

CHAPTER 15 - EMERGENCY CONDITIONS AND CIVIL DEFENSE

- 15.1 - Emergency Operations
- 15.2 - Mutual Aid
- 15.3 - Bomb Threats and Explosives
- 15.4 - Special Weapons and Tactics (S.W.A.T.) Team
- 15.5 - Mass Arrests
- 15.6 - Critical Incident Response Plan
- 15.7 - Pandemic Response
- 15.8 - Active Threats



**General Order: 15.1
EMERGENCY OPERATIONS**

Effective: July 31, 1987
Last Revised: January 2, 2007

PURPOSE

The purpose of this General Order is to establish policy and procedures for emergency operations in the police department in the event of a natural or man-made disaster or civil disturbance.

DEFINITIONS

A disaster may be defined as a flood, hurricane, earthquake, explosion, or any other unusual occurrence that poses a significant threat to life and property. A civil disturbance includes a riot, disorder, or any other event that may result in violence.

CITY OF GARDEN GROVE EMERGENCY PLAN

The City of Garden Grove Emergency Plan as adopted by the City Council specifies the duties of the Chief of Police in his role as the Police Incident Commander. The Plan further specifies the duties and responsibilities of police personnel during all types of unusual occurrences. Specifically, the Emergency Plan provides specific plans and procedures necessary for the police department and other city departments to fulfill their mission during any unusual occurrence or disaster. The plan includes provisions for:

- Emergency Communications
- Field Command Posts
- Casualty Information
- Public Information
- Mutual Aid Requests
- Military Support
- Public Facility Security
- Traffic Control and Movement
- Equipment Needs
- Incident Reporting
- Line of Succession to the position of Director of Emergency Services (chain of command)
- Temporary Housing
- Post Emergency Duties
- Transportation
- Evacuation Procedures

The city's Emergency Plan shall become operative:

- Automatically, by the existence of a state of war emergency;
- When the Governor has proclaimed a state of emergency in an area including this city;
- On the order of the Mayor or his designee, provided that the existence or threatened existence of a local emergency has been proclaimed in accordance with the provision of the city's Municipal Code.

EMERGENCY SERVICES COORDINATOR

The Emergency Services Coordinator is employed by the Fire Department and is responsible for all city efforts to maintain an acceptable level of disaster and emergency preparedness. The Emergency Services coordinator serves as a liaison with local, state, and national emergency services organizations. Within the police department, the Planning and Research Lieutenant will serve as the department's representative to the city's Emergency Management Committee.

EMERGENCY OPERATIONS CENTER

The Emergency Operations Center (EOC) is located in City Hall and serves as a facility for the centralized direction and control of the Emergency Operations Committee. The department head or his designee from each city department will direct and coordinate emergency operations for the EOC. The Secondary Emergency Operations Center is the Public Services Building (City Yard). Additional Emergency Operations Centers and field command posts may be established as needed and staffed by personnel from appropriate departments.

POLICE RESPONSIBILITIES DURING ACTIVATION OF THE EOC

The on-duty Community Policing Bureau Sergeant or Watch Commander will direct and coordinate all emergency operations until the activation of the Emergency Operations Center is complete and the Director of Emergency Services (City Manager) has assumed control of the operation. Specific police responsibilities and information on the emergency activation procedures are outlined in the Emergency Operations Plan and the Emergency Operations Plan and Annexes.

The on-duty Community Police Bureau Sergeant or Watch Commander shall be responsible for the following:

- Identifying a primary and alternate staging area for Police Department personnel responding to the event.
- Notifying the Department's Public Information officer to assist with media and community relations/notifications.
- Obtaining the necessary Department equipment needed for the event, which may include calling in other supervisory or management personnel.

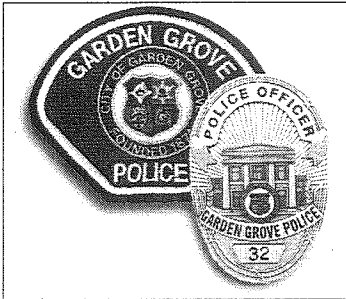
- Notification of the Records Manager and the Investigations Division Commander to act as a liaison with the Orange County District Attorney's Office and court system, if there is potential for criminal prosecution, based on the incident.

**EMERGENCY OPERATIONS PLAN AND EMERGENCY
OPERATIONS PLAN AND ANNEXES MANUAL**

The Emergency Operations Plan and Emergency Operations Plan and Annexes manuals are designed to assist police department executives and managers who are faced with the task of providing and coordinating police services in an emergency environment. Copies of these manuals will be kept in the offices of the Chief of Police, Planning and Research and in the Watch Commanders Office. These manuals will be updated as required by the department's coordinator (Planning and Research Lieutenant).

AFTER-ACTION REPORT

An after-action report will be completed for all EOC incidents involving police personnel. The report will be completed by the Incident Commander or his/her designee and forwarded to the Chief of Police.



**General Order: 15.2
MUTUAL AID**

Effective: July 16, 1969
Last Revised: July 1, 2009

PURPOSE

The purpose of this General Order is to establish department policies for mutual aid requests.

INTER-CITY POLICE ASSISTANCE PLAN

All requests for mutual aid are governed by the Inter-City Police Assistance Plan adopted by the Orange County Chiefs of Police and Sheriff's Association. This plan is reviewed and adopted annually by the membership of the association. A copy of the plan is available in the Watch Commander's office.

CONDITIONS APPLICABLE TO MUTUAL AID REQUESTS

There are four conditions that apply to the implementation of any mutual aid request.

1. Requests for response under this plan shall be made by the on-duty Community Policing Bureau sergeant or Watch Commander.
2. The initiating jurisdiction's highest ranking officer present at the scene shall be responsible for deployment of assisting agencies' responding personnel.
3. The use of trainees, academy recruits, or non-sworn personnel during any response under this plan shall be approved by a Watch Commander or officer of higher rank from the agency supplying such personnel.
4. Through common agreement, mutual aid is provided at no cost to the requesting agency.

MUTUAL AID RESPONSES

Response to requests for mutual aid are:

1. Code Alex
2. Code Charlie
3. "999"

"CODE ALEX"

"Code Alex" is an organized method of assigning police and sheriff units throughout the county to preplanned observation posts. When "Code Alex" is initiated, individual agencies deploy units to their assigned posts where they remain until "Code Alex" is terminated.

"CODE CHARLIE"

"Code Charlie" is an Emergency Alert Plan to notify neighboring agencies of the impending need for manpower and resource assistance. It is normally put into effect when emergency or riotous conditions exist and the need for mutual aid is ANTICIPATED.

"999"

"999" is a request for urgent, immediate assistance. It differs from Code Charlie in that the need for assistance WAS NOT ANTICIPATED, and SPECIFIC agencies are PRESELECTED for response.

MUTUAL AID REQUEST DOCUMENTATION

All Garden Grove Police Department requests for mutual aid and inter-city police assistance will be reported to the Chief of Police. Orange County Communications (Control I) maintains a permanent record of all activations of the mutual aid plan.

**GARDEN GROVE POLICE RESPONSE TO OUTSIDE AGENCY
MUTUAL AID REQUESTS**

The Garden Grove Police dispatcher may direct Garden Grove officers to post assignments in the event of a "Code Alex" request.

Garden Grove officers WILL NOT respond to "Code Charlie" or "999" mutual aid requests without the approval of an on-duty Watch Commander.

In the event of a "999" mutual aid request, Garden Grove Police Department will be a PRIMARY RESPONSE agency for the cities of Cypress, Santa Ana, Los Alamitos, Stanton, and Westminster. The department will be a SECONDARY RESPONSE agency for the city of Anaheim.

REQUESTING FEDERAL LAW ENFORCEMENT ASSISTANCE

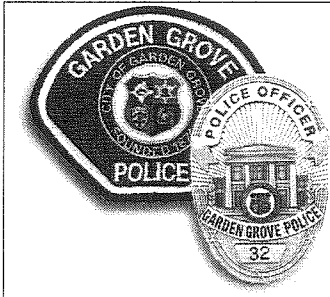
The on-duty Watch Commander has the authority to request emergency assistance from local federal law enforcement agencies (FBI, DEA, Immigration and Naturalization, Border Patrol, Treasury Department, etc.) by telephone or through emergency communications systems. The federal law enforcement agencies will respond with available units and personnel to emergency situations to support local agencies where life and property are threatened.

Most of the federal agencies have 24-hour, unpublished telephone numbers for use by local law enforcement in the event of an emergency. These phone numbers are available from the Computer Assisted Dispatch (CAD) System.

REQUESTING NATIONAL GUARD ASSISTANCE

The California Office of Emergency Services will dispatch the National Guard only in the event of a declared local emergency AND after local mutual aid efforts have proven to be insufficient to handle the emergency incident.

The City Council of the City of Garden Grove must pass a resolution requesting the Governor of California to declare a state of emergency. A copy of the resolution is also sent to the STATE Director of the Office of Emergency Services. Upon acceptance of the resolution and declaration of state of emergency, the LOCAL Director of Emergency Services (City Manager or his alternate) may request that the National Guard be called in to assist local law enforcement efforts.



**General Order: 15.3
BOMB THREATS AND EXPLOSIVES**

Effective: October 28, 1978
Last Revised: January 2, 2007

PURPOSE

The purpose of this General Order is to establish procedures for handling bomb threats and situations involving explosives.

ORANGE COUNTY SHERIFF'S BOMB DISPOSAL UNIT

The Orange County Sheriff's Bomb Disposal Unit consists of specially trained personnel who are available to assist whenever a suspected explosive device is located. Their expertise is also available to assist with a post explosion investigation. The unit is equipped with the necessary bomb disposal equipment including such items as a trailer equipped with a receptacle for containing, muting, and deflecting a bomb blast, a bomb blanket, rope, non-magnetic hand tools with extended handles, a bomb shield mounted to allow for easy mobility, sandbags, full protective body armor for two persons, etc.

GARDEN GROVE POLICE COMMUNICATIONS PERSONNEL RESPONSIBILITIES

Communications personnel receiving information of a bomb threat situation must make every effort to determine the following:

1. Location and description of the bomb as well as the anticipated time of detonation if applicable;
2. Any and all information about the bomb threat caller to include both identifying information as well as information relative to motive;
3. If handling officers request radio silence in the area of the bomb, this information must be relayed to all involved personnel and the radio "beeper" used to deter radio transmissions.

OFFICERS' RESPONSIBILITIES

Initial Contact and Evacuation

Responding officers shall immediately contact the management of the reporting agency, school, or other location and then interview the person who received the bomb threat information. If no device has been located, the officer will advise the management of the reporting agency, school, or other location to decide whether to evacuate the affected area. If evacuation is decided, the officer should allow it to proceed according to the reporting agency's management procedures. When there are no procedures, the evacuation order and supervision of the evacuation is conducted by reporting agency management. During those

situations where evacuation is ordered, officers must insure that a security perimeter is established. This perimeter should be at least 200 feet from the location.

Search

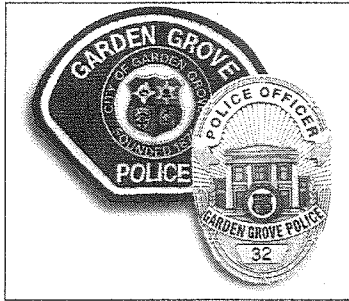
Assigned officers search for the reported bomb accompanied by a volunteer from the reporting agency who is familiar with the location. These search teams must attempt to check every accessible location where an explosive device could be hidden. Searches must always be conducted in a small group to minimize casualties in the event of an explosion. Searches must be conducted with flashlights available in order to check poorly lighted areas.

Procedures When Suspected Device Is Located

When a suspected explosive device is located, officers must first be concerned with the protection of human life, then property. The danger area must be cleared to a safe distance. Evacuation should proceed as immediately as possible using the reporting agency's evacuation procedures when possible. The suspected device itself as well as any objects which may act as a triggering mechanism must not be touched. Officers must be aware that certain triggering devices may be activated by radio signal and therefore should consider not using the police radio when near the device. A field supervisor will be notified who will request directly the Orange County Sheriff's Bomb Disposal Unit. The fire department and paramedics are also requested to standby in the area. At this point the responding officers' primary responsibility is the safety of the public and self. The Bomb Disposal Unit's responsibility is removal of the device.

Procedure After An Explosion

An officer's first obligation after an explosion is to render aid to injured persons and request the necessary assistance from support agencies. All normal crime scene investigative procedures are utilized. The area is cleared of all persons not engaged in the investigation. Since secondary explosions as a result of power and/or gas lines are sometimes a possibility, the area must remain evacuated and a safe perimeter maintained. All available information and evidence must be gathered.



**General Order: 15.4
SPECIAL WEAPONS AND TACTICS (S.W.A.T.) TEAM**

Effective: October 10, 1975
Last Revised: March 10, 2016

PURPOSE

The purpose of this General Order is to establish both the supervisory responsibilities and organizational configuration of the Garden Grove Police Department's S.W.A.T. and Hostage Negotiation Teams, the duties of these two units, as well as establishing who may authorize their activation and the procedures to be followed during "call-out" notification. It is the intent of the Garden Groves Police Department's S.W.A.T. Team to provide a highly trained and skilled tactical team as a resource for other operational components within the Garden Grove Police Department in the handling of critical incidents

In addition this order contains the procedures for applications and selection of personnel for these two specialty assignments, and the equipment available to S.W.A.T.

An additional purpose of this General Order is to establish policy and procedures for the use of tactical paramedics during S.W.A.T. operations and training.

SPECIAL WEAPONS AND TACTICS DEFINED

The S.W.A.T. Unit consists of a predetermined number of specially selected sworn personnel who receive ongoing specialized training. They are brought together primarily for the purpose of implementing special tactics and utilizing special equipment in certain high risk arrest situations including barricaded suspects, kidnap-hostage situations, as well as V.I.P. protection and other special events. The goal of S.W.A.T. is risk reduction in the protection of life and property.

HOSTAGE NEGOTIATORS DEFINED

The Hostage Negotiating Team consists of a predetermined number of specially selected personnel trained in hostage negotiation techniques. Negotiators may be utilized for incidents involving barricaded subjects, hostage taking or other situations where negotiation skills may be useful in resolving the incident.

ORGANIZATIONAL CONFIGURATION

S.W.A.T. and the Hostage Negotiating Team are comprised of specially selected sworn personnel from various units throughout the department. These individuals have other full-time assignments within the department and function as members of these specialty units

on a part-time basis only. Both S.W.A.T. and the Hostage Negotiating Team operate within the Community Policing Bureau.

SUPERVISION OF S.W.A.T. AND HOSTAGE NEGOTIATION TEAM

S.W.A.T. Commander

A lieutenant will be designated as the "S.W.A.T. Commander" which will include the command of the Hostage Negotiating Team. The S.W.A.T. Commander is responsible for insuring that the operation of both S.W.A.T. and the Hostage Negotiating Team remain consistent with the goals of the department. The S.W.A.T. Commander has direct authority over the S.W.A.T. and Hostage Negotiator Team Leaders as well as the other member of both units.

S.W.A.T. Supervisors

The S.W.A.T. Unit will have one Administrative Sergeant who will report directly to the S.W.A.T. Commander on all matters regarding the administrative and tactical functions of the unit. The unit will be divided into two tactical teams. Each team will be supervised by a sergeant who will be designated as the "Team Leader." "Assistant Team Leaders" will also be designated to serve in a Team Leader's absence.

Hostage Negotiator Supervisors

One sergeant will be designated as the "Team Leader" with a second sergeant designated as an "Assistant Team Leader."

ACTIVATING S.W.A.T./HOSTAGE NEGOTIATORS - AUTHORITY

The on-duty Watch Commander or on duty Community Policing Bureau Sergeant may request the assistance of the S.W.A.T. Unit whenever he feels that special weapons and tactics are necessary.

The on-duty Watch Commander or on duty Community Policing Bureau Sergeant shall request the assistance of the S.W.A.T. Unit and Hostage Negotiating Team in all cases involving snipers, armed barricaded suspects, and hostage situations.

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

1. Request assistance of canine units or helicopters - this could require mutual aid from another agency;
2. Establish an inside and outside perimeter around the scene - S.W.A.T. personnel will usually relieve field officers of inside perimeter positions;
3. Evacuate injured persons;
4. Evacuate bystanders;
5. Establish a central command post and chain of command - the command post must be situated in a safe location and Communications must be advised of chain of command at all times;

6. Request for ambulance, rescue, or fire equipment;
7. Assign personnel to handle news media access, a staging area should be established in a safe location and only that information approved for release by the person in command should be released.

NOTIFICATION

The on-duty Watch Commander must first notify the S.W.A.T./H.N.T. Commander if either unit is requested. In the event that the S.W.A.T. Commander is unavailable, the on-duty Watch Commander will notify the Administrative Sergeant, or in his absence, one of the Team Leaders, or in their absence, one of the Assistant Team Leaders. The remaining S.W.A.T./H.N.T. members are notified using the master call-out list. The on duty Watch Commander may delegate the notification process to another but should be the one to contact the S.W.A.T./H.N.T. Commander. Under some circumstances, it may be appropriate to request Hostage Negotiation Team personnel even though the situation does not warrant the notification of S.W.A.T. Hostage Negotiation Team personnel may be notified independently, or with S.W.A.T. A similar list will be maintained for Hostage Negotiation Team personnel in that with the exception of the Team Leaders who are to be contacted first, the list will be in a response time order. The S.W.A.T. Commander will be notified prior to calling in any members from these units.

A call-out list will be maintained in the computer assist dispatch system with a hard copy kept in Communications. The team will be notified using the one call paging system in communications. If this system fails, with the exception of the S.W.A.T. Commander and Team Leaders who will be listed first, the list will be maintained using potential response times to establish the order of notification, i.e., team members living the farthest away will be listed first.

ADDITIONAL DUTIES

S.W.A.T. and Hostage Negotiation personnel, like any other Garden Grove police officer, may be called upon in response to any special circumstance, including but not limited to special purpose vehicle operation, decoy operations, undercover surveillance/stake outs, bomb threats, disasters, civil disorders, civil defense emergencies, or any other duties as assigned. The above listed additional duties may be assigned to any Garden Grove police officer at any time.

To assist in these special circumstances, all S.W.A.T. personnel assigned to the uniformed patrol divisions are required to carry their designated S.W.A.T. shoulder mounted weapons with them into the field on a daily basis. These weapons are for the exclusive use of their assigned S.W.A.T. officer and shall not be reassigned or given to any other non-S.W.A.T. personnel without prior authorization of the S.W.A.T. Commander. S.W.A.T. officers assigned to uniform patrol must use discretion and good judgment as first responders to high risk incidents when deploying their assigned S.W.A.T. weapon. S.W.A.T. officers will be under the supervision of the on-scene incident commander or field sergeant until

command and control of the incident has been relinquished to a S.W.A.T. Team Leader or the S.W.A.T. Commander.

COOPERATION

The need for cooperation and coordination between special details such as S.W.A.T. and other operational components of the department cannot be understated. A misunderstanding, lack of communication, or lack of cooperation could jeopardize the safety of officers and the success of the operation at hand. With this in mind it is important that the appropriate Division/Watch Commanders be informed of activity in their area of responsibility. Area officers should be notified as well, except in those cases when disclosure may jeopardize a tactical operation.

S.W.A.T. PERSONNEL SELECTION

At the discretion of the Community Policing Bureau Commander and S.W.A.T. Commander, a memorandum will be posted announcing the intent to fill a personnel vacancy. The memorandum will state that the position is an adjunct assignment and is voluntary. Those interested will be required to submit a memorandum expressing their interest and the prior experience that they have that would be beneficial to the team. This memorandum must also describe the personal attributes and characteristics that the applicant believes would make him/her an asset to the team.

The S.W.A.T. Commander and the Team Leaders will review the applications of those personnel who applied for the position. A recommendation is made and the name(s) is then submitted to the Bureau Commander and Chief of Police for approval. After approval is received, the applicant is then scheduled for a physical agility, psychological screening examination and medical examination. Once the physical agility, psychological examination and medical examination are passed the applicant is eligible for appointment to the team.

HOSTAGE NEGOTIATOR SELECTION

At the discretion of the Community Policing Bureau Commander and S.W.A.T. Commander a memorandum will be posted announcing the intent to fill a personnel vacancy on the Hostage Negotiator Team. The memorandum will state that the position is a voluntary, adjunct assignment and is open to sworn personnel only. Those interested will be required to submit a memorandum expressing their interest and the prior experience that they have that would be beneficial to the assignment. As excellent verbal skills and problem solving abilities are critical to a negotiator, the applicant must address these two areas in the application memorandum. After receiving input from the applicant's current and previous supervisors and Hostage Negotiator supervisors, a recommendation is made by the S.W.A.T. Commander, with final approval by the Bureau Commander. The applicant is then scheduled for a psychological screening examination. Once this psychological examination is passed the applicant is eligible for appointment to the team.

S.W.A.T. EQUIPMENT

S.W.A.T. equipment is kept in the department armory and or Conex container. Each officer is issued the following: flashlight, gas mask, bulletproof vest, dark utility uniform, side arm, equipment belt, and a rifle, sub-machine gun or shotgun depending on the individual's position on the team. In some cases the individual officer may be issued more than one weapon in order for that officer to accomplish his/her assignment. Each officer is also issued a radio, communications device, ballistic helmet with black cover and protective goggles and gloves.

In addition to the above, the following equipment will be available for S.W.A.T. use: binoculars, night vision scope, rope and rappelling equipment, explosive diversionary devices, smoke, tear gas, breaching tools, as well as any other equipment available and deemed necessary for use by S.W.A.T.

FINAL REPORT

After each S.W.A.T. call out, an after action report will be completed. The purpose is to give a general critique of the planning and execution of all S.W.A.T. procedures.

TACTICAL PARAMEDICS

The responsibility for the content of the following information regarding Tactical Paramedics and the utilization of the cited procedures rests with all department personnel.

OBJECTIVES

1. The objective of the tactical paramedics assigned to the S.W.A.T. team is to:
 - a. Provide medical support during call-outs, training and any other event where S.W.A.T. personnel are present.
 - b. Enhance the overall accomplishment of S.W.A.T. missions.
2. Maintain high S.W.A.T. team morale by the sincere and evident concern for members' good health and well-being.

QUALIFICATIONS

1. Currently working as a firefighter/paramedic with the Garden Grove Fire Department
2. Be off probation.
3. Willing to give at least a two year commitment.
4. Willing to switch shifts to allow for two Tactical Emergency Medical Support paramedics per shift.
5. Willing to attend monthly training with S.W.A.T.

SELECTION PROCESS

1. Submit interest memo along with resume to Division Chief of Operations through proper channels.
2. Pass a S.W.A.T. physical fitness test (PFQ).
3. Oral interview with S.W.A.T. Tactical Emergency Medical Support selection panel.
4. Inter-department review with oral board panel members, Tactical Emergency Medical Support administrator and labor representative.
5. Once the process is completed, an eligibility list will be created for the remaining candidates who were not immediately selected. This list will be good for one year, and any subsequent testing will be done as needed.
6. Any current Garden Grove Fire Department paramedic may submit a memo of interest along with a resume to the Division Chief of Operations through the proper channels. Candidates that meet the minimum requirements, as established by the Fire and Police Chiefs, will be invited to participate in a review process. A paramedic shall be allowed to participate in the Tactical Medicine Program at the discretion of the Fire and Police Chiefs. A tactical paramedic is an at-will position and the individual may be removed from the team, without cause, by the order of the Police Chief or the Fire Chief.
7. Final appointment as a tactical paramedic will be made by the S.W.A.T. Commander in conjunction with a Tactical Emergency Medical Support coordinator, as designated by the Fire Chief.

TRAINING

1. All tactical paramedics will be required to attend a P.O.S.T. approved tactical medicine course as soon as possible.
2. In addition to successfully completing the tactical medicine course, each tactical paramedic will be required to participate in scheduled monthly training.
3. Tactical paramedics will be trained in the use and operation of selected S.W.A.T. issued weapons.

RESPONSE AND COORDINATION

1. Tactical paramedics participating in the Tactical Medicine Program will respond from the station, if they are on-duty. More medics may be called in from home, as determined by the S.W.A.T. Commander. For operations that lend themselves to pre-planning such as dignitary protection events or service of high risk warrants, the S.W.A.T. Team will schedule a pre-incident briefing.
2. Tactical paramedics who will be involved in the response will also be included in the pre-incident briefing, whenever possible.
3. All callouts will be made to on and off-duty personnel, as well as the Tactical Medic Coordinator, via phone call and/or text message.
4. Participating tactical paramedics shall notify the S.W.A.T. Commander, Administrative Sergeant, or a team leader if no commander is available, of vacations or extended periods of unavailability. In addition, participating tactical paramedics shall notify the Fire Department Program Manager of vacations or extended periods of unavailability.

S.W.A.T. COMMANDER

The S.W.A.T. Commander, Administrative Sergeant, or if no commander is available, a team leader (Sergeant) shall have the overall responsibility for deploying tactical paramedics assigned during an incident.

RESPONSIBILITIES

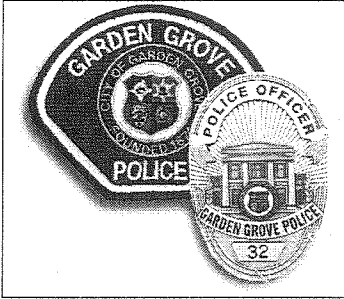
1. Tactical paramedics assigned to the S.W.A.T. team will:
 - a. Provide on-scene medical treatment to S.W.A.T. Team members.
 - b. Monitor the medical effects of environmental conditions such as heat stress, cold stress, and sleep deprivation regarding individual and team performances during training sessions, as well as operations. Tactical paramedics shall bring any potential medical problems to the attention of the S.W.A.T. Commander, Assistant S.W.A.T. Commander, or team leader.
 - c. Acquire and maintain the medical history, immunization status, list of allergies and current health status of S.W.A.T. team members, and ensure the timely transfer of this information to appropriate medical personnel should the member require treatment and transport. HIPPA laws will be followed and all medical information will be stored in a secured location on the rescue vehicle.
 - d. Conduct all medical operations per Orange County EMS Policies, Clinical Procedures and Treatment Guidelines when operating within the County of

Orange, as well as, any other region within the State of California, per OCEMS policy #330.15.

- e. Ensure that all medical equipment is fully stocked and any supplies with expiration dates are closely monitored.
- f. Provide medical advice and directions during hostage negotiations in conjunction with the S.W.A.T. hostage negotiators.
- g. Maintain strict confidentiality of medical information, training techniques, and missions for continued operational security
- h. Maintain appropriate licenses and certifications for a paramedic employed with the City of Garden Grove.

UNIFORMS AND SPECIAL EQUIPMENT

1. Tactical Paramedics will be issued and wear the same uniform and equipment as a S.W.A.T. team member, with the exception of weapons and ammunition. The uniform shall include:
 - i. Ballistic Helmet
 - ii. Ballistic Vest
 - iii. S.W.A.T. Uniform with paramedic rocker under patch.
 - iv. MEDIC Label on back of uniform and/or Ballistic Vest
2. Tactical paramedics will be required to utilize a provided tactical medic kit filled with appropriate medical supplies and equipment to provide appropriate medical support.



**General Order: 15.5
MASS ARREST PLAN**

Effective: January 18, 2007
Last Revised:

PURPOSE

The purpose of this general order is to specify those procedures that should be utilized in the handling of prisoners in a mass arrest situation. If there is no acceptable alternative found to mass arrests, the arrests will be carried out in an organized and efficient manner to facilitate the restoration of order by means of lawful arrest and successful prosecution in court.

POLICY

It shall be the policy of this Department to provide specific procedures for field and support personnel regarding the arrest, detention and processing of subjects for various offenses when the number of subjects detained is extraordinarily high.

PROCEDURE

Officers should generally adhere to the following procedures in the event of a mass arrest situation:

PLANNING AND ACTIVATION OF THE PROCESS

When a large scale, pre-planned event dictates consideration of mass arrests, the respective Division/Incident Commander shall confer with the on-site sergeants and/or management personnel to determine the approximate number of potential arrestees, and assess an individual and group temperament of those individuals, focusing upon any identified agitators. Upon identifying those factors, the Division/Incident Commander shall configure his arrest teams of a size, which will enable those officers to take custody of the individuals safely. The incident should be recorded on video, as this will provide an opportunity to later identify other suspects.

The Division/Incident Commander shall pre-arrange the event deployment to allow for a swift implementation of officers from a variety of locations from within the event, as well as directing other available field units.

If numerous arrests are considered prior to the event, the Division/Incident Commander shall assure that the necessary transportation unit(s) is immediately available to the event facility with drivers.

Should the mass arrests exhaust field officers, the Division/Incident Commander shall request mutual aid resources from surrounding jurisdictions prior to the event including

transportation units with drivers. The Orange County Sheriffs Department and the Orange County Transportation Authority will provide buses and drivers, when requested. Mutual aid requests from outside agencies will be handled according to existing mutual aid policies and procedures.

ARREST, PROCESSING AND CONFINEMENT PROCEDURES

At the scene of a mass arrest situation, the Division/Incident Commander shall establish a secure Field Pre-Booking Facility, if the number of arrestees cannot be processed under normal arrest conditions.

1. The location of the Field Pre-Booking Facility will vary depending on the location of the event.
2. This location shall provide for:
 - Sufficient room for appropriate segregation of gender, age and offense (male/female, juvenile/adult, violent/non-violent).
 - Ease to access and regress from the Facility, and for detention officers to monitor detainees.

When possible, all arrests, once ordered by the Division/Incident Commander, should be made by a police sergeant and arrest team members so other officers may remain at their assigned posts.

When the nature of the offense requires the immediate intervention and arrest by another officer, an arrest team shall assume custody of that arrestee. The arresting officer should be released to return to his assignment as soon as possible. This officer will be required to complete the required narratives, arrest reports, etc. when he is relieved from his/her post.

Arrest teams shall make arrests for specific violations of the law.

JUVENILE ARRESTS

Juveniles will be processed following the procedures outlined in General Order 8.1 Juvenile Arrests and Applications for Petition, 10.4 Arrestee Processing and 17.1 Alternatives to Arrest and Incarceration.

If a large number of juvenile arrests are expected, the Division/Incident Commander will notify the Orange County Juvenile Hall prior to the event, and provide the available intelligence information necessary to make the assessment of the impending arrests. In addition, personnel from the Orange County Probation Department – Juvenile Unit may be requested to assist at the event.

TRANSPORTATION

Transportation of arrestees from the field booking facility/location to the Garden Grove Police Department Jail may be conducted by patrol vehicles, the transportation van or, if prior arrangements have been made, the Orange County Sheriffs may transport. Specific

procedures for transportation of arrestees are outlined in General Order 10.9 Arrestee Transportation.

DETENTION FACILITIES

Adult arrestees will be transported to the Garden Grove Police Departments Jail or other approved booking facility.

Juvenile arrestees will be transported to the Garden Grove Police Departments Jail or Orange County Juvenile Hall.

EVIDENCE COLLECTION

Evidence will be handled as outlined in General Order 11.2 The Handling of Acquired Property and Evidence.

SECURITY

Based on the size and scope of the incident, the Incident Commander will make the determination of the number of officers required to secure areas affected by the incident. Inner and outer perimeters will be established and made secure by utilizing manpower, vehicles and crime scene tape at the following locations:

1. Mass arrest sites
2. Crime scenes
3. Command posts
4. Any other site as determined by the Incident Commander

IDENTIFICATION

Arrestees should be fingerprinted and photographed at the mobile booking site, prior to transportation.

DEFENSE COUNSEL VISITS

No defense counsel visits will be allowed at the mobile booking site. Once arrestees have been booked at our facility, defense visits may be permitted as outlined in General Order 10.6 Arrestee Rights.

COURT AND PROSECUTORIAL LIAISON

Investigations will assign personnel to complete the necessary paperwork or investigative case follow up, as deemed necessary by an Investigations Supervisor. It is recommended that, time allowing, the assigned investigator contact the District Attorney's office prior to the incident to brief them on the forecasted incident and to discuss any appropriate strategies.

MEDIA RELATIONS/PUBLIC INFORMATION OFFICER

A Department PIO will be stationed at an agreed upon location predetermined by the Incident Commander to handle media related issues pursuant to General Order 2.15 Public Information.

FOOD, WATER AND SANITATION

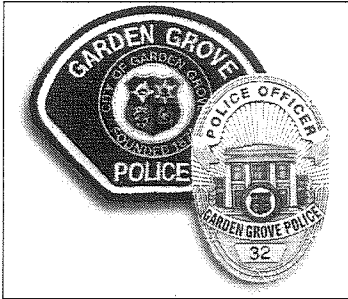
The Incident Commander will make arrangements to provide food and water to arrestees, if needed. Food is required if the arrestee has been held for six hours. The Incident Commander will also make arrangements for portable toilets to be placed at the mass arrest site, if they are necessary.

MEDICAL TREATMENT

Garden Grove Paramedics will provide medical treatment. The Garden Grove Fire Department will be dispatched to the mass arrest site and will stand by at a pre-determined location until the incident has been resolved.

DEESCELATION

Once the Incident Commander determines the incident is under control, he/she may authorize a reduction of resources including perimeter adjustments, staffing levels or levels of activation.



**General Order: 15.6
CRITICAL INCIDENT RESPONSE PLAN**

Effective: June 3, 2008
Last Revised: January 17, 2013

PURPOSE

To provide guidance to Department staff regarding response considerations when the Incident Command System (ICS) is utilized during field response to critical incidents. This General Order augments and provides supplemental considerations regarding natural and manmade disasters, civil disturbances, as a supplement to the City's *Emergency Operations Plan and Annexes* and other critical incidents that are not previously discussed in other Department orders, policies, or procedures.

POLICY

It shall be the policy of this Department to respond to planned and unplanned, disasters or emergencies that occur within the City of Garden Grove, or when requested, in a professional and informed manner utilizing ICS as incorporated in both California's Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS). The Department's objective will be the restoration of pre-incident law enforcement status to the affected area(s) and to provide for the protection of life and property during a disaster

DEFINITIONS

Emergency Situation. An actual or potential condition that poses an immediate threat to life or property.

Critical Incidents. Situations, generally of an emergency nature, that result from disaster, both natural and man-made, that includes civil disturbances, earthquakes, floods, pandemics, explosions, riots, disorders, violence from dissident gatherings and marches, rock concerts, political conventions, labor disputes, and terrorist activities.

Exercise: Gathering of individuals inclusive of government and private sector persons, to develop plans, practice simulated implementation, and to discuss each agency's role in handling critical incidents. This could include table top, functional, and/or full field exercises.

Incident Commander: The most experienced or senior Department member in-charge at a field command post during an emergency or critical incidents. Incident Commanders may also be referred to as the Officer-in-Charge.

Incident Command System (ICS): A system for command, control, and coordination of a response that provides a means to coordinate the efforts of individual persons and agencies as they work toward the common goal of stabilizing an incident while protecting life, property, and environment. There are five major components: command, operation, planning, logistics, and finance & administration.

National Incident Management System (NIMS): A comprehensive, national approach to incident management that is applicable at all jurisdictional levels and across all functional disciplines.

Standardized Emergency Management System (SEMS): An organizational framework and guidance for emergency operations at each level of the State's emergency management system. Provides the umbrella under which all response agencies may function in an integrated fashion. Required by the State of CA for managing response to multi-agency and multi-jurisdiction emergencies.

Unified Command: A procedure used at incidents that allows all agencies with geographical, legal or functional responsibility to establish a common set of incident objectives and strategies, and a single Incident Action Plan. Unified Command procedures assure agencies that they do not lose their individual responsibility, authority, or accountability.

CHAIN OF COMMAND

- A. Chief of Police: Maintains overall responsibility for and command of any law enforcement critical incident response.
- B. Community Policing Bureau Commander: Provides command over the units responsible for providing critical support during a crisis. These units include, but are not limited to, SWAT, Crisis Negotiations, Traffic Unit etc. In the absence of the Community Policing Bureau Commander, another Division Commander may assume command and responsibility.
- C. Incident Commander: A command level officer designated as the On-Scene Commander during an operation. The Incident Commander is responsible for directing the operation.
- D. SWAT/Tactical Commander: A command level or supervisory officer who has overall responsibility for the SWAT Team, its operations, and tactics. The SWAT Commander reports to the Community Policing Bureau Commander or Incident Commander during a deployment.
- E. Public Information Officer (PIO): A designated individual who has overall responsibility for the coordination of public information efforts during an operation. He/she is the PIO liaison with the Special Operations Division Commander, but is not part of the operational chain of command. The PIO is an assignment usually filled by the Department's Public Information Officer. In the absence of the designated PIO, the assistant PIO or a trained alternate familiar

with the Department's public information policies and procedures shall be assigned to fill the position. When more than one PIO is present or a unified Public Information Center is established, a lead PIO will be designated.

- F. Chain of Command: The Chain of Command is established through the normal course of business within the Department. At the scene of a critical incident, the Incident Commander will be the most senior officer or supervisor on scene until relieved by a more senior supervisor or member of the Garden Grove Police Department Command Staff. Designated supervisory staff shall coordinate employees and, if the incident is a mutual aid request, accept assignment from the Incident Commander. All employees committed to mutual aid shall remain under the control of the Police Department.

POLICE DEPARTMENT RESPONSIBILITY

A. Pre-Disaster

The Department will:

1. Review its Critical Incident Response Plan annually and update policy and procedures as required.
2. Meet with the City Emergency Management Coordinator, EMC, (FD Captain) to review the Police Department plan.
3. Train department personnel regarding emergency operations as necessary.

B. During Disaster

The Police Department shares operations responsibilities with the Fire Department and Public Works Department. The Chief of Police, or the Community Policing Bureau Commander, is responsible for planning and coordination of all law enforcement related critical incidents. Specifically, the responsibilities assigned to the Police Department in the City Emergency Plan are:

1. Provide security for facilities and resources.
2. Enforce laws, rules, and regulations.
3. Enforce vehicular traffic laws and regulations.
4. Establish alternate routes.
5. Provide surveillance and intelligence.
6. Assist in light rescue.
7. Assist with medical response.
8. Maintain liaison with the Coroner.
9. Provide for evacuation, as necessary.

C. Post-Disaster

The Department will:

1. Coordinate demobilization of law-enforcement resources.
 - a. Survey the affected areas and determine the continued need for police personnel at the scene.
 - b. Assess the number of personnel and equipment at the scene and determine when and how much to reduce them.
 - c. Ensure that all personnel and equipment are accounted for.
 - d. Ensure that all involved personnel report to the field command post for debriefing before leaving the scene.
2. Assist affected neighborhoods with special law-enforcement needs.
3. Provide the City Manager with an incident critique.
 - a. The Commander/Incident Commander will prepare a documented after action report, per incident, detailing all aspects of the operation including analysis and recommendations for future events, to include logs, reports, recommendations for change, deletions, and/or updates to any City, or Department policy. The after action reports will be forwarded to the Chief of Police and a copy sent to the Accreditation Manager.
4. Provide the Chief of Police with a financial summary of Police Department expenditures.

D. Emergency Operations Center

An emergency of a large magnitude will necessitate the activation of the City Emergency Operations Center (EOC). The Emergency Operations Center is activated at the direction of the City Manager or his designee.

The EOC is located in the third floor of City Hall, and is where the City Manager, Department Directors, and their assistants gather to exercise management and control functions related to the incident. The Field Incident Commander may recommend an alternate EOC location if the emergency or threat is in the vicinity of the primary EOC.

1. Primary Location - The Emergency Operations Center (EOC) is located at City Hall, 3rd floor, 11222 Acacia Parkway.
2. Alternate Location - The alternate site is located at Public Works, 13802 Newhope.

E. Levels of Involvement

Some unusual occurrences may be found to be relatively minor in nature and can be handled by on-duty field personnel. Others might require all available on-duty and off-duty personnel, and still others may require mutual aid assistance. The following levels of involvement have been designated:

1. Level A – These incidents can be handled by on-duty patrol members, supervisors and Field Commanders.
2. Level B – These incidents are handled by on-duty patrol personnel with the assistance of some special units, which may be on or off duty. Typically, these incidents can be handled by personnel in the field with minimal assistance from off-duty personnel.
3. Level C – There are two levels of deployment for this type of recall. The first is a Limited Emergency Deployment (LED) or the highest degree of deployment which is a Full Emergency Deployment (FED).

- a. Limited Emergency Deployment – This level places all responding officers on 12 hour shifts, The hours and shifts of these units will be determined on a case-by-case basis depending on the current need.

Use of this plan would be limited and may be utilized upon initiation of a Code Red by the Office of Homeland Security and/or should there be a credible and imminent threat identified by the California Anti-Terrorism Center (CATIC) or Joint Terrorism Task Force (JTTF).

- b. Full Emergency Deployment – This level places all units on 12-hour shifts. The only exception would be Internal Affairs and Vice/Intelligence. The hours and shifts for these units will be determined by the need. Officers assigned to the 12-hour shifts may be required to work seven days per week. Initiating this plan is extremely rare and is limited to those situations when there is a direct attack on the city by way of large-scale rioting, acts of terrorism, or military conflict. Under this type of deployment 55% of Department personnel will be assigned to "A" shift and 45% assigned to "B" shift.

F. Preparing the After Action Report

It is critical that each unit in the system keeps track of incoming requests and be able to submit documentation. The Incident Commander will prepare a documented after-action report, per incident, detailing all aspects of the operation, including analysis and recommendations for future events, including logs, reports, recommendations for changes, deletions, and/or updates to any City, or Department policy. The after-action report shall be forwarded to the Chief of Police with a copy sent to the Accreditation Manager.

G. Outside Agency Support

1. The on duty Watch Commander(s) or Field Supervisor(s) should determine the need for additional personnel and/or need for additional resources from other agencies (Fire Department, Sheriff's Department, CHP, Anaheim Police Department, Santa Ana Police Department, etc.). This response should be coordinated through Emergency Management Personnel from the applicable agency and should include the type of assistance needed (K-9, Air Support, etc.)

2. Mutual Aid: State government may provide available resources to assist local jurisdictions in emergencies. To facilitate the coordination and flow of mutual aid, the State has been divided into six mutual aid regions and three administrative regions. The City of Garden Grove is located within Mutual Aid Region I; their office phone is (805) 445-1166. Mutual Aid is requested through the City of Garden Grove City Manager or his/her designee to the Mutual Aid Region I Coordinator.

PROCEDURE

ADMINISTRATION:

- A. The City's Emergency Management Coordinator (FD Captain), in coordination with the Administrative Lieutenant, is the principal planner and advisor on critical incidents to the Chief of Police.
- B. The City of Garden Grove *Emergency Operations Plan and Annexes* shall serve as the primary guide for planning the response to critical incidents. The plan will be reviewed annually and updated as needed.
- C. Copies of the complete *Emergency Operations Plan and Annexes*, *The Garden Grove Area Plan* and the Police Department's *General Orders Manual* are available in the Watch Commander's office and the Administrative Lieutenant's office.
- D. The Emergency Management Coordinator or the Administrative Lieutenant will complete an inspection of all equipment designated for use in critical incidents situations quarterly for operational readiness.

COMMAND:

- A. The Command Function, whether utilizing a single Incident Commander or functioning as part of a Unified Command Team is responsible for the overall management of the emergency, the development and implementation of strategic goals and objectives, and for approving the ordering and release of City or mutual-aid resources during an emergency.
- B. The Command Function has the responsibility for operating and coordinating all emergency operations within the City's jurisdiction utilizing SEMS, NIMS and ICS.
 1. Requesting mutual aid assistance with the approval of the City's Emergency Operations Executive;
 2. Providing a liaison with nearby jurisdictions and appropriate State and Federal agencies; and
 3. The effective operation and coordination of the Incident Command Post (ICP).

- C. When the Chief of Police, the Deputy Chief, The Captains, the Lieutenants, the Emergency Management Coordinator, or in their absence, the on-duty Watch Commander has determined an emergency or critical incident is about to occur or is occurring, he or she will implement notification procedures and call in, as determined. Recall of all necessary and available Department personnel may be directed. All available staff that receives notification is expected to respond to the designated staging area for briefing, equipment issue, and assignment.
- D. The Incident Command System, pursuant to SEMS and NIMS regulations, shall be implemented during incidents, which require multiple agencies or multiple jurisdictional involvement, whether they are single discipline (e.g. *all fire services or all law enforcement*) or multi-discipline.
- E. Establishing the ICS would therefore be required whenever an emergency incident involves more than one response agency to assure coordination.
- F. The criteria for ICS activation is as follows:
 - 1. Any unusual or emergency occurrence or incident that requires a multiple agency response within the City.
 - 2. Major incidents, when directed by the Chief of Police, the Deputy Chief, The Captains on-duty Lieutenant, or Watch Commander, such as large planned events, concerts, festivals etc; or, unplanned events that cause or have the potential to cause a major disturbance, terrorist events, or a safety concern to the City. Some additional examples of these incidents include, but not limited to, the following:
 - a. Unplanned events:
 - 1) Officer involved shooting.
 - 2) Civil Disorder.
 - 3) Active Shooter
 - 4) Hostage/Barricaded situation.
 - 5) Aircraft accident.
 - 6) Hazardous material spills.
 - 7) Fires and Explosions.
 - b. Planned events:
 - 1) Dignitary visits.
 - 2) Festivals/Parades
 - 3) Large sporting/Concert event.
 - 4) Marches.
 - c. Disasters and major emergencies:
 - 1) Earthquake.
 - 2) Flood.
 - 3) Pandemic events. (Refer to General Order 15.7)
 - 4) Wide spread rioting.

- G. When ICS is activated a Safety Officer position will be activated and will be responsible for maintaining the safety of all affected personnel, to include developing and recommending measures for assuring personnel safety, and to assess and/or anticipate hazardous and unsafe operational conditions or situations.
1. One Safety Officer will be assigned for each incident. Associated Public Health and Radiological personnel may be assigned by the Safety Officer, as needed. Assistants may represent assisting agencies or jurisdictions.
 2. When the Incident Command Post is activated, the Safety Officer will report to the ICP to provide overall safety oversight. The safety officer's primary duties are to ensure the safety of all affected personnel.
 3. In the event of a hazardous materials incident, the Hazmat Incident Response Team-Safety Officer will be assigned as an Assistant Safety Officer, and will report to the Safety Officer.
- H. The Incident Commander will begin the incident action planning of the event by making immediate and necessary staff assignments/missions.
1. The *Emergency Operations Plan and Annexes* will serve as the primary guide to planning responses to critical incidents, natural and manmade disasters, as well as, civil disturbances.
 2. The Incident Commander assigned to any critical incident shall utilize the ICS Form 201, Incident Briefing, as a reference to document notifications and actions taken during any unusual occurrence.
- I. As time permits, the Incident Commander will then begin implementing the ICS organization specific to the incident. Not all incidents require all sections listed below; however, in a full ICS incident, these sections would be required to be activated at some point:
1. Command Section (*Incident Commander*).
 2. Operations Section.
 3. Planning and Intelligence Section.
 4. Logistics Section
 5. Finance/Administration Section
- J. Supervisors or patrol officers may find that they may personally be required, due to staff shortages or assignments, to perform all duties listed above until such time as sufficient personnel have arrived.
1. All sworn personnel will be issued copies of all forms needed to begin the basic planning of an emergency or critical incident until relieved. Copies of all ICS documents are on the GGPD Intranet Web Page.

2. Each unit leader will be responsible for completing all applicable ICS forms for their respective teams.
 3. An ICS binder will be placed in the following locations:
 - a. Watch Commander's Vehicle(s)
 - b. Sergeant's SUV's
 - c. Communications
 - d. Emergency Operations Center (EOC)
 - e. Mobile Command Post(s)
 4. All ICS computer based ICS forms are available on:
 - a. Any patrol unit Mobile Computer Terminals
 - b. The mobile command post computer, and
 - c. EOC laptop computers.
 - d. GGPD Intranet Web Site
- K. At the time personnel are notified to respond for deployment they will be provided with the location of the staging area, where they are to report and the supervisor or commander they will be reporting to.
1. Primary Assembly Areas – The Garden Grove Police Department will be utilized as the primary assembly area.
 2. Secondary Staging Areas – Alternate assembly areas can include a field command post or the EOC.
 3. It is imperative that an accurate accounting of all personnel and their assignments is being made. This serves two basic necessities. First, it allows the Incident Commander to know where all staff and equipment are assigned; and, it allows for tracking for billing and reimbursement purposes later.
- L. In incidents where ICS has been set up, a command post with an identified chain of command will be established with all participating agencies having equal input; however, the final authority rests with the Garden Grove Police Department, the Garden Grove Incident Commander for actions taken within the City of Garden Grove.
1. Consideration may be given to utilizing the Sergeants SUV as a mobile command vehicle, the Emergency Operations Center, or the establishment of a command post in a location closer to the reported incident.
 2. All available communications equipment, radio frequencies, unit designators, and etc., will be identified and employed as needed (including joint-use equipment).

GARDEN GROVE POLICE DEPARTMENT
General Order: 15.6
Critical Incident Response Plan

3. Available situational maps for the incident location will be obtained as soon as practical. In those instances where no maps are available, the Incident Commander will direct that a map be prepared by the person most knowledgeable of the area and/or situation.
- M. The Chief of Police is responsible for coordinating operations with any on-site emergency management personnel.
1. The Emergency Management Coordinator will normally be delegated the responsibility for liaison with emergency management personnel.
 2. The City's EOC Team (*personnel trained in support functions related to emergency management*) will be activated when required and directed to report to the Emergency Operations Center.
 3. The Chief of Police, or the Emergency Management Coordinator, when functioning as the EOC Manager, will supervise the team and make assignments.
- N. In the field, mutual-aid support and agency liaison will be coordinated through the assigned Liaison Officer.
1. When utilizing resources from other agencies, the Liaison Officer will have the ultimate responsibility to identify and report the names of personnel and the type of equipment used by the other agencies, to the Finance/Administrative Section.
 2. When practical, the integrity of individual agency personnel from mutual-aid resources will be maintained. This is normally accomplished by providing specific unit assignments to other agency personnel.
- O. The request for any federal law enforcement or National Guard assistance, or any form of military support, will be made by the Chief of Police, and will adhere to California State Government Code, Sections 8555-8561.
1. Assistance from federal sources shall be of last resort and only requested after regional resources are incapable or available.
 2. Requests for Martial Law will be made by the Chief of Police. The Governor of the State of California will make the final determination if Martial Law will be declared.
- P. The senior member of each unit assigned a task will, upon conclusion of the incident; complete an after-action report, which will be forwarded to the incident Plans Section for inclusion into the overall incident after-action report. The overall after-action report will be completed by a responsible person identified by the Chief of Police or Incident Commander.

- Q. There shall only be one central point for information release on any incident. The responsibility falls upon the Incident Commander who shall conduct all briefings, or delegate that authority to a single responsible person.
1. When activated, a public information officer will be identified and will perform those duties in accordance with General Order 2.15 Media Relations.
 2. The Public Information Officer (PIO) will be kept informed in an effort to control rumors, and facilitate community relations through periodic media releases as appropriate.
 3. The use of the City's internet web site, local television and radio, or newspaper can also be used to accomplish rumor control.
 4. Press conferences will be conducted by the PIO in an area established by the Incident Commander.
- R. When dealing with casualties or the potential for casualties, immediate consideration must be given to the safe evacuation of casualties, as well as the removal of any deceased persons.
1. Coordination must be maintained with emergency medical personnel and any Coroners representative's on-scene.
 2. A location for triage as well as a temporary morgue needs to be identified as soon as practical after the incident occurs.
 3. An accounting of all casualty information will be maintained and relinquished to the Orange County Coroner's Office, unless otherwise directed by that office.

OPERATIONS:

- A. The Operations Section, which includes on-scene field response personnel, assists in formulating and interpreting strategy established by the Incident Commander; and implements it tactically according to the Emergency Operations Plan, Department operating guidelines, and the provisions within this document.
- B. The Operations Section Chief, a member of the general staff, activates and supervises organizational elements in accordance with the Incident Action Plan, and is responsible for coordination of all GGPD response elements for the duration of the incident, as well as directs its execution and requests additional resources as needed. The Operations Section Chief also directs the preparation of unit operational plans and requests for releases of resources,

makes expedient changes to the Incident Action Plan as necessary, and reports such changes to the Incident Commander and the Planning / Intelligence Section Chief.

- C. Access Controls and Evacuations—When an area is considered unsafe or is to be evacuated, a perimeter will be set up and access controls will be established.
1. Access controls may be established prior to an evacuation in order to limit the number of persons in a hazardous area or to facilitate an evacuation.
 2. Control points will be established to ensure that only authorized personnel are permitted to enter, pass through, or remain within controlled areas.
 3. Various personnel and devices will be required to control access, such as the following:
 - a. Control point(s),
 - b. Personnel to direct traffic and staff control points,
 - c. Patrols within and outside the secured areas,
 - d. Two-way radios to communicate with personnel inside and outside of the secured area,
 - e. Signs to control or restrict traffic,
 - f. Adjacent highway markers indicating closure of area, and
 - g. Markers on surface roads leading into the secured area.
 4. Evacuations
 - a. Garden Grove Police will have primary responsibility for safe and orderly evacuation of the affected area. The Emergency Management Coordinator may assist the Law Enforcement Coordinator (Watch Commander) in constituting and briefing the evacuation teams (*Police, Community Service Officers, CERT & Volunteers, etc.*).
 - b. The Law Enforcement Coordinator or Officer in Charge will, upon receiving notification of an impending critical incident, immediately begin constituting the evacuation teams as identified above and establish a staging site near the EOC for personnel deployment and information. The Law Enforcement Coordinator or Officer in Charge will:
 - 1) Determine which team members can initiate evacuation procedures from their work area;
 - 2) Establish evacuation teams and assign them to specific evacuation zones;
 - 3) Assign team leaders, confirm radio call signs;
 - 4) Ensure that all team leaders know who is assigned to their team; and

- 5) Ensure that all personnel are briefed thoroughly on their areas of responsibility
 - 6) Know what posture will be used to gain compliance from individuals to be evacuated.
 - 7) Ensure that a communications plan is put into effect for the teams and that dispatch is briefed on the evacuation procedures to be used.
- c. Evacuation Team Leaders, once selected will:
- 1) Marshal their individual teams and ensure all members understand their responsibilities and area to be covered,
 - 2) Assign team members to evacuation assignments on specific buildings or floors within their area of responsibility.
 - 3) Ensure that all team members have a working flashlight and adequate communications capability, and
 - 4) Confirm the method for transporting their specific teams to their area of responsibility
- d. Evacuation Team Members will respond to GGPD or stay at their workstation, as determined by the Law Enforcement Coordinator or Officer-In-Charge). After receiving a briefing from the Evacuation Team Leader on the current situation and the exact evacuation procedures to be used, the Team Members will ensure they have an operational flashlight; that they know what team they are assigned to and who their Team Leader is, and that they ask questions to avoid confusion.
- D. The Garden Grove Police will be responsible for public facility security unless otherwise directed by the Chief of Police, his/her designee, or the Incident Commander.
1. Since Garden Grove Police personnel are familiar with the buildings within the City, once a building, sector, or other location is secured, other agencies may be used to maintain the building, sector, or other location's security until relieved.
 2. Community Service Officers may be utilized for low-risk duties, such as security control of the Incident Command Post and the Emergency Operations Center.
 3. Scene security assignments are made dependent on the circumstances of the incident.
- E. Traffic Control will be the primary responsibility of the Traffic Unit.
1. CSO/Explorers and Auxiliary personnel may be utilized for low-risk traffic control duties.

2. In dangerous situations sworn officers or other agency staff will be used.
 3. Traffic control plans will be identified and adhered to in an effort to ensure vehicles are not allowed into incident areas.
- F. The Incident Commanders must understand that transportation of staff to or from incident locations may be limited by terrain, building collapses, etc.
1. When able, staff will be transported in Department vehicles, marked or otherwise, to or from the incident location.
 2. Due to the limited amount of Department vehicles, vehicles will be occupied to the maximum safe capacity based on incident requirements.
 3. The number and types of vehicles/staff will be governed by the incident size, terrain, distance from where staffs are based, and the type and number of staff required to contain the incident.
 4. Alternate modes of transportation such as OCTA Buses, privately owned automobiles, other agency vehicles, or other vehicles assigned to the City may be used as required.
- G. All prisoners will be transported in authorized police vehicles unless otherwise directed by the Incident Commander or Operations Section Chief. General Order 10.9 Arrestee Transportation provides additional details on the transport of prisoners and General Order 10.4 Arrestee Procedures and General Order 15.5 Mass Arrests address processing and confinement information.
1. Plans must consider the use of a court and prosecutorial liaison if required.
 2. When available, a Deputy District Attorney of the Orange County District Attorney's Office, or an Assistant City Attorney for the City of Garden Grove should be requested to respond to the command post.
 3. The Incident Commander will identify those responsible for approving and processing all reports.
- H. The Incident Commander must ensure that all staff understands their legal authority in emergency or critical incidents. Section 409.5 of the California Penal Code defines the authority given to peace officers to close disaster areas, as well as exclusion from police command post areas, and unauthorized entry into disaster areas.
- I. The post-incident investigation duties will be assigned by supervisors within the chain of command and at the direction of the Operations Section. These duties will be identified based on the type of incident being handled.

PLANNING: & INTELLIGENCE:

- A. The Planning & Intelligence Section is responsible for the collection, evaluation, dissemination, and use of information about the development of the incident and status of resources.
 - 1. The Section Chief, a member of the general staff, is also responsible for:
 - a. Assembling information on alternative strategies,
 - b. Providing periodic predictions on incident potential,
 - c. Reporting significant changes in incident status,
 - d. Compiling and displaying incident status information and
 - e. Overseeing the preparation of the incident demobilization plan.
 - 2. Under SEMS guidelines, the Intelligence function is performed by this Section.
- B. Information is needed to:
 - 1) Understand the current situation,
 - 2) Predict probable course of incident events, and
 - 3) Prepare alternative strategies and control operations for the incident.
- C. The Planning & Intelligence Section Chief conducts the Planning Meeting and is responsible for producing a written Incident Action Plan (if so directed by the ICP Director). The Planning Section Chief activates and supervises units within the Planning Section.
- D. The Incident Action Plan is prepared by the Planning & Intelligence Section, with input from the appropriate Sections and Branches of the Command Post. It should be written at the outset, and revised continually throughout the response.
 - 1. Incidents vary in their kind, complexity, size, and requirements for detailed and written plans. In an initial response for an incident that is readily controlled, a written plan may not be necessary.
 - 2. Larger, more complex incidents will require an Action Plan to coordinate activities.
 - 3. The level of detail required in an Action Plan will vary according to the size and complexity of the response.
 - 4. The Incident Commander may direct that a written Incident Action Plan be developed for any incident.
 - 5. The Plan must be accurate and completely transmit the information gathered during the planning process.

6. The plan must be prepared and distributed prior to the Operations Shift Briefing.
 7. A plan should be prepared for each operational period.
 8. A planning process has been developed as part of the Incident Command System to facilitate the development of an Action Plan in an orderly and systematic manner.
- E. Situation Analysis will be needed to gather, organize and disseminate information and intelligence regarding incident status. This function is also responsible for the evaluation, analysis, and display of that information for use by the Incident Command Post staff.
- F. Establish a protocol that will allow for the immediate de-escalation of the reported incident. De-escalation procedures shall include:
1. Post-occurrence duties (i.e., equipment used, injuries reported, and cost factors determined);
 2. Continued contact with court and prosecutor's office;
 3. After-Action Report and review; and
 4. Critical Incident Stress Management De-briefing.

LOGISTICS:

- A. The Logistics Section is responsible for providing facilities, services, and materials in support of the emergency incident.
1. The Logistics Section Chief, a member of the general staff, ensures that the logistics functions that support the response structure are carried out. These include telecommunications, transportation, supplies, facilities, personnel, food, and ground support.
 2. The Logistics Section Chief reports to the Incident Commander on all matters pertaining to Section activities.
- B. The Logistics Section provides logistical support to all other Sections within the Incident Command Post; activates and supervises the Service and Support Branches and the Units within the Logistics Section and participates in development and implementation of the Incident Action Plan.
- C. The Garden Grove Police, as well as the City as a whole, has a limited amount of equipment available in the event of an emergency or critical incident.
1. Logistics staff must communicate field needs to the appropriate on or off-campus personnel to ensure equipment needs are met.

*GARDEN GROVE POLICE DEPARTMENT
General Order: 15.6
Critical Incident Response Plan*

2. The Chief of Police, and Emergency Management Coordinator all possess Department credit cards that are available for use to rent or purchase any equipment needed in an emergency or critical incidents.
- D. To assist with communications for critical incidents the Command Post will be activated and an additional Dispatcher will be called in to assist with communications coordination.
1. All responding personnel will either be issued radios on the Department frequency or will provide the Communications Center with a radio for monitoring of their radio traffic.
 2. The incident commander will designate which radio frequencies will be utilized by different assisting components.
- E. The Logistics Section will procure transportation for staff to/from incident locations may be limited by terrain, building collapses, etc.
1. When able, staff will be transported in Department vehicles, marked or otherwise, to or from the incident location.
 2. Due to the limited amount of Department vehicles, vehicles will be occupied to the maximum safe capacity based on incident requirements.
 3. The number and types of vehicles/staff will be governed by the incident size, terrain, distance from where staff is based, and the type and number of staff required to contain the incident.
 4. Alternate modes of transportation such as other agency vehicles, privately owned automobiles, or other vehicles assigned to the City may be used as required.
- F. Medical Support will be provided for by the activation of the Medical Unit by responding Paramedics, contracted EMS Services or a staff physician from the Garden Grove Medical Center.
1. A medical plan will be put in place to directly support the needs of the Incident Command Post Staff and all field responders.
 2. Individuals tasked with this role will first obtain information on any injuries that occurred during initial response operations, identify and coordinated planning with the Safety Officer and determine:
 - a. Level of emergency medical activities performed prior to activation of the Unit.
 - b. Number and location of aid stations.
 - c. Number and location of stand-by ambulances, helicopters, and medical personnel to assign to the incident.

- d. Potential for special medical problems, i.e., hypothermia, dehydration, heat stroke, exposure to hazardous materials, etc.
 - e. Additional Medical supplies needed.
- G. Supplies
- 1. The Garden Grove Police, as well as the City, has a limited amount of equipment available in the event of an emergency or critical incident.
 - 2. The established Logistics Section must communicate field needs to the appropriate section or EOC when established to ensure equipment needs are met.
 - 3. The Chief of Police and Emergency Management Coordinator all possess City procurement credit cards that are available for use to rent or purchase any equipment needed in an emergency or critical incident.
- H. Specialized teams participating in the critical incident response, such as the Orange County Bomb Squad, the O.C. Joint Hazard Assessment Team (JHAT) consisting of SWAT, Bomb Squad and Haz-Mat personnel, the Orange County Fire Authority/FEMA Task Force V, the Garden Grove Fire Department, and Light Urban Search & Rescue specialists will be responsible for providing and maintaining any specialized equipment needed for the response.

FINANCE & ADMINISTRATION:

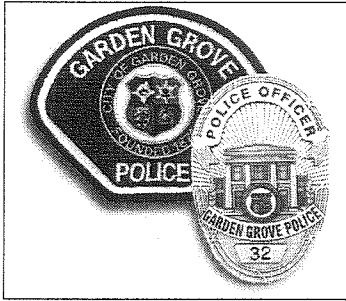
- A. The Finance Section is responsible for all financial and cost analysis aspects of the incident. This includes maintaining an audit trail, billing, invoice payments, and documentation of labor, materials, and services used during incident activities.
- 1. The Finance Section Chief, a member of the General Staff, also has major responsibility for preparing documentation for cost reimbursement in the event of a federally declared disaster.
 - 2. The Finance Section Chief activates and supervises units within the Finance Section.
- B. A Compensation Branch position responsible for personnel time recording will be activated when required. This function will:
- 1. Ensure that an audit trail is maintained covering the billing, invoice payments, and documentation of labor and services used during emergency incident activities.

2. Track and record personnel time, ensuring all obligation documents initiated at the emergency incident are properly reported, prepared and completed.
- C. Additional resources will be provided through the Procurement Branch, which is responsible for developing a procurement plan to ensure that goods and services are procured to meet the needs of the emergency incident.
1. The Procurement Branch, working closely with the Logistics Section will implement the procurement plan and perform all incident ordering.
 2. The Procurement Branch also manages the emergency incident petty cash funds.
 3. Due to the requirement for legal input, if possible, this Branch's function will be coordinated with The City attorney and/or the City Council.
- D. Expenses will be recorded in order to maintain an audit trail covering the billing, invoice payments, and documentation of services used during emergency incident activities ensuring all obligation documents initiated at the emergency incident are properly reported, prepared and completed.
- E. Injuries and liability issues arising from injuries, property damage, or deaths occurring during an emergency incident will be handled by the Compensation Branch Coordinator, who is responsible for administering financial matters. As a part of this responsibility, the Compensation Branch is responsible for gathering evidence and preparing claims documentation for any event involving damage to public or private properties which could result in a claim against the City of Garden Grove.

TRAINING:

- A. In order to enhance emergency response to hazards described in the Emergency Operations Plan, the Department will conduct tabletop exercises, mock training sessions and participate in regional drills annually. Exercises will be documented through the use of planning documents and an After Action Report evaluation. Participation with exercises facilitated by the local Urban Area Security Initiative (U.A.S.I.) or the State of California may be substituted for this training.
- B. All affected agency personnel will receive documented annual training on the All Hazard Plan.
- C. The Community Policing Bureau Commander and/or designee shall ensure that all equipment designated for use during critical incidents, including equipment located in the EOC and the Mobile Command Center, is inspected quarterly at a minimum. This quarterly inspection shall be documented on the appropriate

form signifying that all assigned equipment is maintained in a state of operational readiness. Copies of these logs shall be forwarded to the Accreditation Manager for proof of compliance.



**General Order: 15.7
PANDEMIC RESPONSE**

Effective: July 1, 2009
Last Revised:

POLICY

It shall be the policy of the Garden Grove Police Department to provide security for medication and associated supplies received from the Strategic National Stockpile (SNS) should such supplies are required for dispensing in the City of Garden Grove. When activated, personnel in management or supervisory positions in the Point of Dispensing (POD) must be familiar with the National Incident Management System (NIMS) and Standardized Emergency Management System (SEMS), specifically the Incident Command System (ICS).

DEFINITION

The Strategic National Stockpile (SNS) contains large quantities of medicines, antidotes, and medical supplies needed to respond to a wide range of health related or other emergencies. These emergencies can include: attacks using nerve agents, such as sarin; biological agents, such as anthrax, plague, and smallpox; public health emergencies such as a pandemic situation or natural disasters.

The Orange County Health Care Agency's (OCHCA) Division of Health Disaster Management is dedicated to enhancing capabilities to prevent, respond to, and recover from a health emergency.

Rapid, countywide distribution of vaccines, antibiotics, or other prophylactic agents may be needed to effectively respond to a bioterrorism event, pandemic or other significant public health threat. Advanced planning for a coordinated response during a mass prophylaxis/vaccination operation is essential to substantially decrease morbidity and mortality rates among the exposed population. POD sites are designed to quickly and accurately dispense medication and/or vaccine to the well, or exposed population, in order to prevent or mitigate the effects of disease exposure.

RESPONSIBILITIES OF GOVERNMENT OFFICIALS

The following Orange County officials have responsibilities associated with requesting and receiving the SNS:

The Public Health Officer, or designee, is responsible for making a request for the SNS;

The Medical Director, Deputy Medical Director, the Epidemiology and Assessment Medical Director, and/or the Emergency Preparedness Director are responsible for making recommendations to the Health Officer on whether to request the SNS;

The Orange County Health Department's SNS Coordinator will be the primary designee for receiving and managing the SNS.

PROCEDURES

The SNS has two components designed to arrive in separate phases:

The first is referred to as a 12-hour Push Package, and accordingly, will arrive at the state's requesting location within 12 hours of the federal decision to deploy it. After the bulk medications are repackaged, the Push Package will then be distributed to the local health departments (LHD) within 24 hours.

When we receive notification from the Operational Area and/or Orange County Health Care Agency that a POD(s) are required for activation, we will have a minimum of 12 hours to establish the identifies POD location(s) based on the area of exposure and estimated number of individuals exposed to the agent. A POD is expected to be operational for 24 hours. It is generally staffed in 12 hour shifts. This may be expandable or contactable.

Four predetermined locations have been selected in Garden Grove and operational plans for those locations have been completed. The planning maps are in the Incident Command System section of our web site. The locations are:

1. Crystal Cathedral
2. Garden Grove City Park
3. Courtyard Center
4. Pacifica High School

When the Health Care Agency has requested materials from the SNS, the Operations Commander shall consider immediately placing all personnel in Alert Status. The Emergency Operations Operation Center may be activated, and staff planning will begin immediately. When plans have been established, and the First Responder Clinic and POD locations have been identified, the Watch Commander or Incident Commander should consider placing Departmental Personnel in Call-Up Status, officers will be notified of their assignments, and to whom they report to under the Incident Command Structure.

When developing the Incident Command Structure special consideration should be given to scene security, traffic issues, and the inclusion of the County Health Officer and the Joint Terrorism Task Force (JTTF). Provide Incident Command/First Responder/First Receiver/Interoperable Communications. Implement response communication interoperability plans and protocols. All staff should be briefed on the communication plan and written information should be included in the Incident Action Plan.

Each POD and first responder clinic will require adequate staffing to provide for the safety of supplies, personnel, and the public.

A credentialing/badge issuing system will be established by the Operational Area and/or OCHCA to ensure that all personnel involved in POD operations are recognized by the city.

These badges will ensure that staff is granted access to the facilities and locations described in this plan, and are able to move throughout the County as necessary to carry out their duties:

The size and scale of the event will dictate what additional security activities we will be required to perform. These may include, but are not limited to, providing additional staffing at the following locations:

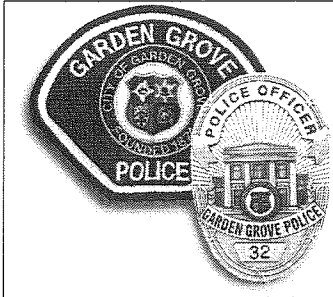
City of Garden Grove Emergency Operations Center
Site security for the location of initial contamination

Officers will be in the uniform of the day with complete duty belt and body armor. Officers will be equipped with their portable radio, and have all assigned PPE gear readily available. The following list of additional equipment should be considered.

1. Portable lighting
2. Flashlights
3. Generator
4. Ladders
5. Batteries/supplies for all equipment
6. Rolls of fencing to create and control temporary vehicle check points
7. Barricades/signage to create and control temporary vehicle check points
8. Disposable/surgical rubber gloves
9. Bullhorns
10. Portable toilets
11. Bottled water
12. Spare PPE

The decision to return to normal operations, including appropriate Emergency Mobilization Statuses, will be made by the Incident Commander. This decision will be coordinated with all involved allied agencies. It is likely that PODs will be closed in a staggered fashion. If the entire population of Garden Grove requires prophylaxis or vaccinations, PODs may be operational for several days.

The Incident Commander will ensure an After Action Report is completed.



**General Order: 15.8
ACTIVE THREATS**

Effective: December 15, 2014
Last Revised:

PURPOSE

The purpose of this General Order is to establish the policies of the Garden Grove Police Department to identify guidelines and factors that will assist responding officers as they make decisions during rapidly evolving and tense situations involving violence in schools, workplaces, and any other location where an individual or a group of individuals present an immediate and active threat to public safety.

POLICY

The policy of the Garden Grove Police Department when addressing a crisis situation involving an active immediate threat shall be:

- (1) Respond, obtain, and maintain complete operative control of the incident.
- (2) To obtain every reasonable available source of intelligence regarding the circumstances, location, and suspect(s) in the incident.
- (3) To attempt, by every means available, to attain any tactical advantage over the individuals(s) responsible for the threat.
- (4) When an immediate threat and emergency exists, neutralize the threat as rapidly as reasonably possible to minimize injury and loss of life.
- (5) To attempt, whenever practical, a negotiated surrender of the suspect(s) and the release of hostages through the expertise of the members of this department or other subject matter experts.

Nothing in this policy shall preclude the use of necessary force, deadly or otherwise, by members of this department in protecting themselves or others from deadly or serious injury.

DEFINITION

"Force Protection" – A team of officers specifically assigned to a designated team of fire/medical rescue personnel responsible for medical treatment and evacuation of casualties in a secure area or a "Warm Zone" to a pre-designated "Casualty Collection Point".

"Warm Zone" – An area possibly containing casualties which is not perceived as an immediate threat to police or fire personnel.

"Hot Zone" – An area perceived as an immediate threat to first responders where the suspect(s) actively pose a threat of death or serious physical injury to others.

"Casualty Collection Point" – A designated safe and secure location for fire/medical personnel to triage and treat casualties.

THREAT RESPONSE

If there is a reasonable belief that acts or threats by a suspect(s) are placing lives in imminent danger, first responding officers should consider reasonable options to immediately eliminate the threat. Officers must decide, often under a multitude of difficult and rapidly evolving circumstances, whether to advance on the suspect(s), take other immediate actions, or wait for additional resources.

When deciding on a course of immediate action officers should consider:

- (1) Whether sufficient personnel are on-scene to advance on the suspect. Any advancement on suspect(s), when practical, should be made in teams of two or more officers.
- (2) Whether individuals who are under imminent threat can be moved out of danger with reasonable safety.
- (3) Whether the officers have the ability to effectively communicate with other personnel on scene or responding to the scene.
- (4) Whether planned tactics can be effectively deployed.
- (5) The immediate availability of appropriate equipment or tools (i.e. rifles, shields, breaching equipment), and whether the deployment of these tools will provide a tactical advantage to officers.
- (6) In the event of a barricade suspect with no hostages and no immediate threat to others exists, officers and/or supervisors should consider requesting and waiting for additional assistance and resources (i.e. SWAT-HNT).
- (7) If a suspect is actively engaged in the infliction of serious bodily harm or other life threatening activity towards others, the officer should take immediate action, if reasonably possible, to stop the threat presented by the suspect while calling for additional assistance.

As with any critical incident, once control of the suspect(s) and or threat has been achieved, the immediate care for injured or wounded individuals will be the first priority of officers and/or supervisor(s) on scene. The following steps should be considered when rendering medical aid:

- (1) The location(s), the number, and the nature of the individuals' wounds or injuries. (i.e. MCI-Mass Casualty Incident).
- (2) Whether the officers have the ability to effectively treat the injured victims or if medical personnel need to be brought to the location of the wounded.
- (3) If medical personnel need to be brought into a secured area or a potential "Warm Zone" the unified response protocol of the fire authority through force protection will be assessed and implemented in order to ensure immediate medical aid to the wounded.

- (4) In the event a "Warm Zone" becomes a "Hot Zone" the force protection personnel will immediately extract the fire/medical personnel from the area which poses the immediate threat.

The following shall be accomplished as soon as practical by the supervisor in charge of the scene or the incident commander once the threat has been controlled and the medical protocol has been established:

- (1) Securing the exterior and interior of the location - perimeter containment.
- (2) Securing a common radio frequency for unified command and control.
- (3) Logistical support through mutual aid.
- (4) Establish a "Quarantine" collection area to assist in the efforts of identifying victims, witnesses, and potential suspect(s) who may have been involved but were not yet readily identified.
- (5) Secure the crime scene location(s) for investigation.

PUBLIC NOTIFICATIONS

During the course of an active threat, the supervisor in charge of the scene or the incident commander may deem it necessary to notify the public, for awareness and safety reasons. To activate a public notification, the supervisor in charge of the scene or the incident commander shall notify dispatch that a public notification is needed and provide the following information:

- Specific geographical area to be notified
- The content of the notification
- Any other information necessary for the notification

Dispatch shall contact the employee in charge of disseminating public notifications. The notification will be delivered via the countywide public mass notification system and any other social media platform currently being used by the Department.

OUTSIDE PUBLIC SAFETY NOTIFICATIONS

Depending on the size and extent of the incident, outside public safety personnel or resources may be needed. Urgent or large-scale requests can be made via the countywide emergency coordination radio channel, known as Red Channel. The supervisor at the scene or the incident commander can also make requests through dispatch by either the telephone or on the radio channel that is being used for the incident.

PUBLIC SHELTERING

While every incident is dynamic and no one response fits all, some general guidelines can be established when dealing with the general public during an active threat incident. Under most circumstances, officers should evacuate the public immediately from any "hot zone" so as to minimize potential injury. However, if evacuation is not practical due to a lack of response-enabled personnel at the time or the threat will not allow for their safe evacuation, "shelter in place" methods should be utilized.

The Department's public website will display training information on active threat incidents in order to provide guidance and factors to consider when the public finds themselves involved in such incidents.

REVIEW AND UPDATE

Within the first quarter of each year, the Professional Standards Lieutenant will conduct a review and provide any necessary updates of both this General Order and the various policies contained herein to ensure compliance with current case law and operational objectives.

Supervisors shall review the topic of Rapid Deployment and Active Threats quarterly during briefing and/or unit meetings. All field supervisors and officers shall complete (8) eight hours of updated training every (2) two years, which will address command and operational control, duties of first responders, tactics, medical protocol, and scene security. The training update will cover both review and practical application evolutions.

The tactical aspects of the training evolutions will address the topics of immediate threat (Active Shooter Response) and review of perishable skills related to dynamic entries, room clearing, open area movement, and other aspects of critical incidents.

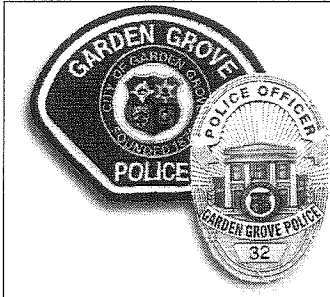
RELATED POLICIES

This General Order is specific to active threat incidents. Personnel should also review the additional, and closely related, policies and procedures listed in the following General Orders when considering active threat incident response:

- 2.6 – Use Physical Force
- 2.7 – Use Firearms/Deadly Force
- 2.8 – Discharge of Deadly Force
- 15.1 – Emergency Operations
- 15.2 – Mutual Aid
- 15.3 – Bomb Threats and Explosives
- 15.4 – Special Weapons and Tactics (S.W.A.T.) Team
- 15.5 – Mass Arrest Plan
- 15.6 – Critical Incident Response Plan

CHAPTER 16 - RESERVE POLICE OFFICERS

- 16.1 - Reserve Police Officer Program
- 16.2 - Reserve Police Officer Program Organization
- 16.3 - Reserve Police Officer Selection, Training, and Evaluation
- 16.4 - Reserve Police Vehicles (Repealed APRIL 15, 2015)
- 16.5 - Reserve Police Officer Transportation Detail
- 16.6 - Carrying Concealed Weapon Permit for Reserve and Special Officers
- 16.7 - Master Reserve Officer



**General Order: 16.1
RESERVE POLICE OFFICER PROGRAM**

Effective: May 1, 1972
Last Revised: March 23, 2005

PURPOSE

The purpose of this General Order is to establish department policy defining the scope of acceptable deployment for those reserve police officers assigned to Community Policing Bureau functions and to clarify Penal Code Section 832.6 to establish uniformity in implementing and conducting the reserve officer program.

POLICY

The primary responsibility of Garden Grove police officer personnel is the protection of life and property. The reserve officer program's primary function is to assist the police department towards that goal.

DEFINITIONS

The following apply to California POST definitions for reserve officers:

1. "Level I Reserve" refers to a reserve officer trained as described in Penal Code Section 832.6(a)(1), and who is assigned specific police functions or to the prevention and detection of crime and the general enforcement of the laws of the state, whether or not working alone. The authority of a "non-designated" Level I reserve shall extend only for the duration of assignment to specific police functions.
2. "Level II Reserve" refers to a reserve officer trained as described in Penal Code Section 832.6(a)(2), who works under the immediate supervision of a peace officer possessing a basic academy certificate, and is assigned to the prevention and detection of crime and the general enforcement of the laws of the state.

"Level III Reserve" refers to a reserve officer trained as described in Penal Code Section 832.6(a)(3), who is deployed in limited support duties as would not usually require general law enforcement powers.

CLARIFICATION

Within each reserve officer level, the Garden Grove Police Department has established and defined an informal rank structure. These ranks are: Basic, Intermediate, Advanced, Senior Reserve Officer and Squad Leader.

Reserve officer ranking is based on the level of academy training received, experience, evaluations and recommendations of the Reserve Steering Committee.

Only "Level I" reserve officers who have completed a POST regular basic academy are considered eligible for all five ranks. "Level II" reserve officers are eligible for all ranks below Senior Reserve. "Level III" reserve officers are not eligible for rank consideration due to the limited nature of their training and duties.

LAW ENFORCEMENT POWERS

Reserve officers in the City of Garden Grove are assigned as "non-designated" reserve officers. This gives that reserve officer all police powers outlined in Penal Code Section 830.6(a)(1) only for the duration of assignment to specific police functions. They do not have any law enforcement powers while off-duty.

Reserve officers may not carry a weapon off-duty except as authorized under General Order 16.6.

DUTIES AND RESPONSIBILITIES

Level I and Level II reserve police officers are assigned to the general enforcement of laws, and as such, are generally assigned to a Community Policing Bureau function. Level III reserve police officers are assigned to duties which do not generally require enforcement of laws in their routine performance.

Reserve officers within the organization can be assigned to and work other duties within the various divisions of the Police Department. Reserve officers may drive police vehicles at the discretion of their supervisors.

Reserve officers are on call for emergency situations where additional manpower is necessary. In addition to emergency use, reserves can be used for general law enforcement duties, transportation of prisoners, priority patrol projects, and assistance with special programs. All duties can be performed on a day-to-day basis, or scheduled in advance. The day-to-day exposure in general law enforcement duties is designed to help a reserve officer become familiar with the daily operations of the department and to help the reserve become competent in his ability to perform his job.

Special requests for reserve officer assistance, except emergencies, must be submitted to the Reserve Coordinator for proper assignment and scheduling. In an emergency, reserve officers may be contacted directly by the Patrol Sergeant, the Liaison Sergeant, the Reserve Coordinator or a Reserve Squad Leader.

A reserve officer is required to work a minimum of 20 hours per month (minimum shift is five hours). Included in that 20 hours is the required monthly training meeting, held on the second Thursday of each month, and the quarterly pay shoot as scheduled. Unexcused failure to meet the minimum obligations of the program or any part thereof with regard to

attendance is grounds for discipline up to and including termination from the reserve program.

EMPLOYEE JOB STATUS AND COMPENSATION

Reserve officers are considered part-time employees of the department, and as such, are not entitled to participate in the state employee's retirement system, nor do they receive any medical benefits.

Reserve officers, while on duty, are completely covered for any medical treatment necessary arising from any sustaining on-duty injury, and are eligible for State of California disability coverage.

The City of Garden Grove is self-insured and provides liability coverage for all employees, including reserve officers while they are on duty.

Reserve officers are compensated for each hour of work completed.

Reserve pay specifications are determined by City Council resolution. Level III reserve officers will be compensated at step A with a possible increase to step B after one year. Level II reserves may attain up to step C and Level I reserves may attain the full range of pay steps.

Reserve officers may not work more than 80 hours per month. Reserve officers are required to log all hours worked on the reserve time sheet log. Each pay period, the Reserve Coordinator or his designee will be responsible for submitting the reserve time sheets to the payroll office.

Reserve shift specifications are:

1. A minimum of five hours per shift.
2. A minimum of 20 hours and a maximum of 80 hours per month.
3. A minimum of 20 hours per month of all of a Level I and II "Basic" reserve officer's time must be spent in a patrol assignment with a field training officer.

If a reserve officer cannot work a scheduled shift or assignment, the officer must notify either the Liaison Sergeant, the Reserve Coordinator, a Squad Leader or the on-duty Patrol Sergeant at least one hour prior to the shift or assignment starting time. The officer will be required to explain the reason for his absence.

RETIREMENT PROGRAM

A reserve officer may retire from the Department if he/she has at least 10,000 hours of service or a minimum of twenty years of service with the City and is in good standing.

GARDEN GROVE POLICE DEPARTMENT

General Order: 16.1

Reserve Police Officer Program

A reserve officer who meets the qualifications shall submit a memorandum to the Chief of Police expressing their desire to retire. If granted, the retired reserve officer will be eligible to receive the following from the City:

1. A "Retired Reserve Officer" flat badge and identification card.
2. Have their annual membership dues for the California Reserve Police Officers Association paid by the City for a period of five years.
3. Be eligible for a Carrying a Concealed Weapons (C.C.W.) permit (refer to General Order 16.6 for additional information).



General Order: 16.2
RESERVE POLICE OFFICER PROGRAM ORGANIZATION

Effective: May 1, 1972
Last Revised: March 3, 2014

PURPOSE

The purpose of this general order is to establish a guideline for the reserve program organization and components and procedures for the designation of reserve officer ranks and POST levels.

RESERVE LIAISON SERGEANT

The Liaison Sergeant is a regular sergeant selected by the staff of the Police Department. The Liaison Sergeant is assigned to the Administrative Services Bureau and reports to the Professional Standards Division Manager on reserve personnel matters. The Liaison Sergeant shall have functional supervision of the reserve officer program and all reserve officers.

RESERVE COORDINATOR

The Reserve Coordinator is a regular sworn officer selected by the staff of the Police Department. The Reserve Coordinator will perform duties as assigned by the Liaison Sergeant and act as an intermediary between reserve officers and staff personnel. He shall also serve in an advisory capacity as a member of the Reserve Steering Committee and assist in the determination of eligibility for advancement or reserve officers.

RESERVE SQUAD LEADERS

Reserve Squad Leaders are reserve officers selected by the Reserve Coordinator for supervisory duties within the reserve rank structure. A Squad Leader is an Advanced or Senior Reserve Officer who, at the direction of the Reserve Coordinator, is responsible for supervising a named squad of reserve officers. Duties shall include compiling squad member's training evaluation sheets, evaluating squad member's performance on a regular basis, notifying squad members of special assignments or details, serving on the Reserve Steering Committee and performing other functions as directed by the Reserve Coordinator.

RESERVE STEERING COMMITTEE

The Reserve Steering Committee is comprised of the Reserve Coordinator and the Reserve Squad Leaders. It shall be the responsibility of the Reserve Steering Committee to

evaluate reserve officer's requests for advancement and forward a recommendation, along with the correct paperwork, to the Reserve Liaison Sergeant.

GARDEN GROVE POLICE RESERVE OFFICER RANKS - LEVEL I

Recruit Reserve Officer

Requirements: Be appointed as a Recruit Reserve Officer (a trainee position) either before starting the POST regular basic academy or during the academy.

Duties: The duties of the recruit are assigned by a supervisor. Generally, while attending the academy, the recruit will not be assigned any duties. A recruit may ride in a patrol unit as an observer, but may not wear a uniform or carry police equipment or weapons.

Basic Reserve officer

Requirements: Graduate from a POST regular basic course.

Duties: The duties of a Basic Reserve Officer are assigned by a supervisor. A Basic Reserve Officer must work with a full-time officer who possesses a "Basic" POST certificate. The Basic Reserve officer shall complete a minimum of 480 hours in the field training officer program. A minimum of 20 hours per month of a Basic Reserves' monthly hours must be spent in a patrol function with a field training officer.

Intermediate Reserve Officer

Requirements: An Intermediate Reserve Officer must satisfactorily complete the department's field training officer course (a minimum of 480 hours) and have his training manual properly signed off and all evaluations submitted. He must submit an application for advancement along with the written recommendation of two training officers and a field sergeant to his Squad Leader who will then forward the application to the Reserve Coordinator. A Field Practical Problem examination will then be administered by the Reserve Coordinator. The Field Practical Problem examination will consist of a Field Problem, after which the reserve officer will be expected to write an appropriate police report. The problem will be evaluated by the Reserve Coordinator and a minimum of two Squad Leaders or two FTO's, or two MO's. Upon an applicant's successful completion of the above requirements, the Reserve Coordinator will forward the appropriate recommendations to the Reserve Liaison Sergeant for action.

Duties: The duties of an Intermediate Reserve Officer are assigned by a supervisor. An Intermediate Reserve Officer may work patrol with any regular officer or any Senior Reserve Officer that has completed a POST basic course. An Intermediate Reserve Officer may work any off-duty assignment with a Senior Reserve Officer or regular officer with a basic POST certificate. Solo assignments, except patrol by himself, may be assigned to an Intermediate Reserve Officer with prior approval of a supervisor. An Intermediate Reserve Officer must work a patrol shift with a Master Officer or Corporal once every three months and be evaluated.

Advanced Reserve Officer

Requirements: An Intermediate Reserve Officer is eligible for advancement to the Advanced Reserve Officer level after completion of 880 total hours of service in patrol. 400 hours of patrol must have been completed as an Intermediate Reserve commencing on the date a successful application for advancement was submitted to the Reserve Coordinator containing the written recommendation of two training officers and a field sergeant. A Field Practical Problem examination then be administered by the Reserve Coordinator. The Field Practical Problem will consist of a Field Problem, after which the reserve officer will be expected to write an appropriate police report. The problem will be evaluated by the Reserve Coordinator, and a minimum of two Squad Leaders, or two FTO's, or two MO's. Upon an applicant's successful completion of the above requirements, the Reserve Coordinator will forward the appropriate recommendations to the Reserve Liaison Sergeant for action.

Duties: The duties of an Advanced Reserve Officer are assigned by a supervisor. An Advanced Reserve officer may work patrol with any regular officer or any Senior Reserve officer that has completed a POST basic course.. An Advanced Reserve Officer may work any on or off-duty assignment by himself except patrol with prior approval of a supervisor. An Advanced Reserve Officer must work a patrol shift once every three months with a Master Officer or Corporal and be evaluated.

Senior Reserve Officer

Requirements: An Advanced Reserve Officer is eligible for advancement to the Senior Reserve level after completion of 1,280 hours of service in patrol. 400 hours of patrol must have been completed as an Advanced Reserve commencing on the date that a successful application for advancement was submitted to the Reserve Coordinator containing the written recommendation of two training officers and a field sergeant. A Field Practical Problem examination then be administered by the Reserve Coordinator. The Field Practical Problem will consist of a Field Problem, after which the reserve officer will be expected to write an appropriate police report. The problem will be evaluated by the Reserve Coordinator and a minimum of two Squad Leaders or two FTO's, or two MO's. Additionally, applicants for advancement to Senior Reserve must complete the same 100-question practical written examination given to full-time officers upon completion of their training, and work 40 hours of patrol in the company of a non-uniformed field training officer. Upon an applicant's successful completion of the above requirements, the Reserve Coordinator will forward the appropriate recommendations to the Reserve Liaison Sergeant for action.

Duties: The duties of a Senior Reserve Officer are assigned by a supervisor. A Senior Reserve Officer may perform all police duties on his own. A Senior Reserve Officer must work a patrol shift once every year with a Master Officer or Corporal and be evaluated unless there is a change of his/her supervisor.

GARDEN GROVE POLICE RESERVE OFFICER RANKS - LEVEL II

Basic - Intermediate - Advanced - Reserve Officer

Requirements: Prior to exercising duties as a Level II Reserve Police Officer, the reserve officer must have completed a POST Level II reserve peace officer academy. The requirements for a Level II Basic, Intermediate and Advanced Reserve Officer are the same as a Level I Reserve Officer. A Level II Reserve Officer cannot attain the rank of Senior Reserve Officer.

Duties: The duties of a Basic, Intermediate and Advanced Level II Reserve Officer are the same as for a Basic, Intermediate and Advanced Level I Reserve Officer. In addition, a Level II Advanced Reserve Officer may work assignments authorized for a Level III Reserve Officer without immediate or proximate supervision.

GARDEN GROVE POLICE RESERVE OFFICER LEVEL III

Reserve Officer - Level III

Requirements: Prior to the exercise of duties as a Level III Reserve Police Officer, the reserve officer must have completed a POST Level III reserve peace officer academy.

Duties: The duties of a Level III Reserve Police Officer are assigned by a supervisor. The duties of a Level III Reserve Police Officer are limited support duties. These duties include transportation of prisoners without supervision, traffic control, security at parades and sporting events, evidence transportation, parking enforcement, report taking and other duties that are not likely to result in physical arrests. A Level I Reserve Officer who is a graduate of the POST regular basic course or a regular officer with a basic POST certificate may supervise either a Level II or Level III reserve officer. A Level III reserve officer will be evaluated once every three months by his Squad Leader.

UNIFORMS, EQUIPMENT AND BADGES

All reserve officers shall be issued all necessary uniforms and safety equipment, including a vest, by the department.

The uniforms and equipment issued shall be the same issued to regular sworn police officers, except for Level III reserve officers. The uniform for a Level III reserve officer shall consist of a gray polo shirt with blue trim with an embroidered badge in gold over the left breast and the employees name and "Reserve Officer" embroidered in gold over the right breast.

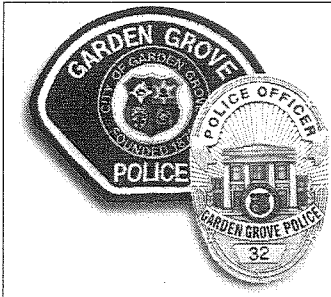
Because of the nature of their assignment, reserve offices will not receive the full complement of uniforms that would be issued to a full-time sworn officer.

*GARDEN GROVE POLICE DEPARTMENT
General Order: 16.2
Reserve Police Officer Program Organization*

The reserve officer will be issued a department weapon, or may carry an authorized weapon from the approved optional weapon list for sworn personnel pending training and qualification. Level III reserve officers are not authorized to carry a firearm.

POST RESERVE OFFICER LEVELS

The Garden Grove Police Department has no "designated" Level I Reserve Officers per 830.6(a)(2) P.C. (full peace officer powers 24 hours per day) so the requirements for appointment to this position are not applicable to this agency.



General Order: 16.3
RESERVE POLICE OFFICER SELECTION, TRAINING AND
EVALUATION

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

PURPOSE

The purpose of this General Order is to establish guidelines and procedures for the selection, training and evaluation of police reserve officers.

SELECTION

All persons who apply for the position of police reserve officer must meet or exceed the minimum criteria outlined on the job flyer for this position.

The basic minimum criteria for the reserve officer position is exactly the same as for the position of police officer. The entry-level age for both reserve officer and police officer is 21.

All applicants must submit a completed city Personnel Department application by the closing date and time indicated on the job description announcement.

Each reserve officer applicant must then successfully complete the following selection procedures:

1. POST reading/writing skills test
2. Physical agility test
3. Oral Board
4. Extensive background investigation / Polygraph examination
5. Psychological evaluation
6. Medical evaluation (including a drug testing procedure)
7. Completion of POST regular basic course or POST Level II or Level III reserve officer academy

Additional reserve officer selection criteria which are set forth by statute and POST commission may be found in POST Commission procedure H-2 in the POST Administrative Manual. The department is bound by statute and commission regulation to adhere to these standards.

TRAINING

Each reserve officer must successfully complete a POST regular basic academy or POST certified Level II, or Level III academy pursuant to POST regulations and commission procedure H-3 located in the POST Administrative Manual.

GARDEN GROVE POLICE DEPARTMENT
General Order: 16.3
Reserve Police Officer Selection, Training and Evaluation

In addition to the POST academy, each Level I and Level II reserve officer must successfully complete a field training officer program consisting of a minimum of 480 hours, where the reserve is under the direction and supervision of a field training officer.

Level I and Level II reserve officers are required to attend all department training in mandated subject areas such as first aid, CPR, baton, weaponless defense, and others mandated by statute or regulation.

Reserve officers shall attend the two-hour monthly training as scheduled each month. Reserve officers may attend any department training and are encouraged to do so.

Level I and Level II reserve officers shall attend all four quarterly firearms qualification shoots and successfully complete a firearms orientation course. Reserve officers shall shoot a minimum qualification score of 240 on each of the quarterly shoots. Reserve officers are also eligible for shooting medals based upon the same shooting criteria as sworn police officers. Reserve officers are also required to attend the semi-annual night shoot which includes practice and familiarization with the shotgun.

In order to be certified as a reserve officer and receive a basic reserve POST certificate as issued under POST procedure H-4, the Level I reserve officer must successfully complete the POST regular basic academy and complete a 480 hour field training officer program. A request must be submitted to POST with supporting documentation to apply for the basic reserve officer certificate issued pursuant to POST Commission Regulation 1007. This certificate is not required by statute, nor is it necessary to exercise peace officer powers as a Level I (non-designated) reserve officer. All reserve officers who meet the requirements for the reserve officer certificate should apply for it to show successful completion of their training effort.

EVALUATIONS

All reserve officers participating in the field training officer program will be issued a department training guide syllabus which must be retained until the completion of the training program. Sworn officers with a minimum "Basic" POST certificate will sign off the completion of training in the various functional areas within the training syllabus. The training syllabus, when complete, will be placed in the reserve officer's training file.

Basic Level I and Level II Reserve Officers

The basic reserve officer will be evaluated each shift that he works by the sworn officer with whom he works until the reserve officer has completed his F.T.O. training program. Afterwards the reserve officer must work a patrol shift with a Master Officer or Corporal once every three months and be evaluated. Basic reserve officers will be assigned regular field training officers and every effort should be made to work with field training officers whenever possible. Only officers who have completed a POST approved field training officer course are authorized to complete the front portion of the evaluation form. All evaluation forms are to be routed to the individual reserve officer's designated Squad Leader. The Squad Leader will compile the evaluation forms and forward them to the Reserve Coordinator. The Reserve Coordinator will then ensure that they are placed in the

individual's training file. The Training Squad Leader will do monthly evaluations on the basic reserve officer during his F.T.O. training program in addition to the daily evaluations.

Intermediate and Advanced Level I and Level II Reserve Officers

Intermediate reserve officers must work a patrol shift with a Master Officer or Corporal once every three months and be evaluated. The evaluation forms are to be routed to the individual reserve officer's designated Squad Leader. The Squad Leader will compile the evaluation forms and forward them to the Reserve Coordinator. The Reserve Coordinator will then ensure that they are placed in the individual's training file.

Senior Level I Reserve Officers

Senior reserve officers must work a patrol shift once every year with a Master Officer or Corporal and be evaluated unless there is a change of his/her supervisor. The Reserve Coordinator will compile the evaluation forms and ensure that they are placed in the individual's training file.

Squad Leaders

Squad Leaders are evaluated according to their rank of Advanced Reserve or Senior Reserve. The Reserve Coordinator will compile the evaluation forms and ensure that they are placed in the individual's training file.

TRAINING DOCUMENTATION

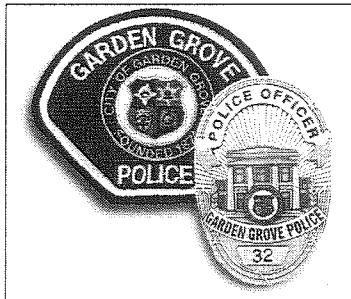
The Reserve Coordinator shall document reserve officer training and experience by establishing and maintaining files on each reserve officer. These files will contain all documentation on a reserve officer's training and any documentation necessary to evaluate that reserve officer's performance.



**General Order: 16.4
RESERVE/TRAINING POLICE VEHICLES**

Effective: March 1, 1991
Last Revised: October 21, 2009

This General Order deleted and removed on April 21st, 2015.



General Order: 16.5
RESERVE POLICE OFFICER TRANSPORTATION DETAIL

Effective: February 8, 1995
Last Revised:

PURPOSE

The purpose of this General Order is to establish procedures for a designated reserve transportation detail.

POLICY

The responsibility of the reserve transportation detail is transporting prisoners and assisting with related paperwork. It is not intended to be used for patrol purposes such as traffic stops, follow-ups or handling report calls. The reserve transportation detail will operate under the radio call sign of "900R."

EQUIPMENT

The reserve transportation detail will operate the Garden Grove Police Department prisoner transportation van whenever it is available.

STAFFING

The reserve transportation detail will be staffed by reserve officers consistent with the duty guidelines as outlined in General Order 16.2.



General Order: 16.6
CARRYING CONCEALED WEAPON PERMIT FOR RESERVE
AND SPECIAL OFFICERS

Effective: May 7, 1996
Last Revised: March 31, 2011

PURPOSE

The purpose of this General Order is to establish a policy for issuing a C.C.W. permit to specified Reserve Officers and Special Officers. The granting of a C.C.W. permit does not authorize or imply any peace officer authority during the Reserve Officers' or Special Officers' off-duty status.

POLICY

The Chief of Police may issue C.C.W. permits to all Special Officers, and to qualified Reserve Officers who are currently employed with the Garden Grove Police Department, and have attained the rank of Intermediate Reserve. A C.C.W. permit may also be issued to a Reserve Officer whose safety has been jeopardized because of special circumstances, which have occurred while on-duty with this Department. The C.C.W. permit may be denied or revoked at any time by the Chief of Police.

The C.C.W. permit is issued only for reasons of personal safety. The Reserve and Special Officers' authority as a peace officer is limited only to those instances when he or she is on-duty. The Reserve and Special Officers do not have any peace officer powers off-duty and have only those powers afforded to any private citizen.

If a C.C.W. permit is granted by the Chief of Police, the Reserve Officer or Special Officer shall be prohibited from carrying a concealed weapon while working any job or assignment not associated with the Garden Grove Police Department.

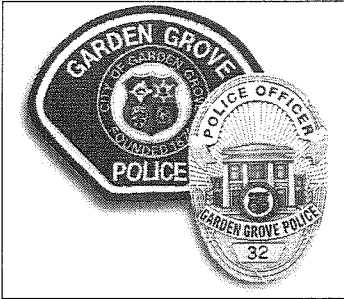
This Policy is directed solely toward Garden Grove Reserve and Special Officers. Any private citizen, whether or not they have obtained a C.C.W. permit previously through the Garden Grove Police Department, must seek a C.C.W. permit from the Sheriff of Orange County or the Sheriff of the County in which they reside.

PROCEDURES

1. When issued, C.C.W. permits are valid for four years (from the date of issue) and must be renewed. The Reserve and Special Officers are responsible ensuring the C.C.W. permit remains valid. The Police Department will pay for all the costs associated with obtaining and maintaining the permit.
2. If the Reserve or Special Officer meets the criteria set forth for eligibility, he or she must first direct a memorandum to the Chief of Police explaining his or her eligibility. If the Chief of Police approves, the Reserve or Special Officer will complete all

GARDEN GROVE POLICE DEPARTMENT
General Order: 16.6
Carrying Concealed Weapon Permit for Reserve and Special Officers

- necessary paperwork, which will be kept in a permanent file in the office of the personnel and training sergeant.
3. When the Department of Justice returns a NON-PROHIBITIVE firearms eligibility status for the applying Reserve or Special Officer, he or she will then sign and be given a copy of the CONDITIONAL ISSUANCE OF C.C.W. PERMIT TO RESERVE AND SPECIAL OFFICERS by the Reserve Coordinator or Y.S.U. Sergeant prior to being issued the C.C.W. permit.
 4. To be eligible for a C.C.W. permit, the employee must be a full time Special Officer or a Reserve Officer appointed pursuant to section 830.6 of the Penal Code. In addition, the Reserve Officer must meet the following criteria:
 - a) A Reserve Officer who has attained the rank of Intermediate Reserve Officer.
 - b) Special circumstance(s) which has occurred on-duty with the Garden Grove Police Department whereas the safety of the Reserve Officer has been jeopardized while on off-duty status.
 5. The Reserve and Special Officers will adhere to all firearm policies of this Department including attending all required qualification periods for both on-duty weapons and off-duty weapons as established under General Order 3.17. Failure to qualify may result in the suspension of the C.C.W. permit. The Reserve and Special Officer will carry only those handguns authorized by this Department under General Order 14.3.
 6. The Chief of Police may deny a C.C.W. permit because of outside activities or employment deemed to be in conflict with Departmental interests. In the event that a Reserve or Special Officer is suspended from duty, requests a leave of absence, or is terminated or resigns, the C.C.W. permit will either be suspended or revoked.
 7. For a Reserve or Special Officer who retires in good standing and has met the qualifications for a C.C.W. permit, the Chief of Police, in his/her sole discretion, may renew the retired Reserve or Special Officer's C.C.W. permit. Any subsequent renewal will be at the sole discretion of the Chief of Police.
 8. The Chief of Police, in his/her sole discretion, may deny, restrict, suspend or revoke the C.C.W. permit at any time. The decision of the Chief of Police is final and there is no appeal process.



**General Order: 16.7
MASTER RESERVE OFFICER**

Effective: June 27, 2001
Last Revised: May 8th, 2015

PURPOSE

The purpose of this General Order is to establish a guideline for the selection and function of the Garden Grove Police Department's Master Reserve Officer.

POLICY

The position of Master Reserve Officer is designed to provide the Garden Grove Police Department with qualified, experienced and often expert assistance in particular units that have a need for the Master Reserve Officer's area of experience and/or expertise. The Master Reserve Officer position is designed to be a temporary appointment ending on December 31st of each year. Extensions of employment will be reviewed and decided in November of each year via the Yearly Master Reserve Officer Position Assessment report.

It is the policy of the Garden Grove Police Department that the Master Reserve Officer will be designated as either a Level I or a Level III Reserve Officer. The determination of whether a Master Reserve Officer is a Level I or a Level III Master Reserve Officer will be solely based on the position held within the Department.

P.O.S.T. RESERVE OFFICER DEFINITIONS

Level I Reserve Officer Definition: P.O.S.T defines a Level I Reserve Officers as a trained reserve officer as described in Penal Code section 832.6 (a)(1), and who is assigned specific police functions whether or not working alone [830.6(a)(1)] OR to the prevention and detection of crime and the general enforcement of the laws of this state [830.6(a)(2)] whether or not working alone.

(1) The authority of a **Non-Designated Level I Reserve** shall extend only for the duration of assignment to specific police functions, as provided by Penal Code section 830.6 (a)(1).

(2) The authority of a **Designated Level I Reserve**, assigned to the prevention and detection of crime and the general enforcement of the laws of this state, shall include the full powers and duties of a peace officer as provided by Penal Code section 830.1. A Level I reserve is "designated" by authority of a city ordinance or a county resolution [Penal Code section 830.6(a)(2)].

Level III Reserve Officer Definition: P.O.S.T. defines a Level III Reserve Officer as a trained reserve officer, as described in Penal Code section 832.6(a) (3), who is supervised in the accessible vicinity by a Level I reserve officer or a full time regular peace officer employed by a law enforcement agency authorized to have reserves and deployed in limited support duties not requiring general law enforcement powers in their routine performance. Those limited support duties shall include traffic control, security at parades and sporting events, report taking, evidence transportation, parking enforcement, and other duties that are not likely to result in physical arrests. Level III reserve officers may transport prisoners without immediate supervision. Level III Reserve Officers shall have completed the training required under Section 832 and any other training prescribed by the Commission for those persons.

ASSIGNED MASTER RESERVE OFFICER LEVELS

Master Reserve Officer - Level I:

All Level I Master Reserve Officers will be classified as a non-designated Level I Reserve Officer as defined by P.O.S.T.

All Level I Master Reserve Officers will be required to meet the P.O.S.T. continued professional training (CPT) perishable skills requirements every two years.

All Level I Master Reserve Officers will qualify quarterly with their authorized duty weapon.

Master Reserve Officer - Level III:

All Level III Master Reserve Officers are Level III Reserve Officers as defined by P.O.S.T.

All Level III Master Reserve Officers will qualify annually with their authorized duty weapon(s) and they are authorized to carry a weapon while on-duty only

Level III Master Reserve Officers will not be required to meet the C.P.T. requirements.

ORGANIZATION

The Master Reserve Officer program will be managed by a Coordinator as directed by the Chief of Police. The MRO Coordinator will give overall organizational oversight to the Master Reserve Officer program. This shall include such things as:

- Tracking annual hours to ensure PERS hour limit is not exceeded,
- Ensuring training requirements are met, and
- Identifying the duties and assignment of Master Reserve Officers.

SELECTION PROCEDURES

All persons who apply for the position of Master Reserve Officer must be a service retirement police officer from a California law enforcement agency. Upon retirement, the officer must have been in good standing with his or her agency and possess a valid POST certificate. Each Master Reserve Officer applicant must complete an established hiring process and undergo an extensive Background investigation prior to appointment. Sworn employees of the Garden Grove Police Department who retire in good standing may be appointed to Master Reserve Officer within one year of a service retirement without having to complete an established hiring process, except for a background investigation if the separation of employment is greater than one day. Appointments to Master Reserve Officer will be made by the Chief of Police or his designated hiring authority

EMPLOYMENT STANDARDS

- Master Reserve Officers must be longevity (service) sworn retirees; however, medical sworn retirees are not eligible for the Master Reserve Officer Program.
- The Master Reserve Officer positions are open to retired sworn officers from any law enforcement agency in California, with specialized skills to fit the assignments.
- The Master Reserve Officer positions are to be considered conditional and temporary positions.
- The Master Reserve Officer hourly pay rate for the positions are to be comparable to similar sworn police officer positions in the Garden Grove Police Department.
- The Master Reserve Officers are to receive no additional benefits above and beyond the hourly pay rate.
- CALPER's retired annuitants will not work more than 960 hours in a fiscal year, as identified by CALPER's. The retired annuitant will be assigned a City of Garden Grove employee number. The retired annuitant will fill out a time sheet every two weeks that must be approved by their supervisor. The City of Garden Grove will keep track of the retired annuitants yearly hours. Additionally, it is the responsibility of the retired annuitant to keep track of their hours worked, so as not to go over the allowable 960 hours.
- The Garden Grove Police Department will conduct recruitment efforts, when financially feasible, to fill Master Reserve Officer positions from within the Garden Grove Police Department service retirees and from outside agency retirees. If no qualified retirees are hired or if no retirees applied for the open positions, then the current Master Reserve Officer may stay in their assignment for an additional year, providing the Police Department's yearly assessment determined the need for the position to continue.

- Each Master Reserve Officer position has been identified in writing and a complete listing of the job duties has been produced and cited in the Yearly Master Reserve Officer Position Assessment report. All Master Reserve Officer assignments are created and identified as a retired annuitant positions.

DUTIES AND POSITIONS

Master Reserve Officers will be required to work a minimum of 20 hours per month. Master Reserve Officers work assignments and perform duties according to the needs of the department and the Master Reserve Officer's abilities, experience and/or expertise. A Master Reserve Officer's duties may include personnel administrative support, communications related duties, scientific support services, administrative investigations and patrol support activities.

By agreement with the Garden Grove Police Association, Master Reserve Officers are currently prohibited from working uniformed patrol assignments, or any other position or assignment where a sworn member of this Department previously performed the duties on a regular non-ancillary duty basis (anti-supplanting rule).

Master Reserve Officer Positions and level designations:

Level I

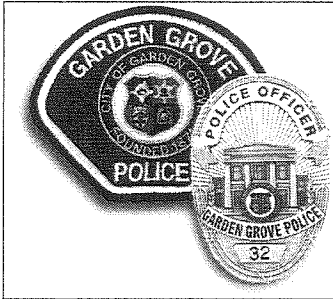
AB109 Program Coordinator
Front Desk Officer
Resort Services Officer
Administrative Enforcement - Conditional Use Permit

Level III

Armorer
Cold Case Investigator
Administrative Graffiti
CALEA Accreditation
Red Light Enforcement
Property and Evidence
MCT Maintenance

CHAPTER 17 - ARREST POLICIES

- 17.1 - Alternatives to Arrest and Incarceration
- 17.2 - Criminal Process
- 17.3 - Immigration Violations



General Order: 17.1
ALTERNATIVES TO ARREST AND INCARCERATION

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

PURPOSE

The purpose of this General Order is to establish guidelines for the use of alternatives to arrest (physical incarceration).

POLICY

It is the policy of the Garden Grove Police Department to adhere to the requirements of CPC Sections 827.1, 849, 853.5, and 853.6 in utilizing alternatives to the physical incarceration of persons arrested by the department. Officers should review and be familiar with the provisions of General Order 2.5 - Use of Discretion. Generally, officers should attempt to release on citation, all misdemeanor arrestees that do not meet the criteria listed in the above sections. Arrestees that fall into the categories listed in 827.1 and 853.6(i) may be released on citation with supervisory approval. This approval will be documented in the narrative of the arrest report.

CITATION RELEASE FOR MISDEMEANOR ARRESTS

Adults arrested for a misdemeanor offense must be given the opportunity to be released from custody in return for their written promise to appear. In accordance with California Penal Code Section 853.6(i), the following arrestees **MUST NOT BE RELEASED** on their written promise to appear.

1. "The person arrested was so intoxicated that he or she could have been a danger to himself or herself or to others.
2. The person arrested required medical examination or medical care or was otherwise unable to care for his or her own safety.
3. The person was arrested under one or more of the circumstances listed in Sections 40302 and 40303 of the Vehicle Code.
4. There were one or more outstanding arrest warrants for the person.
5. The person could not provide satisfactory evidence of personal identification.
6. The prosecution of the offense or offenses for which the person was arrested or the prosecution of any other offense or offenses would be jeopardized by immediate release of the person arrested.
7. There was a reasonable likelihood that the offense or offenses would continue or resume, or that the safety of persons or property would be imminently endangered by release of the person arrested.
8. The person arrested demanded to be taken before a magistrate or refused to sign the notice to appear.

9. There is reason to believe that the person would not appear at the time and place specified in the notice. The basis for this determination shall be specifically stated."

CITATION RELEASE FOR MISDEMEANOR WARRANT ARRESTS

A person arrested for a misdemeanor warrant may be released upon the issuance of a citation. When electing to use this option the officer must weigh the totality of the circumstances. Bench warrant arrests will not be released on citation. In accordance with California Penal Code Section 827.1, the following arrestees MUST NOT BE RELEASED on their written promise to appear.

1. "The misdemeanor cited in the warrant involves violence.
2. The misdemeanor cited in the warrant involves a firearm.
3. The misdemeanor cited in the warrant involves resisting arrest.
4. The misdemeanor cited in the warrant involves giving false information to a peace officer.
5. The person arrested is a danger to himself or herself or others due to intoxication or being under the influence of drugs or narcotics.
6. The person requires medical examination or medical care or was otherwise unable to care for his or her own safety.
7. The person has other ineligible charges pending against him or her.
8. There is reasonable likelihood that the offense or offenses would continue or resume, or that the safety of persons or property would be immediately endangered by the release of the person.
9. The person refuses to sign the notice to appear.
10. The person cannot provide satisfactory evidence of personal identification.
11. The warrant of arrest indicates that the person is not eligible to be released on a citation."

CITATION RELEASES FOR MISDEMEANOR 23152(a) C.V.C ARRESTS

Adult arrested for a misdemeanor charge of driving under the influence may be released on citation if the following criteria has been satisfied:

1. A chemical test has been satisfactorily completed at the Garden Grove Police Department.
2. The arrestee's vehicle has been stored.
3. Admin Per Se has been completed.
4. The arrestee has been fingerprinted and photographed.
5. The arrestee has spent sufficient time at GGPD and is no longer under the influence **or** a responsible adult will accept the arrestee after they have been processed.
6. When completing the citation you must check the "Booking Required" box.

PROCEDURES FOR RELEASE

When a person is arrested and released on a written promise to appear, the following procedures are to be followed.

1. An arrest report and citation forms are completed.
2. The violator's copy of the citation is given to the arrestee.
3. All remaining copies of the citation must be attached to the arrest report and turned in to the Records Section. Officers must ensure that the "released" box is checked and the citation number is filled in on the Report of Arrest form.
4. The arrestee is cited to appear in court not less than ten days from the date the citation is issued.
5. Prior to releasing an arrestee, the issuing officer is to roll the right thumbprint onto the reverse side of the citation file copy, preferably in the diagram section. If the right thumbprint is not possible, then roll the left thumbprint and so note it on the citation. The arrest narrative shall state that the thumbprint was taken and indicate right or left.

INFRACTIONS

In accordance with California Penal Code Section 853.5, all persons arrested for an offense that is declared to be an infraction will be released on a written promise to appear as described in the previous section. Exceptions to this procedure are offenses and conditions established in California Vehicle Code Sections 40302, 40303, 40305, and 40305.5.

If an arrestee refuses to present valid identification or refuses to sign the written promise to appear, he may be taken into custody and booked at the Orange County Jail or appropriate detention facility.

VERBAL WARNINGS

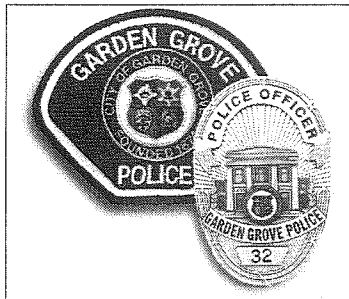
Officers may utilize the concept of a "verbal warning" for infraction (traffic) and misdemeanor offenses where the facts indicate that proper resolution of the incident may be achieved without formal court action. This discretionary action may be restricted by a supervisor or Team Commander in those areas of directed patrol or selective enforcement requiring stricter attention to the "letter of the law."

PUBLIC INTOXICATION ARRESTS

Officers are encouraged to use alternatives to arrest for those persons who are in violation of California Penal Code Section 647(f) - Public Intoxication. Those persons that are brought to the Garden Grove Police Department holding facility will be released on a written promise to appear or released under the condition of Penal Code Section 849(b)(2).

JUVENILE ARRESTS

All persons under the age of 18 years of age who are arrested by this department will be handled in accordance with the procedures established in General Order 8.1 - Juvenile Arrests and Applications for Petition.



**General Order: 17.2
CRIMINAL PROCESS**

Effective: July 16, 1969
Last Revised: January 4, 2007

PURPOSE

The purpose of this General Order is to establish procedures governing the execution of the criminal process.

POLICY

Garden Grove police officers will follow all statutory and case guidelines when executing criminal processes.

SEARCH WARRANTS

Search warrants issued by a judge are valid for execution in the county specified on the warrant. As per Penal Code Section 1534, the search warrant shall be executed and returned to the court within ten days from issuance, unless specified otherwise by the issuing judge.

Telephone search warrants may be obtained by following the current practices dictated by West Orange County Judicial Center and under the guidelines of Penal Code Section 1528b.

WARRANTLESS SEARCHES

Officers will conduct warrantless searches and seizures in accordance with current case law. Warrantless searches include, but are not limited to: consent searches; "stop and frisk" searches; vehicle searches; crime scene searches; emergency (exigent circumstance) searches; prisoner and vehicle inventory searches; and any other search authorized by current state and federal law.

The Department subscribes to and provides all officers access to the California Peace Officers Legal Sourcebook, a publication of the California Department of Justice. The Legal Sourcebook provides the latest federal and California Supreme Court decisions and offers commentary to assist officers in complying with the most recent case law. The Sourcebook is updated quarterly. Field Supervisors are provided with a "Field Guide" version of the Sourcebook. The "Field Guide" is published annually.

The Orange County District Attorneys Office provides a monthly "Legal Update" on videotape. The tape covers many legal issues that relate to law enforcement, including conducting warrantless searches and seizures.

ARREST PROCEDURES

Assistance/Force to Effect Arrest

Any person making an arrest may orally summon as many persons as he deems necessary to aid him therein as per Penal Code Section 839.

Any peace officer who has reasonable cause to believe that the person to be arrested has committed a public offense may use reasonable force to effect the arrest, to prevent escape, or to overcome resistance, as per Penal Code Section 835a. Refer to General Order 2.6 - Use of Physical Force.

Warrant Arrests

Arrest warrants are to be executed only by sworn peace officers.

When a misdemeanor arrest is made pursuant to a warrant, the original daily report (DR) file number is used on the report of arrest, GGPD Form 303.

Arrests made on outside agency warrants require that a Garden Grove daily report file number, arrest face page, and M.O. data sheet be completed. Refer to General Order 12.1 - Legal Process.

Warrantless Arrests

California Penal Code Section 836 authorizes Garden Grove police officers to make warrantless arrests under the following situations:

1. The crime was committed in their presence;
2. The person arrested has committed a felony, although not in their presence;
3. Whenever they have reasonable cause to believe that the person to be arrested has committed a felony, whether or not a felony has in fact been committed.

Adults arrested for a misdemeanor offense must be given the opportunity to be released from custody in return for their written promise to appear. Refer to General Order 17.1 - Alternatives to Arrest and Incarceration.

Municipal Code Arrest

Anytime an arrest is made where the charge may be either a municipal or state law violation, and a booking is deemed necessary, every effort to charge under California Penal Code will be made. This procedure ensures that the state pays for confinement rather than the city.

Off-Duty Arrests

When no other alternative is available, the situation requires immediate action, and the officer makes an arrest, the officer is on duty. On-duty time starts with the officer's initial action, and lasts until the officer is dismissed from duty by the on-duty Watch Commander or Community Policing Bureau sergeant.

Out of City Arrests

An officer who makes an arrest while off duty in another jurisdiction must contact the agency having jurisdiction. This arrest is considered a private person arrest for court.

The officer must advise the on-duty Watch Commander or Community Policing Bureau sergeant of the incident as soon as possible. The officer will direct a memorandum detailing the incident to the Chief of Police as soon as practical.

MIRANDA ADVISEMENT PROCEDURES

Adult Suspects

Miranda advisements are required before an adult is interviewed under the following circumstances:

1. The adult is in custody; and
2. The adult is being interrogated (interviewed).

Juvenile Suspects

Section 625 of the California Welfare and Institutions Code REQUIRES that a juvenile be advised of his constitutional rights when the juvenile is taken into custody for a violation of Section 601 or 602 of the Welfare and Institutions Code. The advisement must be given REGARDLESS of whether or not the juvenile is interviewed. Refer to General Order 8.1 - Juvenile Arrests and Applications for Petition.

ARREST BY A PRIVATE PERSON

Penal Code Section 837 provides that a private person may arrest another:

- a) For a public offense
- b) When the person arrested has committed a felony, although not in his or her presence, or
- c) When a felony has been in fact committed, and he or she has reasonable cause for believing the person arrested has committed it.

Note: Unlike peace officers, private persons may not make an arrest on suspicion that a felony has been committed – the felony must in fact have been committed.

Officer Responsibilities:

Any officer presented with a private person wishing to make an arrest must determine whether or not there is reasonable cause to believe that such an arrest would be lawful. Penal Code 847.

- a) Should any officer determine that there is no reasonable cause to believe that a private person's arrest is lawful, the officer should take no action to further detain or restrain the individual beyond that which reasonably appears necessary to investigate the matter, determine the lawfulness of the arrest and protect public safety. If a private person demands an arrest, and the officer determines there is no reasonable cause to support the arrest or other lawful grounds to support an

independent arrest by the officer, the officer should advise the parties that no arrest will be made and that the circumstances will be documented in a related report.

- 1) Any private person's arrest where a suspect is in physical custody, and the officer has determined that the arrest is unlawful, should be received by the officer and promptly released pursuant to Penal Code 849(b)(1). This officer must include the facts and reasons for the arrest and release in a related report.
- b) Whenever an officer determines that there is reasonable cause to believe that a private person's arrest is lawful, the officer may exercise any of the following options:
 - 1) Take the individual into physical custody for booking;
 - 2) Release the individual pursuant to a Notice to Appear
 - 3) Release the individual pursuant to Penal Code 849.

Reporting Requirements:

In all circumstances in which a private person is claiming to have made an arrest, the individual must complete and sign a department Private Person's Arrest Form (GGPD Form 322) under penalty of perjury.

In addition to the Private Person's Arrest Form (and any other related documents such as citations, booking forms, etc.), officers shall complete an arrest face page and narrative report regarding the circumstances and disposition of the incident. If the arrestee will be released in the field pursuant to Penal Code 849(b)(1), a supervisor must sign the form as per Department policy.

In the case of a private person arrest for shoplifting, the officer will obtain a copy of the store employee's report of the incident. This report will accompany the arrest report.



**General Order: 17.3
IMMIGRATION VIOLATIONS**

Effective: June 15, 2005
Last Revised: January 4, 2007

PURPOSE

The purpose of this policy is to establish guidelines when dealing with individuals who have violated the immigration laws of the United States

The trust that members of the community enjoy with the City and the Police Department is of paramount importance. It is incumbent upon all members of this Department to make a personal commitment to equal enforcement of the law and equal service to the public regardless of alien status.

POLICY

The United States Immigration and Customs Enforcement (ICE) has primary jurisdiction for enforcement of the provisions of Title 8, U.S. Code dealing with illegal entry, etc. When members of the Garden Grove Police Department are requested by the ICE to provide immediate assistance, or when suspected criminal violations are discovered as a result of any investigation, based upon probable cause, not originating from violations of Title 8. U.S. Code, §~ 1304, 1324, 1325, and 1326, members of the Garden Grove Police Department may assist in the enforcement of federal immigration laws.

IMMIGRATION COMPLAINT PROCEDURES

Persons wishing to report immigration violations should be referred to the United States Immigration and Customs Enforcement (ICE), 34 Civic Center Plaza, 9th floor, Santa Ana, CA (714) 972-4100. The Employer Sanction Unit of the ICE has primary jurisdiction for enforcement of Title 8, U.S. Code.

The fact that an individual is suspected of being an undocumented alien alone shall not be the basis for contact, detention, or arrest.

Members of the Garden Grove Police Department shall not independently conduct sweeps or other concentrated efforts to detain suspected undocumented aliens.

When enforcement efforts are increased in a particular area, equal consideration should be given to all suspected violations and not just those affecting a particular race, ethnicity, age, gender, socioeconomic status, or other group. While discretionary, the disposition of each contact should not be affected by such factors as race, ethnicity, sexual orientation, etc.

If the ICE or any other federal agency makes a specific request for assistance, members of the Garden Grove Police Department will provide available support during the federal operation. Members of the Department should not participate in such federal operations as part of any detention team unless it is in response to an immediate, yet temporary request for assistance or for officer safety. Any detention by a member of this Department should be based upon the reasonable belief that an individual is involved in criminal activity, other than those related to citizenship status.

ARREST AND IDENTIFICATION

Whenever any individual is reasonably suspected of a criminal violation (infraction, misdemeanor, or felony), the investigating officer should take the necessary steps to identify the person. This may include valid government issued identification or other reliable sources.

If an officer believes that an individual taken into custody for a felony is an undocumented alien, the arrestee should be booked into Orange County Jail without consideration for immigration status.

If an officer believes that an individual taken into custody for a misdemeanor is an undocumented alien, and that person would have otherwise been released on a written promise to appear, the person should be given a reasonable opportunity to verify their true identity (e.g., telephone calls, etc.). If the person's identity is thereafter reasonably established, the original citation release should be completed without consideration of immigration status.

If members of the Department arrest an individual who is unable to reasonably establish his or her true identity, the individual may be booked at the appropriate jail (refer to Vehicle Code § 40302a, and Penal Code § 853.6, if applicable).

If a person is detained pursuant to the authority of Vehicle Code § 40302a, for an infraction, that person may be detained for a reasonable period not to exceed two hours, for the purpose of establishing his or her true identity. Regardless of the status of that person's identity at the expiration of two hours, he or she shall be released on his/her signature with a written promise to appear in court for the Vehicle Code infraction involved.

NOTIFICATION OF IMMIGRATION AND NATURALIZATION SERVICE

If an officer detains an individual who meets the criteria, as defined in Section 1227, Title 8 U.S.C., Deportable Aliens, which includes prior convictions for crimes of moral turpitude, controlled substances, domestic violence, and violation of courts protection orders, the individual can be taken into custody for violation of this Federal statute if:

- a. The officer has obtained a copy of the individuals Criminal History Index indicating one of the listed offenses,
- b. The officer has obtained approval from the Watch Commander prior to the arrest,

c. Written notification to the Chief of Police, via the chain of command, must be provided prior to the conclusion of the officer's duty shift.

The United States Customs and Border Protection (CBP) should be notified of the arrest by calling (619) 662-7321. The arrestee should be transported to the San Onofre Border Checkpoint and released to the custody of the United States Customs and Border Protection (CBP). The arresting officer shall indicate the disposition of the arrestee on the Arrest Face Page and in the arrest narrative.

This Department will not book undocumented aliens based solely on immigration status unless a warrant is confirmed through the ICE and they are willing to pick up the individual.

DETERMINATION OF IMMIGRANT STATUS

Determination of immigration status is primarily the jurisdiction of the United States Immigration and Customs Enforcement (ICE). Title 8, U.S. Code § 1304 (e), provides: "Every alien, eighteen years of age and over, shall at all times carry with him and have in his/her personal possession any certificate of alien registration or alien registration receipt card issued to him pursuant to subsection (d) of this section. Any alien who fails to comply with the provisions of this subsection shall be guilty of a misdemeanor and shall upon conviction for each offense be fined not to exceed \$100.00 or be imprisoned not more than thirty days, or both."