

2021

The Redwood City Police Department Field Training Program Manual



Redwood City Police Department Field Training Program Manual

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Redwood City Police Department Mission Statement:

The Redwood City Police Department will continually strive to be the preeminent law enforcement agency in the region. We will utilize the members of our organization to their fullest potential and encourage professional growth. As part of the community, we value the diversity that exists throughout our city and workforce. We will conduct ourselves in a professional manner at all times and will strive to exceed the expectations of those we serve. We recognize that excellent customer service requires a partnership with the community and that our responsiveness to the community is the foundation of superior police service. It is therefore our primary mission to succeed in providing excellent service with integrity and respect.

Department Motto:

“Providing excellent service with integrity and respect”

Department Values:

Integrity
Courage
Service
Innovation
Respect
Diversity
Excellence

Leadership:

The trainee shall identify and develop effective leadership strategies that provide purpose, direction, and motivation to co-workers and community members. Illustrate through explanation or example how each of the following leadership competencies can affect his/her skills and abilities as an officer:

Integrity
Credibility
Trust Discretion
Duty
Loyalty
Honesty

The trainee shall assess and explain his/her leadership role within the department with clear consideration of the organization's mission statement.

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Introduction

This guide is used to instruct new officers in the various duties that they will most likely perform during their careers. All situations and problems are not included, but the subjects found herein constitute the basis which will help the officer in building a good foundation for their future activities on the job.

The Field Training Officers (FTO) have been carefully selected to do the on-the-job training. The Recruit Officers are expected to carry their In-Service Training Guide with them at all times and be prepared at any time to show it upon request. FTOs and other supervisors will make regular checks of these training guides to ensure that definite progress is being systematically made.

In addition to the instruction the Recruit Officer will be receiving under the direction of an FTO, it is expected that the officer will do home studying. The broad background of knowledge needed by the effective officer cannot be gained entirely on the job or at the recruit academy. In addition, Recruit Officers are advised to consult printed or electronic versions of the Redwood City Police Policy Manual, Penal Code, Vehicle Code, and Redwood City Municipal Code for accurate and clarifying information.

Important locations

LANDMARKS

LOCATION	ADDRESS	NEAREST MAJOR STREET
5 Points	1999 El Camino Real	El Camino Real/Woodside Rd
Easter Cross	559 California Way (H2O Tank)	Jefferson Ave
Foot of Whipple	No Physical Address	Just East of Hwy 101
Stambaugh Foot Bridge	1099 Stambaugh St	Bridge Crosses Woodside Rd
Woodside Plaza	299 Woodside Rd	Massachusetts Ave
Roosevelt Plaza	2199 Roosevelt Ave	Upton St
Market Place	270 Redwood Shores Pkwy	Twin Dolphin Drive
Sequoia Station	1199 El Camino Real	Jefferson Ave
Union Cemetery	300 Woodside Rd	Btwn Hudson St & El Camino Real
Redwood City Police Department	1301 Maple St	Veterans Blvd
Redwood City Police Department Substation	2223 Broadway	Theater Way
SMSO Headquarters	400 County Center	Winslow St
SMSO North Fair Oaks Substation	3121 Middlefield Rd	4 th Ave
Court House Square	2200 Broadway	Middlefield Rd/Hamilton Ave

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HOSPITALS

LOCATION	ADDRESS	NEAREST MAJOR STREET
Kaiser	1150 Veterans Blvd	Maple St
Sequoia	170 Alameda de las Pulgas	Whipple Ave
San Mateo County General	222 W 39 th Ave, San Mateo	Hillsdale Blvd
Stanford Hospital (Trauma)	Quarry Rd Extension, Stanford	Quarry Rd/ El Camino Real
Stanford Hospital (Out-patient)	420 Broadway	Douglas Ave/2 nd Ave
Menlo Park VA	795 Willow Rd, Menlo Park	Bay Rd
Palo Alto VA	3801 Miranda Ave, Palo Alto	Foothill Expy

PARKS

LOCATION	ADDRESS	NEAREST MAJOR STREET
Dolphin Park	301 Quay Lane	Bridge Pkwy/Bowsprit Dr
Shorebird Park	600 Island Dr	Marine Pkwy
Marine View Park	501 Island Pkwy	Marine Pkwy
Mariner Park	450 Tiller Lane	Redwood Shores Pkwy
Sandpiper Park	801 Redwood Shores Pkwy	Redwood Shores Pkwy
Marlin Park	523 Neptune Dr	Redwood Shores Pkwy
Shores Dog Park	1300 Radio Rd	Redwood Shores Pkwy
Shannon Park	499 Davit Lane	Shell Pkwy
Starboard/Portside Park	Under Bridge Pkwy	Lanyard Dr/Compass Dr
Preserve Park	99 Shearwater Pkwy	None
Duncan Park	2401 Brewster	Nevada St
Garret Park	3640 Glenwood Ave	Canyon Dr
Hoover Park	2100 Spring St	Woodside Rd
Jardin De Ninos	400 Chestnut St	Middlefield Rd
Mezes Park	300 Howland St	Winslow St/ Whipple Ave
Red Morton Park	1120 Roosevelt Ave	Valota St
CAB (Red Morton Park)	1400 Roosevelt Ave	Sanchez Way
Armory (Red Morton Park)	939 Valota St	Valota Rd
Spinas Park	907 2 nd Ave	Bay Rd
Stulsaft Park – Farm Hill side	3739 Farm Hill Blvd	Emerald Hills Rd
Stulsaft Park - Recreation Way side	Goodwin St @ Recreation Way	Alameda de las Pulgas
Westwood Park	1101 Westwood St	Alameda de las Pulgas
Linden Park	224 Linden St	Park St
Dove Beeger Park	2795 Whipple Ave	Alameda de las Pulgas
Fleishman Park	236 Mcevoy St	Cypress St
Hawes Park	1180 Hudson St	Roosevelt Ave
Maddux Park	1600 Maddux Dr	Massachusetts St
Palm Park	1443 Hudson St	Hudson St
Stafford Park	76 King St	Hopkins St
Wellesley Crescent Park	199 Wellesley Crescent Cir	Edgewood Rd
Main Street Dog Agility Park	1295 Main St	Elm St/Beech St

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Important locations

COURTS

LOCATION	ADDRESS	NEAREST MAJOR STREET
Superior Court	400 County Center	Middlefield Rd
Traffic Court	500 County Center	Middlefield Rd
Juvenile Court	222 Paul Scanlan Dr, San Mateo	Polhemus Rd/ Hwy 92
Northern Branch Court	1050 Mission Rd, South San Francisco	Chestnut Ave

JAIL/GOVERNMENT OFFICES

LOCATION	ADDRESS	NEAREST MAJOR STREET
Maguire Correctional Facility	300 Bradford St	Marshall St
Maple Street Correctional Facility	1300 Maple St	Blomquist Av
Hillcrest Juvenile Hall	222 Paul Scanlan Dr, San Mateo	Polhemus St, Hwy 92
Redwood City Hall	1017 Middlefield Rd	Jefferson Ave
Hall of Justice	400 County Center	Middlefield Rd

FIRE STATIONS

LOCATION	ADDRESS	NEAREST MAJOR STREET
Fire Station #9	755 Marshall St	Jefferson Ave
Fire Station #10	2190 Jefferson Ave	Myrtle St
Fire Station #11	1091 2 nd Ave	Broadway St
Fire Station #12	3700 Jefferson Ave	Farm Hill Blvd
Fire Station #20	680 Redwood Shores Pkwy	Shell St
Woodside Fire Protection District	4091 Jefferson Ave	California Ave

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Important locations

SCHOOLS/DISTRICT OFFICES

LOCATION	ADDRESS	NEAREST MAJOR STREET
Sequoia High School	1201 Brewster St	El Camino Real
Redwood High School	1968 Old County Rd	Whipple Ave
Summit High School	890 Broadway St	Charter St
Design Tech High School	275 Oracle Pkwy	Marine Pkwy
McKinley Institute of Technology	400 Duane St	James St
Kennedy	2521 Goodwin St	Alameda de las Pulgas
Adelante	3150 Granger Way	Fernside St
Henry Ford	3498 Massachusetts Ave	Woodside Rd
John Gill	555 Avenue Del Ora	Jefferson Ave
Orion	815 Allerton St	Brewster St
North Star Academy	400 Duane St	James St
Roosevelt	2223 Vera Ave	Alameda de las Pulgas
Sandpiper	801 Redwood Shores Pkwy	Shell Pkwy
Redwood Shores Elementary	225 Shearwater Pkwy	Marine Pkwy
Taft	903 10 th Ave	Bay Rd
Hawes	900 Roosevelt Ave	Hudson St
Hoover	701 Charter St	Woodside Rd
Roy Cloud	3790 Red Oak Way	Emerald Hill Rd
Selby Lane	170 Selby Lane	El Camino Real
Mt Carmel	301 Grand St	James St
St Pius	1100 Woodside Rd	Valota St
Redeemer Lutheran	468 Grand St	Brewster St
Rocketship School	1440 Connecticut Dr.	Alameda de las Pulgas
KIPP Excelencia	656 Laurel St	Stambaugh St
KIPP Excelencia	954 Eighth Ave	Bay Rd
Redwood City School District Office	750 Bradford St	Main St
Sequoia Union High School District Office	480 James Ave	El Camino Real

BANKS

LOCATION	ADDRESS	NEAREST MAJOR STREET
Bank of America	700 Jefferson Ave	Broadway St
Bank of America	1875 Virginia Ave	Woodside Rd
First Republic Bank	776 El Camino Real	Broadway St
Chase Bank	2300 Broadway	Jefferson Ave
First National Bank	700 El Camino Real	Brewster St
San Mateo Credit Union	350 Convention Wy	Brewster St
Citibank	702 Marshall St	Jefferson Ave
Wells Fargo	1900 Broadway St	Main St
Wells Fargo	1071 El Camino Real	Jefferson Ave
Union Bank	675 Jefferson Ave	Broadway St
Patelco Credit Union	1105 Veterans Blvd	Maple St
BBVA Compass	660 Woodside Rd	Hudson St

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Important locations

GROCERY STORES

LOCATION	ADDRESS	NEAREST MAJOR STREET
Safeway	1071 El Camino Real	Jefferson Ave
Safeway	850 Woodside Rd	Union St
Lucky's	200 Woodside Plaza	Massachusetts Ave
Whole Foods	1250 Jefferson Ave	El Camino Real
Nob Hill Foods	270 Redwood Shores Pkwy	Twin Dolphin Drive
Costco	2300 Middlefield Rd	Woodside Rd
Key Market	1063 Upton St	Roosevelt Ave
Deluccchi's Market	3640 Florence St	Bay Rd
Sigona's Market	2345 Middlefield Rd	Charter St
Mi Rancho Market	150 Charter St	El Camino Real
Mi Rancho Market	137 Roosevelt Ave	El Camino Real

BARS

LOCATION	ADDRESS	NEAREST MAJOR STREET
El Caliente	1776 Broadway St	Maple St
Mardi Gras	1628 El Camino Real	Roosevelt Ave
Sodini's	727 El Camino Real	Brewster St
Villa Roma	593 Woodside Rd	Hudson St
Underground Bar	2650 Broadway St	El Camino Real
Bobby D's	700 Winslow Ave	Marshall St
Blacksmith	2048 Broadway	Main St
Nighthawk	2039 Broadway	Main St
Gourmet Haus Staudt	2615 Broadway	El Camino Real
Freewheel Brewing Company	3736 Florence St	Marsh Rd
CRU Wine Bar	900 Middlefield Rd	Middlefield Rd
840 Wine Bar & Cocktail Lounge	840 Brewster Av	Arguello St

HOTELS/MOTELS

LOCATION	ADDRESS	NEAREST MAJOR STREET
Best Western 316	316 El Camino Real	Whipple Ave
Best Inn	1090 El Camino Real	Oak Ave
Capri Motel	2380 El Camino Real	Woodside Rd
Pacific Inn	2610 El Camino Real	Woodside Rd
Days Inn	2650 El Camino Real	Woodside Rd
Rolison Motel	3706 Rolison Rd	Marsh Rd
The Pullman	223 Twin Dolphin Dr	Redwood Shores Pkwy
Good Nite Inn	485 Veterans Blvd	Whipple Ave
Deluxe Inn	1402 Stafford St	Whipple Ave
Sequoia Inn	526 El Camino Real	Whipple Ave
Sequoia Hotel	800 Main St	Broadway St

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Important locations

MISCELLANEOUS

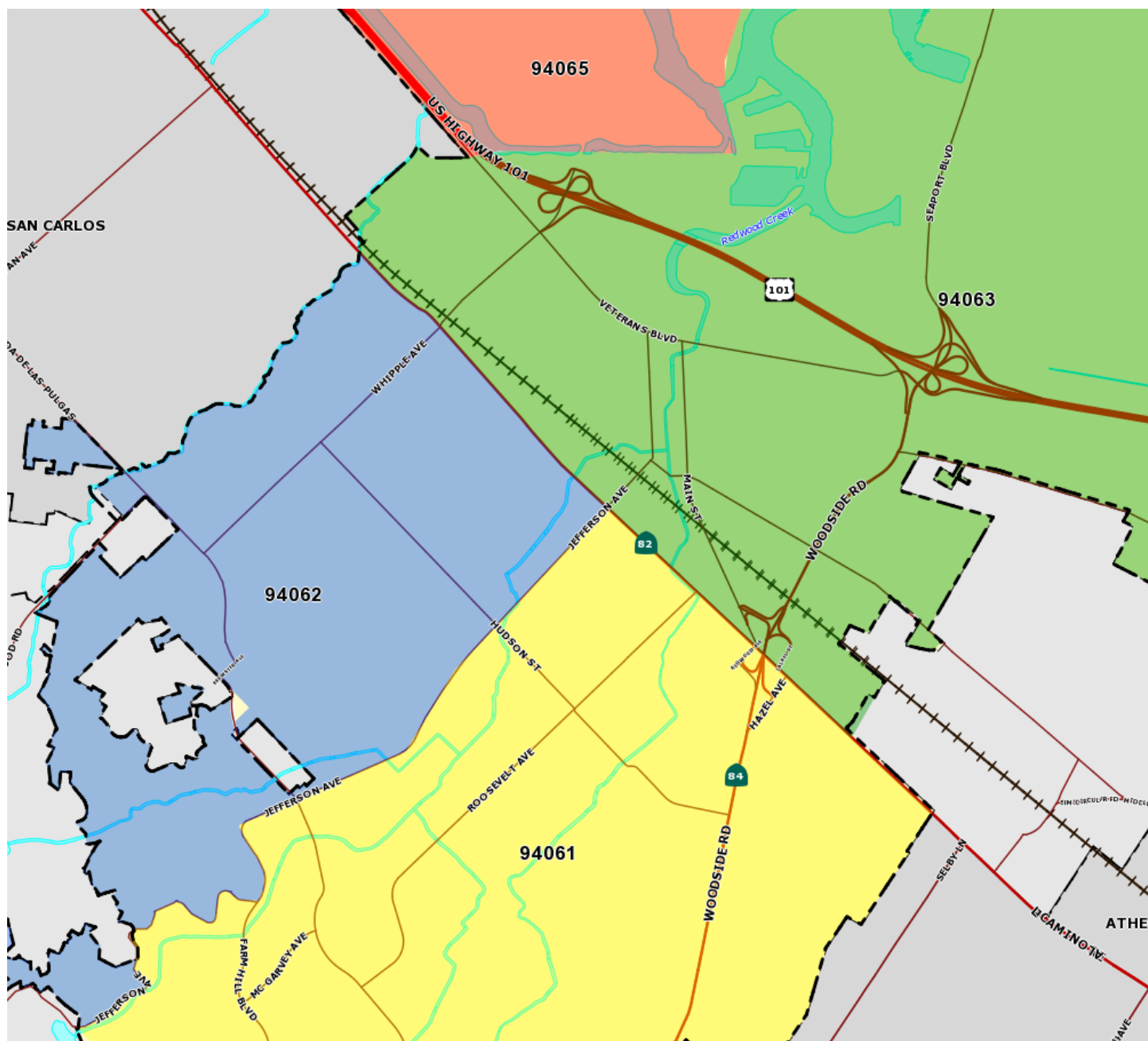
LOCATION	ADDRESS	NEAREST MAJOR STREET
Post Office	855 Jefferson Ave	Middlefield Rd
Post Office	1100 Broadway	Woodside Rd
Maple Street Shelter	1548 Maple St	Veterans Blvd
Main Library	1044 Middlefield Rd	Jefferson Ave
Century Theaters	825 Middlefield Rd	Broadway St
Fox Theatre	2215 Broadway St	Middlefield Rd
Elks Lodge	938 Wilmington Way	Jefferson Ave
Commercial Alley	Enter on Brewster St	Brewster St
Jefferson Alley	One Block South of Jefferson	Jefferson Ave
Jackson Alley	One Block South of Jackson	Jackson Ave
Madison Alley	One Block South of Madison	Madison Ave
Courthouse Square	2200 Broadway St	Theatre Way
Veterans Memorial	1445 Madison Ave	Madison Ave/ Valota Rd
Boys & Girls Club	1109 Hilton St	Woodside Rd/Laurel St
YMCA	1445 Hudson St	Palm Ave
PAL Building	At Taft School- 903 10 th Ave	Bay Rd

STORES

LOCATION	ADDRESS	NEAREST MAJOR STREET
Target	2485 El Camino Real	Woodside Rd
Kohl's	250 Walnut St	Veterans Blvd
K-Mart	1155 Veterans Blvd	Maple St
Marshall's	2525 El Camino Real	Woodside Rd
Costco	2300 Middlefield Rd	Woodside Rd

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Redwood City Zip Codes



Redwood Shores – 94065

Post Offices – 94064

All other areas East of El Camino Real – 94063

West of El Camino Real and North of Jefferson – 94062

West of El Camino Real and South of Jefferson - 94061

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Community Policing

The philosophy and implementation of Community Policing is an integral part of effective policing for the Redwood City Police Department. New officers must become familiar with the practical applications of Community Policing as they will be expected to utilize this form of policing in their role as a solo beat officer. New officers will receive initial instruction in Community Policing at the basic academy or the San Jose Police Department direct entry academy. Additional training will be provided during phase two (2) of the FTO program.

The following areas of Community Policing will be covered with the new officers prior to completion of the FTO program:

Role of beat officer in Community Policing:

- Partnership with schools and personnel
- Impact of businesses in the community
- Neighborhood Concerns
- Addressing Quality of Life Issues
- Reducing/Preventing Crime

Current city wide community policing programs:

- Silent Night
- Citizen's Academy
- CCAT – Community Policing Officers and their role

Attendance at community meetings:

- CCAT meetings
- Neighborhood meetings
- Neighborhood Watch

Adopt a School:

- Routine B-watch contacts
- Occasional C-watch contacts

Project Safe:

- Sequoia Station

RCPD Quick Reference Guide

Redacted per 6255(a) GC

10 Codes

Code 1 - Your convenience
Code 2 - Priority-No Red Light/Siren
Code 3 - Emergency-Use Red Light/Siren
Code 4 - No further assistance needed
Code 5 - Stakeout
Code 7 - Mealtime
Code 8 - Box Alarm
Code 9 - Suspicious Package
Code 10 - Bomb Threat
Code 13 - Only Unit available for call
Code 14 - Vacation House Check
Code 20 - Cover; Local Units Only
Code 30 - Officer Needs Help-Emergency
Code 33 - Emergency Transmissions Only
Code 666 - Observation Post Procedures
Code 833 - Subject w/prior weapon charge
Code 1000 - Plane Crash
Code 2000 - Proceed to post and await activation of the Airport Closure Plan
956 - Available
10-1 - Receiving poorly
10-2 - Receiving OK
10-3 - Change Channels
10-4 - Message received
10-5 - Relay to
10-6 - Busy
10-7 - Out of Service at _____
10-8 - In Service
10-9 - Repeat
10-10 - Home-on call
10-12 - Suspects/Others listening
10-13 - Weather/Road conditions
10-14 - Escort
10-15 - Have Prisoner in Custody
10-16 - Pick-up
10-19 - Return/En route Station
10-20 - Location
10-21 - Telephone _____
10-22 - Cancel
10-23 - Standby
10-28 - Registration
10-29 - Check for Wanted
10-29 - A Subject Check/Not in Custody
10-30 - Wanted
10-30F - Person/Auto Wanted-Felony
10-30M - Person/Auto Wanted-Misdemeanor

10 Codes

10-31A - Person/Auto No Record/Clear

10-32 - Drowning

10-33 - Alarm Sounding

10-34 - Open Door

10-35 – Open Window

10-39 - Status of

10-42 - Medics needed

10-49 – En route (to)

10-50 - Obtain a Report

10-51 - Drunk Subject

10-52 - Resuscitator

10-53 - Man Down

10-54 - Possible Dead Body

10-55 - Coroners Case

10-56 - Suicide

10-56A - Attempt Suicide

10-57 - Firearms Discharged

10-58 - Dumping complaint

10-59 - Malicious Mischief

10-62 - Meet the Citizen

10-65 - Missing Person

10-66 - Suspicious Person

10-67 - Person calling for Help

10-70 - Prowler

10-71 - Shooting

10-72 - Knifing

10-73 - How do you receive?

10-80 - Explosion

10-86 - Any Traffic

10-87 - Meet the Officer

10-91 - SPCA Case

10-95 - Pedestrian Stop

10-97 - Arrived on scene

10-98 - Finished last assignment

11-23 - Vehicle-Traffic Hazard

11-24 - Abandoned Vehicle

11-54 - Suspicious Vehicle

11-80 - Accident-Major Injury

11-81 - Accident-Minor Injury

11-82 - Accident-Property Damage

11-83 - Accident-No Details

11-84 - Traffic Control

11-85 - Tow Truck Needed

11-86 - Traffic Stop

Phonetic Alphabet

A - Adam
B - Boy
C - Charles
D - David
E - Edward
F - Frank
G - George
H - Henry
I - Ida
J - John
K - King
L - Lincoln
M - Mary
N - Nora
O - Ocean
P - Paul
Q - Queen
R - Robert
S - Sam
T - Tom
U - Union
V - Victor
W - William
X - X-Ray
Y – Yellow
Z - Zebra

Mutual Aid Guidelines

Code 666

- Requested for Crimes against Persons
- Time element – generally w/in 30 minutes
- Vehicle Description needed (CYMBAL)
- Direction of Travel
- Suspect Description (Top to Bottom)
- Direction of Travel
- Penal or other code violation
- Action desired? Stop & Hold/ Stop & Advise
- Units reporting to Post report on agency primary
- Radio channel is Green or Tac 2

Pursuit

- Advise local dispatch on primary
- Local dispatch advises unit to switch to the Green channel or Tac 2
- Local dispatch keeps pursuit in city limits or hands off to County when out of local jurisdiction
- Pursuing unit or secondary to advises:
 - ❖ location and direction of travel
 - ❖ Rate of speed
 - ❖ Suspect vehicle description
 - ❖ Occupants if known
 - ❖ Want on the vehicle
 - ❖ Any known threats (weapon, previous want on subject, etc).
- County to coordinate CHP or allied agencies
- Involved units to stay on the Green or
 - ❖ Tac until they are finished with detail.

Amber/Blue/Silver Alert Criteria

Amber Alert (P.M. 334.4.2):

1. Confirmed abduction of a child under the age of 18, or an individual with a proven mental or physical disability; and
2. Reason to believe the victim is in imminent danger of serious bodily injury or death; and
3. There is enough information available to disseminate to the general public that could assist in the safe recovery of the victim and/or apprehension of the suspect

Blue Alert (P.M. 334.5.1):

1. A law enforcement officer has been killed, suffered serious bodily injury or has been assaulted with a deadly weapon, and the suspect has fled the scene of the offense.
2. The suspect poses an imminent threat to the public or other law enforcement personnel.
3. A detailed description of the suspect's vehicle or license plate is available.
4. Public dissemination of available information may help avert further harm or accelerate apprehension of the **suspect**.

Silver Alert (P.M. 334.6.1):

1. The missing person is 65 years of age or older.
2. The department has utilized all available local resources.
3. The person is missing under unexplained or suspicious circumstances.
4. The person is in danger because of age, health, mental or physical disability, environment or weather conditions, that the person is in the company of a potentially dangerous person, or that there are other factors indicating that the person may be in peril.
5. There is information available that, if disseminated to the public, could assist in the safe recovery of the missing person.

San Mateo County Child Abduction Protocol (CAP)

This Protocol may be implemented under the following circumstances:

- Child kidnappings where the facts indicate that the child has been abducted and is in great bodily danger. (This generally would not include parent custody disputes involving kidnapping)
- Child kidnappings that fit murder/abduction profiles.

Notify County Communications with:

- Staging Location
- Resources needed (K9's, Detectives, etc)
- Call Sign of Incident Commander
- Code of Response
- Thomas Bros. Map Coordinates
- Best Access Route

Responding Units switch to the designated tactical channel (Green or Tac 2).

Immediate Deployment = up to 46 responding units

Long – term deployment = no more than 25 units

Radio Communications

Officers and dispatchers will use the following radio procedures to initiate radio contact. Some indication of the type of service or call that will be handled will be included in the first transmission

Example #1 – License Plate Check:

Ten Code: 10-28

Officer: Boy 3, 10-28

Dispatcher: Boy 3, Go Ahead

Officer: Boy 3, ABC 123

Dispatcher: 10-4, Boy 3

Dispatcher: Boy 3, ABC 123 is 10-31A. 10-28 is Available.

Officer: Boy 3, Go Ahead.

Example #2 – 10-33 (Alarm):

Dispatcher: Boy 6, 10-33

Officer: Boy 6, Go Ahead.

Dispatcher: Boy 6 with Boy 7 to cover, 10-33 at Herkner Pool located at 1315 Madison

Officer: Boy 6 Copy from ECR and Jefferson.

Officer: Boy 7 Copy from ECR and Whipple

Dispatcher: 10-4

Officer: Boy 6, 10-97 on the B-Boy side

Dispatcher: 10-4

Officer: Boy 7, 10-97 on the D-David side

Dispatcher: 10-4

Example # 3: Traffic Stop

Officers shall provide the information in the following order:

1. Location
2. Vehicle License Plate
3. Vehicle Description (i.e. Color, Make and/or Model, Number of Occupants)

Officer: Boy 3, 11-86

Dispatcher: Boy 3, Go Ahead

Officer: Boy 3, ECR and Maple on ABC 123, a Black Honda Civic with 2 on board, I'll advise.

Dispatcher: 10-4

Radio Communications continued

Example #4: Running Names (10-29)

In order to best utilize RIMS, the following procedure should be adhered to when practical. When requesting a name check officers will advise whether or not the information is from a valid ID/DL, verbal, NIC (Not in Custody).

A records check of subjects name is run through several databases. In general, the minimum information required is the first and last name, date of birth and sex. Because of the Soundex System used in these databases, an emphasis should be placed on the correct spelling of the first name. More often than not, the phonetics should be provided for the first name in order to obtain a match.

Officers shall provide the information in the following manner:

1. Last name, First Name
2. Date of Birth
3. Sex if not obvious
4. ID number if known

Example:

Officer: Boy 3, 10-29

Dispatcher: Boy 3, Go Ahead

Officer: Last of Smith: Sam, Mary, Ida, Tom, Henry. First of Dean: David, Edward, Adam, Nora. DOB of 3/28/77. Break for ID #

Dispatcher: Boy 3, Go Ahead

Officer: D11122233

Dispatcher: Boy 3, 10-4

10-29 List of Returns	
• DMV • NCIC • Sheriff's Records • Supervised Release (Parole)	• Wanted Persons (WPS) • Missing Persons • Restraining orders • Gun Registration

Wanted Person / Property Procedure:

When an officer requests 10-29 information and Communications learns of any warrant on a subject or license plate, hit on a license plate or article of stolen property, the information will be broadcast as follows:

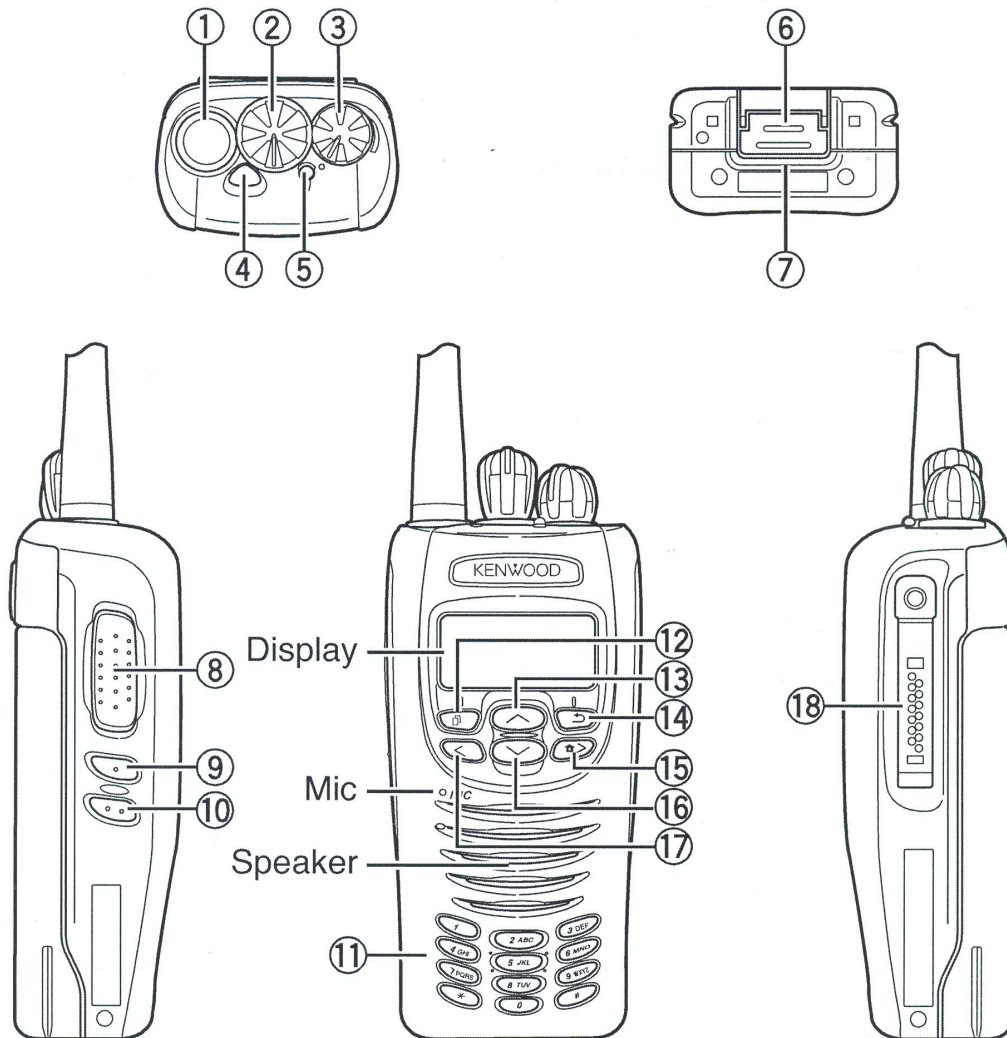
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Dispatcher: Boy 3, 10-30M or 10-30F

Officer: Boy 3, 10-4

All other units will stay off the air, giving the unit with the wanted subject/property full access to the air. Communications will not transmit additional information until the officer advises "Go Ahead."

Radio – Motorola NX-300



- | | |
|---|---|
| 1. Antenna Connector | 10. Side 2 Key |
| 2. Selector Knob | 11. Keypad |
| 3. Power switch / Volume Control | 12. Menu Button |
| 4. Emergency Button | 13. Zone Up |
| 5. Transmit / Receive / Battery low indicator | 14. Press to Activate Programmable Function |
| 6. Safety catch | 15. Press to Activate Programmable Function |
| 7. Release latch | 16. Zone Down |
| 8. Push to talk switch | 17. Press to Activate Programmable Function |
| 9. Side 1 Key | 18. Universal Connector |

Use and Coordination of Tactical Channels

Tactical Channel Usage

Tactical radio channels are assigned as follows:

Tac One

Northern zone, including Daly City, Brisbane, Pacifica, South San Francisco, Colma, Broadmoor, and San Bruno. Coverage extends south to Hwy 92.

Tac Two

Central zone, including Millbrae, Burlingame, San Mateo, Hillsborough, Half Moon Bay, Foster City, and Belmont. Countywide coverage. This channel may be used as an alternate to the CWMA Green Channel. In the event of competing interests for the use of this frequency, criteria to be considered will include risk to public safety as well as Officer Safety, and number of units impacted. Preference will be given to agencies regularly assigned to Tac 2 as their tactical channel.

Tac Three

Southern zone, including San Carlos, Redwood City, Menlo Park, Atherton, and East Palo Alto. Coverage extends north to Hwy 92.

Unassigned Agencies

Unassigned agencies that have transmit and receive capabilities are the Sheriff's Office, County Narcotics Task Force (CNTF), San Francisco Airport Police (SFIA), Palo Alto P.D. (Tac Three), and the California Highway Patrol (CHP) on a limited basis.

Tac channels are utilized as secondary frequencies to supplement local agency primaries. In order to ensure that the CWMA (Green Channel) remains available, the tactical channels should be used for incidents which are localized and have a low potential of escalating or becoming mobile.

Routine use of the tactical channels should be limited to those transmissions that are law enforcement specific:

Transmissions that require more detailed information than those normally performed on the primary channels.

Unit to unit coordination of specific events.

Tac Alerts

Phase I (One) Tac Alerts

The purpose of the Phase One Tact Alert is to supply the requesting agency with an accurate estimate of the number and type of resources allied agencies will be able to commit to a specific incident.

A Phase One Tac Alert can be called by any Law Enforcement Agency whenever a situation may result in the need for mutual aid.

At the time of the request, the requesting agency shall provide County Communications with the following minimum information

The affected Zone or Zones (the requesting agency may request a Tac Alert for any or all zones)

NORTH - Brisbane, Daly City, Pacifica, South San Francisco, San Bruno, Sheriff's Office, Colma Broadmoor, CHP

CENTRAL - Millbrae, Hillsborough, Burlingame, San Mateo, Foster City, Belmont, Half Moon Bay, Sheriff's Office, CHP

SOUTH - San Carlos, Redwood City, Atherton, Menlo Park, East Palo Alto, Sheriff's Office, CHP

The nature and expected scope of the incident.

The location, Date, and Time of the incident

The staging area location

The Thomas Bros. Map Page

The time availability is needed by the requesting agency. (24 hours prior to the incident is recommended)

County Communications will tabulate all results received and teletype to the requesting agency by the time stated above.

Phase I (One) Tac Alert Broadcast

Once a Phase One Tac Alert is received by County Communications, they shall notify all zones by:

Sending an "APC" teletype notifying all departments of the Tac Alert.

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Making a radio broadcast

If it is determined that the situation is imminent, has the potential to be activated within four (4) hours, a broadcast will be made on all primary frequencies.

If it determined that the situation is delayed, activation may occur in four (4) hours or more, a broadcast shall be made on all Tactical channels.

Once the Tac channel broadcast is made, County Communications shall roll call all affected agencies (those within the zone) confirming their receipt of the broadcast.

County Communications shall assign the appropriate Tac channel or the CWMA (Green) channel as the control frequency for the incident.

All police agencies within the zone shall report to County Communications, as soon as possible, the number of officers and cars available for immediate dispatch to the requesting jurisdiction.

County Communications shall inform the requesting agency of the agencies reporting and the number of officers and cars available from each jurisdiction.

Cancellation of the tactical alert will be at the discretion of the requesting agency's Watch Commander.

Phase II - Phase V Tac Alerts

Once a Tactical Alert has been placed into effect and the requesting jurisdiction finds it necessary to receive assistance from the alerted zones, they shall contact County Communications and inform them of the number of personnel desired, from what zone(s) and a designated location where they should respond.

County Communications will pre-alert all agencies, via teletype of the tactical/county-wide broadcast.

County Communications will broadcast to all departments, indicate special attention to affected zones, the request for deployment of law enforcement personnel to the mutual aid incident.

County Communications will re-broadcast the following information:

The nature and expected scope of the incident

The staging area

The Thomas Bros. map page

County Communications shall assign the appropriate tactical channel or the CWMA channel as the control frequency for the incident.

Responding field units will be directed to switch to the control frequency upon their arrival at the scene.

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A Code 33 will be issued for the control frequency.

Continued communication will occur between the requesting agency and County Communications for the effective coordination of the incident.

Phase III (Operational)

When, in the opinion of the requesting jurisdiction, control of the incident requires a larger number of personnel than those dispatched by a Phase II, they may request a Phase III operation.

County Communications will determine from the requesting agency an approximate number of additional personnel needed, the staging location and an anticipated time element for the duration of the incident.

County Communications will pre-alert all agencies, via teletype, of the tactical/county-wide broadcast. County Communications will broadcast to all departments the request for additional law enforcement personnel to the incident.

County will direct the units to remain on their primary frequency while responding to the incident. The field units responding will be directed to switch to the control frequency when on scene. If necessary relay the change of control frequency to the CWMA (Green) channel (or TAC2)..

County Communications will direct the departments with units responding to send deployment information to "PRDC"

County Communications will collect this data and relay this information to the requesting agency.

Phase IV (Sustained Mobilization)

A Phase IV Alert shall be called and maintained in effect if it appears that a sustained operation will be required to restore the situation to normal. This will be conducted administratively by the requesting agency and the County Law Mutual Aid Coordinator.

Phase V (Regional Mutual Aid Support)

If County agencies need assistance to control the incident, Phase V shall be called into effect. The Region II Area Coordinator shall be requested to supply additional personnel and equipment. **
Mutual Aid - Alameda County 925-667-7721

At the request of a Phase IV or Phase V Tac Alert, County Communications will establish communications with the on-scene incident commander.

Communications regarding the deployment of units and other resources required will occur via landline.

Gang Awareness

186.22 Criminal Street Gang Activity

(a) Any person who actively participates in any criminal street gang with knowledge that its members engage in or have engaged in a pattern of criminal gang activity, and who willfully promotes, furthers, or assists in any felonious criminal conduct by members of that gang, shall be punished by imprisonment in a county jail for a period not to exceed one year, or by imprisonment in the state prison for 16 months, or two or three years.

626.9 Gun-Free School Zone Act

- (a) This section shall be known, and may be cited, as the Gun-Free School Zone Act of 1995.
- (b) Any person who possesses a firearm in a place that the person knows, or reasonably should know, is a school zone, as defined in paragraph (1) of subdivision (e), unless it is with the written permission of the school district superintendent, his or her designee, or equivalent school authority, shall be punished as specified in subdivision (f).
- (c) Subdivision (b) shall not apply to the possession of a firearm under any of the following circumstances:
 - (1) Within a place of residence or place of business or on private property, if the place of residence, place of business, or private property is not part of the school grounds and the possession of the firearm is otherwise lawful.
 - (2) The firearm is an unloaded pistol, revolver, or other firearm capable of being concealed on the person and is in a locked container or within the locked trunk of a motor vehicle.

Gang Awareness:

The trainee shall discuss the characteristics of gangs and the importance of recognizing gangs in terms of officer safety and the investigation of criminal activity. The trainee shall identify types of gangs that represent law enforcement concerns, including: Street gangs, Motorcycle gangs, Prison gangs, Cult/Ritualistic gangs.

The trainee shall discuss primary reasons for gang membership, including: Peer pressure, Common interest, Protection/Safety.

The trainee shall discuss characteristics that are common to most gangs, including: Cohesiveness, Code of silence, Rivalries, Revenge.

The trainee shall identify methods that gangs use to distinguish their members from members of other gangs, including: Tattoos, Attire and accessories, Use of monikers, Use of hand signs. The trainee shall identify gang graffiti factors significant to law enforcement, including: Identifying individuals and/or a specific gang, Identifying gang boundaries, Indications of pending and/or past gang conflicts.

The trainee shall discuss types of criminal activities as those commonly engaged in by gangs, including: Sale and use of narcotics, Physical violence, Auto theft/burglary from vehicles, Residential burglary.

Basic Information:

Redacted per 6255(a) GC

Sergeant At Arms: Responsibilities for City Council Meetings

Redwood City Police Officers are regularly assigned to perform the public meeting function of Sergeant at Arms at public City Council meetings. This assignment, among other things, is set in place to maintain order at public meetings with conscious regard towards the public's right to free speech and their right to engage their government in respectful dialog without disruption to the meeting process.

United States Court of Appeals for the Ninth Circuit has specified, "In meetings, public officials can require speakers to follow simple rules of decorum, stick to specified subject matter, be relevant and deliver comments in a specific order and method." *White v. City of Norwalk, 1990*. Further, in *Norse v City of Santa Cruz 2009*, the court attempted to provide guidance to presiding officers at public meetings about how to find the fine line between expression and disruption.

There are four important points that can be taken away from the review of *Norse v City of Santa Cruz* when helping to maintained qualified immunity for lawful actions. They are as follows:

1. "It is critical that every public agency have in place reasonable rules for the conduct of its public meetings. Actions taken to prevent disruptions without the support of clear rules may be viewed as arbitrary.
2. People can disrupt a public meeting through words or conduct. Even a gesture that has the effect of interrupting the flow of a meeting, even temporarily, may constitute a disruption.
3. A meeting disruption must actually stop the meeting. If the disruption continues after the chair issues a warning, it is critical that the chair then call a brief recess. This provides some time to defuse the situation, and it demonstrates that the orderly conduct of the meeting actually was stopped for some period.
4. The message or subject matter of the disruption is irrelevant. Speech of conduct cannot be regulated based on its content. A demonstration in support of a City Council action is just a disruptive as a protest."

The Redwood City Police Department drafted language accepted by the City Attorney to be read by the Mayor or Acting Mayor during situations that are deemed disruptive. The script provided to the Mayor meets the standards and recommendations to have "reasonable rules" for meeting conduct. The script is attached for reference to what the Sergeant at Arms will hear during a perceived disruption.

If the Mayor decides the disruption needs a cooling off period and orders a recess with direction for the Sergeant at Arms to take action in removing the disruptive activity of material, the following will be done:

1. First try to gain cooperation with the person(s) causing the disruption to behave within the directed parameters set forward in the Mayor's directives.
2. If cooperation is not obtainable or the initial action is so disruptive, remove the individual from the council chambers for the duration of the topic being discussed. Remember, the disruptive individual has not lost his/her right on other matters being discussed by council to give public

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comment. If the person becomes disruptive again the process starts over with the series of warnings up to and including his/her removal from chambers.

To protect the officer's actions from being misinterpreted, a video camera is kept at the chair of the City Attorney to be used by the Sergeant at Arms for a complete recording of enforcement actions. Complete an Informational Crime Report of the actions taken and submit to the District Attorney for review if appropriate.

Suggested language to speakers at the podium: TIME LIMITS

Mayor's First Warning

(Sir, name, etc.) Your time limit is up, thank you for your comments; if you have written material you wish to leave with the Council please provide them to the City Clerk.

Subject fails to obey Mayor's direction: Mayor's Second Warning

(Sir, name, etc.) Again, Thank you for your comments, your time limit is up, please take your seat.

Subject fails to obey Mayor's direction: Mayor's Third Warning

(Sir, name, etc.) Again, Thank you for your comments, your time limit is up, please take your seat. If you continue to disregard my directions, your actions will be deemed disruptive to the orderly flow of our public meeting.

Subject fails to obey Mayor's direction: Direction to Recess

Ladies and Gentlemen, at this time, the Council will recess and return when order is restored.

(Direction by Mayor) **Officer, please conduct your advisement.**

Disruptive comments for speakers at the podium: MAINTAINING ORDER

Grounds for Warning through "Actual Disruption": 1) creating / participating in physical disruption; 2) speaking out of turn or in violation of applicable rules, beyond time limits or off topic; 3) preventing or attempting to prevent others who have the floor from speaking; 4) preventing or impeding others from observing the meeting; 5) entering or remaining in an area not open to the public; 6) holding up in the air or waving posters, signs, flags, or banners in the audience in a way that impedes ingress or egress or disrupts the ability of other audience members to view or participate in the proceedings, or disrupts the ability of the Council to view audience or participate in the proceedings

Mayor's First Warning

(Sir, name, etc.) Please direct your comments to the topic of our discussion. Your comments are going beyond your allotted time [or on a matter not before us right now].

Subject fails to obey Mayor's direction: Mayor's Second Warning

(Sir, name, etc.) Again, please direct your comments to the topic of our discussion. Your comments are creating a disruption because you are speaking beyond your time limit [or on a matter not before us right now].

Subject fails to obey Mayor's direction: Mayor's Third Warning

(Sir, name, etc.) Your public comments are deemed to be disruptive to the orderly flow of our public meeting and I ask that you take your seat. If you continue to disregard my directions, we will recess briefly and return when order is restored.

Subject fails to obey Mayor's direction: Direction to Recess

Mayor's First Warning

(Sir, name, etc.) Please refrain from (clapping, whistling, yelling, waving disruptive signs or flags, etc.) and let those who have the floor for public comments continue without

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interruption. If you wish to have your comments heard by the Council, please fill out a “Speaker Card” and we will listen to your comments when it is your turn to speak at the podium.

Subject fails to obey Mayor’s direction: Mayor’s Second Warning

(Sir, name, etc.) Again, please reframe from (clapping, whistling, yelling, waiving disruptive signs or flags, etc.) and let those who have the floor for public comments continue without interruption. If you wish to have your comments heard by the Council, please fill out a “Speaker Card” and we will listen to your comments when it is your turn to speak at the podium.

Subject fails to obey Mayor’s direction: Mayor’s Third Warning

(Sir, name, etc.) Again, the actions that I have asked to stop...are deemed to be disruptive to the orderly flow of our meeting and I am asking that you refrain from any further disruptive activity. If you continue to disregard my directions, we will recess the meeting briefly and return when order is restored.

Subject fails to obey Mayor’s direction: Direction to Recess

Ladies and Gentlemen, because of the disruptive actions of a few, at this time, the Council will recess briefly and return when order has been restored. (Direction by Mayor) **Officer, please conduct your advisement.**

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Removal Admonition

(Audio and Video Recorded)

(Sir, name, etc.) As determined by the Mayor (name) your actions, gestures, displayed signage, etc.) have been determined to be willfully disruptive of the City of Redwood City Council Meeting. I ask that you willfully and voluntarily leave the chambers by accompany me outside of City hall for the duration of public discussion on the topic for which you are disturbing. If you willfully leave the premises you will be allowed back into the current meeting to hear and communicate on other topics being discussed.

However, if you do not leave the premises willfully and voluntarily you will be arrested for willfully disturbing a lawful meeting and intentionally interfering with the lawful business of the City of Redwood City and remaining on the premises after being requested to leave, a misdemeanor violation of the California Penal Code Section 403 and 602.1. If you resist being arrested, reasonable force, up to and including pain compliance control holds, will be used to physically remove you from the premises. If you are physically removed from the premises, you will be booked into the San Mateo County Jail and not allowed to return to the current council meeting in session.

(Sir, name, etc.)What is your decision? If they decide to be arrested, state: Again let me be clear with you that you have decided not to leave the premises willfully and voluntarily and are choosing instead to be arrested with the acceptance that you will be physically removed from the premises.

Obtain verbal response. If no verbal response or physical gesture is conveyed, state: I will interpret your non response to my question to be a continued from of disruption and unwillingness to leave. You are under arrest.

Mental Illness Cases

Role of the peace officer

Although it is not the role of or within the capacity of peace officers to attempt to diagnose a person's disability, officers need to recognize cues and other indicators in order to make appropriate decisions regarding intervention strategies.

In order to reduce stigma, the officer should avoid prejudging the contact and remain aware of an underlying disability. It is every peace officer's responsibility to treat everyone with respect and integrity no matter what their disability, race, creed, gender identity, or religion.

To the extent possible, responding officers should observe the behavior exhibited by the person in an effort to determine what is happening and what might be prompting the observed behavior.

Initial contact

People with disabilities are capable of committing crimes. They are not relieved from their obligation to obey the law.

Officers should treat a person who has a disability with the same caution that they would use with any other suspect regarding judgments about enforcement of the law and personal safety. Although the individual may have a disability, that individual may still be capable of injuring the officer.

Once the scene is stabilized and there is no threat to life then the officer has a duty to reasonably accommodate the person's disability, but not before. (Hainze v Richards, No. 99-50222, 207 F 3d 795 [5th Cir. 2000])

Involuntary Commitments

An officer having probable cause may take a person into custody and place the person in an approved mental health facility for 72-hour treatment and evaluation when the officer believes that, as a result of a mental disorder, the person is a danger to him/herself or others or the person is gravely disabled (Welfare and Institutions Code § 5150; Welfare and Institutions Code § 5585.50).

When determining whether to take a person into custody, officers are not limited to determining the person is an imminent danger and shall consider reasonably available information about the historical course of the person's mental disorder, which may include evidence presented from any of the following:

- (a) An individual who is providing or has provided mental health treatment or related support services to the person
- (b) A family member

- (c) The person subject to the determination or anyone designated by the person

Mental Illness Cases

Documentation

The officer shall complete an application for a 72-Hour detention for evaluation and treatment, provide it to the facility staff member assigned to that patient and retain a copy of the application for inclusion in the case report.

The application shall include the circumstances for officer involvement; the probable cause to believe the person is, as a result of a mental health disorder, a danger to others or him/herself or gravely disabled; and all information used for the determination of probable cause (Welfare and Institutions Code § 5150; Welfare and Institutions Code § 5150.05).

The officer should also provide a verbal summary to any evaluating staff member regarding the circumstances leading to the involuntary detention.

Advisement

The officer taking a person into custody for evaluation shall advise the person of:

- (a) The officer's name and agency.
- (b) The fact that the person is not under criminal arrest but is being taken for examination by mental health professionals and the mental health staff will advise him/her of their rights.
- (b) The name of the facility to which the person is being taken.
- (d) If the person is being taken into custody at his/her residence, he/she should also be advised that he/she may take a few personal items, which the officer must approve, and may make a telephone call or leave a note indicating where he/she is being taken. The officer should also ask if the person needs assistance turning off any appliance or water.

The advisement shall be given in a language the person understands. If the person cannot understand an oral advisement, the information shall be provided in writing (Welfare and Institutions Code § 5150).

Mental Health Center

The County of San Mateo maintains a Psychiatric Emergence Services (PES) clinic at San Mateo County General Hospital. PES is open 24-hours a day, 365 days a year.

U.S. Constitution/Case Law/U.S. Code

4th Amendment

“The right of the people to be secure in their persons, houses, papers, and effects, against unreasonable searches and seizures, shall not be violated, and no Warrants shall issue, but upon probable cause, supported by Oath or affirmation, and particularly describing the place to be searched, and the persons or things to be seized.”

14th Amendment

“All persons born or naturalized in the United States and subject to the jurisdiction thereof are citizens of the United States and of the State wherein they reside. No State shall make or enforce any law which shall abridge the privileges or immunities of citizens of the United States; nor shall any State deprive any person of life, liberty, or property, without due process of law; nor deny to any person within its jurisdiction the equal protection of the laws.”

1st Amendment

“Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the Government for a redress of grievances.”

Application to private parties recording public police activity: The Ninth Circuit Court of Appeals in *Fordyce v. City of Seattle*, 55 F.3d 436, 438 (9th Cir. 1995), assumed that private party has a constitutional right under the 1st Amendment to film “matters of public interest” and ruled that the officer in this case could be sued over his, “attempt to prevent or dissuade (the plaintiff) from exercising his First Amendment right to film matters of public interest.”

Though they do not have jurisdiction over California, it is still important to note that the First, Seventh, and Eleventh Circuit Courts of Appeals were even more explicit stating:

- “[A] citizen’s right to film government officials, including law enforcement officers, in the discharge of their duties in a public space is a basic, vital, and well-established liberty safeguarded by the First Amendment.” *Glik v. Cunniffe* (1st Cir. 2011).
- “The act of making an audio or audiovisual recording is necessarily included within the First Amendment’s guarantee of speech and press rights as a corollary of the right to disseminate the resulting recording.” *ACLU v. Alvarez* (7th Cir. 2012)
- “The First Amendment protects the right to gather information about what public officials do on public property, and specifically, a right to record matters of public interest.” *Smith v. City of Cumming* (11th Cir. 2000)

What people do not have the right to do is interfere with the performance of an officer’s duties. Individuals who fail to respond to lawful orders based on legitimate officer safety as well as

crime scene integrity issues can be arrested for interfering.

6th Amendment

“In all criminal prosecutions, the accused shall enjoy the right to a speedy and public trial, by an impartial jury of the State and district wherein the crime shall have been committed, which district shall have been previously ascertained by law, and to be informed of the nature and cause of the accusation; to be confronted with the witnesses against him; to have compulsory process for obtaining witnesses in his favor, and to have the Assistance of Counsel for his defense.”

8th Amendment

“Excessive bail shall not be required, nor excessive fines imposed, nor cruel and unusual punishments inflicted.”

Graham v. Connor

This 1989 Supreme Court case established a ‘three prong test’ to determine the ‘reasonableness’ of on officer’s use of force. The prongs were: 1) severity of the crime, 2) the immediate threat to the safety of officers and/or the public, and 3) active resistance on the part of the suspect. The court also stated that, “the calculus of reasonableness must embody allowance for the fact that police officers are often forced to make split-second judgments-in circumstances that are tense, uncertain, and rapidly evolving-about the amount of force that is necessary in a particular situation.” The officer, therefore, should not be judged with the “20/20 vision of hindsight”.

Tennessee v. Garner

This 1985 Supreme Court case struck down a Tennessee state law that permitted officers to use deadly force to effect the arrest of fleeing felons. The Court concluded that, “such force may not be used unless it is necessary to prevent the escape and the officer has probable cause to believe that the suspect poses a significant threat of death or serious physical injury to the officer or others.”

42 US Code, Section 1983

“Every person who, under color of any statute, ordinance, regulation, custom, or usage, of any State or Territory or the District of Columbia, subjects, or causes to be subjected, any citizen of the United States or other person within the jurisdiction thereof to the deprivation of any rights, privileges, or immunities secured by the Constitution and laws, shall be liable to the party injured in an action at law, suit in equity, or other proper proceeding for redress, except that in any action brought against a judicial officer for an act or omission taken in such officer’s judicial capacity, injunctive relief shall not be granted unless a declaratory decree was violated or declaratory relief was unavailable. For the purposes of this section, any Act of Congress applicable exclusively to the District of Columbia shall be considered to be a statute of the District of Columbia.”

Report Writing Lesson Plan/ Format

Lesson Objectives:

- The Officer will be able to complete a crime report.
- The Officer will be able to complete an incident report.
- The Officer will be able to complete a collision report (non-injury & injury).
- The Officer will be able to complete a Juvenile Contact Report (JCR).
- The Officer will be able to complete a Probable Cause Declaration (PCD).
- The Officer will be able to navigate report writing interface in RIMS.
- The Officer will be able to transfer reports from the vehicle via mobile RIMS.

Report Format Categories:

- **SYNOPSIS:** Briefly describe the elements of the crime or the nature of the incident.
- **OFFICER'S NARRATIVE:** What investigative actions, in sequence, were taken by the officer. Include who, what, when, where, how, and why.
- **STATEMENTS:** Statements of victims, witnesses, suspects, and other involved persons. Suspect statements should be tape recorded. Tape recorded statements of victims are required in certain cases (i.e. 273.5 PC and all Felony cases). Tape recorded statements should be paraphrased and noted in the narrative.
- **DESCRIPTION OF CRIME SCENE:** Describe in detail the crime scene (if applicable).
- **POINT OF ENTRY / EXIT:** Describe in detail the point of entry and exit (if applicable).
- **INJURIES:** Describe the injuries to victims and suspects. Include where they were treated, by whom, if photographed, and how/where transported (if applicable).
- **WEAPONS USED:** Detailed description of any weapons used in crime, including make, size, color, ect. (if applicable).
- **EVIDENCE / FINGERPRINTS:** List each item, with a full description of where the evidence was located, and by whom. List number of fingerprints lifted and where located. The evidence will be on a separate page (evidence / property sheet).

Report Writing Lesson Plan/ Format

INCIDENT REPORT:

Narrative format (Synopsis/Narrative headings)

INJURY COLLISION REPORT CATEGORIES:

- **NOTIFICATION:**
- **SUMMARY:**
- **STATEMENTS:**
- **AREA OF IMPACT:**
- **INJURIES:**
- **CAUSE:**

NON-INJURY COLLISION REPORT CATEGORIES:

- **SUMMARY:**
- **STATEMENTS:**
- **CAUSE:**

JUVENILE CONTACT REPORT (JCR):

- JCR requirements (i.e. contact parents)
- 625 W&I Miranda advisement
- Explain JCR action options (i.e. diversion, DA submit)

PROBABLE CAUSE DECLARATION (PCD):

- PCD protocol (timeliness of completion, hold-overs)
- PCD procedure on Friday (B-watch 4/10)

SUPPLEMENTAL REPORT:

- Used to continue or add to an existing report.
- Written when additional information relative to a specific case is received.

Injury Collision Report (11-81):

Redacted per 6255(a) GC

Robbery Report (211 PC):

Redacted per 6255(a) GC

Burglary Inhabited Dwelling (460(A) PC):

Redacted per 6255(a) GC

Domestic Violence (273.5 PC):

Redacted per 6255(a) GC

Drug influence/Stimulant Possession:

Redacted per 6255(a) GC

Use of Force:

Redacted per 6255(a) GC

DUI (23152(A)/(B) VC):

Redacted per 6255(a) GC

Preparation for Patrol- Checklist

1. Spare, clean uniform, rain jacket, wristwatch/watch pen.
2. Black pens, pencil, whiteout, and clipboard.
3. Check safety equipment (cuffs, flashlight, flex cuffs, OC spray, impact weapon, and Taser)
4. Gun and magazines - clean and operable / bulletproof vest, with panel(s).
5. Badge, nameplate, department ID card, driver's license.
6. Briefing materials - Watch Bulletins, APBs, BOLs, and briefing notes.
7. Call log pad, beat map, fingerprint kit.
8. FTO Manual
9. Policy Manual, penal code, vehicle codes, and Redwood City Municipal Codes.
10. Whistle and extra handcuff key.
11. Adequate supply of report forms.
12. Miranda card
13. Traffic/criminal citation book, parking cite book.
14. 10 Codes
15. Evidence bags - both plastic and paper.
16. Pupilometer, small ruler
17. Duffel bag with gas mask and jump suit.
18. Beat pack - check first aid kit, evidence tape, rubber gloves, and mouthpiece.
19. Check and load Rifle.
20. Inspect police vehicle (emergency equipment working; trunk supplies: flares/cones, fire extinguisher, spare tire).
21. Vehicle interior: map and spotlights, fuel gauge, siren/horn, outside speaker, air conditioner

High Risk Traffic Stops

Redacted per 6255(a) GC

Sir Robert Peel's Principles of Law Enforcement – 1829

1. The basic mission for which police exist is to prevent crime and disorder as an alternative to the repression of crime and disorder by military force and severity of legal punishment.
2. The ability of the police to perform their duties is dependent upon *public approval* of police existence, actions, behavior and the ability of the police to secure and maintain *public respect*.
3. The police must secure the willing cooperation of the public in voluntary observance of the law to be able to secure and maintain public respect.
4. The degree of cooperation of the public that can be secured diminishes, proportionately, to the necessity for the use of physical force and compulsion in achieving police objectives.
5. The police seek and preserve public favor, not by catering to public opinion, but by constantly demonstrating absolutely impartial service to the law, in complete independence of policy, and without regard to the justice or injustice of the substance of individual laws; by ready offering of individual service and friendship to all members of society without regard to their race or social standing, by ready exercise of courtesy and friendly good humor; and by ready offering of individual sacrifice in protecting and preserving life.
6. The police should use physical force to the extent necessary to secure observance of the law or to restore order only when the exercise of *persuasion, advice and warning* is found to be insufficient to achieve police objectives; and police should use only the minimum degree of physical force which is necessary on any particular occasion for achieving a police objective.
7. The police at all times should maintain a relationship with the public that gives reality to the historic tradition that *the police are the public and the public are the police*; the police are the only members of the public who are paid to give full-time attention to duties which are incumbent on every citizen in the intent of the community welfare.
8. The police should always direct their actions toward their functions and never appear to usurp the powers of the judiciary by avenging individuals or the state, or authoritatively judging guilt or punishing the guilty.
9. The test of police efficiency is the *absence* of crime and disorder, not the *visible evidence* of police action in dealing with them.