorized to carry the following as a primary weapon:

- Make: Colt/Para-Ordinance, Glock, H&K, Kimber, Sig Sauer, Smith and Wesson.
- Model: Colt/Kimber/Para-Ordinance: 1911 Style with 4 or 5 inch barrel. Glock: Model 21, 22, 23, H&K: USP Variant 1, Sig Sauer: P220, P229, Smith and Wesson: Model 645/4506, 4516 and 4006.
- Caliber: .40 S&W and .45 A.C.P.

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- Grips: Black, brown or factory.
- Safety Requirements: All factory safeties must be in place and functional.
- Method of Carry: The Colt/Kimber/Para-Ordinance are single-action weapons and must be carried with the hammer cocked and the thumb safety engaged. The Glock is a double action weapon that has no external safeties. The remaining pistols are double action weapons. The weapon is carried with the hammer down and de-cocker in the up, de-cocked position.

If an officer elects to carry a weapon authorized prior to September 1, 2009, that weapon shall be provided and maintained at the employee's expense. If an employee elects to carry an authorized alternative weapon, they must return the department-issued handgun to the Property and Evidence section.

A memorandum documenting that an officer has elected to carry an alternative weapon shall be placed in the officer's training file. The memorandum shall document the make, model and caliber of the weapon. The officer will be allowed to carry that particular style weapon as long as he or she works for the Garden Grove Police Department.

If an officer decides to no longer carry that particular style alternative weapon, that officer shall transition to an authorized Glock series pistol. That officer will no longer have the option of using previously authorized alternative weapons.

AUTHORIZED UNIFORM DUTY HOLSTERS

Black basket weave holster – Optional nylon material. The holster must have a rotating hood devise or traditional thumb break and barrel tensioning devise, top draw, straight cant holster, or swivel design that meets the following criteria:

- 4" maximum drop
- 90 degree forward only swivel
- Rotating hood and tensioning devise, or traditional thumb break and barrel tensioning devise

The following holsters are issued to all sworn personnel for uniformed duty:

- Safariland 6280 Mid-Ride Level II Retention Holster
- Finishes: Basket weave, STX Tactical (Nylon)
- Option: For weapon equipped with gun light (ITI M3 or Streamlight)
- Aker "Patrolman 122"
- Finish: Basket weave

CARRYING OF CONCEALED, OFF-DUTY OR SECOND HANDGUN (BACK-UP)

The concept of carrying a concealed second handgun is to provide the concerned officer with a tool to carry out his responsibility to protect life in EMERGENCY situations where his primary duty gun has become inoperable or unavailable for immediate use. The second or "back-up" gun will be used in accordance with established departmental procedure.

On-duty uniform officers may carry a concealed SECOND handgun. The handgun shall be carried in such a manner that it is concealed or undetectable to casual observers. It shall be secured so that it cannot become dislodged during a struggle. Shoulder holsters will not be permitted.

Any weapon authorized for uniform or non-uniform duty use may be carried as a second (back- up) or off duty weapon.

Other weapons approved for use for off-duty or as a second or (back-up) weapon include handguns made by the following manufacturers:

- Beretta
- Colt
- Glock
- Smith & Wesson
- Walther
- Ruger
- Kimber

The second or "back up" weapon shall be of one of the following calibers:

Semi-auto handguns

- .380 acp
- 9mm
- .40 S&W
- .45 acp

Revolvers

- .38 Special

NON-UNIFORM PERSONNEL

Detectives and other non-uniform personnel are authorized to carry any weapon described as a primary weapon for uniform personnel. Non-uniform personnel may also carry Glock models 30, 30SF and 27 as their primary weapon when not in uniform.

On-duty detectives and other on-duty non-uniform personnel may choose to carry their authorized off-duty weapon or second handgun while in the main police building or Special Services building; however, if an on-duty detective and other on-duty non-uniform personnel chooses to conduct field work such as a witness/victim/suspect interview,

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participate in planned detention or arrest, assist in a search warrant, called into work, or conduct any general law enforcement actions, then they shall switch to carrying their authorized primary weapon or Glock models 30, 30SF or 27.

On-duty detectives and other on-duty non-uniform personnel are authorized to carry their authorized off-duty weapon or second handgun for tasks such as a visit to City Hall, authorized meal or break in a public place, a court visit, or any other task where any type of law enforcement action is not planned or anticipated.

Investigators assigned to SIU will have the option to be issued a second department handgun to be used in an undercover capacity. This handgun shall be a Glock Model 30, .45 A.C.P. or the Glock Model 27, .40 S&W. The police department will provide undercover holsters for non-uniformed personnel who carry department issued handguns as their primary duty weapon. Personnel who carry non-department issued, but authorized handguns, as their primary duty weapon must purchase their own holster at their own expense.

The primary duty weapon shall be holstered in a belt or shoulder type of holster when conducting general law enforcement duties that could involve contact with witnesses, informants or suspects. Due to the nature of their assignment, the Bureau Commander may exempt individual units, such as the Special Investigations Unit, from this policy. All holsters must be inspected by the range master for safety and approval prior to being worn on-duty. The officer must qualify at the range with the holster system that they use in their assignment.

AUTHORIZED NON-UNIFORM HOLSTERS

All department issued non-uniform holsters will meet these minimum criteria.

- The holster must be hooked to the belt through a loop type fastening system or be a shoulder holster.
- The holster must have a spring, tension or clamp system, or be form fitted, to prevent the weapon from falling out.
- The holster must have a safety strap, fastener, or thumb break system to secure the weapon in the holster.

Personnel assigned to Investigations or non-patrol positions that choose to carry a firearm other than their uniform duty weapon shall qualify at the range twice per quarter; once with the additional duty weapon and once with a primary uniform-type weapon.

The following holsters are issued to all sworn personnel where their primary assignment is a non-uniform position:

- Blackhawk Serpa CQC or Aker Flatsider XR12 black concealment holster (Detective/Investigator)
- Safariland 6004 Tactical Holster (SWAT, Special Details)

INSPECTIONS, REPAIR OR MODIFICATIONS OF DUTY WEAPONS

A department Armorer or factory-authorized representatives are the only person(s) authorized to repair or modify any Department-owned weapon. Any repairs or modifications to the officer's personally owned weapon will be done at their own expense; must meet Department specifications, must be re-inspected and the officer must re-qualify prior to being authorized to carry. Modifications not approved by the manufacture of the firearm are prohibited.

Department issued firearms in need of repair or service shall be unloaded and submitted with issued magazines to a department Armorer. Department shotguns or other firearms in need of service or repairs shall be unloaded and submitted with a repair request indicating the service requested. The firearm may be given directly to an Armorer or may be placed in a gun safe.

All officers are responsible for ensuring their duty firearm is in good working order. It is their responsibility to immediately report any broken or malfunctioning weapon to their supervisor.

A department Armorer shall conduct an inspection of all Police Department issued firearms, personally owned duty firearms, Police Department shotguns and other firearms annually. This inspection shall occur as often as needed, but not less than once each year. Inspections of Police Department owned firearms will include total break down, cleaning and lubricating. In addition the Armorer will make or cause to be made, any necessary repairs to the firearm.

If the Armorer determines that a firearm is in need of repair, the Armorer will retain the firearm and, if the defective firearm is a duty firearm, another department firearm will be issued to the officer. This will be recorded on the armory drive.

The Armorer will document the inspection of each firearm on the Armorer's firearm log sheets. At the conclusion of the annual inspection, a copy of the log will be forwarded to the Professional Standards Lieutenant. Additionally, at least annually, the Armorer will forward a copy of the department firearms score log, which contains the officer's name, description, manufacturer, model, serial number, owner and scores for the quarterly qualifications and off duty/back up weapons qualifications. These records will be maintained as long as the firearm remains in service. In the event the employee's personally owned firearm is one that the Armorer is not certified to repair, the employee shall take the firearm to a certified Armorer to have the inspection completed. The employee must provide a copy of the inspection, and the firearm must be inspected by a department Armorer prior to being carried.

ADDITIONAL WEAPON REQUIREMENTS

All weapons that are carried, on or off duty, must be inspected and approved by a Department Armorer/Range Master prior to being carried. Modifications made to specialty

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weapons assigned to special units will be done with the approval of the Department Range Master/Armorer.

Officers must record the make, model, finish, and serial number of their duty weapon and second handgun (if applicable) with Administrative Services. A Department Range Master must approve the weapon prior to it being carried on duty.

A holster with the safety strap UNDER the cocked hammer with the thumb or slide safety engaged is required when any single action semi-automatic is carried.

All factory installed safeties must be in place and functional.

ALL WEAPONS MUST BE CARRIED WITH DEPARTMENT APPROVED AMMUNITION. The Department will provide ammunition for all department authorized firearms carried on or off duty.

AUTHORIZED AMMUNITION

The Department authorized ammunition is:

- 9 mm Winchester 147 grain JHP SXT
- 40 caliber Winchester 180 grain JHP SXT
- 45 caliber Winchester 230 grain JHP SXT+P
- 380 caliber Winchester 95 grain ball
- 38 caliber Winchester 130 grain SXT
- .223 caliber Winchester Ballistic Silver Tip 55 grain
- .308 caliber Federal Match 168 grain
- .308 caliber Federal Bonded Tactical 165 grain
- .308 caliber Winchester 168 grain Hornady AMAX Tap
- 12 gauge Federal Tactical slug
- 12 gauge Winchester slug (Entry Benelli Shotguns)
- Less lethal 12 gauge CTS sock round
- 40mm direct impact rounds
- 40mm "gas/chemical agent" rounds
- Pepperball "pava" and "inert" rounds

LESS LETHAL WEAPONS

- Baton- Asp or straight
- Chemical Agent – OC
- Less Lethal Shotgun – Remington Model 870
- M-26 or X26 Taser
- 40mm multi and single launchers
- Pepperball system launchers

SAFE HANDLING AND STORAGE OF FIREARMS

Officers will ensure that all firearms and ammunition are secured consistent with the provisions of Penal Code § 12035. Employees will maintain the highest level of safety when handling firearms and consider the following:

- Members shall treat all firearms as if loaded; and
- Officers will not display any firearm unless it is in connection with official duties, for officer safety reasons, training, or at a Department range;
- Off-duty handguns shall be concealed and not conspicuously exposed to view
- Officers shall only dry fire or practice with an unloaded firearm in a safe manner; this shall not be completed in any police building or public place, except as a part of a training course or inspection under supervision
- Officers will not place or store any firearm or other weapon on any Department premise except where it can be secured;
- Weapons should not be carried by any officer who has consumed any amount of an alcoholic beverage or taken any drugs that would tend to adversely affect the officer's senses or judgment.

SPECIALITY WEAPONS

Specialty units within the department are authorized to carry the following firearms. Prior to carrying the below described weapons the officer must demonstrate proficiency with the weapon, on an approved qualifying course of fire overseen by a certified firearms instructor. At least annually the SWAT Sergeant will document the inspection of each specialty firearm issued to a SWAT member, and forward a copy of this log will be forwarded to the Professional Standards Lieutenant. This log will contain the officer's name, weapon description, manufacturer, model, serial number, owner and scores for the quarterly or other qualifications. These records will be maintained as long as the firearm remains in service:

- Benelli 12 ga Short Barrel Shotgun
- Colt or similar AR style .223 cal rifle
- UMP (.45 A.C.P.) submachine gun
- FN, Remington, Ruger .308 rifle
- 40mm launcher
- Pepperball system launcher

HANDGUN LIGHTS

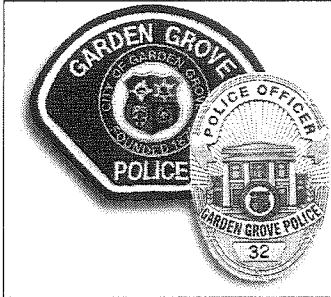
Officers may use their own funds to purchase attached lights for their duty weapon that are designed to illuminate a threat. The dedicated weapon light must be specifically designed for their duty weapon and be approved by Department Range Staff. Approved manufacturers include, but are not limited to, Surefire and Streamlight. The officer must

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receive training from the Range Staff on the proper use of the light prior to carrying it on duty.

Officers electing to install lights must have a holster designed to accommodate their specific weapon and light.

Patrol officers generally are NOT authorized to carry gun lights that activate by grip pressure. Grip pressure switches are authorized only to officer's assigned SWAT and K-9. Officers assigned to these units are permitted to carry grip pressure light switches during their normal uniform duty. Proficiency training is required to officers electing to carry a weapon equipped with a grip pressure switch. The training will be incorporated into the regularly scheduled SWAT training.



**General Order: 14.4
SHOTGUN PROCEDURES**

Effective: November 20, 1963
Last Revised: May 28, 2008

PURPOSE

The purpose of this General Order is to establish procedures for the care, maintenance, and use of department-issued shotguns.

DEPARTMENT-AUTHORIZED SHOTGUN

The shotguns authorized by the department are the Remington model 870, pump action, 12 gauge shotgun and the Benelli Super 90, 12 gauge semi-automatic.

DEPARTMENT ARMORER RESPONSIBILITIES

The department armorer is responsible for inspecting a shotgun before it is placed in any police vehicle for use. The armorer will clean and service the shotguns that are placed in the gun locker. The Benelli and Remington will be loaded with slug rounds in the magazine and on the sidesaddle carrier. THE SHOTGUN WILL NOT HAVE A SHELL IN THE CHAMBER WHEN IT IS IN ITS HOLDER OR WHILE IN THE SHOTGUN STORAGE LOCKER.

SHOTGUN SECURITY

Shotguns will be securely maintained. Shotguns are to be kept in the locked gun locker or in the locking holder in marked patrol vehicles. If a shotgun is removed from either of these locations, it is to remain in the employee's control at all times. When officers take a police unit out of service for repair or maintenance, THE OFFICERS ARE RESPONSIBLE FOR TAKING THE SHOTGUN OUT OF THE UNIT AND PLACING IT IN THE GUN LOCKER.

INSPECTION OF SHOTGUNS

Officers will inspect the shotgun(s) in their marked patrol vehicles to ensure that the weapon is loaded and properly functioning at the beginning of their shift. The Benelli shotgun is located in the driver's compartment of the unit in a secured mount. The magazine and side saddle are loaded. The Remington model 870, with grey stock and fore end, is a dedicated less lethal shotgun and is secured in a mount in the unit. The less lethal rounds are stored on the sidesaddle. The magazine is empty, requiring the officer to load the shotgun prior to deployment. If a problem is detected the shotgun will be placed in the shotgun locker and a b/o slip will be completed. Spare shotguns will also be maintained in this locker.

Investigators who have a shotgun mounted in the trunk of their unmarked unit will inspect their shotgun and ensure it is properly maintained and serviced.

USE OF SHOTGUNS

Officers should consider the following when evaluating the need for a shotgun:

1. The shotgun may be taken from the patrol vehicle in most cases where a high risk situation is in progress or when it has already been determined that the suspect(s) are armed with deadly weapons.
2. The shotgun can be a hindrance in certain situations such as foot pursuits, searches, and when handling prisoners.

THE POLICIES AND PROCEDURES ESTABLISHED IN GENERAL ORDERS 2.7 - USE OF FIREARMS/DEADLY FORCE AND 2.8 - DISCHARGE OF FIREARM ARE APPLICABLE TO THE USE OF THE SHOTGUN.



**General Order: 14.5
SPECIAL PURPOSE VEHICLES**

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

PURPOSE

The purpose of this General Order is to establish procedures for the operation of the above listed department's special purpose vehicles. All except the Emergency Command Center mobile command post and Police Motorcycles require a Class C driver's license. The Emergency Command Center mobile command post requires a commercial license; the motorcycles require a motorcycle endorsement. Authorization to drive these units will be granted by the managers and sergeants.

EMERGENCY COMMAND CENTER

The Emergency Command Center (ECC) mobile command post (40 foot LDV manufacturer) is designed to be used at major disasters (flooding, plane crashes, large scale fires, etc.) major incidents, crime scenes or City/community functions where police security is necessary.

The ECC is a Regional Response vehicle. When requested by another Orange County agency, two trained operators will accompany the ECC to its destination, stay at the event, until the ECC is no longer required, unless other arrangements by the manager in charge of the unit has been made. The ECC has four dispatch stations, two are dedicated to Police, one is for Fire, and the fourth is for Public Works channels.

A sergeant or higher in rank employee may request the use of the Emergency Command Center command post. Only trained members from the department, with a commercial license are authorized to drive the command post. The SWAT Commander will authorize the drivers for this vehicle, and assign a person responsible for the documented monthly inspection of this unit, and any other units assigned to him.

The ECC contains the following removable equipment:

- Motorola Telephone/Radio desktop units
- Desktop computers (4)
- First-aid kit
- Lap top Computers (2)

K-9 UNIT

The K-9 unit is a marked black and white patrol unit that is modified to house the K-9 officer and his K-9 partner. The exterior of this unit is conspicuously marked to reflect this. The unit is assigned to the K-9 officer. The unit may be used to transport the K-9 officer to

his residence, to work and to authorized training locations, that have been pre-approved by the K-9 supervisor or manager. Responsibility for maintaining proper condition of and scheduling maintenance for this unit is that of the K-9 handler. Specialized equipment carried in this unit includes a K-9 first aid kit, bite sleeve, muzzle and a 30' leash.

MOBILE COMMAND POST

The mobile command post (32 feet Thor Industries) is designed to be used at major disasters (flooding, plane crashes, large scale fires, etc.) where a command post near the incident is necessary, but a building is unavailable. The mobile command post may also be used for city and community functions where police security is necessary. Only a sergeant (or higher in rank) may request the use of the command post. Only trained members from the department are authorized to drive the command post. The Operations Administrative Lieutenant will authorize the drivers for this vehicle.

The mobile command post is a modified motor home, equipped for emergency operations. It may be driven to the command post site, which must be large enough to handle a 42 foot vehicle. The command post is parked to the rear of the station adjacent to the east wall of FSU.

The on-duty Watch Commander or on duty Community Policing Bureau Sergeant must authorize use of the mobile command post for emergency situations. The approval for planned events may be obtained from a Division Commander who must notify the effected Watch Commander. On a monthly basis a member of the Neighborhood Traffic Unit will inspect the command post and insure that it and all necessary equipment is in good operating condition. A checklist stored in the command post explains power source procedures.

The mobile command post contains the following removable equipment:

- Telephones
- First-aid kit
- Police, Fire, and Public Works radio systems
- One toolbox with miscellaneous tools

PATROL SERGEANT'S SUV

The patrol sergeants have four SUV units assigned to them. These units are designed as mini mobile command units. These units are to be driven by the shift patrol sergeants on a daily basis. The patrol sergeants will inspect the units each time they are taken out at the beginning of each shift. Issues shall be addressed by completing a vehicle repair slip or by notifying the Planning & Research Lieutenant.

These units contain all equipment contained in a marked unit with the addition of the following:

- Command Unit located in the rear of the unit, containing misc. supervisory equipment
- Dosimeter
- Entry Tools
- Inclement Weather Cover
- Map books/Specialty Maps
- MCT - Secondary
- Printer
- Radio -Secondary
- Radio Charger
- Shield
- Television Monitor/DVD player

POLICE MOTORCYCLES

The police motorcycles are specially marked motorcycles used for law enforcement activities. The motorcycles are assigned to a specific motor officer assigned to the Traffic Unit. Only officers that are assigned to that unit are authorized to operate the motorcycles, unless otherwise directed by the Traffic Lieutenant or higher. The assigned officer is authorized to take the motorcycle to and from work. Other usage of the motorcycle is not authorized. Officers assigned to this unit will complete a POST motorcycle training program prior to being released from training. Minimally, these units will have emergency lighting equipment and siren, and a police radio.

The daily care and operation of the police motorcycle is the responsibility of the motor officer assigned to the unit. The officer will inspect the motorcycle at the beginning of the officer's duty shift. The scheduling of maintenance with the manufacturer and with City Yard is the operator's responsibility.

TRANSPORTATION VAN

The transportation van is a specially outfitted passenger van for the purpose of transporting arrestees. It is conspicuously marked, black and white paint with police logo, and equipped as an emergency vehicle.

This van has a prisoner transportation insert installed in the cargo area. This insert has three separate areas for securing and transporting the arrestees. Seatbelts are built into each of the three areas. Each of the separate areas have interior doors that are separate from the van doors. This enhances security of the arrestee. A communication and monitoring system is also in place. The transportation van will be equipped, minimally, with an 800 MHz radio, a first aid kit, and a fire extinguisher.

The daily care and operation of the transportation van falls under the responsibility of the contract jailers, Correctional Services Inc. They receive training on this vehicle from their manager. The reporting of maintenance and mechanical issues falls upon the operator of the vehicle, as all other City owned vehicles.

Officers will not generally be assigned to drive the van as a transportation unit for a tour of duty. Officers will be assigned to drive the van if a large group of prisoners need to be transported from one location to another.

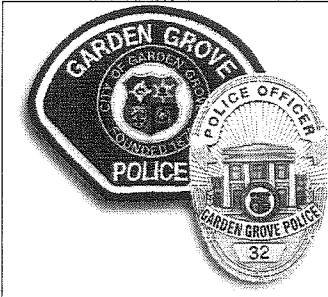
Reserve officers may be assigned by a supervisor to drive the van as a transportation unit for a tour of duty. While performing this assignment, reserve officers are strongly discouraged from performing other routine duties of a patrol officer.

Any person driving the transportation van for the purpose stated above must first obtain supervisory approval. The vehicle may be operated by any department employee, however any person desiring to use the van for some other legitimate job-related purpose must first obtain approval from the on-duty Watch Commander or on duty Community Policing Bureau Sergeant. The driving officer is responsible for inspecting and maintaining the van as per policy for all police vehicles.

SURVEILLANCE VEHICLE (SIU)

The Special Investigations Unit (SIU) surveillance vehicle is a specially designed and outfitted vehicle designed to complete assignments within the unit. All of the equipment is mounted to the vehicle. The unit will maintain an inventory of equipment.

The daily care and operation of the transportation van falls under the responsibility of the SIU Sergeant. The Sergeant or investigator utilizing the vehicle will conduct an inspection prior to using it. The unit Sergeant provides training on this vehicle. The reporting of maintenance and mechanical issues falls upon the operator of the vehicle, as all other City owned vehicles.



**General Order: 14.6
CITY VEHICLE OPERATION**

Effective: September 13, 1974
Last Revised: May 12, 2008

PURPOSE

The purpose of this General Order is to establish guidelines for officers and dispatchers in determining the appropriate level of response to various situations, and to provide guidelines for officers' driving responses to these situations.

POLICY

City-owned vehicles must be treated with care. Personnel using city vehicles must obey all traffic laws and have the vehicles under control at all times. Occupant safety restraints (seat belts) are to be worn by the driver, and it is the driver's responsibility to ensure all passengers (**including prisoners**) wear seat belts where seat belts are available.

Child/Passenger Restraint System

Members transporting children under 6 years of age or less than 60 pounds should make every effort to utilize an appropriate child passenger restraint system meeting current federal motor vehicle safety standards. Approved child passenger restraint system seats are maintained in the Report Writing Room.

During a Code 3 emergency response, the red light and siren must not be relied on to clear traffic. The posted speed limit, or in unposted areas the California Basic Speed Law, must not be exceeded by 10 mph during Code 3 operations. Pursuits are the only exception to this speed limit. Even then, the vehicle must be under control at all times. Refer to California Vehicle Code Sections 17001, 21055 and 21056.

PROCEDURE

Authorized responses will have a code designator of 1, 2, or 3. A field supervisor or Station Commander may upgrade, downgrade or modify any response code based upon the totality of the circumstances surrounding the incident.

Code 1 is a response of a non-emergency nature to a request for service. Officers will obey all traffic laws while proceeding to the assigned location. Officers may conduct other official duties while en route. Code 1 responses are generally one unit responses:

1. Report calls
2. Assistance calls
3. Station calls

Code 2 is a response of a potential emergency nature to a request for service. Officers will obey all traffic laws and proceed directly to the assigned location. Code 2 responses are generally two unit incidents:

1. Crimes-in-progress
2. Requests for back-up
3. Alarm calls
4. Domestic and other disturbances
5. Prowler calls
6. Calls of mental disorders
7. Traffic accidents blocking a roadway

Code 3 is a response of an emergency nature to a request for service. Officers will use red lights and siren and proceed directly to the assigned location. Officers proceeding through a controlled intersection against the traffic control device will slow to a safe speed or stop if necessary to determine if opposing traffic will yield to the emergency vehicle. Code 3 responses include:

- 1. Injury or no-detail traffic accidents**
Assigned officer is authorized Code 3 response
- 2. Unknown trouble calls**
Assigned officer is authorized Code 3 response
Follow-up officer will respond Code 2
- 3. Officers requesting urgent assistance (997)**
All available Garden Grove units are authorized Code 3 response
- 4. Officers involved in a gun battle (998)**
All available Garden Grove units are authorized Code 3 response
- 5. Medical Aid**
Assigned officer is authorized Code 3 response
- 6. Officers responding to assist in a foot pursuit**

Two officers and one field supervisor will be authorized to respond Code 3 to the scene of an officer involved in a foot pursuit. The two closest available units to the foot pursuit will respond to assist the officer while the sergeant will respond to assume all scene control and perimeter responsibilities. Additional units that may be required for the establishment of a perimeter will respond Code 2, unless otherwise authorized by the field supervisor.

USE OF AUTHORIZED EMERGENCY EQUIPMENT

The high beam headlights, emergency flashers, spotlights, alley lights, and flashlight can all be used to an officer's advantage on traffic stops, motorist assists, traffic accidents, and general area searches. Officers should avoid positioning lights in a manner likely to interfere with homes, businesses, and vehicle traffic.

The public address system can be used for crowd control, communication with traffic violators, pedestrian violators, felony stops, and in situations where the distance from or number of persons involved would require voice amplifications.



General Order: 14.7
PATROL VEHICLES – EMERGENCY EQUIPMENT

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

PURPOSE

The purpose of this General Order is to specify what equipment must be installed or carried in each marked patrol vehicle.

Each marked patrol vehicle will have at least the following equipment installed or mounted, which shall be in good working order.

1. Red, blue and amber lights installed on the vehicle roof
2. A siren
3. A public address system
4. A mobile radio transceiver
5. A locking shotgun rack with a loaded Benelli Super 90, 12 gauge semi-automatic shotgun
6. Left and right side alley lights
7. Two hand-operated directional spotlights
8. A Mobile Computer Terminal
9. ETS Tracking System (In selected patrol units)
10. "LoJack" Stolen Vehicle Recovery System (In selected patrol units)
11. Fully stocked first aid kit
12. Less lethal shotgun

Each marked patrol vehicle will also carry the following items in the trunk.

1. A one half-gross box of 15 minute flares
2. Six (6) orange traffic cones
3. One (1) fully charged fire extinguisher
4. Marking crayons
5. One (1) roll-a-tape
6. One (1) set of jumper cables
7. Two (2) reflective safety vests
8. "Stop Stick" tire deflation device
9. Flambeau Trauma Case (first aid)

Equipment from one unit shall not be moved from that unit into any other unit without the permission of a Station Commander.

Procedures for the inventory and control of this equipment are contained in General Order 14.8.



General Order: 14.8 VEHICLE MAINTENANCE AND INSPECTION PROCEDURES

Effective: August 23, 1965
Last Revised: December 28, 2006

PURPOSE

The purpose of this General Order is to establish procedures for the maintenance and inspection of department vehicles and the responsibilities of employees.

VEHICLE MAINTENANCE

The Administrative Services Division Commander is responsible for the maintenance, replacement and acquisition of all police vehicles.

Fuel

Employees will fuel their assigned vehicles at the end of each shift or workday. Vehicles are to be fueled using only the card assigned to that specific vehicle.

In the event that the gas pumps fail to operate, the Station Commander must be notified. Units may be fueled at the City Yard gas pumps using the unit's gas card.

Fluid Levels and Tire Pressure

Employees are required to check all of the fluid levels of the vehicle (oil, coolant, battery and power steering) each time the vehicle is fueled. All tires should be checked for proper tire inflation pressure. Oil is available at both fueling locations.

Oil for police motorcycles is obtained from the City Yard.

Car Wash

The city contracts with a local car wash to vacuum the interior and wash the exterior of all department vehicles. The city also contracts with a mobile car wash company to vacuum and wash the available marked patrol units two (2) days a week. Employees who work day shift or during normal business hours are encouraged to take vehicles to the car wash on a regular basis.

Litter Removal

Employees must remove litter from their assigned vehicle at the end of each shift or use. A vacuum cleaner is available at the gas pumps to assist in keeping the interior of each vehicle clean.

POLICE MOTORCYCLES

Police motorcycles may, with prior approval from the Special Services Commander, be housed and maintained at the homes of assigned traffic officers who live within a 25-mile radius of the Garden Grove Police Department. The Special Services Commander will insure the officer's home has a locking garage where the police motorcycle can be secured. Police motorcycles shall only be used for authorized police business.

TOWING OF POLICE VEHICLES

If a police vehicle is damaged or becomes disabled, a field supervisor will be notified. The supervisor will respond to the officer's location, observe the damage or problem, and either request that a City Yard mechanic respond to repair the vehicle or arrange for the vehicle to be towed to the city yard. If the City Yard is closed and towing is necessary, a designated tow truck company will be requested by the supervisor.

The employee driving the vehicle must submit a memorandum to the Chief of Police via his chain of command documenting the circumstances that required the vehicle to be repaired in the field or towed.

VEHICLE INSPECTION AND EQUIPMENT INVENTORY

Every employee shall inspect his assigned police vehicle at the beginning of his shift or prior to the vehicle's use, and at the end of his shift. His inspection shall include an inventory of equipment (if applicable), unreported damage, and the observation of any contraband/evidentiary item(s) left in the vehicle. Any equipment used during the shift must be replaced prior to going off-duty.

Inspection of unmarked vehicles

If an employee discovers unreported damage to an unmarked vehicle, the damage will be documented on an intra-departmental memorandum directed to the Chief of Police via the employee's chain of command.

If contraband or other item of evidence is located in the vehicle, the on duty division sergeant or Station Commander will be notified immediately; and the employee will book the item into the Property and Evidence section as specified in General Order 11.2 - The Handling of Acquired Property and Evidence.

Inspection of marked vehicles

If any unreported damage is noted, an on duty supervisor or the Watch Commander shall verify the damage/missing equipment and make an entry into the Master Vehicle Damage Log located in the Sergeant's office. The verifying supervisor shall take immediate investigative steps to identify the responsible person and take appropriate action to correct the problem. The supervisory action must be documented appropriately.

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The employee shall also complete an intra-departmental memorandum documenting the unreported damage or missing equipment. The memorandum will be directed to the Chief of Police via the employee's chain of command.

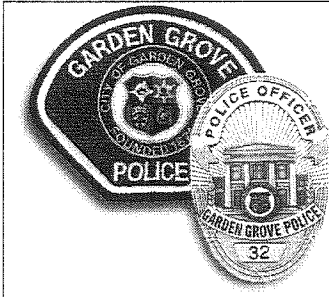
REPAIR REQUEST FORM

Requests for repair and/or maintenance of police vehicles are completed on a Repair Request Form (GGPD Form 101). The form must be completed in sufficient detail to assist City Yard employees in correcting the problems.

During normal working hours, the vehicle, if drivable, may be taken directly to the City Yard or other specified location for repairs; otherwise the vehicle should be secured and left in the police parking lot. The shotgun must be removed from the vehicle and secured in the gun locker.

A copy of the Repair Request Form accompanies this General Order.

A Station Commander will be assigned the responsibility of monitoring the status of all vehicles sent to the City Repair and/or maintenance.



**General Order: 14.9
AUTHORIZED RESTRAINT DEVICES**

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

PURPOSE

The purpose of this General Order is to establish the physical restraint devices authorized for use by employees of the department.

EQUIPMENT

The department issues one set of handcuffs and a leg restraint strap to each sworn employee of the department.

POLICY

Persons are to be handcuffed in accordance with the procedures established in General Order 10.9 - Arrestee Transportation.

The leg restraint device is designed to keep a prisoner from using his legs to injure a person or damage property. The device must not be used for any purpose other than to bind and immobilize a prisoner's legs. The snap clip of the device is to be attached to the handcuff chain.

Master Officers who serve as Field Training Officers will train all new officers in the use of the leg restraint device during the field training period.



General Order: 14.10
REIMBURSEMENT FOR LOST OR DAMAGED PROPERTY

Effective: January 1, 1979
Last Revised: January 31, 1994

PURPOSE

The purpose of this General Order is to establish procedures for the replacement or reimbursement of personal property that is damaged or lost while employees are on duty.

POLICY

The police department will reimburse an employee for the loss of or damage to a personal item normally used on duty, including glasses, hearing aids, dentures, watches, clothing, and firearms if the damage or loss occurs while the person is on duty and performing assigned duties.

APPLICATION FOR REIMBURSEMENT PROCEDURES

An employee must complete an Application for Reimbursement for Loss to Personal Property and Department Equipment (GGPD Form 123) and submit it to his Bureau Commander along with the damaged property, when practical.

The employee must attach to the form a detailed list of the lost or stolen items, receipts showing purchase price, approved estimates for repair or replacement, and the police report that documents the loss or damage. Repair estimates must be reviewed by the Bureau Commander before repairs are made.

The employee's immediate supervisor, Division or Unit Manager and Bureau Commander will make their recommendations, sign the form and forward the claim to the Chief of Police. If the claim is denied, the employee is informed of the reason(s) for the denial.

AMOUNT OF REIMBURSEMENT

The amount of repair reimbursement is for the actual cost. Reimbursement for eye glasses (excluding frames) or contact lenses is the amount required for replacement.

Reimbursement for clothing is for the amount of replacement, not to exceed the amounts listed below:

- | | |
|---------------------|-----------|
| 1. Suits or dresses | \$ 250.00 |
| 2. Eyeglass frames | 150.00 |

GARDEN GROVE POLICE DEPARTMENT
General Order: 14.10
Reimbursement for Lost or Damaged Property

- | | |
|--|--------|
| 3. Sports coats/suit jackets | 150.00 |
| 4. Briefcase or handbag | 100.00 |
| 5. Shoes | 75.00 |
| 6. Slacks | 40.00 |
| 7. Pen/pencil set | 25.00 |
| 8. Shirts or blouses | 30.00 |
| 9. Ties or scarves | 15.00 |
| 10. Watch repair or reimbursement is made up to \$50.00. | |

Underwear, socks, and panty hose are not replaced. Personnel issued uniforms are not reimbursed for personal clothing worn in lieu of issued clothing, unless the assignment prohibits the wearing of issued clothing.

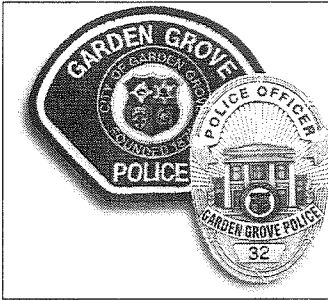
REASONS FOR DENIAL OF REIMBURSEMENT

Reimbursement is denied for the following reasons:

1. For property loss or damage due to the fault of the employee;
2. For jewelry;
3. If the employee is reimbursed by another source up to the amount reimbursed by the city;
4. If the proper application is not filed within five days (exceptions to the five-day filing include injury, vacation, and sickness);
5. Generally, for off-duty incidents;
6. If the personal or city property is in the care of another, other than the owner or person to whom the item is assigned;
7. Loss of money;
8. Losses to personal vehicles and equipment thereto, unless authorized for use in official police function;
9. If a theft or criminal act is not reported immediately to the police agency in the district where the incident occurred.

OTHER SOURCES OF REIMBURSEMENT

If the employee receives a reimbursement amount from another source (homeowner's insurance, restitution, etc.), he must return to the city the amount that the city paid for the repair or reimbursement



**General Order: 14.11
CLOTHING ATTIRE**

Effective: September 1, 1973
Last Revised: November 9, 1993

PURPOSE

The purpose of this General Order is to establish dress standards for department employees who are assigned to a position that does not require a uniform to be worn.

POLICY

It is the policy of the Garden Grove Police Department that each employee whose duty assignment requires the wearing of civilian attire should strive to present an appearance that will engender public confidence and acceptance. Such attire should conform to traditional business and professional appearance and should be contemporary, but lean toward the conservative side.

Personnel assigned to Youth Services, Property Crimes and Crimes Against Persons will be permitted to dress casually. Personnel will be trusted to use common sense and good judgment.

Bureau Commanders may exempt employees from acceptable business attire.

OFFICE ATTIRE

Supervisors are expected to ensure that the following clothing attire guidelines are adhered to.

Male Personnel: Acceptable attire includes a suit or sport coat and slacks with a dress shirt, optional tie, and appropriate footwear.

Female Personnel: Acceptable attire includes a dress, skirt with blouse, skirted suit or pants suit, and appropriate footwear.

Clothing must be neat and clean at all times.

Appropriate office attire does not include shorts, form fitting or spandex pants, sweat pants or shirts, jeans, hats, or athletic wear. Skirts should be no shorter than 2" above the knee.

ATTIRE FOR COURT APPEARANCES

Employees who do not wear a department-issued uniform to court must comply with the following clothing attire guidelines:

Male Personnel: Business suit or sport coat and slacks, dress shirt, tie, and appropriate footwear.

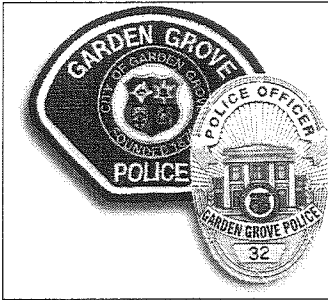
Female Personnel: Skirted business suit or a dress suitable for a business environment and appropriate footwear.

CASUAL DAY

The City may observe special standards of dress for regularly scheduled "casual dress day". This day is the opportunity to enjoy a casual, comfortable and professional day. However because presentation of a professional appearance is important, shorts, thongs, hats, jeans, sweatshirts and tennis (athletic) shoes are not allowed on regularly scheduled casual days.

SPECIAL OCCASION DAYS

In addition to "casual day," the City Manager may announce periodic "special occasion days." Examples include western day or Hawaii day. Under these circumstances dress guidelines will be provided and may include such items as shorts, thongs, hats, jeans, sweatshirts, and tennis (athletic) shoes.



**General Order: 14.12
COMPUTER NETWORK**

Effective: March 2, 1995
Last Revised: January 26, 2007

PURPOSE

The purpose of this General Order is to regulate the content and use of the department's computer equipment and software. This General Order governs the use of all department computers, whether or not connected to the network.

USE OF DEPARTMENT COMPUTERS

Department computers are not to be considered personal property and are not to be used as such. No employee shall use, access, or attempt to access any computer, computer network, computer software program, computer language, computerized database or computer storage device, or any part of the computer without authorization.

The Support Services Bureau Commander shall serve as the Department's Network Administrator. The Department's Information Systems Technician will be designated as the Department's PC Coordinator. The PC Coordinator will process requests to purchase and install new software and hardware and insure that PC related Department property is recorded appropriately. Only the Department's Information Systems Technician or his/her designee will be authorized to install and delete software or install and remove hardware. The Department's Information Systems Technician is authorized to delete any non-approved hardware, software, or other information from any computer.

No employee shall access and without permission take, copy, print or make copies of any data from any computer, computer network, computer software program, computer language, computerized data base or computer storage device, including any supporting documentation whether existing or residing internally or externally to these systems.

No employee shall intentionally or willfully and without permission delete, damage, or destroy or adversely alter any data or software program in the computer network or any computer.

No employee shall attempt to identify any access codes or passwords. Nor will any employee distribute or provide any passwords or access codes. However, nothing in this section shall restrict the rights of the department to access and inspect any and all data derived from or stored within the computer network or any department computer.

Each employee shall insure that their computer is protected through the use of passwords. Employees should adhere to the following guidelines:

1. Use a password that you will be able to remember. Once your password has been added to the network, it cannot be retrieved.
2. Don't use passwords that consist of a common name, a relative's name, your initials, birth date or other significant personal information.
3. Use passwords that use at least one number or symbol - e.g.,!,@,#,\$,%,&,* ,etc.
4. Use two word passwords separated with a symbol
5. Don't write your password down or share it with anyone else.
6. Log off of the network and your computer any time you leave your computer unattended.

No employee shall protect their personal computer BIOS (Basic Input/Output System) through the use of passwords. No employee shall alter any of the network operating systems. Each employee shall insure that their directories, data, and documents are protected by the use of passwords.

No employee shall refuse to furnish copies of, or relinquish computer files, records, archives or data stored on the network or any department computer storage device, file, record, archive or data.

Upon request of their supervisor, all employees shall provide any password or other code or information that will facilitate access to any data on information stored on Department equipment.

Programs developed by employees while using department software and/or equipment shall remain the property of the department.

The Information Technology Department Director shall be responsible for conducting an annual audit for verification of all passwords, access codes, or access violations and submit a report to the Support Services Bureau Commander.

PRIVACY/PERSONAL USAGE

No expectation of privacy is either implied or expressed when using the computer system, electronic mail system, or saving information on any department storage device (i.e. file server, hard drives, floppy disks, etc.). Any information within the system may be viewed and/or copied any time by authorized City personnel.

Any personal use of department computers and software must be approved by a department manager and use must be on non-city time. Department computers shall not be used for any outside business activity as set forth in Municipal Code 2.02.050. Approval for personal use of department computers and software may be revoked at any time without prior notice.

No personal data, information, or software may be installed or stored on the Department's system or individual personal computers.

The Department's Information Systems Technician or other designated department representative is authorized to copy and/or delete any non-city approved or personal software, hardware, data or information on the department computer system.

INSTALLATION OF SOFTWARE

The Department will provide software necessary to perform normal business functions.

Absolutely no software program (including shareware and screensavers) will be used, installed or otherwise loaded onto any department computer, the network or the hard drive of any department computer without the authorization of Support Services Bureau Commander. No software will be authorized or installed unless properly licensed for use at the Garden Grove Police Department or the City of Garden Grove. User restrictions will be determined by Support Services Bureau Commander by reviewing the conditions of use statement that is contained within the original software packaging. Requests to install software must be in writing and the requester must acknowledge receipt of the memorandum that lists the conditions for software installation (see attached). The software must be installed from original disks and installation will be performed by the Department's Information Systems Technician or his/her designee.

No "pirated" software will be allowed on any computer. Users shall not copy Department or City software for personal use. Use of public domain software may be used under the authorization of the Support Services Bureau Commander.

The Department's Information Systems Technician shall maintain a record of software installed on the network and each computer. The information shall include the program name, software manufacturer, revision number, whether it is an upgrade, the software license or registration number and the date of purchase.

PURCHASE AND CONTROL OF DEPARTMENT SOFTWARE

It is acknowledged that it will be necessary for the department to purchase software from time to time. Requests for the department to purchase software will be processed as follows:

1. Submit a memorandum to the Support Services Bureau Commander which identifies the software and describe how the program will be legitimately used within the official business of the department.
2. If approved, the Support Services Bureau Commander will determine the need for a multiple user site license.
3. The software will be purchased by the Support Services Bureau Commander or his designee and will be registered to the Garden Grove Police Department.

The original disks, warranty, instructions and any other paperwork will be stored with the Department's Information Systems Technician.

HARDWARE AND PERIPHERAL ISSUES

Absolutely no hardware or peripherals will be installed or otherwise connected, either internally or externally, into any department computer without prior approval of the Support Services Bureau Commander. Requests to add hardware or peripherals shall be processed as follows:

1. Submit a memorandum to the Support Services Bureau Commander which identifies the hardware and describe its legitimate use within the official business of the department.
2. If approved, the item will be purchased by the Support Services Bureau or his/her designee.
3. When appropriate, the item will be appropriately tagged as department property and registered to the Garden Grove Police Department.
4. The warranty, operational software, instructions, and any other paperwork will be stored with the Department's Information Systems Technician.

ACCESSING RESTRICTED DATA FOR PERSONAL USE/SPECIAL SYSTEMS

Employees shall not access, or otherwise obtain any data or information from any source for personal use when such data or information would otherwise not be available to them.



**General Order: 14.13
USE OF PERSONALLY OWNED AR-15 RIFLES**

Effective: December 17, 2009
Last Revised: April 15, 2015

PURPOSE

To establish procedures for allowing sworn members of the Police Department to purchase and utilize personally owned AR-15 or AR-15 series rifles in the performance of their official duties.

POLICY

It is the policy of the Garden Grove police Department to allow personnel to utilize personally purchased AR-15 series rifles in the performance of their official duties. The Garden Grove Police Department recognizes that this additional optional piece of equipment would potentially allow the officer to safely address threats from persons wearing body armor and/or who are at distances beyond the effective range of standard issue handguns or shotguns.

PROGRAM PARTICIPATION CRITERIA: The following criteria shall apply to all sworn members who wish to participate in this program:

The participant must successfully complete the Basic Rifle/Carbine Operator Course, or the Patrol Rifle Instructor course, at a POST approved presenter and maintain quarterly proficiency with the rifle.

PURCHASE AUTHORIZATION/APPROVAL PROCEDURE: The purchasing member shall complete and submit a "Request to Purchase AR-15 Rifle for Official Use" memorandum requesting authorization to purchase an authorized rifle for duty use. This memorandum shall be addressed to the Chief of Police and be sent, via chain of command and the Training Manager. He/she will verify the rifle in question meets the departmental specifications for duty use.

If the rifle the member wishes to purchase meets departmental specifications the Training Manager will forward the request to the Chief of Police for approval. If the rifle does not meet departmental specifications, the request will be returned to the member with an explanation of why the rifle does not meet departmental specifications. This memorandum shall minimally include:

- That the member meets all of the above program criteria.
- Make, model and general specifications for the rifle they wish to purchase.
- The name, address, and telephone number of the firearms dealer the purchasing member will complete the sales transaction through.

The purchasing member shall comply with all assault rifle registration requirements from the State of California and provide proof of compliance by submitting a copy of the "Peace Officer Assault Weapon Registration Application" and a copy of the registration verification letter from the State.

After the purchasing member takes possession of the rifle they will arrange to have it inspected and certified by the Range Master. This inspection shall take place no later than 30 days from the date of delivery. A file will be maintained by the Training Unit regarding each rifle. This file will contain a copy of the Purchase Agreement, a copy of the Assault Weapon Registration letter and a copy of the inspection report detailing the rifles compliance with departmental specifications.

If the rifle is not in compliance with departmental specifications, this will be reflected in the inspection report, along with the steps needed to bring the rifle into compliance.

The purchasing member will qualify with the rifle on the departments "Rifle Qualification Course." The minimum qualification score is 80%.

The Range Master will forward the completed Purchase Agreement, proof of registration, and inspection report to the Training Manager for inclusion in the employee's personnel file.

DEFINITION AND RIFLE SPECIFICATIONS

"AR-15 RIFLE": A gas operated, magazine fed, semi-automatic rifle that works using direct gas impingement. This rifle is primarily available in the .223 Remington/5.56mm x 45mm cartridge. AR-15 is a trademarked name owned by the Colt Firearms.

"AR-15 Series Rifle": A rifle possessing all of the same characteristics and features of the Colt AR-15 Rifle. Manufacturers are unable to call their product by the name "AR-15" because of the trademarked name, but for all intents and purposes it is the same type of weapon.

In the interest of ensuring members deploy reliable, functional, and dependable rifles; the following specifications shall be adhered to:

The approved manufacturers are listed below:

1. Armalite
2. Bushmaster
3. Colt
4. Rock River Arms
5. Smith & Wesson
6. Daniel Defense
7. LaRue Tactical

The rifle must be assembled by one of the approved manufacturers or a department certified AR-15 Armorer.

If a member currently possesses a rifle manufactured by a company other than those listed above, they can request a variance from the Chief of Police to allow them to utilize their rifle. This request shall be made via department memorandum. The rifle will be presented to the Range Master for inspection prior to submitting the memorandum. The Range Master will make a recommendation to the Chief of Police regarding the serviceability of rifle on the memorandum. The final decision to approve any rifle not listed above will be determined by the Chief of Police.

The rifle shall be equipped with a barrel 16-20 inches in length and chambered for the .223 Remington/5.56mm x 45mm cartridge. The barrel rifling twist shall be either 1 in 7 inches or 1 in 9 inches. Per Federal regulations, the flash hider can be included in this measurement if it is permanently attached to the barrel. The barrel of the rifle may be fitted with a flash hider. Muzzle brakes or compensators are not authorized.

The rifle may be fitted with either an "A1" or an "A2" style fixed stock or a collapsible stock. All non "mil-spec" hand guards, butt stocks, vertical fore grips and pistol grips shall be inspected and approved by a Department AR-15 Armorer prior to the weapon being carried on duty.

The rifle shall be equipped with an M-4 pattern "flat-top" upper receiver if optical sights are to be used. Carry handle optical mounts are not authorized. If the rifle will be used with open sights only, A-1 or A-2 style upper receivers are acceptable.

Approved optical sights are limited to:

1. "EoTech" brand holographic sights. Specific models that utilize "AA" or 123 batteries.
2. "Aimpoint" brand red dot sights.
3. "Leupold" brand riflescopes. Magnification must be 2x or less at lowest power. For example, 1.5 x 4 power, 2x7 power etc.
4. "Weaver" brand riflescopes. Magnification must be 2x or less at lowest power. For example, 1.5 x 4 power, 2x7 power etc.
5. Other brands and models of optical sights may be considered. The request for a variance must be made via department memorandum.

If the rifle is equipped with an optical sight it shall also be equipped with emergency back-up iron sights. Tritium "night sights" are authorized. Laser aiming devices that project a visible beam from the weapon are not authorized.

The rifle may be equipped with either a six or nine volt, dedicated weapon light. Approved manufacturers include, but are not limited to, Surefire and Streamlight.

The trigger must function in semi-automatic mode of fire only and be of a single-stage variety similar to a "mil-spec" trigger mechanism. The trigger pull weight shall not be less than five pounds. Two stage or "match" triggers are not authorized.

The finish of the rifle shall be black.

Magazines used in the rifle shall conform to, or exceed, military specifications. Magazines shall hold a minimum of 20 rounds and a maximum of 30 rounds. Each rifle will have a complement of three magazines. Magazines will be inspected at the same time as the rifle. Magazines will be loaded with 2 rounds less than full capacity. 30 round magazines will be loaded with 28 rounds. 20 round magazines will be loaded with 18 rounds.

The rifle shall be equipped with a sling. Currently approved slings are:

1. Three point sling same as, or similar to, the "Wilderness Tactical Sling".
2. "V-Tac" two point sling as produced by Viking Tactics or 5.11 Tactical.

"Single point" style slings are not approved for general patrol use. SWAT Team members who use single point slings on their tactical gear are exempt from this regulation.

All rifles will have a soft-sided, padded case, or lockable hard sided case. These cases shall be used to protect the rifle and equipment during transportation and storage.

If the Police Department makes a technological upgrade to the Departmental weapons systems, the owners of authorized rifles are responsible for the upgrade of their rifle to the same specifications.

A Department certified AR-15 Armorer shall inspect the rifle annually to ensure it remains in compliance with all departmental specifications. Once the weapon is approved for duty use, it is not to be modified in any way without the approval of a department certified AR-15 armor.

Department personnel certified as an AR-15 Armorer may complete minor maintenance and repairs of AR-15 rifles carried on duty. Since the rifles are privately owned, the rifle's owner is responsible for the cost of any replacement parts. Repairs that the Armorer is unable to complete shall be the responsibility of the individual owner.

AGENCY LIABILITY

The Garden Grove Police Department and the City will not accept liability of the loss, theft, damage, or total destruction of personally owned AR-15 series rifles that are the personal property of members who have been allowed to use them while on-duty. By participating in this program, members agree to all provisions of this statement.

In the event damage to a personally owned AR-15 series rifle occurs, that is entirely beyond the control of the member resulting from a law enforcement function, members may request reimbursement/repair. In these cases, members shall submit a memorandum to the Chief of Police, via the chain of command, explaining the circumstances of the damage and request consideration for reimbursement pursuant to General Order 14.10. The final decision regarding reimbursement or repair remains with the Chief of Police or his designee.

DEPLOYMENT PROCEDURES

Regardless of where the rifle is carried while on duty (i.e. vehicle mounted locking rack, or cased storage in truck of vehicle), it shall be in the following condition:

1. Chamber empty
2. Hammer in the cocked position
3. Safety selector in the "SAFE" position
4. Magazine will not be inserted into the magazine well until it is being deployed.
5. Under no circumstances will the chamber of the weapon contain ammunition if the rifle is not in direct physical control of the member deploying it.
6. Only members that are properly certified and qualified in the use of the Patrol Rifle shall be authorized to handle, deploy, or discharge authorized rifles except in cases of extreme exigency.
7. Discharge of authorized rifles shall be in accordance with General Order 2.7 entitled "USE OF FIREARMS/DEADLY FORCE". Authorized rifles should only be deployed in situations where a handgun or shotgun lacks the sufficient range, accuracy, or penetration capability to defeat an armed or protected suspect.
8. Authorized rifles should not be used as an entry weapon. Supervisors shall not make up an "ad hoc entry team" of rifle operators except when extreme conditions are present.
9. In case of an Officer Involved Shooting with the rifle, the member will surrender the rifle to proper authority for placement into evidence as part of the investigation. The Chief of Police can elect to issue the member an agency owned rifle, if one is available, while the member's personal rifle is in evidence. The Police Department is under no obligation to replace any rifles placed into evidence.
10. If a member has had their police powers suspended and are on administrative leave, they will surrender their rifle at the same time as their issued firearm, badge, and identification card. When they are returned to duty, the rifle will be returned to them along with the remainder of their issue equipment.

SAFE AND SECURE FIREARMS STORAGE

All agency authorized rifles shall be handled, maintained and stored in a safe and secure manner, whether on-duty or off-duty. Agency members assume a tremendous level of responsibility when exercising their authority to carry a firearm. This responsibility extends and applies to the safe storage of firearms, when they are not being used. It is incumbent

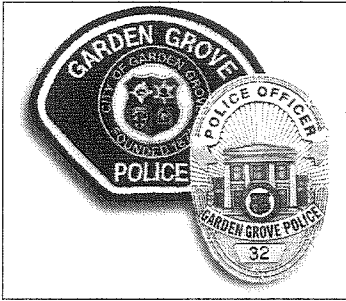
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Use of Personally Owned AR-15 Rifles

upon each member to exercise good judgment, common sense and compliance with training when handling and storing any firearm.

Personnel are required to store their rifles in their duty locker. This will reduce the exposure to theft by not having to transport the rifle during the daily commute. In the event personnel must transport their rifle to their residence, they shall utilize a storage method that will prevent theft or unauthorized access. The best solution for this is a gun safe or lockable cabinet. Personnel shall notify their supervisor prior to transporting their rifle to their residence.

Rifles stored in the employee's home shall be stored in a safe and secure location. Additionally, agency members are reminded that Penal Code Section 12035 (5) (b) states, a person commits the crime of "criminal storage of a firearm" if he or she keeps any loaded firearm within any premises that are under his or her custody or control and he or she knows or reasonably should know that a child (under 18 years of age) is likely to gain access to the firearm. It is highly recommended that firearms stored in the home be placed in a locked container such as a gun locker or safe. It is of paramount importance to assure that firearms stored in the home are stored safely and made inaccessible to children. It is not recommended that firearms be stored in private or department vehicles that do not contain special security devices. Firearms should be stored in a locked trunk or a locked storage compartment, and never left in plain view. Personnel are strongly encouraged not to leave firearms unattended in any vehicle.

When storing firearms, employees shall exercise care and caution to assure that the weapon is not unnecessarily handled or exhibited and that the storing of the firearm is achieved as expeditiously and safely as possible.



**General Order: 14.14
RESPIRATORY PROTECTION PROGRAM**

Effective: December 15, 2014
Last Revised:

PURPOSE

The purpose of this General Order is to protect the health of employees from airborne hazards and to provide procedures necessary to control occupational diseases caused by exposure to air contaminated with harmful dusts, fogs, fumes, mists, gases, smokes, sprays, or vapors. This General Order will also define the policies for the Respiratory Protection Program to assure compliance with regulatory requirements.

POLICY

It shall be the policy of the Garden Grove Police Department to prevent employees from being exposed to contaminated air during hazardous conditions. Additionally, occupational exposure to harmful airborne contaminants should be controlled whenever possible through engineering and administrative controls. Where these methods are not feasible, respiratory protection will be provided at no cost to employees. When respirators are necessary, the elements of this program shall be followed.

INTRODUCTION

The Respiratory Protection Program shall cover all employees of the Garden Grove Police Department who are permanently or temporarily assigned respiratory protection equipment. These employees include sworn and non-sworn personnel who are required to wear respiratory protection equipment during regular work activities, or who may be required to wear such equipment during emergency situations in which harmful contaminants are present in the atmosphere.

All participants in the program shall be thoroughly trained regarding the respiratory equipment's purpose and limitations.

All employees who have been issued respiratory protection equipment, and who are performing field duties in a uniform capacity, shall maintain their respiratory protection equipment in their vehicles at all times while on duty. Employees who have been issued respiratory protection equipment, but are working non-uniformed assignments shall maintain their equipment in their police locker, workstation or assigned city vehicle. The equipment shall be kept in such condition as to allow for its immediate deployment in the event of a disaster or other emergency.

This program shall comply with the California Code of Regulations (CCR), Title 8, Sections 5144, 5155, 5199 (ATD), and all POST regulations pertaining to the respiratory protection of first responders.

PROGRAM CONTENTS

The Police Department's Respiratory Protection Program includes the following components:

1. Administrative Responsibilities
2. Respiratory Protection Equipment
3. Medical Evaluation and Qualification for Use of Respirators
4. Training
5. Assignment of Respiratory Protection Equipment
6. Inspection and Repair
7. Fit Testing
8. Deployment of Respiratory Equipment
9. Record Keeping
10. Cleaning and Disinfecting
11. Storage
12. Program Evaluation

ADMINISTRATIVE RESPONSIBILITIES

The Police Department's Training Sergeant, shall be designated as the Respiratory Protection Program Administrator and shall oversee the program.

The Police Department's Professional Standards Lieutenant may designate instructors to help facilitate the program. These Respiratory Protection Program Instructors may provide training, issue and maintain equipment, and perform other functions within the program as directed by the Respiratory Protection Program Administrator. The Lieutenant shall also be responsible for ensuring that all written policies relating to this program comply with Cal/OSHA regulations pertaining to respiratory protection.

It shall be the responsibility of all employees to comply with the policies and procedures set forth in this General Order.

Supervisors and Managers shall ensure that employees adhere to the policies and procedures outlined in the Police Department's Respiratory Protection Program as described in this General Order.

RESPIRATORY PROTECTION EQUIPMENT

The Garden Grove Police Department shall only purchase and issue National Institute for Occupational Safety and Health (NIOSH) and other OSHA-approved respirators. The Department issued respirator will be:

Air-Purifying Respirator (APR) - Removes gas, vapor, or particulate, or combinations of gas, vapor, and/or particulate from the air through the use of filters, cartridges, or canisters. This respirator does not supply oxygen and therefore cannot be used to enter an atmosphere that is oxygen deficient. The APR shall be the standard department issued respirator for field use.

MEDICAL EVALUATION AND QUALIFICATION FOR USE OF RESPIRATORS

Personnel are considered medically qualified to use respiratory protection equipment after completing the POST Medical History Statement or its equivalent, and after successfully passing a medical evaluation which must meet or exceed the standards described in the POST Medical Screening Manual for California Law Enforcement. These requirements can be satisfied by a *pre-employment*, or *post-employment* medical evaluation.

Employees who were hired prior to the implementation of the POST Medical History Statement (POST 2-252), which was December of 2001, shall complete the Cal/OSHA RESPIRATOR MEDICAL QUESTIONNAIRE. The approved medical personnel shall then review it.

The Police Department shall designate an occupational health physician to administer the medical evaluations. The Respiratory Protection Program Administrator will ensure that the physician has a copy of the most recently updated version of the Police Department's Respiratory Protection Program. The physician will review the program and the Respirator Use Information form when determining if an employee is medically qualified to use respiratory protective equipment. A copy of the Respirator Use Information form is attached to this General Order.

1. A **pre-employment** medical evaluation shall be administered to each employee as a condition of his/her employment with the Garden Grove Police Department.
2. A **post-employment** medical evaluation shall be required when:
 - a. an employee reports to supervisor or manager medical signs or symptoms that are related to their ability to use a respirator.
 - b. A physician or other licensed health care professional (PLHCP), supervisor, manager or the Respiratory Program Administrator or Instructor determines the employee needs to be reevaluated prior to using a respirator. **Only licensed health care professionals (PLHCP), or physicians shall be allowed to ask employees medical questions related to their ability to use a respirator.**
 - c. Observations made during fit testing indicate the employee requires re-evaluation.

- d. A change occurs in workplace conditions (e.g., physical work effort, protective clothing, temperature, etc.) that may result in a substantial increase of exertion placed on the employee's physiological system.
3. When circumstances described above require an employee to undergo a post-employment medical evaluation, the following procedures shall apply:
- a. The employee's supervisor shall complete a Preventative Treatment Authorization form (PTA), and send the employee for evaluation by a City designated occupational health physician. The physician shall administer the medical questionnaire contained in this General Order, and provide a written recommendation regarding the employee's ability to use a respirator. The physician will retain the questionnaire, and the employee shall return the written recommendation to the City's Human Resources Department for filing in their medical file, and shall promptly notify their supervisor and the Respiratory Protection Program Administrator of their status. The PTA forms are available from the Respiratory Protection Program Administrator and City's Human Resources Department.
 - b. The employee may elect to see his or her personal physician in lieu of the City's designated occupational health physician. In these instances, the employee shall take a copy of the Police Department's Respiratory Protection Program, medical questionnaire and Respirator Use Information form to the attending physician. The employee's physician shall be required to administer the medical questionnaire, and include a written recommendation regarding the employee's ability to use a respirator. The attending physician shall retain the questionnaire, and the employee shall return only the written recommendation to the City's Human Resources Department for filing in their medical file, and promptly inform their supervisor and the Respiratory Protection Program Administrator of their status. The written recommendation provided by the attending physician shall contain the same information.

TRAINING

Prior to the issuance of respiratory protection, employees shall receive training, which meets the requirements set forth by POST and Cal/OSHA for respiratory protection. The course will minimally include the following topics:

1. Prepare law enforcement for a WMD response.
2. Introduce law enforcement to the hazards of a chemical environment and the use of personal protective equipment.
3. Elevate skills to an "Operations Level."
4. Develop a multi-disciplinary response.
5. Administer a fit test and medical evaluation.
6. The necessity of respiratory protection and how to properly fit, utilize and maintain the device.

7. The limitations and capabilities of the respirator.
8. How to use a respirator effectively in emergency situations, including situations in which the respirator malfunctions.
9. How do inspect, put on, remove, and check the seals of the respirator.
10. The procedures for maintaining and storing respiratory equipment.
11. How to recognize medical signs and symptoms that may limit or prevent the effective use of the respirator.
12. How to decontaminate, or safely dispose of a respirator that has been contaminated.

Each employee issued a respirator shall receive annual update training regarding the proper use and care of his/her assigned respiratory equipment. The update training will be administered by qualified instructors designated by the Department's Professional Standards Lieutenant. Annual update training will be administered in conjunction with annual fit testing and inspections of department issued respiratory equipment. The person administering annual update training will document the training using the Annual Fit Test, Training and Inspection form.

1. Additional training will be required under any of the following circumstances:
 - a. Changes in the workplace or type of respirator makes previous training obsolete;
 - b. Inadequacies in the employee's knowledge or use of the respirator indicate that the employee has not retained the required understanding or skill; or,
 - c. Any situation arises in which update training appears necessary to ensure safe respirator use.

ASSIGNMENT OF RESPIRATORY PROTECTION EQUIPMENT

The Police Department, on a *permanent* or *temporary* basis, will issue respiratory equipment to all first responders and other personnel, sworn or non-sworn, who may be called upon to respond to situations in which hazardous materials have been expelled into the atmosphere. Considerations in the selection of respirators shall include facial irregularities, e.g., scars, dentures, etc. Additional factors may include the nature of work being performed by the employee, which may place unusual stress on the employee's respiratory protection system.

1. **Permanent Assignment** - All respirators permanently assigned to employees shall be issued by the Department's Respiratory Protection Program Administrator, or his designee, and only to personnel who have been medically cleared and completed the necessary training and fit testing required by Cal/OSHA to safely operate such equipment. Upon issuance, the Respiratory Protection Program Administrator, or his designee, shall record the name of the employee and the size of his/her assigned respiratory equipment into the employee's inventory of department issued equipment.
2. **Temporary assignment** - In emergency situations, or in preparation of a planned event where respiratory protection equipment may be required, the Respiratory

Protection Program Administrator, or his designee, may issue such equipment on a temporary basis. However, regardless of the nature of the incident or planned event, the employee receiving the equipment shall have first satisfied all the training and medical requirements for permanent assignment.

When a respirator is temporarily assigned to an employee, the Respiratory Protection Program Administrator, or his designee, shall record the following information: the employee's name, the size, a description of the operation or hazard requiring the equipment, and length of the assignment.

INSPECTION AND REPAIR

Annual and certification inspections of respiratory equipment shall be conducted in accordance with manufacturer's recommendations and will minimally include the following:

1. Tightness of connections
2. Condition of all components, rubber and plastic
3. Connecting tubes, hoses and batteries, if applicable
4. Straps
5. Lenses
6. Valves
7. Filters

ANNUAL INSPECTIONS

Qualified individuals designated by the Respiratory Protection Program Administrator shall conduct annual inspections of department issued respirators in conjunction with annual fit testing and update training. The person inspecting the equipment shall document the following information in the Annual Fit Test, Inspection and Training form, which shall be forwarded to the Respiratory Protection Program Administrator upon completion.

1. Date of inspection
2. The name and badge number of the person inspecting the equipment
3. The name of the employee to whom the equipment is assigned
4. Results of the inspection
5. Remedial action, if applicable

MONTHLY INSPECTIONS

All employees who have been assigned an air purifying respirator (APR) shall inspect their equipment monthly in accordance with the manufacturer's recommendations and will minimally include the following:

1. Tightness of connections
2. Condition of all components, rubber and plastic
3. Connecting tubes, hoses and batteries, if applicable
4. Straps

5. Lenses
6. Valves
7. Filters

During each monthly inspection the employee shall be required to don his/her assigned respirator and perform a user seal check as described below. The employee conducting the monthly inspection of the respirator equipment shall record the date of the inspection and write their initials on the inspection tag attached to the respirator's storage compartment.

CERTIFICATION INSPECTIONS

A qualified individual designated by the Respiratory Protection Program Administrator shall conduct a certification inspection of all newly acquired respirator equipment prior to storage for emergency use, or assigned to department personnel. The certification inspection shall be conducted and documented in the same manner as the monthly inspections; however, a user seal check will not be required.

The qualified individual shall also conduct monthly inspections of all respirator equipment maintained in storage.

USER SEAL CHECK

Employees who use a tightfitting respirator will perform a user seal check during monthly and annual inspections to ensure an adequate seal is achieved. Positive and negative pressure checks, or the respirator manufacturer's recommended user seal check method shall be used.

1. **Positive pressure check** – Close off the exhalation valve and exhale gently into the face piece. The face fit is satisfactory if a slight positive pressure can be built up inside the face piece without any evidence of outward leakage of air at the seal. For most respirators, this method of leak testing requires the wearer to first remove the exhalation valve cover before closing off the exhalation valve and then carefully replacing it after the test.
2. **Negative pressure check** – Close off the inlet opening of the mask by covering with the palm of the hands or by replacing the filter seals, inhale gently so that the face piece collapses slightly and hold the breath for 10 seconds. If the inlet opening cannot be effectively covered with the palm of the hand, the employee may perform this test by covering the inlet opening of the mask with a thin latex glove. If the face piece remains in its slightly collapsed condition and no inward leakage of air is detected, the tightness of the respirator is considered satisfactory.

REPAIRS

Any time an employee determines that a respirator, or any of its components or accessories are defective, the employee shall promptly turn the equipment over to the Respiratory Protection Program Administrator or Instructor, who shall arrange for its repair.

Only individuals trained to repair department issued respirators, and/or related components and accessories, shall be allowed to perform such operations.

Repairs shall be made according to the manufacturer's recommendations and specifications for the type and extent of repairs to be performed.

The Respiratory Protection Program Administrator, or his designee, shall promptly issue the appropriate replacement respirator to any employee whose equipment is determined to be defective.

If qualified/trained individuals are not able to repair a defect in a specific respirator, they shall see to it that it gets sent back to the manufacturer for repair or replacement. Repair or replacement shall be at the discretion of the Respiratory Protection Program Administrator.

FIT TESTING

Qualified personnel designated by the Respiratory Protection Program Administrator shall provide *quantitative* fit testing sessions annually to all employees who have been issued Department respirators. Fit testing shall also be required whenever a physician, licensed health care professional, supervisor, manager, or the Department's Respiratory Protection Program Administrator or Instructor, makes visual observations of changes in the employee's physical condition that could affect the proper respirator fit. These may include facial scarring, dental changes, cosmetic surgery, or an obvious change in body weight.

Quantitative Fit Test – Employs a machine to measure the challenge agent leakage into the respirator without dependence on the test subject's voluntary or involuntary response.

1. Respirators with tight-fitting face pieces do not seal properly when facial hair comes between the sealing surface of the face piece and the face, or when it interferes with valve function. Therefore, any employee who has facial hair that comes between the sealing surfaces and the face shall be required to shave prior to the fit test.
2. If an employee wears corrective eyewear or other personal protective equipment, the employee shall be required to wear such equipment during the fit test. The corrective glasses or personal protective equipment must be worn in a manner that does not interfere with the seal of the mask on the face of the user.
3. If an employee is unable to successfully pass the fit test, he/she shall immediately notify his/her supervisor. It shall be the supervisor's responsibility to ensure the employee understands that he/she is prohibited from responding to incidents that require the use of respiratory equipment until further notice. The supervisor shall, as soon as practical, notify the department's Respiratory Protection Program Administrator who will arrange for the issuance of alternative equipment and retesting, or will pursue other remedies that will enable the employee to successfully pass the fit test.

- i. In instances where the employee's eyewear has prevented him/her from successfully passing the fit test, the employee shall obtain a medical release from the Respiratory Protection Program Administrator for spectacle inserts.
 - ii. Upon issuance of a material release, the employee shall obtain a spectacle kit for his/her assigned respirator from the Respiratory Protection Program Administrator. The employee shall then take his/her assigned respirator, spectacle kit, current eyewear prescription and medical release to the City's contract optometrist. The employee must call ahead to make an appointment, walk-ins will not be accepted. The optometrist shall install monacles of the appropriate prescription into the employees assigned respirator at the Department's expense.
4. The person conducting the annual fit test shall complete and sign the Annual Fit Test, Training and Inspection form.

DEPLOYMENT OF RESPIRATORY EQUIPMENT

It is paramount that employees understand the limitations of their assigned respiratory equipment. Further, that respiratory equipment does not eliminate the hazardous contaminants present in the environment. Should an employee's respiratory equipment fail due to malfunction, operator error, or any other reason, the employee may be exposed to harmful or deadly contaminants. For these reasons, employees shall adhere to the following guidelines whenever it becomes necessary to deploy respiratory equipment:

IDENTIFICATION OF HAZARD(S)

Except under extreme emergency, a qualified haz-mat technician or other qualified person will survey the work environment to classify the hazards into the following definition/classes:

1. Gas/Vapor
2. Particulate/Dust Contaminants
3. Fume Contaminants
4. Mist Contaminants
5. Oxygen-Deficient Atmospheres
6. Atmospheres immediately dangerous to life and health
7. Combination of Classes

EVALUATION OF HAZARD(S)

1. Fire Department personnel will use Material Safety Data Sheets (MSDS) information to initially identify respiratory hazards. MSDS are labels that convey hazardous information to emergency personnel informing them as to the presence of hazardous chemicals at the work place. As necessary, air samples will be used to determine the actual concentration of exposure hazards that may be present.

2. Cal/OSHA Permissible Exposure Limits (PELS), California Code of Regulations, Title 8, Section 5155, will be used to assist in determining the level of protection required for chemical contaminants.

RECORD KEEPING

Annual Fit Testing, Training and Inspection records will be entered into the employee's computerize training records and shall include the following information:

1. The name of the employee fit tested and trained
2. The date of the fit test, training and inspection
3. The type of fit test administered (*Quantitative* or *Qualitative*)
4. The make, model style and size of the respirator used and inspected
5. The fit test results

The original copies of the employee's fit test records shall be maintained in the employee's training file located in the Professional Standards Division.

Records related to post-employment medical examinations will be stored as follows:

1. The Respirator Medical Evaluation Questionnaire and the information contained therein shall be retained and kept confidential by the physician or other licensed health care professional (PLHCP) that evaluated the employee.
2. The evaluating physician shall provide the City's Human Resources Department a certificate, which denotes only whether or not the employee is qualified to wear a respirator. The certificate shall be retained in the employee's medical file.
3. In regards to all medical testing, there shall remain a doctor-patient privilege.
4. If the evaluating physician or PLHCP discovers any ancillary medical issues, the employee shall be referred to their own primary care physician for treatment. The nature of the medical issue shall not be reported to the Police Department.

Monthly respiratory equipment inspections shall be documented on the respiratory equipment's inspection tags and will remain attached to the equipment's individual storage container. Inspection tags will be replaced on an annual basis during annual fit testing sessions.

CLEANING AND DISINFECTING

All respirators shall be cleaned and disinfected in accordance with CCR Title 8, Section 5144, OSHA Respirator Cleaning Procedures (mandatory) or per the manufacturer's requirements, as follows:

1. **Permanently Assigned Respirators** – Those respirators assigned to an employee for his or her exclusive use shall be cleaned and disinfected by the employee as often as necessary to maintain a sanitary condition.
2. **Temporary or Emergency Assigned Respirators** – Those respirators assigned on an emergency temporary basis shall be cleaned and disinfected after each use and prior to each reassignment to another employee by the Respiratory Protection Program Administrator or his designee.

STORAGE

All respirators shall be stored in a clean, contaminant-free environment. The respirator/face piece shall be stored to ensure contaminants do not get into or onto the face piece of the respirator. Whenever possible, respiratory protection should be stored in a secure area.

PROGRAM EVALUATION

On an ongoing basis, the Department's Respiratory Protection Program Administrator and the Professional Standards Division Lieutenant shall review the Respiratory Protection Program to ensure effectiveness, workability and compliance with all pertinent local, state and federal regulations.

The Department's Respiratory Protection Program Administrator shall ensure that the Respiratory Use Information forms and all other forms attached to this General Order are updated as necessary.

California Code of Regulations, Title 8, Section 5144, Respiratory Protection, is the governing directive and shall take precedence over the guidelines of this program whenever they differ.