

## 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.