

The image features a large, semi-transparent badge of the Fontana Police Department in the background. The badge is oval-shaped with a central emblem of a sword and wings. The words "POLICE OFFICER" are inscribed at the top, and "FONTANA POLICE" is at the bottom. The badge is rendered in a light, faded color.

Fontana Police Department

Community Service Officer Training Manual

"Service With Integrity"

The Law Enforcement Code of Ethics

As a Law Enforcement Officer, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all men to liberty, equality and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear of favor, malice or ill will, never employing unnecessary force or violence, and never accepting gratuities. I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust, to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession: Law Enforcement.

Fontana Police Department

Mission

The Fontana Police Department is committed to protecting the community by providing quality “Service with Integrity”. As an organization, we will continue to build diverse community based partnerships. These partnerships will be guided by innovation and perseverance to ensure Fontana’s future as a well-developed, dignified, and respected community in the Inland Empire.

Vision

Dedicated to excellence and professionalism, we are committed to working with the people of Fontana to enhance the safety and security of our diverse community.

Values

Integrity - Adhering to a code of fairness and justice.

Ethical - Maintaining high professional standards.

Honesty - Truth and sincerity in action.

Quality - Pride in service and performance.

Dependable - Reliable and responsive to the community.

Innovative - Developing strategies to serve the community today and into the future.

INTRODUCTION

The CSO Training Program is designed to provide the community service officer an environment in which to learn and apply the basic training needed to adequately perform the job. This CSO Training Manual is provided to assist in this transition.

Police officers, as well as community service officers have a wide range of alternatives in handling incidents they are called upon to perform. Because of the inherent discretion and the power of the officer in the enforcement role, officers have been considered by many as the most important decision makers in society today. The actions an officer or community service officer takes or the omission of an act, will affect the lives of the citizens of this community. It will be the goal of this training program to assure the trainee meets this awesome responsibility.

This training program is designed on the concept of retaining, rather than washing out trainees. During the training program, any deficiencies discovered will first be documented, and then attempts to correct or overcome these deficiencies will be made. If these attempts to correct or overcome these deficiencies fail, further training or termination of employment will be considered. Throughout the training program, every attempt will be made to develop all community service officer trainees in a thorough, consistent, and fair manner.

Although some of the instruction guides included in this manual were originally designed for sworn police officers, the information they contain is also pertinent to community service officers. The instruction guides should be maintained after completing training so that the information can be referenced as needed.

Phase training is a process designed to achieve the following goals:

1. A systematic, step-by-step approach to training.
2. A method of ensuring trainee capability in performing basic tasks/skills necessary for competent operation as a community service officer.
3. The prevention of unnecessary duplication of training as trainees transfer from one training officer to another.
4. Consistency in the method by which certain basic skills are taught.
5. An early detection of weaknesses in an employee's performance and specific documentation of training given to overcome these weaknesses.

Recognizing that the random occurrence of events in the field does not allow for systematic learning, phase training overcomes this process by providing basic, objective-oriented training.

Certain tasks/skills considered necessary for effective and safe operation as a community service officer have been identified. They have been incorporated into five phases.

Phase 1 (5 Weeks):

Week 1: Admin Week. Trainee will be assigned to a CSO trainer. The first week will not require daily observation reports. The trainee acts as an observer during this time and shown various locations throughout the city and county that they will need to know in order to perform their duties. Logistical, equipment, administrative and any other needs will be addressed to ensure the trainee is prepared to begin the field training program.

Week 2-5:

The trainee will be assigned to a CSO in patrol. Daily evaluations on performance begins as the subject matter increasingly becomes more involved. The training will become more intense, with the trainee performing an increasing amount of the duties assigned. The trainee will be handling civilian contacts, basic investigations, interviews, field note taking, writing reports, etc.

Phase 2 (4 weeks):

The trainee will be assigned to a CSO trainer in patrol. The trainee will learn to handle basic traffic collision investigation and documentation, vehicle impounds, parking control, and traffic control functions.

Phase 3 (4 weeks):

The trainee will be assigned to a patrol CSO trainer. For the first two weeks the training will continue with patrol duties. The goal will be to demonstrate that the trainee can now work as an independent CSO. During this phase, the trainee's decision making and performance will be strongly scrutinized. Except in emergencies, or situations which develop beyond the trainee's ability to control, the trainer will not be as involved in the handling of calls. The trainer will concentrate on critiquing the trainee's performance after the trainee has completed handling each incident. During the final week of Phase 4, the trainer will act solely as an observer.

****Any acceleration of a phase, extension of a phase, or re-phase will be decided by the Field Training lieutenant after a review of the trainee's DOR's and input from the trainer. Any change in the trainee's schedule, assignment to any other unit, or assignment to another trainer will require the authorization of the Field Training lieutenant.***

Upon successful completion of the field training program the CSO will be assigned to ride with a patrol FTO for one week. The CSO will participate as is permissible, and at the discretion of the FTO.

The CSO will then be assigned to work the front desk for a period of two weeks. During this time the CSO will learn the job responsibilities of the front desk officer and perform the functions of the front desk officer.

The CSO will train in dispatch for a period of 5 weeks. For each of those weeks the CSO will work 3 days in dispatch and one day in the field. (The CSO should be assigned to the field for a period of one month prior to beginning dispatch training in order to acclimate to their primary job duties as a solo CSO).

Each phase of training has been broken into a basic outline of the material to be covered in that phase. These outlines are intended for guidance only, and are by no means meant to be the only information covered for a particular phase. The outline lists only general areas of instruction and provides a means of training. Your training officer will provide you with as much expertise and job knowledge as possible during each phase of training.

During the entire training program, you will be evaluated daily by your training officer. The daily observation form lists 26 specific behaviors to be evaluated. Each behavior is evaluated on a numerical score ranging from one, which is unacceptable, to five, which is exceptional. For further details see the included critical performance tasks list. The daily observation forms will be completed and submitted to the Training & Personnel Sergeant for review.

To ensure a standard evaluation by all training officers, a guideline is provided listing specific examples of unacceptable, acceptable and exceptional behavior. You should thoroughly review the guidelines so that you know exactly what is required to establish an acceptable standard.

Preceding each phase in your training manual is a performance record. You must have this training manual on hand at all times while on duty so the training officer can review the performance records. The trainer will initial and date the spaces provided when the subject matter is demonstrated, and again when it is performed. You cannot transfer to the next phase until the current phase performance record is complete. Any deviation will require the approval of the Personnel & Training Sergeant. The training topics are very broad and will allow the training officer to apply individual teaching methods and still ensure that all areas are covered. When the trainer signs the performed area of the performance record, it indicates you are capable of handling that task in a competent manner. Keep in mind that questions will always surface. It is important to understand that you should never be afraid to ask questions.

All daily and end of phase summary reports will be completed by the training officer and submitted to the Personnel & Training Sergeant in a timely matter. The Personnel & Training Sergeant will retain these reports and maintain records of the entire phase training program. The phase reports will be made available to all phase training officers who will take a direct role in the development of the trainee.

This CSO Training Program and Evaluation Manual have been developed to provide the training officers with a reference guide to assist them in carrying out the duties and responsibilities of the program. Of particular interest to the training officer will be the sections related to job analysis, performance criteria and standardized guidelines for the

evaluation process. An important part of this program is the Training Guide, which is a checklist of these tasks and functions the trainee is expected to perform during the Training Program, after explanation and/or demonstration by the training officer.

Complete familiarization with the entire manual is necessary for those directly involved in the program as it will prepare the training officer to respond to questions regarding the program and its operation from the trainee, members of the department, other agencies and the community.

When utilized fully, this Training Manual will ensure high quality training and, most importantly, a fair and impartial evaluation of every trainee processed through the CSO Training Program.

Trainees are expected to have immediate access to the CSO Training Manual at all times and be prepared at any time to obtain it upon request. Training officers and supervisors will make regular checks of the Phase Training Checklist to ensure that definite progress is being systematically made.

USE OF PHASE TRAINING GUIDE

The Phase Training Checklist is designed to ensure that trainees receive specific training in designated areas. Successful completion of these phases will give the trainees the foundation to draw from when handling incidents that have not been actively demonstrated. It is impossible to train a community service officer in every area that may be encountered.

Training officers will, at a minimum, instruct in the areas that are outlined in each specific phase. Spaces are provided to initial that instruction was provided and that the trainee performed in this area. The training officer will initial the checklist indicating that instruction in a performance area was given. After the trainee performs the designated task in the performance area, the training officer and the trainee will initial in the areas provided.

The initialing by a training officer that the task was performed does not necessarily mean that the task was performed successfully. It merely documents that the trainee was trained and had an opportunity to perform that task. Often, acceptable performance only comes after repeated attempts at a particular task and successful performance may occur weeks after the first attempt.

The training officer will mark the method used by the trainee to demonstrate successful comprehension of the performance task. The methods are:

- FP – Field Performance
- RP – Role Playing
- WT – Written Test
- VT – Verbal Test

Reference material is provided in Part III of the manual to assist in training. Training officers shall refer the trainees to the proper place to locate material in question and shall assist them in locating it.

The following symbols will be used to designate the written sources of the subject matter outlined in this training guide:

- PC – Penal Code
- VC – Vehicle Code
- TB – Training Bulletins
- Ref – Reference (recommended reading)
- GO – General Order
- IG – Instruction Guide Sheet
- DM – Department Manual
- CS – Cheat Sheet

It is the intention of the CSO Training Program that trainees demonstrate "instructed" performance through actual, on-duty handling of field situations. This is the preferred method of demonstrating that the trainee comprehends and can apply what has been taught. When impractical or not necessary, oral and/or written tests may be utilized to demonstrate successful comprehension of a required subject.

DUTIES & RESPONSIBILITIES OF THE TRAINING OFFICER

The training officer is the essential means by which the goal of the program is achieved. Specifically, the development of a community service officer that is able to work a solo assignment in a safe, skilled, productive and professional manner.

The training officer has two primary roles to fulfill; that of a community service officer assuming full responsibilities and that of a trainer of new personnel.

The trainer must provide on-going instruction in the traditional sense, utilizing innovative, practical techniques. The trainer must have the requisite skills necessary to become a reliable evaluator of the trainee's performance. The trainer must not only evaluate the written and spoken performance of the trainee, but must also evaluate the demeanor and tact of the trainee. The trainer is required to write daily evaluations of this performance and submit additional documentation as required.

It shall be the trainer's responsibility to recommend termination of a trainee when the prospects for retention no longer exist. The trainer shall document the events that caused him/her to come to this decision.

ROLE OF THE CSO TRAINEE

The role of the trainee, while undergoing training, is that of a junior partner to the training officer. While this partnership is equal in the respect that both officers are full-time CSO's, it is obvious that trainee cannot be as fully trained and prepared to handle the many varied situations as the trainer; therefore, the trainer is in charge of all situations. Some explanation of the role of the trainee is important.

First, as the most experienced officer in the car, the trainer will make the final decision on any issue or problem that comes up unless the trainer has requested the trainee to do so, is incapacitated, or an emergency exists and is not available. In those cases, the trainee must take charge. At no time is the trainee required to follow an unlawful, immoral or unethical order.

Second, remember that the trainer is just that . . . *a training officer*. Ask questions. If your trainer cannot answer immediately, he/she will get the answer for you. Questions about specific assignments or the job in general should be asked. Keep the trainer aware of any problem areas you have so they can be worked on together.

Third, the trainee must remember to follow all instructions and/or directions of the trainer unless, of course, they are illegal or in direct violation of a supervisor's order or department policy; in which case, supervisory assistance should be sought.

Fourth, it is the responsibility of the trainee to ensure that all aspects in the phase checklists are signed off by the trainer as they are accomplished. The trainee may cause a delay in his/her release from the program if the checklists are incomplete.

In addition to the responsibilities mentioned, trainees must remember that they are still responsible for carrying out all the functions of a full-time CSO. Trainees must be concerned with doing a proper job, and maintaining a neat, clean, professional appearance. Conduct, both on and off duty, must be exemplary.

The trainee must follow the chain of command in *all* dealings with the department and should keep their trainer or immediate supervisor informed of any and all problems. The only exception to this rule is if the trainee has observed a trainer commit an unlawful act. In this case, the trainee is to report to the next highest-ranking officer.

It is also essential that the trainee be familiar with how the department is organized, as well as the role relationships and responsibilities of different divisions.

Ensuring objective evaluations throughout the training period is imperative. For this reason, trainees are discouraged from participating in organized FPD/FPOA athletic events. Injuries can impact training and the department wants to reduce this risk. More importantly, the department wants to ensure that non-performance issues do not affect the evaluation process. Trainees are expected to decline participation in FPD/FPOA sporting events until probation has been completed.

The Field Training Lieutenant will meet periodically with the CSO trainees, review the daily evaluations, and be directly responsible to monitor the performance of the trainees. Trainees are encouraged to bring to the attention of the Personnel & Training Sergeant, any matter, personal or professional, that is affecting their training.

Trainees should be aware that leave time might be limited in the event of an off-duty injury. Employees cannot go into "negative leave." (See city personnel rules for details)

STANDARDIZED EVALUATION GUIDELINES

Daily Evaluations

Daily evaluations will be done on the *Daily Observation Report* form. All evaluations will be completed in a timely manner. All narratives will be typewritten. They will be grammatically correct and free of spelling errors.

The narrative will document the trainee's activity, to include any weaknesses in performance, as well as positive comments regarding the trainee's activities. The narrative will also include documentation of any specific instruction, training, or training materials given by the trainer to improve the trainee's performance and correct weaknesses. All significant weaknesses will be thoroughly documented, along with the trainer's specific instructions given to the trainee to improve the weaknesses. In the event the trainee fails to respond to repeated methods of training to correct a weakness in any given area, the trainer will check "N.R.T." (Not Responding to Training) for the appropriate section. If the trainer does not observe the trainee perform a specific task during the shift, the trainer will check "N.O." (Not Observed) for that specific task. The trainer will rate the trainee's performance in those areas that are observed using the 1 through 5 rating scale as indicated on the *Daily Observation Report* form. A trainee who performs a specific task at a competent level, commensurate with a CSO off of training, acting as a single CSO unit, and with no assistance from the trainer, will be rated a 4. Any performance above or below that standard will be rated accordingly.

The *Daily Observation Report* will be signed by the trainer and the trainee, and each page of the narrative will be initialed by both the trainer and trainee. It will be reviewed and signed by the Personnel & Training Sergeant prior to being placed in the trainee's file. *Daily Observation Reports* will be completed by trainers in Phases 2, 3, and 5.

These documents are personnel records and the trainers shall ensure that they are not left on the computer anywhere they could be viewed by unauthorized personnel.

End of Phase Evaluation

The *End of Phase* evaluation will be given at the end of Phase 2, Phase 3, and Phase 5. The *End of Phase* evaluation will be typewritten, and free of grammatical and spelling errors. It may be completed using the *End of Phase* form, provided on the shared drive.

Under each heading the trainer will write a brief (one or two sentence) synopsis of the trainee's performance. The trainer will rate the trainee's performance under each heading as "Acceptable," "Not Acceptable," or "Not Observed." When the trainee is given a rating of "Not Acceptable," the trainer will write a brief synopsis describing the deficiency. The trainer will also indicate under the heading "Comments" his or her recommendation. The recommendation will be the "trainee has successfully completed the phase and is to be passed on to the next phase," "the trainee needs additional training in the phase and should be extended," or "the trainee has failed to successfully complete the phase and should be re-phased." When the trainer recommends extending the phase or re-phasing, the recommendation will include the trainer's justification for that recommendation.

The *End of Phase* evaluation for *Phase 3* will include the trainer's recommendation that the trainee shall be released from training after successful completion, extension, or re-phasing. The trainer will justify all recommendations of extension and re-phasing.

Each page of the *End of Phase* evaluation will be initialed by the trainer, reviewed and initialed by the trainee, and reviewed and initialed by the Personnel & Training Sergeant. The trainer, trainee, and Personnel & Training Sergeant will sign the last page. It will then be placed in the trainee's training file.

These documents are personnel records and trainers shall ensure that they are not left on the computer anywhere they could be viewed by unauthorized personnel.

FONTANA POLICE DEPARTMENT DAILY OBSERVATION REPORT					PHASE: _____			
CSO / BADGE #:		FTO:		SHIFT / HOURS:			DATE:	
RATING INSTRUCTIONS: Rate observed behavior on the scale below using the numerical value definitions contained in the standardized evaluation guidelines. You MUST comment on the most and least acceptable performance of the day. Although specific comments are required for all ratings of "1" and "NRT," you are encouraged to comment on any behavior you wish. Use category numbers to reference your narrative comments. Check "NO" box if a category is not observed. Check "NRT" box if the trainee fails to respond to training.								
ASSIGNMENT:				FTO RATINGS		ACCEPTABLE SOLO OFFICER	Exceptional	
				1	2	3	4	5
								NO
								NRT
PERFORMANCE TASKS								
1	DRIVING SKILLS – NORMAL CONDITIONS							
2	DRIVING SKILLS – TRAFFIC CONTROL							
3	ORIENTATION / RESPONSE TIME TO CALLS							
4	FIELD PERFORMANCE							
5	SELF-INITIATED FIELD ACTIVITY							
6	OFFICER SAFETY							
7	CONTROL OF CONFLICT – VERBAL SKILLS							
8	RADIO COMPREHENSION AND USAGE							
9	MDC COMPREHENSION AND USAGE							
10	ROUTINE FORMS – ACCURACY / COMPLETENESS							
11	REPORT WRITING / ORGANIZATION AND DETAIL							
12	REPORT WRITING / APPROPRIATE TIME USED							
13	INVESTIGATIVE SKILLS							
14	INTERVIEW / INTERROGATION SKILLS							
15	PROBLEM SOLVING / DECISION MAKING							
16	TRAINING: ROLE PLAYING / REPORT WRITING							
KNOWLEDGE								
17	DEPARTMENTAL POLICIES / PROCEDURES							
18	PENAL CODE /CRIMINAL STATUTES/PROCEDURES							
19	VEHICLE CODE							
20	MUNICIPAL CODES / FCC							
ATTITUDE								
21	ACCEPTANCE OF FEEDBACK							
22	ATTITUDE TOWARD WORK							
23	RELATIONSHIP WITH PUBLIC							
24	AREA COMMANDER / COPS							
25	RELATIONSHIP WITH OTHER OFFICERS/SUPERVISORS							
APPEARANCE								
26	GENERAL APPEARANCE							

AREAS OF STRONG PERFORMANCE

Comments:					
<u>AREAS OF WEAK PERFORMANCE</u> Comments:					
<u>TRAINING LANDMARKS</u> Comments:					
<u>SPECIFIC TRAINING / TESTING CONDUCTED</u> Comments:					
<u>RECOMMENDATIONS FOR TRAINING</u> Comments:					
MISCELLANEOUS COMMENTS					
<table border="1"><tr><th>Reports</th><th>Citations</th></tr><tr><td> </td><td> </td></tr></table>	Reports	Citations			
Reports	Citations				
TRAINEE: _____	DATE: _____				
FTO: _____	DATE: _____				
FTP/SAC: _____	DATE: _____				

CRITICAL PERFORMANCE TASKS

1. DRIVING SKILL – NORMAL CONDITIONS

1. ***Unacceptable:*** Continually violates Vehicle Code (red light, stop signs), involved in chargeable accidents, lacks dexterity and coordination during vehicle operation.
4. ***Acceptable:*** Ability to maintain control of vehicle while being alert to activity outside of vehicle. Practices good defensive driving techniques.
5. ***Exceptional:*** Sets good example of lawful, courteous driving while exhibiting good manipulative skills required of police officers (e.g., operate radio, observe conditions, etc.).

2. DRIVING SKILL – TRAFFIC CONTROL

1. ***Unacceptable:*** Continually parks the vehicle in an unsafe manner and does not use the appropriate lighting equipment.
4. ***Acceptable:*** Ability to use the vehicle and other equipment (flares, cones, delineators, etc) in a safe appropriate manner. Also is able to control traffic using the vehicle and such aids to safely secure an area or intersection.
5. ***Exceptional:*** Does all of the above in a quick & efficient manner, without needed any guidance or direction. Also displays an ability to forecast unsafe traffic conditions and is able to resolve those situations.

3. ORIENTATION / RESPONSE TIME TO CALLS

1. ***Unacceptable:*** Unaware of his/her location while on patrol. Does not understand proper use of map book. Unable to relate his/her location to his destination. Not familiar with the district and beat structure.
4. ***Acceptable:*** Has knowledge of his/her location in most situations and can quickly use resources to find streets and then apply the map book to get himself there.
5. ***Exceptional:*** Retains prior map book information and is able to get to destination by shortest route.

4. FIELD PERFORMANCE

1. ***Unacceptable:*** Becomes emotional, panic stricken, unable to function, or loses temper.

4. **Acceptable:** Maintains calm and controlled attitude, does not allow situation to further deteriorate.
5. **Exceptional:** Expeditiously obtains control and brings order under any circumstances without assistance. Quickly considers all options, reaches proper conclusions, and acts appropriately.

5. **SELF-INITIATED FIELD ACTIVITY**

1. **Unacceptable:** Fails to free patrol time to proactively locate issues within the city that need to be addressed.
4. **Acceptable:** Uses free time appropriately to patrol for parking violations, abandoned vehicles, graffiti abatement issues, etc.
5. **Exceptional:** Continuously displays a proactive work ethic when not being assigned to a call for service. Actively looks for nuisance issues within the community to address.

6. **OFFICER SAFETY**

1. **Unacceptable:** Frequently becomes involved in situations involving confrontations with violent or potentially violent subjects. Becomes personally involved in incidents involving violence or criminal activity instead of requesting an officer to respond. Does not take proper safety precautions when searching or dealing with prisoners.
4. **Acceptable:** Understands principles of officer safety and applies same. Generally displays awareness of potential danger.
5. **Exceptional:** Always keeps in a safe position. Always watchful on his/her approach to a call. Does not become paranoid or overconfident. Is alert to changing conditions.

7. CONTROL OF CONFLICT – VERBAL COMMANDS

1. **Unacceptable:** Frequently involved in situations that escalate into physical or verbal confrontations. Improper voice inflection, i.e., too soft, too loud, confused commands or indecisive.
4. **Acceptable:** Maintains control of most situations without assistance. Speaks with authority in a calm & clear voice.
5. **Exceptional:** Always able to control situations even when dealing with subjects who are excited or upset. Good bearing and tone.

8. RADIO COMPREHENSION AND USAGE

1. **Unacceptable:** Repeatedly misses critical and non-critical calls directed to his/her unit and is unaware of adjoining beat traffic. Frequently has to ask for repeat transmissions or does not comprehend messages. Does not have complete knowledge of department radio codes. Under or over modulates transmissions, causing the radio operator to constantly ask for a repeat. Misinterprets 10-code definitions or fails to use it in accordance with set policy.
4. **Acceptable:** Copies critical calls and most non-critical calls directed to his/her unit. Is aware of adjoining radio traffic. Knows and utilizes department radio codes. Uses short transmissions. Has good working knowledge of majority of 10-code definitions.
5. **Exceptional:** Always comprehends critical and non-critical calls directed to his/her unit and quickly makes a written record. Always aware of, and quickly reacts to, traffic in adjoining beats. Transmits in a clear, calm voice. Uses 10-code with ease in all receiving and sending situations.

9. MDC COMPREHENSION AND USAGE

1. **Unacceptable:** Fails to monitor or notice incoming messages, unable to understand call card information, inability to use the functions of the MDC appropriately, sends inappropriate messages to others.
4. **Acceptable:** Regularly notices and opens incoming messages, is able to comprehend information on call cards, uses the functions of the MDC when appropriate.
5. **Exceptional:** Uses the MDC only when safe to do so, is able to use the functions of the MDC to expedite services and free up air time, uses the MDC to write reports in the field.

10. ROUTINE FORMS: ACCURACY/COMPLETENESS

1. **Unacceptable:** Unable to determine proper form for given situations, forms incomplete.
4. **Acceptable:** Knows most standard forms and understands format. Completes forms with reasonable accuracy and thoroughness.
5. **Exceptional:** Consistently and rapidly completes detailed forms with no assistance. High degree of accuracy.

11. REPORT WRITING: ORGANIZATION AND DETAIL

1. **Unacceptable:** Totally incapable of organizing events into written form.
4. **Acceptable:** Converts field situations into a logical sequence of thought to include all elements of the situation.
5. **Exceptional:** A complete and detailed account of what occurred from beginning to end, written and organized so as to assist any reader in comprehending the occurrence.

12. REPORT WRITING: APPROPRIATE TIME USED

1. **Unacceptable:** Requires more time than needed for experience level to complete simple reports.
4. **Acceptable:** Completes simple basic reports in a timely manner.
5. **Exceptional:** Completes simple basic reports in no more time than that of a skilled veteran CSO. (Articulate this, depending on the type of report, what you consider normal time to complete.)

13. INVESTIGATIVE SKILL

1. **Unacceptable:** Does not preserve crime scene, destroys physical evidence; does not relate evidence to crime; does not locate all crime scenes; Allows other CSO's or sworn Police Officers present to handle call, unable to make a decision, timid attitude.
4. **Acceptable:** Identifies crime scene and evidence related to same; assumes control of assigned investigations until relieved or directed otherwise while maintaining a pleasant attitude, assists others without need to assume command.

5. **Exceptional:** Always in control of assigned investigations, recognizes immediately when to discontinue an investigation and request a supervisor or sworn officer to take control.

14. **INTERVIEW SKILL**

1. **Unacceptable:** Does not locate all persons to be interviewed; accepts statements without attempting to verify. Does not speak in a clear and concise manner.
4. **Acceptable:** Recognizes those who must be interviewed and courteously and efficiently does same within all legal constraints.
5. **Exceptional:** Utilizes techniques to put people at ease while interviewing; obtains statements from all involved parties.

15. **GRAMMAR / SPELLING / NEATNESS**

1. **Unacceptable:** Written product is illegible, with misspelled words, and/or has incomplete sentence structure.
4. **Acceptable:** Level of usage of grammar, spelling, and neatness are satisfactory in that errors in this area are rare and do not impair understanding.
5. **Exceptional:** Very neat and legible, no spelling mistakes and excellent grammar.

16. **PROBLEM SOLVING/DECISION MAKING ABILITY**

1. **Unacceptable:** Unable to make a decision or makes too hasty a decision; does not take all into account before attempting to solve problem or make a decision. Confused and disoriented as to what action should be taken.
4. **Acceptable:** Usually reaches proper conclusion after assessing pertinent information.
5. **Exceptional:** Requires no assistance and quickly analyzes situations and makes proper decisions.

17. **TRAINING: ROLE PLAYING / REPORT WRITING**

1. **Unacceptable:** Unable to come to the correct solution to a problem during a training scenario and / or does not respond to provided instruction.

4. **Acceptable:** Able to learn in a training environment and solicits information from the training officer for improvement.
5. **Exceptional:** Displays an ability to retain information gleaned during training and relates it to similar situations in the field.

KNOWLEDGE

18. DEPARTMENT POLICIES AND PROCEDURES

1. **Unacceptable:** Has no knowledge of department policies and procedures and makes no attempt to learn.
4. **Acceptable:** Familiar with most commonly applied departmental policies and procedures.
5. **Exceptional:** Exceptional working knowledge of departmental policies and procedures.

19. PENAL CODES / CRIMINAL STATUTES

1. **Unacceptable:** Doesn't know elements of basic sections, not able to learn, no attempt at improvement.
4. **Acceptable:** Working knowledge of commonly used sections, relates elements of observed criminal activity.
5. **Exceptional:** Outstanding knowledge of Penal Code and ability to apply it to both normal and unusual traffic related situations.

20. VEHICLE CODE

1. **Unacceptable:** Doesn't know elements of basic sections, not able to learn. No attempt at improvement.
4. **Acceptable:** Working knowledge of commonly used sections; relates elements to observed traffic related activity / parking violations.
5. **Exceptional:** Outstanding knowledge of commonly used sections relates it and applies it to both normal and unusual traffic related situations.

21. MUNICIPAL CODES / FCC

1. **Unacceptable:** Doesn't know elements of basic sections, not able to learn, no attempt at improvement.

4. **Acceptable:** Working knowledge of commonly used sections; relates elements of observed criminal related activity.
5. **Exceptional:** Outstanding knowledge of City Code and ability to apply it to both normal and unusual situations.

ATTITUDE

22. ACCEPTANCE OF FEEDBACK

1. **Unacceptable:** Rationalizes, is argumentative; refuses to make corrections; considers criticism as negative. Becomes sullen, pouts.
4. **Acceptable:** Accepts criticism in positive manner and applies it to further learning processes.
5. **Exceptional:** Solicits criticism in order to improve performance; never argues or blames others.

23. ATTITUDE TOWARD POLICE WORK

1. **Unacceptable:** Portrays a demeanor that work as only a job; uses job for ego trip; abuses authority; lacks dedication.
4. **Acceptable:** Expresses active interest toward the job. Eager to learn.
5. **Exceptional:** Utilizes every opportunity to further professional knowledge and maintains high ideals toward professional responsibilities.

24. RELATIONSHIP WITH THE PUBLIC

1. **Unacceptable:** Abrupt, belligerent, and overbearing; introverted and uncommunicative. Displays prejudice towards minorities.
4. **Acceptable:** Courteous, friendly and empathetic; communicates in a professional and unbiased manner.
5. **Exceptional:** Establishes rapport and is always objective. Always appears to be at ease in any person-to-person situation. Understands cultural differences and effects on relations and reacts properly.

25. RELATIONSHIP WITH OTHER OFFICERS / SUPERVISORS / PERSONNEL

1. **Unacceptable:** Patronizes or is insubordinate to supervisors, training officer, or other department personnel. Excessively fraternizes when on-duty or totally fails to associate with others when appropriate.

4. **Acceptable:** Good peer relationships. Respectful towards others.
5. **Exceptional:** Maintains an ideal student / teacher relationship with training officer. Respects and supports all department personnel.

APPEARANCE

26. GENERAL APPEARANCE

1. **Unacceptable:** Arrives for work with dirty shoes, leather gear, uniform. Poorly groomed with long, unkempt hair. Has offensive body odor.
4. **Acceptable:** Uniform is neat, clean, and appropriately tailored. Leather gear and boots are regularly shined. Displays proper grooming and hygiene.
5. **Exceptional:** Uniform, leather gear, and boots are always in top condition. Grooming standards and hygiene are remarkably in order.

Instruction Guides

Instruction Guides Index

Administrative Phase

Introduction to the position and the training program
Station Tour
Equipment Issuance
Evidence Processing
OC Training
Telestaff
Area Commander Program
Timesheet Training
Equal Opportunity and Harassment Policy
Report Writing and Basic Report Form Orientation

Phase 1/Phase 2

Briefing Attendance and Procedures
Vehicle Familiarization
City and County Locations
Matron Duties

Map Usage
Radio Familiarization
MDC / Computer Usage
Field Interviews
Note Taking Procedures
Report Writing & Other Documentation

Traffic and Parking Cites
Traffic Control
Recognizing Stolen and Abandoned Vehicles
Abandoned Vehicle Procedure
Vehicle Towing, Inventories, & CHP 180 Reports
Traffic Collision Investigation & Documentation

Phase 3

Demonstrate competency in the following:
Interviews
Report Writing

Vehicle Operations
Traffic Control
Traffic & Parking Enforcement
Accident Investigation
Other miscellaneous functions of a CSO

Phase 1

FIELD TRAINING OFFICERS LOG
Phase 1

CSO/Serial #

PHASE 1

Shift _____

FTO _____

RE-PHASE

Shift _____

FTO _____

ORIENTATION

During the first week of training, an introduction to department procedures, department orientation, and equipment checkout will be completed. The following list of items needs to be addressed.

Procedures to review:

Timesheets, benefits, payroll deductions, change of address, etc. (conducted by Payroll)
Breaks, Shift Changes, Sick Time (call off procedure)
Vehicle fueling
Vehicle maintenance; log and who to notify
OC spray use, policy, and training by Department Defensive Tactics Instructor

Station Orientation:

Dispatch	Records
Traffic	Administration
Property	Investigations
Narcotics	Rapid Response Team
I.D. Unit	Gang Unit / MET
Crime Prevention	Range
Locker room	Report writing/briefing
Human Resources	Bomb Box

Items to be Issued:

I.D. Card	Camera (if available)
Computer Passwords	Training book
Mapbook	Print Kit
Penal Code (entry level)	Vehicle Code (entry level)
Keys (unit, Knox box, traffic signal)	
Thumb drive	

Other Items to Discuss:

Probation	Department Associations
Chain of Command	Communications
Training Program	General Information
Area Commander Program	Vehicle Check out
E-mail	

CITY OF FONTANA
FONTANA POLICE DEPARTMENT
Operations Division

MEMORANDUM

SO 05-04

To: All Personnel
From: Tim Newsome, Captain
Date: March 2, 2005

SUBJECT: Crime reports which may be taken by Community Service Officers

The Department anticipates assigning a CSO to the Traffic Unit, which will allow the remaining CSO's to primarily assist patrol. In preparation for this change, the incidents in which CSO's can be assigned have been reviewed. As a result, CSO's may be assigned to the following incidents where no suspect information is known:

- PC 488
- PC 487
- PC 653(m)
- PC 594
- Found Property
- RAJ's
- Missing Persons (non-critical)
- Abandoned Vehicles
- GTA and GTA Recoveries
- Lost or stolen license plates
- All Parking Violations
- Non-injury traffic accidents (including hit and run misdemeanors.)
- PC 476 / 470
 - CSO's may take the initial report on 476/470 cases involving named suspects. Once the initial report is taken, the report should be forwarded to the Investigations Unit for follow-up.
- 530.5 – Identity Thefts
 - When it is has been determined that the crime occurred outside the City and the report is being taken as an AOD, or when there is no suspect information.
- PC 459 -- Vehicles and Residential.
 - In cases where there is no suspect information, however, there is evidence, such as latent prints, the CSO's may still be assigned to take the report and collect evidence.
- Other reports as directed by a supervisor
- Supplements on all the above mentioned reports

VEHICLE FAMILIARIZATION

INSTRUCTION GUIDE # 1

It is essential to inspect your vehicle each day before leaving the station. By inspecting vehicles each day we are able to ensure they are operating properly and in the event that a vehicle is damaged, it will ensure the damage is properly documented and repaired. It is also important to know what equipment is available from a supervisor's vehicle. For example, all supervisor vehicles are equipped with a mobile command center and spike strips.

Vehicle Inspection

- Inspect the vehicle for damage
- Look for tire damage and wear
- Check all emergency lighting equipment for proper function
- The vehicle should be adequately stocked with road flares
- Fire extinguisher is full and secure
- Spare tire in good repair
- Vehicle has full tank of fuel
- Gas cap secure
- Water and oil are at proper levels

Driving Familiarization

- Slow speed patrol
 - observation of businesses
 - pedestrians
 - parked cars
- Radio call responses
 - defensive driving
 - use of rearview mirror
 - seatbelts
 - noting information while driving
 - parking / debarking
- Use of radio while driving

CITY AND COUNTY LOCATIONS FAMILIARIZATION

INSTRUCTION GUIDE # 2

At times it may be necessary for you visit other agencies and departments in the local area. While you do not necessarily have to memorize the location of all the listed offices, you need to have a general idea where each is located.

- City Limit Boundaries
- Patrol Beats
- City Hall
- City Yards
- Kaiser Hospital
- Arrowhead Regional Medical Center
- San Bernardino County Sheriff's Department – Central Records
- San Bernardino County Juvenile Hall
- San Bernardino County Sheriff's Office – Fontana Station
- San Bernardino Municipal Court – Rancho Cucamonga Division
- San Bernardino County District Attorney – Rancho Cucamonga Office
- County Radio Services
- Department of Motor Vehicles – Fontana Office
- Central Valley Fire Department Locations (all)
- Air Unit / Hangar at Brackett Airport

COMMUNITY ORIENTED PROBLEM SOLVING

INSTRUCTION GUIDE # 3

Introduction

The Area Commander program is designed to enhance the quality of life for the citizens living in, and visiting the City of Fontana. The Department's community policing philosophy is a fundamental and integral part of the organization's Community-Oriented Policing effort. All City employees are an integral part of the system and are expected to participate to ensure its success.

This introduction will establish the basic knowledge needed to understand the Area Commander program. The Area Commander program is designed to improve service to the community by establishing procedures which:

- ❑ Move decision-making lower in the organization
- ❑ Reduce paperwork for officers while improving lines of communication
- ❑ Free Corporals for organizational goals such as mentoring
- ❑ Meet a number of goals and objectives identified in the department's Strategic Plan

Procedure

The Area Commander program is designed to streamline the current COPS procedure by eliminating the application/approval process for officers, eliminating formal update requirements, and moving communications on all projects to simple e-mail. The program is designed to be flexible and less formal, so that officers working on a project can concentrate their efforts more on the problem and less on documentation.

The Area Commanders oversee community policing operations in their respective areas, monitor crime trends and relevant issues, act as a community liaison, and serve as contact point for inquiries. Issues will be handled by Area Commanders with geographical area as first consideration and shift as secondary consideration. For example, if a problem is city wide rather than tied to an area, it will be the responsibility of the Area Commander whose shift it is most closely associated. Area Commanders area assigned as follows:

- ❑ **Area One** - All areas north of the 210 freeway
- ❑ **Area Two** - Foothill Boulevard north to the 210 freeway
- ❑ **Area Three** - Foothill Boulevard south to the 10 freeway
- ❑ **Area Four** - All areas south of the 10 freeway

As issues are brought to the attention of the Area Commander (from the public, city staff or FPD employees), the Area Commander will determine what action is indicated, and will either take the action himself or assign it as necessary. If the Area Commander

determines the problem is more amenable to handling through traditional police methods, he will take action in that direction.

As always, all parties involved in a COPS project are expected to use the S.A.R.A. evaluation model. Area Commanders will assign tentative dates to complete projects as appropriate in the “assessment” phase, to insure that we haven’t done an inadequate “quick fix” to a problem requiring more extensive action. Officers are encouraged to consult with other staff members when faced with problematic issues. Recognizing that problems are usually most visible to line personnel closest to the scene, it follows that issues of importance to the community are also discovered by non-sworn members of the department as well as from other sources. Non-sworn employees are encouraged to communicate these issues to their supervisors or to the Area Commanders, will be encouraged to take part in the resolution of the problems and will receive training in the program.

S.A.R.A. MODEL – (SCANNING, ANALYZING, RESPONDING, ASSESSING)

Scanning

- ❑ What is the nature of the problem?
- ❑ How was the problem identified?
- ❑ Who identified the problem (community, police officers, politicians, press)?
- ❑ Why was this problem selected over other problem areas?
- ❑ What was the initial level of diagnosis/unit of analysis (crime type, neighborhood, specific premise, specific offender group)?

Analyzing

- ❑ What methods, data and information sources were used to analyze the problem (surveys, interviews, observation, crime analysis)?
- ❑ How often and for how long was this a problem?
- ❑ Who was involved in the problem (offenders, victims) and what were their respective motivations, gains and losses?
- ❑ What situational information was needed to better understand the problem (time, location environment)?
- ❑ Was there an open discussion with the community about the problem?

Responding

- ❑ What range of possible response alternatives were considered to deal with the problem?
- ❑ What responses can you use to address the problem?
- ❑ What do you intend to accomplish with your response plan?
- ❑ What resources were available to help solve the problem?
- ❑ Who was involved in the response to your problem?

Assessing

- ❑ What are the results? What impact did the response have on the problem?
- ❑ Who was involved in the evaluation?
- ❑ If there was no improvement in the problem, were other efforts considered to handle the problem?
- ❑ What response goals were accomplished?
- ❑ How could you have made the response more effective?
- ❑ Will your response require continued monitoring or a continuing effort to maintain your results?

Employees having questions regarding the program or suggestions as to how it might be improved are encouraged to communicate their questions or observations by whatever means is most expedient to them. Those staff members who took part in the initial drafting of this program fully expect it to evolve as line personnel find easier or more expeditious ways of working with the community to solve problems.

MATRON DUTIES

INSTRUCTION GUIDE # 4

On occasion, it may be necessary for CSO's to assist officers in searching persons. In most cases, the need for a CSO to assist with searching persons occurs when the suspect is of the opposite sex of the officer. Searches may also include photographing subjects and collecting urine samples. In all instances, an officer will be in the immediate area when a CSO conducts such duties. Prior to performing any requested search by an officer, the CSO should ensure they clearly understand what the officer needs them to do and how they should perform the request. In most cases, the need for a CSO to assist with searching persons occurs when the suspect is of the opposite sex of the officer.

1. **Pat Searches**

When conducting a search of a person you should wear gloves. The officer should have had the subject remove all property from their pockets prior to the search. Even so, you should always be wary of sharp objects that may be concealed on their person. Any contraband you locate will be turned over to the officer.

2. **Strip Searches**

Strip searches do not frequently occur at the police department; however when necessary, Department Policy concerning strip searches shall be followed.

3. **Collection of urine samples**

During the collection of a urine sample the primary responsibility of the CSO is to ensure the sample is from the person and that it is not tainted in anyway.

4. **Checking victims and suspects for suspected injuries**

When necessary to check a suspect or victim for injuries you should completely examine the person and photograph areas of injury. It may also be necessary to photograph the fact that there are no visible injuries. The officer requesting you examine the person should explain what is needed.

EQUAL OPPORTUNITY POLICY/SEXUAL HARASSMENT INSTRUCTION GUIDE # 5

Purpose:

- A. The purpose of this directive is:
1. To establish Police Department policy concerning allegations of sexual harassment.
 2. To establish proper reporting procedures for reporting instances of sexual harassment; and
 3. Define instances, happenings and occurrences of sexual harassment.

Policy:

It is the policy of the Police Department to provide a businesslike work environment free from all forms of employee discrimination including incidents of sexual harassment. No employee shall be subjected to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical. Sexual harassment will be treated as misconduct with appropriate disciplinary sanctions.

Definitions:

- A. Employee—All Police Department personnel, both sworn and non-sworn.
- B. Sexual Harassment—The deliberate or repeated behavior of a sexual nature by one employee to another that is unwelcome, unasked for or rebuked by the other employee. The behavior can be verbal, nonverbal or physical in nature. Examples of sexual harassment could include, but are not limited to the following:
1. Unwanted sexual advances;
 2. Demands for sexual favors in exchange for favorable treatment or continued employment;
 3. Threats and demands to submit to sexual requests in order to obtain or retain any employment benefits;
 4. Verbal conduct such as epithets, derogatory or obscene comments, slurs or sexual invitations, sexual jokes or propositions, sexually suggestive or insulting comments, or gestures or other verbal abuse of a sexual nature;
 5. Graphic verbal commentary about an individual's body, sexual prowess or

sexual deficiencies;

6. Flirtations, advances, leering, whistling, touching, pinching, assault, coerced sexual acts, or blocking normal movements;
7. Visual conduct such as derogatory or sexual posters, photographs, cartoons, drawings, or gestures or other displays in the work place of sexually suggestive objects or pictures.
8. Conduct or comments consistently targeted at only one gender, even if the content is not sexual; and
9. Retaliation for having reported or threatening to report sexual harassment.

Reporting Procedure:

Any employee who feels he or she has been the victim of sexual harassment should notify their superior of the incident. Should the superior be the alleged harasser, the employee should then notify the next person in the chain of command. Any employee who feels they cannot confide in a superior about the incident should contact the Human Resources Director for the City. An employee should make a timely notification of the incident so that an investigation can be instituted and notification made to the alleged harasser to cease and desist. The notification can be either orally or in writing.

In addition to the Police Department's internal complaint procedure, an employee may file a complaint with the California Department of Fair Employment and Housing (DFEH) at its San Bernardino Office or the Equal Employment Opportunity Commission (EEOC) of the U.S. Department of Justice at its Los Angeles Office (numbers are listed in the telephone book). Under California law, the Fair Employment and Housing Commission (FEHC) may order an employer to hire or rehire a victim of sexual harassment with back pay, and to provide the victim with monetary damages. The FEHC may also provide affirmative or prospective relief to prevent the recurrence of unlawful practices, including awards for pay back, reimbursement of out-of-pocket expenses, cease and desist orders, posting of notices, and other similar relief.

California law prohibits retaliation against any employee who files a complaint alleging sexual harassment or who otherwise participates in an investigation of sexual harassment. Additional remedies are available in a case where a victim can show that he or she has suffered such retaliation for successfully or unsuccessfully filing a sexual harassment complaint.

Investigation Procedure:

Upon either written or verbal notification of a sexual harassment complaint, or otherwise becoming aware of such, the supervisor receiving the complaint shall contact the alleged harasser and give a direct order to cease and desist their behavior.

The supervisor shall then forward a memorandum to the Division Commander, who then will notify the Chief of Police. The Chief of Police or his/her designee will notify the Director of Human Resources of the alleged sexual harassment. The investigation will be conducted by designated personnel of the police department as directed by the Chief of Police.

Upon completion of the investigation, and prior to the final disposition of the matter, the Chief of Police or his/her designee will notify the Director of Human Resources of their findings. The employee will be advised of the findings and conclusions of the investigation.

If the employee is not satisfied with the action taken by the person to whom they reported the misconduct, the employee may bring the complaint to the attention of the Director of Human Resources who will then conduct a review of the investigation of the complaint. The results of the investigative review will be forwarded to the City Manager.

Disposition:

If it is determined that sexual harassment has occurred, appropriate disciplinary action up to and including discharge will be taken. The severity of the discipline will be determined by the severity and/or frequency of the offense.

PHASE 1 & Administrative Phase Performance Record

Glossary: *FP= Field Performance* *WT= Written Test* *VT= Verbal Test*

Orientation

Date Instructed	Performed			Trainer's Initials	Trainee's Initials
	F P	W T	V T		

- Issued Equipment
- FPD Policy Manual
- Training Manual
- Station Orientation
- Code of Ethics
- Mission and Value Statements
- Payroll
- Area Commander Program (IG)
- City and County Locations (IG)
- O.C. Spray Use and Policy
- Taser
- Appearance and Demeanor
- Beat Areas

EQUAL OPPORTUNITY / HARRASMENT (IG)

- Department Policy
- Definitions of Harassment
- Reporting Procedure
- Investigation Procedure
- Other

Date Instructed	Performed	Trainer's Initials	Trainee's Initials
-----------------	-----------	--------------------	--------------------

F	W	V
P	T	T

MATRON DUTIES (IG)

- Requests
- Pat Searches
- Strip Searches
- Collection of Urine Samples
- Checking for Injuries

VEHICLE FAMILIARIZATION (IG)

- Inspect for Damage
- Emergency Lights
- Reporting Damage
- Maintenance Log
- Equipment Carried in Vehicle
- Defensive Driving
- Radio use while Driving

ADDITIONAL PHASE 1 ITEMS

- City and County Locations
- Area Commander Program
- COPS

Phase 2

FIELD TRAINING OFFICERS LOG
Phase 2

CSO/Serial #

PHASE 2

Shift _____

FTO _____

RE-PHASE

Shift _____

FTO _____

MAP ORIENTATION

INSTRUCTION GUIDE # 6

The trainee is expected to understand the value of the computer mapping system, utilize the map book properly, understand the numbering system for the city, as well as respond to calls for service in a timely manner by using the shortest possible route.

1. Map Book

A city map book is provided for each CSO. The map book is similar to a Thomas Guide. The first page of the book is an overview of the city. It is broken down into grids that provide page numbers where that portion of the city can be located. The rear portion of the map book contains a list of street names in alphabetical order. Next to each street there is a page number and grid coordinate which indicates where each street is located by page, and where on the page it can be found.

2. Computer Mapping System

A computer mapping system is programmed into each unit's MDC. The mapping system can be used to look up addresses, plan the fastest route, locate other police units and locate landmarks.

3. Direction of Travel and Landmarks

It is very important for a CSO to be familiar with his or her direction of travel at all times. The use of landmarks, roadways and neighborhoods can assist in determining direction of travel.

4. Numbering System

Each CSO must be familiar with the city street numbering system. All even numbered addresses are located on the north or west of the street. All odd numbered addresses are located on the south or east side of the street. The CSO must know the location of all major streets, and cross streets, and must be able to determine the hundred block of the major streets. Labeling a map with the hundred blocks may be of benefit in learning the hundred block system.

RADIO PROCEDURES

INSTRUCTION GUIDE # 7

When using the police radio, consider the fact that many other departments as well as the public are monitoring us. Our department will be judged by the business-like manner in which we give transmissions. Do not give information to aid the criminal element. Unit-to-unit transmissions shall be kept to an absolute minimum. Use in car computers whenever possible.

Obtain clearance from the dispatcher before giving a long transmission. Use the telephone when a message is quite long or is of a sensitive nature. Again, remembering that many people monitor police frequencies these days, request "6-8-FPD TAC" for warrants, license status, serial numbers, VIN checks, tows, etc.

Give all transmissions in a clear, calm, slow, and distinctive voice. Keep all messages on an impersonal basis, speaking in the third person whenever possible. Avoid excitement or anger as this causes the voice to become distorted.

Portable Radios:

The portable radios checked out to field officers were designed for the purpose of providing immediate communication with the station when away from the patrol unit. Not only has the portable radio allowed the field officer to become more mobile, but it allows for a prompt response should he put out a call for assistance. As valuable as this equipment is, it does have limitations, and each CSO should know the full capabilities of this radio.

The following are important considerations when operating the portable radios:

1. The portable radio is battery operated and, as such, operates on a decreasing flow of energy. Because of this factor, the radio in the vehicle should first be utilized whenever possible.
2. The radio should be held in a vertical position. This position will allow for maximum radio efficiency. For example, if the radio were to be held upside down, all transmissions would be directed into the ground.
3. All radio transmissions are affected by atmospheric conditions. At certain times it will result in poor radio reception throughout the entire city and on other occasions it will only affect certain parts. The initial reaction to this condition is that the battery is weak and in need of replacement. Before making a change, consideration should first be given to atmospheric conditions as a cause of poor radio reception. Utilizing the radio in another part of the city or beat may confirm this condition. Radio feedback problems

can be virtually eliminated if care is taken to turn off portables when the vehicle radio is being used. The same is true when broadcasting on the portable in the immediate proximity of the police vehicle with the radio on.

4. The portable radio should be looked upon as being a part of your equipment. The portable radio is an expensive piece of equipment, and although durability is a design feature, extra care in handling should be exercised to ensure maximum years of serviceable use. The radio should be taken out of service and submitted for any needed repairs.

5. It is a good practice to turn the portable radio ON upon leaving the police vehicle. This ON condition allows for immediate use in times of emergency, and for the base station to contact you if immediately needed.

6. CSO's should obtain a radio and fresh battery from the equipment room at the start of each shift and turn them in at the end of watch.

Codes designating response to details:

No code - Proceed to location without undue haste.

Code 3 - Use red light and siren to obtain right of way, but never drive in excess of a safe speed, giving consideration to traffic conditions, weather, and the nature of the call. CSO's are NOT authorized to respond code 3.

Descriptions:

The description of any person should contain the following information if possible: Name, race, age, DOB, address, height, weight, color of hair, color of eyes, complexion, physical imperfections and a description of clothing from head down, also any noticeable peculiarities.

Stolen vehicles should be described as follows: Stolen from (place), time, date, color, year, make, body type, license number, I.D. number, and any other information which will aid in the identification (damage, window stickers, etc).

The phonetic alphabet should be used whenever there is a possibility that confusion may arise over spelling of words, or when describing the letters in a license number, example: GBS 055 - George - Boy - Sam – zero – five – five.

- | | | |
|------------------|------------------|------------------|
| A Adam | J John | S Sam |
| B Boy | K King | T Tom |
| C Charles | L Lincoln | U Union |
| D David | M Mary | V Victor |
| E Edward | N Nora | W William |

F Frank	O Ocean	X X-ray
G George	P Paul	Y Young
H Henry	Q Queen	Z Zebra
I Ida	R Robert	

Radio Codes:

Ten Series:

Ten 1	Receiving transmissions poorly
Ten 2	Receiving transmissions clearly
Ten 4	Acknowledgement of understanding
Ten 7	Out of service
Ten 8	In service
Ten 9	Repeat last transmission
Ten 10	Out of service, subject to call
Ten 15	Prisoner in custody
Ten 19	Return to station
Ten 20	Location
Ten 21	Telephone number
Ten 27	Any return number of subject
Ten 28	Check for registration
Ten 29M	Subject wanted on misdemeanor warrant
Ten 35	Confidential information
Ten 36	Correct time
Ten 48	Out of unit, coffee break
Ten 87	Meet at
Ten 97	Arrived at location
Ten 98	Finished last assignment

Code Series:

Code 2	Proceed without delay, but with caution and obeying all rules of the road
Code 3	Emergency. Use red light and siren.
Code 4	No further assistance needed
Code 5	Stake out
Code 6	Out for investigation
Code 7	Lunch/Dinner

Radio Call Designations:

Adam	1	Chief of Police
Adam	2, 3, 4	Captains
Adam	4 - 21	Administration
ASO		Animal Services
Baker	1 - 4	Bicycle
Charlie		Corporals

Community Service Officer Training Program

David	1 - 20	Investigations
Edward		Code Enforcement
George	1 - 10	Gang, Graffiti, MET, NIT
Henry		School Resource Officers (N/A)
Ida	1 - 3	I.D. Unit
K-9		K-9 Unit
Lincoln	1 - 8	Lieutenants
Motor	1 - 10	Motor Units
Nora	1 - 6	Narcotics
Paul		Patrol
Robert		Reserve Officer
Sam		Sergeants
Tom	1 - 20	Traffic
Victor		Volunteer Program personnel
William	1 - 7	Rapid Response Team (RRT)
Zebra	1 - 10	Community Service Officers

USE OF MDC/COMPUTERS

INSTRUCTION GUIDE # 8

Purpose:

The purpose of this training guide is to provide officers with a practical guide to the actual use of the department's computer systems to include: the "Records System", "CAD" and the unit "MDC's". As a CSO you may not have access to all of the systems discussed, however it will be beneficial to have a working knowledge of all the systems available to the department.

Introduction:

FPD Policy as well as Federal and State Law regulate the accessibility to personal records (such as RAP Sheets & DMV Records). The purpose of our computer system is to aid employees with their investigation and is not intended for personal use. The laws relating to the release of a RAP Sheet are so stringent that they are not to be released to anybody outside of our agency. They are not even to be released to another law enforcement agency (other than the District Attorney's Office). The Department of Justice (DOJ) keeps an audit trail for every Rap Sheet issued and every criminal record requested. The goal of this training guide is to provide officers with the knowledge to successfully utilize the department's computer system.

Records System

The Records system is the most often used system by a CSO to perform basic follow up investigation. A CSO can obtain a person's DMV record, vehicle registration, RAP Sheet, in-house information regarding prior arrests/contact by our department as well as other helpful information.

Logging on to the ARS / Tiburon system (from a station computer):

1. Double click the "ARS" icon from the computer's desktop.
2. From the "sign-on" prompt, enter your ID number into the Operator ID field and then enter your password into the password field.
3. Once your ID number and password are entered, select "Sign On."

This will now enter you into the ARS system and bring you to the main menu. From this menu, you can enter the report writing module, the web-query, etc. You will learn more about the ARS system during the administration phase and throughout the training program.

CAD SEQUENCE NUMBERS INSTRUCTION GUIDE # 9

Issuing Sequence Numbers in Lieu of Case Numbers

There are certain situations when a CSO may issue a Cad Sequence Number to a citizen instead of taking a crime report and obtaining a regular case number. Most of these incidents are for crimes that are **not** in-progress, and have very little, if any, suspect information. The complete list of crimes approved for Sequence Numbers is listed on a separate page so the trainee can make a copy for his/her personal notes.

When a Sequence Number is issued, the CSO must explain to the victim/subject that the number and date of occurrence must be kept in order to retrieve a copy of the CAD printout at a later date.

There are some situations where dispatch can issue the Sequence Number without sending an officer out, or a CSO can handle by phone when appropriate.

For the few instances where Sequence Numbers can be issued for crimes in progress, an officer will be dispatched per policy. Once at the scene, or possibly while doing an area check, the CSO may determine a Sequence Number should be issued. The CSO should do this, and not ask dispatch to call the victim back to issue the number.

When a Sequence Number is issued, the CSO should include as much important information as possible on the call card (suspect information, summary of property stolen or vandalized, etc.).

The call card can be obtained by the victim as an official report (comments on the card should be proper and professional).

Approved Sequence Number Calls

1. Misdemeanor thefts, PC 488, 490.5
2. Misdemeanor vandalism, PC 594.1 with less than \$1000.00 damage with the exception of cases involving graffiti
3. Grand theft, PC 487.1 with total loss less than \$1000.00
4. Trespass and unlawful entry, PC 602, 603
5. Prowling, PC 647g
6. Obscene or annoying phone calls, PC 653m
7. Bomb threats, PC 148.1

In regards to Sequence Numbers, no workable suspect information means that the victim and/or witnesses involved in the case are unable to supply information that would allow an officer to identify a suspect through a follow-up investigation. A valid California license plate number is considered workable suspect information.

Report/Investigation Calls

1. All felonies except those listed above
2. Any crime of violence
3. Any crime with workable suspect information
4. Any burglary
5. Any property crimes where one or more of the items taken have serial numbers that can be entered in NCIC
6. Any domestic violence situation
7. Any 594 involving graffiti

CITY OF FONTANA

POLICE DEPARTMENT
Field Services Division

MEMORANDUM

SO05-02

To: All Personnel
From: Captain Tim Newsome
Date: Monday, January 31, 2005
Subject: Use of CAD Sequence Numbers

Effective January 1, 1993, the Department will be implementing a new policy involving the use of CAD Sequence Numbers for certain types of crime reports. CAD Sequence Numbers will be used in place of officer generated reports when there is no workable suspect information for the following types of cases:

1. Misdemeanor thefts, PC 488 / PC 490.5
2. Misdemeanor vandalism, PC 594.1 with less than \$1000 damage with the exception of cases involving graffiti.
3. ~~Vehicle burglaries, PC 459 with property loss less than \$1000 with the exception of burglaries to motor homes or self-contained trailers.~~
4. Grand theft, PC 487.1 total loss less than \$1000.
5. Trespass and unlawful entry, PC 602 & 603.
6. Prowling, PC 647g.
7. Obscene or annoying phone calls, PC 653m
8. Bomb threats, PC 148.1

For purposes of this policy, no workable suspect information means that the victim and/or witnesses involved in the case are unable to supply information that would allow an officer to identify a suspect through a follow-up investigation. For purposes of this policy, a valid California license plate number is considered workable suspect information.

Officers will take case numbers and not use Sequence Numbers in any of the following situations:

1. All felonies with the exception of those felonies already indicated: PC 487.1, PC 459s to vehicles with less than \$1000 property taken.
2. Any crime of violence.
3. Any crime with workable suspect information. (Unless suspect is known to be out of area)
4. Any burglary where the location entered is other than a vehicle, i.e. garages, houses, sheds, or a motor home or self-contained trailer.

5. Any property crime where one or more of the items taken has serial numbers that can be entered into the Department's NCIC computer system.
6. Any domestic violence situation.
7. Any 594 involving graffiti.

When Dispatch receives a report of an in progress crime for which a Sequence Number can be used, the call should be entered into the CAD system and a unit dispatched per existing policy. In a situation where the call is not in progress, the dispatcher should ask the victim whether they want to talk to an officer or want a phone report. If the victim advises that a phone report is satisfactory, the dispatcher should get the necessary information from the victim and give them a Sequence Number. If the victim has suffered some type of property loss, for example, a theft or vandalism loss, the dispatcher should include the victim's estimate of loss and what was stolen or damaged in the CAD report. It will not be necessary for the dispatcher to obtain any additional information from the victim that is not presently required before dispatching an officer.

If a victim reports that a crime is in progress or requests that an officer respond, the dispatcher should dispatch the call per existing policy. When the officer clears the call, instead of receiving a case number, the officer should ask Dispatch for the CAD Sequence Number and give that number to the victim instead of a report number. In a situation where the victim suffered a property loss, either through theft or vandalism, the officer shall advise Dispatch the amount of loss and what was stolen or damaged, and that information shall be placed into the CAD report.

Any employee issuing a Sequence Number shall advise the victim/subject that they need to maintain the Sequence Number and the date of the occurrence in order to get a CAD print out of the incident at a later date.

Employees shall not use CAD Sequence Numbers instead of criminal reports for any crime other than those specifically authorized by this policy.

TN:wf

INTERVIEW TECHNIQUES/ NOTE TAKING

INSTRUCTION GUIDE # 10

As Officers (CSO's), we all realize the importance of the Crime Report. It is the basis for which all investigations are followed-up, the basis by which, court cases are built (or disregarded). It is the source of information and descriptions for our fellow officers. It is the Department's permanent record of incidents, which the Department has handled. It is also essential that it be accurate and understandable. To accomplish this, you must be able to discover what took place and be able to relate to others what took place by using the Crime Report. Those two activities should dictate your technique in interviewing and taking notes of these interviews.

What took place?

If you have been given an assignment with a specific code from Communications, you may already have a direction to proceed with your interview. However, you shouldn't presume that the information you have been given is completely accurate. After all, the dispatcher is receiving the information from a second party and the dispatcher may not have the whole idea as to what has happened. Therefore, you should keep an open and inquisitive attitude to all assignments. Your first objective in your interview is:

1. **WHO** are you to speak to and to interview? Who is the victim, the witness, and the suspect?
2. **WHAT** took place? Is there a crime? What crime?
To discover this, isn't as easy as it sounds. You must not only ask the right questions of the right people you must also listen! **PAY ATTENTION.**
3. **WHEN** did this take place?
4. **WHERE** did the incident take place? Where are the individuals involved and where can they be reached?
5. **HOW** did this take place? This might take a bit of investigation on your part. Asking questions, making observations and evaluating the information you can compile.
6. **WHY?** This question is frequently overlooked, as being so obvious that it need not be asked.

The answer to these questions might be the way to solving who did what.

You should seek all of this information during your interview(s). The progression may

not follow this exactly (it most likely won't), and you may not always have each and every one of these questions answered to your full satisfaction, but you certainly should attempt to obtain what is available.

Obtaining this isn't always easy and it will not always be obtained in the same way. You are dealing with people, and every person is somewhat different than the other. They see the same incidents differently, and they all react differently to police officers and will, therefore, need to be approached in a manner, which best suits, them and you. We are all different too, which necessitates that there is no single best approach.

There are, however, some approaches that must be avoided:

1. **Talking constantly.** You, of course, must be curious and ask questions but you will never learn anything if you don't stop talking and asking questions and LISTEN. Don't just hear the words and wait for your turn to talk but actively listen and try to learn what your victim, witness or suspect is really saying.
2. **Talking too little or without sufficient self-confidence.** If you don't assert yourself, as the police officer that you are, and control the conversation, there are numerous people who will control it for you and talk about anything and everything. This situation has to be avoided if you are to complete your report.
3. **Being overly aggressive.** Remember that you are speaking to human beings. Your effectiveness as a report taker, and for that matter as an officer in every way, is not measured by the number of complaints you compile.
4. **Being meek.** If you aren't confident and positive, your effectiveness will be completely lost. You must give an impression that will give the person to whom you are speaking confidence in your ability.

Taking Notes of Your Interview:

This is the next step in preparing your Crime Report and relies on your ability to take notes in such a manner that you can fill out the report accurately and in an understandable manner.

Your notebook should be used to give you a record of what you have done. It should be organized in such a manner that you can find what you are looking for and in such a manner that when you look at it, you recognize what you see.

Hopefully, the following format will aid you in accomplishing this:

WHO? # HOW?
WHAT? # WHY?
WHEN? # VEHICLE?
WHERE?# PROPERTY?

If you can assemble your notes in this manner, you will have what you need to complete a report and to help you recall incidents at a later date. The best of memories can use a little help. If you have taken proper notes, your memory will be much better served than someone who takes haphazard notes or none at all.

Note taking will also include recording things other than conversations. Such things as diagrams and personal observations will be in order here. Notes should be kept in some order and keep in mind the objectives of taking notes (namely, compiling information so that it may be shared and reported). Whatever you deem important should be written in your notebook.

EVIDENCE HANDLING INSTRUCTION GUIDE # 11

Collecting Evidence:

The Fontana Police Department Crime Scene Unit is there to assist in the processing of evidence when available. Your investigation should determine if the Fontana Police Department Crime Scene Unit is really required and should not be used merely to collect property that is normally your responsibility to book. The unit will only be called to process evidence such as fingerprints or photographs, where the expertise of the Crime Scene Investigator is an asset. It is possible to leave evidence (such as items to be printed) at a scene and clear the call and have the IDA unit respond when available and process the evidence.

Most of evidence collection is “common sense:”

1. Look for evidence that helps to prove a crime or helps to identify the suspect/s.
2. Photograph items, as they are located (before they are moved).
3. If the FPD Crime Scene Investigations Detail is unavailable, recover the evidence and **HOLD FOR PRINTS**.
4. Use gloves when possible and/or pick up objects in an area suspects most likely would not have handled. Normally, evidence should be placed into paper bags, evidence envelopes or sheet protectors.
5. If you think the item needs printing, print.
6. Diagram scenes if there is a lot of evidence.

When to Call for Investigations Personnel:

Investigations personnel should not be called merely for Public Relations (PR) purposes.

When should you call Investigations or is Investigations really necessary at the crime scene? Consider the following examples: (If you feel Investigations is needed, request a sergeant to your location and advise why, and let the sergeant make the determination.)

Common Crime Scenes:

459 PC Auto/10851 VC Recovery/10851 Attempts

1. Car window smash, T-tops removed, doors still locked. Using oblique lighting from your flashlight, you can view the dust around the area of the T-tops.
2. Car window smashed and the pull out stereo is taken. Oblique lighting on the side of the vehicle reveals the imprint of the suspect's legs on the door. The door is still locked when the victim discovers the crime. This indicates the suspect smashed the window, leaned inside and removed the stereo.
3. An out of jurisdiction-stolen vehicle is recovered. It is normally the responsibility of the originating agency to process the vehicle unless it relates to a crime that occurred in our City. This type of request needs to be cleared through Investigations Unit.

Normally, we cannot get a prosecution filing for prints located only on the outside of a vehicle unless these prints could only have been made by person(s) who were inside the vehicle at the time.

4. If you are impounding a vehicle that you want held for processing, mark the impound "**HOLD FOR PRINTS**," store the vehicle in the garage, and advise Investigations Detectives of the request.

459 PC Residential /459 Commercial / 487.1 Grand Theft:

1. Preserve the scene especially the point of entry.
2. Although many scenes have extensive ransacking, you cannot obtain prints from clothing, most wooden surfaces, or most types of furniture.
3. If it is not possible to totally secure the scene (i.e., a business that is already open), secure small printable items in a safe area where they will not be contaminated. Such items include small metallic or glass items, papers, check boxes, etc. If in doubt, preserve the item.
4. Think how the suspect(s) may have entered or what surfaces may have been touched. Don't tell the victim that there are prints in a particular location.

Evidence Collection and Preservation Methods:

The first officer observing the evidence is responsible for booking the item. The exception is when the investigator or other specialist at the scene assumes responsibility.

1. **Wet or Damp Evidence**

Air-dry evidence. If the evidence is clothing, package in paper bags. If the item was contaminated by blood, mark the outside of the packing material with the message "**CAUTION: BLOOD.**" FTO will show all recruits where drying cabinets are and how to utilize them.

2. **Paper**

Use a sheet or check protector if possible then place into an evidence envelope or paper bag.

3. **Footprints**

If there are footprints at the scene, cover or mark them so the print will not be disturbed until it can be photographed and/or collected.

4. **Flammable Items and Firecrackers:**

The Fontana Police Department bomb box or contact Central Valley or Sheriff's Bomb Squad for assistance.

Summary:

Evidence preservation is the responsibility of the initial locating officer. Investigations will provide specialized expertise in the recovery of physical evidence when needed and approved by a field supervisor.

Many situations can be handled through common sense and application of Department policy.

Patrol officers collect and process the majority of evidence in almost all cases. Only major crimes usually will require expertise not possessed by the field officer.

WHEN IN DOUBT, CONTACT A SHIFT SUPERVISOR!

BURGLARY REPORTS

INSTRUCTION GUIDE # 12

When assigned to investigate a burglary you need to be cognizant of the victim's mindset. Burglary victims often will be extremely upset and have feelings of being violated due to having their home and personal items gone through by strangers. They may express concern and disgust with the police for not preventing the crime. Remember also that while this may be a routine call for you, it is most likely the victim's first experience of having a stranger enter the sanctity of their home. It can be beneficial to explain the process of investigating the burglary to them so that they have an accurate understanding of what to expect from the police department.

1. Investigation

Burglary reports should be completed on the Fontana Police Department burglary form (Form # 089). The burglary investigation is more than just interviewing the victim. You need to locate the point of entry (poe) and exit the suspects used. Quite often the victim will have already determined these locations before you have arrived. These areas, along with any other areas or objects the suspect(s) may have handled need to be fingerprinted. Photos of unique marks, such as pry marks, may also be necessary.

2. Property stolen

You should obtain a list of the items taken. Many times the victim may not be aware of all the items taken. Ask them to prepare a list and call when they have completed it so that it can be added to the report. You also need to include any damage to the property.

3. Neighborhood Check

You also need to conduct a neighborhood check. At a minimum you need to contact residents or businesses adjacent to and across from the victim. In your report list the name and address of the person you contact as well as any information they may have related to the investigation. If no one is home or the resident has no information regarding the investigation you should list that information as well.

4. Suggestions

At the conclusion of the investigation you may want to offer some suggestions to the victim on how to avoid being a victim in the future. This may include suggesting that they install lights to make their property visible at night or cutting bushes so that the windows and doors are visible from the street.

FRAUD CASES/REPORTS

INSTRUCTION GUIDE # 13

Forgery and Check Cases:

Normally CSO's will only be assigned the initial investigation or report for P.C. 530.5 and P.C. 484g incidents. The following information is provided to enhance your knowledge in the investigation of fraud reports.

Check cases involving the crime of forgery, cases of possession of forged or fictitious documents, attempts to pass same, etc., will be investigated like any other felony. As per F.P.D. Memo S097-009.

- A. Obtain original document. District Attorney requires all original documents for prosecution.
- B. Obtain detailed statement from R/P regarding event and suspect description. This is very important because the majority of these cases hinge on suspect identification.

Methods of Identification

- 1. Thumb print obtained on document
 - 2. Video surveillance tape
 - 3. Photograph
 - 4. Photo lineup or live line up
- C. Obtain statement from account holder if different from original R/P.
 - D. Contact appropriate banking institute for statement.

Whether a suspect is in-custody or not at time of reporting, the charge of PC 459 should always be considered.

NSF/Account Closed Checks:

NSF/AC checks of \$2,500 or more, which have a cumulative total of \$2,500, will be referred to law enforcement. The District Attorney's Office will keep track of the totals and refer victims to law enforcement when they exceed \$2,500. As per F.P.D. Memo S097-009.

Credit Card Cases:

- A. Obtain any and all pertinent documentation to establish crime.
- B. Obtain detailed statement from R/P, including any suspect information. Suspect identification is just as important in these types of cases as in fraudulent check investigations.
- C. Obtain statement from cardholder if different from original R/P.
- B. Contact applicable credit card companies and obtain statement
- E. Gather copies of all pertinent correspondence from victim/card holder.

Again as in check investigations, the charge of PC 459 should always be considered whether or not a suspect is in-custody.

Identity Theft:

The unauthorized use of personal identifying information to obtain credit, goods, services or medical information in the name of another person is identity theft as defined per **PC 530.5**.

The law enforcement agency that has jurisdiction over the victim's actual residence **shall** take a police report and initiate an investigation. If the suspected crime was committed in a different jurisdiction refer the matter to the law enforcement agency where the suspected crime was committed for an investigation of the facts. Per **PC 530.6**.

- A. Obtain statement from victim and gather supporting documentation.

Types of Documentation

- 1. Credit report
- 2. Letters/correspondence from creditors
- 3. Contacts from collection agencies
- B. Vital to investigation to document victim's social security number.
- C. Obtain facts to determine jurisdiction.
- D. If case not in our jurisdiction, forward report to appropriate jurisdiction.
- E. Cases determined to be our jurisdiction will be investigated like any other crime.

Embezzlement (Not normally assigned to CSO's):

Embezzlement is the fraudulent appropriation of property by a person to whom it has been entrusted. As defined in **PC 503**.

Most embezzlement cases involve a theft. The theft should be the primary focus of the investigation and the decision to make an arrest should hinge on the theft investigation. The embezzlement issue should be indicated in the report and any filings be determined by the District Attorney's Office.

The most commonly handled case of embezzlement deals with car rental agencies. In those cases the crime of crime of **PC 503** is the primary issue.

- A. Determine a legal rental agreement was entered into with rental agency and suspect.
- B. Obtain detailed statement from R/P and gather all suspect information.
- C. Attempt to resolve issue by contacting suspect in an attempt to get car returned.
- D. If attempts to resolve matter fail, initiate a PC 503 case and complete a CHP 180 on the car.
- E. Forward completed case to District Attorney's Office for review.
- F. Car should not be entered into SVS until District Attorney's Office has reviewed and filed charges on the suspect.

CITY OF FONTANA
POLICE DEPARTMENT
FIELD SERVICES DIVISION

MEMORANDUM

SO97-009

TO: ALL PERSONNEL
FROM: SAMUEL C. SCOTT, CHIEF OF POLICE
DATE: May 22, 1997



SUBJECT: REVISION OF FRAUDULENT CHECK INVESTIGATION POLICY

The following revision of the department's Check Investigation Policy shall become effective immediately.

Note: This policy revision supersedes General Order 1-227, "Check Case Policy". General Order 1-227 should be removed from your book and discarded.

FORGERIES/POSSESSION OF FORGED/FICTITIOUS DOCUMENTS (PC 470/475 et. seq.)

Checks involving the crime of forgery, cases of possession of forged or fictitious documents, attempts to pass same, etc., will be investigated like any other felony crime. Cases with the original document and a thumbprint will be given a higher investigation priority.

In those cases where suspects are in custody for crimes falling under this section, the investigating officer(s) shall handle the investigation the same as other felony in-custody cases. Officers should remember that many such suspects are also guilty of the crime of burglary, and that charge should be considered at time of booking.

NSF/ACCOUNT CLOSED CHECKS

The District Attorney's Office has instituted a "Bad Check Restitution Program" using a private organization through which victims may recover their losses. Certain criteria must be met (see attached "Bad Check Complaint Form"). In appropriate cases, the company will conduct the investigation for the District Attorney. Forms like the one attached are available at the front desk, Southridge and Palm Court Stations, and also at most banks, City Hall's front counter, and the Chamber of Commerce.

Complainants contacting dispatch or officers in the field with NSF/AC checks should be informed of the DA's "Bad Check Restitution Program" and where they may pick up the required forms.

NSF/AC checks of \$2,500 or more and those which have a cumulative total of \$2,500 will be referred to law enforcement. The District Attorney's Office will keep track of totals and refer victims to law enforcement when they exceed \$2,500. The investigation of checks falling in this category should follow the same guidelines as forged checks.

Questions regarding this policy should be addressed with your supervisor.

SCS/GY:dm

MISSING PERSONS

INSTRUCTION GUIDE # 14

Missing Persons Policy

1. **Purpose:**
 - A. The purpose of this procedure is to set forth guidelines in compliance with Penal Code Sections 14205 and 14210 relative to missing persons reporting laws.
2. **Policy:**
 - A. It shall be the policy of the Fontana Police Department to accept any reports including any telephonic report of a missing person and runaways without delay.
 - B. The department is required by state law to initiate a missing persons report from any person who seeks to report another person missing, no matter how long the person has been missing, and no matter where the missing person lives or was last seen.
 - C. If the reported missing is missing from another jurisdiction, the department employee accepting the information and initiating a case shall notify the responsible jurisdiction and specify to department records personnel that a copy of the report be forwarded to the responsible jurisdiction.
 - D. Missing person's cases taken, whereby the missing person is missing from our jurisdiction, shall be investigated by our department.
3. **Requirement for Dental Record Release Authorization:**
 - A. At the time a department employee accepts a missing person report that will be followed up and investigated by our department, they should furnish the reporting party with a Department of Justice Form DLE 140, "Request to Release Dental Records." The form should be completed by the reporting party at the time the initial report is taken. The completed form is retained by the department employee taking the report and attached to the report.
4. **Photograph of Missing Minor:**

- A. When an employee initiates a missing person's report involving a minor under the age of 18 years, the employee shall, when possible, obtain a photograph of the missing person, and a signed "Authorization to Release Photograph" form from the reporting party (Penal Code Sections 14205 and 14210). Social Security Number is required on report.

5. Supplemental Information:

- A. Whenever an officer or other employee receives supplemental information relative to the original missing person report, that information shall be documented on a supplemental report form and forwarded to records.

6. "LOCATE" on Adult – Release of Information:

- A. When an adult missing person is located, his or her whereabouts will not be revealed unless he or she approves the release of that information or circumstances reveal the missing person to be incapacitated and unable to rationally make that decision.
- B. The person originally initiating the missing person report shall be notified of the "locate", the person's condition and the fact the missing person does not want his/her location revealed.

7. Teletype Entry:

- A. Once an officer or other employee of the department receives a missing person report, it is that employee's responsibility to immediately direct the report to dispatch. The on-duty dispatcher shall appropriately enter the missing person information into N.C.I.C. The printout of the entry shall be attached to the report.

8. Critical Missing:

Normally CSO's will not be dispatched to a critical missing report. However, on occasion it may not become apparent that missing person report is critical until additional information is gained by the investigating officer. In cases where a CSO has been dispatched to a missing persons report and learns that it is actually a critical missing, the CSO shall *immediately* contact a supervisor and make them aware of the incident.

- A. Under certain circumstances it will be necessary to immediately initiate an area search of the location where a missing person was last seen. The decision to conduct a search will be made by the field supervisor and shall be based on specific facts of the person's

disappearance.

Circumstances warranting an area search would include incidents involving:

- a. A child of youthful and tender age.
- b. An aged person incapable of caring for him/herself.
- c. A mentally retarded subject believed to still be in the immediate area and incapable of caring for him/herself.

The foregoing examples are not intended to be all inclusive of circumstances that may warrant an area search.

If the initial search efforts fail and it becomes necessary to call in additional personnel to assist, the watch commander shall notify a command level staff officer and advise of the circumstances. A decision regarding the necessity for establishing a command post may be made at that time.

LEWD/THREATENING PHONE CALLS/LETTERS

INSTRUCTION GUIDE # 15

If you are summoned to a lewd phone call or lewd mail complaint, the following procedure should assist you:

1. You should realize that to many people the lewd phone call or letter is more than just an irritating incident. It can be extremely upsetting. You would do well to approach the victim with this in mind.
2. Try to have the victim give you specific time and dates of the incidents. They should try to endure any subsequent incidents.
3. If there is any possible physical evidence such as letters or notes, handle it with great care to preserve any prints, etc. Advise the victim that if any further evidence arrives, not to handle it - (if it comes in an envelope don't open it).

The applicable Penal Code Sections for these crimes are:

1. Lewd Phone Calls; 653(m) P.C.
2. Obscene Letters or Matter; 311.2 P.C.
3. Criminal Threats; 422 P.C.

NOTE: Normally, CSO's will not be assigned to 311.2 P.C. or 422 P.C. reports.

If the calls are only occasional and not a business phone, the victim should be advised to consider changing numbers.

Another alternative and one that will assist in prosecution is the victim having a "trap" put into place by the phone company. After a crime report is taken, the victim can call security for their phone company and security will install a "trap." If the suspect calls, the victim does not hang up as leaving the line open permits the Phone Company to determine where the call was originated. It "traps" the suspect's number. After three successful traps, the Phone Company will notify FPD Detectives for necessary criminal follow-up.

STOLEN VEHICLE REPORTS

INSTRUCTION GUIDE # 16

Upon responding to a call of a stolen auto, there are a few procedures that you should consider other than just taking down the information contained on the report form CHP 180. The following will help you do the job easier and do it completely.

As you are responding, find out the license number and description of the stolen vehicle. Frequently, this information will be given to you along with the assignment. This gives you an opportunity to look for the vehicle on your way to the location. More than once, a "victim" has thought his vehicle was stolen, only to discover that he had parked it one or two blocks away from where he thought it was. Also, this information helps you to begin to fill out the report.

When taking the information from the victim, make sure you get all the facts that the form requires, keeping the following in mind:

1. Has the victim failed to keep the payments current on the vehicle? Is it possible that the vehicle has been repossessed?
2. If the victim knows who took the vehicle, be sure that the vehicle was actually stolen and not "loaned" to someone the victim now wants to embarrass or "get even" with.
3. Be sure the vehicle has not been embezzled, rather than stolen. If it is embezzlement, this should be turned over to the Investigations Unit, with an explanation to the victim about the difference between a stolen and an embezzled vehicle. The field officer will initiate the original report.

As with any complaint that you are assigned, develop some sort of rapport with the victim. Remember, you are not some kind of report-taking machine, but rather you are a police officer who has been summoned by someone who needs your help. If you do a good job in taking these types of reports, you will improve your ability to do other more complicated ones. You will also be promoting a more positive image of the Department to the public.

Upon clearing the call, Communications will usually request information verifying the registered owner and details of stolen vehicle, i.e., color, number of doors, etc.

Verify that the stolen vehicle has been entered into SVS.

DISASTER SCENES

INSTRUCTION GUIDE # 17

The ultra-critical duties of the first officers to arrive at a disaster scene cannot be overstated. Officers are conditioned to respond to injured victims, collect evidence, etc. Initial arriving officers must be trained or train themselves to disregard these habits and execute the following four functions before becoming involved in any rescue or first aid (G.O. 2-211).

1. **Observe** - Obtain as complete an observation of the scene as possible, if necessary from different areas.
2. **Estimate** - the extent of the disaster and any additional hazards created if any.
3. **Report** – to Dispatch/supervisor what you have observed and estimated. The supervisor needs information from a reliable source (officers) to formulate a response plan.
4. **Command** – after the above functions are complete, the first officer should exercise command over survivors/volunteers to initiate self-help and first aid activities. More can be accomplished by officers coordinating efforts of others, than by becoming directly involved in operations.

Below are examples of non-warning disasters and steps you may need to take.

Earthquakes:

In the event of an earthquake, several procedures and safety measures should be taken.

1. Check other police personnel for injuries.
2. If possible, check your assigned sector for obvious damage or injuries. Consider checking major streets/highways such as freeways and overpasses.
3. Respond to life threatening emergencies but remember to conserve resources.
4. If a problem is located, determine what your critical needs are. Assign additional personnel to areas needed and help that personnel meet those needs. Advise the Watch Commander of your needs.

5. In a major earthquake, OES Coordinator will respond and a command post will be established. Be prepared to assist responding resources in reaching their destination.

Major Urban Fires:

You may be called to assist in major fires within the city limits. Often several resources will respond to such an incident. As a police officer, you will be assigned some specific tasks.

1. Provide traffic control. Consider the dangers to passing motorists and set up an area of safety for passing motorists. Utilize your patrol unit to block off traffic (be sure to leave room for emergency vehicles). Coordinate with additional police units and clear the roadway for emergency vehicles only.
2. Coordinate evacuations with the fire department. If a fire presents a threat to citizens, evacuations may need to be conducted. Be prepared to contact citizens and homeowners in the area. If a shelter is needed, contact the watch commander. School Police is able to provide shelter for evacuated residences.
3. Be aware of HAZ-MAT. If you feel exposure to hazardous materials exists, remain a safe distance (upwind) away from the scene and wait for fire personnel to arrive at the scene. Advise incoming Fire and Police units.
4. If the scene is safe enough to approach, assist in clearing an area of safety. Also render medical aid to involved parties who may need medical attention.
5. If arson is suspected, be prepared to conduct an investigation. Often an arson investigator will be on scene and will assist you with the investigation.

Train Accidents:

Several different railroad lines traverse the city. The potential for a derailment/accident exists.

1. Immediately secure the scene. Keep bystanders out of the area.
2. Often trains carry hazardous materials. Determine if a HAZ-MAT problem exists and KEEP AWAY if one does. Deadly chemicals transported by train can leak out of containers and kill people in the

- area.
3. Help establish clear paths of travel for other emergency responders. Coordinate with additional police units and attempt to keep roadways in the accident area clear.
 4. If HAZ-MAT exists, be prepared to assist in evacuations.
 5. Provide first aid to train passengers as needed.

Aircraft Crashes:

With several airports surrounding the city limits, the potential of an aircraft crash exists.

1. Keep the public away. Secure the perimeter.
2. Assist with traffic control. Keep the roadways clear near the incident so that responding emergency services can arrive quickly.
3. Evacuations may be necessary. Be prepared to evacuate nearby residences. Coordinate evacuations with OES Supervisor and the watch commander.
4. Provide first aid as necessary.

Aircraft crashes will most likely be investigated by outside agencies such as NTSB or FAA. Be prepared to assist and support these agencies as needed.

Utility Outages:

With the increasing demand for power, we can be faced with the dilemma of power outages.

1. Determine the affected area.
2. In the case of blackouts/brownouts affecting a large area (more than one or two intersections) it is impossible and impractical to attempt to direct traffic. Officers should be cautious when driving in these areas.
3. Be prepared to answer an increased number of calls for service. Often when power outages occur, various alarms will activate.
4. If electrical power is out for an extended time, be aware that you may be utilized to assist people that require electricity. Many elderly sick and infants require electricity to survive. You may be called to assist in providing emergency shelter for them. Coordinate this effort with

the watch commander.

5. Dispatch will contact power companies and advise them of power outage.

Chemical Spills:

Several chemical/industrial facilities are present in the city limits. Be prepared to respond to incidents involving chemicals at these locations.

1. Establish a safe perimeter. Block off roadways around the location. Chemical spills can often affect a large area. Be aware of the scene and stay away from any known chemicals.
2. HAZ-MAT and fire personnel will arrive on scene. The inner perimeter and rendering of medical aid should be left to fire personnel. Fire personnel are equipped to deal with dangerous chemicals.
3. Be prepared to evacuate the area as directed. HAZ-MAT personnel will be able to know the affected area of the chemical spill. Keep in contact with the incident commander and be prepared to evacuate.
4. Be familiar with the EMERGENCY RESPONSE GUIDEBOOK. This guidebook is located within patrol units and will provide additional information in regards to chemical spills.

Dealing with the Press in a Disaster Scene:

When you arrive at a disaster scene, you should be aware that the press will almost always arrive soon. Police officers need to be aware of certain laws regarding the right of the press to enter such areas.

1. PC 409.5(a) states that any situation that is a "Menace to public health or safety" is justified to be closed. Any police officer may close such a scene.
2. Generally, the press cannot be kept out of disaster areas. The press has the right to enter the disaster scene. The press must display his/her credentials and access to the disaster scene must be granted. The member of the press is entering the scene at his/her own risk. The only exception to the press entering the scene is if the scene is declared a CRIME SCENE.
3. All press inquiries should be directed to either the watch commander or the press information officer. Try to refrain making any statements

to the press.

As a police officer, you will often be a primary responder to a disaster scene. Remember that confusion will always exist in dealing with these calls. The better you prepare yourself for these disasters the better you will be able to handle them. Remember that mental preparation is your best asset when responding to disaster scenes.

STOLEN VEHICLE REPORTS (IG)

- Filling out CHP 180
- Broadcast
- Verification of repossession
- Embezzled vehicles
- Other
- Other

Date Instructed	Performed			Trainer's Initials	Trainee's Initials
	F P	W T	V T		

FRAUD and CHECK CASES (IG)

- Forgery and Other Check Cases
- Credit Card Cases
- Identity Theft
- Other

LEWD and THREATENING PHONE CALLS (IG)

- PC 653(m)
- Phone Traps
- Evidence (collecting tape recordings and letters)
- Other
- Other

TRAINEE CRITIQUE OF TRAINING OFFICER

In an effort to keep the training program up to date and functioning as well as possible, the trainee at the completion of each phase of training must fill out this critique form. It is to the trainer's benefit to know the impression being made on those in training and trainer's welcome objective feedback. With this in mind, the trainee is requested to honestly appraise and evaluate the trainer in the areas listed below.

INSTRUCTIONS:

Place your trainer's name in the blank space below. If you had more than one trainer during the phase, place the name of the trainer you spent most of your time with. Trainer's receive only a summary of the critique forms at the end of a training cycle. The actual critique is reviewed only by the CSO supervisors and is not given to the trainer, nor does it become a part of the trainer's personnel file.

Your Trainer: _____ **Phase:** _____

PART I

- 1. The Field Training and Evaluation Program is concerned with both training and evaluation. Assign percentages (to total 100%) to the amount of effort your trainer exerts in each area. (Example: Training 50%, Evaluation 50%).

TRAINING _____ EVALUATION _____

- 2. Using percentages, indicate how you perceive your trainer relates to you.

I am one of a number of trainees _____ I am an individual _____

PART II

Circle one of the responses that follow each of the seven statements below. Each answer needs a short narrative explanation.

- 1. The example set for you by the trainer

Poor Fair Average Good Excellent

Explanation: _____

- 2. The trainer's interest in imparting training material and information to you?

Poor Fair Average Good Excellent

Explanation: _____

3. Trainer's knowledge of the training material covered?

Poor Fair Average Good Excellent

Explanation: _____

4. Trainer's skill as an instructor/teacher/trainer?

Poor Fair Average Good Excellent

Explanation: _____

5. Trainer's ability to communicate with you?

Poor Fair Average Good Excellent

Explanation: _____

6. Trainer's application of honesty, fairness and objectivity in rating you?

Poor Fair Average Good Excellent

Explanation: _____

7. Trainer's overall attitude for the job assignment?

Poor Fair Average Good Excellent

Excellent: _____

List the area(s) in which you think your trainer puts forth his/her **WORST** effort. _____

List the area(s) in which you think your trainer puts forth his/her **BEST** effort. _____

Print Name/Badge #

Signature

Place completed form in an envelope and put in the CSO supervisor's tray.

Received by: _____

Date: _____

Phase 3

CSO TRAINING LOG
Phase 3

CSO/Badge #

PHASE 3

Shift _____

Trainer _____

RE-PHASE

Shift _____

Trainer _____

TRAFFIC ACCIDENTS

INSTRUCTION GUIDE # 18

1. **Responding to the Traffic Accident Scene**

- A. Determine the best route to the scene - consider certain routes may be blocked by traffic.
- B. Be aware of other emergency vehicles responding to same scene.

2. **Arrival at the Scene**

- A. Position the police unit for maximum safety of persons in traffic. Take into consideration that the police unit may be used as a traffic control device.
- B. Determine if you need additional units for traffic control (other CSOs and volunteers can be used for this).
- C. Determine what assistance is required (tow truck, motors, etc.) and request the same as soon as possible.
- D. If hit and run, or a possible fatality, advise Communications.
- E. Set flare pattern; first check for gasoline spillage or other inflammables, i.e., butane, propane in campers, etc.

3. **Flare Pattern**

The following are basic rules for setting out flare patterns at traffic accident scenes:

- A. Estimate speed of the traffic flow and allow sufficient distance for adequate warning of motorists.
- B. Don't use too many flares (may blind oncoming drivers or fumes may overcome officers).
- C. Make flare patterns understandable. Do not require vehicles to make sudden turns or lane changes.
- D. If necessary to block off the entire street, be certain that a detour is available.
- E. If the problem will take a long period of time, stack flares.

F. When problem is complete, extinguish all flares.

4. **Working with Central Valley Fire Department Paramedics**

- A. In most cases, CVFD Paramedics will be dispatched on injury accidents, as well as an ambulance.
- B. Work as a team with paramedics. They will handle the injured, and FPD will handle the reports, traffic control, and the investigation.
- C. Assist paramedics if you are needed or asked.

5. **Locating Witnesses**

- A. Witnesses are often reluctant to come forward and give statements to officers. Listen to conversations of onlookers many witnesses have been found in this way.

6. **Taking the accident Report** (Briefly covered, look at Accident Investigation Manual for more detailed information).

Traffic Accident Report (CHP FORM 555 AND FORM 556, PAGES 1-4)

Four pages shall be taken when the accident occurs on a highway or on any property which is publicly maintained and open for use by the public for vehicular traffic, when all or part of the following circumstances exist:

NOTE: Normally patrol officers will be assigned the following types of reports, however the below listed information is included in this training manual to enhance your knowledge in investigating traffic collisions.

- A. Fatalities involved.
- B. An injury is suffered which requires immediate medical treatment to the injured party.
- C. A hit and run collision occurs, and witnesses or physical evidence is available to establish information or follow-up investigation.
- D. Witnesses or physical evidence are available to establish a violation on the part of any of the involved parties.

Traffic Information Report - shall be taken on the following, when a collision occurs on a highway (private property for some special instances) and none of the conditions exist that require completion of an investigation:

- A. At least one vehicle is unable to be driven from scene.
- B. When a physical arrest is made, or a citation issued at the scene, as a result of the accident (public or private property).
- C. There is potential public liability.
- D. There is an injury suffered that does not require immediate medical treatment.
- E. The accident involves property owned by a governmental agency, and suffers damage (public or private property).
- F. Hit and run accident occurs on private property and witnesses or physical evidence are available to establish information for follow-up investigation.
- G. There is doubt or confusion as to whether or not to take the report.

7. **Property Damage Only (PDO)**

- A. A *Property Damage Only* report should be taken in all traffic collisions that do not require forms 555 or 556. A simple rule of thumb to use is when:
 - (1) no injuries to parties involved
 - (2) no witnesses to the accident
 - (3) no follow-up investigation necessary

The purpose of this phase is to make you (the trainee) aware of traffic enforcement, safety, police and all related codes.

8. **Handouts**

- A. Fontana Police Department accident investigation policy
- B. City Code cheat sheets
- C. Current Quikcode Vehicle Code
- D. Copies of any previously completed accident investigations non-injury, injury, property damage only, etc
- E. CHP Ringleman Chart a.k.a. Smoke Chart
- F. Current DMV driver's handbook
- G. Truck routes

9. **Accident Investigation Review**

In this phase, the training officer will review the trainee's basic traffic accident investigation skills and assist the trainee in any problem areas. Since basic traffic accident investigation skills are taught in other phases of the training program, in

this phase the training officer should concentrate on giving the trainee an overview of accident reconstruction theory, with emphasis on teaching the new trainee what type of evidence or information needs to be collected in order to assist in later accident reconstruction.

- A. **Approach** – evaluate need for tow, additional units to secure access or re-route traffic
- B. **Arrival** – need for ambulance, fire department for gas wash, rescue equipment to extricate trapped passenger, flares, lighting, pattern placement, extinguishing
- C. **Investigation** – control and interview of witnesses; determine V-1, 2, 3; prepare accurate diagram and report (pacing, roll-a-tape, skid marks, need for evidentiary photographs), violation involved or accident causation factors
- D. **Disposition** – private or police impound reports, accident citation procedure
- E. **Accident reconstruction** – evaluate need for reconstruction, collection of needed evidence and statements
- F. **Fontana Police Department policy** – as to traffic collisions involving City vehicles/Government vehicles with injury or without injury

ISSUING TRAFFIC AND PARKING CITATIONS

INSTRUCTION GUIDE # 19

Objective:

To ensure compliance with City of Fontana ordinances and vehicle code requirements thereby ensuring the quality of life issues and concerns of the citizens are maintained. To promote a positive impression of the department by being mindful of the role each officer plays as a member of the “public relations team.”

Enforcement:

While officers and CSO's will always use their own discretion as to when to issue a citation or warning, flagrant violations should be cited, keeping in mind the circumstances and the spirit of the law.

Traffic Control/Citizen Assist:

Traffic officers are in a unique position to assist the general motoring public. It is the responsibility of every officer to be alert for opportunities to expedite the flow of traffic, to assist stranded motorists, and to act as a general information resource.

Demeanor:

Although CSO's do not conduct traffic stops, at times they may be confronted by, or need to contact a violator in order to issue a citation or warning. At all times community service officers shall conduct themselves in a professional, businesslike manner when dealing with violators.

A citation should not be issued unless the CSO is certain of the identity of the violator and that all of the elements of the offense have been witnessed. The CSO should:

1. Be positive of the action he/she may lawfully take prior to approaching the violator.
2. Avoid a firm decision that a citation will be issued until conversing with the violator. In some cases, the circumstances may support a warning.

The CSO shall be courteous and informative in behavior, language and tone of voice. A CSO must:

1. Remain aware of his facial expression and body movements as the violator will read certain expressions and/or body language as being sarcastic, rude, flippant, unsympathetic or generally demeaning.

2. Avoid language intended to belittle, ridicule or embarrass the violator.
3. Whenever practical, remove sunglasses while conversing with violators, as many people are offended by them.
4. Do not smoke tobacco or use smokeless tobacco while dealing with violators.

Public Relations:

Public relations comprise an overall impression of the Police Department based upon all of the contacts, attitudes, activities, policies and opinions that are involved in the relationship between department employees and members of the community. It is essential that when issuing citations community service officers recognize that they are perhaps the most visible representatives of the department and, therefore, are the most important members on the public relations team.

In his/her contacts with violators, the officer is expected to be guided by the following:

1. Service to the public - Display a friendly and courteous spirit when giving service, even when issuing a formal notice to appear.
2. Fairness - Carry out responsibilities without bias or personal prejudice.
3. Patience - Patience on the officer's behalf tends to produce a calming effect.
4. Courtesy - Courtesy to others presupposes an attitude of desiring to please and to serve.

Parking Citations:

The City of Fontana parking citation is divided into three sections. The top section requires that a CSO enter the correct date, time, location and vehicle description. In order for a parking citation to be processed, it is imperative that a CSO correctly fill out this section. If a license plate cannot be located on a vehicle, the vehicle's VIN (vehicle identification number) must be entered in lieu of the plate. A parking citation cannot be issued without a license plate number or VIN.

California Vehicle Code Violations:

The middle section of the parking citation addresses violations listed in the California Vehicle Code (CVC), and they are listed below as they are on the citation itself. These sections specifically address common parking violations that are encountered on a daily basis throughout the community. A CSO can cite a parked vehicle for more than one violation on the same citation if necessary. An "X" should be placed in the box or boxes that correctly correspond to the violation(s) being enforced. Circle the correct bail amount

that applies.

Though a CSO has the authority to cite for as many violations that are applicable, it is important to remember that a parking cite also serves to educate the public for the purpose of maintaining safe roadways within the community. Often citing for a single section and warning for other violations in citation's "remarks" section on the bottom portion of the citation will prove to effectively enforce the law, as well as prevent future violations.

The following CVC sections should be consistently enforced and are listed on the City of Fontana parking citation as follows:

4000 (a)(1) CVC- Expired Registration: This section requires that motor vehicles and trailers parked on California roadways and off-street *public* parking facilities be currently registered. It is important to remember that a vehicle cannot be cited for this section if it is parked on private property (i.e. driveways, privately owned parking facilities, etc.). An officer must determine via DMV through dispatch or an MDC that a vehicle has expired registration prior to citing for this section. If a plate is not available an officer should attempt to locate the vehicle's VIN and run it to determine the registration status. If the vehicle's registration is expired for six months or more, an officer can legally tow the vehicle per CVC 22651(o); however, an officer should attempt to contact the vehicle's registered owner prior to towing if possible. This is an effective vehicle code section for dealing with abandoned vehicles.

5200 & 5204 CVC- License Plate Violations: These sections can be enforced when license plates are not correctly displayed, or when current registration tabs are not displayed.

22500 (a) CVC- Parking within an Intersection: Vehicles cannot be parked *within* an intersection whether the vehicle is attended or unattended. An intersection is described in CVC section 365. This violation directly affects the safety of vehicular and pedestrian traffic and should be enforced without delay if possible. It may be necessary to contact the vehicle's owner for prompt removal if the flow of traffic is affected negatively. If the vehicle is parked in a position to obstruct the normal movement of traffic or in a condition so as to create a hazard to other traffic upon the roadway, it can be removed in accordance to CVC 22651(b) if necessary.

22500 (b) CVC- Parking/Blocking Crosswalk: Vehicles cannot be parked on a marked crosswalk and can be cited. If a vehicle is impeding the normal flow of pedestrian traffic, an officer should attempt to contact its owner. The vehicle cannot be towed unless it poses an immediate hazard to pedestrians or vehicular traffic.

22500 (d) CVC- Parking within 15' of a Fire Station: A vehicle must be parked within 15 feet or less of a driveway entrance to a fire station in order to cite for this section. This does not apply to a clearly marked fire department vehicle.

22500 (e) CVC- Blocking Driveway: A vehicle can be cited for parking in front of a public or private driveway. An officer should check with a residence's owner prior to citing a vehicle for blocking its driveway. Enforcement for this violation is usually done so in response to a citizen's complaint that their driveway is blocked by someone's vehicle. This violation is very common where a party or large social gathering is taking place, or anywhere there is insufficient parking. This section does not apply to a bus engaged as a common carrier, a school bus, or a taxi cab stopping to load or unload passengers.

22500 (f) CVC- Parking/Blocking Sidewalk: A vehicle can be cited for this section when the *body of a vehicle* extends over any portion of a sidewalk. The vehicle does not necessarily have to impede the flow of pedestrian traffic to cite for this section. Refer to the vehicle code for an explanation of devices (lights, mirrors, etc.) that may extend no more than ten inches over a sidewalk.

22500 (h) CVC- Double Parking: This section applies to all vehicles except school buses when stopped to load or unload pupils in a business or residential district where the speed limit is 25 mph or less. This violation is common in residential cul-de-sacs. An attempt should be made to contact the vehicle's owner if it is impeding the flow of traffic or causing an immediate traffic hazard. It may be necessary to remove the vehicle in accordance with 22651(b) CVC.

22500 (i) CVC- Parking in a Posted Bus Zone: This section applies to a vehicle parked in a bus zone that is indicated as such by an erected sign or painted red curb. At least one of these must be present in order to cite for this violation.

22500.1 CVC- Parking in a Marked Fire Lane: This is one of the few sections that allows officers to cite on both public and private property. A vehicle can be cited for this section whether it is attended or unattended. *Read the vehicle code section for exceptions.*

22502(a) CVC- Parking over 18" from Curb/Wrong Way: A vehicle can be cited when it is incorrectly parked in any manner other than with its right-hand wheels parallel with and within 18 inches of a right-hand curb. This section can be used to enforce parking violations in cases where vehicles are parked on the wrong side of the roadway, or parked in a "parking lot manner" in a cul-de-sac. Right-hand parallel parking is always required whether or not curbs are present on roadways.

22507.8 (a)(b)(c)- Disabled Person Parking Only: This section prevents any vehicle that does not display a special identification license plate or distinguishing placard from parking in, blocking, obstructing, or barring access to disabled person parking stalls. Refer to the vehicle code for a more comprehensive explanation of this section. This section can be enforced on both public and private property.

22514 CVC- Parking within 15' of a Fire Hydrant: An officer cannot cite for this section if a vehicle is attended by a licensed driver who is seated in the front driver's seat or front passenger seat, and who can immediately move the vehicle in case of necessity.

Fontana City Code Violations:

The bottom section of the parking citation addresses violations listed in the Fontana City (Municipal) Code. They mainly deal with enforcement issues as they pertain to oversized and commercial vehicles. Fontana is home to a large truck driving population and many of its residents own a variety of recreation vehicles. Unfortunately, many of these vehicles pose a significant hazard to the city's roadways and vehicular traffic, as well as alter the aesthetic landscape of the community. These sections should be enforced in the same manner as vehicle code sections, and the same courtesy and sound judgment exercised.

Unlike the vehicle code sections, three bail amounts are listed for each specific FCC section. Prior to assigning second and third bail amounts, officers are required to contact dispatch and determine whether or not a vehicle has been previously cited for a specific section. The only alternative to this would be if an officer had personally or knows for sure that the vehicle had been previously cited for the same violation. Improperly citing a vehicle confuses the violator and brings an unnecessary amount of attention to a minor violation.

FCC 17-137.3 Posted No Stopping/No Parking: Vehicles may be cited for this violation at any location where no stopping or no parking has been properly indicated by a sign or marking.

FCC 17-137.5 Parking Prohibited in an Alley When Posted: Vehicles may be cited for this section when they are parked for any purpose other than the loading or unloading of persons or materials.

FCC 17-139 (d) Commercial Vehicle Parked on Street 0200-0400: No person shall park any commercial vehicle having a manufacturer's unladen weight rating of 9,000 pounds or more upon any public street in the city between the hours of 0200 hours and 0400 hours on any day. The majority of complaints received for this will come from citizens in residential neighborhoods. If possible, attempt to contact the vehicle's driver and have it moved immediately. If an officer cannot contact the driver, he or she should attempt to contact the vehicle's registered owner and advise them of the violation. The commercial vehicle should have a 72 hour warning sticker attached, and the necessary abandoned vehicle procedures completed in the event that the vehicle is not moved.

FCC 17-139 (e) Violate Posted Time Limitations: A vehicle can be cited if it is parked in violation of posted time limitations. The signs have to be posted to cite for this violation.

FCC 17-140 Curb Marking: The city marks curbs with red, yellow, white and green markings. Each color has a specific designation. FCC 17-140 and CVC 21458 explains the meaning of each color code marking.

FCC 17-162 Parking of Oversized or Non-motorized Vehicle: No person shall park, or leave standing, on any public street or right-of-way, in any area zoned by the city

as residential, any oversized vehicle for a period longer than four consecutive hours. Vehicles that exceed 22 feet in length, or 94 inches in width, or 92 inches in height, motorized or non-motorized, are considered oversized and can be cited for this section. However, automobiles, pickup trucks, sport utility vehicles and passenger vans that are over 92 inches in height will not be considered oversized when they exceed the height limit solely due to the modification of the suspension system or the addition of oversized tires.

FIXED POINT TRAFFIC CONTROL

INSTRUCTION GUIDE # 20

1. The primary functions of traffic control are to eliminate congestion, facilitate the movement of traffic, and enforce traffic laws.
2. Point control may be at intersections, pedestrian crossings, accidents, fires, roadblocks, construction sites, etc.
3. The allocation of time to flow of traffic in any one direction is determined by the volume of traffic and how it may be coordinated with adjacent intersections (e.g., longer time when traffic is heavy, shorter time when traffic is light).
4. When there is a predominant turning movement, a 3-phase control is recommended, to take care of each flow of traffic individually. There should be separate time intervals allowed for the North-South flow, the East-West flow, and the turning flow while both of the others are stopped.
5. Anticipate congestion on roads leaving the intersection, due to cars turning into parking lots or buses loading or unloading. Never allow traffic to back up across an intersection.
6. Where traffic is being handled by group control of two or more officers, the senior officer shall give the master signal by which others will be guided.
7. Officers must position themselves so that they can see, and be seen by all approaching lines of traffic and pedestrians, without interfering with the movement of traffic or his/her own safety. Keep eye contact with the drivers of vehicles.
8. Manual directions to motorists and pedestrians should be given clearly and distinctly. They must be directed toward the person for whom they are intended, and must be obeyed just like a traffic signal. An officer's erect alert bearing will be transmitted to both motorist and pedestrian. Ample warning time must be allowed to afford an opportunity to comply, depending on the speed and weight of approaching vehicles as well as on the condition of the pavement. At nighttime, manual directions will be given with the flashlight in a manner more slowly than in the daytime, remembering that the flashlight head cannot be seen at an angle.
9. Stand straight with weight distributed evenly on each foot. Emphasis should be placed on use of the hands, as the public more readily understands slow, understandable, motions of the hands. Sharp, crisp, slow hand signals in conjunction with whistle signals will result in less confusion and more traffic moved in an orderly, safe manner. The following hand signals are to be utilized:

- A. **To Stop Traffic:** To stop traffic, raise the hand so that the palm is toward the driver. Hold this until driver stops. This same technique is used to stop traffic from two directions by holding both hands up simultaneously toward the directions to be stopped. Don't lower either arm until cars coming from both directions are halted.
 - B. **To Start Traffic:** To start traffic, point with your arm and finger toward the car you want to start. Hold it until you get attention. Then, with your palm up, swing your hand up and over to your chin, bending the arm only at the elbow. Use this same signal to give the go-ahead to slow and timid drivers.
 - C. **To Signal for Turns:** To signal for turns, point toward the driver with your arm, giving him time to see the gesture and then point your arm and forefinger in the direction the driver is to go. While one arm is pointing the direction of the turn, use the other arm in the "start traffic" motion to wave the driver into the turn. If it is necessary to hold another direction stopped, while attempting to signal a turning vehicle, raise and lower the pointing forearm repeatedly while continuing to point in the direction of the turn.
10. While working a fixed traffic post, preference should be given to properly controlling traffic. Enforcement action may be taken in case of violations involving failure or refusal to follow the controlling officer's directions. However, this should only be done when it can be accomplished without jeopardizing the efficiency of the traffic control. Yelling at motorists should be avoided, as there is always the possibility they did not understand the controlling officer's directions.
11. Information seekers should be discouraged from stopping in traffic and should only be talked to if the controlling officer can leave his post to meet them away from the traffic flow.
12. The following are instructions for special case traffic control:
- A. **Emergency Vehicles:** Provide for the safe movement of emergency vehicles through intersections or control points. Make certain that an exit is open in the direction the emergency vehicle will travel. Be alert for emergency vehicles approaching the intersection at right angles to each other because their sirens make it difficult for one to hear the other. If they are in danger of colliding, hold one back until it can safely proceed. After the emergency vehicle has passed the intersection, be certain to hold all movements until you know that no other emergency cars are following.
 - B. **Accident Scene:** At the scene of a traffic collision the primary function of the officer assigned to traffic control is to clear the immediate area of vehicular and pedestrian traffic. Also, consideration should be given to the preservation of evidence while diverting the flow of traffic.

- C. **Disaster Period:** Keep the sightseeing public away from the area, as they deter the efforts of a successful operation, create traffic hazards, place other persons as well as themselves in areas of danger, etc. Section 409.5 P.C. empowers peace officers to close areas during emergency (flood, storm, fire, earthquake, explosion, accident or other disaster). Anyone entering into or remaining in such an area is guilty of a misdemeanor, with the exception of authorized representatives of any news service, newspaper, radio or television station.
 - D. **Intersection Control:** Where there are no signals or the signals are out of order, first observe the intersection and if possible, determine the natural traffic pattern. Motorists should treat the intersection as an uncontrolled intersection and stop and yield. We will not set up temporary traffic control signs or permanently conduct traffic control in person. Regulate the change of traffic flow only if absolutely necessary and coordinate with adjacent intersections to keep it from backing up and blocking the intersection.
13. Guard against needless regulation at any locations, which, if left alone, would adjust itself. However, take charge when congestion appears, and remain on the job until danger of a traffic jam is past. Be alert for pedestrian traffic as they are in need of control along with the vehicles. Never try to stop traffic, which is approaching too closely at a reasonable speed as it may cause rear end collision.

RECOGNITION OF STOLEN AND ABANDONED VEHICLES

INSTRUCTION GUIDE # 21

Location of Vehicle:

1. Parked for several days in same place
2. Vehicle out of place for the area
3. Illegally parked

Mobile Vehicle:

1. Broken windows
2. Open windows - cold night
3. Suspicious driver
4. Broken steering column/no key in position
5. Suspicious plates

Parked Vehicle:

1. Broken steering column/no key in position
2. Vehicle has collected dirt/dust
3. Dirt/debris under vehicle
4. Window open or broken
5. Vehicle stripped
6. No license plates

Check vehicle license plate with Communications. If no license plates, obtain a VIN and check with Communications. Remember that stolen vehicles can be “cold plated” and a VIN check is the best indicator of vehicle status.

If the vehicle is determined to be stolen or abandoned, complete a CHP 180 and request tow service. If the vehicle’s owner is available locally, they may be contacted for release of the vehicle in the field vs. impound, unless the ID Unit is not available and the vehicle must be held for fingerprints. Stolen/recovered vehicles must be checked for evidence and clues including fingerprints.

PROCEDURE FOR ABANDONED VEHICLES

INSTRUCTION GUIDE # 22

VC 22651(K) advises that any vehicle parked upon the highway must be moved at least every 72 hours. It is this code section that we use to keep vehicles from being left in front of homes in various states of repair.

1. INITIAL CONTACT WITH VEHICLE

If you observe a vehicle that has dirt covering it, cobwebs attached from the car to the ground, dirt and debris around and under it, it is most likely the vehicle has not been moved in over 72 hours.

If you see a vehicle like this you should do the following:

- Call out a vehicle check to dispatch to include your location and license plate of the car
- Run the vehicle in NCIC to make sure it is not stolen and to obtain the VIN number and description
- Mark the rear tire of the vehicle with chalk in such a way that you can determine later if the vehicle has been moved. This mark should extend out to the street as well. If it is raining you can mark the tire with a rock placed on top of the tire inside the wheel well.
- Fill out FPD 087 completely (Abandoned Vehicle Card). It is very important to put the sequence number on the card so that the person doing the follow-up 72 hours later can pull up the original call card.
- Complete the orange 72 hour warning sticker and place sticker on the windshield or other location where it is easily visible. (Note adhesive might cause damage if you apply it directly to the vehicle's paint so it is recommended that you place the notice on a glass surface) If it is raining place this sticker inside one of the plastic document holders and place that on the windshield.
- Write a disposition on your call card to include: YR, MAKE, MODEL, COLOR, and CA LIC NUMER. An example of a good disposition would be:
 - **Marked/Tagged a 78 Ford Mustang 2dr Grn CA/123SAM**
- (Keep in mind that if you cite the vehicle for any section that you should indicate that on your call card update as well)
- Advise Dispatch that you are 10-8
- Place the card in a secure place for you to conduct follow-up at a later date.

2. FOLLOW- UP ON MARKED VEHICLES

If you have any white FPD 087's that were filled out at least 72 hours prior, or you are dispatched to a previously marked vehicle, you can conduct follow-up on those markings.

To accomplish the follow-up you should do the following:

- Ask Dispatch to send you the previous call card.
- Drive to the location and check the markings on the tires.
- If the marks are in a different location, update the call card with “*vehicle moved*” and go 10-8
- If the mark is in the same location as it was before, then you have the authority to tow the vehicle under VC 22651(K).
- Obtain a case number and time and provide the following information via TOW mask to REC! (0600-1630) or TAC1 (1630-0600): *Yr, Make, Model, Style, Color, Ca Lic #, last 4 of VIN, and reason for the impound*
- Complete the CHP 180 form
- Have the tow truck driver sign for vehicle
- Write your narrative to indicate that the vehicle had not moved in over 72 hrs.
- Update the call card to indicate that the vehicle was towed
- Attach the white FPD 087 card and a copy of the dispatcher’s entry to the CHP 180 before turning the report in for review

City of Fontana
POLICE DEPARTMENT
Chief's Office

MEMORANDUM

MEMO# SO-00-11

TO: All Personnel
FROM: Chief Frank J. Scialdone F.S.
DATE: April 27, 2000

SUBJECT: ABANDONED VEHICLE POLICY

The following is a new Abandoned Vehicle Policy that is to supercede General Order rule #2-325.00, 2-325-.05, 2-325.10 and 2-325.15. That section should be removed from your General Orders.

SUBJECT: Procedure for removing abandoned vehicles.

PURPOSE: The purpose of this policy is to establish guidelines for the removal of vehicles found abandoned on the roadway or public right of way.

POLICY: When a departmental employee is assigned to a reported possible abandoned vehicle or observes an abandoned vehicle which is parked on the roadway or public right of way, the following action shall be taken prior to removal.

- A) Check the registration to see if the vehicle is currently registered, if the vehicle has expired registration in excess of six months, the vehicle may be impounded for CVC 22651 (a).
- B) If the vehicle is currently registered but appears abandoned, a 72 hour warning sticker should be filled out by the officer and affixed to the front drivers side windshield if possible, or other visible location if a windshield is not available. If the vehicle comes back registered at the location where it is abandoned, an attempt to contact the registered owner should be made and noted on the Abandoned Vehicle Card in the comments section.
- C) One of the tires facing the street should be marked with the officer's serial number and date, along with a mark on the tire to correspond with a mark on the roadway.

- D) An Abandoned Vehicle Card (FPD form #87) must be completed by the officer and placed into the Traffic Unit report review tray. This card will then be forwarded to the Traffic Unit where officer's or CSO's assigned to Traffic will conduct the follow up after the time limitation has expired.
- E) Upon follow up, if the vehicle has been moved, the Abandoned Vehicle Card will be retained in the Traffic Unit for any possible future disposition of the same vehicle. If the vehicle has not been moved after 72 hours the vehicle may be towed and stored for CVC 22651 (k). When completing the CHP-180 form, be sure to include the condition of the vehicle such as, how dirty it was, are any tires flat, were spider webs and debris under the vehicle etc. The impounding officer should tape the Abandoned Vehicle Card to the back of the CHP-180 form prior to submitting the report for review.

Should you have any questions regarding this policy, please contact your supervisor.

cc: Captains Bennett, Ousley
Lieutenants Holderness, Clark, Jones, O'Connor, Tronaas, Newsome
Sergeants Young, Decker, Edmonson, Neal, Halicki, Anderson
Doyle, Moore, Faulkner, Hostetter, Slusser, Bloom
Harley, Beltran, Ramsey, P. Coughlin, Stark

Patrol Briefing
Investigations
Traffic
M.E.T. Unit
Crime Prevention
Dispatch
OES
Records
Administration
Memo File

**CITY OF FONTANA
POLICE DEPARTMENT
CHIEF'S OFFICE**

MEMORANDUM

SO 01-31

TO: ALL PERSONNEL
FROM: FRANK J. SCIALDONE, CHIEF OF POLICE FS
DATE: NOVEMBER 29, 2001

SUBJECT: PROCEDURE FOR REMOVING LOW VALUED OR ABANDONED VEHICLES

This memorandum will address the issue of removing low valued abandoned vehicles (\$300 or less) and abandoned vehicles (failing to comply with the 72-hour warning sticker). This procedure applies only to the vehicles parked on the roadway or public right-of-way.

Removal of Low Valued Abandoned Vehicles:

Low valued abandoned vehicles include vehicles, which are stripped, junked, dismantled or scrapped. Since these types of vehicles are a public safety hazard, this procedure will shorten the delay in storing the vehicle. It will also eliminate the cost of lien selling the vehicle for the tow companies.

All vehicles impounded under CVC 22669 will require 35mm photographs of the vehicle. The CHP 180 form must be completely and accurately filled out, listing all damage and missing parts. The two sections used will be CVC 22669(a) and CVC 22669(d).

1. If an abandoned vehicle is stripped or missing major components (such as engine, transmission, windows, axels, etc) and the value of the vehicle is \$100 or less, the vehicle will be removed immediately per CVC 22669(d).
2. If the vehicle is not missing any major components, but has a value of \$300 or less, then it would be marked with our orange 72-hour warning sticker. After 72 hours the vehicle will be removed under CVC 22669(a).
3. If the vehicle comes back registered at the location where it is abandoned, an attempt to contact the registered owner should be made and noted on the abandoned vehicle card in the comments section.

4. When removing vehicles under CVC 22669(a) and (d), impounding officers will complete a DMV REG 462 form, in addition to the CHP 180. At the top of the DMV REG 462 officers will check the box marked CVC 22851.3, which applies to all low valued vehicles being towed for abandonment. All rotation tow drivers have these forms in their trucks. These forms are also available here at the department for those officers that frequently deal with abandoned vehicles. A copy of the CHP 180 form and the white and pink copies of the REG 462 form will be given to the tow driver.
5. In the event a vehicle is being towed for any section **other than abandonment**, such as CVC 22651(p) or (o),etc..., and the value of the vehicle is estimated to be \$300 or less, the officer will fill out a DMV REG 462 form, checking the box at the top marked CVC 22851.2.
6. The original CHP 180 form, REG 462 form, and abandoned vehicle card, if applicable, will be turned in by the end of watch. The film will be placed into evidence to be held for future disposition. Records will be responsible for completing and mailing a copy of the "Notice of Stored Vehicle" to both the registered and legal owners of the vehicle.
7. When no VIN or license number is located, the report will be sent to Investigations for follow up.

It is the department's intent to enhance its service to the public with this low valued abandoned vehicle procedure. Since the vehicle is destroyed after 15 days, all documentation must be accurate and complete. Attached is a copy of each of the forms that will be used.

Abandoned Vehicle Policy:

This section applies to the removal of abandoned vehicles valued at greater than \$300. When a departmental employee is assigned to a reported abandoned vehicle or observes an abandoned vehicle, which is parked on the public roadway or the public right-of-way, the following actions should be taken prior to removal.

1. Check the registration to see if the vehicle is currently registered. If the vehicle has expired registration in excess of six months, the vehicle may be impounded for CVC 22651(O).
2. If the vehicle is currently registered but appears abandoned and is valued at greater than \$300, a 72-hour warning sticker should be filled out by the officer and affixed to the front driver's side windshield or any other visible location. If the vehicle comes back registered at the location where it is abandoned, an attempt to contact the registered owner should be made and noted on the abandoned vehicle card in the comment section.

3. One of the tires facing the street should be marked with the officer's serial number and date along with a mark on the tire to correspond with a mark on the roadway.
4. Abandoned vehicle card (FPD 87) must be completed by the officer and placed into the Traffic Unit report review tray. This card will then be forwarded to the Traffic Unit where a Traffic Officer or a CSO will conduct the follow up after the time limitation has expired.
5. Upon follow up, if the vehicle has been moved, the abandoned vehicle card will be retained in the Traffic Unit for any possible future disposition of the same vehicle. If the vehicle has not been moved after 72 hours, the vehicle may be towed and stored for CVC 22651(k). When completing the CHP 180 form, be sure to include the condition of the vehicle, such as how dirty it was, were any tires flat, were spider webs and debris under the vehicle, etc. Impounding officer should tape the abandoned vehicle card to the back of the CHP 180 form prior to submitting the report for review.

Should you have any questions regarding this policy, please contact your supervisor.



PUBLIC AGENCY AUTHORIZATION TO DISPOSE OF A VEHICLE TO A SCRAP IRON PROCESSOR OR DISMANTLER VALUED AT \$300 OR LESS

C.V.C. 22851.2 C.V.C. 22851.3

PRINT ALL INFORMATION EXCEPT SIGNATURES

A. TO BE COMPLETED BY PUBLIC AGENCY (Items 1-12)

1. LIC. PLATE NUMBER DISPLAYED ON VEHICLE		2. ISSUED BY STATE OF	
3. YEAR MODEL		MAKE	BODY TYPE
4. VEHICLE IDENTIFICATION NO. (VIN)		<input type="checkbox"/> The vehicle is in such condition that the VIN is not available	
5. ENGINE IDENTIFICATION NO. (EIN) (MOTORCYCLES ONLY)		<input type="checkbox"/> The vehicle is in such condition that the EIN is not available	

NOTE: THIS VEHICLE MAY ONLY BE DISPOSED OF TO A LICENSED DISMANTLER OR SCRAP IRON PROCESSOR.

AUTHORIZED TO DISPOSE OF VEHICLE

6. AGENCIES ESTIMATED VALUE OF VEHICLE		
7. PUBLIC AGENCY NAME		DATE TOWED
8. ADDRESS		CITY
9. OFFICER'S NAME/AUTHORIZED PUBLIC AGENCY EMPLOYEE TITLE		RANK/TITLE
a. <input type="checkbox"/> Law Enforcement b. <input type="checkbox"/> Authorized Public Agency		BADGE/SERIAL NO. (Officer Only)
10.		
<input type="checkbox"/> At least 72 hours before removal, a distinctive notice was attached to this vehicle stating it would be removed by a public agency. <input type="checkbox"/> Abandoned vehicle removed per CVC 22669(d). <input type="checkbox"/> Immediately after removal, the public agency notified the Stolen Vehicle System of the Department of Justice in Sacramento of the removal. <input type="checkbox"/> Notification was mailed to all interested parties. _____ DATE _____		

I certify under penalty of perjury under the laws of the State of California that the information I have provided is true and correct.

11. SIGNATURE OF OFFICER/PUBLIC AGENCY EMPLOYEE AUTHORIZING DISPOSAL OF VEHICLE	DATE AUTHORIZED
---	-----------------

12. NAME OF AUTHORIZED TOWING COMPANY

B. TO BE COMPLETED BY TOWING AGENT (Items 13-16)

13. SIGNATURE OF TOWING AGENT ON LINE 16 RELEASES INTEREST IN VEHICLE TO DISMANTLER OR SCRAP IRON PROCESSOR BELOW.

Notification was mailed to all interested parties. _____ DATE _____

14. DISMANTLER OR SCRAP IRON PROCESSOR FIRM NAME		DISMANTLER NO.
15. ADDRESS		CITY

I certify under penalty of perjury under the laws of the State of California that the information I have provided is true and correct.

16. SIGNATURE OF TOWING AGENT	DATE
-------------------------------	------

C. DISTRIBUTION OF COPIES BY THE FOLLOWING

- Public Agency:** Retain YELLOW copy for your records. Give WHITE and PINK copies to firm or person to whom vehicle given.
- Towing Agency:** Give WHITE and PINK copies to the dismantler or the scrap iron processor.
- Dismantler:** Attach WHITE copy to completed Report of Vehicles to be Dismantled (Reg 42) and mail to: Department of Motor Vehicles, P. O. Box 944292, Sacramento, CA 94244-2920
Retain PINK copy for your dismantler records.
- Scrap Iron Processor:** Retain PINK and WHITE copies for your records.



**FONTANA POLICE
DEPARTMENT
17005 UPLAND AVE., FONTANA
(909) 350-7740**

**72 HOUR
WARNING**

**This vehicle may be towed
if it is not removed
from the street.**

VIOLATION: _____

DATE:	TIME:	DAY:
MAKE	MODEL:	LIC. #:
OFFICER:	BADGE: #:	

ABANDONED VEHICLE CARD

DATE: _____ TIME: _____ SEQUENCE# _____

LOCATION: _____

LICENSE PLATE # _____ STATE: CA OTHER: _____

OR VIN# _____

MAKE: _____ MODEL: _____ COLOR: _____

72-HOUR NOTICE WAS AFFIXED TO: _____

VEHICLE TIRE MAKED: R/F R/R L/F L/R OTHER: _____

COMMENTS: _____

OFFICER: _____ ID# _____

FPD 087

VEHICLE INVENTORIES

INSTRUCTION GUIDE # 23

Vehicle Inventory Searches:

Vehicle inventory searches are defined in the General Orders under section 2-180. Officers should be familiar with the contents of this order and should be able to document the contents of a vehicle. A vehicle inventory search is conducted when the vehicle is being stored or impounded. **The officer (CSO) must document all property of value.**

Inventory Guideline:

General Order section 2-180.10 states that an inventory shall include an inventory of property contained in the vehicle's passenger compartment, glove compartment, console and trunk. All property located in these areas should be listed in the remarks section (bottom narrative section) of the CHP 180 form.

1. An inventory that simply states, "Miscellaneous Property" is not a sufficient inventory.
2. **The officer and the Department could be held liable for an incomplete inventory.**
3. All property located in the vehicle will be documented on the CHP 180.
4. All locked containers will not be forced open, but will be documented as such in the inventory.
5. If the driver or occupants remove property from the vehicle, document what was taken.

General Order section 2-180.15 states that any items of evidence or contraband that are discovered during the inventory shall be seized and stored in the appropriate property/evidence locker. It may be necessary to have a patrol officer respond to seize contraband. **Currency should also be seized and placed in the appropriate locker.** A description of the item(s) seized, as well as its original location, should be noted in the remarks section of the CHP 180 form.

Example:

During an inventory search, an officer discovers a wallet containing \$100. There are no other documents inside the wallet relating ownership to the driver or occupants. The officer should seize the wallet and money and store

it in the evidence locker at the Department. Simply leaving the money and wallet inside the vehicle may cause unwanted suit against the Department.

Check List:

1. Document all items with serial numbers, for example, radios, cell phones, televisions...etc.
2. All paper money located in the vehicle should be seized and stored in evidence for safekeeping.
3. Any box or container in vehicle that is not locked should be checked to inventory its contents.
4. Do not force open locked containers or compartments in vehicles, for example, a glove compartment or toolbox. Document these types of items and the reason for no inventory.

TOWING PROCEDURES

INSTRUCTION GUIDE # 24

Vehicles that Should be Towed:

1. Recovered/Stolen Auto if unable to contact owner
 - A. Confirm with Communications license plates and/or VIN number is listed as stolen.
2. Hazard Tow
 - A. CVC 22669a - Abandoned vehicle on highway
3. Overtime parking
 - A. Standing 72 hours or more on street or highway.
 - B. Must be marked on tire-time, date and street mark.
 - C. Check status of vehicle through Communications.
 - D. Place notice on vehicle - warning.
 - E. Before towing make final status check with Communications.
4. Parking prohibited
 - A. Check to see if signs are properly posted.
 - B. Issue parking citation.
5. Incapacitated Driver Tow
 - A. Driver unable to move vehicle due to involvement in Traffic Collision or other injuries. (Owners request whenever possible).
 - B. Attempt to move off highway.
6. Tow-away Zone
 - A. Stopping-Standing or Parking Prohibited
 - B. Also issue a citation

7. Private Property Tow
 - A. Vehicle used in crime
 - B. Embezzled vehicle in which warrant has been issued
 - C. Recovered stolen vehicle

Vehicles that May be Towed:

- Driveway Blocking or Parking - Cite 22500c CVC
- Fire Hydrant Parking - Cite 22514 CVC
- Blocking Railroad Tracks - Cite 22521 CVC
- Parking more than 18 inches from curb - Cite 22502 CVC

1. Ordering a Tow:

- A. Request a tow from Communications (On TAC 1)
- B. Give location and reason for tow
- C. Give License Number and vehicle description if necessary
- D. Advise of special towing problems (dollies, etc)
- E. Auto Club requests - get card number - give location

2. Canceling a Tow:

- A. Advise Communications as soon as possible to cancel if tow has not arrived.
- B. If tow has arrived and vehicle is picked up, the driver must deal with tow truck driver for his fee.

3. Completing the CHP 180 form:

- A. Fill in the blanks
- B. Accurately record damages
- C. Indicate reason for tow (CVC Section)

- D. Visible property inventory
- E. Attach registration and SVS entries required

NOTE: *MOPEDS require a tow and CHP 180*

CITY OF FONTANA
POLICE DEPARTMENT
CHIEF'S OFFICE

MEMORANDUM

SO00-22

TO: ALL PERSONNEL
FROM: FRANK J. SCIALDONE, CHIEF OF POLICE *F.S.*
DATE: JULY 13, 2000

SUBJECT: PRIVATE PROPERTY TOW NOTIFICATION TO POLICE

This memorandum supplements the information provided in Memorandum SO00-17 issued May 26, 2000. Senate Bill 532 made the following modification to vc22658:

“ . . . the owner or person in lawful possession of any private property, ~~subsequent to~~ within one hour of, notifying . . . the local traffic law enforcement agency, may cause the removal of a vehicle parked on the property . . . ”

In compliance with this law, the police need to be notified whenever a vehicle is removed from private property, within one hour prior to removal. If the private property owner has entered into an agreement with a towing company to provide vehicle removal service, the department will accept notification from the towing company. However, absent proper notification, the property owner is responsible to ensure the department has been notified within one hour prior to removal.

If you have any questions concerning this memorandum, please contact your supervisor.

FJS:SBB:rj

(Over for distribution)

TRAINEE CRITIQUE OF TRAINING OFFICER

In an effort to keep the training program up to date and functioning as well as possible, the trainee at the completion of each phase of training must fill out this critique form. It is to the trainer's benefit to know the impression being made on those in training and trainer's welcome objective feedback. With this in mind, the trainee is requested to honestly appraise and evaluate the trainer in the areas listed below.

INSTRUCTIONS:

Place your trainer's name in the blank space below. If you had more than one trainer during the phase, place the name of the trainer you spent most of your time with. Trainer's receive only a summary of the critique forms at the end of a training cycle. The actual critique is reviewed only by the CSO supervisors and is not given to the trainer, nor does it become a part of the trainer's personnel file.

Your Trainer: _____ **Phase:** _____

PART I

- 3. The Field Training and Evaluation Program is concerned with both training and evaluation. Assign percentages (to total 100%) to the amount of effort your trainer exerts in each area. (Example: Training 50%, Evaluation 50%).

TRAINING _____ EVALUATION _____

- 4. Using percentages, indicate how you perceive your trainer relates to you.

I am one of a number of trainees _____ I am an individual _____

PART II

Circle one of the responses that follow each of the seven statements below. Each answer needs a short narrative explanation.

- 6. The example set for you by the trainer

Poor Fair Average Good Excellent

Explanation: _____

- 7. The trainer's interest in imparting training material and information to you?

Poor Fair Average Good Excellent

Explanation: _____

8. Trainer's knowledge of the training material covered?

Poor Fair Average Good Excellent

Explanation: _____

9. Trainer's skill as an instructor/teacher/trainer?

Poor Fair Average Good Excellent

Explanation: _____

10. Trainer's ability to communicate with you?

Poor Fair Average Good Excellent

Explanation: _____

6. Trainer's application of honesty, fairness and objectivity in rating you?

Poor Fair Average Good Excellent

Explanation: _____

7. Trainer's overall attitude for the job assignment?

Poor Fair Average Good Excellent

Excellent: _____

List the area(s) in which you think your trainer puts forth his/her **WORST** effort. _____

List the area(s) in which you think your trainer puts forth his/her **BEST** effort. _____

Print Name/Badge #

Signature

Place completed form in an envelope and put in the CSO supervisor's tray.

Received by: _____

Date: _____

CRITIQUE OF TRAINING OFFICER

In an effort to keep the training program up to date and functioning as well as possible, the trainee at the completion of each phase of training must fill out this critique form. It is to the trainer's benefit to know the impression being made on those in training and trainer's welcome objective feedback. With this in mind, the trainee is requested to honestly appraise and evaluate the trainer in the areas listed below.

INSTRUCTIONS:

Place your trainer's name in the blank space below. If you had more than one trainer during the phase, place the name of the trainer you spent most of your time with. Trainer's receive only a summary of the critique forms at the end of a training cycle. The actual critique is reviewed only by the CSO supervisors and is not given to the trainer, nor does it become a part of the trainer's personnel file.

Your Trainer: _____ **Phase:** _____

PART I

- 5. The Field Training and Evaluation Program is concerned with both training and evaluation. Assign percentages (to total 100%) to the amount of effort your trainer exerts in each area. (Example: Training 50%, Evaluation 50%).

TRAINING _____ EVALUATION _____

- 6. Using percentages, indicate how you perceive your trainer relates to you.

I am one of a number of trainees _____ I am an individual _____

PART II

Circle one of the responses that follow each of the seven statements below. Each answer needs a short narrative explanation.

- 11. The example set for you by the trainer

Poor Fair Average Good Excellent

Explanation: _____

- 12. The trainer's interest in imparting training material and information to you?

Poor Fair Average Good Excellent

Explanation: _____

13. Trainer's knowledge of the training material covered?

Poor Fair Average Good Excellent

Explanation: _____

14. Trainer's skill as an instructor/teacher/trainer?

Poor Fair Average Good Excellent

Explanation: _____

15. Trainer's ability to communicate with you?

Poor Fair Average Good Excellent

Explanation: _____

6. Trainer's application of honesty, fairness and objectivity in rating you?

Poor Fair Average Good Excellent

Explanation: _____

7. Trainer's overall attitude for the job assignment?

Poor Fair Average Good Excellent

Excellent: _____

List the area(s) in which you think your trainer puts forth his/her **WORST** effort. _____

List the area(s) in which you think your trainer puts forth his/her **BEST** effort. _____

Print Name/Badge #

Signature

Place completed form in an envelope and put in the CSO supervisor's tray.

Received by: _____

Date: _____

Fontana City Codes

F.C.C.	Description
Animals	
4-2	Animal at large/Leash required on all dogs
4-2(2)(a)	Dog must be restrained by 6ft leash
4-4	Annoying or offensive animal, barking dog
4-6	Unauthorized possession of wild, dangerous, or non-domestic animal
4-7	Illegal grazing of sheep
4-96	No dog license
Fire Prevention	
11-57	Incinerator, Outside grill, or BBQ pit maintain in good condition
11-58	Fire hazard prohibited
11-81	Incinerator permit required
11-107	Burning of combustible material in BBQ pit/Outside grill, prohibited
11-131(A)	Unauthorized burning
11-131(b)	Authorized burning, a person shall remain in attendance at all times
11-133	Burning prohibited in heavy winds (10 mph +)
11-134	Burning garbage prohibited
Smoking	
13-59(a)	Premises subject to restriction, failure to obey
13-59(a)(1)	Failure to properly post signs
13-59(a)(2)	Failure to provide signs for employees in designating their areas
13-59(a)(3)	Failure to set aside no smoking areas
13-59(b)	Person smoking in area that is prohibited from smoking
13-65	All enclosed areas available to the public, prohibited
13-66	Smoking in health facilities prohibited, check exceptions
13-67	Smoking in eating establishments prohibited, check exceptions
13-68	Smoking in places of employment prohibited, check exceptions
Licenses and Permits	
15-1	Charity solicitation license required
15-2	Yard sale permit required/no signs shall be posted
15-28	Business, license required
15-39	Business license must be displayed
15-106	Public dance or dance hall, permit required
15-241	Fontana Days non-compliance
15-307(a)	Carnival records on site

15-307(a)(6)	Safety inspection once every 4 hours
15-307(e)	Prize requirements
15-307(f)	Games inspections
15-307(g)	Games of skill, permit required
15-351	Carnival/Circus/Shows/etc., permit required
15-602(b)	Fireworks sales 06/28 – 07/04
15-680	Peddler may not take a stationary position or impede the public
15-706	Peddler selling goods w/o a license
15-771	Solicit without permit door to door
15-817	Transient vendor without license

Motor Vehicles

16-1(b)	Auto repair in residential area that exceeds 2 hrs
16-1(c)	Auto parked/stored between setback line & main traveled portion of street
16-1(d)	Auto parts shall be stored in garage or enclosed area
16-1(e)	Auto repair within setback area
17-96(a)	Operate motor vehicle other than streets & highways prohibited (off-roading)
30-312(h)	Vehicle displayed for sale
30-312(i)	Parked vehicle, trailers, vessels, campers, shells on fully paved surface w/approved entrance & exit

Commercial Vehicles

17-139(d)	Unladen wt 9,000+ lbs parked on any public street between 0200-0400 hrs prohibited
17-147(a)	Unladen wt 10,000+ lbs stopped, standing, or parked on public street/highway prohibited. See exceptions
17-426(b)	GVWR 10,000+ lbs; failure to drive on designated truck routes
24-101	Any load, contents or litter being blown or deposited on any street or public place prohibited
25-56	Move any building or oversized load over any street, alley, place requires a permit
30-312(f)	Commercial vehicle parked in residential zone
30-312(g)	Commercial vehicle, trailer, recreational vehicle parked/stored on comm./industrial property or vacant lot

Bicycle/Moped/Motorized Bicycle/Skateboard/Rollerskate

17-4(c)	<u>Bicycle, Moped, Motorized Bicycle only</u> ; Ridden, operated, used, parked, or left on sidewalk is prohibited
17-4(d)	<u>Skateboard, Rollerskate only</u> ; Ridden, operated, used, parked, or left on sidewalk in business district
17-4(e)	Attach to moving vehicle on roadway is prohibited
17-4(f)	Ride as near to the r/side of roadway as practicable
17-4(g)	<u>Bicycle only</u> ; allow passenger to ride on bar, handle, or tank on roadway. Passenger riding on bar, handle, or tank on roadway

17-4(i)	Riding in a manner that endangers safety of any person or property
17-4(j)	Riding on parking structure/lot in a commercial district
17-4(k)(1)	<u>Skateboard, rollerskate only</u> ; riding on street/roadway in business district is prohibited
17-4(k)(2)	<u>Skateboard, rollerskate only</u> ; riding on street, public property between sunset and sunrise prohibited
17-4(k)(4)	<u>Skateboard, rollerskate only</u> ; no more than one person at a time
17-4(k)(5)	<u>Skateboard, rollerskate only</u> ; shall yield right-of-way to all pedestrian and vehicular traffic
17-4(k)(6)	<u>Skateboard, rollerskate only</u> ; ride in only upright position
17-4(k)(7)	<u>Skateboard, rollerskate only</u> ; use of ramps, jumps, or other device off pavement is prohibited w/o a permit. Acrobatics prohibited.
17-4(l)	Shall subject to all duties applicable to driver of motor vehicle under C.V.C. except those by their very nature, can have no application
17-306(1)	<u>Bicycle only</u> ; ride, operate, push, carry, or tow on any street unlicensed bike prohibited
17-306(3)	<u>Bicycle only</u> ; ride, operate, push, carry, or tow on any street bike from which serial number has been removed, defaced, destroyed or obliterated is prohibited
17-306(4)	<u>Bicycle only</u> ; license decal/plate required

Traffic Laws

17-98(e)	Driver entering/exiting alley, driveway, or building shall stop prior to crossing onto sidewalk
17-106	Driving over unprotected fire hose used in a fire w/o consent of fire chief
17-137(1)	Parked within 25 ft of an intersection within a business district
17-137(2)	Parked within 25 ft of approach to any traffic signal, stop sign, or flashing lights
17-137(4)	Parked within any parkway
17-137(5)	Parked within any alley except for loading/unloading purposes
17-139(e)	Parked in violation of parking limitation on sign
17-140(a)	Parked in violation of curb marking
17-144(a)	Parked vehicle on roadway for purpose of displaying such vehicle for sale prohibited
17-144(b)	Parked vehicle on roadway for purpose of washing, greasing, or repairing such vehicle, exception: repairs necessary for an emergency
17-144(c)	Parked vehicle on roadway for sole purpose of storage, exceeds 72 consecutive hours
17-145(b)	Operate, park, or stand contrary to temporary no parking zone
17-162	Park/leave standing on public street in residential zone any oversized vehicle/non-motorized vehicle longer than 4 consecutive hours prohibited. See exceptions Oversized – exceeds 22 ft in length, 94” in width, 92” in height
17-195(f)	Stop, stand, park any vehicle in a bus zone prohibited
17-227(a)	Crossing a roadway in a business district outside a crosswalk prohibited
17-228	Standing/sitting/lying in roadway interferes w/movement of traffic prohibited. Exception, crosswalk and safety zone
17-229	Selling/distributing printed material from roadway

Juveniles	
16-2(b)	Curfew (10:00 PM – Sunrise), check section for exceptions
16-2(c)	Curfew, parent knowingly permit or to allow (by insufficient control)
Miscellaneous Offenses	
16-4	Use of Offensive or obscene language in public
16-5(b)	Obstructs pedestrian/vehicular traffic or aggressively begs in public place
16-6	Glue sniffing prohibited, includes inhale/breathe/or drink
16-7	Publicly expose his person or indecent gestures; includes obscene language, profane language or noise
16-8(b)	Commercial establishment, engaged in lewd act or exposes themselves
16-8(c)	Food/drink (consumed) establishment, employee who assists another to exposure
16-8(e)	Female engaged in live act, demonstration, or exhibition in public place exposes her breast
16-9	Trespass, refusal to leave when requested
16-10	Trespass, entering premises when told to stay away
16-11	Loitering on commercial or private property
16-13	Sell, cause to be sold, or use a stink bomb
16-15	Juvenile in public places or private establishments during school hours
16-17(b)	Drinking alcohol while on street, sidewalk, parkway, alley, way, city building, playground, or park (whether in or out of vehicle)
16-17(c)	Possession of opened container of alcohol in public place
16-17(d)	Possession of opened container of alcohol, entering or remaining on any retail package off-sale alcoholic beverage licensee
16-18(b)	Retailer sell more than 3 pkgs or 100 count per transaction or per day, product containing ephedrine
16-41	Allow or permit minor to enter a room/business selling drug paraphernalia
16-42	Minor entering a room/business selling drug paraphernalia
16-71	As of 07/01/44, Person convicted of an attempt or completed crime of PC 261, 265, 274, subdivision 2, 311.2, 311.5, 311.6, or 314 enters city, required to notify chief of police in writing within 48 hrs.
16-72	Person convicted of PC 261, 265, 274, subdivision 2, 311.2, 311.5, 311.6, & 314 required to register w/chief of police
16-73(a)	Person listed in 16-72 & PC 290 required to furnish vehicle description to chief of police
16-73(b)	Person listed in 16-72 & PC 290 required to notify chief of police of any alterations to their vehicle. Shall not drive any vehicle not furnished to chief of police.
16-74	Person listed in 16-72 required to notify in writing to chief of police within 24 hrs a change of address within the city
17-5(a)	Conduct or participate in a meeting, assembly, rally, demonstration or parade in public place, street w/more than 50 people is prohibited w/o a permit
18-62	To make, continue or cause any loud, unnecessary or unusual noises prohibited
18-63(4)	Allowing loud or unusual noises by animals which disturbs the peace prohibited
18-63(9)	Construction/repairing of buildings including excavations between 1800-0700

	prohibited w/o prmit
24-104	Posting notices, paper, or poster on poles, posts, trees, or any public building prohibited
24-105	Person throw/deposit litter on private property whether owner or not, prohibited
24-106	Person throw/deposit litter on any vacant lot or private property whether owner or not, prohibited
24-111	Illegal dumping and vehicle shall be subject to seizure and forfeiture

Firearms/ Dangerous & Deadly Weapons

16-108	Discharge of firearm, includes BB guns, Airguns, Slings, & Slingshots
16-109(a)	Sales of snapblade, springblade, gravity knife to person under 18 yrs Sales of firearms and ammo to person under 18 yrs
16-110(a)	Possess loaded or unloaded firearm in any city-owned building, premises, or function
16-110(c)	Possess any loaded firearm capable of being concealed on his person, loaded means weapon & ammo are in immediate possession of same person
16-110(e)	Refusal to allow peace officer to inspect firearm
16-111(c)	Brandish a replica firearm in a rude, angry or threatening manner
16-111(d)	Brandish a replica firearm at peace officer, fire fighter, or paramedic
16-132	Loitering in a public place or premises of another, carrying concealed upon his person any dangerous or deadly weapon (16-131, definition)
16-133	Physically possess or concealed upon himself any dangerous or deadly weapon (16-131, definition) while in a school or upon school premises
16-134	Carry concealed any dangerous or deadly weapon (16-131, definition) in a public place
16-135	Possess, while in automobile, any dangerous or deadly weapon
16-136	Physically possess or concealed upon himself any dangerous or deadly weapon (16-131, definition) engaged in fight or rough or disorderly conduct

Graffiti

18-92(a)	Apply graffiti on any structure on private/public property
18-92(b)	Intentionally deface, mar, use any liquid or solid substance on private/public property w/o consent
18-92(c)	Unlawful to permit graffiti to remain on private property that can be viewed from public right-of-way
18-96	Minor under 18 yrs in possession of graffiti implement on private/public property w/o guardian/parent prohibited

Parks

19-1(1)	Bring animals into the park prohibited, see exceptions for disabled person
19-1(2)	Kill, catch, or wound bird, fowl, fish, or other animal in park prohibited, includes attempts
19-1(3)	Indulge in riotous or offensive conduct or use vulgar or offensive language
19-1(5)	Conducting business in the park prohibited w/o permit
19-1(8)	Possess, sell, or consume intoxicating liquor in park

19-1(9)	Parking vehicles in other than parking stalls in park prohibited
19-1(10)	Throw/Deposit waste in other than trash receptacle
19-1(12)	Drive vehicle in excess of 5 mph in any park
19-1(14)	Propel vehicle on footpaths, bike or hiking trails prohibited
19-1(15)	Skateboarding, skating, or rollerblading except in designated areas prohibited
19-4	Loiter at or about any toilet facility prohibited
19-5	Enter, loiter, or remain in park between 2200-0700 prohibited

Designated Skateboarding/Skating Areas in Park

19-6(d)(1)	At times other than designated times is prohibited
19-6(d)(2)	Utilizing areas for other than skateboarding and skating
19-6(d)(3)	Failure to properly utilize safety equipment; helmet, elbow and knee pads
19-6(d)(4)	Use any item other than skateboard/skates on the skating surface prohibited
19-6(d)(5)	Posses/use alcohol/drugs in or around designated areas prohibited
19-6(d)(6)	Littering in designated areas prohibited
19-6(d)(7)	Graffiti/tag in and around designated areas prohibited
19-6(d)(8)	Ride in a reckless manner or willful disregard for safety of persons/property prohibited
19-6(d)(9)	Skate on curbs, sidewalks, fences, railings, and/or driveway city owned property around designated areas prohibited
19-6(d)(10)	Glass containers in designated areas prohibited
19-6(d)(11)	Additional obstacles in designated areas prohibited
19-6(d)(12)	Designated areas shall not be used when hazardous condition exists
19-6(d)(13)	All organized events shall have a permit
19-6(d)(14)	No animals allowed in designated areas

Police

22-62(a)	Uniforms similar to Fontana P.D. prohibited
22-86	Private security permit required
22-127(1)	Failure to obtain alarm system user permit

Storm Drain/Sewer System/Refuse

23-6	Place, deposit, or permit upon private/public property human excrement, garbage, or other objectionable waste prohibited
23-511(3)	Throw, deposit, abandon or maintain any refuse, rubbish, garbage, or other pollutant in any street, alley, sidewalk, storm drain, catch basin, or other drainage structure, or on any private/public property
23-511(5)	Discharge into storm drain any material or waste prohibited/restricted as to its discharge into the city's sewer system

24-14(a) Refuse receptacles shall be kept in a clean, sanitary, & unbroken condition