

Chapter 10 - Personnel

Recruitment and Selection

1000.1 PURPOSE AND SCOPE

This policy provides a framework for employee recruiting efforts and identifying job-related standards for the selection process. This policy supplements the rules that govern employment practices for the Irvine Police Department and that are promulgated and maintained by the Human Resources Department.

1000.2 POLICY

In accordance with applicable federal, state, and local law, the Irvine Police Department provides equal opportunities for applicants and employees, regardless of actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, or any other protected class or status. The Department does not show partiality or grant any special status to any applicant, employee, or group of employees unless otherwise required by law.

The Department will recruit and hire only those individuals who demonstrate a commitment to service and who possess the traits and characteristics that reflect personal integrity and high ethical standards.

1000.3 RECRUITMENT

The Training Manager should employ a comprehensive recruitment and selection strategy to recruit and select employees from a qualified and diverse pool of candidates.

The strategy should include:

- (a) Identification of racially and culturally diverse target markets.
- (b) Use of marketing strategies to target diverse applicant pools.
- (c) Expanded use of technology and maintenance of a strong internet presence. This may include an interactive department website and the use of department-managed social networking sites, if resources permit.
- (d) Expanded outreach through partnerships with media, community groups, citizen academies, local colleges, universities, and the military.
- (e) Employee referral and recruitment incentive programs.
- (f) Consideration of shared or collaborative regional testing processes.

The Training Manager shall avoid advertising, recruiting and screening practices that tend to stereotype, focus on homogeneous applicant pools or screen applicants in a discriminatory manner.

The Department, with the assistance of the Human Relations team, should strive to facilitate and expedite the screening and testing process, and should periodically inform each candidate of his/her status in the recruiting process.

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1000.4 SELECTION PROCESS

The Department shall actively strive to identify a diverse group of sworn and professional staff candidates who have in some manner distinguished themselves as being outstanding prospects. Minimally, the Department should employ a comprehensive screening, background investigation, and selection process that assesses cognitive and physical abilities and includes review and verification of the following:

- (a) A comprehensive application for employment (including previous employment, references, current and prior addresses, education, military record)
- (b) Driving record
- (c) Reference checks
- (d) Employment eligibility, including U.S. Citizenship and Immigration Services (USCIS) Employment Eligibility Verification Form I-9 and acceptable identity and employment authorization documents consistent with Labor Code § 1019.1. This required documentation should not be requested until a candidate is hired. This does not prohibit obtaining documents required for other purposes within the hiring process.
- (e) Information obtained from public internet sites
- (f) Financial history consistent with the Fair Credit Reporting Act (FCRA) (15 USC § 1681 et seq.) as allowed by law
- (g) Local, state, and federal criminal history record checks
- (h) Lie detector test (when legally permissible) (Labor Code § 432.2)
- (i) Medical and psychological examination (may only be given after a conditional offer of employment) and as allowed by law
- (j) Review board or selection committee assessment

1000.5 BACKGROUND INVESTIGATION

Every candidate who passes the written exam, oral interview, and polygraph examination, when applicable, shall undergo a thorough background investigation to verify his/her personal integrity and high ethical standards, and to identify any past behavior that may be indicative of the candidate's unsuitability to perform duties relevant to the operation of the Irvine Police Department (11 CCR 1953).

The narrative report and any other relevant background information shall be shared with the psychological evaluator. Information shall also be shared with others involved in the hiring process if it is relevant to their respective evaluations (11 CCR 1953).

1000.5.1 BACKGROUND INVESTIGATION UPDATE

A background investigation update may, at the discretion of the Chief of Police, be conducted in lieu of a complete new background investigation on a peace officer or professional staff candidate who is reappointed within 180 days of voluntary separation from the Irvine Police Department, or who is an interim police chief meeting the requirements contained in 11 CCR 1953(f).

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1000.5.2 NOTICES

Background investigators shall ensure that investigations are conducted and notices provided in accordance with the requirements of the FCRA and the California Investigative Consumer Reporting Agencies Act (15 USC § 1681d; Civil Code § 1786.16).

1000.5.3 STATE NOTICES

If information disclosed in a candidate's criminal offender record information (CORI) is the basis for an adverse employment decision, a copy of the CORI shall be provided to the applicant (Penal Code § 11105).

1000.5.4 REVIEW OF SOCIAL MEDIA SITES

Due to the potential for accessing unsubstantiated, private, or protected information, the Training Manager shall not require candidates to provide passwords, account information, or access to password-protected social media accounts (Labor Code § 980).

The Training Manager should consider utilizing the services of an appropriately trained and experienced third party to conduct open source, internet-based searches, and/or review information from social media sites to ensure that:

- (a) The legal rights of candidates are protected.
- (b) Material and information to be considered are verified, accurate, and validated.
- (c) The Department fully complies with applicable privacy protections and local, state, and federal law.

Regardless of whether a third party is used, the Training Manager should ensure that potentially impermissible information is not available to any person involved in the candidate selection process.

1000.5.5 DOCUMENTING AND REPORTING

The background investigator shall summarize the results of the background investigation in a narrative report that includes sufficient information to allow the reviewing authority to decide whether to extend a conditional offer of employment. The report shall not include any information that is prohibited from use, including that from social media sites, in making employment decisions. The report and all supporting documentation shall be included in the candidate's background investigation file (11 CCR 1953).

1000.5.6 RECORDS RETENTION

The background report and all supporting documentation shall be maintained for a minimum of two years and in accordance with the established records retention schedule (Government Code § 12946; 11 CCR 1953).

1000.6 DISQUALIFICATION GUIDELINES

As a general rule, performance indicators and candidate information and records shall be evaluated by considering the candidate as a whole, and taking into consideration the following:

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- Age at the time the behavior occurred
- Passage of time
- Patterns of past behavior
- Severity of behavior
- Probable consequences if past behavior is repeated or made public
- Likelihood of recurrence
- Relevance of past behavior to public safety employment
- Aggravating and mitigating factors
- Other relevant considerations

A candidate's qualifications will be assessed on a case-by-case basis, using a totality-of-the-circumstances framework.

1000.7 EMPLOYMENT STANDARDS

All police officer candidates shall meet the minimum standards required by state law (Government Code § 1029; Government Code § 1031; 11 CCR 1950 et seq.). All dispatcher candidates shall meet the minimum standards as required by POST (11 CCR 1956). Candidates will be evaluated based on merit, ability, competence, and experience, in accordance with the high standards of integrity and ethics valued by the Department and the community. The California Commission on Peace Officer Standards and Training (POST) developed a Job Dimensions list, which is used as a professional standard in background investigations.

Validated, job-related, and nondiscriminatory employment standards shall be established for each job classification and shall minimally identify the training, abilities, knowledge, and skills required to perform the position's essential duties in a satisfactory manner. Each standard should include performance indicators for candidate evaluation. The Human Resources Department should maintain validated standards for all positions.

1000.7.1 STANDARDS FOR OFFICERS

Candidates shall meet the minimum standards established by POST (Government Code § 1029; Government Code § 1031; 11 CCR 1950 et seq.):

- (a) Free of any felony convictions
- (b) Citizen of the United States, or permanent resident alien eligible for and has applied for citizenship
- (c) At least 18 years of age
- (d) Fingerprinted for local, state and national fingerprint check
- (e) Good moral character as determined by a thorough background investigation (11 CCR 1953)

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- (f) High school graduate, passed the GED or other high school equivalency test or obtained a two-year, four-year or advanced degree from an accredited or approved institution
- (g) Free from any physical, emotional, or mental condition which might adversely affect the exercise of police powers (11 CCR 1954; 11 CCR 1955)
- (h) Candidates must also satisfy the POST selection requirements, including (11 CCR 1950 et seq.):
 - 1. Reading and writing ability assessment (11 CCR 1951)
 - 2. Oral interview to determine suitability for law enforcement service (11 CCR 1952)

In addition to the above minimum POST required standards, candidates may be subjected to additional standards established by the Department (Penal Code § 13510(d)).

1000.7.2 STANDARDS FOR DISPATCHER

Candidates shall satisfy the POST selection requirements, including (11 CCR 1956):

- (a) A verbal, reasoning, memory, and perceptual abilities assessment (11 CCR 1957)
- (b) An oral communication assessment (11 CCR 1958)
- (c) A medical evaluation (11 CCR 1960)

Personnel Records

1001.1 PURPOSE AND SCOPE

This policy governs maintenance and access to personnel records. Personnel records include any file maintained under an individual member's name.

1001.2 POLICY

It is the policy of this department to maintain personnel records and preserve the confidentiality of personnel records pursuant to the Constitution and the laws of California (Penal Code § 832.7).

1001.3 DEPARTMENT FILE

The department file shall be maintained as a record of a person's employment/appointment with this department. The department file should contain, at a minimum:

- (a) Personal data, including photographs, marital status, names of family members, educational and employment history, or similar information. A photograph of the member should be permanently retained.
- (b) Election of employee benefits.
- (c) Personnel action reports reflecting assignments, promotions, and other changes in employment/appointment status. These should be permanently retained.
- (d) Original performance evaluations. These should be permanently maintained.
- (e) Discipline records, including copies of sustained personnel complaints.
 - 1. Disciplinary action resulting from sustained internally initiated complaints or observation of misconduct shall be maintained pursuant to the established records retention schedule and at least two years (Government Code § 26202; Government Code § 34090).
 - 2. Disciplinary action resulting from a sustained civilian's complaint shall be maintained pursuant to the established records retention schedule and at least five years (Penal Code § 832.5).
- (f) Adverse comments such as supervisor notes or memos may be retained in the department file after the member has had the opportunity to read and initial the comment (Government Code § 3305).
 - 1. Once a member has had an opportunity to read and initial any adverse comment, the member shall be given the opportunity to respond in writing to the adverse comment within 30 days (Government Code § 3306).
 - 2. Any member response shall be attached to and retained with the original adverse comment (Government Code § 3306).
 - 3. If a member refuses to initial or sign an adverse comment, at least one supervisor should note the date and time of such refusal on the original comment and the member should sign or initial the noted refusal. Such a refusal, however, shall

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not be deemed insubordination, nor shall it prohibit the entry of the adverse comment into the member's file (Government Code § 3305).

- (g) Commendations and awards.
- (h) Any other information, the disclosure of which would constitute an unwarranted invasion of personal privacy.
- (i) All files will be retained according to the City records retention policy.

1001.4 DIVISION FILE

Division files may be separately maintained internally by a member's supervisor for the purpose of completing timely performance evaluations. The Division file may contain supervisor comments, notes, notices to correct and other materials that are intended to serve as a foundation for the completion of timely performance evaluations.

All materials intended for this interim file shall be provided to the employee prior to being placed in the file in accordance with Government Code § 3305 and Government Code § 3306.

1001.5 TRAINING FILE

An individual training file shall be maintained by the Training Manager for each member. Training files will contain records of all training; original or photocopies of available certificates, transcripts, diplomas and other documentation; and education and firearms qualifications. Training records may also be created and stored remotely, either manually or automatically (e.g., Daily Training Bulletin (DTB) records).

- (a) The involved member is responsible for providing the Training Manager or immediate supervisor with evidence of completed training/education in a timely manner.
- (b) The Training Manager or supervisor shall ensure that copies of such training records are placed in the member's training file.

1001.6 INTERNAL AFFAIRS FILE

Internal affairs files shall be maintained under the exclusive control of the Office of Professional Standards in conjunction with the office of the Chief of Police. Access to these files may only be approved by the Chief of Police or the Office of Professional Standards Lieutenant.

These files shall contain the complete investigation of all formal complaints of member misconduct, regardless of disposition (Penal Code § 832.12). Investigations of complaints that result in the following findings shall not be placed in the member's file but will be maintained in the internal affairs file:

- (a) Not sustained
- (b) Unfounded
- (c) Exonerated

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Investigation files arising out of civilian's complaints shall be maintained pursuant to the established records retention schedule and for a period of at least five years. Investigations that resulted in other than a sustained finding may not be used by the Department to adversely affect an employee's career (Penal Code § 832.5).

Investigation files arising out of internally generated complaints shall be maintained pursuant to the established records retention schedule and for at least two years (Government Code § 26202; Government Code § 34090).

1001.7 MEDICAL FILE

A medical file shall be maintained separately from all other personnel records and shall contain all documents relating to the member's medical condition and history, including but not limited to:

- (a) Materials relating to a medical leave of absence, including leave under the Family and Medical Leave Act (FMLA).
- (b) Documents relating to workers' compensation claims or the receipt of short- or long-term disability benefits.
- (c) Fitness-for-duty examinations, psychological and physical examinations, follow-up inquiries and related documents.
- (d) Medical release forms, doctor's slips and attendance records that reveal a member's medical condition.
- (e) Any other documents or materials that reveal the member's medical history or medical condition, including past, present or future anticipated mental, psychological or physical limitations.

1001.8 SECURITY

Personnel records should be maintained in a secured location and locked either in a cabinet or access-controlled room. Personnel records maintained in an electronic format should have adequate password protection.

Personnel records are subject to disclosure only as provided in this policy, the Records Maintenance and Release Policy or according to applicable discovery procedures.

Nothing in this policy is intended to preclude review of personnel records by the City Manager, City Attorney or other attorneys or representatives of the City in connection with official business.

1001.8.1 REQUESTS FOR DISCLOSURE

Any member receiving a request for a personnel record shall promptly notify the Custodian of Records or other person charged with the maintenance of such records.

Upon receipt of any such request, the responsible person shall notify the affected member as soon as practicable that such a request has been made (Evidence Code § 1043).

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The responsible person shall further ensure that an appropriate response to the request is made in a timely manner, consistent with applicable law. In many cases, this may require assistance of available legal counsel.

All requests for disclosure that result in access to a member's personnel records shall be logged in the corresponding file.

1001.8.2 RELEASE OF PERSONNEL INFORMATION

Personnel records shall not be disclosed except as allowed by law (Penal Code § 832.7; Evidence Code § 1043) (See also Records Maintenance and Release Policy).

Any person who maliciously, and with the intent to obstruct justice or the due administration of the laws, publishes, disseminates, or otherwise discloses the residence address or telephone number of any member of this department may be guilty of a misdemeanor (Penal Code § 146e).

The Department may release any factual information concerning a disciplinary investigation if the member who is the subject of the investigation (or the member's representative) publicly makes a statement that is published in the media and that the member (or representative) knows to be false. The disclosure of such information, if any, shall be limited to facts that refute any such false statement (Penal Code § 832.7).

1001.9 BRADY MATERIAL IN PERSONNEL FILES

The purpose of this section is to establish a procedure for releasing potentially exculpatory information (so-called Brady material) contained within confidential peace officer personnel files.

1001.9.1 DEFINITIONS

Brady Material - In the Brady v. Maryland decision (373 U.S. 83 (1963)) the United States Supreme Court held that the prosecution has an affirmative duty to disclose to the defendant evidence which is both favorable and material to the guilt and/or punishment of the defendant.

The Prosecution - Refers to the District Attorney and all investigative agencies involved in the criminal prosecution of a defendant, including this department.

Penal Code §1054.1 - California law also establishes a criminal defendant's right to access potentially exculpatory evidence.

1001.9.2 RELEASE OF PERSONNEL FILES TO DISTRICT ATTORNEY

Pursuant to Penal Code § 832.7(a), the only time the District Attorney (Attorney General or Grand Jury) is entitled to access confidential peace officer personnel files without filing a so-called Pitchess motion (Evidence Code § 1043 et seq.) is when they are investigating the conduct of an officer or this department. Such access shall not be considered a waiver of the confidentiality of the information contained in these files.

Absent a specific investigation of identified officer(s) or a specific investigation of this department (or the consent of an involved officer), no confidential information from any officer's personnel file shall be released to the District Attorney or Grand Jury without full compliance with the Pitchess

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process. The prosecution of a criminal defendant is not considered an investigation of any involved officer.

Should an officer's credibility or other issues related to an officer's personnel file arise in the context of an officer acting as a witness for the prosecution, access to that officer's personnel file by either the District Attorney or the criminal defendant shall be limited to that which is authorized by the process set forth in Evidence Code § 1043, et seq.

1001.9.3 PROCEDURE

If an officer is a material witness in a criminal case, a person or persons designated by the Chief of Police may examine the subject officer's personnel file to determine whether there are Brady materials contained therein (e.g., evidence which is both favorable and material to the guilt and/or punishment of the defendant). If Brady material is located, the following procedure shall apply:

- (a) In the event that a Pitchess motion has not already been filed by the criminal defendant or other party, the District Attorney shall be notified of the potential presence of Brady material in the officer's personnel file
- (b) The District Attorney should be instructed to file a Pitchess motion in order to initiate an in camera review by the court
- (c) As with any Pitchess motion, and prior to any review of the files by the court, subject officer(s) shall be notified in writing that a Pitchess motion has been filed
- (d) The responsible Custodian of Records shall accompany all relevant personnel files during any in camera inspection and address any issues or questions raised by the court in determining whether or not any material contained in the file is both material and favorable to the criminal defendant
- (e) If the court determines that there is relevant Brady material contained in the file(s), only that material ordered released will be copied and released to the parties filing the Pitchess motion
 1. Prior to the release of any materials pursuant to this process, the Custodian of Records should request a protective order from the Court limiting the use of such materials to the involved case and requiring the return of all copies upon completion of the case.

1001.10 MEMBER ACCESS TO HIS/HER OWN PERSONNEL RECORDS

Any member may request access to his/her own personnel records during the normal business hours of those responsible for maintaining such files. Any member seeking the removal of any item from his/her personnel records shall file a written request to the Chief of Police through the chain of command. The Department shall remove any such item if appropriate, or within 30 days provide the member with a written explanation of why the contested item will not be removed. If the contested item is not removed from the file, the member's request and the written response

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from the Department shall be retained with the contested item in the member's corresponding personnel record (Government Code § 3306.5).

Members may be restricted from accessing files containing any of the following information:

- (a) An ongoing internal affairs investigation to the extent that it could jeopardize or compromise the investigation pending final disposition or notice to the member of the intent to discipline.
- (b) Confidential portions of internal affairs files that have not been sustained against the member.
- (c) Criminal investigations involving the member.
- (d) Letters of reference concerning employment/appointment, licensing or issuance of permits regarding the member.
- (e) Any portion of a test document, except the cumulative total test score for either a section of the test document or for the entire test document.
- (f) Materials used by the Department for staff management planning, including judgments or recommendations concerning future salary increases and other wage treatments, management bonus plans, promotions and job assignments or other comments or ratings used for department planning purposes.
- (g) Information of a personal nature about a person other than the member if disclosure of the information would constitute a clearly unwarranted invasion of the other person's privacy.
- (h) Records relevant to any other pending claim between the Department and the member that may be discovered in a judicial proceeding.

1001.11 RETENTION AND PURGING

Unless provided otherwise in this policy, personnel records shall be maintained in accordance with the established records retention schedule.

- (a) During the preparation of each member's performance evaluation, all personnel complaints and disciplinary actions should be reviewed to determine the relevancy, if any, to progressive discipline, training and career development. Each supervisor responsible for completing the member's performance evaluation should determine whether any prior sustained disciplinary file should be retained beyond the required period for reasons other than pending litigation or other ongoing legal proceedings.
- (b) If a supervisor determines that records of prior discipline should be retained beyond the required period, approval for such retention should be obtained through the chain of command from the Chief of Police.
- (c) If, in the opinion of the Chief of Police, a personnel complaint or disciplinary action maintained beyond the required retention period is no longer relevant, all records of such matter may be destroyed in accordance with the established records retention schedule.

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1001.12 RELEASE OF PERSONNEL RECORDS AND RECORDS RELATED TO CERTAIN INCIDENTS, COMPLAINTS, AND INVESTIGATIONS OF OFFICERS

Personnel records and records related to certain incidents, complaints, and investigations of officers shall be released pursuant to a proper request under the Public Records Act and subject to redaction and delayed release as provided by law.

The Custodian of Records should work as appropriate with the Chief of Police or the Office of Professional Standards supervisor in determining what records may qualify for disclosure when a request for records is received and if the requested record is subject to redaction or delay from disclosure.

For purposes of this section, a record includes (Penal Code § 832.7(b)(2)):

- All investigation reports.
- Photographic, audio, and video evidence.
- Transcripts or recordings of interviews.
- Autopsy reports.
- All materials compiled and presented for review to the District Attorney or to any person or body charged with determining whether to file criminal charges against an officer in connection with an incident, or whether the officer's action was consistent with law and department policy for purposes of discipline or administrative action, or what discipline to impose or corrective action to take.
- Documents setting forth findings or recommending findings.
- Copies of disciplinary records relating to the incident, including any letters of intent to impose discipline, any documents reflecting modifications of discipline due to the *Skelly* or grievance process, and letters indicating final imposition of discipline or other documentation reflecting implementation of corrective action.

Unless a record or information is confidential or qualifies for delayed disclosure as provided by Penal Code § 832.7(b)(7) or other law, the following records shall be made available for public inspection upon request (Penal Code § 832.7):

- (a) Records relating to the report, investigation, or findings of:
 1. The discharge of a firearm at another person by an officer.
 2. The use of force against a person resulting in death or in great bodily injury (as defined by Penal Code § 243(f)(4)) by an officer.
- (b) Records relating to an incident where a sustained finding (see the Personnel Complaints Policy) was made by the department or oversight agency regarding:
 1. An officer engaged in sexual assault of a member of the public (as defined by Penal Code § 832.7(b)).
 2. Dishonesty of an officer relating to the reporting, investigation, or prosecution of a crime, or directly relating to the reporting of, or investigation of misconduct by,

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another officer, including but not limited to any sustained finding of perjury, false statements, filing false reports, destruction, falsifying, or concealing of evidence.

A record from a separate and prior investigation or assessment of a separate incident shall not be released unless it is independently subject to disclosure (Penal Code § 832.7(b)(3)).

When an investigation involves multiple officers, the Department shall not release information about allegations of misconduct or the analysis or disposition of an investigation of an officer unless it relates to a sustained finding of a qualified allegation as provided by Penal Code § 832.7(b)(4) against the officer. However, factual information about the action of the officer during an incident or the statements of an officer shall be released if the statements are relevant to a sustained finding of the qualified allegation against another officer that is subject to release (Penal Code § 832.7(b)(4)).

1001.12.1 REDACTION

The Custodian of Records, in consultation with the Chief of Police or authorized designee, shall redact the following portions of records made available for release (Penal Code § 832.7(b)(5)):

- (a) Personal data or information (e.g., home address, telephone number, identities of family members) other than the names and work-related information of officers
- (b) Information that would compromise the anonymity of complainants and witnesses
- (c) Confidential medical, financial, or other information where disclosure is prohibited by federal law or would cause an unwarranted invasion of personal privacy that clearly outweighs the strong public interest in records about misconduct and serious use of force
- (d) Where there is a specific, articulable, and particularized reason to believe that disclosure of the record would pose a significant danger to the physical safety of the officer or another person

Additionally, a record may be redacted, including redacting personal identifying information, where, on the facts of the particular case, the public interest served by not disclosing the information clearly outweighs the public interest served by disclosing it (Penal Code § 832.7(b)(6)).

1001.12.2 DELAY OF RELEASE

Unless otherwise directed by the Chief of Police, the Custodian of Records should consult with a supervisor familiar with the underlying investigation to determine whether to delay disclosure of records relating to the discharge of a firearm or use of force resulting in death or in great bodily injury due to any of the following conditions (Penal Code § 832.7):

- (a) Active criminal investigations
 1. Disclosure may be delayed 60 days from the date the use of force occurred or until the District Attorney determines whether to file criminal charges, whichever occurs sooner.
 2. After the initial 60 days, delay of disclosure may be continued if the disclosure could reasonably be expected to interfere with a criminal enforcement

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proceeding against an officer or against someone other than an officer who used the force.

(b) Filed criminal charges

1. When charges are filed related to an incident where force was used, disclosure may be delayed until a verdict on those charges is returned at trial or, if a plea of guilty or no contest is entered, the time to withdraw the plea has passed.

(c) Administrative investigations

1. Disclosure may be delayed until whichever occurs later:
 - (a) There is a determination from the investigation whether the use of force violated law or department policy, but no longer than 180 days after the date of the department's discovery of the use of force or allegation of use of force
 - (b) Thirty days after the close of any criminal investigation related to the officer's use of force

1001.12.3 NOTICE OF DELAY OF RECORDS

When there is justification for delay of disclosure of records relating to the discharge of a firearm or use of force resulting in death or in great bodily injury during an active criminal investigation, the Custodian of Records shall provide written notice of the reason for any delay to a requester as follows (Penal Code § 832.7):

- (a) Provide the specific basis for the determination that the interest in delaying disclosure clearly outweighs the public interest in disclosure. The notice shall also include the estimated date for the disclosure of the withheld information.
- (b) When delay is continued beyond the initial 60 days because of criminal enforcement proceedings against anyone, at 180-day intervals provide the specific basis that disclosure could reasonably be expected to interfere with a criminal enforcement proceeding and the estimated date for disclosure.
 1. Information withheld shall be disclosed when the specific basis for withholding the information is resolved, the investigation or proceeding is no longer active, or no later than 18 months after the date of the incident, whichever occurs sooner, unless:
 - (a) When the criminal proceeding is against someone other than an officer and there are extraordinary circumstances to warrant a continued delay due to the ongoing criminal investigation or proceeding, then the Department must show by clear and convincing evidence that the interest in preventing prejudice to the active and ongoing criminal investigation or proceeding outweighs the public interest for prompt disclosure of records about use of serious force by officers.

In cases where an action to compel disclosure is brought pursuant to Government Code § 6258, the Department may justify delay by filing an application to seal the basis for withholding if

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disclosure of the written basis itself would impact a privilege or compromise a pending investigation (Penal Code § 832.7(b)(7)).

Evaluation of Employees

1002.1 PURPOSE AND SCOPE

The Department's employee performance evaluation system is designed to record work performance for both the Department and the employee, providing recognition for good work and developing a guide for improvement.

1002.2 POLICY

The Irvine Police Department utilizes a performance evaluation report to measure performance and to use as a factor in making personnel decisions that relate to merit increases, promotion, reassignment, discipline, demotion and termination. The evaluation report is intended to serve as a guide for work planning and review by the supervisor and employee. It gives supervisors a way to create an objective history of work performance based on job standards.

The Department evaluates employees in a non-discriminatory manner based upon job-related factors specific to the employee's position, without regard to sex, race, color, national origin, religion, age, disability or other protected classes.

1002.3 EVALUATION PROCESS

Evaluation reports will cover a specific period of time and should be based on documented performance during that period. Evaluation reports will be completed by each employee's immediate supervisor. Other supervisors directly familiar with the employee's performance during the rating period should be consulted by the immediate supervisor for their input.

All sworn and professional staff supervisory personnel shall attend an approved supervisory course that includes training on the completion of performance evaluations within one year of the supervisory appointment.

Each supervisor should discuss the tasks of the position, standards of performance expected and the evaluation criteria with each employee at the beginning of the rating period. Supervisors should document this discussion in the prescribed manner.

Assessment of an employee's job performance is an ongoing process. Continued coaching and feedback provides supervisors and employees with opportunities to correct performance issues as they arise.

Non-probationary employees demonstrating substandard performance shall be notified in writing of such performance as soon as possible in order to have an opportunity to remediate the issues. Such notification should occur at the earliest opportunity, with the goal being a minimum of 90 days written notice prior to the end of the evaluation period.

Employees who disagree with their evaluation and who desire to provide a formal response or a rebuttal may do so in writing in the prescribed format and time period.

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Evaluation of Employees

1002.3.1 RESERVE OFFICER EVALUATIONS

Reserve officer evaluations are covered under the Reserve Officers Policy.

1002.3.2 PERFORMANCE IMPROVEMENT PLANS

When it is determined a performance improvement plan (PIP) should be implemented for an employee, the employee's supervisor will be responsible for its completion, and for the monitoring of the employee during the PIP period. A manager shall review the PIP prior to it being presented to the employee. When the PIP is presented to the employee, the employee should sign the document before it is placed into the employee's personnel file. The employee shall also be provided a copy of the PIP.

Generally, any PIP should contain the following elements:

- (a) An overview of the circumstances leading up to the implementation of the PIP, including a description of any prior efforts to address the substandard performance.
- (b) A specific description of the substandard performance.
- (c) A specific description of the expected performance standard.
- (d) If applicable, a description of specific tasks, or benchmarks the employee is required to complete to successfully complete the performance improvement plan.
- (e) Guidance or direction to the employee to assist the employee achieve the desired performance.
- (f) A timeframe for completion of the PIP.

Generally, any performance improvement plan should be six months in duration. This time frame may be altered, or extended, based on the individual needs of the situation, or if the employee is not performing at a competent level at the end of the PIP.

The employee's direct supervisor shall submit monthly progress reports to the proper manager, after the employee has signed a copy of the progress report and has been provided a copy of it.

1002.4 FULL TIME PROBATIONARY PERSONNEL

Professional Staff personnel are on probation as per their respective MOU before being eligible for certification as permanent employees. An evaluation is completed at the 6 and 12 month period for all full-time professional staff personnel during the probationary period.

Sworn personnel (recruits) are on probation for 18 months before being eligible for certification as permanent employees while lateral sworn personnel are on probation for 12 months. Probationary officers are evaluated daily, weekly and monthly during the probationary period.

1002.5 EVALUATION INTERVIEW

When the supervisor has completed the preliminary evaluation, arrangements shall be made for a private discussion of the evaluation with the employee. The supervisor should discuss the results of the just completed rating period and clarify any questions the employee may have. If the employee has valid and reasonable protests of any of the ratings, the supervisor

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may make appropriate changes to the evaluation. Areas needing improvement and goals for reaching the expected level of performance should be identified and discussed. The supervisor should also provide relevant counseling regarding advancement, specialty positions and training opportunities. The supervisor and employee will sign and date the evaluation. Permanent employees may also write comments in the Employee Comments section of the performance evaluation report. Comments made by the employee will then become a permanent part of the evaluation which is maintained in the employee's personnel file.

1002.5.1 DISCRIMINATORY HARASSMENT FORM

At the time of each employee's annual evaluation, the reviewing supervisor shall require the employee to read the City and Department harassment and discrimination policies. Following such policy review, the supervisor shall provide the employee a form to be completed and returned by the employee certifying the following:

- (a) The employee understands the harassment and discrimination policies.
- (b) Whether any questions the employee has have been sufficiently addressed.
- (c) The employee knows how and where to report harassment policy violations.
- (d) Whether the employee has been the subject of, or witness to, any conduct that violates the discrimination or harassment policy which has not been previously reported.

The completed form should be returned to the supervisor (or other authorized individual if the employee is uncomfortable returning the form to the presenting supervisor) within one week.

The employee's completed answers shall be attached to the evaluation. If the employee has expressed any questions or concerns, the receiving supervisor or other authorized individual shall insure appropriate follow up action is taken.

1002.6 EVALUATION REVIEW

Prior to any discussion with the employee, the performance evaluation is forwarded to the rater's supervisor (Division Commander). The Division Commander shall review the evaluation for fairness, impartiality, uniformity, and consistency. The Division Commander shall evaluate the supervisor on the quality of ratings given.

1002.7 EVALUATION DISTRIBUTION

The original performance evaluation shall be maintained in the employee's personnel file in the office of the Chief of Police for the tenure of the employee's employment. A copy will be given to the employee and a copy will be forwarded to City Human Resources Department.

Special Assignments and Promotions

1003.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for promotions and for making special assignments within the Irvine Police Department.

1003.2 SWORN NON-SUPERVISORY SELECTION PROCESS

The following positions are considered transfers and are not considered promotions:

- (a) Directed Enforcement Team member
- (b) Detective
- (c) Motor Officer
- (d) Accident Investigator
- (e) Field Training Officer
- (f) Community Relations/Training Officer
- (g) D.A.R.E. Officer
- (h) Court Liaison Officer
- (i) Mental Health Liaison
- (j) School Resource Officer
- (k) Middle School Officer
- (l) Task Force Officers
- (m) Canine Officer
- (n) Intelligence Officer
- (o) Threat Mitigation Officer
- (p) Area Traffic Officer

1003.2.1 DESIRABLE QUALIFICATIONS

The following qualifications apply to consideration for transfer:

- (a) Experience
- (b) Off probation
- (c) Has shown an expressed interest in the position applied for
- (d) Education, training and demonstrated abilities in related areas; such as, enforcement activities, investigative techniques, report writing, public relations, etc.
- (e) Complete any training required by POST or law

1003.3 SELECTION PROCESS

The selection process for each specialized position will be determined by the Chief of Police.

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The policy and procedures for all positions may be waived for temporary assignments, emergency situations or for training.

1003.4 PROMOTIONAL REQUIREMENTS

Requirements and information regarding any promotional process are available at the Irvine Human Resources Department.

Secondary Employment

1004.1 PURPOSE AND SCOPE

In order to avoid actual or perceived conflicts of interest for department employees engaging in secondary employment, all employees shall obtain written approval from the Chief of Police prior to engaging in any secondary employment. Approval of secondary employment shall be at the discretion of the Chief of Police in accordance with the provisions of this policy.

1004.1.1 DEFINITIONS

Secondary Employment - Any member of this department who receives wages, compensation or other consideration of value from another employer, organization or individual not affiliated directly with this department for services, product(s) or benefits rendered. For purposes of this section, the definition of outside employment includes those employees who are self-employed and not affiliated directly with this department for services, product(s) or benefits rendered.

Outside Overtime - Any member of this department who performs duties or services on behalf of an outside organization, company, or individual within this jurisdiction. Such outside overtime shall be requested and scheduled directly through this department so that the Department may be reimbursed for the cost of wages and benefits.

1004.2 OBTAINING APPROVAL

No member of this department may engage in any secondary employment without first obtaining prior written approval of the Chief of Police. Failure to obtain prior written approval for secondary employment or engaging in secondary employment prohibited by this policy may lead to disciplinary action.

In order to obtain approval for secondary employment, the employee must complete an Secondary Employment Application which shall be submitted to the employee's immediate supervisor. The application will then be forwarded through channels to the Chief of Police for consideration.

If approved, the employee will be provided with a copy of the approved permit. Unless otherwise indicated in writing on the approved permit, a permit will be valid for one year. Any employee seeking to renew a permit shall submit a new Secondary Employment Application in a timely manner.

Any employee seeking approval of secondary employment, whose request has been denied, shall be provided with a written reason for the denial of the application at the time of the denial (Penal Code § 70(e)(3)).

1004.2.1 APPEAL OF DENIAL OF SECONDARY EMPLOYMENT

If an employee's Secondary Employment Application is denied or withdrawn by the Department, the employee may file a written notice of appeal to the Chief of Police within ten days of the date of denial.

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If the employee's appeal is denied, the employee may file a grievance pursuant to the procedure set forth in the current Memorandum of Understanding (MOU).

1004.2.2 REVOCATION/SUSPENSION OF SECONDARY EMPLOYMENT PERMITS

Any secondary employment permit may be revoked or suspended under the following circumstances:

- (a) Should an employee's performance at this department decline to a point where it is evaluated by a supervisor as needing improvement to reach an overall level of competency, the Chief of Police may, at his or her discretion, revoke any previously approved secondary employment permit(s). That revocation will stand until the employee's performance has been reestablished at a satisfactory level and his/her supervisor recommends reinstatement of the secondary employment permit.
- (b) Suspension or revocation of a previously approved secondary employment permit may be included as a term or condition of sustained discipline.
- (c) If, at any time during the term of a valid secondary employment permit, an employee's conduct or secondary employment conflicts with the provisions of department policy, the permit may be suspended or revoked.
- (d) When an employee is unable to perform at a full duty capacity due to an injury or other condition, any previously approved secondary employment permit may be subject to similar restrictions as those applicable to the employee's full time duties until the employee has returned to a full duty status.

1004.3 PROHIBITED SECONDARY EMPLOYMENT

Consistent with the provisions of Government Code § 1126, the Department expressly reserves the right to deny any Secondary Employment Application submitted by an employee seeking to engage in any activity which:

- (a) Involves the employee's use of department time, facilities, equipment or supplies, the use of the Department badge, uniform, prestige or influence for private gain or advantage.
- (b) Involves the employee's receipt or acceptance of any money or other consideration from anyone other than this department for the performance of an act which the employee, if not performing such act, would be required or expected to render in the regular course or hours of employment or as a part of the employee's duties as a member of this department.
- (c) Involves the performance of an act in other than the employee's capacity as a member of this department that may later be subject directly or indirectly to the control, inspection, review, audit or enforcement of any other employee of this department.
- (d) Involves time demands that would render performance of the employee's duties for this department less efficient.

1004.3.1 OUTSIDE SECURITY AND PEACE OFFICER EMPLOYMENT

Consistent with the provisions of Penal Code § 70, and because it would further create a potential conflict of interest, no member of this department may engage in any outside or secondary

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employment as a private security guard, private investigator or other similar private security position.

Notwithstanding the foregoing, in his or her discretion, the Chief of Police may permit a member to conduct pre-employment background investigations and/or administrative disciplinary investigations on behalf of employers other than the City of Irvine provided that such investigations will not be subject to review by the City of Irvine, conflict with Government Code section §1126, or violate the City of Irvine Conflict of Interest policy.

1004.4 DEPARTMENT RESOURCES

Employees are prohibited from using any department equipment or resources in the course of or for the benefit of any secondary employment. This shall include the prohibition of access to official records or databases of this department or other agencies through the use of the employee's position with this department.

1004.4.1 REVIEW OF FINANCIAL RECORDS

Employees approved for secondary employment expressly agree that their personal financial records may be requested and reviewed/audited for potential conflict of interest (Government Code § 3308; Government Code § 1126). Prior to providing written approval for a secondary employment position, the Department may request that an employee provide his/her personal financial records for review/audit in order to determine whether a conflict of interest exists. Failure of the employee to provide the requested personal financial records could result in denial of the secondary work permit. If, after approving a request for an secondary employment position, the Department becomes concerned that a conflict of interest exists based on a financial reason, the Department may request that the employee provide his/her personal financial records for review/audit. If the employee elects not to provide the requested records, his/her secondary work permit may be revoked pursuant to the Revocation/Suspension of Secondary Employment Permits section of this policy.

1004.5 CHANGES IN SECONDARY EMPLOYMENT STATUS

If an employee terminates his or her secondary employment during the period of a valid permit, the employee shall promptly submit written notification of such termination to the Chief of Police through channels. Any subsequent request for renewal or continued secondary employment must thereafter be processed and approved through normal procedures set forth in this policy.

Employees shall also promptly submit in writing to the Chief of Police any material changes in secondary employment including any change in the number of hours, type of duties, or demands of any approved secondary employment. Employees who are uncertain whether a change in secondary employment is material are advised to report the change.

1004.6 SECONDARY EMPLOYMENT WHILE ON DISABILITY

Department members engaged in secondary employment who are placed on disability leave or modified/light-duty shall inform their immediate supervisor in writing within five days whether or not they intend to continue to engage in such secondary employment while on such leave or light-

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duty status. The immediate supervisor shall review the duties of the secondary employment along with any related doctor's orders, and make a recommendation to the Chief of Police whether such secondary employment should continue.

In the event the Chief of Police determines that the secondary employment should be discontinued or if the employee fails to promptly notify his/her supervisor of his/her intentions regarding their work permit, a notice of revocation of the member's permit will be forwarded to the involved employee, and a copy attached to the original work permit.

Criteria for revoking the secondary employment permit include, but are not limited to, the following:

- (a) The secondary employment is medically detrimental to the total recovery of the disabled member, as indicated by the City's professional medical advisors.
- (b) The secondary employment performed requires the same or similar physical ability, as would be required of an on-duty member.
- (c) The employee's failure to make timely notice of their intentions to their supervisor.

When the disabled member returns to full duty with the Irvine Police Department, a request (in writing) may be made to the Chief of Police to restore the permit.

Payroll Records

1005.1 PURPOSE AND SCOPE

This policy provides the guidelines for completing and submitting payroll records of department members who are eligible for the payment of wages.

1005.2 POLICY

The City maintains timely and accurate payroll records.

1005.3 RESPONSIBILITIES

Members are responsible for the accurate completion and timely submission of their payroll records for the payment of wages.

Supervisors are responsible for approving the payroll records for those under their commands.

1005.4 TIME REQUIREMENTS

Members who are eligible for the payment of wages are paid on a scheduled, periodic basis, generally on the same day or date each period, with certain exceptions, such as holidays. Payroll records shall be completed and submitted to the City as established by the City payroll procedures.

1005.5 RECORDS

The Administrative Services Division Commander shall ensure that accurate and timely payroll records are maintained as required by 29 CFR 516.2 for a minimum of three years (29 CFR 516.5).

Overtime Payment Requests

1006.1 PURPOSE AND SCOPE

It is the policy of the Department to compensate non-exempt employees who work authorized overtime either by payment of wages as agreed and in effect through the Memorandum of Understanding (MOU), or by the allowance of accrual of compensatory time off (CTO). In order to qualify for either, the employee must complete and submit a Request for Overtime Payment as soon as practical after overtime is worked.

1006.2 DEPARTMENT POLICY

Due to the nature of police work, and the specific needs of the department, a degree of flexibility concerning overtime policies must be maintained. Nonexempt employees are not authorized to volunteer work time to the department. All requests to work overtime shall be approved in advance by a supervisor. If circumstances do not permit prior approval, then approval shall be sought as soon as practical during the overtime shift and in no case later than the end of shift in which the overtime is worked.

1006.3 EMPLOYEE RESPONSIBILITY

Employees shall complete the overtime request immediately after working the overtime and turn in the completed request to their immediate supervisor or the watch commander. Employees submitting overtime request forms for on-call pay, when off duty, shall submit the requests to the court liaison the first day after returning for work. Once the court liaison verifies the requested overtime, then the overtime request should be signed by the employee's supervisor and placed on the employee's timecard. All overtime requests should be turned in during the same pay period the overtime occurred. Employees may enter their own overtime on their timecard, however an overtime slip shall be submitted as well.

1006.4 SUPERVISOR RESPONSIBILITY

The supervisor who verifies the overtime earned shall verify that the overtime was worked before approving the request. Supervisors approving overtime shall sign and print their name on the overtime request. If not already entered by the employee, supervisors should enter the overtime on the employee's timecard and indicate the date entered. Additionally, supervisors shall note if the hours were entered on the timecard or a prior period adjustment (PPA).

1006.5 ACCOUNTING OF OVERTIME WORKED

Employees are to record the actual time worked in an overtime status. In some cases, the Memorandum of Understanding provides that a minimum number of hours will be paid. The supervisor will enter the actual time worked or hours pursuant to the employee's MOU.

Officers working beyond the end of their assigned shift may submit a request for overtime for actual time worked in quarter-hour increments (i.e., 15, 30, 45, or one hour).

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1006.6 VARIATION IN TIME REPORTED

Where two or more employees are assigned to the same activity, case, or court trial and the amount of time for which payment is requested varies from that reported by the other officer, the watch commander or other approving supervisor may inquire about the discrepancy and ensure the overtime being reported by the individual employees is accurate.

Uniform Regulations

1007.1 PURPOSE AND SCOPE

The uniform policy of the Irvine Police Department is established to ensure that uniformed officers will be readily identifiable to the public through the proper use and wearing of department uniforms. Employees should also refer to the following associated policies:

Department Owned and Personal Property

Body Armor

Personal Appearance Standards

Department Badges

1007.2 UNIFORM SPECIFICATIONS

The sections and subsections below provide the generic specifications for the department uniform. For details on each garment, accessory or other uniform item, refer to the Uniform and Equipment Specifications Manual.

1007.3 WEARING AND CONDITION OF UNIFORM AND EQUIPMENT

Police employees wear the uniform to be identified as the law enforcement authority in society. The uniform also serves an equally important purpose to identify the wearer as a source of assistance in an emergency, crisis or other time of need.

- (a) Uniform and equipment shall be maintained in a serviceable condition and shall be ready at all times for immediate use. Uniforms shall be neat, clean, and appear professionally pressed.
- (b) All peace officers of this department shall possess and maintain at all times, a serviceable uniform and the necessary equipment to perform uniformed field duty.
- (c) Personnel shall wear only the uniform specified for their rank and assignment.
- (d) The uniform is to be worn in compliance with the specifications set forth in the department's uniform specifications that are maintained separately from this policy.
- (e) All supervisors will perform periodic inspections of their personnel to ensure conformance to these regulations.
- (f) Civilian attire shall not be worn in combination with any distinguishable part of the uniform.
- (g) Uniforms are only to be worn while on duty, while in transit to or from work, for court, or at other official department functions or events.
- (h) If the uniform is worn while in transit, an outer garment shall be worn over the uniform shirt so as not to bring attention to the employee while he/she is off-duty.
- (i) Employees are not to purchase or drink alcoholic beverages while wearing any part of the department uniform, including the uniform pants.

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- (j) Mirrored sunglasses will not be worn with any Department uniform.
- (k) Visible jewelry, other than those items listed below, shall not be worn with the uniform unless specifically authorized by the Chief of Police or the authorized designee.
 - 1. Wrist watch
 - 2. Wedding ring(s), class ring, or other ring of tasteful design. A maximum of one ring/set may be worn on each hand
 - 3. Medical alert bracelet
- (l) Sworn personnel do not have to wear the Department uniform and carry the applicable articles when:
 - 1. Performing established plain-clothes duty assignment.
 - 2. When attending events where wearing of civilian attire is considered to be more suitable for the occasion, and approved by a supervisor.
 - 3. When directed by the Chief of Police.

1007.4 INSIGNIA AND PATCHES

- (a) Shoulder Patches - The authorized shoulder patch supplied by the Department shall be machine stitched to the sleeves of all uniform shirts and jackets, three-quarters of an inch below the shoulder seam of the shirt and be bisected by the crease in the sleeve.
- (b) Service stripes, stars, etc. - A service stripe denoting five years of full-time paid police service and/or reserve service with any Department may be worn. Placement on the sleeve shall be $\frac{3}{4}$ " above the left cuff seam. When additional service stripes are added, they shall be placed above and immediately adjacent to the first. Officers purchasing new garments during the six-month period prior to completion of the required five-year period may have the additional service stripe for such period placed on the new garment. The service stripes are to be silver embroidery, $1\frac{3}{4}$ " in length angled up and to the rear of the garment. The Department will pay for placement of service stripes on uniforms, but will not pay to have them removed.
- (c) The regulation nameplate, or an authorized sewn on cloth nameplate, shall be worn at all times while in uniform. See the Uniform Equipment and Specifications manual for further information.
- (d) When a jacket is worn, the nameplate or an authorized sewn on cloth nameplate shall be affixed to the jacket in the same manner as the uniform.
- (e) Assignment Insignias - Assignment insignias, (SWAT, FTO, etc.) may be worn as designated by the Chief of Police.
- (f) Insignia - Specialized Pins and Patches - All uniformed personnel are permitted to wear an American Flag pin on the inside corner of their right shirt pocket flap. The pin should be $\frac{1}{2}$ " in from the inside edge and $\frac{1}{2}$ " up from the bottom edge of the pocket flap. Both sworn and non-sworn traffic personnel may wear the Department-approved silver traffic patch below the Department patch on both sleeves of the long-sleeve or short-sleeve uniform shirt. Senior Animal Services Officers are permitted to wear

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silver two stripe corporal type pins on the collars of their utility uniform in lieu of the cloth chevrons on the sleeves. The pins shall be centered on the collar with the arch positioned so as to be centered on the apex of the collar pointing up.

- (g) Department-Approved Team/Unit Pins - The pins identified below are authorized only for those sworn and civilian uniformed personnel currently assigned to the particular team or unit. Only one pin may be worn at a time, positioned directly below the badge, with the top of the pin even with the top seam of the left pocket.
1. Personnel assigned to SWAT or the Crisis Negotiations Team may wear the Department-approved SWAT or CNT pin.
 2. Personnel assigned to the D.A.R.E. and K-9 units may wear Department-approved pins.
 3. Personnel assigned to the Major Accident Investigation Team (MAIT), may wear the Department-sanctioned MAIT pin.
 4. Personnel assigned to the Honor Guard may wear the Department sanctioned Honor Guard pin.
 5. Personnel assigned to the Mounted Unit may wear the Department sanctioned Mounted Unit pin.**Note this pin is positioned directly above the nameplate, centered on the apex of the collar pointing up.**All uniformed personnel are encouraged to wear award pins presented to them by the Department as part of their Class A uniform.
- (h) Badge - The department issued badge, or an authorized sewn on cloth replica, must be worn and visible at all times while in uniform.
- (i) Rank Insignia - The designated insignia indicating the employee's rank must be worn at all times while in uniform. The Chief of Police may authorize exceptions.

1007.5 HEADWEAR

Uniform Dress Hat: The uniform dress hat shall only be issued to personnel while attending the Basic Academy, which requires its use. It shall be a soft cap, round executive style, navy-blue in color, with a short plastic visor and high polish. It shall include a silver stretch band ½" in width, secured with two silver toned "P" buttons. The hat piece shall be silver. It shall be of the shield type with a spread-winged eagle at the top and a bottom plate surmounted by the City seal and "Police" in blue block enamel.

Any sworn employee may purchase uniform dress hat, described above, as part of their annual uniform allotment. The uniform dress hat may be worn at formal occasions at the wearer's discretion or at the request of the Chief of Police.

Campaign Hat: Sworn personnel may, at their own expense, purchase a campaign hat. The campaign hat may only be worn with a Class A or B uniform and may be worn as an alternative to the "soft uniform cap", see below.

Soft Uniform Cap: A soft uniform (baseball style) cap is issued to all Department personnel for use as protection from the elements. The cap may be worn in situations of extreme weather conditions,

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e.g., rain, heat, cold, wind, etc. at a disaster scene, while assigned to an extended fixed post, or while conducting traffic control. The cap is to be viewed as an equipment item with a special protective function rather than a uniform component to be routinely worn.

When working assignments where dignitaries are present, officers shall not wear the soft cap unless approved by the Incident/Event Commander. Should a field supervisor so instruct or proper decorum dictate officers shall remove the cap.

The cap shall be solid black in color. Upon the front face of the hat shall be embroidered the words "IRVINE POLICE" in silver block letters. The center of the arc shall be between the words "IRVINE" and "POLICE" and shall be 1 ½" above the bill of the cap. Only the Soft Uniform Cap issued by the Property and Evidence division may be worn.

Helmet – General Duty: The general duty helmet shall be issued to all sworn personnel.

- (a) Supervisors may require the wearing of helmets by sworn personnel on specific occasions when the need is apparent. In such instances, the helmet shall be strapped at all times
- (b) Helmets shall be immediately accessible by all uniform patrol officers in the field (IE: in a police unit)

1007.6 OUTERWEAR

Dress Jacket: Any sworn personnel of the rank of sergeants and above may purchase at their own expense a dress jacket. The dress jacket shall be of the Eisenhower type, navy blue in color, detailed in accordance with specifications as set forth by the California Highway Patrol dress jacket. The length of the jacket is to be tailored to the individual officer. This jacket may be worn with a uniform short or long sleeve shirt and tie.

Field Jacket: The uniform field jacket for all personnel will be Department issued. Any jacket worn on duty will include Department shoulder patches, accommodations for the badge or badge patch and the officer's name plate or embroidered name tape. Any alternative to the Department issued field jacket must be approved in writing by the Chief or Assistant Chief of Police.

Raincoat: The regulation raincoat shall be black and yellow reversible waterproof material, badge holder, and snap fasteners.

Gloves: Officers may use plain black leather gloves. Traffic control officers, or officers assigned to a formal occasion may use plain white gloves.

1007.7 SHIRTS

Sworn Personnel:

- (a) Long-Sleeve Shirt: Navy blue in color, tailored in accordance with specifications as set forth by the Chief of Police. A black crew type T-shirt or black turtleneck type shirt will be worn under a long sleeved shirt if a tie is not worn. The black turtleneck shirt shall not have insignia or the brand name visible and may only be worn during night time hours.

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- (b) Short-Sleeve Shirt: Navy blue in color, tailored in accordance with specifications as set forth by the Chief of Police. Sleeves should not be made more than 2" above the inner break of the elbow. A black crew type T-shirt will be worn under the short sleeve uniform.

Civilian Personnel:

- (a) Long-Sleeve Shirt: Light Blue in color, tailored in accordance with specifications as set forth by the Chief of Police. A white crew type T-shirt will be worn under a long sleeve shirt if a tie is not worn.
- (b) Short-Sleeve Shirt: Light blue in color, tailored in accordance with specifications as set forth by the Chief of Police. Sleeves should not be made more than 2" above the inner break of the elbow. A white short sleeve crew style T-shirt will be worn under the short sleeve uniform shirt.

Soft Uniform/Polo Shirt:

- (a) Enforcement Related Duty: If authorized by the involved command staff member, a polo shirt may be worn as a duty shirt during an enforcement-related assignment. The shirts will be navy blue in color, shall include the embroidered depiction of the Department badge on the left chest and have shoulder patches embroidered in silver on both shoulders. Further, the word "POLICE" will be in two-inch, silver, block letters embroidered across the back. Officers will have their first initial and last name embroidered on the right chest and may choose to include their rank, and unit designation below their name.
- (b) Bicycle Patrol: Officers assigned to a bike patrol detail are authorized to wear the bicycle uniform sanctioned by the Department. The uniform shirt is navy blue and is adorned with the Agency shoulder patches, chest and back markings identified above
- (c) Open Space Patrol: Civilian personnel assigned to the Open Space Patrol will wear a light blue uniform polo shirt with markings as outlined in section above. Personnel in this assignment will also wear Khaki 5.11 pants.
- (d) Non-Enforcement Related Duty: If authorized by the involved command staff member, a polo shirt may be worn as a duty shirt for investigations, administration, public relations, crime prevention, community service, or other non-enforcement roles. The shirts will be dark blue in color and have all the embroidery as described above, but will not have the word "POLICE" on the back.
- (e) Volunteers: Volunteers working in the Department may wear a white polo shirt, with the badge of the Irvine Police Department and the word "VOLUNTEER" embroidered on the left chest area in navy blue.
- (f) Uniformed Volunteers: Volunteers assigned to the VIP (Volunteers in Policing) Program will wear a distinctive white short or long sleeve uniform shirt, with the Agency patches, badge and nameplate.
- (g) IDEC members will wear a white polo shirt, upon which is raised the IDEC logo on the left chest and the member's name and, if obtained, the member's Federal Communications Commission assigned call sign on the right chest in dark blue.

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- (h) Police Explorers: Police Explorers, who have not completed their probation and others at the option of the advisors, will wear a slate blue/gray polo which includes the word "EXPLORER" embroidered on the back in two inch dark blue block letters.
- (i) Training/Special Details: With the approval of the involved command staff member, specialty units will be authorized to wear modified uniforms that are significant to the unit. The Lieutenant of the Office of Professional Development, or SWAT Command, if appropriate, may authorize instructors' use of the Department's red training polo or red training t-shirt along with black or khaki cargo style pants for training. Further, C.N.T. members may wear black polo shirts along with black or khaki cargo style pants for training and call outs.

Unless otherwise authorized by the involved command staff member, specialty uniforms will be paid for by the employee or they can be purchased from their six articles of clothing in any twelve-month period.

Shirts shall be worn complete with shoulder patches, service stripes, the appropriate insignia or rank and nameplate. All buttons except the neck collar shall be fastened unless a tie is worn. Whenever the long sleeve shirt is worn, the wearing of the necktie is optional unless Class A uniform is mandated.

1007.8 PANTS / SHORTS

Class A & B Uniforms: Navy blue trousers with double flashlight pockets, tailored in accordance with the specifications as set forth by the Chief of Police. Length shall be such that there will be a slight break at cuff line.

Shorts: Uniform shorts are authorized for use by both sworn and non-sworn personnel in the assignments below, or as authorized by the Chief of Police or his designee.

- (a) DARE (as approved by their supervisor for specific activities)
- (b) Bicycle Patrol
- (c) Park Safety Officers

Alternate Leg Wear: When authorized by the unit's command level manager, uniform personnel may wear khaki cargo-style pants with the Department polo shirt when it is appropriate for comfort or decorum.

If appropriate for gang, drug, vice or youth enforcement activities, a unit's command level manager may authorize jeans for use when it's appropriate for comfort or decorum. Police explorers will be allowed to wear jeans as dictated by their advisors. The jeans will be dark or indigo blue and of good quality and condition. Faded, torn, stained or ill fitting jeans are prohibited.

1007.9 FOOTWEAR

All footwear shall appear clean, professional and in good condition. Authorized footwear includes:

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- (a) Shoes with a smooth, plain toe, black in color, low cut or high top, center lace type. Shoes with a design or stitching on the toe shall not be permitted. All uniformed personnel shall wear rubber soled and heeled shoes.
- (b) Boots with a smooth, plain toe constructed of black leather or black leather/nylon with Virbram™ or similar type sole.
- (c) Uniformed personnel may purchase and wear a lightweight athletic type shoe. This shoe must be black in color and cannot display manufacturer insignias, names, logos, or markings that are not black in color. The shoe may be vinyl or leather textured.
- (d) Personnel authorized to wear Khaki 5.11 pants may wear brown plain toe shoes.
- (e) Motorcycle Enforcement Officers will wear their issued motorcycle riding boots while conducting field enforcement and training days. For administrative duties, with a traffic supervisor approval, they may wear boots described above in section b.

Socks: When wearing either the Class A, B, or D uniform, any portion of the sock visible to the public will be plain black in color. Personnel wearing brown shoes may wear brown socks.

1007.10 UNIFORM ACCESSORIES

Nameplate: The regulation nameplate shall be worn centered on the top seam of the right shirt or jacket pocket. The top of the nameplate will be even with the top seam of the pocket. The nameplate will be silver and include the employee's first initial and last name in dark blue. The addition or substitution of the middle initial is optional at the discretion of the employee.

A cloth nametag may be substituted on the field jacket or utility shirt. This nametag will be furnished by the Department. The nametag will have a black background with silver letters and shall be centered above the seam of the right chest pocket.

Tie (Class A Only): The tie shall be black in color, of plain cloth material and may be equipped with a clip-on or break-away device. Length of the tie visible beneath the knot shall be at least 11". The necktie shall not be removed when the dress jacket is worn. Uniform female employees may wear a black uniform crossover tie.

Tie Bar: The tie bar shall be silver in color, plain, without ornamentation, and shall be worn parallel to shirt pocket buttons.

Dress Belt: The trouser belt shall be plain black leather, or black nylon between 1½" to 2" in width with a plain chrome or black buckle or Velcro fastener.

Chrome Whistle with Lanyard: Officers assigned to the motorcycle enforcement unit may purchase at their own expense and wear as part of their uniform a single, silver-whistle lanyard from their right epilate down into their right shirt pocket.

1007.11 DEPARTMENT ISSUED IDENTIFICATION

The Department issues each employee an official department identification card bearing the employee's name, identifying information and photo likeness. All employees shall be in possession

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of their department issued identification card at all times while on duty or when carrying a concealed weapon.

- (a) Whenever on duty or acting in an official capacity representing the department, employees shall display their department issued identification in a courteous manner to any person upon request and as soon as practical.
- (b) Officers working specialized assignments may be excused from the possession and display requirements when directed by their Division Commander.

1007.12 INSIGNIA - RANK

Chief of Police: The Chief of Police shall wear four stars, silver in color, on the collar of the authorized uniform shirt or jacket.

Assistant Chief of Police: The Assistant Chief of Police shall wear three stars, silver in color, on the collar of the authorized uniform shirt or jacket.

Commander: Commanders shall wear two stars, silver in color, on the collar of the authorized uniform shirt or jacket.

Lieutenant: Lieutenants shall wear one plain silver metal bar, the placement of the bar being worn in the center of the collar, parallel and next to the collar stitching.

Sergeant: Sergeants shall wear three, cloth chevrons below the shoulder patch on the shirts and jackets. The chevrons shall be silver on a black background and shall be sewn on the sleeves with black thread.

Senior Animal Control Officer: Senior Animal Control Officers shall wear two cloth "corporal" stripes below the shoulder patch on the shirts and jackets. The stripes shall be silver on a black background and sewn on the sleeves with black thread.

Field Training Officer: Field Training Officers shall wear a double cloth stripe below the shoulder patch on the shirts and jackets. The double stripe shall be silver on a black background and sewn on the sleeves with black thread. FTO designation shall be removed once the Officer has left the program.

1007.13 DUTY BELT

Sworn personnel hired after 01/01/2007, requiring a duty belt, will be issued a Bianchi "AccuMold Elite™" in plain black.

Sworn personnel in service prior to 01/01/2007 were issued and are permitted to wear the Bianchi "AccuMold™" made of black nylon web.

All sworn personnel are permitted to purchase, at their own expense, a uniform duty belt and related equipment made of plain black leather. Mixing equipment type is discouraged. Leather gear will be kept at a high gloss; and will have silver, black or hidden hardware where there is an option.

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The equipment listed below shall be worn on the duty belt in a manner that:

- (a) Provides the greatest safety
- (b) Is tactically sound
- (c) Provides the greatest comfort for the wearer

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1007.13.2 DUTY BELT ACCESSORIES

Belt Keepers: Keepers shall match the material of the duty belt, be black in color, and have black or hidden snaps or a hook/loop system. Keepers should be worn anytime keeping the inner belt neat and concealed is a consideration and always when fast weapon presentation is an issue.

Ammunition Case: Magazine holders on the duty belt are limited to a double or quad pouch, with a maximum of 4 magazines.

Handcuff Case: The cuff case shall be black in color, plain, with pear-shaped flap and brass, Velcro or hidden snaps. Officers are permitted to purchase at their own expense a second cuff case meeting the same specifications.

Key Holder and Baton Ring: The key strap, hush key/key caddie, shall be plain black and match the material of the duty belt. The straight baton ring shall be black with a black or chrome ring. The collapsible impact weapon holder will be plain black plastic.

Cases and Holders: Cases/holders for digital recorders, cellular telephones may be issued by User Support. Small flashlights may be added to the duty belt at the employee's expense. These items must be plain black and match the material of the duty belt if available.

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1007.15 MIXTURE OF UNIFORM AND CIVILIAN CLOTHING

Except as permitted by this policy, all uniformed personnel shall be in complete uniform when on duty. At their discretion, officers may wear uniform attire when traveling to and from work in a private vehicle. Officers will not be in uniform when off duty. For officer safety, no badge or police insignia should be visible to the public when driving private vehicles.

1007.16 UNIFORM AND EQUIPMENT MAINTENANCE

Uniformed Personnel shall maintain in a clean and serviceable condition and ready for immediate use, such articles of uniform as are prescribed for their rank and for the duty to which they are assigned. Further, all uniformed personnel shall possess and maintain, ready for immediate use, the uniform equipment and other required articles prescribed in this manual.

Uniformed personnel having passed probation will be issued 6 articles of clothing in any twelve-month period. Uniforms damaged on duty beyond normal repair will also be replaced when approved by a member of management.

All uniforms shall be tailored and worn as called for by the City purchase order. In any given year, an employee may, at the Department's expense, alter up to six Department-issued uniform items after the initial tailoring when the uniforms are acquired. In this instance, the employee shall use a Department sanctioned tailor or uniform store to complete the alterations.

1007.17 ALTERING THE STYLE OF UNIFORM

Uniforms shall be made of the material and in the style prescribed in this policy and in the Uniform and Equipment Specifications Directory, and such style shall not be altered nor changed in any manner whatsoever unless authorized by the Chief of Police. Jewelry or personal ornaments, other than those authorized in this manual, shall not be affixed to any part of the uniform or equipment.

1007.18 ASSIGNMENT-SPECIFIC UNIFORM AND EQUIPMENT

Personnel assigned to specialty positions that require or authorize the wearing of specific uniform apparel or equipment shall only wear that uniform apparel or equipment while serving in that assignment, unless authorized by the Chief of Police or the Assistant Chief.

1007.19 UNIFORM CLASSES

1007.19.1 CLASS A UNIFORM

Class A uniform - Lieutenants and Above: Long sleeve shirt – either white or navy blue, black tie, all other uniform accessories including, nameplate, and shoes or boots polished to a high gloss. The dress jacket is optional; it may only be worn with a long sleeve white shirt.

Class A uniform - Sergeants and Below: Long sleeve shirt, black tie, and all other uniform accessories including nameplate, and shoes or boots polished to a high gloss. Sergeants may consider a dress jacket as optional when not in formation but if the rank is appearing as a group,

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shall conform to the majority of sergeants present. The dress jacket may only be worn with a long sleeve white shirt.

1007.19.2 CLASS B UNIFORM

All officers will possess and maintain a serviceable Class B uniform at all times.

The Class B uniform will consist of:

- (a) Short sleeve shirt and all other uniform accessories.
- (b) A field jacket is optional depending on employee's comfort.
- (c) Any of the footwear options are allowed with the Class B uniform.

1007.19.3 CLASS D (UTILITY UNIFORM)

This special duty uniform is designated primarily for wearing during periods of rain, unusual occurrences or as a duty uniform for certain specialty assignments within the Department.

The utility uniform is an all black, two piece uniform, with exception of the SWAT uniform which is green. The shirt shall have a cloth badge, cloth nametag, and uniform patches on both shoulders. When wearing the utility uniform the employee shall wear boots as described in the Uniform and Equipment Specification manual. The utility uniform shall not be worn with a tie.

The utility uniform is approved for general use by:

- (a) K-9 handlers (all assignments including bloodhounds)
- (b) CSI
- (c) Commercial Enforcement
- (d) Animal Services
- (e) Motorcycle Enforcement Officers – only with Traffic supervisor approval
- (f) SWAT members – during training or operations
- (g) Civilian Traffic Investigators

For Sworn Personnel the utility uniform may be purchased by the department as one of the officers 6 articles of clothing in any twelve-month period.

Except for personnel in the positions above, employees shall not wear the utility uniform as a duty uniform, except during periods of rain or other unusual circumstances that have been approved by the watch commander.

1007.19.4 MOTORCYCLE ENFORCEMENT OFFICER UNIFORM

Officers assigned to the Motorcycle Enforcement Unit must wear either the short or long sleeve navy blue uniform shirt as described within this policy and the Uniform and Specification manual, issued Kevlar Motoport motorcycle pants with inserted pads and issued motorcycle riding boots. Officers in this assignment are also issued a blue Motoport Kevlar motorcycle jacket for use while riding the Department motorcycle, however, officers in this assignment may also wear the field jacket.

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Motorcycle enforcement officers may wear the Class D with the boots described in the Uniform and Equipment Specifications manual and section 1020.3.3 (above) only with Traffic supervisor approval.

1007.20 MOURNING BADGE

Uniformed employees shall wear a black mourning band across the uniform badge whenever a California Law Enforcement Officer is killed in the line of duty. The mourning band shall also be worn to honor a current or retired employee from this agency who has died. The following mourning periods will be observed:

- (a) An officer of this department - From the time of death until midnight on the 14th day after the death.
- (b) An officer from this or an adjacent county - From the time of death until midnight on the day of the funeral.
- (c) Funeral attendee - While attending the funeral of an out of region fallen officer.
- (d) National Peace Officers Memorial Day (May 15th) - From 0001 hours until 2359 hours.
- (e) As directed by the Chief of Police.

The mourning band shall be worn by each uniformed employee from notification of the Department member's death by the Chief of Police (or his/her designee) to interment. The only mourning band permitted for display is the current band issued by the property division. It features two black horizontal strands separated by a thin blue strand.

1007.21 PLAIN CLOTHES ATTIRE

1007.21.1 INVESTIGATORS / SPECIALTY ASSIGNMENTS / CIVILIANS

Acceptable attire consists of one of the following:

- (a) Suit, dress shirt and tie
- (b) Sport coat, dress shirt, tie and dress trousers
- (c) (Female personnel) Dress, suit, or coordinated skirt or slacks outfit, which may include a sweater, giving a "business attire" look

Certain assignments, such as surveillance and undercover operations, do not lend themselves to such attire as discussed in the procedure. Thus, personnel assigned to such duties may be exempted from the provisions of this procedure. Investigative personnel assigned to "on-call" status shall be attired in the above fashion regardless of the time of day or night that they are required to respond.

1007.21.2 CLOTHING ALLOWANCE

Pursuant to the Memorandum of Understanding (MOU), employees may be compensated a specified dollar amount for reimbursement for work related clothing expenses.

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1007.21.3 REIMBURSEMENT PROCEDURE

An employee requesting reimbursement for work related clothing expenses should submit an expense report with copies of receipts for the purchased items to his immediate supervisor. This expense report will be handled through the normal channels with the employee being reimbursed for actual expenses up to the negotiated amount in the MOU. Reimbursement will be reflected as taxable income on the employee's W-2 form.

1007.22 CIVILIAN ATTIRE

There are assignments within the Department that do not require the wearing of a uniform because recognition and authority are not essential to their function. There are also assignments in which the wearing of civilian attire is necessary.

- (a) All employees shall wear clothing that fits properly, is clean and free of stains, and not damaged or excessively worn.
- (b) All male administrative, investigative and support personnel who elect to wear civilian clothing to work shall wear button style shirts with a collar, slacks or suits that are moderate in style.
- (c) All female administrative, investigative, and support personnel who elect to wear civilian clothes to work shall wear dresses, slacks, shirts, blouses, or suits which are moderate in style.
- (d) The following items shall not be worn on duty:
 - 1. T-shirt alone
 - 2. Open toed sandals or thongs
 - 3. Swimsuit, tube tops, or halter-tops
 - 4. Spandex type pants or see-through clothing
 - 5. Distasteful printed slogans, buttons or pins
- (e) Variations from this order are allowed at the discretion of the Chief of Police or designee when the employee's assignment or current task is not conducive to the wearing of such clothing.
- (f) No item of civilian attire may be worn on duty that would adversely affect the reputation of the Irvine Police Department or the morale of the employees.

1007.23 POLITICAL ACTIVITIES, ENDORSEMENTS, AND ADVERTISEMENTS

Unless specifically authorized by the Chief of Police, Irvine Police Department employees may not wear any part of the uniform, be photographed wearing any part of the uniform, utilize a department badge, patch or other official insignia, or cause to be posted, published, or displayed, the image of another employee, or identify himself/herself as an employee of the Irvine Police Department to do any of the following (Government Code §§ 3206 and 3302):

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- (a) Endorse, support, oppose, or contradict any political campaign or initiative.
- (b) Endorse, support, oppose, or contradict any social issue, cause, or religion.
- (c) Endorse, support, or oppose, any product, service, company or other commercial entity.
- (d) Appear in any commercial, social, or non-profit publication, or any motion picture, film, video, public broadcast, or any website.

1007.24 UNAUTHORIZED UNIFORMS, EQUIPMENT AND ACCESSORIES

Irvine Police Department employees may not wear any uniform item, accessory or attachment unless specifically authorized in the Uniform and Equipment Specifications or by the Chief of Police or designee.

Irvine Police Department employees may not use or carry any safety item, tool or other piece of equipment unless specifically authorized in the Uniform and Equipment Specifications or by the Chief of Police or designee.

Personal Appearance Standards

1008.1 PURPOSE AND SCOPE

In order to project uniformity and neutrality toward the public and other members of the department, employees shall maintain their personal hygiene and appearance to project a professional image appropriate for this department and for their assignment.

1008.2 GROOMING STANDARDS

Unless otherwise stated and because deviations from these standards could present officer safety issues, the following appearance standards shall apply to all employees, except those whose current assignment would deem them not appropriate, and where the Chief of Police has granted exception.

1008.2.1 HAIR

Hairstyles of all members shall be neat in appearance. For male sworn members, hair must not extend below the top edge of the uniform collar while assuming a normal stance.

For female sworn members, hair must be no longer than the horizontal level of the bottom of the uniform patch when the employee is standing erect, worn up or in a tightly wrapped braid or ponytail.

1008.2.2 MUSTACHES

A short and neatly trimmed mustache may be worn. Mustaches shall not extend below the corners of the mouth or beyond the natural hairline of the upper lip.

1008.2.3 SIDEBURNS

Sideburns shall not extend below the bottom of the outer ear opening (the top of the earlobes) and shall be trimmed and neat.

1008.2.4 FACIAL HAIR

Facial hair other than sideburns, mustaches and eyebrows shall not be worn, unless authorized by the Chief of Police or his or her designee.

1008.2.5 FINGERNAILS

Fingernails extending beyond the tip of the finger can pose a safety hazard to officers or others. For this reason, fingernails shall be trimmed so that no point of the nail extends beyond the tip of the finger.

1008.2.6 JEWELRY AND ACCESSORIES

No jewelry or personal ornaments shall be worn by officers on any part of the uniform or equipment, except those authorized within this manual. Jewelry, if worn around the neck, shall not be visible above the shirt collar.

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Female uniformed employees are restricted to a single stud pierced earring worn in the lobe of each ear. Any non-conforming earrings shall be removed, covered with a bandage, or replaced with a clear, plastic spacer.

Only one ring may be worn on each hand of the employee while on-duty.

1008.3 TATTOOS

All uniformed employees are prohibited from displaying any body art, tattoo(s), or brands on the head, neck, scalp, face or other area of exposed skin while on duty or representing the Department in any official capacity.

Any currently employed uniformed employee with existing body art, tattoo(s), or brands on the head, neck, scalp, face or other area of exposed skin that is visible shall have the following options:

- (a) Cover existing body art, tattoo(s), or brands on the head, neck, scalp, face or other area of exposed skin by wearing a long sleeve shirt and/or uniform pants.
- (b) Cover the area with a patch or sleeve that is approved by the Chief of Police or his/her designee. If the body art is visible between the bottom of the Class B uniform shirt sleeve and above the elbow it may be exempt unless deemed inappropriate by the Chief of Police or his/her designee. Examples of inappropriate body art include art that is obscene, sexually explicit, discriminatory to sex, race, religion, or national origin, extremist, and/or gang-related.

1008.4 BODY PIERCING OR ALTERATION

No body piercing shall be visible while any employee is on duty or representing the Department in any official capacity. The exception is for pierced ears for female employees. Any non-conforming piercing shall be removed, covered with a bandage, or replaced with a clear, plastic spacer.

Alteration to any area of the body visible in any authorized uniform or attire that is a deviation from normal anatomical features and which is not medically required is prohibited.

Such body alteration includes, but is not limited to:

- (a) Tongue splitting or piercing.
- (b) The complete or transdermal implantation of any material other than hair replacement.
- (c) Abnormal shaping of the ears, eyes, nose or teeth
- (d) Branding or scarification.

1008.5 EXEMPTIONS

Members who seek cultural, (e.g., culturally protected hair and beard styles), religious (e.g., religious headwear, religious grooming, or articles of faith), or other exemptions to this policy that are protected by law should be accommodated. (Government Code § 12926). A member with an exemption may be ineligible for an assignment if the individual accommodation presents a security or safety risk. The Chief of Police should be advised any time a request for such an accommodation

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is denied or when a member with a cultural or other exemption is denied an assignment based on a safety or security risk.

Body Armor

1009.1 PURPOSE AND SCOPE

The purpose of this policy is to provide law enforcement officers with guidelines for the proper use of body armor.

1009.2 POLICY

It is the policy of the Irvine Police Department to maximize officer safety through the use of body armor in combination with prescribed safety procedures. While body armor provides a significant level of protection, it is not a substitute for the observance of officer safety procedures.

1009.3 ISSUANCE OF BODY ARMOR

The Property personnel shall ensure that body armor is issued to all field personnel when the employee begins service at the Irvine Police Department and that, when issued, the body armor meets or exceeds the standards of the National Institute of Justice.

Property personnel shall establish a body armor replacement schedule and ensure that replacement body armor is issued pursuant to the schedule or whenever the body armor becomes worn or damaged to the point that its effectiveness or functionality has been compromised.

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1009.3.2 INSPECTIONS OF BODY ARMOR

Supervisors should ensure that body armor is worn and maintained in accordance with this policy through routine observation and periodic documented inspections.

1009.5 ARMORER RESPONSIBILITIES

The armorer should:

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- (a) Monitor technological advances in the body armor industry for any appropriate changes to Department approved body armor.
- (b) Assess weapons and ammunition currently in use and the suitability of approved body armor to protect against those threats.
- (c) Provide training that educates officers about the safety benefits of wearing body armor.

Commendations and Awards

1010.1 PURPOSE AND SCOPE

This policy provides general guidelines for recognizing commendable or meritorious acts of members of the Irvine Police Department and individuals from the community.

1010.2 POLICY

It is the policy of the Irvine Police Department to recognize and acknowledge exceptional individual or group achievements, performance, proficiency, heroism and service of its members and individuals from the community through commendations and awards.

1010.3 RELEVANT TERMS

- (a) Award: An all-inclusive term covering any decoration, medal, badge, ribbon bar, or attachment awarded to an individual.
- (b) Unit Award: An award made to an operating unit for outstanding achievement and worn only by members of that unit who participated in the cited action.
- (c) Medal: An award issued to an individual for performance of certain duties, acts or services, consisting of a medallion hanging from a suspension ribbon of distinctive colors.
- (d) Ribbon Bar: A portion of the suspension ribbon of a medal, worn in lieu of the medal. Ribbon bars are also authorized for certain awards which have no medals; e.g., Unit Award, Employee of the Quarter, Community Oriented Policing Award, etc.
- (e) Attachment: A silver star worn on the ribbon bar designating multiple awards; e.g., an officer with two Unit Awards would wear one Unit Award ribbon bar with two silver stars.
- (f) Special Weapons and Tactics/Crisis Negotiation Team (SWAT/CNT) Service Recognition Ribbon. A ribbon bar issued to all present unit members, and those past members having left the team in good standing. Current SWAT/CNT Team members may wear the ribbon in addition to the SWAT/CNT eagle on their Class "A" uniform when attending an event, function, funeral, or awards ceremony. This ribbon shall not be worn while working patrol.
- (g) Commendations for members of the department or for individuals from the community may be initiated by any department member or by any member of the community.

1010.4 CRITERIA

A meritorious or commendable act may include, but is not limited to:

- Superior handling of a difficult situation.
- Conspicuous bravery or outstanding performance.
- Any action or performance that is above and beyond typical duties.

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1010.4.1 DEPARTMENT MEMBER DOCUMENTATION

A written nomination may be made by any employee regarding any other employee within the Department. Nominations for the Life Saving Award, Medal of Courage and Medal of Valor may be submitted anytime during the year. Once an employee elects to nominate another, he or she shall:

- (a) Either locate and download a Nomination Form from the Department Intranet or prepare a detailed memorandum, articulating the justification for the award. The criteria for the award in the classification selected should be consistent with the criteria explained in the classification above. The nomination should include any applicable Department Record (DR) numbers, supporting documents or other material relevant to the award criteria.
- (b) Submit the nomination packet to his or her supervisor. The supervisor shall forward the nomination packet through the chain of command to the Division Commander. The Division Commander will submit the nomination to the Awards Committee for evaluation.

1010.4.2 COMMUNITY MEMBER DOCUMENTATION

Documentation of a meritorious or commendable act submitted by a person from the community should be accepted in any form. However, written documentation is preferred. Department members accepting the documentation should attempt to obtain detailed information regarding the matter, including:

- (a) Identifying information:
 1. For members of the Department - name, division and assignment at the date and time of the meritorious or commendable act
 2. For individuals from the community - name, address, telephone number
- (b) A brief account of the meritorious or commendable act with report numbers, as appropriate.
- (c) The signature of the person submitting the documentation.

1010.4.3 AWARDS COMMITTEE

The Awards Committee is comprised of Department employees, both sworn and civilian, who serve at various levels, positions and assignments within the organization. Included in the annual evaluation process for Officer of the Year, Civilian of the Year and Rookie of the Year are past recipients of these awards.

The committee is tasked with evaluating each award nominee, using the criteria for the appropriate classification below, and then providing its recommendations to the Chief of Police for review. The committee is also responsible for continuous evaluation of the award nomination and selection process.

1010.5 AWARDS CLASSIFICATION AND CRITERIA

Awards may be bestowed upon members of the Department and individuals from the community. These awards include:

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- Officer of the Year.
- Supervisor of the Year.
- Civilian of the Year.
- Meritorious Service.
- Community Policing.
- Unit Commendation.
- Life Saving.
- Medal of Courage.
- Medal of Valor.

The Department recognizes the extraordinary accomplishments and dedicated service of its employees, both as individuals and as members of teams or units, through the presentation of the awards below.

Award Classification	When Presented
Officer of the Year Supervisor of the Year Civilian of the Year Meritorious Service Community Policing Unit Commendation	Presented at the Department's Annual Awards Banquet
Life Saving Medal of Valor Medal of Courage	Presented as soon as practical after the qualifying event

1010.5.1 OFFICER OF THE YEAR, SUPERVISOR OF THE YEAR, CIVILIAN OF THE YEAR
Each award in this category is given for overall performance as a career police professional and not based upon one single distinguishing event of the year. Emphasis, however, should be placed on organizational contributions made during the current year.

Those who distinguished themselves in this category generally possess traits such as teamwork, initiative, integrity, dependability, judgment, community involvement, leadership, job knowledge, peer respect, and are viewed as an appropriate Departmental role model.

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1010.5.2 MERITORIOUS SERVICE AWARD

Recipients in this category are recognized for an act or series of acts that occur over a period of time that demonstrate outstanding performance/service to the community or the Department, or a special act that required great tenacity and devotion to duty.

The service recognized in this category involves displaying a greater call to duty than mere performance of one's job.

1010.5.3 COMMUNITY POLICING AWARD

The Community Service/Policing Award recognizes the employee who, in the spirit of service, performs outstanding acts to further the betterment of the community.

1010.5.4 UNIT COMMENDATION

A Unit Commendation recognizes units within the Department that have consistently performed in an exemplary manner. The work of the unit may either be directly related to field police work or performed in support of the mission of the Irvine Police Department.

1010.5.5 LIFE SAVING AWARD

The Life Saving Award recognizes an act undertaken on or off duty resulting in the life of a person being sustained and thus permitting that person to be transported to a medical facility for treatment. The act need not involve bravery, however, the act necessary, such as first aid, must have been accomplished with exceptional competence.

1010.5.6 MEDAL OF COURAGE

The Medal of Courage is the Irvine Police Department's second highest award and is conferred for acts of bravery above and beyond the call of duty, which are of a lesser degree than those required for the Medal of Valor. It is an act of courage performed by an individual assuming great personal risk under dangerous conditions associated with unusual ability and personal initiative while attempting to save the life of another on or off duty.

1010.5.7 MEDAL OF VALOR

The Medal of Valor is the Irvine Police Department's highest award and should recognize an act of courage, where the employee was aware of imminent danger to himself/herself and acted above and beyond the call of duty. The situation should be of sufficient importance to justify the risks in the mind of a reasonable and prudent person. This award can be bestowed if the employee accomplishes the objective on or off duty or is prevented from doing so by injury. The award can be bestowed posthumously.

1010.6 AWARD PRESENTATION

Officer of the Year, Supervisor of the Year, Civilian of the Year, and Rookie of the Year: The Awards Committee will meet prior to the annual Awards Banquet to evaluate nominations for these awards. The committee's recommendations shall be forwarded to the Chief of Police for final review and endorsement. Although the name of each award recipient is announced in advance, the medal and ribbon shall be presented together to the honoree at the Awards Banquet.

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Life Saving Award, Medal of Courage, and Medal of Valor: The Awards Committee will meet and evaluate the nomination as soon as practical after the qualifying event or incident. Should the committee determine that the criterion has been met, it will forward its recommendation to the Chief of Police.

If the nomination is approved, the recipient will be recognized as soon as practical at their respective briefing or work unit meeting. During the briefing ceremony, the award recipient will receive a uniform ribbon, which can be worn on the class A uniform (Uniform Regulations policy).

The recipient will also be honored at the annual awards banquet, where the medal will be formally presented.

1010.7 EMPLOYEE OF THE QUARTER (EOQ)

The Employee of the Quarter program is administered independently of the awards program presented above. Four employees are named by the Awards Committee each year to receive this award, one per quarter.

Each quarter, an employee is identified by the committee for his or her exemplary service during the previous quarter. Exemplary service may be reflected in a single event or consistent performance during the period.

1010.7.1 EOQ NOMINATION PROCESS

Any Department employee may nominate any other employee for this award. The nomination form may be downloaded from the Department's intranet or the nomination may be made directly from the Intranet link. The completed form should be emailed or forwarded to the committee member identified in the instructions on the form.

Submitting employees are asked to include the name of the nominee and a brief explanation supporting the nomination. Performance traits such as reliability, initiative, heroism, dependability, innovation and teamwork represent the spirit of the award and are a requisite for consideration.

1010.7.2 SELECTION PROCESS

The Awards Committee will evaluate each nominee for the upcoming award and forward its recommendation to the Chief of Police for review and endorsement. Once the person has been selected, the committee will coordinate with the recipient's supervisor for a timely and appropriate presentation.

The recipient is also honored at a luncheon. The Chief of Police, or his/her designee, will present an award ribbon to the recipient. In addition, photographs of the recipient are posted within the police facility during the quarter.

1010.8 PRECEDENCE OF ORDER

- (a) Irvine Police Department awards will be given precedence in the order listed.

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- (b) Only ribbon bars are authorized to be worn on the uniform. Medals will not be worn at any time.
- (c) Ribbon bars shall be worn in order of precedence from top down and from the wearer's right to left, directly above the officer's nameplate and right breast pocket.
- (d) Multiple ribbon bars will be worn centered on the right breast pocket to a maximum of three across; e.g., a fourth ribbon bar will be centered above the bottom parallel row of three ribbon bars.
- (e) Only the Medal of Valor, Medal of Courage, and Officer, Supervisor, Rookie, and Civilian of the Year ribbons can be worn on the Class "B" uniform at the officer's discretion.
- (f) All ribbons can be worn on the Class "A" uniform when attending an event, function, funeral, or awards ceremony. Rule "e" applies if the Class "A" uniform is worn for patrol purposes.
- (g) If an officer received the Medal of Valor from a previous law enforcement agency the officer is authorized to wear the authorized Irvine Police Department Medal of Valor ribbon bar on the uniform.
- (h) All other awards, decoration, medal, badge, ribbon bar, or attachments awarded to an individual from a previous law enforcement agency are not authorized to be worn on the uniform.
- (i) Individuals that have received multiple Unit Recognition Ribbons can wear all of them; e.g., an officer that served on both the SWAT and CNT teams can wear the SWAT and CNT service ribbons on the uniform at the same time.

1010.9 AWARDS / MEDALS - ORDER OF PRECEDENCE FOR UNIFORMS

- (a) Medal of Valor
- (b) Medal of Courage
- (c) Lifesaving Award
- (d) Officer of the Year, Supervisor of the Year, Civilian of the Year, Rookie of the Year
- (e) Meritorious Service Award
- (f) Employee of the Quarter
- (g) Unit Award
- (h) Community Oriented Policing
- (i) SWAT/CNT, Honor Guard, B2V, Service Recognition Ribbon
- (j) 1992 Civil Disturbance Ribbon
- (k) All other non-departmental awards; e.g., MADD Award, Auto Theft Award, etc.

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Commendations and Awards

1010.10 INSIGNIAS - WEARING OF MILITARY AWARDS / DECORATIONS

Uniformed employees of the Irvine Police Department, including both sworn and civilian, who are active military reservists or veterans of the United States Armed Forces, whether active or reserve, including the California National Guard, State Military Reserve, or Naval Militia, will be authorized to wear ribbons earned while serving in the United States Armed Forces, in accordance with the provisions of Military and Veterans Code, Division 3, Chapter 2, Section 648 (b) and the following restrictions:

- (a) Military ribbons are to be worn on Class A uniforms only.
- (b) Military ribbons are to be worn in lieu of Department issued awards and decorations. There shall be no mixing or combining of military ribbons and Department issued awards and decorations.
- (c) Only military ribbons may be worn. Military medals and badges (shooting badges, jump wings, dive badge, etc.) are not authorized.
- (d) Military ribbons are authorized only during the following time periods (Pursuant to Military and Veterans Code, Division 3, Chapter 2, Section §648 (b)):
 - 1. The business week prior to Veterans Day
 - 2. The day of Veterans Day
 - 3. The business day immediately following Veterans Day
 - 4. The business week prior to Memorial Day
 - 5. The day of Memorial Day
 - 6. The business day immediately following Memorial Day
- (e) The placement of military ribbons on the Class A uniform shall be in accordance with Department policies related to Department awards. Order of Precedence for military ribbons shall be in accordance with current military regulations or orders.

Department Badges

1011.1 PURPOSE AND SCOPE

The Irvine Police Department badge and uniform patch as well as the likeness of these items and the name of the Irvine Police Department are property of the Department and their use shall be restricted as set forth in this policy.

1011.2 POLICY

The uniform badge shall be issued to department members as a symbol of authority and the use and display of department badges shall be in strict compliance with this policy. Only authorized badges issued by this department shall be displayed, carried or worn by members while on duty or otherwise acting in an official or authorized capacity.

Badges shall be clearly marked to reflect the position of the assigned employee.

1011.3 INSIGNIA - BADGE

The uniform badge shall be issued to department members as a symbol of authority and the use and display of department badges shall be in strict compliance with this policy. Only authorized badges issued by this department shall be displayed, carried or worn by members while on duty or otherwise acting in an official or authorized capacity.

When in uniform, personnel shall wear the official badge currently issued to them and approved by the Chief of Police for their rank or job classification. The badge will be attached to the badge holder provided on the outermost garment and shall be clearly visible at all times. A cloth badge, embroidered or screen printed equivalent, may be substituted for the badge on the field jacket, utility uniform or other authorized substitute uniform shirt (IE: polo shirts). The badge or print/embroidery template will be provided by the Department. When on duty, but not in uniform, sworn peace officers shall carry their badge and identification card, unless doing so could endanger the officer or an investigation. Carrying of the badge off-duty is encouraged.

1011.4 FLAT BADGE

Sworn officers, with the written approval of the Chief of Police may purchase, at his/her own expense, a flat badge capable of being carried in a wallet. The use of the flat badge is subject to all the same provisions of department policy as the uniform badge.

- (a) An officer may sell, exchange, or transfer the flat badge he/she purchased to another officer within the Irvine Police Department with the written approval of the Chief of Police.
- (b) Should the flat badge become lost, damaged, or otherwise removed from the officer's control, he/she shall make the proper notifications as outlined in the Department Owned and Personal Property Policy.
- (c) An honorably retired officer may keep his/her flat badge upon retirement.

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- (d) The purchase, carrying or display of a flat badge is not authorized for non-sworn personnel without expressed written approval by the Chief of Police.

1011.5 INSIGNIA - BADGE TITLE CONFIGURATION

Each Department badge shall be configured as described below:

TITLE	CONFIGURATION
Chief	"Chief" in blue block enamel lettering in an arc at the top, "Irvine Police" immediately below the depiction of City Hall/City Seal with four stars in the center of the ribbon at the bottom.
Assistant Chief	"Assistant Chief" in blue block enamel lettering in an arc at the top, "Irvine Police" immediately below the depiction of City Hall/City Seal with three stars in the center of the ribbon at the bottom.
Commander	"Commander" in blue block enamel lettering in an arc at the top, "Irvine Police" immediately below the depiction of City Hall/City Seal with two stars in center of ribbon at bottom.
Lieutenant	"Lieutenant" in blue block enamel lettering in an arc at the top, "Irvine Police" in an arc immediately below the depiction of City Hall/City Seal with one star in center of ribbon at bottom.
Sergeant	"Sergeant" in arc at top, "Irvine Police" in arc immediately below the depiction of City Hall/ City Seal all in block blue enamel letters, with a sergeant's chevron in center of ribbon at bottom.
Detective Sergeant	"Detective Sergeant" in arc at top, "Irvine Police" in arc immediately below the depiction of City Hall/ City Seal all in block blue enamel letters which shall be the sergeant's badge number in a panel at the bottom.
Detective	"Detective" in blue block enamel lettering in an arc at the top, "Irvine Police" in arc immediately below the depiction of City Hall/City Seal below which shall be the officer's badge number in a panel at the bottom.
Officer	"Police Officer" in blue block enamel lettering in an arc at the top, "Irvine Police" in arc immediately below the depiction of City Hall/City Seal below which shall be the officer's badge number in a panel at the bottom.

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Motor Officer	"Motor Officer" in blue block enamel lettering in an arc at the top, "Irvine Police" in arc immediately below the depiction of City Hall/City Seal below which shall be the officer's badge number in a panel at the bottom.
Honor Guard	"Honor Guard" in blue block enamel lettering in an arc at the top, "Irvine Police" in arc immediately below the depiction of City Hall/City Seal below which shall be the officer's badge number in a panel at the bottom. The Honor Guard badge has an antique finish and displays the American and California flags in color, positioned behind the clock tower.
COMMUNICATIONS BUREAU SUPERVISOR BUSINESS SERVICES ADMINISTRATOR	Shall appear as follows: The specific position title will be in blue block enamel lettering in an arc at the top, "Irvine Police" in arc immediately below the depiction of City Hall/City Seal below which shall be one star.

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ANIMAL SERVICES OFFICER ANIMAL SERVICES SUPERVISOR ARMORER CHAPLAIN CIVILIAN INVESTIGATOR TRAFFIC INVESTIGATOR COMMUNITY SERVICE OFFICER DISPATCHER EMERGENCY MANAGEMENT FORENSIC SPECIALIST FORENSIC SUPERVISOR LEAD RECORDS SPECIALIST OFFICE SPECIALIST PARKING ENFORCEMENT PROGRAM SPECIALIST PROPERTY SPECIALIST PUBLIC SAFETY ASSISTANT RECORDS SUPERVISOR RECORDS SPECIALIST REGULATORY SUPERVISOR LICENSE SPECIALIST SR ANIMAL SERVICES OFFICER SENIOR PUBLIC SAFETY ASSIST SUPERVISING DISPATCHER TECHNICAL RESERVE TECHNICAL SERVICES TECHNOLOGY ANALYST TRAFFIC SUPERVISOR	Shall appear as follows: The specific position title will be in blue block enamel in arc at top, "Irvine Police" in arc immediately below the depiction of City Hall/City Seal below which shall be the personnel's badge number in a panel at the bottom.
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1011.6 PROFESSIONAL STAFF PERSONNEL

Badges and department identification cards issued to non-sworn personnel shall be clearly marked to reflect the position of the assigned employee (e.g. Parking Control, Dispatcher).

- (a) Non-sworn personnel shall not display any department badge except as a part of his/her uniform and while on duty, or otherwise acting in an official and authorized capacity.
- (b) Non-sworn personnel shall not display any department badge or represent him/herself, on or off duty, in such a manner which would cause a reasonable person to believe that he/she is a sworn peace officer.

1011.7 RETIREE UNIFORM BADGE

Upon honorable retirement employees may purchase his/her assigned duty badge for display purposes. It is intended that the duty badge be used only as private memorabilia as other uses of the badge may be unlawful or in violation of this policy.

1011.8 UNAUTHORIZED USE

Except as required for on-duty use by current employees, no badge designed for carry or display in a wallet, badge case or similar holder shall be issued to anyone other than a current or honorably retired peace officer.

Department badges are issued to all sworn employees and professional staff uniformed employees for official use only. The department badge, shoulder patch or the likeness thereof, or the department name shall not be used for personal or private reasons including, but not limited to, letters, memoranda, and electronic communications such as electronic mail or web sites and web pages.

The use of the badge, uniform patch and department name for all material (printed matter, products or other items) developed for department use shall be subject to approval by the Chief of Police.

Employees shall not loan his/her department badge or identification card to others and shall not permit the badge or identification card to be reproduced or duplicated.

1011.9 PERMITTED USE BY EMPLOYEE GROUPS

The likeness of the department badge shall not be used without the expressed authorization of the Chief of Police and shall be subject to the following:

- (a) The employee associations may use the likeness of the department badge for merchandise and official association business provided they are used in a clear representation of the association and not the Irvine Police Department. The following modifications shall be included:
 - 1. The text on the upper and lower ribbons is replaced with the name of the employee association.

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2. The badge number portion displays the acronym of the employee association.
- (b) The likeness of the department badge for endorsement of political candidates shall not be used without the expressed approval of the Chief of Police.

1011.10 BADGE PURCHASE

Personnel assigned to the Criminal Investigations Division or Traffic Division may, upon successful fulfillment of their assignment, purchase the badge they were issued while in the assignment. Purchase of the badge does not authorize its use while on duty, unless the employee is reassigned to the division.

Sworn personnel assigned to the Honor Guard may, upon successful fulfillment of their assignment, purchase the badge they were issued while in the assignment. Purchase of the badge does not authorize its use while on duty, unless the employee is reassigned to the Honor Guard.

Illness and Injury Prevention

1012.1 PURPOSE AND SCOPE

The purpose of this policy is to establish an ongoing and effective plan to reduce the incidence of illness and injury for members of the Irvine Police Department, in accordance with the requirements of 8 CCR § 3203.

This policy specifically applies to illness and injury that results in lost time or that requires medical treatment beyond first aid. Although this policy provides the essential guidelines for a plan that reduces illness and injury, it may be supplemented by procedures outside the Policy Manual.

This policy does not supersede, but supplements any related Citywide safety efforts.

1012.2 POLICY

The Irvine Police Department is committed to providing a safe environment for its members and visitors and to minimizing the incidence of work-related illness and injuries. The City will establish and maintain an Illness and Injury Prevention program and will provide tools, training and safeguards designed to reduce the potential for accidents, illness and injuries. It is the intent of the Department to comply with all laws and regulations related to occupational safety.

1012.3 ILLNESS AND INJURY PREVENTION PLAN

The City Human Resources Aide is responsible for developing an illness and injury prevention plan that shall include:

- (a) Workplace safety and health training programs.
- (b) Regularly scheduled safety meetings.
- (c) Posted or distributed safety information.
- (d) A system for members to anonymously inform management about workplace hazards.
- (e) Establishment of a safety and health committee that will:
 1. Meet regularly.
 2. Prepare a written record of safety and health committee meetings.
 3. Review the results of periodic scheduled inspections.
 4. Review investigations of accidents and exposures.
 5. Make suggestions to command staff for the prevention of future incidents.
 6. Review investigations of alleged hazardous conditions.
 7. Submit recommendations to assist in the evaluation of member safety suggestions.
 8. Assess the effectiveness of efforts made by the Department to meet relevant standards.

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- (f) Establishment of a process to ensure serious illnesses or injuries and death are reported as required by the Division of Occupational Safety and Health Administration (Cal/OSHA) (8 CCR § 342).

1012.4 ADMINISTRATIVE SERVICES DIVISION COMMANDER RESPONSIBILITIES

The responsibilities of the Administrative Services Division Commander include but are not limited to:

- (a) Managing and implementing a plan to reduce the incidence of member illness and injury.
- (b) Ensuring that a system of communication is in place that facilitates a continuous flow of safety and health information between supervisors and members. This system shall include:
 - 1. New member orientation that includes a discussion of safety and health policies and procedures.
 - 2. Regular member review of the illness and injury prevention plan.
- (c) Ensuring that all safety and health policies and procedures are clearly communicated and understood by all members.
- (d) Taking reasonable steps to ensure that all members comply with safety rules in order to maintain a safe work environment. This includes but is not limited to:
 - 1. Informing members of the illness and injury prevention guidelines.
 - 2. Recognizing members who perform safe work practices.
 - 3. Ensuring that the member evaluation process includes member safety performance.
 - 4. Ensuring department compliance to meet standards regarding the following:
 - (a) Respiratory protection (8 CCR § 5144)
 - (b) Bloodborne pathogens (8 CCR § 5193)
 - (c) Aerosol transmissible diseases (8 CCR § 5199)
 - (d) Heat illness (8 CCR § 3395)
 - (e) Emergency Action Plan (8 CCR § 3220)
 - (f) Fire Prevention Plan (8 CCR § 3221)
 - (g) Hazards associated with wildfire smoke (8 CCR § 5141.1)
- (e) Making available the Identified Hazards and Correction Record form to document inspections, unsafe conditions or work practices, and actions taken to correct unsafe conditions and work practices.
- (f) Making available the Investigation/Corrective Action Report to document individual incidents or accidents.

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- (g) Making available a form to document the safety and health training of each member. This form will include the member's name or other identifier, training dates, type of training, and training providers.
- (h) Conducting and documenting a regular review of the illness and injury prevention plan.

1012.5 SUPERVISOR RESPONSIBILITIES

Supervisor responsibilities include, but are not limited to:

- (a) Ensuring member compliance with illness and injury prevention guidelines and answering questions from members about this policy.
- (b) Training, counseling, instructing or making informal verbal admonishments any time safety performance is deficient. Supervisors may also initiate discipline when it is reasonable and appropriate under the Standards of Conduct Policy.
- (c) Establishing and maintaining communication with members on health and safety issues. This is essential for an injury-free, productive workplace.
- (d) Completing required forms and reports relating to illness and injury prevention; such forms and reports shall be submitted to the Administrative Services Division Commander.
- (e) Notifying the Administrative Services Division Commander when:
 - 1. New substances, processes, procedures or equipment that present potential new hazards are introduced into the work environment.
 - 2. New, previously unidentified hazards are recognized.
 - 3. Occupational illnesses and injuries occur.
 - 4. New and/or permanent or intermittent members are hired or reassigned to processes, operations or tasks for which a hazard evaluation has not been previously conducted.
 - 5. Workplace conditions warrant an inspection.

1012.6 HAZARDS

All members should report and/or take reasonable steps to correct unsafe or unhealthy work conditions, practices or procedures in a timely manner. Members should make their reports to a supervisor (as a general rule, their own supervisors).

Supervisors should make reasonable efforts to correct unsafe or unhealthy work conditions in a timely manner, based on the severity of the hazard. These hazards should be corrected when observed or discovered, when it is reasonable to do so. When a hazard exists that cannot be immediately abated without endangering members or property, supervisors should protect or remove all exposed members from the area or item, except those necessary to correct the existing condition.

Members who are necessary to correct the hazardous condition shall be provided with the necessary protection.

Illness and Injury Prevention

All significant actions taken and dates they are completed shall be documented on an Identified Hazards and Correction Record form. This form should be forwarded to the Administrative Services Division Commander via the chain of command.

The Administrative Services Division Commander will take appropriate action to ensure the illness and injury prevention plan addresses potential hazards upon such notification.

1012.7 INSPECTIONS

Safety inspections are crucial to a safe work environment. These inspections identify and evaluate workplace hazards and permit mitigation of those hazards. A hazard assessment checklist should be used for documentation and to ensure a thorough assessment of the work environment.

The Administrative Services Division Commander shall ensure that the appropriate documentation is completed for each inspection.

1012.7.1 EQUIPMENT

Members are charged with daily vehicle inspections of their assigned vehicles and of their personal protective equipment (PPE) prior to working in the field. Members shall complete the Identified Hazards and Correction Record form if an unsafe condition cannot be immediately corrected. Members should forward this form to their supervisors.

1012.8 INVESTIGATIONS

Any member sustaining any work-related illness or injury, as well as any member who is involved in any accident or hazardous substance exposure while on-duty shall report such event as soon as practicable to a supervisor. Members observing or learning of a potentially hazardous condition are to promptly report the condition to their immediate supervisors.

A supervisor receiving such a report should personally investigate the incident or ensure that an investigation is conducted. Investigative procedures for workplace accidents and hazardous substance exposures should include:

- (a) A visit to the accident scene as soon as possible.
- (b) An interview of the injured member and witnesses.
- (c) An examination of the workplace for factors associated with the accident/exposure.
- (d) Determination of the cause of the accident/exposure.
- (e) Corrective action to prevent the accident/exposure from reoccurring.
- (f) Documentation of the findings and corrective actions taken.
- (g) Completion of an Investigation/Corrective Action Report form.
- (h) Completion of an Identified Hazards and Correction Record form.

Additionally, the supervisor should proceed with the steps to report an on-duty injury, as required under the Occupational Disease and Work-Related Injury Reporting Policy, in conjunction with this investigation to avoid duplication and ensure timely reporting.

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1012.9 TRAINING

The Administrative Services Division Commander should work with the Training Manager to provide all members, including supervisors, with training on general and job-specific workplace safety and health practices. Training shall be provided:

- (a) To supervisors to familiarize them with the safety and health hazards to which members under their immediate direction and control may be exposed.
- (b) To all members with respect to hazards specific to each member's job assignment.
- (c) To all members given new job assignments for which training has not previously been provided.
- (d) Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard.
- (e) Whenever the Department is made aware of a new or previously unrecognized hazard.

1012.9.1 TRAINING TOPICS

The Training Manager shall ensure that training includes:

- (a) Reporting unsafe conditions, work practices and injuries, and informing a supervisor when additional instruction is needed.
- (b) Use of appropriate clothing, including gloves and footwear.
- (c) Use of respiratory equipment.
- (d) Availability of toilet, hand-washing and drinking-water facilities.
- (e) Provisions for medical services and first aid.
- (f) Handling of bloodborne pathogens and other biological hazards.
- (g) Prevention of heat and cold stress.
- (h) Identification and handling of hazardous materials, including chemical hazards to which members could be exposed, and review of resources for identifying and mitigating hazards (e.g., hazard labels, Safety Data Sheets (SDS)).
- (i) Mitigation of physical hazards, such as heat and cold stress, noise, and ionizing and non-ionizing radiation.
- (j) Identification and mitigation of ergonomic hazards, including working on ladders or in a stooped posture for prolonged periods.
- (k) Back exercises/stretchers and proper lifting techniques.
- (l) Avoidance of slips and falls.
- (m) Good housekeeping and fire prevention.
- (n) Other job-specific safety concerns.

1012.10 RECORDS

Records and training documentation relating to illness and injury prevention will be maintained in accordance with the established records retention schedule.

Temporary Modified-Duty Assignments

1013.1 PURPOSE AND SCOPE

This policy establishes procedures for providing temporary modified-duty assignments. This policy is not intended to affect the rights or benefits of employees under federal or state law, City rules, current memorandums of understanding or collective bargaining agreements. For example, nothing in this policy affects the obligation of the Department to engage in a good faith, interactive process to consider reasonable accommodations for any employee with a temporary or permanent disability that is protected under federal or state law.

1013.2 POLICY

Subject to operational considerations, the Irvine Police Department may identify temporary modified-duty assignments for employees who have an injury or medical condition resulting in temporary work limitations or restrictions. A temporary assignment allows the employee to work, while providing the Department with a productive employee during the temporary period.

1013.3 GENERAL CONSIDERATIONS

Priority consideration for temporary modified-duty assignments will be given to employees with work-related injuries or illnesses that are temporary in nature. Employees having disabilities covered under the Americans with Disabilities Act (ADA) or the California Fair Employment and Housing Act (Government Code § 12940 et seq.) shall be treated equally, without regard to any preference for a work-related injury.

No position in the Irvine Police Department shall be created or maintained as a temporary modified-duty assignment.

Temporary modified-duty assignments are a management prerogative and not an employee right. The availability of temporary modified-duty assignments will be determined on a case-by-case basis, consistent with the operational needs of the Department. Temporary modified-duty assignments are subject to continuous reassessment, with consideration given to operational needs and the employee's ability to perform in a modified-duty assignment.

The Chief of Police or the authorized designee may restrict employees working in temporary modified-duty assignments from wearing a uniform, displaying a badge, carrying a firearm, operating an emergency vehicle, engaging in outside employment, or being otherwise limited in employing their peace officer powers.

Temporary modified-duty assignments shall generally not exceed a cumulative total of 1,040 hours in any one-year period.

1013.4 PROCEDURE

Employees may request a temporary modified-duty assignment for short-term injuries or illnesses.

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Employees seeking a temporary modified-duty assignment should submit a written request to their Division Commanders or the authorized designees. The request should, as applicable, include a certification from the treating medical professional containing:

- (a) An assessment of the nature and probable duration of the illness or injury.
- (b) The prognosis for recovery.
- (c) The nature and scope of limitations and/or work restrictions.
- (d) A statement regarding any required workplace accommodations, mobility aids or medical devices.
- (e) A statement that the employee can safely perform the duties of the temporary modified-duty assignment.

The Assistant Chief will make a recommendation through the chain of command to the Chief of Police regarding temporary modified-duty assignments that may be available based on the needs of the Department and the limitations of the employee. The Chief of Police or the authorized designee shall confer with the Human Resources Department or the City Attorney as appropriate.

Requests for a temporary modified-duty assignment of 20 hours or less per week may be approved and facilitated by the watch commander or Division Commander, with notice to the Chief of Police.

1013.5 ACCOUNTABILITY

Written notification of assignments, work schedules and any restrictions should be provided to employees assigned to temporary modified-duty assignments and their supervisors. Those assignments and schedules may be adjusted to accommodate department operations and the employee's medical appointments, as mutually agreed upon with the Division Commander.

1013.5.1 EMPLOYEE RESPONSIBILITIES

The responsibilities of employees assigned to temporary modified duty shall include, but not be limited to:

- (a) Communicating and coordinating any required medical and physical therapy appointments in advance with their supervisors.
- (b) Promptly notifying their supervisors of any change in restrictions or limitations after each appointment with their treating medical professionals.
- (c) Communicating a status update to their supervisors no less than once every 30 days while assigned to temporary modified duty.
- (d) Submitting a written status report to the Division Commander that contains a status update and anticipated date of return to full-duty when a temporary modified-duty assignment extends beyond 60 days.

1013.5.2 SUPERVISOR RESPONSIBILITIES

The employee's immediate supervisor shall monitor and manage the work schedule of those assigned to temporary modified duty.

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The responsibilities of supervisors shall include, but not be limited to:

- (a) Periodically apprising the Division Commander of the status and performance of employees assigned to temporary modified duty.
- (b) Notifying the Division Commander and ensuring that the required documentation facilitating a return to full duty is received from the employee.
- (c) Ensuring that employees returning to full duty have completed any required training and certification.

1013.6 MEDICAL EXAMINATIONS

Prior to returning to full-duty status, employees shall be required to provide certification from their treating medical professionals stating that they are medically cleared to perform the essential functions of their jobs without restrictions or limitations.

The Department may require a fitness-for-duty examination prior to returning an employee to full-duty status, in accordance with the Fitness for Duty Policy.

1013.7 PREGNANCY

If an employee is temporarily unable to perform regular duties due to a pregnancy, childbirth or a related medical condition, the employee will be treated the same as any other temporarily disabled employee (42 USC § 2000e(k)). A pregnant employee shall not be involuntarily transferred to a temporary modified-duty assignment.

1013.7.1 NOTIFICATION

Pregnant employees should notify their immediate supervisors as soon as practicable and provide a statement from their medical providers identifying any pregnancy-related job restrictions or limitations. If at any point during the pregnancy it becomes necessary for the employee to take a leave of absence, such leave shall be granted in accordance with the City's personnel rules and regulations regarding family and medical care leave.

1013.8 PROBATIONARY EMPLOYEES

Probationary employees who are assigned to a temporary modified-duty assignment shall have their probation extended by a period of time equal to their assignment to temporary modified duty.

1013.9 MAINTENANCE OF CERTIFICATION AND TRAINING

Employees assigned to temporary modified duty shall maintain all certification, training and qualifications appropriate to both their regular and temporary duties, provided that the certification, training or qualifications are not in conflict with any medical limitations or restrictions. Employees who are assigned to temporary modified duty shall inform their supervisors of any inability to maintain any certification, training or qualifications.

Sick Leave

1014.1 PURPOSE AND SCOPE

This policy provides general guidance regarding the use and processing of sick leave. The accrual and terms of use of sick leave for eligible employees are detailed in the City personnel manual or applicable collective bargaining agreement.

This policy is not intended to cover all types of sick or other leaves. For example, employees may be entitled to additional paid or unpaid leave for certain family and medical reasons as provided for in the Family and Medical Leave Act (FMLA) (29 USC § 2601 et seq.) and the California Family Rights Act, and leave related to domestic violence, sexual assault, stalking or for organ or bone marrow donor procedures (29 CFR 825; Government Code § 12945.2; Labor Code § 230.1; Labor Code § 1510).

1014.2 POLICY

It is the policy of the Irvine Police Department to provide eligible employees with a sick leave benefit.

1014.3 USE OF SICK LEAVE

Sick leave is intended to be used for qualified absences. Sick leave is not considered vacation. Abuse of sick leave may result in discipline, denial of sick leave benefits, or both.

Employees on sick leave shall not engage in secondary employment or self-employment or participate in any sport, hobby, recreational activity or other activity that may impede recovery from the injury or illness (see Outside Employment Policy).

1014.3.1 NOTIFICATION

All members should notify the watch commander or appropriate supervisor as soon as they are aware that they will not be able to report to work and no less than two hours before the start of their scheduled shifts. If, due to an emergency, a member is unable to contact the supervisor, every effort should be made to have a representative for the member contact the supervisor (Labor Code § 246).

When the necessity to be absent from work is foreseeable, such as planned medical appointments or treatments, the member shall, whenever possible and practicable, provide the Department with no less than 30 days' notice of the impending absence (Labor Code § 246).

Upon return to work, members are responsible for ensuring their time off was appropriately accounted for, and for completing and submitting the required documentation describing the type of time off used and the specific amount of time taken.

1014.4 EXTENDED ABSENCE

Members absent from duty for more than three consecutive days may be required to furnish a statement from a health care provider supporting the need to be absent and/or the ability to return

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to work. Members on an extended absence shall, if possible, contact their supervisor at specified intervals to provide an update on their absence and expected date of return.

Nothing in this section precludes a supervisor from requiring, with cause, a health care provider's statement for an absence of three or fewer days after the first three days of paid sick leave are used in a 12-month period.

1014.5 SUPERVISOR RESPONSIBILITIES

The responsibilities of supervisors include, but are not limited to:

- (a) Monitoring and regularly reviewing the attendance of those under their command to ensure that the use of sick leave and absences is consistent with this policy.
- (b) Attempting to determine whether an absence of four or more days may qualify as family medical leave and consulting with legal counsel or the Human Resources Department as appropriate.
- (c) Addressing absences and sick leave use in the member's performance evaluation when excessive or unusual use has:
 1. Negatively affected the member's performance or ability to complete assigned duties.
 2. Negatively affected department operations.
- (d) When appropriate, counseling members regarding excessive absences and/or inappropriate use of sick leave.
- (e) Referring eligible members to an available employee assistance program when appropriate.

1014.6 REQUIRED NOTICES

The Director of Human Resources shall ensure:

- (a) Written notice of the amount of paid sick leave available is provided to employees as provided in Labor Code § 246.
- (b) A poster is displayed in a conspicuous place for employees to review that contains information on paid sick leave as provided in Labor Code § 247.

Fitness for Duty

1015.1 PURPOSE AND SCOPE

All officers are required to be free from any physical, emotional, or mental condition which might adversely affect the exercise of peace officer powers. The purpose of this policy is to ensure that all officers of this department remain fit for duty and able to perform their job functions (Government Code § 1031).

1015.2 EMPLOYEE RESPONSIBILITIES

- (a) It shall be the responsibility of each member of this department to maintain good physical condition sufficient to safely and properly perform essential duties of their position.
- (b) Each member of this department shall perform his/her respective duties without physical, emotional, and/or mental constraints.
- (c) During working hours, all employees are required to be alert, attentive, and capable of performing his/her assigned responsibilities.
- (d) Any employee who feels unable to perform his/her duties shall promptly notify a supervisor. In the event that an employee believes that another employee is unable to perform his/her duties, such observations and/or belief shall be promptly reported to a supervisor.

1015.3 SUPERVISOR RESPONSIBILITIES

- (a) A supervisor observing an employee, or receiving a report of an employee who is perceived to be, unable to safely perform his/her duties due to a physical or mental condition shall take prompt and appropriate action in an effort to resolve the situation.
- (b) Whenever feasible, the supervisor should attempt to ascertain the reason or source of the problem and in all cases a preliminary evaluation should be made in an effort to determine the level of inability of the employee to perform his/her duties.
- (c) In the event the employee appears to be in need of immediate medical or psychiatric treatment, all reasonable efforts should be made to provide such care.
- (d) In conjunction with the watch commander or employee's available Division Commander, a determination should be made whether or not the employee should be temporarily relieved from his/her duties.
- (e) The Chief of Police shall be promptly notified in the event that any employee is relieved from duty.

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1015.4 NON-WORK RELATED CONDITIONS

Any employee suffering from a non-work related condition which warrants a temporary relief from duty may be required to use sick leave or other paid time off (PTO) in order to obtain medical treatment or other reasonable rest period.

1015.5 WORK RELATED CONDITIONS

Any employee suffering from a work related condition which warrants a temporary relief from duty shall be required to comply with personnel rules and guidelines for processing such claims.

Upon the recommendation of the watch commander or unit supervisor and concurrence of a Division Commander, any employee whose actions or use of force in an official capacity result in death or serious injury to another may be temporarily removed from regularly assigned duties and/or placed on paid administrative leave for the wellbeing of the employee and until such time as the following may be completed:

- (a) A preliminary determination that the employee's conduct appears to be in compliance with policy and, if appropriate.
- (b) The employee has had the opportunity to receive necessary counseling and/or psychological clearance to return to full duty.

1015.6 PHYSICAL AND PSYCHOLOGICAL EXAMINATIONS

- (a) Whenever circumstances reasonably indicate that an employee is unfit for duty, the Chief of Police may serve that employee with a written order to undergo a physical and/or psychological examination in cooperation with Human Resources Department to determine the level of the employee's fitness for duty. The order shall indicate the date, time and place for the examination.
- (b) The examining physician or therapist will provide the Department with a report indicating that the employee is either fit for duty or, if not, listing any functional limitations which limit the employee's ability to perform job duties. If the employee places his/her condition at issue in any subsequent or related administrative action/grievance, the examining physician or therapist may be required to disclose any and all information which is relevant to such proceeding (Civil Code § 56.10(c)(8)).
- (c) In order to facilitate the examination of any employee, the Department will provide all appropriate documents and available information to assist in the evaluation and/or treatment.
- (d) All reports and evaluations submitted by the treating physician or therapist shall be part of the employee's confidential personnel file.
- (e) Any employee ordered to receive a fitness for duty examination shall comply with the terms of the order and cooperate fully with the examining physician or therapist regarding any clinical interview, tests administered or other procedures as directed.

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Any failure to comply with such an order and any failure to cooperate with the examining physician or therapist may be deemed insubordination and shall be subject to discipline up to and including termination.

- (f) Once an employee has been deemed fit for duty by the examining physician or therapist, the employee will be notified to resume his/her duties.

1015.7 LIMITATION ON HOURS WORKED

Absent emergency operations members should not work more than:

- 16 hours in one day (24 hour) period or

Except in very limited circumstances members should have a minimum of 5 hours off between shifts. Supervisors should give consideration to reasonable rest periods and are authorized to deny overtime or relieve to off-duty status any member who has exceeded the above guidelines.

1015.8 APPEALS

An employee who is separated from paid employment or receives a reduction in salary resulting from a fitness for duty examination shall be entitled to an administrative appeal as outlined in the Personnel Complaints Policy.

Lactation Break Policy

1016.1 PURPOSE AND SCOPE

The purpose of this policy is to provide reasonable accommodations to employees desiring to express breast milk for the employee's infant child (29 USC § 207 and Labor Code §§ 1030-1032).

1016.2 POLICY

It is the policy of this department to provide, in compliance with the Fair Labor Standards Act, reasonable break time and appropriate facilities to accommodate any employee desiring to express breast milk for her nursing infant child (29 USC § 207 and Labor Code § 1030).

1016.3 LACTATION BREAK TIME

A rest period should be permitted each time the employee has the need to express breast milk (29 USC § 207). In general, lactation breaks that cumulatively total 30 minutes or less during any four-hour work period or major portion of a four-hour work period would be considered reasonable. However, individual circumstances may require more or less time. Such breaks, if feasible, should be taken at the same time as the employee's regularly scheduled rest or meal periods.

While a reasonable effort will be made to provide additional time beyond authorized breaks, any such time exceeding regularly scheduled and paid break time will be unpaid (Labor Code § 1030).

Employees desiring to take a lactation break shall notify Communications Bureau or a supervisor prior to taking such a break. Such breaks may be reasonably delayed if they would seriously disrupt department operations (Labor Code § 1032).

Once a lactation break has been approved, the break should not be interrupted except for emergency or exigent circumstances.

1016.4 PRIVATE LOCATION

The Department will make reasonable efforts to accommodate employees with the use of an appropriate room or other location to express milk in private. Such room or place should be in close proximity to the employee's work area and shall be other than a bathroom or toilet stall. The location must be shielded from view and free from intrusion from co-workers and the public (29 USC § 207 and Labor Code § 1031).

Employees occupying such private areas shall either secure the door or otherwise make it clear to others that the area is occupied with a need for privacy. All other employees should avoid interrupting an employee during an authorized break, except to announce an emergency or other urgent circumstance.

Authorized lactation breaks for employees assigned to the field may be taken at the nearest appropriate private area.

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1016.5 STORAGE OF EXPRESSED MILK

Any employee storing expressed milk in any authorized refrigerated area within the Department shall clearly label it as such and shall remove it when the employee ends her shift.

Drug- and Alcohol-Free Workplace

1017.1 PURPOSE AND SCOPE

The purpose of this policy is to establish clear and uniform guidelines regarding drugs and alcohol in the workplace.

1017.2 POLICY

It is the policy of this department to provide a drug- and alcohol-free workplace for all members.

1017.3 GENERAL GUIDELINES

Alcohol and drug use in the workplace or on department time can endanger the health and safety of department members and the public. Such use shall not be tolerated (41 USC § 8103).

Members who have consumed an amount of an alcoholic beverage or taken any medication, or combination thereof, that would tend to adversely affect their mental or physical abilities shall not report for duty. Affected members shall notify the watch commander or appropriate supervisor as soon as the member is aware that he/she will not be able to report to work. If the member is unable to make the notification, every effort should be made to have a representative contact the supervisor in a timely manner. If the member is adversely affected while on-duty, he/she shall be immediately removed and released from work (see Work Restrictions in this policy).

1017.3.1 CONFIDENTIALITY

The Department recognizes the confidentiality and privacy due to employees, and disclosure of any information relating to chemical abuse treatment, except on a need to know basis, shall only be with the expressed written consent of the employee involved or pursuant to lawful process.

1017.3.2 USE OF MEDICATIONS

Members should avoid taking any medications that will impair their ability to safely and completely perform their duties. Any member who is medically required or has a need to take any such medication shall report that need to his/her immediate supervisor prior to commencing any on-duty status.

No member shall be permitted to work or drive a vehicle owned or leased by the Department while taking any medication that has the potential to impair his/her abilities, without a written release from his/her physician.

1017.3.3 USE OF MARIJUANA

Possession of marijuana, including medical marijuana, or being under the influence of marijuana on- or off-duty is prohibited and may lead to disciplinary action up to and including termination.

1017.4 MEMBER RESPONSIBILITIES

Members shall report for work in an appropriate mental and physical condition. Members are prohibited from purchasing, manufacturing, distributing, dispensing, possessing or using controlled substances or alcohol on department premises or on department time (41 USC § 8103).

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The lawful possession or use of prescribed medications or over-the-counter remedies is excluded from this prohibition.

Members who are authorized to consume alcohol as part of a special assignment shall not do so to the extent of impairing on-duty performance.

Members shall notify a supervisor immediately if they observe behavior or other evidence that they believe demonstrates that a fellow member poses a risk to the health and safety of the member or others due to drug or alcohol use.

Members are required to notify their immediate supervisors of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction (41 USC § 8103).

1017.5 EMPLOYEE ASSISTANCE PROGRAM

There may be available a voluntary employee assistance program to assist those who wish to seek help for alcohol and drug problems (41 USC § 8103). Insurance coverage that provides treatment for drug and alcohol abuse also may be available. Employees should contact the Human Resources Department, their insurance providers or the employee assistance program for additional information. It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to performance problems.

1017.6 WORK RESTRICTIONS

If a member informs a supervisor that he/she has consumed any alcohol, drug or medication that could interfere with a safe and efficient job performance, the member may be required to obtain clearance from his/her physician before continuing to work.

If the supervisor reasonably believes, based on objective facts, that a member is impaired by the consumption of alcohol or other drugs, the supervisor shall prevent the member from continuing work and shall ensure that he/she is safely transported away from the Department.

1017.7 REQUESTING SCREENING TESTS

The supervisor may request an employee to submit to a screening test under the following circumstances:

- (a) The supervisor reasonably believes, based upon objective facts, that the employee is under the influence of alcohol or drugs that are impairing his/her ability to perform duties safely and efficiently.
- (b) The employee discharges a firearm, other than by accident, in the performance of his/her duties.
- (c) During the performance of his/her duties, the employee drives a motor vehicle and becomes involved in an incident that results in bodily injury to him/herself or another person, or substantial damage to property.

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1017.7.1 SUPERVISOR RESPONSIBILITY

The supervisor shall prepare a written record documenting the specific facts that led to the decision to request the test, and shall inform the employee in writing of the following:

- (a) The test will be given to detect either alcohol or drugs, or both.
- (b) The result of the test is not admissible in any criminal proceeding against the employee.
- (c) The employee may refuse the test, but refusal may result in dismissal or other disciplinary action.

1017.7.2 SCREENING TEST REFUSAL

An employee may be subject to disciplinary action if he/she:

- (a) Fails or refuses to submit to a screening test as requested.
- (b) After taking a screening test that indicates the presence of a controlled substance, fails to provide proof, within 72 hours after being requested, that he/she took the controlled substance as directed, pursuant to a current and lawful prescription issued in his/her name.
- (c) Violates any provisions of this policy.

1017.8 COMPLIANCE WITH THE DRUG-FREE WORKPLACE ACT

No later than 30 days following notice of any drug statute conviction for a violation occurring in the workplace involving a member, the Department will take appropriate disciplinary action, up to and including dismissal, and/or requiring the member to satisfactorily participate in a drug abuse assistance or rehabilitation program (41 USC § 8104).

1017.9 CONFIDENTIALITY

The Department recognizes the confidentiality and privacy due to its members. Disclosure of any information relating to substance abuse treatment, except on a need-to-know basis, shall only be with the express written consent of the member involved or pursuant to lawful process.

The written results of any screening tests and all documents generated by the employee assistance program are considered confidential medical records and shall be maintained separately from the employee's other personnel files.

Smoking and Tobacco Use

1018.1 PURPOSE AND SCOPE

This policy establishes limitations on smoking and the use of tobacco products by members and others while on-duty or while in Irvine Police Department facilities or vehicles.

For the purposes of this policy, smoking and tobacco use includes, but is not limited to, any tobacco product, such as cigarettes, cigars, pipe tobacco, snuff, tobacco pouches and chewing tobacco, as well as any device intended to simulate smoking, such as an electronic cigarette or personal vaporizer.

1018.2 POLICY

The Irvine Police Department recognizes that tobacco use is a health risk and can be offensive to others.

Smoking and tobacco use also presents an unprofessional image for the Department and its members. Therefore smoking and tobacco use is prohibited by members and visitors in all department facilities, buildings and vehicles, and as is further outlined in this policy (Government Code § 7597; Labor Code § 6404.5).

1018.3 SMOKING AND TOBACCO USE

Smoking and tobacco use by members is prohibited anytime members are in public view representing the Irvine Police Department.

It shall be the responsibility of each member to ensure that no person under his/her supervision smokes or uses any tobacco product inside City facilities and vehicles.

1018.4 ADDITIONAL PROHIBITIONS

No person shall use tobacco products within 20 feet of a main entrance, exit or operable window of any public building (including any department facility), or buildings on the campuses of the University of California, California State University and California community colleges, whether present for training, enforcement or any other purpose (Government Code § 7596 et seq.).

1018.4.1 NOTICE

The Chief of Police or the authorized designee should ensure that proper signage is posted at each entrance to the Department facility (Labor Code § 6404.5).

Occupational Disease and Work-Related Injury Reporting

1019.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance regarding the timely reporting of occupational diseases, psychiatric injuries, and work-related injuries.

1019.1.1 DEFINITIONS

Definitions related to this policy include:

Occupational disease or work-related injury - An injury, disease or psychiatric injury arising out of employment (Labor Code § 3208; Labor Code § 3208.3; Labor Code § 3212 et seq.).

1019.2 POLICY

The Irvine Police Department will address occupational diseases and work-related injuries appropriately, and will comply with applicable state workers' compensation requirements (Labor Code § 3200 et seq.).

1019.3 RESPONSIBILITIES

1019.3.1 MEMBER RESPONSIBILITIES

Any member sustaining any occupational disease or work-related injury shall report such event as soon as practicable, but within 24 hours, to a supervisor, and shall seek medical care when appropriate (8 CCR 14300.35).

1019.3.2 SUPERVISOR RESPONSIBILITIES

A supervisor learning of any occupational disease or work-related injury should ensure the member receives medical care as appropriate. Updated copies of forms with instructions for completion provided by Risk Management are kept in the Sergeant's office.

Supervisors shall ensure that required documents regarding workers' compensation are completed and forwarded promptly. Any related City wide disease- or injury-reporting protocol shall also be followed.

For work-related accidents, injuries or illness not requiring professional medical care, a Supervisor's Report of Injury form shall be completed in triplicate. All copies of the completed form shall be forwarded to the supervisor's Division Commander, through the chain of command.

When an accident, injury, or illness is reported initially on the Supervisor's Report of Injury form and the employee subsequently requires professional medical care, the State of California Employer's Report of Occupational Injury or Illness form shall then be completed. The injured employee shall also sign the form in the appropriate location.

Every injured employee must be provided with an Employee's Claim for Workers' Compensation Benefits Form (DWC-1) within 24 hours, regardless of the nature of illness or injury.

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Copies of any reports documenting the accident or injury should be forwarded to the Division Commander as soon as they are completed.

Supervisors shall determine whether the Major Incident Notification and Illness and Injury Prevention policies apply and take additional action as required.

1019.3.3 DIVISION COMMANDER RESPONSIBILITIES

The Division Commander who receives a report of an occupational disease or work-related injury should review the report for accuracy and determine what additional action should be taken. The report shall then be forwarded to the Chief of Police, the City's risk management entity, and the Administrative Services Division Commander to ensure any required Division of Occupational Health and Safety Administration (Cal/OSHA) reporting is made as required in the illness and injury prevention plan identified in the Illness and Injury Prevention Policy.

1019.3.4 CHIEF OF POLICE RESPONSIBILITIES

The Chief of Police shall review and forward copies of the report to the Human Resources Department. Copies of the report and related documents retained by the Department shall be filed in the member's confidential medical file.

1019.4 OTHER DISEASE OR INJURY

Diseases and injuries caused or occurring on-duty that do not qualify for workers' compensation reporting shall be documented on the designated report of injury form, which shall be signed by a supervisor. A copy of the completed form shall be forwarded to the appropriate Division Commander through the chain of command and a copy sent to the Administrative Services Division Commander.

Unless the injury is extremely minor, this report shall be signed by the affected member, indicating that he/she desired no medical attention at the time of the report. By signing, the member does not preclude his/her ability to later seek medical attention.

1019.5 SETTLEMENT OFFERS

When a member sustains an occupational disease or work-related injury that is caused by another person and is subsequently contacted by that person, his/her agent, insurance company or attorney and offered a settlement, the member shall take no action other than to submit a written report of this contact to his/her supervisor as soon as possible.

1019.5.1 NO SETTLEMENT WITHOUT PRIOR APPROVAL

No less than 10 days prior to accepting and finalizing the settlement of any third-party claim arising out of or related to an occupational disease or work-related injury, the member shall provide the Chief of Police with written notice of the proposed terms of such settlement. In no case shall the member accept a settlement without first providing written notice to the Chief of Police. The purpose of such notice is to permit the City to determine whether the offered settlement will affect any claim the City may have regarding payment for damage to equipment or reimbursement for

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wages against the person who caused the disease or injury, and to protect the City's right of subrogation, while ensuring that the member's right to receive compensation is not affected.

Communicable Diseases

1020.1 PURPOSE AND SCOPE

This policy provides general guidelines to assist in minimizing the risk of department members contracting and/or spreading communicable diseases.

1020.1.1 DEFINITIONS

Definitions related to this policy include:

Communicable disease - A human disease caused by microorganisms that are present in and transmissible through human blood, bodily fluid, tissue, or by breathing or coughing. These diseases commonly include, but are not limited to, hepatitis B virus (HBV), HIV and tuberculosis.

Exposure - When an eye, mouth, mucous membrane or non-intact skin comes into contact with blood or other potentially infectious materials, or when these substances are injected or infused under the skin; when an individual is exposed to a person who has a disease that can be passed through the air by talking, sneezing or coughing (e.g., tuberculosis), or the individual is in an area that was occupied by such a person. Exposure only includes those instances that occur due to a member's position at the Irvine Police Department. (See the exposure control plan for further details to assist in identifying whether an exposure has occurred.)

1020.2 POLICY

The Irvine Police Department is committed to providing a safe work environment for its members. Members should be aware that they are ultimately responsible for their own health and safety.

1020.3 EXPOSURE CONTROL OFFICER

The Chief of Police will assign the Office of Professional Standards Management Analyst as the Exposure Control Officer (ECO). The ECO shall develop an exposure control plan that includes:

- (a) Exposure-prevention and decontamination procedures.
- (b) Procedures for when and how to obtain medical attention in the event of an exposure or suspected exposure.
- (c) The provision that department members will have no-cost access to the appropriate personal protective equipment (PPE) (e.g., gloves, face masks, eye protection, pocket masks) for each member's position and risk of exposure.
- (d) Evaluation of persons in custody for any exposure risk and measures to separate them (15 CCR 1051; 15 CCR 1207).
- (e) Compliance with all relevant laws or regulations related to communicable diseases, including:
 1. Responding to requests and notifications regarding exposures covered under the Ryan White law (42 USC § 300ff-133; 42 USC § 300ff-136).
 2. Bloodborne pathogen mandates including (8 CCR 5193):

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- (a) Sharps injury log.
 - (b) Needleless systems and sharps injury protection.
 3. Airborne transmissible disease mandates including (8 CCR 5199):
 - (a) Engineering and work practice controls related to airborne transmissible diseases.
 - (b) Distribution of appropriate personal protective equipment to minimize exposure to airborne disease.
 4. Promptly notifying the county health officer regarding member exposures (Penal Code § 7510).
 5. Establishing procedures to ensure that members request exposure notification from health facilities when transporting a person that may have a communicable disease and that the member is notified of any exposure as required by Health and Safety Code § 1797.188.
 6. Informing members of the provisions of Health and Safety Code § 1797.188 (exposure to communicable diseases and notification).
- (f) Provisions for acting as the designated officer liaison with health care facilities regarding communicable disease or condition exposure notification. The designated officer should coordinate with other department members to fulfill the role when not available. The designated officer shall ensure that the name, title and telephone number of the designated officer is posted on the Department website (Health and Safety Code § 1797.188).

The ECO should also act as the liaison with the Division of Occupational Safety and Health (Cal/ OSHA) and may request voluntary compliance inspections. The ECO shall annually review and update the exposure control plan and review implementation of the plan (8 CCR 5193).

1020.4 EXPOSURE PREVENTION AND MITIGATION

1020.4.1 GENERAL PRECAUTIONS

All members are expected to use good judgment and follow training and procedures related to mitigating the risks associated with communicable disease. This includes, but is not limited to (8 CCR 5193):

- (a) Stocking disposable gloves, antiseptic hand cleanser, CPR masks or other specialized equipment in the work area or department vehicles, as applicable.
- (b) Wearing department-approved disposable gloves when contact with blood, other potentially infectious materials, mucous membranes and non-intact skin can be reasonably anticipated.
- (c) Washing hands immediately or as soon as feasible after removal of gloves or other PPE.
- (d) Treating all human blood and bodily fluids/tissue as if it is known to be infectious for a communicable disease.

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- (e) Using an appropriate barrier device when providing CPR.
- (f) Using a face mask or shield if it is reasonable to anticipate an exposure to an airborne transmissible disease.
- (g) Decontaminating non-disposable equipment (e.g., flashlight, control devices, clothing and portable radio) as soon as possible if the equipment is a potential source of exposure.
 - 1. Clothing that has been contaminated by blood or other potentially infectious materials shall be removed immediately or as soon as feasible and stored/decontaminated appropriately.
- (h) Handling all sharps and items that cut or puncture (e.g., needles, broken glass, razors, knives) cautiously and using puncture-resistant containers for their storage and/or transportation.
- (i) Avoiding eating, drinking, smoking, applying cosmetics or lip balm, or handling contact lenses where there is a reasonable likelihood of exposure.
- (j) Disposing of biohazardous waste appropriately or labeling biohazardous material properly when it is stored.

1020.4.2 IMMUNIZATIONS

Members who could be exposed to HBV due to their positions may receive the HBV vaccine and any routine booster at no cost (8 CCR 5193).

1020.5 POST EXPOSURE

1020.5.1 INITIAL POST-EXPOSURE STEPS

Members who experience an exposure or suspected exposure shall:

- (a) Begin decontamination procedures immediately (e.g., wash hands and any other skin with soap and water, flush mucous membranes with water).
- (b) Obtain medical attention as appropriate.
- (c) Notify a supervisor as soon as practicable.

1020.5.2 REPORTING REQUIREMENTS

The supervisor on-duty shall investigate every exposure or suspected exposure that occurs as soon as possible following the incident. The supervisor shall ensure the following information is documented (8 CCR 5193):

- (a) Name and Social Security number of the member exposed
- (b) Date and time of the incident
- (c) Location of the incident
- (d) Potentially infectious materials involved and the source of exposure (e.g., identification of the person who may have been the source)
- (e) Work being done during exposure

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- (f) How the incident occurred or was caused
- (g) PPE in use at the time of the incident
- (h) Actions taken post-event (e.g., clean-up, notifications)

The supervisor shall advise the member that disclosing the identity and/or infectious status of a source to the public or to anyone who is not involved in the follow-up process is prohibited. The supervisor should complete the incident documentation in conjunction with other reporting requirements that may apply (see the Occupational Disease and Work-Related Injury Reporting Policy).

1020.5.3 MEDICAL CONSULTATION, EVALUATION AND TREATMENT

Department members shall have the opportunity to have a confidential medical evaluation immediately after an exposure and follow-up evaluations as necessary (8 CCR 5193).

The ECO should request a written opinion/evaluation from the treating medical professional that contains only the following information:

- (a) Whether the member has been informed of the results of the evaluation.
- (b) Whether the member has been notified of any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

No other information should be requested or accepted by the ECO.

1020.5.4 COUNSELING

The Department shall provide the member, and his/her family if necessary, the opportunity for counseling and consultation regarding the exposure (8 CCR 5193).

1020.5.5 SOURCE TESTING

Testing a person for communicable diseases when that person was the source of an exposure should be done when it is desired by the exposed member or when it is otherwise appropriate (8 CCR 5193). Source testing is the responsibility of the ECO. If the ECO is unavailable to seek timely testing of the source, it is the responsibility of the exposed member's supervisor to ensure testing is sought.

Source testing may be achieved by:

- (a) Obtaining consent from the individual.
- (b) Complying with the statutory scheme of Health and Safety Code § 121060. This includes seeking consent from the person who was the source of the exposure and seeking a court order if consent is not given.
- (c) Testing the exposed member for evidence of a communicable disease and seeking consent from the source individual to either access existing blood samples for testing or for the source to submit to testing (Health and Safety Code § 120262).
- (d) Taking reasonable steps to immediately contact the County Health Officer and provide preliminary information regarding the circumstances of the exposure and the status

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of the involved individuals to determine whether the County Health Officer will order testing (Penal Code § 7510).

- (e) Under certain circumstances, a court may issue a search warrant for the purpose of HIV testing a person when the exposed member qualifies as a crime victim (Penal Code § 1524.1).

Since there is the potential for overlap between the different manners in which source testing may occur, the ECO is responsible for coordinating the testing to prevent unnecessary or duplicate testing.

The ECO should seek the consent of the individual for testing and consult the City Attorney to discuss other options when no statute exists for compelling the source of an exposure to undergo testing if he/she refuses.

1020.6 CONFIDENTIALITY OF REPORTS

Medical information shall remain in confidential files and shall not be disclosed to anyone without the member's written consent (except as required by law). Test results from persons who may have been the source of an exposure are to be kept confidential as well.

1020.7 TRAINING

All members shall participate in training regarding communicable diseases commensurate with the requirements of their position. The training (8 CCR 5193):

- (a) Shall be provided at the time of initial assignment to tasks where an occupational exposure may take place and at least annually after the initial training.
- (b) Shall be provided whenever the member is assigned new tasks or procedures affecting his/her potential exposure to communicable disease.
- (c) Should provide guidance on what constitutes an exposure, what steps can be taken to avoid an exposure and what steps should be taken if a suspected exposure occurs.

Line-of-Duty Deaths

1021.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members of the Irvine Police Department in the event of the death of a member occurring in the line of duty and to direct the Department in providing proper support for the member's survivors.

The Chief of Police may also apply some or all of this policy in situations where members are injured in the line of duty and the injuries are life-threatening.

1021.1.1 DEFINITIONS

Definitions related to this policy include:

Line-of-duty death - The death of a sworn member during the course of performing law enforcement-related functions while on- or off-duty, or a professional staff member during the course of performing their assigned duties.

Survivors - Immediate family members of the deceased member, which can include spouse, children, parents, other next of kin or significant others. The determination of who should be considered a survivor for purposes of this policy should be made on a case-by-case basis given the individual's relationship with the member and whether the individual was previously designated by the deceased member.

1021.1.2 ADDITIONAL GUIDANCE

Department employees should refer to the Irvine Police Department's Line of Duty Death Protocol for additional guidance. This document is saved on the Department's network and a hard copy is located in the Watch Commander's office.

1021.2 POLICY

It is the policy of the Irvine Police Department to make appropriate notifications and to provide assistance and support to survivors and coworkers of a member who dies in the line of duty.

It is also the policy of this department to respect the requests of the survivors when they conflict with these guidelines, as appropriate.

1021.3 INITIAL ACTIONS BY COMMAND STAFF

- (a) Upon learning of a line-of-duty death, the deceased member's supervisor, or other on-duty supervisor, should provide all reasonably available information to the watch commander and/or On-duty Manager and to the Communications Bureau.
 1. Communication of information concerning the member and the incident should be restricted to secure networks to avoid interception by the media or others (see the Press Information Officer section of this policy).

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- (b) The watch commander/On-duty Manager shall ensure that notifications are made in accordance with the Officer-Involved Shootings and Deaths and Major Incident Notification policies as applicable.
- (c) If the member has been transported to the hospital, the watch commander/On-duty Manager or the designee should respond to the hospital to assume temporary responsibilities as the Hospital Liaison.
- (d) The Chief of Police or the authorized designee should assign members to handle survivor notifications and assign members to the roles of Hospital Liaison (to relieve the temporary Hospital Liaison) and the Department Liaison as soon as practicable (see the Notifying Survivors section and the Department Liaison and Hospital Liaison subsections in this policy).

1021.4 NOTIFYING SURVIVORS

Survivors should be notified as soon as possible in order to avoid the survivors hearing about the incident in other ways.

The Chief of Police or the authorized designee should review the deceased member's emergency contact information and make accommodations to respect the member's wishes and instructions specific to notifying survivors. However, notification should not be excessively delayed because of attempts to assemble a notification team in accordance with the member's wishes.

The Chief of Police, watch commander or the authorized designee should select at least two members to conduct notification of survivors, one of which may be the Department Chaplain.

Notifying members should:

- (a) Make notifications in a direct and compassionate manner, communicating as many facts of the incident as possible, including the current location of the member. Information that is not verified should not be provided until an investigation has been completed.
- (b) Determine the method of notifying surviving children by consulting with other survivors and taking into account factors such as the child's age, maturity and current location (e.g., small children at home, children in school).
- (c) Plan for concerns such as known health concerns of survivors or language barriers.
- (d) Offer to transport survivors to the hospital, if appropriate. Survivors should be transported in department vehicles. Notifying members shall inform the Hospital Liaison over a secure network that the survivors are on their way to the hospital and should remain at the hospital while the survivors are present.
- (e) When survivors are not at their residences or known places of employment, actively seek information and follow leads from neighbors, other law enforcement, postal authorities and other sources of information in order to accomplish notification in as timely a fashion as possible. Notifying members shall not disclose the reason for their contact other than a family emergency.
- (f) If making notification at a survivor's workplace, ask a workplace supervisor for the use of a quiet, private room to meet with the survivor. Members shall not inform the

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workplace supervisor of the purpose of their visit other than to indicate that it is a family emergency.

- (g) Offer to call other survivors, friends or clergy to support the survivors and to avoid leaving survivors alone after notification.
- (h) Assist the survivors with meeting childcare or other immediate needs.
- (i) Provide other assistance to survivors and take reasonable measures to accommodate their needs, wishes and desires. Care should be taken not to make promises or commitments to survivors that cannot be met.
- (j) Inform the survivors of the name and phone number of the Survivor Support Liaison (see the Survivor Support Liaison section of this policy), if known, and the Department Liaison.
- (k) Provide their contact information to the survivors before departing.
- (l) Document the survivor's names and contact information, as well as the time and location of notification. This information should be forwarded to the Department Liaison.
- (m) Inform the Chief of Police or the authorized designee once survivor notifications have been made so that other Irvine Police Department members may be apprised that survivor notifications are complete.

1021.4.1 OUT-OF-AREA NOTIFICATIONS

The Department Liaison should request assistance from law enforcement agencies in appropriate jurisdictions for in-person notification to survivors who are out of the area.

- (a) The Department Liaison should contact the appropriate jurisdiction using a secure network and provide the assisting agency with the name and telephone number of the department member that the survivors can call for more information following the notification by the assisting agency.
- (b) The Department Liaison may assist in making transportation arrangements for the member's survivors, but will not obligate the Department to pay travel expenses without the authorization of the Chief of Police.

1021.5 NOTIFYING DEPARTMENT MEMBERS

Supervisors or members designated by the Chief of Police are responsible for notifying department members of the line-of-duty death as soon as possible after the survivor notification is made. Notifications and related information should be communicated in person or using secure networks and should not be transmitted over the radio.

Notifications should be made in person and as promptly as possible to all members on-duty at the time of the incident. Members reporting for subsequent shifts within a short amount of time should be notified in person at the beginning of their shift. Members reporting for duty from their residence should be instructed to contact their supervisor as soon as practicable. Those members who are working later shifts or are on days off should be notified by phone as soon as practicable.

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Members having a close bond with the deceased member should be notified of the incident in person. Supervisors should consider assistance (e.g., peer support group, modifying work schedules, approving sick leave) for members who are especially affected by the incident.

Supervisors should direct members not to disclose any information outside the Department regarding the deceased member or the incident.

1021.6 LIAISONS AND COORDINATORS

The Chief of Police or the authorized designee should select members to serve as liaisons and coordinators to handle responsibilities related to a line-of-duty death, including, but not limited to:

- (a) Department Liaison.
- (b) Hospital Liaison.
- (c) Survivor Support Liaison.
- (d) Critical Incident Stress Management (CISM) coordinator.
- (e) Peer Support Liaison.
- (f) Funeral Liaison.
- (g) Mutual aid coordinator.
- (h) Benefits Liaison.
- (i) Finance coordinator.

Liaisons and coordinators will be directed by the Department Liaison and should be given sufficient duty time to complete their assignments.

Members may be assigned responsibilities of more than one liaison or coordinator position depending on available department resources. The Department Liaison may assign separate liaisons and coordinators to accommodate multiple family units, if needed.

1021.6.1 DEPARTMENT LIAISON

The Department Liaison should be a Division Commander or of sufficient rank to effectively coordinate department resources, and should serve as a facilitator between the deceased member's survivors and the Department. The Department Liaison reports directly to the Chief of Police. The Department Liaison's responsibilities include, but are not limited to:

- (a) Directing the other liaisons and coordinators in fulfilling survivors' needs and requests. Consideration should be given to organizing the effort using the National Incident Management System (NIMS).
- (b) Establishing contact with survivors within 24 hours of the incident and providing them contact information.
- (c) Advising survivors of the other liaison and coordinator positions and their roles and responsibilities.
- (d) Identifying locations that will accommodate a law enforcement funeral and presenting the options to the appropriate survivors, who will select the location.

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- (e) Coordinating all official law enforcement notifications and arrangements.
- (f) Making necessary contacts for authorization to display flags at half-mast.
- (g) Ensuring that department members are reminded of appropriate information—sharing restrictions regarding the release of information that could undermine future legal proceedings.
- (h) Coordinating security checks of the member's residence as necessary and reasonable.
- (i) Serving as a liaison with visiting law enforcement agencies during memorial and funeral services.

1021.6.2 HOSPITAL LIAISON

The Hospital Liaison should work with hospital personnel to:

- (a) Arrange for appropriate and separate waiting areas for:
 1. The survivors and others whose presence is requested by the survivors.
 2. Department members and friends of the deceased member.
 3. Media personnel.
- (b) Ensure, as much as practicable, that any suspects who are in the hospital and their families or friends are not in close proximity to the member's survivors or Irvine Police Department members (except for members who may be guarding the suspect).
- (c) Ensure that survivors receive timely updates regarding the member before information is released to others.
- (d) Arrange for survivors to have private time with the member, if requested.
 1. The Hospital Liaison or hospital personnel may need to explain the condition of the member to the survivors to prepare them accordingly.
 2. The Hospital Liaison should accompany the survivors into the room, if requested.
- (e) Stay with survivors and ensure that they are provided with other assistance as needed at the hospital.
- (f) If applicable, explain to the survivors why an autopsy may be needed.
- (g) Ensure hospital bills are directed to the Department, that the survivors are not asked to sign as guarantor of payment for any hospital treatment and that the member's residence address, insurance information and next of kin are not included on hospital paperwork.

Other responsibilities of the Hospital Liaison include, but are not limited to:

- Arranging transportation for the survivors back to their residence.
- Working with investigators to gather and preserve the deceased member's equipment and other items that may be of evidentiary value.
- Documenting his/her actions at the conclusion of his/her duties.

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1021.6.3 SURVIVOR SUPPORT LIAISON

The Survivor Support Liaison should work with the Department Liaison to fulfill the immediate needs and requests of the survivors of any member who has died in the line of duty, and serve as the long-term department contact for survivors.

The Survivor Support Liaison should be selected by the deceased member's Division Commander. The following should be considered when selecting the Survivor Support Liaison:

- The liaison should be an individual the survivors know and with whom they are comfortable working.
- If the survivors have no preference, the selection may be made from names recommended by the deceased member's supervisor and/or coworkers. The deceased member's partner or close friends may not be the best selections for this assignment because the emotional connection to the member or survivors may impair their ability to conduct adequate liaison duties.
- The liaison must be willing to assume the assignment with an understanding of the emotional and time demands involved.

The responsibilities of the Survivor Support Liaison include, but are not limited to:

- (a) Arranging for transportation of survivors to hospitals, places of worship, funeral homes and other locations, as appropriate.
- (b) Communicating with the Department Liaison regarding appropriate security measures for the family residence, as needed.
- (c) If requested by the survivors, providing assistance with instituting methods of screening telephone calls made to their residence after the incident.
- (d) Providing assistance with travel and lodging arrangements for out-of-town survivors.
- (e) Returning the deceased member's personal effects from the Department and the hospital to the survivors. The following should be considered when returning the personal effects:
 - 1. Items should not be delivered to the survivors until they are ready to receive the items.
 - 2. Items not retained as evidence should be delivered in a clean, unmarked box.
 - 3. All clothing not retained as evidence should be cleaned and made presentable (e.g., items should be free of blood or other signs of the incident).
 - 4. The return of some personal effects may be delayed due to ongoing investigations.
- (f) Assisting with the return of department-issued equipment that may be at the deceased member's residence.
 - 1. Unless there are safety concerns, the return of the equipment should take place after the funeral at a time and in a manner considerate of the survivors' wishes.
- (g) Working with the CISM coordinator to ensure that survivors have access to available counseling services.

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- (h) Coordinating with the department's Press Information Officer (PIO) to brief the survivors on pending press releases related to the incident and to assist the survivors with media relations in accordance with their wishes (see the Press Information Officer section of this policy).
- (i) Briefing survivors on investigative processes related to the line-of-duty death, such as criminal, internal and administrative investigations.
- (j) Informing survivors of any related criminal proceedings and accompanying them to such proceedings.
- (k) Introducing survivors to prosecutors, victim's assistance personnel and other involved personnel as appropriate.
- (l) Maintaining long-term contact with survivors and taking measures to sustain a supportive relationship (e.g., follow-up visits, phone calls, cards on special occasions, special support during holidays).
- (m) Inviting survivors to department activities, memorial services or other functions as appropriate.

Survivor Support Liaisons providing services after an incident resulting in multiple members being killed should coordinate with and support each other through conference calls or meetings as necessary.

The Department recognizes that the duties of a Survivor Support Liaison will often affect regular assignments over many years, and is committed to supporting members in the assignment.

If needed, the Survivor Support Liaison should be issued a personal communication device (PCD) owned by the Department to facilitate communications necessary to the assignment. The department-issued PCD shall be used in accordance with the Personal Communication Devices Policy.

1021.6.4 CRITICAL INCIDENT STRESS MANAGEMENT COORDINATOR

The CISM coordinator should work with the Chief of Police or the authorized designee, liaisons, coordinators and other resources to make CISM and counseling services available to members and survivors who are impacted by a line-of-duty death. The responsibilities of the CISM coordinator include, but are not limited to:

- (a) Identifying members who are likely to be significantly affected by the incident and may have an increased need for CISM and counseling services, including:
 - 1. Members involved in the incident.
 - 2. Members who witnessed the incident.
 - 3. Members who worked closely with the deceased member but were not involved in the incident.
- (b) Ensuring that members who were involved in or witnessed the incident are relieved of department responsibilities until they can receive CISM support as appropriate and possible.

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- (c) Ensuring that CISM and counseling resources (e.g., peer support, debriefing, grief counselors) are available to members as soon as reasonably practicable following the line-of-duty death.
- (d) Coordinating with the Survivor Support Liaison to ensure survivors are aware of available CISM and counseling services and assisting with arrangements as needed.
- (e) Following up with members and the Survivor Support Liaison in the months following the incident to determine if additional CISM or counseling services are needed.

1021.6.5 PEER SUPPORT LIAISON

Due to the trauma associated with the death of a co-worker, members of the department's Peer Support Team may be unable to perform their normal support functions (see Peer Support Team policy). If countywide peer support is needed, the Chief of Police or their designee should contact the coordinator for the Orange County Association of Peer Supporters (OCAPS) for assistance. OCAPS personnel will liaison with the Critical Incident Stress Management Coordinator to determine needed resources.

1021.6.6 FUNERAL LIAISON

The Funeral Liaison should work with the Department Liaison, Survivor Support Liaison and survivors to coordinate funeral arrangements to the extent the survivors wish. The Funeral Liaison's responsibilities include, but are not limited to:

- (a) Assisting survivors in working with the funeral director regarding funeral arrangements and briefing them on law enforcement funeral procedures.
- (b) Completing funeral notification to other law enforcement agencies.
- (c) Coordinating the funeral activities of the Department, including, but not limited to the following:
 - 1. Honor Guard
 - (a) Casket watch
 - (b) Color guard
 - (c) Pallbearers
 - (d) Bell/rifle salute
 - 2. Bagpipers/bugler
 - 3. Uniform for burial
 - 4. Flag presentation
 - 5. Last radio call
- (d) Briefing the Chief of Police and command staff concerning funeral arrangements.
- (e) Assigning an officer to remain at the family home during the viewing and funeral.
- (f) Arranging for transportation of the survivors to and from the funeral home and interment site using department vehicles and drivers.

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1021.6.7 MUTUAL AID COORDINATOR

The mutual aid coordinator should work with the Department Liaison and the Funeral Liaison to request and coordinate any assistance from outside law enforcement agencies needed for, but not limited to:

- (a) Traffic control during the deceased member's funeral.
- (b) Area coverage so that as many Irvine Police Department members can attend funeral services as possible.

The mutual aid coordinator should perform his/her duties in accordance with the Mutual Aid and Outside Agency Assistance Policy.

1021.6.8 BENEFITS LIAISON

The Benefits Liaison should provide survivors with information concerning available benefits and assist them in applying for benefits. Responsibilities of the Benefits Liaison include, but are not limited to:

- (a) Confirming the filing of workers' compensation claims and related paperwork (see the Occupational Disease and Work-Related Injury Reporting Policy).
- (b) Researching and assisting survivors with application for federal government survivor benefits, such as those offered through the:
 1. Public Safety Officers' Benefits (PSOB) Programs.
 2. Public Safety Officers' Educational Assistance (PSOEA) Program.
 3. Social Security Administration.
 4. Department of Veterans Affairs.
- (c) Researching and assisting survivors with application for state and local government survivor benefits.
 1. Education benefits (Education Code § 68120)
 2. Health benefits (Labor Code § 4856)
 3. Worker's compensation death benefit (Labor Code § 4702)
- (d) Researching and assisting survivors with application for other survivor benefits such as:
 1. Private foundation survivor benefits programs.
 2. Survivor scholarship programs.
- (e) Researching and informing survivors of support programs sponsored by police associations and other organizations.
- (f) Documenting and informing survivors of inquiries and interest regarding public donations to the survivors.
 1. If requested, working with the finance coordinator to assist survivors with establishing a process for the receipt of public donations.

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- (g) Providing survivors with a summary of the nature and amount of benefits applied for, including the name of a contact person at each benefit office. Printed copies of the summary and benefit application documentation should be provided to affected survivors.
- (h) Maintaining contact with the survivors and assisting with subsequent benefit questions and processes as needed.

1021.6.9 FINANCE COORDINATOR

The finance coordinator should work with the Chief of Police and the Department Liaison to manage financial matters related to the line-of-duty death. The finance coordinator's responsibilities include, but are not limited to:

- (a) Establishing methods for purchasing and monitoring costs related to the incident.
- (b) Providing information on finance-related issues, such as:
 1. Paying survivors' travel costs if authorized.
 2. Transportation costs for the deceased.
 3. Funeral and memorial costs.
 4. Related funding or accounting questions and issues.
- (c) Working with the Benefits Liaison to establish a process for the receipt of public donations to the deceased member's survivors.
- (d) Providing accounting and cost information as needed.

1021.7 PRESS INFORMATION OFFICER

In the event of a line-of-duty death, the department's PIO should be the department's contact point for the media. As such, the PIO should coordinate with the Department Liaison to:

- (a) Collect and maintain the most current incident information and determine what information should be released.
- (b) Ensure that department members are instructed to direct any media inquiries to the PIO.
- (c) Prepare necessary press releases.
 1. Ensure coordination with other entities having media roles (e.g., outside agencies involved in the investigation or incident).
 2. Ensure that important public information is disseminated, such as information on how the public can show support for the Department and deceased member's survivors.
- (d) Arrange for community and media briefings by the Chief of Police or the authorized designee as appropriate.
- (e) Respond, or coordinate the response, to media inquiries.
- (f) If requested, assist the member's survivors with media inquiries.

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- (g) Release information regarding memorial services and funeral arrangements to department members, other agencies and the media as appropriate.
- (h) If desired by the survivors, arrange for the recording of memorial and funeral services via photos and/or video.

The identity of deceased members should be withheld until the member's survivors have been notified. If the media has obtained identifying information for the deceased member prior to survivor notification, the PIO should request that the media withhold the information from release until proper notification can be made to survivors. The PIO should ensure that media are notified when survivor notifications have been made.

1021.7.1 SOCIAL MEDIA

In the event of a line-of-duty death, the department's social media platforms may be used to share information with the public. All social media posts shall be routed through the Press Information Officer to the Chief of Police for approval.

1021.8 DEPARTMENT CHAPLAIN

The Department chaplain may serve a significant role in line-of-duty deaths. His/her duties may include, but are not limited to:

- Assisting with survivor notifications and assisting the survivors with counseling, emotional support or other matters, as appropriate.
- Assisting liaisons and coordinators with their assignments, as appropriate.
- Assisting department members with counseling or emotional support, as requested and appropriate.

Further information on the potential roles and responsibilities of the chaplain is in the Chaplains Policy.

1021.9 INVESTIGATION OF THE INCIDENT

The Chief of Police shall ensure that line-of-duty deaths are investigated thoroughly and may choose to use the investigation process outlined in the Officer-Involved Shootings and Deaths Policy.

Investigators from other agencies may be assigned to work on any criminal investigation related to line-of-duty deaths. Partners, close friends or personnel who worked closely with the deceased member should not have any investigative responsibilities because such relationships may impair the objectivity required for an impartial investigation of the incident.

Involved department members should be kept informed of the progress of the investigations and provide investigators with any information that may be pertinent to the investigations.

1021.10 NON-LINE-OF-DUTY DEATH

The Chief of Police may authorize certain support services for the death of a member or retired member not occurring in the line of duty. Some examples include:

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- (a) **On-Duty Death:** An On-Duty Death pertains to a police officer or civilian employee of the Irvine Police Department who dies while on-duty, but not due to injuries sustained while performing emergency activities. This may include a police officer or civilian employee whose death is as a direct result of medical treatment or complications arising from a previous on-duty injury. This may also include a death as a result of a medical condition (i.e., heart attack).
- (b) **Current Employee Off-Duty:** An active-member-off-duty-death is the death of an active police officer or civilian employee, occurring while the employee is off-duty, and the death is not related to any police related activity.
- (c) **Retired Employee:** A Retired Employee death applies to the death of a retiree or civilian retiree of the IPD. It may also include a dignitary closely associated with the IPD, as designated by the Chief of Police, and to whom the Irvine Police Department wishes to bestow funeral honors.

LEVELS OF DEPARTMENT PARTICIPATION

Complete implementation of this policy is predicated on the wishes of the affected employee's family.

- (a) Line of Duty Death funeral honors may include On-Duty Death criteria and any of the following:
 - 1. Casket Watch;
 - 2. Death and funeral notice managed by the Department's Press Information Officer & posting on "Concerns of Police Survivors (COP) home page;
 - 3. Motorcade from service to cemetery;
 - 4. Missing man formation flyover.
- (b) On-Duty Death funeral honors may include Current Employee Off-Duty criteria and any of the following:
 - 1. Flag folding;
 - 2. Taps;
 - 3. Rifle volley;
 - 4. Department photo and Uniform display;
 - 5. Bag Pipe player.
- (c) Current Employee off duty funeral honors may include Retired Employee criteria and any of the following:
 - 1. Casket draped with United States of America Flag;
 - 2. Honor Guard as Pallbearers;
 - 3. Administration and Logistic support;
 - 4. Flag flown at half-staff until burial.
- (d) Retired Employee funeral honors may include (with the approval of the Chief of Police):

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1. Wearing of the mourning band for the death of a retired sworn Irvine Police Department officer may be worn for the twenty-four hour period on the day of the funeral;
2. Honor Guard (per request of family);
3. Uniformed personnel;
4. Flag being raised and lowered over City Hall;
5. Flag presentation to family member by Honor Guard.

WEARING THE DEPARTMENT MOURNING BAND

It is the philosophy of this Department to pay tribute to fellow police employees killed in the line of duty, regardless of agency affiliation, by placement of a mourning band affixed across the badge of every uniformed Department employee. The mourning band shall also be worn to honor a current or retired employee from this agency who has died.

The mourning band shall be worn by each uniformed employee from notification of the Department member's death by the Chief of Police (or his/her designee) to interment. The only mourning band permitted for display is the current band issued by the property division. It features two black horizontal strands separated by a thin blue strand.

1021.11 LINE-OF-DUTY DEATH OF A LAW ENFORCEMENT ANIMAL

The Chief of Police may authorize appropriate memorial and funeral services for law enforcement animals killed in the line of duty.

Open Space Public Safety Assistants (PSA)

1022.1 PURPOSE AND SCOPE

The mission of the Irvine Police Department Public Safety Assistants (PSA) assigned to Open Space Preserve is to provide the highest level of service to those people utilizing this recreation and educational area and to assist in the implementation and accomplishment of the City's Recreation and Resource Management Plan in partnership with the Community Services Department and the Irvine Ranch Land Reserve Trust.

1022.2 DUTIES

Public Safety Assistants must be prepared to assist lost persons, provide directions, assist with minor first aid, assist in trail and facility maintenance and work on problem solving strategies for issues affecting the Open Space Preserve. PSA personnel are expected to be available in the Open Space Preserve to contact the public, render necessary assistance, to monitor trails, structures and other property for damage and to make the appropriate notifications to resolve issues and concerns that may be identified. PSA personnel may be required to assist Animal Services by monitoring observations made by citizens and movements of animals in the Open Space Preserve; however the PSA personnel should not have any direct contact with wildlife in the Preserve area.

1022.3 VEHICLE OPERATIONS

Care shall be taken when driving any vehicle off-road in the Open Space Preserve. Off-road means any unpaved, but maintained dirt road, such as fire roads. At no time, except when exigent circumstances require it, shall a four-wheel drive vehicle be driven off of dirt roads and fire roads, or on hiking paths, single-track bike paths, or other unimproved and/or unmaintained off-road paths. Anytime exigent circumstances exist that might make driving a four-wheel drive vehicle on these paths necessary, the operator shall weigh the potential danger to his/herself and vehicle passengers and the destruction of the local habitat against the nature of the exigency.

Four-wheel drive vehicle operators will take the environment, turf, grass, greenbelts, and other natural surroundings into consideration while driving off-road. They should consider the potential damage and/or environmental impact the four-wheel drive vehicle may have on the terrain they are driving across and take all reasonable measures to mitigate damage. Operators shall report any damage caused to their shift supervisor.

1022.4 SIGN ON/SIGN OFF PROCEDURES

Due to anticipated communications issues in some areas of the Open Space Preserve, strict procedures for tracking of PSA personnel coming on-duty and going off-duty have been developed and shall be followed.

- (a) PSA personnel will sign on to the CAD and check in with on-duty patrol supervision at the beginning of each shift, prior to going to "available" status.

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- (b) PSA personnel must sign off CAD and verbally advise the dispatcher of their Out of Service ("10-7") status.
- (c) If a PSA fails to advise dispatch of his or her off-duty status, the dispatcher shall immediately notify an on-duty supervisor and make every attempt to locate the PSA.

Park Safety Officers (PSOs)

1023.1 PURPOSE AND SCOPE

Park Safety Officers (PSOs) are Department civilian employees assigned to the Orange County Great Park (GP) and the Great Park Neighborhoods (GPN). As civilian employees their primary function is to observe and report incidents of both routine and emergent nature, as defined below, that occur within the Great Park. Their mission shall include, but is not limited to, the following:

- (a) Safeguard all city and personal property located on GP/GPN property;
- (b) Monitor access to GP/GPN property. Deter and report all unauthorized persons or vehicles trying to enter the property, or persons or vehicles found in areas they are not authorized to be in;
- (c) Deter the commission of crimes against persons and property by maintaining a visible presence throughout the property and calling for the appropriate assistance when necessary;
- (d) Report all incidents of damage, pilferage, removal, destruction, misuse, theft or unlawful threats to, or disposition of GP and GPN, or city and personal property, or any unsafe condition resulting from criminal activity, negligence, neglect, or natural occurrences;
- (e) Report all incidents involving injury or death;
- (f) Provide proper documentation and reports of all incidents;
- (g) Summon appropriate response forces, and notify appropriate GP/GPN and IPD representatives. Assist in minimizing the impacts of such occurrences, and restoring the area to a safe and secure condition as directed by responding IPD personnel;
- (h) Act as a community relations ambassador for the Irvine Police Department. Provide assistance and direction as necessary. Treat all members of the public with dignity and respect and adhere to the Irvine Police Department's Core Values.

1023.2 DUTY ASSIGNMENTS

Park Safety Officers assigned to the Orange County Great Park and the Great Park Neighborhoods may be assigned to work one of several different positions. Each position has specific responsibilities that shall be adhered to by the Park Safety Officers.

1023.2.1 ROVING PATROL

The "Roving Patrol" duty refers to a Park Safety Officer whose primary responsibility is to drive throughout the GP/ GPN property continuously during their shift, as well as the following specific tasks:

- (a) Complete daily Rover Logs; ensure logs are completed thoroughly and accurately.
- (b) Make contact, when it is safe to do so, with person on the property to ensure they are in the correct locations.
- (c) Call for a patrol officer's assistance when the situation warrants.

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- (d) Conduct building checks and perimeter checks of the GP/ GPN property.
- (e) Additional tasks that may arise as directed by IPD personnel.

1023.3 BALLOON SECURITY

The "Balloon Security" duty refers to a Park Safety Officer whose primary responsibility is to patrol the balloon site during overnight hours. In addition to the tasks detailed in the Purpose/Scope of this policy, the Balloon Security PSO is responsible for monitoring balloon telemetry gauges and notifying the appropriate balloon personnel if there is a problem.

1023.4 ROVER LOG

The roving patrol Park Safety Officer shall maintain a Rover Log/ Activity Summary at all times while working this position. The log shall list all the times that the perimeter fences are checked, the zones patrolled, concentrated zone checks, and any patrol checks specified on the log sheet or directed by inter-office correspondence from the GP/ GPN supervisor, or requested by GP/ GPN representatives. The log shall also list any significant activity that occurs on the GP/ GPN, including, but not limited to, contacts with trespassers or any persons or vehicles of a suspicious nature, any arrests, any calls for police officer assistance, any notifications made to GP or GPN representatives, medical aides or fire authority responses, crimes reported, vehicle or industrial accidents, airplane landings, airplane crashes, and newly discovered vandalism or damage to buildings or property.

1023.5 VEHICLE OPERATIONS

Patrol vehicles shall be operated on the property in a safe and reasonable manner. Park Safety Officers shall not speed or try to unreasonably pursue any vehicles on the property in an attempt to catch someone. The use of the overhead amber lights on the patrol vehicle shall generally be used for caution only, or to get the attention of a motorist on the property.

All PSOs shall complete a full inspection of their patrol vehicle at the start of each shift, or when they change vehicles. They will inspect for any damage to the exterior or interior of the vehicle, and to make sure that all required equipment is present and in working condition. The PSO shall note the status of the vehicle on the patrol log each workday. Any damage noted shall be entered in the vehicle damage log kept in the guard shack and/or PSO office. Further, any damage that occurs during a PSOs shift shall be noted on the daily log and in the vehicle damage log. In addition, the GP/GPN supervisor shall be notified, either in writing (including the use of email) or verbally, of the nature and cause of any new damage or accidents that occur.

Park Safety Officers are also bound by provisions of the Irvine Police Department Policy Manual, (Policy §502) Police/City Vehicle Collision.

1023.6 SHIFT REPORTING PROCEDURES

All Park Safety Officers shall check their work schedules in advance to make sure they report for duty on time and on the appropriate day. All PSOs shall wear a clean and pressed uniform, and have all necessary equipment with them in good working order.

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PSOs are also bound by the Uniform Regulations Policy.

All PSOs shall sign on to the CAD at the beginning of his/her shift. This can be accomplished by using the computer in the PSO office or notifying dispatch via telephone. At the conclusion of his/her shift, all PSOs shall sign off of the CAD using the computer in the PSO office or notifying dispatch via telephone.

No PSO shall leave his/her post until properly relieved by the scheduled relief PSO. If the relief PSO does not report for work on-time, the on-duty PSO shall notify the GP/ GPN supervisor and notify him or her immediately. If the GP/ GPN supervisor is unavailable, the on-duty PSO shall notify the on-duty Watch Commander or field sergeant.

1023.7 LEAVING THE GP/GPN DURING SHIFT

In general, Park Safety Officers shall not leave the GP/GPN property during their assigned shift unless; it is necessary in order to complete assigned tasks; the absence is approved by the GP/ GPN supervisor, and/or on-duty watch commander or field sergeant; or exigent circumstances arise that necessitate a PSOs absence from the property Examples might include a medical emergency, taking vehicles to the City Yard for maintenance, driving to the Irvine Police Station to pick up/ deliver paperwork, etc.

In all cases where a PSO leaves the property s/he should expedite their business off the property so they can return to their assigned post in a timely manner.

PSOs are not permitted to perform personal business while on-duty.

1023.8 USE OF FORCE

Park Safety Officers shall only use reasonable force to protect themselves; this includes the use of pepper spray. PSOs should remember that pepper spray is a defensive weapon and should only be used to protect themselves. If a PSO encounters a person who is very irate, hostile, or uncooperative, the PSO shall immediately notify IPD dispatch and request assistance. In no event shall a PSO attempt an arrest of a person.

PSOs are also bound by provisions of the Use of Force policy in the Irvine Police Department Policy Manual, specifically, Control Devices and Techniques.

Reserve Officers

1024.1 PURPOSE AND SCOPE

The Irvine Police Department Reserve Unit was established to supplement and assist regular sworn police officers in their duties. This unit provides professional, sworn volunteer reserve officers who can augment regular staffing levels.

1024.2 SELECTION AND APPOINTMENT OF POLICE RESERVE OFFICERS

The Irvine Police Department shall endeavor to appoint to the Reserve Unit only those applicants who meet the high ethical, moral and professional standards set forth by this department.

1024.2.1 PROCEDURE

All applicants shall be required to meet and pass the same pre-employment procedures as regular police officers before appointment.

Before appointment to the Police Reserve Unit, an applicant must have completed, or be in the process of completing, a POST approved basic academy or extended basic academy.

1024.2.2 APPOINTMENT

Applicants who are selected for appointment to the Police Reserve Unit shall, on the recommendation of the Chief of Police, be sworn in by the Chief of Police and take a loyalty oath to observe and obey all of the laws of the land and to carry out their duties to the best of their ability.

Reserve officers appointed to the Reserve Unit will serve as “non-designated” Level 1 reserve officers whose authority, pursuant to Penal Code 830.6(a)(1), shall extend only for the duration of assignments to specific police functions.

1024.2.3 COMPENSATION FOR POLICE RESERVE OFFICERS

Compensation for reserve officers is provided as follows:

All reserve officer appointees are issued two sets of uniforms and all designated attire and safety equipment. All property issued to the reserve officer shall be returned to the Department upon termination or resignation. Reserves shall receive a yearly uniform allowance equal to that of regular officers.

1024.2.4 EMPLOYEES WORKING AS RESERVE OFFICERS

Qualified employees of this department, when authorized, may also serve as reserve officers. However, the Department must not utilize the services of a reserve or volunteer in such a way that it would violate employment laws or labor agreements (e.g., a detention officer working as a reserve officer for reduced or no pay). Therefore, the Reserve Coordinator should consult the Human Resources Department prior to an employee serving in a reserve or volunteer capacity (29 CFR 553.30).

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1024.3 DUTIES OF RESERVE OFFICERS

Reserve officers assist regular officers in the enforcement of laws and in maintaining peace and order within the community. Assignments of reserve officers will usually be to augment the Operations Division. Reserve officers may be assigned to other areas within the Department as needed. Reserve officers are required to work an average of 16 hours per month.

1024.3.1 POLICY COMPLIANCE

Police reserve officers shall be required to adhere to all department policies and procedures. A copy of the policies and procedures will be made available to each reserve officer upon appointment and he/she shall become thoroughly familiar with these policies.

Whenever a rule, regulation, or guideline in this manual refers to a sworn regular full-time officer, it shall also apply to a sworn reserve officer unless by its nature it is inapplicable.

1024.3.2 RESERVE OFFICER ASSIGNMENTS

All reserve officers will be assigned to duties by the Reserve Coordinator or his/her designee.

1024.3.3 RESERVE COORDINATOR

The Chief of Police shall delegate the responsibility for administering the Reserve Officer Program to a Reserve Coordinator.

The Reserve Coordinator shall have the responsibility of, but not be limited to:

- (a) Assignment of reserve personnel
- (b) Conducting reserve meetings
- (c) Establishing and maintaining a reserve call-out roster
- (d) Maintaining and ensuring performance evaluations are completed
- (e) Monitoring individual reserve officer performance
- (f) Monitoring overall Reserve Program
- (g) Maintaining liaison with other agency Reserve Coordinators

1024.4 FIELD TRAINING

Penal Code § 832.6 requires Level II reserve officers, who have not been released from the immediate supervision requirement per the Completion of the Formal Training Process subsection, to work under the immediate supervision of a peace officer who possesses a Basic POST Certificate.

1024.4.1 PRIMARY TRAINING OFFICER

Upon completion of the Academy, reserve officers will be assigned to a primary training officer. The primary training officer will be selected from members of the Field Training Officer (FTO) Committee. The reserve officer will be assigned to work with his/her primary training officer during the first 160 hours of training. This time shall be known as the Primary Training Phase.

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1024.4.2 FIELD TRAINING MANUAL

Each new reserve officer will be issued a Field Training Manual at the beginning of his/her Primary Training Phase. This manual is an outline of the subject matter and/or skills necessary to properly function as an officer with the Irvine Police Department. The reserve officer shall become knowledgeable of the subject matter as outlined. He/she shall also become proficient with those skills as set forth in the manual.

1024.4.3 COMPLETION OF THE PRIMARY TRAINING PHASE

At the completion of the Primary Training Phase, (Phase I) the primary training officer will meet with the Reserve Coordinator. The purpose of this meeting is to discuss the progress of the reserve officer in training.

If the reserve officer has progressed satisfactorily, he/she will then proceed to Phase II of the training. If he/she has not progressed satisfactorily, the Reserve Coordinator will determine the appropriate action to be taken.

1024.4.4 SECONDARY TRAINING PHASE

The Secondary Training Phase (Phase II) shall consist of 100 hours of additional on-duty training.

During Phase II of training, as with Phase I, the reserve officer's performance will be closely monitored. In addition, rapid progress should continue towards the completion of the Officer's Field Training Manual. At the completion of Phase II of training, the reserve officer will return to his/her primary training officer for Phase III of the training.

1024.4.5 THIRD TRAINING PHASE

Phase III of training shall consist of 24 hours of additional on-duty training. For this training phase, the reserve officer will return to his/her original primary training officer. During this phase, the training officer will evaluate the reserve officer for suitability to graduate from the formal training program.

At the completion of Phase III training, the primary training officer will meet with the Reserve Coordinator. Based upon the reserve officer's evaluations, plus input from the primary training officer, the Reserve Coordinator shall decide if the reserve officer has satisfactorily completed his/her formal training. If the reserve officer has progressed satisfactorily, he/she will then graduate from the formal training process. If his/her progress is not satisfactory, the Reserve Coordinator will decide upon the appropriate action to be taken.

1024.4.6 COMPLETION OF THE FORMAL TRAINING PROCESS

When a reserve officer has satisfactorily completed all three phases of formal training, he/she will have had a minimum of 284 hours of on-duty training. He/she will no longer be required to ride with a reserve training officer. The reserve officer may now be assigned to ride with any officer for the remaining 200-hour requirement for a total of 484 hours before being considered for relief of immediate supervision.

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1024.5 SUPERVISION OF RESERVE OFFICERS

Reserve officers who have attained the status of Level II shall be under the immediate supervision of a regular sworn officer (Penal Code 832.6). The immediate supervision requirement shall also continue for reserve officers who have attained Level I status unless special authorization is received from the Reserve Coordinator with the approval of the Division Commander.

1024.5.1 SPECIAL AUTHORIZATION REQUIREMENTS

Reserve officers certified as Level I may, with prior authorization of the Reserve Coordinator and on approval of the Division Commander, be relieved of the "immediate supervision" requirement. Level I reserve officers may function under the authority of Penal Code § 832.6(a)(1) only for the duration of the assignment or purpose for which the authorization was granted.

In the absence of the Reserve Coordinator and the Division Commander, the watch commander may assign a certified Level I reserve officer to function under the authority of Penal Code § 832.6(a)(1) for specific purposes and duration.

1024.5.2 RESERVE OFFICER MEETINGS

All reserve officer meetings will be scheduled and conducted by the Reserve Coordinator. All reserve officers are required to attend scheduled meetings. Any absences must be satisfactorily explained to the Reserve Coordinator.

1024.5.3 IDENTIFICATION OF RESERVE OFFICERS

All reserve officers will be issued a uniform badge and a Department identification card. The uniform badge shall be the same as that worn by a regular full-time officer. The identification card will be the standard identification card with the exception that "Reserve" will be indicated on the card.

1024.5.4 UNIFORM

Reserve officers shall conform to all uniform regulation and appearance standards of this department.

1024.5.5 INVESTIGATIONS AND COMPLAINTS

If a reserve officer has a complaint made against him/her or becomes involved in an internal investigation, that complaint or internal investigation may be investigated by the Reserve Coordinator, at the discretion of the Operations Division Commander.

Reserve officers are considered at-will employees. Government Code § 3300 et seq. applies to reserve officers with the exception that the right to hearing is limited to the opportunity to clear their name.

Any disciplinary action that may have to be administered to a reserve officer shall be accomplished as outlined in the Policy Manual.

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1024.5.6 RESERVE OFFICER EVALUATIONS

While in training reserves will be continuously evaluated using standardized daily and weekly observation reports. The reserve will be considered a trainee until all of the training phases have been completed. Reserves having completed their field training will be evaluated annually using performance dimensions applicable to the duties and authorities granted to that reserve.

1024.6 FIREARMS REQUIREMENTS

Penal Code § 830.6(a)(1) designates a reserve officer as having peace officer powers during his/her assigned tour of duty, provided the reserve officer qualifies or falls within the provisions of Penal Code § 832.6.

1024.6.1 CARRYING WEAPON ON DUTY

Penal Code § 830.6(a)(1) permits qualified reserve officers to carry a loaded firearm while on-duty. It is the policy of this department to allow reserves to carry firearms only while on-duty or to and from duty.

1024.6.2 CONCEALED FIREARMS PROHIBITED

No reserve officer will be permitted to carry a concealed firearm while in an off-duty capacity, other than to and from work, except those reserve officers who possess a valid CCW permit. An instance may arise where a reserve officer is assigned to a plainclothes detail for his/her assigned tour of duty. Under these circumstances, the reserve officer may be permitted to carry a weapon more suited to the assignment with the knowledge and approval of the supervisor in charge of the detail.

Any reserve officer who is permitted to carry a firearm other than the assigned duty weapon may do so only after verifying that the weapon conforms to department standards. The weapon must be registered by the reserve officer and be inspected and certified as fit for service by a department armorer.

Before being allowed to carry any optional firearm during an assigned tour of duty, the reserve officer shall have demonstrated his/her proficiency with said weapon.

When a reserve officer has satisfactorily completed all three phases of training (as outlined in the Field Training section), he/she may be issued a permit to carry a concealed weapon. The decision to issue a concealed weapon permit will be made by the Chief of Police with input from the Reserve Program Coordinator and administrative staff. In issuing a concealed weapon permit a reserve officer's qualification will be individually judged. A reserve officer's dedication to the program and demonstrated maturity, among other factors, will be considered before a concealed weapon permit will be issued. Once issued, the concealed weapon permit will be valid only for as long as the reserve officer remains in good standing as a Reserve Officer with the Irvine Police Department.

1024.6.3 RESERVE OFFICER FIREARM TRAINING

All reserve officers are required to maintain proficiency with firearms used in the course of their assignments. Reserve officers shall comply with all areas of the firearms training section of the Policy Manual, with the following exceptions:

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- (a) All reserve officers are required to qualify at least every other month
- (b) Reserve officers may fire at the department approved range at least once each month and more often with the approval of the Reserve Coordinator
- (c) Should a reserve officer fail to qualify over a two-month period, that reserve officer will not be allowed to carry a firearm until he/she has reestablished his/her proficiency

1024.7 EMERGENCY CALL-OUT FOR RESERVE PERSONNEL

The Reserve Coordinator shall develop a plan outlining an emergency call-out procedure for reserve personnel.

1024.8 RESERVE MOTORCYCLE OFFICER PROGRAM

The Irvine Police Department Reserve Motorcycle Officer Program has been established to supplement and assist the Operations Division and the full-time motorcycle officers in their duties. This program provides Level I "Designated" Reserve Officers, who have completed all of the requisite Departmental motorcycle training, to augment the Operations Division.

1024.8.1 SELECTION AND APPOINTMENT OF RESERVE MOTORCYCLE OFFICERS

Level I "Designated" Reserve Officers who have successfully completed their probationary period may, with the approval of the Reserve Program Coordinator, submit a memorandum of interest to the Operations Division Lieutenant expressing their desire to be considered for the Reserve Motorcycle Officer Program.

1024.8.2 PROCEDURE

All reserve motorcycle officers shall be required to meet and pass the same selection procedures as full-time motorcycle officers before selection. After selection to the Reserve Motorcycle Officer Program, the reserve officer shall attend and complete the same training required of a full-time motorcycle officer, or an alternate training program approved by the Operations Division Sergeant and Lieutenant.

1024.8.3 SELECTION

Applicants are selected for the Reserve Motorcycle Officer Program upon the recommendation of the Traffic Lieutenant with the approval of the Chief of Police.

1024.8.4 DUTIES OF RESERVE MOTORCYCLE OFFICERS

Reserve motorcycle officers assist full-time motorcycle officers in the enforcement of the California Vehicle Code, responding to traffic collisions, conducting traffic control, and in maintaining peace and order within the community. Assignments of reserve motorcycle officers will be to augment the Operations Division. Upon selection to the Reserve Motorcycle Officer Program, reserve motorcycle officers are required to work a minimum of 16 hours per month to maintain "good standing" status.

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1024.8.5 POLICY COMPLIANCE

Reserve motorcycle officers shall be required to adhere to the same Departmental policies and procedures as full-time motorcycle officers. A copy of the policies and procedures will be made available to each reserve motorcycle officer upon selection to the Reserve Motorcycle Officer Program and he/she shall become thoroughly familiar with these policies. Whenever a rule, regulation, or guideline in this manual refers to a sworn full-time motorcycle officer, it shall also apply to a sworn reserve motorcycle officer unless by its nature it is inapplicable. All of the provisions of "Police Motorcycle Operations" in this manual shall apply to the reserve motorcycle officer with the following exceptions:

- (a) The use of police motorcycles by reserve motor officers will be subject to the availability of a spare police motorcycle.
- (b) Police motorcycles will not be designated as "take home motorcycles" for reserve motorcycle officers.
- (c) Any time a motorcycle being utilized by a reserve motorcycle officer is needed by a full-time motorcycle officer for the performance of his/her duties, the reserve motorcycle officer shall relinquish the motorcycle to the full-time motorcycle officer and complete the remainder of his/her shift in a department vehicle.

1024.8.6 MOTORCYCLE TRAINING

Each reserve motorcycle officer will be required to attend the same recurrent motorcycle training activities as full-time motorcycle officers. The Operations Division Sergeant may grant an excusal from a motorcycle training day if training of similar type and quality can be completed on an alternate date.

1024.8.7 SUPERVISION AND EVALUATION

For the purposes of the Reserve Motor Officer Program, each reserve motorcycle officer will be supervised and evaluated on an annual basis by the Operations Division/Traffic Sergeant. The reserve coordinator will still maintain overall supervision of the reserve officer and the reserve coordinator will be considered the reserve officer's immediate supervisor.

Police Explorer Program

1025.1 PURPOSE AND SCOPE

The purpose of Law Enforcement Exploring is to provide juveniles who may be interested in a career in law enforcement with a comprehensive volunteer experience, including training, competition, service and practical experiences. Character development, physical fitness, good citizenship and patriotism are integral components of the overall program. Through their involvement in the program, Explorers develop an awareness of the purpose, mission and objectives of law enforcement agencies.

The mission of the Irvine Police Department Explorers is to stimulate interest of today's youth in law enforcement practices and the Explorer Code of Ethics; to promote self-confidence and responsibility; and to provide specific services to the community.

1025.2 EXPLORER POST REQUIREMENTS

Law Enforcement Exploring is open to juveniles ages 14 and in their last semester of eighth grade, through 18. Eligibility standards include:

- (a) A hold harmless and release form for the agency and Learning for Life must be executed by the parents or legal guardian and/or the Explorer if of legal age to sign such a form.
- (b) Must not have a prior conviction for a criminal offense or serious traffic offense.
- (c) Must have and maintain a minimum of a 2.0 cumulative grade point average (GPA) in high school to remain in the Post.
- (d) Must complete the Police Explorer Academy within one year of appointment and the six-month introductory period.
- (e) Must undergo a thorough background review to assess character and integrity that may include interviews with neighbors, teachers and employers.
- (f) Must keep body weight in proportion to height and maintain a high level of physical fitness.

The advisory staff shall complete a background investigation on all applicants. The background will ensure the applicant meets the Explorer Post minimum program requirements. If a candidate fails to meet these requirements, the advisor should contact the candidate and family/parent to explain membership denial. Any candidate failing the background requirements may reapply for membership after a period of six months if they feel they now qualify for membership.

All new Explorers shall be in an introductory status for a minimum of six months upon their entry into the post. Introductory Explorers must attend all training sessions and meetings during this initial period, unless excused in advance by an Advisor. Introductory Explorers shall attend one of the next scheduled Basic Explorer Academies. If an Introductory Explorer cannot complete the training as described, she/he must apply for an extension period in writing to the advisory staff, including their plan on completion of the required training. The Traffic Bureau/Special Events

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Sergeant overseeing the Explorer Program will determine when an Explorer's introductory training period will end.

Upon entering the Explorer program, a Volunteer Portfolio will be prepared. The Portfolio will include:

- (a) Application and background investigation
- (b) Oral interview evaluation forms
- (c) Parental consent forms
- (d) All parental waivers
- (e) Commendations and discipline memos
- (f) Any relevant / future documents
- (g) Semester or quarterly grades from school

1025.3 ORGANIZATION AND COMMAND STRUCTURE

The Post shall have one Explorer Coordinator appointed by the Traffic Bureau Lieutenant. The Post may have as many Associate Advisors as deemed necessary to effectively operate the Post. All members of the staff shall be full-time, Irvine Employees. The Explorer Coordinator and all Associate Advisors shall report to the Lieutenant in charge of the Explorer Program.

The Explorer post chain of command is a framework for membership that follows a traditional rank structure of paramilitary organizations. It teaches Explorers responsibility, supervision and cooperation. The chain of command gives the post an efficient method for communication and authority to flow from the lowest rank upwards to the top levels. The chain of command is as follows:

- (a) Chief of Police
- (b) Assistant Chief of Police
- (c) Traffic Bureau Lieutenant
- (d) Traffic Bureau/Special Events Sergeant
- (e) Explorer Coordinator
- (f) Senior Advisor
- (g) Associate Advisors
- (h) Explorer Captain
- (i) Explorer Lieutenant
- (j) Explorer Sergeant
- (k) Explorer Corporal
- (l) Explorer
- (m) Introductory Explorer

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Generally, Explorers should follow the chain of command to communicate information. In instances where the Explorer needs to report violations of the Department's Discriminatory Harassment sexual harassment policy, any crime, or any serious policy violation, the Explorer should contact any Advisor of the Explorer chain of command immediately.

1025.4 SCOPE OF ACTIVITIES

Typical types of patrol operations, calls for services and other law enforcement assistance that trained Explorers can provide with relatively minimal risk include, but are not limited to:

- (a) Crime prevention services.
- (b) Citizen tours of police facilities.
- (c) Child identification fingerprinting for parents/legal guardian.
- (d) Agency information booth at career fairs and community events.
- (e) Assistance with organized searches for lost/missing persons.
- (f) Traffic/crowd control at parades, festivals and other community events.

There are numerous police operations and procedures that must not intentionally involve Explorers due to the considerable potential for legal complications or for an aggressive and risk inherent response. The law enforcement officer who is responsible for the Explorer must use his/her best professional judgment with respect to the safety and security of the Explorer and should never intentionally place an Explorer in a high risk or legally precarious situation. Such operations and procedures which and Explorer should not conduct include, but are not limited to:

- (a) Conducting any type of arrests.
- (b) Direct involvement with high-risk calls.
- (c) Administer Breathalyzer/sobriety tests.
- (d) Custodial interviews or interrogations.
- (e) Traffic or foot pursuits.
- (f) Searches & seizures (to include direct Explorer involvement in a routine stop and frisk).
- (g) Conducting surveillance operations.
- (h) Processing evidence or involved in the chain of custody of same.
- (i) Field testing of narcotics or other controlled substances if such test is part of a criminal investigation.
- (j) Handling, intake or transfer of persons taken into custody.

1025.5 EXPLORER SAFETY

The following provisions have been adopted to provide security for youth; in addition, they serve to maintain proper and appropriate boundaries between Explorers and Department employees. Adherence to these provisions not only enhances the protection of participants but also ensures the values of the Department are preserved.

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- (a) Two-deep leadership. Two Explorer Advisors are required on all trips and outings.
- (b) No one-on-one contact. One-on-one contact between adults and participants is not permitted, except for authorized ride-along programs in Exploring. Personal conferences must be conducted in plain view of others.
- (c) Respect of privacy. Adult leaders must respect the privacy of participants in situations such as changing into swimsuits or taking showers at activities and intrude only to the extent that health and safety require. They must also protect their own privacy in similar situations.
- (d) Separate accommodations. When camping or staying in a hotel, no youth is permitted to sleep in the same tent or room with an adult other than their parents or guardians, or with a member of the opposite sex. In general, youth members of the opposite sex should not socialize or congregate together within tents or hotel rooms. Similarly, adults should refrain from gathering within tents or hotel rooms with youth.
- (e) Proper preparation for high-adventure activities. Activities with elements of risk should never be undertaken without proper preparation, equipment, supervision, and safety measures.
- (f) No secret organizations. There are no secret organizations allowed and all aspects of the Explorer program are open to observation by parents and leaders.
- (g) Appropriate attire. Proper clothing for activities is required.
- (h) Constructive discipline. Discipline in the Explorer Program should be constructive and reflect the program's underlying values. Corporal punishment is never permitted.
- (i) Hazing prohibited. Physical or emotional hazing and initiations are prohibited.
- (j) Youth Leader Training and Supervision. Explorer Advisors must monitor and guide the leadership techniques used by youth leaders.

Explorers from any agency involved in activities for the Irvine Police Department are prohibited from directly or indirectly engaging in covert operations (i.e., serving in an undercover capacity) and should not be used as confidential informants or sources. These activities are fraught with potential legal complications and are risk inherent for the agency and the Explorer. Further, they are inconsistent with the career education and orientation objectives of Law Enforcement Exploring.

Law Enforcement Explorers (whether or not in uniform) are not permitted to drive marked police vehicles or other motorized police conveyances. The exception to this policy is when Explorers are participating in an authorized training program or competition and are under the direct, onsite, supervision of a law enforcement officer or Explorer Advisor/Coordinator.

Outings are trips or meetings that occur at places other than the usual group/post meeting location and require preplanning of transportation. Outings may have an overnight component. All groups or posts planning an outing must read, agree, and comply with the requirements in the outing permit.

Transportation to and from Planned Outings:

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- (a) Meet for departure at a designated area.
- (b) Prearrange a schedule for periodic checkpoint stops as a group.
- (c) Plan a daily destination point.
- (d) A common departure site and daily destination point are a must. If you cannot provide two adults for each vehicle, the minimum required is one adult and two or more youth participants, never one on one.

Safety Rule of Four: No fewer than four individuals (always with the minimum of two adults) go on any overnight or extended outing. If an accident occurs, one person stays with the injured, and two go for help. Additional adult leadership requirements must reflect an awareness of such factors as size and skill level of the group, anticipated environmental conditions, and overall degree of challenge.

- (a) Male and female leaders require separate sleeping facilities. Married couples may share the same quarters if appropriate facilities are available.
- (b) Male and female youth participants will not share the same sleeping facility.
- (c) When staying in tents, no youth will stay in the tent of an adult other than his or her parent or guardian. Youth and adults, other than the participant's parent(s), must have separate sleeping quarters.
- (d) If separate shower and bathroom facilities are not available, separate times for male and female use should be scheduled and posted.

1025.6 CODE OF CONDUCT

Explorers should remember that whether on or "off-duty" their actions reflect upon the Irvine Police Department and the community. Whether in a post-sponsored social activity or "on-duty", explorers shall always act so as not to bring discredit on themselves, the Department or the community.

- (a) Explorers will be orderly, attentive and will exercise patience and discretion when dealing with the public.
- (b) Explorers will obey all laws. Violation of any law may be cause for disciplinary action including dismissal.
- (c) Explorers shall not impersonate a police officer or imply through appearance or action that they have any law enforcement authority beyond that of a private person.
- (d) Explorers will immediately report any type of "off duty" contact with any law enforcement officer to an advisor. During regular hours, Explorers must contact an advisor by telephone. Between 2300 and 0600, Explorers must send an email to all of the advisory staff. This includes contacts for traffic violations, criminal investigations, field interviews and any time the explorer is a reporting party or witness in any police matter. Any failure to notify an advisor is cause for immediate dismissal from the Post.
- (e) Explorers will not use or have in their possession any controlled substance except when legally prescribed by a licensed physician. When an explorer is taking prescribed medication that could affect performance, the advisory staff shall be notified before

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the event/shift begins. Explorers are not allowed to use any tobacco products while on duty or at explorer social events.

1. Any Explorers who are issued a “Medicinal Marijuana” prescription or recommendation must notify the advisory staff immediately.
 2. Explorers are never permitted to be present in a situation where drugs are being used illegally. Furthermore, Explorers shall never be present in a situation where legal medications are being improperly used.
- (f) Explorers shall address all Department personnel in a courteous manner, using rank or title and their last name unless otherwise instructed by the individual Department member.
- (g) In some circumstances the advisory staff may allow the Explorers to call them by their first name. (i.e., summer trips). However, explorers shall avoid treating Advisors like their peers and be respectful at all times.
- (h) Explorers will perform their assigned duties to the best of their abilities. Laziness is looked upon by your peers and the public as inappropriate and it will not be tolerated.
- (i) Members will arrive at their assignments on time, dressed in proper attire and ready for the activity at hand. Explorers should not arrive earlier than 30 minutes prior to an assignment.
- (j) Explorers will promptly obey any lawful orders of a superior officer. Any explorer who refuses to obey a lawful order will be considered insubordinate. Should any lawful order given by a superior conflict with any previous order or published directive, the explorer will respectfully bring this conflict to the attention of the superior. The superior will take any necessary steps to correct the conflict and, at the same time, assume responsibility for the explorer’s actions in carrying out the order.
- (k) Explorers will not directly or indirectly solicit or accept any gratuities, loans, gifts, rewards, merchandise, meals, beverages, or any other thing of value in connection with their official position. Explorers will not use their official position, uniforms, or identification to obtain privileges not otherwise available to them. Any items of value, which the advisory staff obtains as a form of compensation to the post, shall not be considered gratuities, i.e.: meals at functions, event T-shirts, etc. Explorers shall not accept these items unless they have been specifically approved by the advisory staff for that function.
- (l) Explorers are never permitted to utilize an Explorer identification card or badge to identify them when off duty for any reason including a traffic stop.
- (m) **Fraternization:** Close social relationships, such as dating, between adult leaders and participants are prohibited. Explorers are encouraged to keep personal relationships and dating outside of the Explorer Post and the Department. Explorers shall not display affection toward one another (i.e., kissing, holding hands, etc.) while on duty or attending any Explorer activity.

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1025.7 HARASSMENT IN THE WORKPLACE

Explorers shall be courteous to the public and fellow Explorers. Explorers shall be tactful in the performance of their duties, shall control their tempers, and exercise patience and discretion. Explorers shall not use coarse, violent, profane or insolent language or gestures. Explorers shall not express any prejudice or engage in harassment or discrimination based upon race, creed, color, national origin, ancestry, sex, gender identity or expression, age, physical or mental disability, medical condition, genetic information, religion, marital status or sexual preference. Harassment includes, but is not limited to, verbal, physical and visual harassment.

Reporting Harassment: Any explorer who believes he or she has been the subject of harassment should report the alleged act immediately to his/her advisor or sergeant in charge of the explorer post. The explorer need not follow the chain of command to report harassment incidents.

Sexual Harassment Defined: Unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature constitute sexual harassment when any of the following exist:

- (a) Submission to such conduct is made either explicitly or implicitly a term, or condition of an individual's participation as a volunteer in the Explorer program;
- (b) Submission to or rejection of such conduct by an individual is used as a basis for decisions affecting such individual;
- (c) Submission to such conduct has the purpose or effect of unreasonably interfering with an individual's performance as an Explorer or creation of an intimidating, hostile or offensive environment. Sexual harassment may include any of the following behaviors:
 1. **Verbal Harassment:** Repeated, unsolicited, derogatory comments or slurs, or continued requests for social or sexual contact after being advised such is unwelcome;
 2. **Physical Harassment:** Physical interference or contact which impedes normal work movement when directed at an individual;
 3. **Visual Harassment:** Derogatory posters, cartoons, or drawings, staring or leering;
 4. **Sexual Favors:** Sexual advances which condition an employment benefit in exchange for sexual favors, or which may reasonably be perceived as such.

Explorer Responsibilities: All Explorers have a responsibility and obligation to enforce a zero tolerance sexual harassment and discrimination policy. If offensive or hostile type behavior occurs, all Explorers present have the obligation to attempt to stop the action in progress and report it to their advisor.

There is no intent by this Department to regulate or control any relationship or social interactions of Explorers which are freely entered into by both parties and which do not impact Explorer performance.

The following are suggestions for all explorers to help establish and maintain a professional and healthy environment, while at the same time preventing sexual harassment from occurring.

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- (a) It is this Department's philosophy that Explorers must set an example of acceptable conduct by not participating in or provoking behavior that is offensive.
- (b) When appropriate and possible, the Explorer should warn the harasser that the particular behavior is offensive and unwelcome. Make it absolutely clear that you are neither interested in, nor flattered by, uninvited sexual advances. Be specific in advising that person about what conduct is offensive and unwelcome. Make it clear that you will take official action if it continues. If you foresee a problem, document the incident thoroughly.
- (c) If the harassing behavior continues, or if you were unable or unwilling to confront the harasser directly, you must notify your immediate advisor or any advisor, including the Chief's office and document the notification. It is the Explorer's responsibility to bring sexual harassment behavior to the attention of an advisor to ensure proper follow-up action. **YOU NEED NOT FOLLOW THE CHAIN OF COMMAND TO REPORT HARASSING BEHAVIOR.**
- (d) The Department will take steps necessary to prevent retaliation against the complaining party or witnesses and support that individual. Appropriate sanctions will be imposed on any individual subjecting any party involved in this process to retaliation.

Advisor's Responsibilities:

- (a) Individual advisors are responsible to report and/or handle harassment incidents where the advisor knows or should have known of the incident by nature of his or her advisory position.
- (b) Regardless of whether the complaining party requests action, the advisor must follow through, either by the formal complaint or by verbally warning the harasser and documenting the admonishment in writing.
- (c) The advisor, as well as the Department, may be held civilly liable if swift corrective action is not taken. Any advisor who fails to take corrective action can and will be disciplined by this Department.
- (d) It is the responsibility of all advisors to establish and maintain a working environment, which is free from discriminatory intimidation, ridicule and insult.

The advisors and Department supervisors have the responsibility and obligation to enforce a zero tolerance harassment policy.

Investigation of Harassment: It is the advisor's obligation to document all incidents and any action taken involving allegations of harassment. All such incidents must be reported to the supervisor in charge of the Explorer post. At which time it would be determined whether an internal affairs investigation is required. An investigation may be conducted whether or not an involved party elects to pursue a complaint.

If, based upon the facts and circumstances presented, a decision is made to proceed, then, a full and complete investigation will be conducted by an individual selected by the Chief of Police. The investigation will be conducted as quickly as possible and based upon that report. A decision will be made regarding whether disciplinary action is necessary.

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The identity and statements of the complaining party will be kept confidential to the fullest extent possible, but disclosure may occur in some circumstances including, but not limited to counseling, discipline or litigation.

Discipline up to and including dismissal from the Explorer program may result from behavior found to constitute a violation of this directive.

1025.8 RIDE ALONGS

The purpose of the Explorer Program is to provide comprehensive training, competition, service, practical, and recreational experience for young adults interested in a career in law enforcement or a related field. Toward that end, the objectives of the Ride-Along program are to offer qualified Explorers the opportunity to accompany a police officer on patrol to observe and gain practical experience with regard to the methods and techniques used in patrol operations and related services. This program also provides Explorers with valuable knowledge of the challenges and benefits of patrol operations and a better understanding of the importance of police services within the City of Irvine.

- (a) The Department recognizes the potential risks to participants involved with Explorer activities, to include personal injury and/or inadvertent involvement with dangerous situations. All IPD personnel, or approved volunteers, involved with Post #24 will make every effort to minimize risk to Explorers through training, supervision, adherence to policy and standard operating procedures, and proactive risk management. As a condition of acceptance into the Explorer Program, the parents or legal guardian of every Explorer, or the Explorer if of legal age to do so, must sign a hold harmless and release form acknowledging they have been advised of the risk potential and waive any right to initiate a legal cause of action against the City of Irvine, the Department, and Learning for Life/Law Enforcement Exploring, or any of their representatives.
- (b) Prior to participation the Program, the parents or legal guardian of every Explorer, or the Explorer if of legal age to do so, must sign a medical release form authorizing IPD representatives to approve emergency medical treatment.
- (c) Explorers may not accompany officers on a Ride-Along between 12 midnight and 6 AM. In order to ensure that Explorers partake in all activities of the Post, and to provide an equal opportunity for all members, Explorers will be limited to participating in the Ride- Along program based on the number of hours expended on other Post activities. Upon accruing eight hours of time involved in Post meetings, training, competition or other approved activities, an Explorer can spend an equal amount of time participating in the Ride-Along program. The Explorer Coordinator, or his/her designee, can make an exception to this policy as needed. Explorers shall not participate in more than two Ride-Alongs per month unless authority is granted by the Operations Division Lieutenant.
- (d) As a prerequisite for participating in the Ride-Along Program, an Explorer must have successfully passed the Explorer Academy, completed the required Introductory period, and not be the subject of any disciplinary action (to include not being on academic probation for failure to maintain a 2.0 cumulative GPA).

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- (e) Prior to being designated as qualified for the Ride-Along program, Explorers will receive specialized training in methods and techniques used in patrol operations and related services, traffic control, crowd control, telecommunications procedures, and youth protection issues. The youth protection issues portion of the training will emphasize assertive and practical ways in which an Explorer can prevent and stop inappropriate behavior from adults or other Explorers. Explorers also will be provided with familiarization training on all patrol vehicle systems and equipment.
- (f) In order for an Officer to be considered for the program they must have completed their field training program and Introductory period, and be in good standing with no pending disciplinary actions or other adverse matters. IPD personnel approved for participation in the Ride-Along program must undergo an orientation that includes an overview of Law Enforcement Exploring, agency policy and standard operating procedures for Officers and Explorers, and youth protection issues. Officers must also undergo the self-guided Youth Protection Training course for adults.
- (g) Explorers will report for a Ride-Along well-groomed in a clean and pressed Class B uniform (unless otherwise notified). Explorers should have other uniform items as dictated by weather or other factors (i.e. rain coat, coat, boots, etc.), along with a reflective vest or other approved reflective clothing item to be used when in engaged in traffic control functions.
- (h) Explorers will have with them on every Ride-Along a notepad, pen and pencil, flashlight, and whistle contained in an approved carrying case. Explorers should wear a protective vest.
- (i) Explorers may not carry an offensive or defensive weapon, such as a firearm, Taser, nightstick, baton (collapsible or otherwise), sap, sap gloves, tactical flashlight, any knife with a blade in excess of four inches, chemical repellent or electrical shock device.
- (j) Explorers will report for their Ride-Along at least 15 minutes before their scheduled time in their complete uniform and with the required equipment.
- (k) Whenever possible and practical, the Ride-Along officer and Explorer should be of the same gender.
- (l) A Ride-Along logbook will be maintained in the Patrol Division Watch Commander's Office and will be completed by a supervisor each time an Explorer goes on a Ride-Along. The logbook will contain the following information about the Ride-Along: date, start time, end time, Explorer's name, supervising officer's name and any comments deemed appropriate by the supervising officer or supervisor. A records book will also be maintained in the Patrol Division Watch Commander's Office that will contain a current list of Explorers qualified to participate in the Ride-Along program, along with a copy of their hold harmless and release form as well as their medical release form that permits IPD representatives to approve emergency medical treatment. It is the responsibility of the Explorer Coordinator, or his/her designee, to make sure the logbook is maintained properly and the release records book is up to date.
- (m) Explorers may not eat or drink (except while on a break with supervising patrol officer); use tobacco products; use any electronic device such as a cell phone, personal digital assistant, music device or game; or engage in any other behavior that would distract

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the supervising officer or interfere with the objectives of the Ride-Along program. The only exception to this policy is the use of a cell phone, or other communication device, in an emergency.

- (n) Due to potential legal issues with federal and state statutes regulating criminal law and procedure, civil law, and privacy and confidentiality concerns, Explorers are not permitted to participate in interviews, interrogations, the handling or processing of evidence, or the intake or transfer of persons taken into custody. Further, Explorers are forbidden from responding to any opinion or judgment questions posed to them by the public (i.e., at a scene of a traffic accident someone asks, "Who do you think was at fault?" "What type of citation should be issued?" etc.). Conversations with citizens will be limited to comments made necessary by direct inquiry and do not require an opinion or judgment, or as otherwise directed by the supervising officer. If avoidable, Explorers should not be placed in situations where they may be called as a witness in a criminal or civil proceeding.
- (o) At all times during a Ride-Along the Explorer will adhere to the commands and direction given to him/her by the supervising officer or, in the supervising officer's absence or incapacity, any other law enforcement officer. The Explorer shall, to the extent possible, remain in the patrol vehicle as an observer during a Ride-Along unless otherwise directed by the supervising officer or other law enforcement officer.
- (p) Explorers, as directed by the supervising officer, may assist with telecommunications; traffic control; perimeter control; completion of incident report forms; or any other activity that is considered by the supervising officer to be routine and low-risk for the Explorer.
- (q) Due to the considerable potential for legal complications or for an aggressive or risk inherent response, Explorers are prohibited from participating in arrests; felony-in-progress calls; high-speed traffic pursuits; foot pursuits; domestic crisis calls; civil unrest or drinking establishment disturbances; sobriety tests or any other high risk or legally precarious situation. Should, during the course of a Ride-Along, the supervising officer have enough advance notice of a high risk or legally precarious call as it relates to the Explorer, he/she will transport the Explorer to a safe location or make arrangements for the Explorer to be transported to a safe location.
- (r) Patrol operations and calls for service often involve spontaneous situations that require an aggressive and risk inherent response; or just as likely a routine call for service escalates into a situation requiring the same type of response. In that it is not possible to foresee every possible contingency for Explorers participating in the Ride-Along program the supervising law enforcement officer responsible for the Explorer must, based upon the circumstances presented, use his/her best professional judgment with respect to the safety and security of the Explorer. As a general rule, if the supervising officer is confronted with such a situation and able, he/she should make arrangements for another law enforcement officer to transport the Explorer to the police station or other safe location. In some situations, it may be safer for the Explorer to remain in the patrol vehicle. It is the responsibility of the Explorer to remain as uninvolved as possible during a spontaneous emergency. In the event the supervising officer is in need of emergency assistance, the Explorer will contact the police dispatch center by police radio or cell phone and relate as clearly as possible the location and situation. If

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the Explorer's safety is in jeopardy, and he/she can be of no further assistance to the supervising officer or other law enforcement personnel, the Explorer should remove himself/herself from the immediate area and, without unnecessary delay, report to the police station.

- (s) The supervising officer, or any other IPD personnel or volunteer involved with Post #24, must report to the shift supervisor and Post Advisor any injury that occurs to an Explorer, or any situation that may have legal consequences, arising from the Explorer's participation in a Ride-Along or any other Post #24 activity.
- (t) The supervising officer shall immediately terminate the Ride-Along for any infraction of this policy.

1025.9 DISCIPLINE AND DISMISSAL

Any Explorer, who fails to abide by these policies, or any other rule, policy, standard or expectation of the Department, may be disciplined or dismissed from the Explorer program in the sole discretion of the Department. Employees who are dismissed from the program may submit a letter of appeal to the Traffic Bureau Lieutenant who oversees the Explorer Program, whose decision to uphold or overturn the dismissal will be final and binding.

Volunteer Program

1026.1 PURPOSE AND SCOPE

It is the policy of this department to use qualified volunteers for specified tasks and duties in order to create efficiencies for the Department and improve services to the community. Volunteers are intended to supplement and support, rather than supplant, sworn officers and civilian personnel. Volunteers can be an important part of any organization and are proven to be a valuable asset to law enforcement agencies. Volunteers help to increase department responsiveness, delivery of services and information input, and provide new program opportunities. In addition, volunteers bring new skills and expertise to the Department and prompt new enthusiasm.

1026.1.1 DEFINITION OF VOLUNTEER

An individual who performs a service for the Department without promise, expectation or receipt of compensation for services rendered. This may include unpaid chaplains, unpaid reserve officers, interns, persons providing administrative support and youth involved in a law enforcement Explorer Post, among others.

1026.2 VOLUNTEER MANAGEMENT

Management of the volunteer program is the responsibility of the Volunteer Coordinator. The subsections, below, outline the responsibilities of the coordinator, explain the recruitment and training process and articulate the required dress code for volunteers.

1026.2.1 VOLUNTEER COORDINATOR

The Volunteer Coordinator shall be appointed by the Training Manager. The function of the Volunteer Coordinator is to provide a central coordinating point for effective volunteer management within the Department, and to direct and assist staff and volunteer efforts to jointly provide more productive services. The Volunteer Coordinator should work with other Department staff on an ongoing basis to assist in the development and implementation of volunteer-staffed positions.

The Volunteer Coordinator, or his/her designee, shall be responsible for the following:

- (a) Recruiting, selecting and training qualified volunteers for various positions.
- (b) Facilitating the implementation of new volunteer activities and assignments.
- (c) Maintaining records for each volunteer.
- (d) Tracking and evaluating the contribution of volunteers.
- (e) Maintaining the volunteer handbook and outlining expectations, policies and responsibilities for all volunteers.
- (f) Maintaining a record of volunteer schedules and work hours.
- (g) Completion and dissemination as appropriate of all necessary paperwork and information.
- (h) Planning periodic recognition events.

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- (i) Maintaining liaison with other volunteer-utilizing programs in the community and assisting in community-wide efforts to recognize and promote volunteering.

1026.2.2 RECRUITMENT

Volunteers should be recruited on a continuous and ongoing basis consistent with department policy on equal opportunity nondiscriminatory employment. A primary qualification for participation in the application process should be an interest in, and an ability to assist the Department in serving the public.

Requests for volunteers should be submitted in writing by interested staff to the Volunteer Coordinator through the requester's immediate supervisor. A complete position description and a requested time-frame should be included in the request. All parties should understand that the recruitment of volunteers is enhanced by creative and interesting assignments. The Volunteer Coordinator may withhold assignment of any volunteer until such time as the requesting unit is prepared to make effective use of volunteer resources.

1026.2.3 SCREENING

All prospective volunteers should complete the volunteer application form. The Volunteer Coordinator or designee should conduct a face-to-face interview with an applicant under consideration.

A documented background investigation shall be completed on each volunteer applicant and shall include, but not necessarily be limited to, the following:

- (a) Traffic and criminal background check. Fingerprints shall be obtained from all applicants and processed via Live Scan through the California Criminal Information Index, state and federal databases.
- (b) Employment
- (c) References
- (d) Background investigation
- (e) Interview with the Chief of Police

1026.2.4 SELECTION AND PLACEMENT

Service as a volunteer with the Department shall begin with an official notice of acceptance or appointment to a volunteer position. Notice may only be given by an authorized representative of the Department, who will normally be the Volunteer Coordinator. No volunteer should begin any assignment until they have been officially accepted for that position and completed all required screening and paperwork. At the time of final acceptance, each volunteer should complete all required enrollment paperwork and will receive a copy of their position description and agreement of service with the Department. All volunteers shall receive a copy of the volunteer handbook and shall be required to sign a volunteer agreement. New volunteers shall also receive an orientation on Discriminatory Harassment that includes the presentation of the policy on the subject. Once the policy has been presented and explained, the volunteer is required to sign an acknowledgement of the receipt and understanding of the policy.

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Volunteers should be placed only in assignments or programs that are consistent with their knowledge, skills, abilities and the needs of the Department.

1026.2.5 TRAINING

Volunteers will be provided with an orientation program to acquaint them with the Department, personnel, policies and procedures that have a direct impact on their work assignment.

Volunteers should receive position-specific training to ensure they have adequate knowledge and skills to complete tasks required by the position and should receive periodic ongoing training as deemed appropriate by their supervisor or the Volunteer Coordinator.

Training should reinforce to volunteers that they may not intentionally represent themselves as, or by omission infer that they are sworn officers or other full-time members of the Department. They shall always represent themselves as volunteers.

All volunteers shall comply with the rules of conduct and with all orders and directives, either oral or written, issued by the Department.

1026.2.6 FITNESS FOR DUTY

No volunteer shall report to work or be on-duty when his/her judgment or physical condition has been impaired by alcohol, medication, other substances, illness or injury.

Volunteers shall report to their supervisor any changes in status that may affect their ability to fulfill their duties. This includes, but is not limited to, the following:

- (a) Driver license
- (b) Medical condition
- (c) Arrests
- (d) Criminal investigations

All volunteers shall adhere to the guidelines set forth by this department regarding drug and alcohol use.

1026.2.7 DRESS CODE

As representatives of the Department, volunteers are responsible for presenting a professional image to the community. Volunteers shall dress appropriately for the conditions and performance of their duties.

Volunteers shall conform to department-approved dress consistent with their duty assignment. Uniforms authorized for volunteers should be readily distinguishable from those worn by sworn officers. The uniform or identifiable parts of the uniform shall not be worn while off-duty except volunteers may choose to wear the uniform while in transit to or from official department assignments or functions provided an outer garment is worn over the uniform shirt so as not to bring attention to the volunteer while he/she is off duty.

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Volunteers shall be required to return any issued uniform or department property at the termination of service.

1026.3 SUPERVISION OF VOLUNTEERS

Each volunteer who is accepted to a position with the Department must have a clearly identified supervisor who is responsible for direct management of that volunteer. This supervisor will be responsible for day-to-day management and guidance of the work of the volunteer and should be available to the volunteer for consultation and assistance.

A volunteer may be assigned as and act as a supervisor of other volunteers provided that the supervising volunteer is under the direct supervision of a paid staff member.

Functional supervision of volunteers is the responsibility of the supervisor in charge of the unit where the volunteer is assigned. Following are some considerations to keep in mind while supervising volunteers:

- (a) Take the time to introduce volunteers to employees on all levels.
- (b) Ensure volunteers have work space and necessary office supplies.
- (c) Make sure the work is challenging. Do not hesitate to give them an assignment or task that will tap these valuable resources.

1026.4 CONFIDENTIALITY

With appropriate security clearance, volunteers may have access to confidential information such as criminal histories or investigative files. Unless otherwise directed by a supervisor or department policy, all information shall be considered confidential. Only that information specifically identified and approved by authorized personnel shall be released. Confidential information shall be given only to persons who have a need and a right to know as determined by department policy and supervisory personnel.

Each volunteer will be required to sign a nondisclosure agreement before being given an assignment with the Department. Subsequent unauthorized disclosure of any confidential information, verbally, in writing or by any other means, by the volunteer is grounds for immediate dismissal and possible criminal prosecution.

Volunteers shall not address public gatherings, appear on radio or television, prepare any article for publication, act as correspondents to a newspaper or other periodical, release or divulge any information concerning the activities of the Department, or maintain that they represent the Department in such matters without permission from the proper department personnel.

1026.5 PROPERTY AND EQUIPMENT

Volunteers will be issued an identification card that must be worn at all times while on-duty. Any fixed and portable equipment issued by the Department shall be for official and authorized use only. Any property or equipment issued to a volunteer shall remain the property of the Department and shall be returned at the termination of service.

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1026.5.1 VEHICLE USE

Volunteers assigned to duties such as vacation house checks or other assignments that require the use of a vehicle must first complete the following:

- (a) A driving safety briefing and department approved driver safety course.
- (b) Verification that the volunteer possesses a valid California Driver License.
- (c) Verification that the volunteer carries current vehicle insurance.

The Volunteer Coordinator should insure that all volunteers receive safety briefing updates and license and insurance verification at least once a year.

When operating a Department vehicle, volunteers shall obey all rules of the road, including seat belt requirements. Smoking is prohibited in all Department vehicles.

Volunteers should not operate a marked patrol car unless there is a prominently placed sign indicating that it is out of service and are not authorized to operate a Department vehicle Code-3.

1026.5.2 RADIO AND MDC USAGE

Volunteers shall successfully complete CLETS and radio procedures training prior to using the police radio or MDC and comply with all related provisions. The Volunteer Coordinator should ensure that radio and CLETS training is provided for volunteers whenever necessary.

1026.6 DISCIPLINARY PROCEDURES/TERMINATION

A volunteer may be removed from the volunteer program at the discretion of the Chief of Police or the Volunteer Coordinator. Volunteers shall have no property interests in their continued appointment. However, if a volunteer is removed for alleged misconduct, the volunteer will be afforded an opportunity solely to clear his/her name through a liberty interest hearing which shall be limited to a single appearance before the Chief of Police or authorized designee.

Volunteers may resign from volunteer service with the Department at any time. It is requested that volunteers who intend to resign provide advance notice of their departure and a reason for their decision.

1026.6.1 EXIT INTERVIEWS

Exit interviews, where possible, should be conducted with volunteers who are leaving their positions. The interview should ascertain why the volunteer is leaving the position and solicit the volunteer's suggestions on improving the position. When appropriate, the interview should also include a discussion on the possibility of involvement in some other capacity with the Department.

1026.7 EVALUATION

An evaluation of the overall volunteer program will be conducted on an annual basis by the Volunteer Coordinator. Regular evaluations should be conducted with volunteers to ensure the best use of human resources available, to ensure personnel problems can be identified and dealt with promptly and fairly, and to ensure optimum satisfaction on the part of volunteers.

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Attachments

04/04/2018

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Major Incident Notification / Command Notification Protocol - 328

Alert and Warning Message Coordination: Control One Supervisor

Phone: 714-628-7008

Fax: 714-628-7198

e-mail: ControlOneSupervisors@ocsd.org

Rev: May 2018

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Phone: 714-628-7008

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Rev: May 2018

Irvine Police Department Policy Manual

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