

## **Chapter 7 - Equipment**

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## Department Owned and Personal Property

### 700.1 PURPOSE AND SCOPE

Department employees are expected to properly care for department property assigned or entrusted to them. Employees may also suffer occasional loss or damage to personal or department property while performing their assigned duty. Certain procedures are required depending on the loss and ownership of the item.

### 700.2 CARE OF DEPARTMENT PROPERTY

Employees shall be responsible for the safekeeping, serviceable condition, proper care, use and replacement of department property assigned or entrusted to them. An employee's intentional or negligent abuse or misuse of department property may lead to discipline including, but not limited to the cost of repair or replacement.

- (a) Employees shall promptly report through their chain of command, any loss, damage to, or unserviceable condition of any department issued property or equipment assigned for their use.
- (b) The use of damaged or unserviceable department property should be discontinued as soon as practical and replaced with comparable Department property as soon as available and following notice to a supervisor.
- (c) Except when otherwise directed by a supervisor or required by exigent circumstances, department property shall only be used by those to whom it was assigned. Use should be limited to official purposes and in the capacity for which it was designed.
- (d) Department property shall not be thrown away, sold, traded, donated, destroyed, or otherwise disposed of without proper authority.
- (e) In the event that any Department property becomes damaged or unserviceable, no employee shall attempt to repair the property without prior approval of a supervisor.

### 700.3 FILING CLAIMS FOR PERSONAL PROPERTY

Claims for reimbursement for damage or loss of personal property must be made via a memo through the chain of command.

The supervisor shall direct the memo to the appropriate Division Commander, which shall include the results of his/her investigation and whether the employee followed proper procedures. The supervisor's report shall address whether reasonable care was taken to prevent the loss or damage.

Upon review by staff and a finding that no misconduct or negligence was involved, repair or replacement may be recommended by the Chief of Police who will then forward the claim to the Finance Department.

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The Department will not replace or repair luxurious or overly expensive items (jewelry, exotic equipment, etc.) that are not reasonably required as a part of work.

#### 700.3.1 REPORTING REQUIREMENT

A verbal report shall be made to the employee's immediate supervisor as soon as circumstances permit.

A written report shall be submitted before the employee goes off duty or within the time frame directed by the supervisor to whom the verbal report is made.

#### **700.4 LOSS OR DAMAGE OF PROPERTY OF ANOTHER**

Officers and other employees intentionally or unintentionally may cause damage to the real or personal property of another while performing their duties. Any employee who damages or causes to be damaged any real or personal property of another while performing any law enforcement functions, regardless of jurisdiction, shall report it as provided below.

- (a) A verbal report shall be made to the employee's immediate supervisor as soon as circumstances permit.
- (b) A written report shall be submitted before the employee goes off duty or within the time frame directed by the supervisor to whom the verbal report is made.
- (c) Photographs of the damage must be taken.

#### 700.4.1 DAMAGE BY PERSON OF ANOTHER AGENCY

If employees of another jurisdiction cause damage to real or personal property belonging to the City, it shall be the responsibility of the employee present or the employee responsible for the property to make a verbal report to his/her immediate supervisor as soon as circumstances permit. The employee shall submit a written report before going off duty or as otherwise directed by the supervisor.

These written reports, accompanied by the supervisor's written report, shall promptly be forwarded to the appropriate Division Commander.

#### 700.4.2 REIMBURSEMENT LIMITATION

Employees should recognize the potential for damage to personal property that is inherent in field operations, as well as other police-related activities. Employees should make reasonable choices and use discretion when deciding to wear, carry or use personal property while conducting business on behalf of the Irvine Police Department. When engaged in training or other similar activity, when the use of certain personal property is not necessary, employees should not wear such property due to the potential for damage. Loss or damage to personal property will be reviewed on a case-by-case basis..

## Vehicle Use

### 701.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a system of accountability to ensure department vehicles are used appropriately. This policy provides guidelines for on- and off-duty use of department vehicles and shall not be construed to create or imply any contractual obligation by the City of Irvine to provide assigned take-home vehicles.

### 701.2 POLICY

The Irvine Police Department provides vehicles for department-related business and may assign patrol and unmarked vehicles based on a determination of operational efficiency, economic impact to the Department, requirements for tactical deployments and other considerations.

### 701.3 USE OF VEHICLES

#### 701.3.1 OTHER USE OF VEHICLES

Members utilizing a vehicle for any purpose other than their normally assigned duties or normal vehicle assignment (e.g., court, transportation to training, community event) shall first notify their immediate supervisor.

This subsection does not apply to those who are assigned to vehicle transportation duties to and from the maintenance yard or carwash. This section also does not apply to police managers who are assigned a take home vehicle as part of their MOU.

#### 701.3.2 INSPECTIONS

Members shall be responsible for inspecting the interior and exterior of any assigned vehicle before taking the vehicle into service and at the conclusion of their shifts. Any previously unreported damage, mechanical problems, unauthorized contents or other problems with the vehicle shall be promptly reported to a supervisor and documented as appropriate.

The interior of any vehicle that has been used to transport any person other than a member of this department should be inspected prior to placing another person in the vehicle and again after the person is removed. This is to ensure that unauthorized or personal items have not been left in the vehicle.

When transporting any suspect, prisoner or arrestee, the transporting member shall search all areas of the vehicle that are accessible by the person before and after that person is transported.

All department vehicles are subject to inspection and/or search at any time by a supervisor without notice and without cause. No member assigned to or operating such vehicle shall be entitled to any expectation of privacy with respect to the vehicle or its contents.

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#### 701.3.3 SECURITY AND UNATTENDED VEHICLES

Unattended vehicles should be locked and secured at all times. No key should be left in the vehicle except when it is necessary that the vehicle be left running (e.g., continued activation of emergency lights, canine safety, equipment charging). Officers who exit a vehicle rapidly in an emergency situation or to engage in a foot pursuit must carefully balance the need to exit the vehicle quickly with the need to secure the vehicle.

Members shall ensure all weapons are secured while the vehicle is unattended.

#### 701.3.4 MDC

Members assigned to vehicles equipped with a Mobile Digital Computer (MDC) shall log onto the MDC with the required information when going on duty. On duty for the purpose of this policy references members working in a uniformed assignment, working within the boundaries of the City, and in a marked police vehicle. If the vehicle is not equipped with a working MDC, the member shall notify the Communications Bureau. Use of the MDC is governed by the Mobile Digital Computer Use Policy.

#### 701.3.6 KEYS

Members approved to operate marked patrol vehicles should be issued a copy of the key as part of their initial equipment distribution. Members who are assigned a specific vehicle should be issued keys for that vehicle.

Members shall not duplicate keys. The loss of a key shall be promptly reported in writing through the member's chain of command.

#### 701.3.7 AUTHORIZED PASSENGERS

Members operating department vehicles shall not permit persons other than City personnel or persons required to be conveyed in the performance of duty, or as otherwise authorized, to ride as passengers in the vehicle, except as stated in the Ride-Along Policy. This section does not

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apply to members who are allowed incidental and minimal personal use of City vehicles as part of their MOU.

#### 701.3.8 ALCOHOL

No member of the department shall operate a city owned vehicle, when he/she has consumed an amount of alcoholic beverage or taken any medications that would adversely affect the member's ability to operate a motor vehicle safely within accordance of the law.

#### 701.3.9 PARKING

Except when responding to an emergency or when department-related business requires otherwise, members driving department vehicles should obey all parking regulations at all times.

Department vehicles should be parked in assigned stalls. Members shall not park privately owned vehicles in stalls assigned to department vehicles or in other areas of the parking lot that are not so designated unless authorized by a supervisor. Privately owned motorcycles shall be parked in designated areas.

#### 701.3.10 ACCESSORIES AND/OR MODIFICATIONS

There shall be no modifications, additions or removal of any equipment or accessories without written permission from the assigned vehicle program manager.

#### 701.3.11 PROFESSIONAL STAFF MEMBER USE

Professional Staff members assigned to Technical Services using marked emergency vehicles shall ensure that all weapons have been removed before going into service. Professional Staff members shall prominently display the "out of service" placards or light bar covers at all times

### **701.4 INDIVIDUAL MEMBER ASSIGNMENT TO VEHICLES**

Department vehicles may be assigned to individual members at the discretion of the Chief of Police. Vehicles may be assigned for on-duty and/or take-home use. Assigned vehicles may be changed at any time. Permission to take home a vehicle may be withdrawn at any time as long as the required notice is provided (as per the MOU).

The assignment of vehicles may be suspended when the member is unable to perform his/her regular assignment.

#### 701.4.1 ON-DUTY USE

Vehicle assignments shall be based on the nature of the member's duties, job description and essential functions, and employment or appointment status. Vehicles may be reassigned or utilized by other department members at the discretion of the Chief of Police or the authorized designee.

#### 701.4.2 UNSCHEDULED TAKE-HOME USE

Circumstances may arise where department vehicles must be used by members to commute to and from a work assignment. Members may take home department vehicles only with prior approval of a supervisor and shall meet the following criteria:

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- (a) The circumstances are necessary by the needs of the department.
- (b) Other reasonable transportation options are not available.
- (c) The member lives within a reasonable distance (generally not to exceed a 60-minute drive time) of the Irvine City limits.
- (d) Off-street parking will be available at the member's residence.
- (e) Vehicles will be locked when not attended.
- (f) All firearms, weapons and control devices will be removed from the interior of the vehicle unless stored in a secure weapons locker within the vehicle or properly secured in the residence when the vehicle is not attended, unless the vehicle is parked in a locked garage.

#### 701.4.3 ASSIGNED VEHICLES

Assignment of take-home vehicles shall be based on the location of the member's residence, the nature of the member's duties, job description and essential functions, and employment or appointment status.

Criteria for use of take-home vehicles include the following:

- (a) Vehicles should only be used for work-related purposes and should not be used for personal errands or transports, unless special circumstances exist and the Chief of Police or a Division Commander gives authorization or as authorized per the most current MOU.
- (b) Vehicles may be used to transport the member to and from the member's residence for work-related purposes.
- (c) The two-way communications radio, MDC and global positioning satellite device, if equipped, must be on and set to an audible volume when the vehicle is in operation.
  - 1. For vehicles driven home and parked, these systems are not required to remain on when not in use.
- (d) Unattended vehicles are to be locked and secured at all times.
  - (a) No key should be left in the vehicle except when it is necessary that the vehicle be left running (e.g., continued activation of emergency lights, canine safety, equipment charging).
  - (b) All weapons shall be secured while the vehicle is unattended.
  - (c) All department identification, portable radios and sensitive equipment should be secured.
- (e) If the vehicle is not secured inside a locked garage, all firearms and kinetic impact weapons shall be removed unless secured within a weapons locker within the vehicle or properly secured in the residence (see the Firearms Policy regarding safe storage of firearms at home).
- (f) Vehicles are to be secured at the member's residence or the appropriate department facility, at the discretion of the Department when a member will be away (e.g., on vacation) for periods exceeding one week.

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- (a) If the vehicle remains at the residence of the member, the Department shall have access to the vehicle.
- (b) If the member is unable to provide access to the vehicle, it shall be parked at the Department.
- (g) The member is responsible for the care and maintenance of the vehicle.

#### **701.4.5 MAINTENANCE**

Members are responsible for the cleanliness (exterior and interior) and overall maintenance of their assigned vehicles. Cleaning and maintenance supplies will be provided by the Department. Failure to adhere to these requirements may result in discipline and loss of vehicle assignment. The following should be performed as outlined below:

- (a) Members shall make daily inspections of their assigned vehicles for service/maintenance requirements and damage.
- (b) It is the member's responsibility to ensure that his/her assigned vehicle is maintained according to the established service and maintenance schedule.
- (c) All scheduled vehicle maintenance and car washes shall be performed as necessary at a facility approved by the department supervisor in charge of vehicle maintenance.
- (d) The Department shall be notified of problems with the vehicle and approve any major repairs before they are performed.
- (e) All weapons shall be removed from any vehicle left for maintenance.
- (f) Supervisors shall make, at a minimum, monthly inspections of vehicles assigned to members under their command to ensure the vehicles are being maintained in accordance with this policy.

#### **701.5 UNMARKED VEHICLES**

Vehicles are assigned to various divisions and their use is restricted to the respective division and the assigned member, unless otherwise approved by a division supervisor.



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#### **701.6 DAMAGE, ABUSE AND MISUSE**

When any department vehicle is involved in a traffic collision or otherwise incurs damage, the involved member shall promptly notify a supervisor. Any traffic collision report shall be filed with the agency having jurisdiction (see the Traffic Collision Reporting Policy), and the Vehicle Damage Report should be completed within one (1) business day.

Damage to any department vehicle that was not caused by a traffic collision shall be immediately reported during the shift in which the damage was discovered, documented in memorandum format and on the Vehicle Damage Report and forwarded to the watch commander. An administrative investigation should be initiated to determine if there has been any vehicle abuse or misuse.

Minor damage may be documented in the vehicle damage log after approval by a supervisor.

#### **701.8 ATTIRE AND APPEARANCE**

When operating any department vehicle while off-duty, members may dress in a manner appropriate for their intended activity. Whenever in view of or in contact with the public, attire and appearance, regardless of the activity, should be suitable to reflect positively upon the Department.

## Vehicle Maintenance

### 702.1 PURPOSE AND SCOPE

Employees are responsible for assisting in maintaining Department vehicles so that they are properly equipped, properly maintained, properly refueled and present a clean appearance.

### 702.2 DEFECTIVE VEHICLES

When a department vehicle becomes inoperative or in need of repair that affects the safety of the vehicle, that vehicle shall be removed from service for repair. Proper documentation shall be promptly completed by the employee who first becomes aware of the defective condition, describing the correction needed. The paperwork shall be promptly forwarded to vehicle maintenance for repair.

#### 702.2.1 DAMAGE OR POOR PERFORMANCE

Vehicles that may have been damaged, or perform poorly shall be removed from service for inspections and repairs as soon as practicable.

#### 702.2.2 SEVERE USE

Vehicles operated under severe-use conditions, which include operations for which the vehicle is not designed or that exceed the manufacturer's parameters, should be removed from service and subjected to a safety inspection as soon as practicable. Such conditions may include rough roadway or off-road driving, hard or extended braking, pursuits or prolonged high-speed operation.

#### 702.2.3 REMOVAL OF WEAPONS

All firearms, weapons and control devices shall be removed from a vehicle and properly secured in the department armory prior to the vehicle being released for maintenance, service or repair.

### 702.3 VEHICLE EQUIPMENT

Certain items shall be maintained in all department vehicles for emergency purposes and to perform routine duties.

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### **702.4 VEHICLE REFUELING**

Every Department employee entrusted with the use of a marked or unmarked city vehicle is responsible for returning that vehicle to its assigned space in the Department vehicle fleet parking lot at the end of his or her shift in a state of complete readiness for immediate redeployment. Absent emergency conditions or supervisor approval, Department employees shall not return a vehicle that has less than a full tank of fuel to the police parking lot. Vehicles shall only be refueled at the authorized locations.

### **702.5 WASHING OF VEHICLES**

All units shall be kept clean at all times and weather conditions permitting, shall be washed as necessary to enhance their appearance.

Employees using a vehicle shall remove any trash or debris at the end of their shift. Confidential material should be placed in a designated receptacle provided for the shredding of this matter.

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## Personal Communication Devices

### 703.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the use of mobile telephones and communication devices, whether issued or funded by the Department or personally owned, while on-duty or when used for authorized work-related purposes.

This policy generically refers to all such devices as Personal Communication Devices (PCDs) but is intended to include all mobile telephones, personal digital assistants (PDAs), wireless capable tablets and similar wireless two-way communications and/or portable Internet access devices. PCD use includes, but is not limited to, placing and receiving calls, text messaging, blogging and microblogging, emailing, using video or camera features, playing games and accessing sites or services on the Internet.

### 703.2 POLICY

The Irvine Police Department allows members to utilize department-issued or funded PCDs and to possess personally owned PCDs in the workplace, subject to certain limitations.

The inappropriate use of a PCD while on-duty may impair officer safety. Additionally, members are advised and cautioned that the use of a personally owned PCD either on-duty or after duty hours for business-related purposes may subject the member and the member's PCD records to civil or criminal discovery or disclosure under applicable public records laws.

Members who have questions regarding the application of this policy or the guidelines contained herein are encouraged to seek clarification from supervisory personnel.

### 703.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to any communication accessed, transmitted, received or reviewed on any department issued PCD and shall have no expectation of privacy in their location should the device be equipped with location detection capabilities.

#### 703.3.1 CALIFORNIA ELECTRONIC COMMUNICATIONS PRIVACY ACT (CALECPA)

No member is authorized to be the sole possessor of a department-issued PCD. Department-issued PCDs can be retrieved, reassigned, accessed or used by any member as directed by a supervisor without notice. Member use of a department-issued PCD and use of a personal PCD at work or for work-related business constitutes specific consent for access for department purposes. Prior to conducting an administrative search of a PCD, supervisors should consult legal counsel to ensure access is consistent with CalECPA (Penal Code § 1546; Penal Code § 1546.1).

### 703.4 DEPARTMENT-ISSUED PCD

Depending on a member's assignment and the needs of the position, the Department may, at its discretion, issue a PCD. Department-issued PCDs are provided as a convenience to facilitate on-duty performance only. Such devices and the associated telephone number shall remain the sole

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property of the Department and shall be subject to inspection or monitoring (including all related records and content) at any time without notice and without cause.

#### **703.5 PERSONALLY OWNED PCD**

Members may carry a personally owned PCD while on-duty, subject to the following conditions and limitations:

- (a) Permission to carry a personally owned PCD may be restricted if it is used contrary to provisions of this policy.
- (b) The PCD and any associated services shall be purchased, used and maintained solely at the member's expense.
- (c) The device shall not be utilized to record or disclose any business-related information, including photographs, video or the recording or transmittal of any information or material obtained or made accessible as a result of employment with the Department, without the expressed authorization of the Chief of Police or the authorized designee.
- (d) All work-related documents, emails, photographs, recordings or other public records created or received on a member's personally owned PCD should be transferred to the Irvine Police Department and deleted from the member's PCD as soon as reasonably practicable but no later than the end of the member's shift.
- (e) Members who choose to use their PCD for work-related purposes may be subject to future disclosure of work-related content, such as through court order, subpoena, or other legal means.

Except with prior expressed authorization from their supervisor, members are not obligated or required to carry, access, monitor or respond to electronic communications using a personally owned PCD while off-duty. If a member is in an authorized status that allows for appropriate compensation consistent with policy or existing memorandum of understanding or collective bargaining agreements, or if the member has prior expressed authorization from his/her supervisor, the member may engage in business-related communications. Should members engage in such approved off-duty communications or work, members entitled to compensation shall promptly document the time worked and communicate the information to their supervisors to ensure appropriate compensation. Members who independently document off-duty department-related business activities in any manner shall promptly provide the Department with a copy of such records to ensure accurate record keeping.

#### **703.6 USE OF PCD**

The following protocols shall apply to all PCDs that are carried while on-duty or used to conduct department business:

- (a) A PCD shall not be carried in a manner that allows it to be visible while in uniform, unless it is in an approved carrier.
- (b) All PCDs in the workplace shall be set to silent or vibrate mode.

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- (c) A PCD may not be used to conduct personal business while on-duty, except for brief personal communications (e.g., informing family of extended hours). Members shall endeavor to limit their use of PCDs to authorized break times, unless an emergency exists.
- (d) Members may use a PCD to communicate with other personnel in situations where the use of radio communications is either impracticable or not feasible. PCDs should not be used as a substitute for, as a way to avoid, or in lieu of regular radio communications.
- (e) Members are prohibited from taking pictures, audio or video recordings or making copies of any such picture or recording media unless it is directly related to official department business. Disclosure of any such information to any third party through any means, without the expressed authorization of the Chief of Police or the authorized designee, may result in discipline.
- (f) Members will not access social networking sites for any purpose that is not official department business.
- (g) Using PCDs to harass, threaten, coerce or otherwise engage in inappropriate conduct with any third party is prohibited. Any member having knowledge of such conduct shall promptly notify a supervisor.

#### **703.7 SUPERVISOR RESPONSIBILITIES**

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

- (a) Ensuring that members under their command are provided appropriate training on the use of PCDs consistent with this policy.
- (b) Monitoring, to the extent practicable, PCD use in the workplace and taking prompt corrective action if a member is observed or reported to be improperly using a PCD.
  - (a) An investigation into improper conduct should be promptly initiated when circumstances warrant.
  - (b) Before conducting any search of a member's personally owned device, supervisors should consult with the Chief of Police or the authorized designee.

#### **703.8 OFFICIAL USE**

Members are reminded that PCDs are not secure devices and conversations may be intercepted or overheard. Caution should be exercised while utilizing PCDs to ensure that sensitive information is not inadvertently transmitted. As soon as reasonably possible, members shall conduct sensitive or private communications on a land-based or other department communications network.

#### **703.9 USE WHILE DRIVING**

The use of a PCD while driving can adversely affect safety, cause unnecessary distractions and present a negative image to the public. Officers operating emergency vehicles should restrict the use of these devices to matters of an urgent nature and should, where practicable, stop the vehicle at an appropriate location to use the PCD.

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Members who are operating department vehicles that are not authorized emergency vehicles shall not use a PCD while driving unless the device is specifically designed and configured to allow hands-free use. In an emergency, a wireless phone may be used to place an emergency call to the Department or other emergency services agency (Vehicle Code § 23123; Vehicle Code § 23123.5). Hands-free use should be restricted to business-related calls or calls of an urgent nature.

## Portable Radios

### **704.1 ASSIGNMENT OF PORTABLE RADIOS**

One Motorola APX 6000 portable radio shall be issued to each sworn and full-time field employee. Portable radios may also be issued to other personnel based on need and availability.

### **704.2 PORTABLE RADIO POOL**

A pool of portable radios will be maintained in the Watch Commanders Office, for use by part-time field personnel and reserve police officers.

When checking out a pool portable radio, the employee must fill out the check-out log. When signing onto the Department's Computer Aided Dispatch (CAD) he/she must include his/her portable radio number. Portables checked out from the pool shall be turned in at the end of each shift and signed back into the pool on the log. At the end of each month, Property personnel will conduct an inventory to account for each pool portable radio.

### **704.3 RESPONSIBILITY**

The employee is responsible for his/her assigned portable radio.

### **704.4 REPAIRS**

If repairs to a portable radio are necessary, the radio shall be turned in to Property and Evidence, and a new radio will be issued to the employee. It will be the responsibility of Property and Evidence to have the radio repaired.

### **704.5 EQUIPMENT CHANGES**

When a new radio is issued to an employee, Property personnel will notify Communications of radio assignments changes. This will allow Communications to identify the employee in the event they activate their emergency button.



## Mobile Communications Vehicle

### 705.1 PURPOSE AND SCOPE

This procedure outlines the function of the Mobile Communications Vehicle (MOBILE COMM) and types of situations that may require its deployment. The policy also identifies the process needed to authorize activation, the personnel authorized to move the vehicle and use the equipment, and the protocol for deployment.

### 705.2 OVERVIEW

The Mobile Communications Vehicle serves as a tactical communications platform for police personnel during critical incidents such as disasters, civil unrest/protests, major crime scenes, or hostage/barricade incidents. Use of this equipment is also appropriate for large scale events that require advanced coordination of large numbers of police and other safety personnel.

### 705.3 MOBILE COMMUNICATIONS TEAM

The Mobile Communications Team consists of department personnel, sworn and civilian, appointed by the Office of Emergency Management. The Emergency Management Administrator or his/her designee shall be responsible for training and management of the team.

Only members of the department who have successfully completed a department-approved driver/operator training program will be authorized to drive the Mobile Communications Vehicle.

### 705.4 AUTHORIZATION

The Mobile Communications Vehicle is a regional asset and may be requested by any Orange County agency for use in a critical incident. Deployment of the Mobile Communication Vehicle to assist an outside agency must be approved by the Chief of Police or designee (a command staff level officer).

Any supervisor may authorize the use of this vehicle for critical incidents within the city. In the event the vehicle is deployed to a critical incident, the Emergency Management Administrator or Administrative Services Commander will be notified as soon as practical. If he/she cannot be contacted, the on-call command duty officer shall be notified.

The Mobile Communication vehicle may be used as a static display for special activities or events only with the approval of a department manager.

### 705.5 DEPLOYMENT

Once authorized for deployment, members of the Mobile Communications Team will be notified to respond to the police facility or other designated location. Setup, takedown, and movement of the vehicle are the exclusive responsibilities of the members of this team or other authorized personnel.

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During the course of the deployment and activation, at least one member of the Mobile Communications Team will remain with the vehicle at all times to safeguard the equipment. A member of the team who is qualified to drive the vehicle shall be immediately available to the incident commander at all times during the call-out in the event the vehicle needs to be moved.

#### **705.6 VEHICLE OPERATION**

Department personnel shall operate the Mobile Communications Vehicle in a careful and prudent manner, and shall obey all laws of the state and all department orders pertaining to such operation. The Mobile Communications Vehicle requires a Class B driver's license endorsement to operate the vehicle. Department personnel shall possess the required class endorsement to drive the Mobile Communications Vehicle.

Although equipped with emergency lights and siren, the Mobile Communications Vehicle will not respond to any incident with emergency lighting equipment and siren activated (Code 3), unless specifically directed to do so by the Incident Commander or his/her designee.

Anytime the vehicle is moved, regardless of the intended distance to relocation, personnel responsible for moving the vehicle will complete a visual inspection of the exterior and interior. During this inspection, personnel will ensure that:

- (a) All cables and loose equipment are properly stowed.
- (b) All parts of the vehicle and equipment designed to extend outward from the vehicle's frame are retracted. These parts include the side body extensions and the camera/ antenna array.
- (c) Any damage discovered is promptly reported.

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# Personal Protective Equipment

## 706.1 PURPOSE AND SCOPE

This policy identifies the different types of personal protective equipment (PPE) provided by the Department as well the requirements and guidelines for the use of PPE.

This policy does not address ballistic vests or protection from communicable disease, as those issues are addressed in the Body Armor and Communicable Diseases policies.

### 706.1.1 DEFINITIONS

Definitions related to this policy include:

**Personal protective equipment (PPE)** - Equipment that protects a person from serious workplace injuries or illnesses resulting from contact with chemical, radiological, physical, electrical, mechanical or other workplace hazards.

**Respiratory PPE** - Any device that is worn by the user to protect from exposure to atmospheres where there is smoke, low levels of oxygen, high levels of carbon monoxide, or the presence of toxic gases or other respiratory hazards. For purposes of this policy, respiratory PPE does not include particulate-filtering masks such as N95 or N100 masks.

## 706.2 POLICY

The Irvine Police Department endeavors to protect members by supplying certain PPE to members as provided in this policy.

## 706.3 OFFICER RESPONSIBILITIES

Members are required to use PPE as provided in this policy and pursuant to their training.

Members are responsible for proper maintenance and storage of issued PPE. PPE should be stored in an appropriate location so that it is available when needed.

Any member who identifies hazards in the workplace is encouraged to utilize the procedures in the Illness and Injury Prevention Policy to recommend new or improved PPE or additional needs for PPE.

## 706.4 HEARING PROTECTION

Approved hearing protection shall be used by members during firearms training.

Hearing protection shall meet or exceed the requirements provided in 8 CCR 5098.

## 706.5 EYE PROTECTION

Approved eye protection, including side protection, shall be used by members during firearms training. Eye protection for members who wear prescription lenses shall incorporate the prescription (e.g., eye protection that can be worn over prescription lenses). Members shall ensure their eye protection does not interfere with the fit of their hearing protection.

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The armorer shall ensure eye protection meets or exceeds the requirements provided in 8 CCR 3382.

#### **706.6 HEAD AND BODY PROTECTION**

Members who make arrests or control crowds should be provided ballistic head protection with an attachable face shield.

#### **706.7 RESPIRATORY PROTECTION - SWORN**

The Administrative Services Division Commander is responsible for ensuring a respiratory protection plan is developed and maintained by a trained and qualified member. The plan shall include procedures for (8 CCR 5144):

- (a) Selecting appropriate respiratory PPE based on hazards and risks associated with functions or positions.
- (b) Fit testing, including identification of members or contractors qualified to conduct fit testing.
- (c) Medical evaluations.
- (d) PPE inventory control.
- (e) PPE issuance and replacement.
- (f) Cleaning, disinfecting, storing, inspecting, repairing, discarding and otherwise maintaining respiratory PPE, including schedules for these activities.
- (g) Regularly reviewing the PPE plan.
- (h) Remaining current with applicable National Institute for Occupational Safety and Health (NIOSH), American National Standards Institute (ANSI), Occupational Safety and Health Administration (OSHA), Environmental Protective Agency (EPA) and state PPE standards and guidelines.

##### **706.7.1 RESPIRATORY PROTECTION USE - SWORN**

Designated members may be issued respiratory PPE based on the member's assignment (e.g., a narcotics investigator who is involved in clandestine lab investigations).

Respiratory PPE may be worn when authorized by a scene commander who will determine the type and level of protection appropriate at a scene based upon an evaluation of the hazards present.

Scene commanders are responsible for monitoring members using respiratory PPE and their degree of exposure or stress. When there is a change in work area conditions or when a member's degree of exposure or stress may affect respirator effectiveness, the scene commander shall reevaluate the continued effectiveness of the respirator and direct the member to leave the respirator use area when the scene commander reasonably believes (8 CCR 5144):

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- (a) It is necessary for the member to wash his/her face and the respirator facepiece to prevent eye or skin irritation associated with respirator use.
- (b) The member detects vapor or gas breakthrough, or there is a change in breathing resistance or leakage of the facepiece.
- (c) The member needs to replace the respirator, filter, cartridge or canister.

#### 706.7.2 MEMBER RESPONSIBILITIES FOR RESPIRATORY PROTECTION - SWORN

Members shall not use self-contained breathing apparatus (SCBA), full-face respirators or cartridge respirators unless they have completed training requirements for the equipment.

Members exposed to environments that are reasonably known to be harmful due to gases, smoke or vapors shall use respiratory PPE.

Members using respiratory PPE shall (8 CCR 5144):

- (a) Ensure that they have no facial hair between the sealing surface of the facepiece and the face that could interfere with the seal or the valve function. Members also shall ensure that they have no other condition that will interfere with the face-to-facepiece seal or the valve function.
- (b) Not wear corrective glasses, goggles or other PPE that interferes with the seal of the facepiece to the face, or that has not been previously tested for use with that respiratory equipment.
- (c) Perform a user seal check per department-approved procedures recommended by the respirator manufacturer each time they put on a tight-fitting respirator.
- (d) Leave a respiratory use area whenever they detect vapor or gas breakthrough, changes in breathing resistance or leakage of their facepiece and ensure that the respirator is replaced or repaired before returning to the affected area.

#### 706.7.3 GAS MASK - SWORN

Full-face air-purifying respirators, commonly referred to as gas masks, may be fitted with mechanical pre-filters or combination cartridge/filter assemblies for use in areas where gases, vapors, dusts, fumes or mists are present. Members must identify and use the correct cartridge based on the circumstances (8 CCR 5144).

A scene commander may order the use of gas masks in situations where the use of a SCBA is not necessary. These incidents may include areas where tear gas has or will be used or where a vegetation fire is burning. Gas masks shall not be used if there is a potential for an oxygen-deficient atmosphere.

Members shall ensure their gas mask filters are replaced whenever:

- (a) They smell, taste or are irritated by a contaminant.
- (b) They experience difficulty breathing due to filter loading.
- (c) The cartridges or filters become wet.
- (d) The expiration date on the cartridges or canisters has been reached.

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#### 706.7.4 SELF-CONTAINED BREATHING APPARATUS - SWORN

Scene commanders may direct members to use SCBA when entering an atmosphere that may pose an immediate threat to life, would cause irreversible adverse health effects or would impair an individual's ability to escape from a dangerous atmosphere. These situations may include, but are not limited to:

- (a) Entering the hot zone of a hazardous materials incident.
- (b) Entering any area where contaminant levels may become unsafe without warning, or any situation where exposures cannot be identified or reasonably estimated.
- (c) Entering a smoke- or chemical-filled area.

The use of SCBA should not cease until approved by a scene commander.

#### 706.7.5 RESPIRATOR FIT TESTING

No member shall be issued respiratory PPE until a proper fit testing has been completed by a designated member or contractor (8 CCR 5144).

After initial testing, fit testing for respiratory PPE shall be repeated (8 CCR 5144):

- (a) At least once every 12 months.
- (b) Whenever there are changes in the type of SCBA or facepiece used.
- (c) Whenever there are significant physical changes in the user (e.g., obvious change in body weight, scarring of the face seal area, dental changes, cosmetic surgery or any other condition that may affect the fit of the facepiece seal).

All respirator fit testing shall be conducted in negative-pressure mode.

#### 706.7.6 RESPIRATORY MEDICAL EVALUATION QUESTIONNAIRE

No member shall be issued respiratory protection that forms a complete seal around the face until (8 CCR 5144):

- (a) The member has completed a medical evaluation that includes a medical evaluation questionnaire.
- (b) A physician or other licensed health care professional has reviewed the questionnaire.
- (c) The member has completed any physical examination recommended by the reviewing physician or health care professional.

#### 706.7.7 RESPIRATORY PROTECTION USE - NON-SWORN

Forensic unit members and members who perform matron duties may be issued respiratory PPE based on the member's assignment. Non-sworn members have a limited scope for need of respiratory protection but this program including the provisions of (8 CCR 5144) shall be followed as applicable below. (Proper fit testing, medical qualification and training must be completed before donning respiratory protection devices in mandatory situations).

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The Irvine Police Department is committed to providing appropriate safety equipment to non-sworn personnel to ensure their health and safety. The N-95 particulate masks and half mask respirators are provided for department personnel depending on assignment.

**Particulate Masks** : The N-95 mask is a disposable particulate mask. The “N” represents the mask is not oil resistant and “95” reflects the mask filters out 95% of non-oil particles. N-95 masks must be approved by the National Institute for Occupational Safety and Health (NIOSH). Masks provided to Forensic personnel will display “NIOSH.”

Using the N-95 mask provides many benefits. These masks act like HEPA filters for particles like Tuberculosis (TB), H1N1 influenza and other airborne diseases. While ash particles from fires can be filtered, gases are not.

**Mandatory Use** : Forensic Specialist I/II, Forensic Supervisor, Public Safety Dispatcher, Public Safety Records Specialist, Public Safety Lead Records Specialist, Public Safety Records Supervisor, Public Safety Assistant, and Supervising Public Safety Dispatchers are required to wear N-95 masks in the following instances:

- When an examination is being conducted on an individual who has suspected or confirmed infectious TB or other airborne diseases.
- When collecting and/or packaging evidence in which there is potential for exposure to airborne diseases.
- While repairing or replacing air filters on equipment in the CSI Lab.

**Voluntary Use** : Forensic Specialist I/II and the Forensic Supervisor will have the option to use a particulate mask when processing scenes in which there are strong odors due to decomposition and/or significant particulates are in the immediate environment.

There are limitations with N-95 particulate masks. The masks cannot be used when there is less than 20% oxygen in the air and the concentrations of contaminants are immediately dangerous to life and health. Forensic personnel with full beards or facial hair that may interfere with a tight seal cannot use N-95 masks.

**Requirements** : N-95 particulate masks will be single use only. These masks will not be used when non-sworn members may be exposed to fumes, mists, gases or vapors at a scene. Refer to the policy regarding the use of half mask bayonet respirators. Annual fit testing will be conducted for non-sworn members during designated Block Training.

**Safety Concerns** : If a Forensic Specialist I/II, Forensic Supervisor, Dispatcher, Records Specialist, Lead Records Specialist, Records Supervisor, Public Safety Assistant, and Supervising Public Safety Dispatcher encounters any of the following symptoms while wearing a particulate mask, he/she will inform the coordinator responsible for respirator training/certification or his/her supervisor.

- \*Trouble breathing \*Anxiety \*Heart issues/Chest pain
- \*Dizzy \*Nose, throat or skin problems \*Lung problems
- \*Fear of small spaces \*Eye problems \*Any other serious symptoms

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**Half Mask Bayonet Respirators** : Half mask respirators and the appropriate cartridges for potential exposures will be provided. Each Forensic Specialist I/II and the Forensic Supervisor will be assigned his/her own respirator that he/she is responsible for the proper storage and care.

**Mandatory Use** : Half mask respirators are used by Forensic Specialist I/II and the Forensic Supervisor in the following situations:

- At any crime scene or investigation in which exposure to fumes, mists, gases or vapors is possible. Scenes such as arson or fire investigations, traffic accidents in which involved vehicles are transporting chemicals, etc. will require the use of a half mask respirator.

The department issued cartridges (part number 7422-SD1) offer protection from Organic Vapor (OV), Ammonia (AM), Methylamine (MA), Chlorine (CL), Hydrogen Chloride (HC), Sulfur Dioxide (SD), Chlorine Dioxide (CD), Hydrogen Fluoride (HF), Formaldehyde (FM), and Hydrogen Sulfide (HS). The cartridges have a 99.97% filter efficiency level against all particulate aerosols (P100).

**Voluntary Use** : Forensic Specialist I/II and the Forensic Supervisor may choose to use the half mask respirators instead of the N-95 masks as outlined in the protocol for N-95 masks. The purpose would be for a higher level of personal protection.

**Requirements** : A Forensic Specialist will only use the half mask respirator provided to him/her. Cleaning of the half mask respirators is done using alcohol wipes provided by the Department.

**Safety Concerns** : If the Forensic Specialist I/II and the Forensic Supervisor encounters any of the following symptoms while wearing a particulate mask, he/she will inform the coordinator responsible for respirator training/certification or the Forensic Supervisor.

- \*Trouble breathing
- \*Anxiety
- \*Heart issues/Chest pain
- \*Dizzy
- \*Nose, throat or skin problems
- \*Lung problems
- \*Fear of small spaces
- \*Eye problems
- \*Any other serious symptoms

Forensic Specialists will not enter scenes in which tear gas or large amounts of pepper spray have been deployed. Scenes involving clandestine laboratories are handled by specially trained Forensic Scientists and Forensic Specialists with the Orange County Crime Laboratory.

### **706.8 RECORDS**

The Training Manager is responsible for maintaining records of all:

- (a) PPE training.
  - (b) Initial fit testing for respiratory protection equipment.
  - (c) Annual fit testing.
  - (d) Respirator medical evaluation questionnaires and any subsequent physical examination results.
1. These records shall be maintained in a separate confidential medical file.



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The records shall be maintained in accordance with the department records retention schedule and 8 CCR 5144.

#### **706.9 TRAINING**

Members should be trained in the respiratory and other hazards to which they may be potentially exposed during routine and emergency situations.

All members shall be trained in the proper use and maintenance of PPE issued to them, including when the use is appropriate; how to put on, remove and adjust PPE; how to care for the PPE; and the limitations (8 CCR 3380).

Members issued respiratory PPE shall attend annual training on the proper use of respiratory protection devices (8 CCR 5144).