PREFACE

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Chapter 2 - Organization and Administration

Training/Travel Procedure

200.1 PURCHASING CARD PROCEDURE

Restricted Purchasing Card Uses . The following may not be purchased with the Purchasing Card unless specifically authorized:

- Personal services (i.e. manicures, hairdressers, dry cleaners, etc.)
- Amusement and entertainment services
- Alcoholic beverages (emphasis added)

Failure to properly use the assigned Purchasing Card within the guidelines set by this policy may result in the cancellation of the card for the employee and/or further disciplinary action.

200.2 TRAVEL INFORMATION

City Vehicle:	Use a city vehicle to and from the training site, ride sharing is preferred when practical.
POV:	Mileage is reimbursable at the IRS allowable rate. To receive reimbursement, submit a Google maps print-out of the route.
Air Travel:	Refer to the airline tickets provided to you for details. Remember to allow sufficient time to park and check-in.
Rental Car:	**(Employees are prohibited from renting a vehicle without prior authorization from the Training Section.)** Refer to airline ticket for details and confirmation number(s). Upgrades are not included! **Any upgrades will be at the employee's own expense.**

Purchasing Card (Credit Card):

Use of the credit card while attending training will be like any other credit card used, secure and care for the card as if it was your own. You are responsible for all purchases while it is in your possession.

Copies of the city and department policy regarding the use of the **Purchasing Card(Credit Card)** are available for review in the Training Office during regular business hours. Arrangements for review during other times can be made by appointment.

REPORT LOST OR STOLEN CARDS TO THE TRAINING SECTION IMMEDIATELY.

Daily Expense(s):

Please adhere to the amounts listed in the memorandum as your maximum amount allowable for the duration of your training.

If there are any questions, or discrepancies, please contact the Training Section prior to your departure. Unauthorized expenditures will not be reimbursable.

Certificate of Completion (Diploma):

If you wish to have a copy of the Certificate of Completion (Diploma) included in your department training file, please provide the Training Section with a photocopy (you retain the original).

Basic Academy Graduates: You are required to provide a copy of your diploma to the Training Section. This will be placed in your training file.

Travel Expense Statement Envelope:

Upon conclusion of training, complete this envelope.

Forward the completed envelope within four working days after completion of the course to your immediate supervisor for approval.

200.3 INSTRUCTIONS FOR COMPLETING THE EXPENSE ENVELOPE

To properly complete the report(s), the following steps will be helpful to follow:

1. **All amounts must be itemized.** Enter the actual amount spent for each meal separately. **Itemized receipts are required for each expense. ***This is not required for Per Diem Advances, only for meals purchased with a City Purchasing Card****

2. Include a fully itemized hotel folio. Each night's room fee and tax must be indicated on the folio.

3. Total all columns. **Include your signature and date at the bottom of the Travel Expense Statement envelope.**

4. It is required that all receipts be placed in the Travel Expense Statement envelope provided to ensure none are accidentally lost. **Clasp the envelope (without sealing), and include your name, signature and the date(s) in the appropriate spaces at the bottom.**

5. Include a check payable to the City of Vacaville, or cash,for any excess funds expended. Place the check in the envelope along with the receipts.

200.4 TRAVEL EXPENSE PROCEDURE

A Travel Authorization Form will be completed by the Training Section, and approved by Finance prior to travel and spending of City Funds.

200.4.1 <P>OPTIONS FOR PAYING FOR TRAVEL RELATED EXPENSES</P>

Option 1: Allowed expenses incurred will be paid using a City-issued purchasing card. Expenses shall include: registration and materials for the classes or conference, transportation, lodging, meals, parking, taxi, etc. The conference itinerary must be submitted with the Travel Authorization Form to determine which meals are included in the conference fees.Using this option requires itemized receipts for all expenses incurred to be submitted with the Travel Expense Statement for reconciliation. Receipts should detail expenses being reimbursed and those in attendance. If a receipt is lost or unavailable, a signed affidavit will be required for missing documentation.

Option 2: Registration, class materials, transportation, and lodging will be paid with a City purchasing card. A Per Diem reimbursement or cash advance may be obtained for meals and incidentals. The conference itinerary must be submitted with the Travel Authorization Form to determine which meals are included in the conference fees. Per Diem shall be determined by

the U.S. Government General Services Administration (GSA) and be equal to the standard Continental United States (CONUS) per diem rate for meals and incidental expenses with 20% allowed for breakfast, 30% allowed for lunch and 50% allowed for dinner when calculating meals that are not included in registration. Per Diem rates can be found at GSA's website: http://www.gsa.gov/perdiem. Under this option, receipts will be required for the items charged on the City purchasing card. Receipts are not required for Per Diem reimbursed or advanced meals. Any meal or incidental expense in excess of the Per Diem allowance will not *be reimbursed.*

200.5 TRAVEL ADVANCE PROCEDURE

Per Diem advances may be requested for conferences and meetings in excess of one day on the Travel Authorization Form. Authorized requests must be submitted to Accounts Payable in accordance with the regular check run schedule (generally 10 business days before needed) to avoid the expense of processing a special check and must be supported by necessary conference registration materials or other travel justification.

Advanced Per Diem for travel that is cancelled or not completed must be returned with the Travel Expense Statement during the reconciliation process.

Special training where the City is reimbursed, such as P.O.S.T. may be advanced at a higher rate, but not to exceed the amount the City can recover.

200.5.1 EXPENDITURES QUALIFYING FOR REIMBURSEMENT

It shall be the duty of each employee who travels at City expense to do so in a practical and economical manner.

The following shall be considered qualified expenditures:

- Registration
- Parking Fees
- Lodging
- Toll Bridges
- Meals
- Transportation or mileage where appropriate
- ****Tips (not to exceed 15%)****
- Business related phone calls
- Bus/Taxi/Rapid Transit & other fares

200.6 LODGING

Lodging will be allowed for travel beyond a 45 mile radius of Vacaville City Hall or the employee's primary residence (whichever is less), or if authorized in advance by the Department Head or their designee for functions that span multiple days. Lodging arrangements should be practical, economical and within a reasonable radius of the conference or meeting. Employees staying

at “Conference” hotels and receiving the discounted conference rate shall be allowed to exceed these guidelines, but are not exempt from any other items in the travel policy. Whenever possible, lodging will be paid directly to the hotel by the City, either by City purchasing card or by City check.

Reimbursement of lodging is limited to the actual cost of a single room. When making arrangements for lodging, the government, group, conference or promotional rates shall be requested. The City will not reimburse the traveler for luxury upgrades (e.g. ocean views, suites, etc.) When lodging at a conference facility is full, lodging at a comparable hotel shall be acceptable.

The City does not reimburse for lodging if the employee wishes to extend their stay after the conference has been completed.

200.7 MEALS

Reimbursement for meals shall be made only when training is for a minimum of six (6) hours, except when specifically approved otherwise by the Department Head. The City’s maximum full day meal and incidental expenses rate shall be equal to the standard CONUS per diem rate for meals and incidental expenses as established by the GSA and can be found at GSA’s website: http://www.gsa.gov/perDiem.

Alcoholic beverages are NOT to be claimed nor will they be reimbursed by the City.

Meals provided by common carriers (e.g. airline or train) or included in registration fees or hotel rates are not eligible for Per Diem reimbursement.

Travel meals are reimbursable/paid by the City for travel as shown below:

Departure Time on First Day of Travel	Meals Allowed
Before 7am	Breakfast, Lunch, Dinner
Before 11am	Lunch, Dinner
Before 6pm	Dinner
After 6pm	No Meals for First Day
Departure Time on Last Day of Travel	Meals Allowed
After 10am	Breakfast
After 1pm	Breakfast, Lunch
After 7pm	Breakfast, Lunch Dinner

A continental breakfast does not constitute a meal.

Gratuities for meals are included in the Per Diem rates and are not reimbursed separately.

200.8 TRAVEL EXPENSE RECONCILIATION

After returning from an authorized conference, meeting or seminar, the attending employee shall complete a Travel Expense Statement. The completed form is to be submitted to the Department Head or their designee for approval (or to the City Manager in the event of Department Head

travel), then to Accounts Payable for processing within 10 business days of completion of travel. Itemized receipts must be submitted with the Travel Expense Statement for all non-Per Diem expenses. This form is mandatory for all overnight stay costs even if the balance due is zero.

200.9 NON-ALLOWABLE COSTS

The following items do not qualify for advance or reimbursement payment under this policy:

- Unjustified car rental and/or upgrade from the standard compact size vehicle
- Flight/travel insurance
- Air travel ticket higher than coach/economy class
- Parking/moving violations, tickets, or other penalties for infractions of any law
- Unjustified cancelled travel tickets and change/cancellation costs
- Lodging other than “standard” room rate. Upgrades are not reimbursable.
- Payment for accommodation with friends/relatives
- Hotel entertainment (movies, unjustified internet access, etc.)
- Meal expenses in lieu of conference provided meals
- Alcoholic beverages
- Boarding costs for pets and children during business travel
- Personal laundry/dry cleaning expenses
- Baggage handling fees and gratuities exceeding 15% of the total bill
- Loss/damage/theft of personal property

Shift Selection & Vacation Selection Procedure

201.1 SHIFT SELECTION PROCEDURE

It shall be the practice for the Sergeants, Police Officers (including MPOs, K-9, FTO's, etc) and Community Service Officers of the Field Operations Division to select shifts on an annual basis. The following protocol will be followed;

- Shift selections for the upcoming calendar year will be conducted in the month of October.
- Employees will select shifts for the entire upcoming calender year.
- There are three shifts to select: (January – April, May – August, and September – December)
- There are two patrol "Teams:"
    - Team One: Sunday – Wednesday
    - Team Two: Wednesday - Saturday
- There are three "Watches" per 24 hour period;

	Team 1 (Sunday - Wednesday)	Team 2 (Wednesday - Saturday)
Watch 1	0630 - 1630	0630 - 1630
Watch 2	1400 - 2400	1600 - 0200
Watch 3	2100 - 0700	2100 - 0700

- The order of selection will be based on seniority with the most senior employee in each of the three classifications (Sergeants, Master Police Officers, Police Officers, Community Service Officers) selecting first and proceeding to the junior employee. Employees with excused absences may make arrangements with the selection monitor for their shift preferences before the process begins. Excused absences include being out of the area at school or training, out of the area on vacation, or appearing in court. The monitor will then select the shift for the employee at the employee's scheduled time. If the requested selections are not available that employee will forfeit that selection and the process will move to the next senior employee.
- Employees assigned to FTO positions will select shifts based on Departmental seniority.
- MPO and K9 officers will select shifts based on seniority within the specialty assignment.
- Probationary employees may not be given an opportunity to select shifts during the time they are projected to be on probation for the selection year. For example, if a probationary employee will be on probation through May they would not be able to select a shift for the first five months of the year. The employee would be allowed to select a shift for the next full shift rotation after their scheduled end of probation. Any conflicts will be resolved by the Field Operations Division Commander.

- Any slots that were not filled during the selection process will be staffed by probationary employees at the discretion of the Field Operations Division Commander.

201.2 VACATION SELECTION PROCEDURE

It shall be the practice for Field Operations Division personnel to select vacations on an annual basis. The following protocol will be followed;

- Vacation selections for the upcoming calendar year will take place following the completion of the shift selections for that year.
- There will be three separate and complete vacation selections allowing employees the opportunity to schedule three vacations per year (2 in November for the upcoming year, and 1 in February for the remainder of the year);
- A vacation selection will consist of one continuous block of time. Each block of time represents one vacation selection;
- The order of selection will be based on seniority with the most senior employee in each of the three classifications (Sergeants, Police Officers, Community Service Officers) selecting first and proceeding to the junior employee. Master Police Officers will select based on their department seniority.
- The Traffic Officers assigned to Team One and Team Two will select vacation separately and not be subject to this procedure.
- Only two officers per shift may select a scheduled vacation at the same time. These two officers do not include the shift sergeant.
- If a shift has two Community Service Officers only one can be on a scheduled vacation at one time.
- Employees should be prepared to select their vacations at the appointed time and within the established time limits.
- Employees with excused absences may make arrangements with the selection monitor for their vacation preferences before the process begins. Excused absences include being out of the area at school or training, out of the area on vacation, or appearing in court. The monitor will then select vacation for the employee at the employee's scheduled time. If the requested selections are not available that employee will forfeit that selection and the process will move to the next senior employee.

201.3 SHIFT VACANCY FILLING PROCEDURE

Periodically vacancies occur in the Field Operations Division due to attrition, transfers, or long term disabilities. These vacancies may create the need to move staff for the greater good of the Division. The following protocol will be followed to fill a vacancy.

- The decision to fill a vacancy is at the discretion of the Field Operations Division Commander.

- An e-mail message will be sent to all affected employees advising of the vacancy and the opportunity to apply for the position.
- Any interested employees will have seven days to respond to the e-mail requesting consideration for the position.
- At the end of the seven day period, the Field Operations Division Commander or his/her designee will select the most senior applicant for the position.
- The applicant will be offered the opportunity to move into the vacancy with the stipulation that they will only be allowed to keep any affected vacation selection if it does not violate the maximum number of employees already scheduled for vacation at that time. (2 Officers not iincluding the Sergeant)
- If, in filling the vacancy another vacancy is created that requires filling to meet the needs of the Division, the Field Operations Division Commander will select a probationary employee to fill the vacancy and any additional vacancies as a result of the original change. If there are no probationary employees available for filling vacancies, the Field Operations Division Commander will select the most junior officer from the shift likely to be least impacted by a staffing change to fill the vacancy. Any employee receiving an involuntary transfer will be given a minimum of ten days notice before the transfer takes effect.
- Occasionally a vacancy will develop in a specialty position in another Division that it is not part of a normal rotation at shift change. If the specialist is returning to the Field Services Division, the specialist will move into the slot created by the employee moving into the specialty. This will be considered a one for one swap and will not activate the vacancy protocol.

201.4 SHIFT TRADE PROCEDURE

Occasionally employees decide amongst themselves to trade shifts in order to meet personal needs. This practice is allowed and must follow the following procedure.

- The two employees will submit a joint memo signed by both employees to each of their supervisors requesting the trade.
- If the two supervisors approve the trade, the memo will be forwarded to the Field Operations Division Commander for final approval.
- If the trade is approved, it is with the stipulation that they will only be allowed to keep any affected vacation selections if it does not violate the maximum number of employees already scheduled for vacation on those shifts at that time. (2 officers not including the Sergeant)

Shift Swap Procedure

202.1 SHIFT SWAP PROCEDURE

A shift swap shall be defined as that period of a regular scheduled shift that by mutual agreement and prior authorization (48 hours), one employee volunteers to work for another employee.

Authorization for a shift swap must be given by the initiating employee's supervisor, and entered into Telestaff.

Once a shift swap has been approved, the employee who agrees to work the trade assumes full responsibility for reporting to duty and properly functioning in that position. An email shall be sent to the employee agreeing to the trade as well both shift supervisors.

Shift trades shall be simple "one-to-one" situations and not complicated "compound" trades where two (2) or three (3) persons would be working one (1) person's assigned and scheduled duty.

The shift swap procedure shall be subject to the current requirements of the Fair Labor Standards Act (FLSA).

The payback for the shift swap should occur within the current shift rotation.

Staffing Vacant Positions

203.1 SECTION TITLE

As you are all aware we unfortunately have some vacant officer positions on various patrol shifts.Just to clarify these aren't long term IOD positions, these are positions that went unfilled during the economic downturn and are marked in Tele Staff as VACANT.

Recently questions arose over allowing time off on shifts with these vacant positions.The primary question being can we allow time off on a shift with a vacant position if it will create overtime? There were varying opinions and we wanted to seek clarification and the Chief's view on the topic.

Captain Schmutzler and I met with Chief Carli to seek his input.We all agreed this is an issue created as a result of not backfilling positions as they came up during the economic downturn. As a result the Chief agreed to allow time off for officers on a shift with a vacant position even if it creates overtime so as to not harm our employees for a city created issue.

An example of this issue could play out like this.A Patrol shift is at minimum staffing.An Officer approaches his/her supervisor requesting a day off. This day off can be allowed if there is a VACANT Officer position on the shift even though allowing it would create overtime.

I realize this issue may be rare but occasionally comes up.This SOP is to get us all on the same page and an effort to help us be consistent with our teams.

Daily Work Hour Restrictions

204.1 DAILY WORK HOUR RESTRICTIONS

In an effort to protect officer safety and wellness, total hours worked will be limited. Absent exigent circumstances, total assigned work hours per employee in a 24 hour period shall not exceed 18 hours. On-duty hours in excess of 18 hours in a 24 hour period require the approval of a division commander.

204.2 OVERTIME DEFINITIONS

Standard Patrol Overtime – Any patrol vacancy requiring backfill beyond 24 hours. To fill this vacancy, a notice will go out via electronic notice requesting backfill. The supervisor requesting the backfill will wait 24 hours for officers to respond requesting the overtime. The officer responding within the timeframe and having the highest seniority, will be assigned the overtime.

Immediate Need Patrol Overtime – Any patrol vacancy requiring backfill within 24 hours. To fill this vacancy, a notice will be sent via electronic notice requesting immediate backfill. The supervisor requesting the backfill will wait 15 minutes, and then assign the overtime based on seniority.

Pre-Planned Event Overtime – Overtime in support of a pre-planned event shall be assigned based on seniority. Notification of available pre-planned event overtime should be issued via electronic notice. Selection of pre-planned event overtime assignments should be conducted no less than one week before the beginning of the event.

Mandatory Patrol Overtime – Any overtime where an employee is ordered to work during regular time off. Examples include being “held over” at the end of an assigned shift to a following shift or being ordered to work on regularly scheduled days off.

204.3 MANDATORY OVERTIME

Mandatory Patrol Overtime will be assigned based on reverse seniority within the Field Operations Bureau. Once an officer is assigned mandatory patrol overtime, that officer will be excluded from additional mandatory overtime for 72 hours. The Mandatory Patrol Overtime reverse seniority list resets weekly (corresponding to each shifts’ duty week).

For Pre-Planned Event vacancies, mandatory overtime will be assigned by reverse seniority, “department wide.”

The inability for an officer to fulfill a mandatory overtime shift will be reviewed and determined by the supervisor.

If a shift is below minimum staffing and the assigned Sergeant is unavailable, the Sergeant overtime position will be backfilled by an MPO. The MPO will be assigned the supervisory position, and the officer vacancy will be assigned to an officer. If the assigned MPO is unavailable, the supervisory overtime position will be filled by a Sergeant.

204.4 SPLIT SHIFT FULFILLMENT

Ten (10) hour overtime slots (1 complete shift) may be broken down into two (2) five hour blocks of overtime.

If the two (2), five hour slots are filled, the ten (10) hour shift will be considered filled. The overtime vacancy need not be filled by a single officer working ten (10) hours.

An officer working straight-time for the first or last 30 minutes of an overtime slot cannot be “bumped” because the 30 minute straight-time overlap. (For example: a dayshift officer (0630 – 1630) who signs up for a 0200-0700 overtime slot, cannot be “bumped” solely for the 30 minute overlap.)

204.5 CALLBACK OVERTIME RULES

Refer to respective Bargaining Unit M.O.U.

204.6 COURT OVERTIME RULES

Refer to respective Bargaining Unit M.O.U.

204.7 POSTED OVERTIME SIGN-UPS

When posting blocks of available overtime (whether for a special event or staffing shortage), the following procedure should be followed:

Prior notice issued to Department of date/time of sign-ups;

Overtime positions will be awarded based on Department seniority at the time of sign-ups;

Participating officers will rotate through the seniority list until all overtime positions have been filled. Officers unable to attend sign-ups may use a proxy;

In the event that overtime positions remain unfilled, the list will remain active for 7 days (to allow additional sign-ups);

After 7 days, the list will be removed by the posting supervisor, and mandatory overtime may be implemented;

- In the event that staffing levels change or other unforeseen circumstances warrant cancelling positions of overtime, positions will be cancelled based on reverse Department seniority for the affected positions.

PAL Activities

205.1 PAL ACTIVITIES

The Chief of Police has authorized the release time for PAL activities. This release time is subject to the following conditions:

Employee may only use one shift per calendar month;

PAL release time cannot result in any overtime to backfill the employee’s absence.

Timesheet Submissions

206.1 POLICY

Effective 3/13/2019, all Telestaff submissions (overtime, etc.) shall be approved by the unit supervisor and submitted to payroll within 48 hours from the close of the pay period.

Chapter 3 - General Operations

Distractionary Devices

301.1 PURPOSE AND SCOPE

Within the scope of police operations the preservation of life, and to a lesser extent property, is paramount. Devices and tools which provide personnel a tactical advantage with which to more safely engage in the furtherance of such goals are, when executed in a reasonable manner are sound police practice. Reasonable utilization of specialized devices which provide distracting stimuli to the visual, auditory, and equilibrium systems of a suspect, under given circumstances by qualitied personnel, can safely provide a substantial contribution towards successfully and safely resolving incidents by overwhelming suspects.

301.2 TRAINING

Only personnel properly training in the utilization of Distraction Devices shall be issued or deploy devices. Training shall be conducted by a certified instructor and minimally include, storage, handling, carrying, deploying, hazards, effects on people, and the safety aspects set by the manufacturer's recommendations. Training must include deploying live and/or training devices to include indoctrination to the devices effects. Re-certification shall be conducted every year and those not re-certified should not deploy devices except in exigent life saving situations.

301.3 STORAGE

All Distraction Devices shall be stored in an ATF magazine at the police department or in an approved mobile magazines in vehicles. Devices stored in mobile magazines must remain locked to prevent them from being stolen. Devices shall be carried in approved pouches designed to secure the lever and pin.

301.4 DEPLOYMENT

Absent exigent lifesaving incidents, Officers should consider and gather as much intelligence as possible to include the presence of young children or elderly people, flammable material or a potential drug lab, and any other potential hazard. Devices should be deployed by trained and competent officers familiar with the devices. Devices shall not be thrown at people and officers shall look in the area prior to deploying devices to prevent blind deployments of the devices. Because of a potential fire hazard, officers should consider the availability of a fire extinguisher. In addition, if possible, utilize proper protective gear such as eye and ear protection as well as flame resistant gloves.

301.5 EXAMPLES OF POTENTIAL DEPLOYMENTS

- Barricaded subject or hostage rescue situations

- High-Risk search warrants
- In order to distract a potentially violent suspect, those in a mental health crisis, persons believed to be under the influence of alcohol or drugs, and necessary to facilitate apprehension.
- During officer down rescue operations
- The need to regain a tactical advantage or gain compliance in potentially dangerous situations
- To prevent a deadly force encounter from occurring.

301.6 POST-DEPLOYMENT CONSIDERATIONS

Document any damage sustained during the deployment of a device and assess the need, if any, for medical attention. Allow the device to cool, record the serial number for the ATF log, then discard the device. If a device fails to initiate, one of the manufacturer's recommended render-safe techniques should be followed.

ALPR Procedure

304.1 ALPR OVERVIEW

Automated License Plate Reader (ALPR) technology, also referred to as License Plate Recognition / Reader (LPR), allows for the automatic detection of license plates via specialized equipment that can be affixed to stationary objects in a “sentinel” position, or to mobile platforms such as patrol cars. Captured license plate data can be stored for a specific time period set forth by law and can be reviewed during that time period for investigative purposes. In addition to the capture and storage of license plate data, ALPR has the ability to compare license plate data to various law enforcement databases, and will alert users to the identification of stolen vehicles, vehicles wanted for felony crimes, vehicles associated with missing persons, and vehicles bearing stolen license plates.

ALPR devices are extremely useful tools for assisting law enforcement with gathering information crucial to the successful outcome of investigations (such as capturing license plate data around major crime scenes), and can greatly increase law enforcement’s ability to apprehend individuals who are engaged in various crimes (such as stolen or wanted vehicles). However, ALPR technology is not infallible and steps should be taken to ensure collected data is verified, is being handled and stored properly, and is only being used for appropriate law enforcement purposes.

The purpose of this SOP is to establish general guidelines for the training required prior to the use of ALPR technology, to outline procedures associated with the use and operation of the mobile ALPR technology currently deployed on numerous Vacaville PD patrol cars (PAGIS Software), and to provide an overview of the software used to mine the data collected by the ALPR devices (BOSS – Back Office System Software).

Additional procedures and guidelines associated with the use of ALPR technology can be found in the Vacaville PD Policy Manual (**Lexipol Policy No. 470**).

304.2 TRAINING

Prior to the deployment of any ALPR equipped vehicle an employee must complete training associated with the use, capabilities, and limitations of the ALPR equipment and associated software (PAGIS). An employee’s completion of this training should be documented and maintained for future reference by the administrator assigned to oversee ALPR operations. All ALPR training completed by Vacaville PD employees should cover the following:

- General overview of how data is captured, stored, and accessed by ALPR hardware and associated PAGIS software

- Proper startup and shutdown of PAGIS software associated with ALPR equipped vehicles (Begin Shift and End Shift functions)
- General overview of PAGIS software operation
- Limitations of ALPR equipment
- Proper procedure for verifying license plate “alerts”
- Techniques for taking full advantage of ALPR capabilities for permitted investigative and other law enforcement related purposes (i.e. intentional use of ALPR at major crime scenes)

304.3 ALPR PROCEDURE

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- [redacted]
- [redacted]

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- [redacted]

[redacted]

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[redacted]

Back Office System Software (B.O.S.S.) Overview

[redacted]

[redacted]

BOSS Software Procedure

- [redacted]

- [redacted]

ALPR Procedure

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Nothing in this SOP is intended to supersede current Vacaville Police Department policy manual guidelines associated with the use of ALPR technology (Lexipol Policy No. 470)

Emergency Flood Plan

305.1 PURPOSE

The purpose of the City of Vacaville Flood Plan is to establish a coordinated effort between all City departments, the City Manager's (CM) Office, and the Emergency Operations Center (EOC) in response to reports of severe weather and potential flood related emergencies. This Flood Plan relies on identifying and acting on appropriate triggers, the early notification and coordination between the City departments as well as providing valuable information to the public to allow for a safe and proactive response to flood related emergencies.

305.2 PROCEDURE

- **Preparation Stage**
- All City departments must take the necessary measures to prepare, in advance, for a potential flood event.
- This includes the coordination and dissemination of important information related to severe weather reports and warnings of potential flooding by the City's Public Information Officer (PIO) to the public.
- This information is typically provided by the National Weather Service, via conference call with the County OES Office and various other forms of media / applications.
- Once the City is aware of or is notified of a possible severe weather event and possible flooding, the following should occur:
    - Representatives from the Fire Department (FD), Police Department (PD) and Public Works (PW) shall consult each other as to their preparations and plans for the upcoming event to ensure proper monitoring actions are in place and a plan exists for notifications should further action be necessary.
    - Considerations for shelters, evacuation routes, evacuation means and triggers for evacuations shall all be addressed as appropriate.
    - The Fire Chief or designee will brief the CM's Office and PIO as to preparations and any significant plans of action over and above preset triggers already identified in this plan. Department Heads will also be notified of considerations or plans.
    - The CM, FD, PD and PW shall, through their chain of command, inform the appropriate members of their departments of the preparation plan developed. The FD, if appropriate, will coordinate with Dispatch to release an EverBridge Notification targeting pre-designated flood prone areas located within the City.
    - Throughout the event, members of the various departments will continuously track the conditions according to the preparation plans.
    - The PIO will disseminate information to the public via various social media in coordination with PD, FD and PW. PD and FD PIO's shall also be utilized to fully inform the public. Messaging shall be coordinated and consistent.

- Provision of sandbags and number allowed per household will be determined by the PW and provide the information regarding locations to the PIO group for dissemination as appropriate.
- During this preparation stage, all EOC, Fire, Police and Public Works personnel shall be made aware of the eight foot creek level located at the Tulare Bridge as a flood watch point. Storm drain inlets in that area will typically back up once a creek elevation of 11 feet is reached at the Tulare Bridge.
- The FD, PD and PW will notify all their personnel of the potential need for them to report to work should flooding occur and circumstances necessitate.

Response Stage

- The actions noted in section IV will be followed. In addition, any further actions noted in the Preparation Stage shall also occur as triggers are tripped.
- EOC will perform a warm opening and establish a Unified Command (typically Fire Operations Chief, a Police Lt. and a Public Works representative) once triggers are met. Further direction shall come from Unified Command in the EOC including any further escalation of EOC activation, personnel recall etc.
- Unified Command, the Public Works Department and the Comm. Center will continue to monitor the creek levels and Public Works crews will monitor the storm drains.
- Once Unified Command is established, any field report on conditions shall be shared between Dispatch and the EOC.
- Sheltering in place will be highly considered for localized flooding to prevent injuries from the associated hazards of flooded streets and moving contaminated water.

Level III – Recovery Stage

- During the initial stages of recovery (and perhaps beyond), the EOC may remain activated until it is determined that regular city processes can handle the situation. The EOC shall support the recovery stage in an effort to meet all needs that may arise; other needs may arise depending on the circumstances and nature of the incident such as:
  - Fire, Police and Public works personnel shall survey the City and report any trouble spots to Unified Command and if appropriate, provide assistance when necessary
  - Removal of flood debris and mud
  - Setting up recovery centers in affected areas and neighborhoods
  - Providing basic needs for residents such as drinking water and food items
  - Maintaining emergency shelter facilities (American Red Cross should be utilized)
  - Elected officials, various Department Heads, and PIO may consider meeting with residents in an effort to assure them of their health, safety and welfare.
  - Assess damage to homes, business, and infrastructure

- If the EOC demobilizes in the late night / early morning hours, the following shall occur in order to maintain overall situational awareness
    - The PD Graveyard Sergeant shall gather all pertinent additions, changes and or on-going issues since the EOC demobilized and shall send the synopsis to email group by 0630
- Other long term issues may arise; for information concerning such issues including disaster response, please see the Emergency Operations Plan

Flood Gauge Monitor Responsibilities and Actions

- Normal Work Hours (PW: M-F 0700-1530 and Fire: M-F 0800-1700) – PW and Fire monitor
- After Hours (M-F 1700-2200, Sa-Su & City Holidays 0800-2200) Duty BC and PD supervisor monitor
- Late Night (M-Su & Holidays 2200-0800) Dispatch monitor
- Color actions:
    - Green – no need to continually monitor unless in a rain event
    - Yellow – responsible Department checks after every quarter hour and responsible Department will have Dispatch send out an EverBridge notification – Flood Watch
    - Orange – Dispatch either PW (M-F 0700-1530) or PD unit to standby affected bridge to monitor and report and responsible Department will have Dispatch send out an EverBridge notification – Flood Warning – if gauge or on scene unit observation continues to rise (1' into the Orange or reasonable expectation of continued rise) Dispatch sends out EverBridge notification for EOC activation Flood Warning
- EOC Activation Flood Warning – Fire, PD and PW representatives report to EOC and perform a warm opening (Unified Command) to provide direction based on conditions and prepare for eventualities. Additional direction for notifications will come from the EOC

Messaging for notifications for City Personnel

Yellow Range:

- This is a Flood Watch Notification. The Tulare Bridge (or other bridge) stream gauge has entered the yellow range. Increased monitoring every quarter hour is underway.

Level Orange Range:

- This is a Flood Warning Notification. The Tulare Bridge (or other bridge) Stream Gauge has entered the Orange Flood Warning Zone. Units have been dispatched to standby the bridge to monitor and report.

Increasing Level Orange Range – EOC Activation:

- This is a Flood Warning notification. The Tulare Bridge has risen by at least one foot into the orange range or there is a reasonable expectation that levels will continue to rise based on conditions upstream or forecasted weather. Designated PW, PD and Fire EOC personnel shall report to the EOC and perform a warm opening and establish a Unified Command for the City. Once there, the EOC will provide further direction and notifications based on the latest information.
    - Evacuation advisories, watches, warnings etc

See Evacuation SOG

Evacuations

306.1 PURPOSE

Emergency incidents may require evacuations of the public. All evacuations are based on public safety, however the specific reason and extent / scale of evacuations may vary. The purpose of this SOG is to provide guidance and direction for evacuations. It provides common terminology and standardized processes for evacuations and warnings.

This SOG primarily targets smaller scale evacuations for fast moving events rather than large scale evacuations with time to prepare. The fast moving events such as a fire, law enforcement action or hazardous material incident may not occur with adequate warning time to benefit from a collective decision made at higher levels of the City government within an EOC activation. As such, direction for these quicker, smaller scale situations needs to be articulated.

This SOG does not remove the authority of a duly sworn Vacaville public safety professional from making a decision to order an evacuation when, in their professional opinion, one is warranted.

306.2 DEFINITIONS

Protective Action Terms

(a) **Evacuation Warning**. The alerting of people in an affected area(s) of potential threat to life and property. An Evacuation Warning considers the probability that an area will be affected within a given time frame and prepares people for a potential evacuation order. Evacuation Warnings are particularly necessary when dealing with a variety of special issues such as special needs populations and large animals.

(b) **Evacuation Order**. Requests the immediate movement of people out of an affected area due to an imminent threat to life (one or two hours or less). Note: There is no mandatory evacuation for adults; however, minor children may be taken out of a home and evacuated where adults refuse to leave.

(c) **Shelter-in-place**. Advises people to stay secure at their current location. May be used for chemicals in the air, police activity, active shooter or fire.

(a) Shelter Terms

(a) **Community Refuge Area -** A designated location that is considered to provide a greater level of survivability than Shelter-In-Place. If unable to make it to a designated Evacuation Center or GPS, civilians should be directed to seek shelter at a Community Refuge Area.

(b) **Safe Refuge Area -** A temporary location to hold evacuees until safe evacuation is possible.

(c) **Emergency Evacuation Center (EEC) -** Temporary shelter for less than 24 hours.

(d) **General Population Shelter (GPS) -** Also known as Evacuation Shelter, Shelter or Congregate Shelter. Dormitory shelter for displaced people and

animals. Food and overnight lodging is available. Used when housing is needed for more than 24 hours.

(b) Other Related Terms

(a) **Rescue -** Emergency actions taken within the affected area to recover and remove injured or trapped citizens. Responders have specific training and personal protective equipment necessary to accomplish the mission. Boundaries of the areas where rescue is planned should be identified on the incident map with the notation that entry is restricted to rescue workers only.

(b) **Weather Advisory –** A Weather Advisory is the lowest level of advisory issued by the National Weather Service (NWS) regarding the potential of adverse / inclement weather. Advisories are issued for weather situations that cause significant inconveniences but do not meet warning criteria and, if caution is not exercised, could lead to life-threatening situations. Advisories are issued for significant events that are occurring, are imminent, or have a very high probability of occurrence.

(c) **Weather Watch -** A Weather Watch is the lowest level of advisory issued by the National Weather Service (NWS) regarding the potential of adverse / inclement weather. This forecast is issued well in advance to alert the public of the possibility of a particular weather related hazard (e.g. tornado watch, flash flood watch). The occurrence, location and timing may still be uncertain.

(d) **Weather Warning -** A Weather Warning is the highest level of advisory issued by the NWS regarding the potential of adverse / inclement weather. This forecast is issued when a particular weather or flood hazard is "imminent" or already occurring (e.g., tornado warning, flash flood warning). A warning is used for conditions posing a threat to life or property.

(c) Road Access Terms

(a) **Levels of Closure -** A closure prohibits the usage or occupancy of a defined area such as a park, beach, or road due to a potential or actual threat to public health and/or safety. Media is allowed under all closure levels unless prohibited under PC 409.5

(b) **Level 1 Closure / Color Code Green -** Closed to all traffic except local residents; may require escorts.

(c) **Level 2 Closure / Color Code Yellow -** Closed to all traffic except FD, LE, and critical incident resources (i.e. utility companies, Caltrans, County Roads, etc.).

(d) **Level 3 Closure / Color Code Orange -** Closed to all traffic except FD and LE.

(e) **Level 4 Closure / Color Code Red -** Closed to all traffic including FD and LE.

(f) **Open** - Open to all traffic

(g) **Closed** - Closed to all traffic

(h) **Restricted** - Access only to specified groups such as first responders, public works and/or residents.

306.3 PROCEDURE

Who can give an order within the city for evacuation(s)

(a) Fire / Law Incident Commander(s)

(b) The City Emergency Manager or his/her designee

(a) Utilize the Evacuation and Repopulation Plan and accompanying form

Types of evacuation orders

(a) Warning

1. Not a true evacuation order
2. Warns citizens that an evacuation order may be forthcoming based on circumstances

(b) Order

1. Law enforcement will not use force to remove persons who choose to remain in the affected area
2. California Penal Code Section 409.5 does not authorize forcible evacuations, but rather authorizes officers to refuse admittance of others into the impacted area
   (a) Possible exceptions can be made for adults who will not evacuate minors from immediately dangerous environments - the children can be removed under child endangerment laws
3. Responders must clearly inform people that failure to evacuate may result in physical injury or death and that a future opportunity to evacuate may not exist
4. People must be informed that there is no guarantee that resources to rescue them will be available.
   (a) Law enforcement should have those that refuse to evacuate sign a waiver and document where these persons are located if able to do so

(c) Shelter-in-place

1. Not an evacuation order
2. A direction to those in the affected area(s) to remain inside to reduce risk of exposure to an incident

(d) Scale

1. Small – a few (1-6) homes or apartments or 1-3 stores

2. Medium – several (6-12) homes or a few blocks (1-3) in a neighborhood or entire apartment buildings or commercial structures
3. Large – entire neighborhoods or multiple blocks of commercial or residential buildings

(e) Notifications

1. Small – Typically given door to door
2. Medium – may be given over a public address system or door to door. EverBridge could be used
3. Large – An EverBridge notification is appropriate and quickest. To be followed up by public address system and door to door

Once an evacuation order is given, it is critical that the public information system provide clear instruction through all available alert and warning systems and mechanisms. Notification may include but not limited to the following:

(a) Routes for self-evacuating persons.

(b) Location of evacuation staging areas.

(c) Needs for evacuation task force teams

(d) Coordination of evacuation routes and shelter locations

(e) General transit asset requests

(f) General information for use by PIO

(g) Coordination with region wide incident specific evacuation processes.

Considerations

(a) An evacuation order should always be accompanied by an evacuation route and destination. Only under extreme circumstances should citizens simply be told “evacuate”.

(b) Evacuation routes should be restricted and as clear as possible to reduce traffic congestion

(c) The destination should be staffed with designated personnel in order to inform and direct evacuees.

(d) Current and forecasted weather should be taken into consideration in order to provide appropriate shelter and protection of evacuees.

1. Consider – American Red Cross, busses, nearby public buildings, schools, designated shelters, etc

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5150 W&I Protocol

307.1 5150 W&I

Solano County Mental Health and Exodus Recovery. have partnered to open the Exodus Solano Crisis Stabilization Unit (CSU). This facility will be the new assessment center for subjects in need of mental health evaluations, either voluntarily or after being placed on a 5150 hold. The facility is located at 2101 Courage Drive in Fairfield. This is the previously used crisis building, with the entrance to CSU being in the northwest corner of the building.

The opening of this facility means a change in protocol for us when dealing with 5150's. All 5150's will now be transported directly to CSU, unless they require medical treatment or clearance prior to mental health evaluation. Below are the highlights of the new protocol.

When a subject is placed on a 5150 hold, officers are to call CSU directly at [redacted] and relay details of the situation to staff. This is to be done prior to transporting the subject to CSU. The call will prepare CSU for your arrival in an appropriate manner and limit the time it takes to transfer custody. **Again, officers need to call [redacted] prior to transport**. Please do not have dispatch call, as CSU staff needs to speak personally to the officer.

CSU has medical staff on duty and can respond appropriately to the conditions of the patient, including medicating them. If a subject is uncooperative, CSU staff will meet officers at their vehicle with a restraint chair, if needed.

Medical clearance will be necessary prior to transport to CSU under the following situations;

- The patient is 60 years of age, or above;
- Patients who have taken an overdose of medication, or have attempted any physical harm to themselves;
- Any injured patient;
- Patients with significant current medical issues (i.e. seizures, chest pain, difficulty breathing);
- Patients who are intoxicated or are in withdrawal;
- Anyone under 5 years old.

No changes will be made when dealing with 5150's that are under arrest; they will be booked into jail and jail staff notified of the hold.

Missing Persons

308.1 MISSING PERSON REPORTING

This SOP is designed to provide guidance for handling missing persons investigations. Lexipol Policy 332 Missing Persons and Policy 334 Public Alerts are still the primary guidelines for how the investigations are handled and what is required by law. The steps outlined below are what the department minimally expects of you during the investigation.

When an employee takes a missing persons report the following should be done;

- The reporting party should be contacted and a thorough interview should be done
- Obtain a photo from the reporting party
- A thorough investigation should take place following up on the leads provided by the reporting party
- The manual missing persons report should be filled out and submitted prior to the end of your shift
- A report will also be written in AFR documenting the circumstances of how the missing person went missing along with the investigative steps taken to locate the missing person
- A copy of the manual report will be taken to dispatch as soon as possible to be entered into MUPS but no later than 2 hours after the report was taken
- If the missing person is a juvenile an additional copy should be made and placed in the YSS box in report writing for follow-up to be conducted by YSS on the next school day
- The officer taking a missing persons report of a juvenile is responsible for making sure the follow-up investigation is adequately handled until a YSS officer is back on duty the following day or after a weekend
- The officer taking the missing persons report of an adult is personally responsible for all necessary follow-up for the first 14 days of the investigation. This includes maintaining communication with the reporting party to see if there is any new information to follow up on
- At the conclusion of 14 days, the officer will complete a supplemental report in AFR documenting the status of the investigation and all of the investigative steps taken to locate the missing person
- The officer will make sure the dental and x-ray releases are signed on the back of the manual Missing Persons Report From prior to be sent to ISS
- The officer will notify their supervisor the status of the investigation at the end of the 14 days and request the report be forwarded to ISS for further follow-up
- No missing persons report shall ever be refused

When a missing person is located the following shall be done:

- The officer will make arrangements to go physically see the missing person, find out the circumstances of why they went missing, and check their welfare
- If the missing person is located in another jurisdiction, the officer will arrange for the appropriate agency to respond and make personal contact. The assisting agency will need to document their contact and remove the missing person from MUPS and fax us a copy of their report
- Officers may not remove a missing person / runaway from MUPS without making personal contact. Talking to a missing person over the phone is not sufficient contact to remove them from MUPS
- If a reporting party calls to say the missing person has been located or contact made, officers still need to make arrangements for personal contact. If this is not possible, document the information provided by the reporting party in a supplemental report but leave the missing person in MUPS and the case remains open
- Upon locating a missing person, the reporting party will always be contacted and notified

When conducting a missing persons report, the officer must determine if the missing person is at risk as part of their investigation. The following circumstances will normally deem the missing person at risk:

(1) The person missing is the victim of a crime or foul play.

(2) The person missing is in need of medical attention.

(3) The person missing has no pattern of running away or disappearing.

(4) The person missing may be the victim of parental abduction.

(5) The person missing is mentally impaired, including cognitively impaired or developmentally disabled.

When a person is deemed at risk the following steps shall be taken in addition to what is required for a normal missing persons report as outlined above:

- Notify your supervisor immediately
- Conduct a thorough search of the residence and surrounding area
- Create an APB Net Flyer and disseminate to the appropriate jurisdictions
- Consider a Public Service Alert, City Watch, or Social Media Post based on circumstances (supervisor’s approval required)
- Make sure an entry is made into MUPS immediately
- Document all investigative steps taken and finish your AFR report before you go off-duty
- Exhaust all investigative leads

- Brief the oncoming shift of the investigation and pass it off to another officer coming on–duty to continue the investigation
- If the missing person is at-risk and a juvenile, the investigation will not be handled by YSS unless coordinated with the YSS Supervisor or OIC

E-Report Approval

309.1 SECTION TITLE

Step #1:

[redacted]

Step #2:

[redacted]

Step #3:

[redacted]

Step #4:

[redacted]

Step #5:

[redacted]

Step #6:

[redacted]

Step #7:

[redacted]

Step #8:

[redacted]

Step #9:

E-Report Approval

[redacted]

Juvenile Diversions

310.1 SECTION TITLE

The Youth Services Section will operate a diversion program designed to divert most first time and some non-violent offenders from the Juvenile Justice System.

DIVERSION ELIGIBILITY

First time offenders who are not booked into Juvenile Hall.

Juveniles who live in Vacaville or attend school in Vacaville.

Second time offenders may be eligible for diversion after review by the YSS sergeant.

Considerations for second time offenders may be but are not limited to:

- Length of time between offenses
- Nature of the offenses
- Participation history of the first time going through diversion
- Intensity of the first diversion
- Attitude of the juvenile

The offense charged is a misdemeanor or a felony.

DIVERSION DISQUALIFIERS (Cases when diversion cannot be offered)

- Juvenile lives outside of Vacaville and does not attend school in Vacaville.
- When restitution is being sought.
- When the juvenile was booked into Juvenile Hall for the offense.
- When the juvenile wants to contest the charges.
- Violations that are an infraction will not be handled with diversion; but, may be handled through classes or programs offered by YSS.

VEHICLE CODE VIOLATIOINS

Only juvenile citations for bicycle, pedestrian, and skateboard Vehicle Code violations will be diverted by YSS through classes or programs. If these cases are infractions they will not be handled with a formal diversion. Juvevniles cited for Vehicle Code violations related to vehicles, moving, non-moving, or mechanical will not be handled through YSS and should be sent to Juvenile Traffic Court.

INCOMING JUVENILE DIVERSION REFERRALS

When other agencies refer juvenile arrests to Vacaville PD so the offender can participate in our diversion program the juvenile must meet our department's diversion eligibility requirements.

OUTGOING JUVENILE DIVERSON REFERRALS

When a juvenile who does not live or go to school in Vacaville is arrested and is released from the arrest on a promise to appear citation, the citation will be referred to YSS. If the juvenile is eligible for diversion in our agency YSS will research where the juvenile lives and goes to school.

If the juvenile lives or goes to school in a jurisdiction where a diversion program is available the case will be referred to that agency. If no diversion program is available where the juvenile lives or goes to school the case will be referred to the Solano County Probation Department for processing and court filing.

School Standard Response Protocol [redacted]

311.1 SECTION TITLE

To enhance the safety of students in Vacaville while at school the following directives may be given to the administration of any school in Vacaville.

[redacted]

[redacted]

School Standard Response Protocol [redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

PIO Notifications

312.1 SECTION TITLE

When a critical or controversial incident occurs, the on duty supervisor or Watch Commander shall notify the PIO as soon as practical. Through discussion, the PIO will determine if it is appropriate to respond to the scene based on what's occurred. Whether or not a physical response is warranted, the PIO will converse with the supervisor and/or Division Commander. If an investigative unit responds, the PIO will additionally speak with the Investigative Supervisor and/or Investigative Division Commander. This discussion ensures only information they want shared is released to the public in an effort to maintain the integrity of the investigation. The PIO will be responsible for handling and responding to media inquiries, however may delegate those tasks to an involved supervisor or Division Commander if appropriate. The PIO will be responsible for posting to the department's social media platforms, responding to comments, and monitoring frequently used public social media platforms. If an investigative unit assumes responsibility for the case, a handoff will occur at an appropriate time where the investigative unit will then assume responsibility for posting social media updates and responding to comments.

Critical or controversial incidents may include, but are not limited to the following:

Officer involved shootings

Homicides

Significant acts of violence (shootings, stabbings, assault with deadly weapons, etc…)

Standoffs (Barricade / Hostage)

Hate Crimes

Fatal or significant injury collisions

Kidnappings

Missing at risk persons

Threats to the public

Natural disasters

Large fires

School "Lockouts" or Lockdowns"

Protests

A significant use of force that may be perceived as controversial

Any incident the supervisor deems necessary

Current PD PIO – [redacted]

Contact Info: [redacted]

[redacted]

Vacaville Solicitor / Peddler Guidelines

316.1 SECTION TITLE
(Condensed – See Full 9.18 VMC at http://www.codepublishing.com/ca/vacaville/ for complete details)

Many "suspicious persons" calls are as a result of individuals soliciting / peddling in our community. The following excerpts with officer notes are intended to help guide you with Solicitor/Peddler issues.

9.18.010 Legislative Findings.

A. Unrestricted door-to-door peddling and solicitation provides opportunities for the commission of crimes, such as fraud, theft, trespass, vandalism and the sale of stolen property, and undue annoyance to unsuspecting residents of the city.

B. The records and files of the police department indicate that residents of the city have been the victims of such crimes and undue annoyance committed by peddlers and solicitors or persons posing as peddlers or solicitors.

C. In order to minimize the threat of such crimes and undue annoyance against city residents and to assist the police department in the investigating of such crimes and complaints of undue annoyance, the city council deems it necessary to regulate the activities and conduct of peddlers and solicitors within the city.

(Ord. 1696, Added, 07/22/2003)

E. "Peddler" shall mean any person who goes from house to house or from place to place in the city engaged in the business or activity of peddling.

F. "Peddling" shall mean the selling or taking orders for or offering to sell or take orders for goods, wares and merchandise for present or future delivery or for services to be performed immediately or in the future whether such person has, carries or exposes a sample of such goods, wares and merchandise or not and whether such person is collecting advance payments on such sales or not.

G. "Soliciting" or "solicitation" shall mean the soliciting of money, property or other consideration.

H. "Solicitor" shall mean any person who goes from house to house or from place to place in the city engaged in the business or activity of solicitation.

Peddler – License required.

Except as otherwise provided in this section, it is unlawful for any person to act as a peddler within the city without having first obtained a license issued pursuant to this chapter.

Officer Note- Each adult must have their own license. Minors under 18 may operate under the supervision of a properly permitted adult working for an organization conducting business in Vacaville with a City of Vacaville Business License. Licenses are for 1 year from May 1 thru April 30 annually.

Exception – Non-profit organizations.

The licensing requirements of this chapter shall not apply to peddling or solicitation by non-profit organizations when the money, property or consideration derived therefrom is used solely for charitable, benevolent or non-profit purposes and not for personal or private gain. Persons, however, engaged in the business of peddling or soliciting on behalf of a non-profit organization:

A. Shall conduct themselves in accordance with the conditions and regulations set forth in:

1. Subsections 9.18.130.A, B, D, and E of this code;

2. Section 9.18.160 of this code; and

3. Other conditions and regulations set forth elsewhere in this code pertaining to such organizations.

Officer Note- The rules and conduct apply whether for-profit or non-profit

B. Shall retain in his/her possession and produce and show on the demand of any person solicited or approached or of any police officer, official or employee of the city written identification indicating:

1. The person's full name, business address and telephone number;

2. The name and address of the organization upon whose behalf the person is acting; and

3. The name, address, and telephone number of an organizational official who can verify that the person is acting on the organization's behalf.

Officer Note- Soliciting/peddling for non-profit organizations still requires appropriate documentation of the individuals by the non-profit organization.

Each person issued a license hereunder shall at all times retain in his/her possession such license at all times when engaged in the business so licensed for within the city and must produce and show the same on the demand of any person solicited or of any police officer, official or employee of the city. No person issued a license shall alter, remove or obliterate any entry made upon such license or deface such license in any way. Each license shall be personal and not assignable or transferable, nor shall any license be used by any person other than the licensee or the person for whom issued. Any attempt to so assign, transfer or permit the use of such license or car shall be grounds for immediate revocation of such license.

Officer Note- The code does not say the license must be visibly worn. If a minor under the age of 18 is peddling or soliciting without a license, they must be supervised by someone who is readily accessible by phone or in person and available in order to prove in compliance with a valid solicitor/ peddler license.

Officer Note- Minors under the age of 18 not required to apply for a solicitor/peddler license must still carry evidence in writing (e.g. company letterhead), (1) child's name, (2) a statement that the child is soliciting for the company (e.g. subscriptions for the newspaper), (3) the manager's name, business phone number and address, and (4) a copy of the manager's license. This license/permit is not transferable and should match the person who is supervising the minors.

The following conditions and regulations shall also apply to the exercises of the privileges granted under the provisions of this chapter in addition to those set forth in other parts of this chapter or elsewhere in this code:

A. Shouting – Calling Wares. No person acting under the provisions of this chapter shall shout or call out in a loud, boisterous or unseemly manner, nor shall he/she disturb or annoy the citizens or dwellers in the City.

B. Identification by Signature. Every peddler, upon the request of any police officer, official or employee of the City, shall promptly sign his/her name in order to compare the signature with the signature upon the license or license application.

C. Order to Be Written in Duplicate. Any person acting under authority of this chapter who solicits orders for future delivery shall write each order at least in duplicate, plainly stating the item or service ordered, the quantity or amount ordered, the price to be paid therefor, the total amount ordered and the amount to be paid upon or after delivery. One copy of such written order shall be given to the customer or person solicited or approached.

D. Every peddler and solicitor shall, upon request of any person solicited or approached, provide:

1. The peddler's or solicitor's full name, business address and telephone number; and

2. The name, business address and telephone number of the person, firm, company, entity or corporation on whose behalf the solicitation is being made.

E. Every peddler shall notify the Chief of Police of any change in address by the peddler or the person, firm, company, entity or corporation employing the peddler or on whose behalf the peddler is acting.

9.18.020.F and G of this code, nothing in this chapter shall prohibit persons from distributing handbills, pamphlets, circulars or other informational materials door-to-door within the city without a permit, including commercial handbills distributed in a manner that does involve face-to-face solicitation or peddling.

Officer Note- Solicitors/peddlers ringing the doorbell and conversing with a resident in any way requires a permit under the code.

Whenever encountering a solicitor who is soliciting for the Vacaville Reporter newspaper, the following conditions are in effect:

- The manager of the solicitors shall obtain a city Peddler's permit;

- Permits for individual peddlers shall not be required;
- However, peddlers must carry on them
    - Written evidence indicating the following:
        - Peddler's name;
        - Statem,ent that the Peddler is soliciting for the Reporter
        - Manager's name, business phone, and address;
        - A copy of the manger's permit.

Chapter 4 - Patrol Operations

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Agency	Position	Location	
[redacted]			

Code 666 PROTOCOL

[redacted]

	[redacted]	[redacted]	
	[redacted]	[redacted]	

Patrol Maximum Deployment Days

402.1 PATROL MAXIMUM DEPLOYMENT DAYS

"Maximum Deployment Days" are considered to be select days during the course of the year where higher than average calls for service create a burden to Patrol units. As a result, during "Maximum Deployment Days" certain time off requests may be denied.

An employee's protected leave which may fall during one of these periods (annual vacation, military commitments, etc.) will be honored. However, discretionary time off requests must be approved by the employee's Division Commander.

"Maximum Deployment Days" will consist of the following:

- Saturday and Sunday of Memorial Day weekend;
- 4th of July;
- Friday after Thanksgiving;
- Halloween if it falls on a Friday or Saturday.

Wednesday before Thanksgiving maximum deployment will be:

- Both Team 1 and Team 2 will deploy no less than the minimum staffing off officers for each of their teams.
- For Example: Day shift minimum staffing will be [redacted], Swing shift [redacted], graveyard shift [redacted].

Patrol Minimum Staffing

403.1 PATROL MINIMUM STAFFING (EFFECTIVE 12/15/2015)

All patrol shifts will have a supervisor assigned. For purposes of this SOP, a supervisor is defined as the Chief of Police, a Lieutenant, a Sergeant, MPO, or in their absence a qualified OIC.

If at any point, the number of deployable patrol officers reaches 45 officers, all movement by officers to specialty and/or investigative positions will stop. This may be due to long term injury, FMLA, or any other excused absence from work. Once the number of deployable Patrol officers exceeds 45 officers, specialty assignments may continue.

In the event that the number of deployable patrol officers falls below 42, the Chief and /or Command staff may institute measures to supplement Patrol by temporarily assigning Officers or Detectives from investigative units.

403.2 TEAM 1

Times	Full Staffing	Minimum Staffing	Supervisory Staffing
[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]

403.3 TEAM 2

Times	Full Staffing	Minimum Staffing	Supervisory Staffing
[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]
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Patrol Vehicle Required Equipment

404.1 OFFICER'S VEHICLE REQUIRED EQUIPMENT

The following list is considered required equipment for an Officer's patrol vehicle:

- Fire Extinguisher
- First Aid kit
- Yellow crime scene tape
- Finger print kit
- Stop Sticks
- Flares

404.2 SERGEANT / MPO VEHICLE REQUIRED EQUIPMENT

The following list is considered required equipment for a Sergeant or MPO's patrol vehicle:

- Fire Extinguisher
- First Aid Kit
- Yellow Crime Scene Tape
- Red Crime Scene Tape
- Stop Sticks
- Flares
- Ram
- Pry Tool
- Shield
- Bolt Cutters
- Wrap Restraint
- Preliminary Alcohol Screen (P.A.S.)
- Rat Trap tire immobilizer
- Rope Throw Bags
- Rolatape
- Window Punch
- Flashbangs / Smoke

Bicycle Patrol Unit

405.1 PURPOSE AND SCOPE

The Vacaville Police Department has established the Bicycle Patrol Unit (BPU) for the purpose of enhancing patrol efforts in the community. Bicycle patrol has been shown to be an effective way to increase officer visibility and enhance Community Oriented Policing. It also allows for effective operation in congested areas and their quiet operation can provide a tactical approach to crimes in progress. The purpose of this policy is to provide guidelines for the safe and effective operation of the patrol bicycle.

405.2 PROCEDURES

Patrol bicycles may be used for regular patrol duty, traffic enforcement, parking control, or special events. The use of the patrol bicycle will emphasize their mobility and visibility to the community. Bicycles may be deployed to any area at all hours of the day or night, according to Department needs and as staffing levels allow. Requests for specific deployment of bicycle patrol officers shall be coordinated through the Bicycle Patrol Unit supervisor, a designated Bicycle Patrol Unit Coordinator or the Watch Commander.

Officers assigned to the Bicycle Patrol Unit will be assigned to the Patrol Section and the Bicycle Patrol Unit will be an adjunct duty assignment. The Bicycle Patrol Unit will be expected to wear the authorized bicycle patrol uniform or class C uniform. The uniform will consist of the Elbeco polo shirt, an authorized vest carrier if the officer opts to wear one, authorized bicycle patrol pants, black socks and solid black shoes of the type appropriate for use while riding the patrol bicycle.

The Bicycle Patrol Unit will consist of officers assigned to the Patrol Section and they must be ready and willing to deploy the patrol bicycles any time a supervisor deems the patrol bicycles to be necessary or beneficial for operational deployment. Patrol bicycles may be used in situations in which a perimeter has been established and use of the patrol bicycle will increase the likelihood of apprehending a suspect. The patrol bicycle may also be deployed in situations where a missing person at risk or a missing child is the subject of a search and use of the patrol bicycle would enhance the ability of the department to conduct the search. The Bicycle Patrol Unit may be deployed when the use of bicycle patrol officers would be effective as an enforcement platform to address specific crime trends in specific commercial areas, neighborhoods or apartment communities. With additional training, Bicycle Patrol Unit can be effectively be utilized for crowd control situations in conjunction with mobile field force tactics.

Deployment of Bicycle Patrol Officers will be at the discretion of the shift supervisor at any time the need arises and the use of Bicycle Patrol Officers would enhance a search or enforcement efforts.

405.3 SELECTION OF PERSONNEL

Officers will be selected for the Bicycle Patrol Unit in accordance with G. O. 1028. When a vacancy occurs in the Bicycle Patrol Unit, interested sworn personnel, who are off probation, shall submit a letter of interest to their appropriate Division Commander. A copy will be forwarded to the BPU supervisor or a designator BPU coordinator. Qualified applicants will then be invited to an oral interview. The oral board will consist of the BPU supervisor or a BPU Coordinator and second person to be selected by the BPU supervisor or the Watch Commander. Interested personnel shall be evaluated by the following criteria:

(a) Recognized competence and ability as evidenced by performance.

(b) Special skills or training as it pertains to the assignment.

(c) Good physical condition.

(d) Willingness to perform duties using the bicycle as a mode of transportation.

(e) Demonstrated patterns of pro-activity

405.4 BICYCLE PATROL UNIT SUPERVISOR

The Bicycle Patrol Unit supervisor will be selected from the rank of sergeant or a police officer may be designated as the BPU coordinator at the discretion of the Field Operations One and Field Operations Two Division Commander or his/her designee.

The Bicycle Patrol Unit supervisor or a designated BPU coordinator shall have responsibility for the following:

(a) Organizing bicycle patrol training.

(b) Inspecting and maintaining inventory of patrol bicycles and program equipment.

(c) Scheduling maintenance and repairs.

(d) Evaluating performance of bicycle officers.

(e) Coordinating activities with the Field Operations One and Field Operations Two Division.

(f) Other activities as required to maintain the efficient operation of the Bicycle Patrol Unit.

(g) Maintaining statistics regarding BPU activities and deployments

405.5 TRAINING

Participants in the program must complete an initial Department approved bicycle-training course after acceptance into the program. Thereafter Bicycle Patrol Officers should receive annual in-

service training to improve skills and refresh safety, health and operational procedures. The initial training shall minimally include the following:

- Bicycle patrol strategies.
- Bicycle safety and accident prevention.
- Operational tactics using bicycles.

Bicycle patrol officers will be required to qualify with their duty firearm while wearing bicycle safety equipment including the helmet and riding gloves.

Bicycle patrol officers that have previously attended a POST certified bicycle patrol course will be required to attend an in-house 10 hour refresher training and recertification prior to deployment.

405.6 UNIFORMS AND EQUIPMENT

Officers shall wear the department-approved uniform and safety equipment while operating the department bicycle. Safety equipment includes department-approved/issued helmet, issued riding gloves, protective eyewear and approved footwear. The bicycle patrol unit uniform consists of the Elbeco UV1 undervest short or long sleeve shirt with department badge and patches, and 511 bicycle patrol pants style #45502 in dark navy pants/shorts. Bicycle Patrol Officers are only authorized to convert the bicycle patrol pants to shorts when they are riding the police patrol bicycle and should not convert the bicycle patrol pants to shorts while working in a patrol car. Officers are not authorized to wear bicycle patrol shorts while working patrol and operating a patrol vehicle other than a police bicycle. Officers shall wear black quarter length socks and black shoes, of the type appropriate for use while operating a bicycle. The patrol class C uniform is also authorized for Bicycle Patrol Unit officers. Uniform specifications for class C can be found in the Class C Uniform Specifications SOP dated 8/30/2016.

Optional equipment includes a radio head set and microphone, and jackets in colder weather. Turtleneck shirts or sweaters are permitted when worn under the uniform shirt. Bicycle patrol pants, uniform and optional equipment shall be at the officer's expense. Bicycle Patrol Officers shall carry the same equipment on the bicycle patrol duty belt as they would on a regular patrol assignment. Officers will be responsible for obtaining the necessary forms, citation books and other department equipment needed while on bicycle patrol.

405.7 CARE AND USE OF PATROL BICYCLES

Officers will sign out a specially marked and equipped patrol bicycle with an attached gear bag and battery each time the officer deploys the patrol bicycle. Bicycle Patrol Officers will also sign

the patrol bicycle back in at the conclusion of his/her shift or at the conclusion of the bicycle deployment. Bicycles utilized for uniformed bicycle patrol shall be primarily black and white with a "POLICE" decal affixed to each side of the crossbar or the bike's saddlebag. Every such bicycle shall be equipped with front and rear reflectors front lights and a siren/horn satisfying the requirements of Vehicle Code §2800.1(b). Bicycles utilized for uniformed bicycle patrol shall be equipped with a rear rack and/or saddle bag(s) sufficient to carry all necessary equipment to handle routine patrol calls including report writing, vehicle storage and citations.

Each bicycle gear bag shall include a first aid kit all necessary forms to conduct enforcement activities. These items are to remain with/on the bicycle at all times. Bicycle officers shall conduct an inspection of the bicycle and equipment prior to use to insure proper working order of the equipment. Officers are responsible for the routine care and maintenance of their assigned equipment (e.g., tire pressure, chain lubrication, overall cleaning). If a needed repair is beyond the ability of the bicycle officer, a repair work order will be completed and forwarded to the program coordinator or supervisor for repair by an approved technician. Each bicycle will have scheduled maintenance twice yearly to be performed by a department approved repair shop/technician. At the end of a bicycle assignment, the bicycle shall be returned clean and ready for the next tour of duty.

Officers are expected to maintain batteries in good working order and if the battery fails to function properly, the officer must notify the BPU supervisor or coordinator to have the battery replaced or repaired. Officers shall not modify the patrol bicycle, remove, modify or add components except with the expressed approval of the bicycle supervisor or a designated BPU coordinator or in the event of an emergency.

Vehicle bicycle racks are available should the officer need to transport the patrol bicycle. Due to possible component damage, transportation of the patrol bicycle in a trunk or on a patrol car push bumper is discouraged. Bicycles shall be properly secured when not in the officer's immediate presence.

405.8 OFFICER RESPONSIBILITY

Officers must operate the bicycle in compliance with the vehicle code under normal operation. Officers may operate the bicycle without lighting equipment during hours of darkness when such operation reasonably appears necessary for officer safety and tactical considerations. Officers must use caution and care when operating the bicycle without lighting equipment. Officers are exempt from the rules of the road under the following conditions (Vehicle Code § 21200(b)(1)):

(a) In response to an emergency call.

(b) While engaged in rescue operations.

(c) In the immediate pursuit of an actual or suspected violator of the law.

Chapter 6 - Investigation Operations

Vice Detective Call-Out Procedure

[redacted]

Chapter 7 - Uniform Specifications

Class A Uniform

700.1 CLASS A JACKET

MAKE	MODEL	COLOR
Flying Cross	Style # 32189	LAPD Blue

- 100% wool "Ike" Jacket
- Zippered front
- All buttons on jacket shall be replaced with gold "P" buttons.
- The jacket shall be form fitted without body armor and come to rest at the base of the officer's duty belt.
- The jacket shall include;
  - Vacaville PD patches and appropriate chevrons
  - Gold bars or stars if applicable.
  - The officer's badge, nameplate, shooting badges, specialty assignment pins, award pins, service ribbons and medals shall be worn on the exterior of the jacket in accordance with uniform regulations.)
  - **American flag pin - optional**
- Arm braids on the "Ike" jacket shall be worn as follows:
  - Officers," A single royal blue with gold trim arm braid shall be sewn on the sleeves of each arm. The base of the braid shall be at 3" from sleeve of jacket.
  - Sergeants," A single gold band arm braid shall be sewn on the sleeves of each arm. The base of the braid shall be at 3" from sleeve of jacket.
  - Lieutenants," Two single gold arm braids shall be sewn on the sleeves of each arm. The base of the first braid shall be at 3" from sleeve of jacket. Each subsequent braid shall be placed at ¼" increments above previous braid.
  - Captains," Three single gold arm braids shall be sewn on the sleeves of each arm. The base of the first braid shall be at 3" from sleeve of jacket. Each subsequent braid shall be placed at ¼" increments above previous braid.
  - Chief - Four single gold arm braids shall be sewn on the sleeves of each arm. The base of the first braid shall be at 3" from sleeve of jacket. Each subsequent braid shall be placed at ¼" increments above previous braid.
- Years of service gold embroidered stars shall be worn on the "Ike" jacket as follows:
  - All sworn staff shall wear a single gold embroidered star for every five years of service on the left sleeve of "Ike" jacket. The placement of the embroidered star shall be " above the highest arm braid and worn in a pyramid formation as

diagramed below (Quinn's Uniforms to hold schematic of proper placement of stars)

700.2 CLASS A UNIFORM SHIRT

MAKE	MODEL	COLOR
Flying Cross	UD20W9586	LAPD Blue

- 100% wool
- Long sleeve with front buttons, military shoulder straps, form fitting **without** body armor, collar with stays.

700.3 CLASS A TROUSERS

MAKE	MODEL	COLOR
Flying Cross	32289	LAPD Blue

- 100% wool;
- Standard tailor length (slight break to the front), two hip pockets with sap pockets, inch belt loops.

700.4 HAT

- LAPD Blue,
- CHP round;
- closed vents;
- cloth (non-basket);
- black visor (approximately 45-degree angle)
- gold flex band strap;
- regulation police "P" buttons (gold color);
- Dept. Approved hat badge;
- all stays and supports to remain in original position on brim.

700.5 TIE

- LAPD Blue,
- Four-in-hand style,

- Flat gold bar with no design.

700.6 SOCKS

- Solid black.

700.7 SHOES

- High gloss "Oxford" type shoes.

700.8 LEATHERWARE

- Black basketweave with brass hardware.

700.9 CLASS A DUTY BELT

- Black leather, Basket weave duty belt with brass buckle;
- (1) Black leather, Basket weave Security Holster " Safariland SS III" or other approved holster;
- (4) Black leather, basket weave keepers with brass snaps.

700.10 METAL WARE

- Polished brass.

700.11 ARM PATCH

- Vacaville Police Department official patch on shirts and jackets,
- 1/2" below shoulder seam, centered on crease.

700.12 INSIGNIA

Senior Officer I

- Chevron (1 stripe),
- Regulation blue with gold trim on navy blue base.
- Chevron tip ¼" from lower point of arm patch centered on crease,
- Worn on jacket, long sleeve shirt, and short sleeve shirt.

Senior Officer II

- Chevron (2 stripes) color, design and location same as Senior Officer I.
- Master Police Officer
- Chevron (2 stripes), with star underneath

Sergeant

- Sergeant chevrons (3 stripes), color, design and location same as Senior Officer I.

Sergeant Step II

- Same as Sergeant, with a bottom rocker.

Sergeant Step III

- Same as Sergeant Step II, with a star inside the rocker.

Lieutenants

- Single gold bars worn on shirt collar and on jacket on military strap centered approximately one inch from shoulder seam.

Captains

- Double gold bars worn on shirt collar and on jacket on military strap centered approximately one inch from shoulder seam.

Chief of Police

- Four gold stars worn on shirt collar and on jacket on military strap centered approximately one inch from shoulder seam.

700.13 HASHMARKS

Regulation blue with gold trim worn on left sleeve of long sleeve shirt. One hashmark per five years of service.

700.14 NAME TAGS

Shall be worn above and centered with the right breast pocket.

- SWAT, K-9, FTO, Traffic Assignment, CINT, SRO, EMD, and MFF pins worn above and parallel to the nametag.
    - SWAT - Model #22390999.
- Shooting badges worn below nametag.
- Assignment pins - Gold in color, 3/8 inch high by 1 1/2 inch long.
- K-9 - Gold in color, 1/2 inch high by 1/2 inch wide.
- Traffic - Gold in color, 1/2 inch high by 1 1/2" wide. Wings with a wheel in the center.

Class B Patrol Uniform

701.1 CLASS B UNIFORM

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

Embroidered badges and name tags are prohibited from the Class B Patrol Uniform.

701.2 CLASS B UNIFORM SHIRT

MAKE	MODEL	COLOR	MISC.
Flying Cross	483986 (L/S)	LAPD Blue	"Perfect Match" Series
Flying Cross	98R3986 (S/S)	LAPD Blue	"Perfect Match" Series

- Dacron polyester, viscoe rayon blend, or 100% polyester, or wool
- Short or long sleeve with front buttons, military shoulder straps, form fitting, zipper optional (as manufactured), collar with stays.

701.3 CLASS B UNIFORM TROUSERS

MAKE	MODEL	COLOR	MISC.
Flying Cross	39489	LAPD Blue	"Perfect Match" Series

Same as shirt material and Brands, standard tailor length, two hip pockets with or without sap pockets, inch belt loops.

701.4 UNIFORM JACKET

- Black, long sleeve nylon, Gortex, Hydroflex (or similar material);
- Windbreaker style;
- Zipper front closure;
- "POLICE" must be either permanently exposed on front and back or exposed readily with pull tabs.
- Department shoulder patches affixed to each shoulder;
- Badge or cloth badge on left breast

701.5 UTILITY GEAR

- Black leather duty gear or Bianchi “Accumold” duty gear.

701.6 UNDERSHIRT

- Navy blue

701.7 SOCKS

- Solid black.

701.8 SHOES

- Leather;
- Solid black;
- Plain toe with no design;
- Shoes must be of the type and style which can be shined as appropriate.
- High or low-quarter shoes are allowed.

701.9 LEATHERWARE

- Black colored leather with brass hardware or Velcro,
- Sam Brown without shoulder strap,
- basket weave,
- closed type cuff case,
- Department issued or approved magazine case,
- Security Holster “Safariland SS III” or other approved holster.

701.10 METALWARE (OPTIONAL)

- Polished brass.

701.11 ARM PATCH

- Vacaville Police Department official patch on shirts and jackets,
- 1/2" below shoulder seam, centered on crease.

701.12 INSIGNIA

Senior Officer I

- Chevron (1 stripe),
- Regulation blue with gold trim on navy blue base.
- Chevron tip ¼" from lower point of arm patch centered on crease,
- Worn on jacket, long sleeve shirt, and short sleeve shirt.

Senior Officer II

- Chevron (2 stripes)
- Color, design and location same as Senior Officer I.

Sergeant Step 1

- Sergeant chevrons (3 stripes), color, design and location same as Senior Officer I.

Sergeant Step 2

- Same as Sergeant 1, with a bottom rocker.

Sergeant Step 3

- Same as Sergeant 2, with a star inside the rocker.

Lieutenants

- Single gold bars worn on shirt collar and on jacket on military strap centered approximately one inch from shoulder seam.

Chief of Police

- Four gold stars worn on shirt collar and on jacket on military strap centered approximately one inch from shoulder seam.

701.13 HASHMARKS

Regulation blue with gold trim worn on left sleeve of long sleeve shirt. One hash mark per five years of service.

701.14 NAME TAGS

Shall be worn above and centered with the right breast pocket.

- SWAT, K-9, FTO, Traffic Assignment, SWAT, EMD, and Shooting Badges worn above and parallel to the nametag.
    - SWAT - Model #22390999.
- Shooting badges worn below nametag.
- Assignment pins - Gold in color, 3/8 inch high by 1 1/2 inch long.
- K-9 - Gold in color, 1/2 inch high by 1/2 inch wide.
- Traffic - Gold in color, 1/2 inch high by 1 1/2" wide. Wings with a wheel in the center.

Department patches on each arm,

Class B Patrol Uniform

Inclement Weather Hat

704.1 OPTIONS

Option #1

- Black Pro-Cap;
- Fitted;
- Gold "POLICE" lettering on front.

Option #2

- Baseball style cap;
- Manufactured by Blauer
- Black-Navy colored;
- Gortex material;
- Gold "POLICE" lettering

Option #3

- Manufactured by Port & Co.;
- Black or Dark Navy
- Department patch embroidered or sewn on front;
- Watch cap should be worn above the eyebrows, and in a professional manner.

Mourning Badge

706.1 PROCEDURE

Uniformed employees shall wear a black mourning band across the uniform badge whenever a law enforcement officer is killed in the line of duty. The following mourning periods will be observed:

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

Mourning Badges will be affixed to the Vacaville PD badge from the roughly 1:00 - 7:00 position.

Unauthorized Uniforms, Equipment and Accessories

710.1 PROCEDURE

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

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

Department Medals

712.1 PROCEDURE

Bar Ribbons will be worn in place of medals. Ribbons placed above the flap of the left breast pocket of the uniform shirt or jacket, parallel with the top seam of the flap and centered between the two outside pocket seams.

The Medal of Valor bar ribbon, when worn with the Distinguished Service ribbon, will be placed before the Distinguished Service ribbon. (Medal of Valor ribbon worn nearest the center of chest.)

- Class A uniform -- Mandatory wearing of ribbons.
- Class B Uniform -- Optional wearing of ribbons.
- Oak Leaf Cluster -- When an individual has received the same medal twice, an Oak Leaf Cluster shall be placed on the bar ribbon that designates the award.

Chapter 12 - Communication Center

Police Radio and MCT Protocol

1200.1 RADIO DISCIPLINE

Dispatchers and field units must work as a team. Courtesy and professionalism are expected at all times while broadcasting on the police radio. Employees shall not use sarcasm in words or tone of voice, make unnecessary comments or unusual sounds over the radio and personnel shall not argue on the radio channel. In the interest of brevity and officer safety on the primary channel, all secondary conversations are to be moved to a secondary channel, MCT or telephone. Ongoing communications issues or concerns shall be brought to the attention of the on duty Supervisor and/or Lead Public Safety Dispatcher.

Police Radio and MCT Protocol

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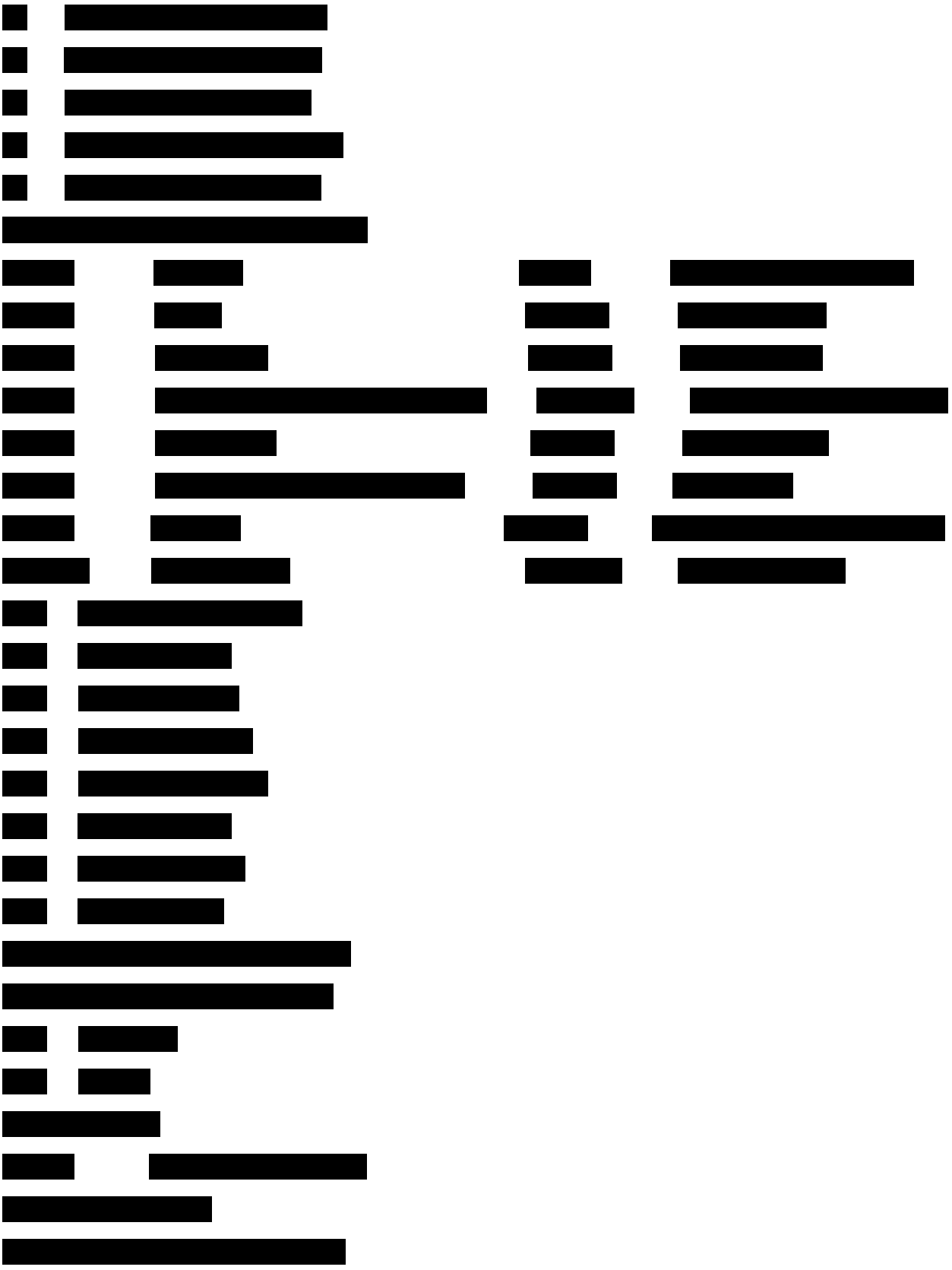
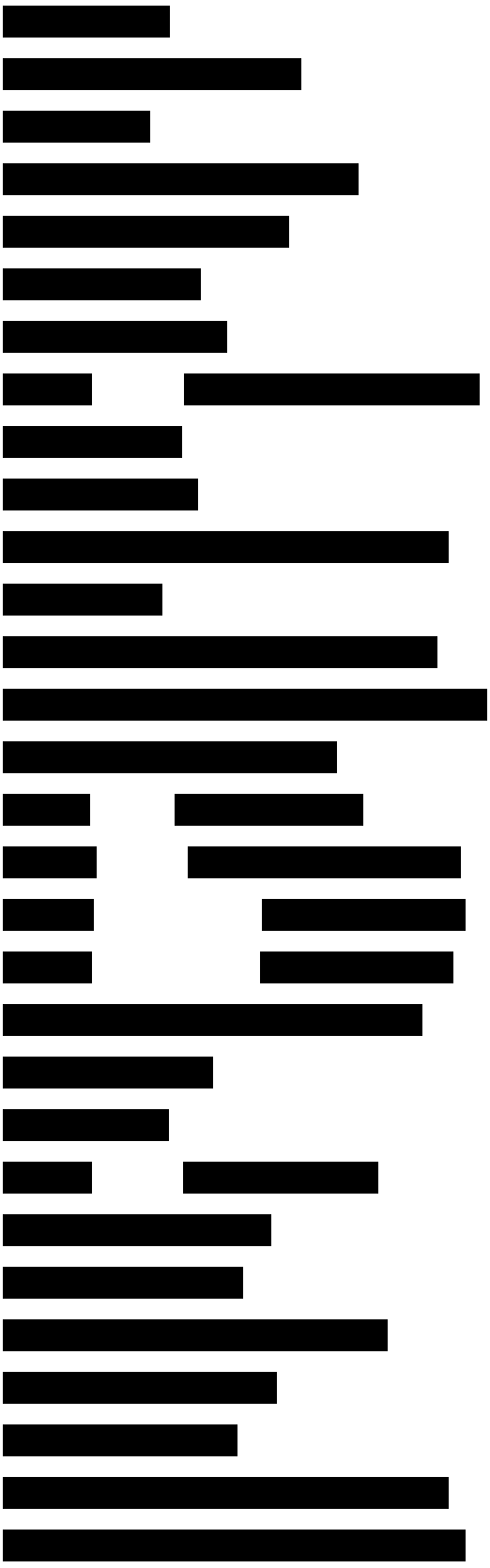
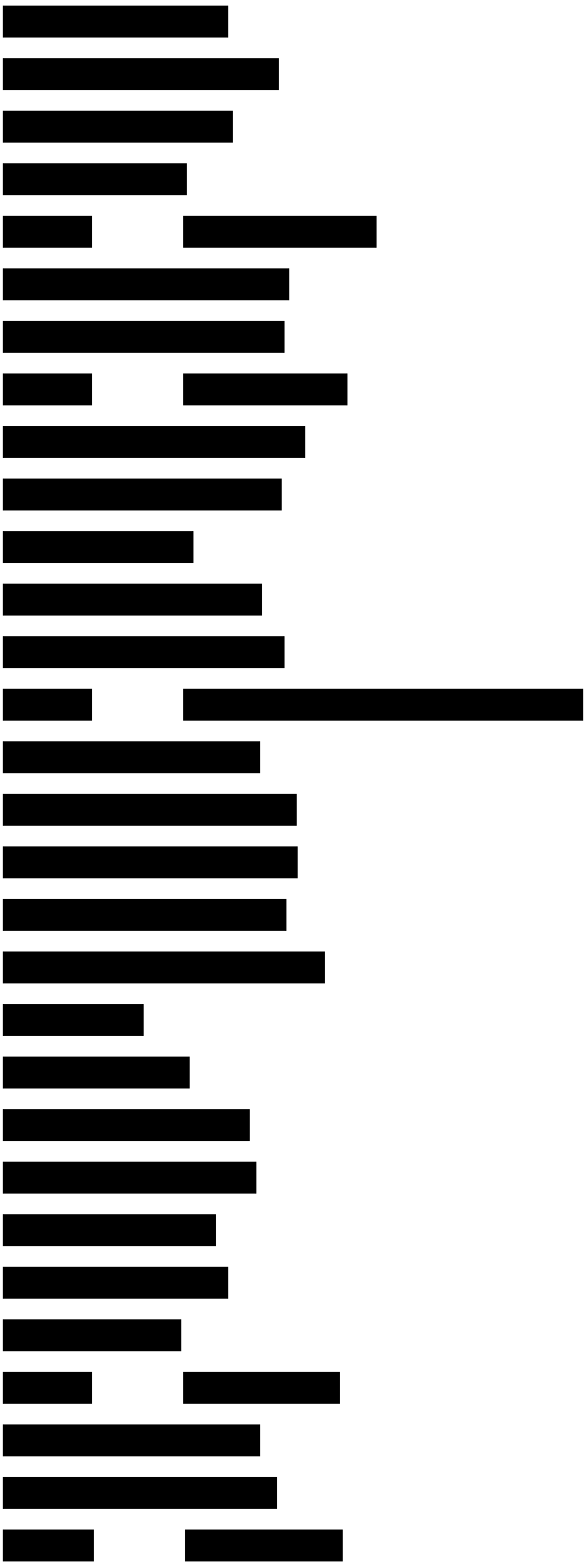
Police Radio and MCT Protocol

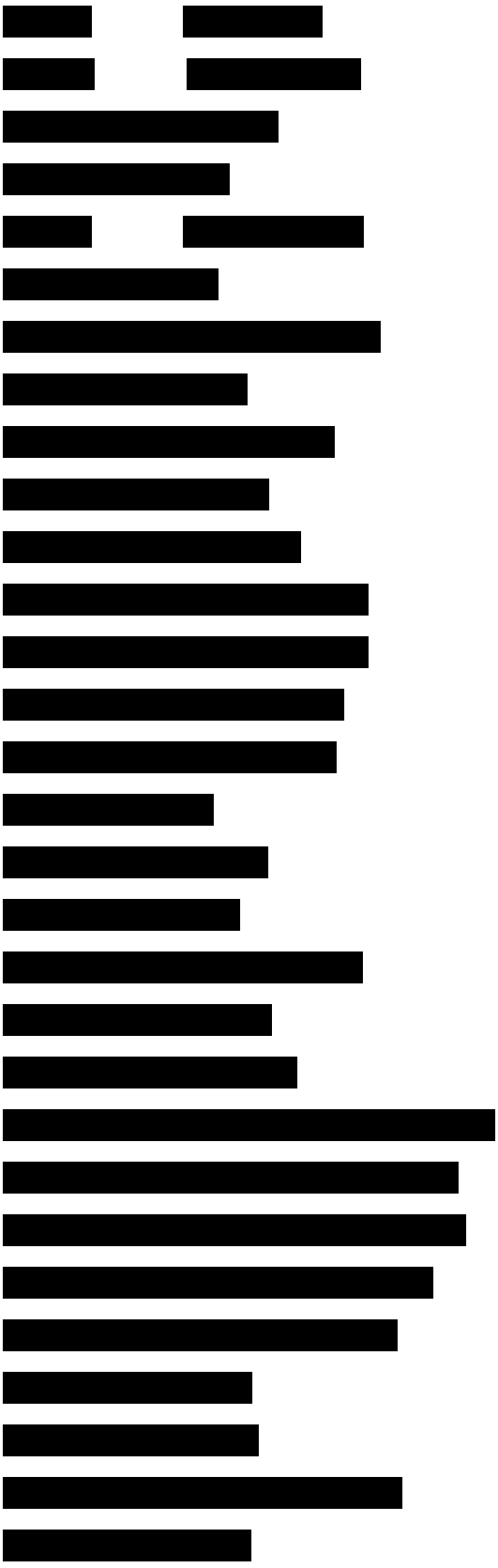
[redacted]



Police Radio and MCT Protocol







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1200.5 CALL PRIORITIES

[redacted]

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Police Radio and MCT Protocol

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[redacted]

MESSAGING

Both CAD and the MCT's have text messaging capabilities through the use of CHAT. This includes car-to-car, car-to-dispatch, and dispatch-to-car.

This feature is not intended to be used as email. Messaging should be used for official law enforcement business only and all messages will be kept brief and to the point.

Messages containing any remarks or comments that are racist, sexist, threatening, pornographic, harassing, obscene, derogatory, or discriminatory of any kind are strictly prohibited.

[redacted]

[redacted]

CALL HOLDING PROCEDURES

(a) **If the sector officer is unavailable, dispatchers will assign priority calls to other available on duty officers.**

(b) **Dispatchers will notify the on-duty Patrol Supervisor of calls for service that have pended in excess of one hour. Responsibility for identifying an officer for response or otherwise resolving the call will then fall to the supervisor.**

(c) **It is the responsibility of the Communications Center personnel to contact the reporting party of any call for service that pends in excess ofone hour and document the call narrative accordingly.**

(d) **If new information develops that changes the priority of the pending call, the Patrol Supervisor will be notified by Communications staff to assure the supervisor is aware of all the circumstances of the call.**

(e) **The Communications Center and Patrol Supervisor shall work as a team to meet customer service expectations. If a pending call or unusual call circumstances require immediate attention, the dispatcher may contact the Patrol Supervisor at any time.**

[redacted]

[redacted]

COVER UNITS

A primary and cover unit shall be sent on all violent and potentially hazardous calls including all priority one, priority two, and alarm calls.

(a) **The unit is allowed to waive cover or indicate that they will advise cover once 10-97 and the situation has been determined not to warrant cover.**

(b) **Both units will be dispatched in CAD and the officer waiver will be documented in the narrative of the call.**

(c) **If a cover unit is not available to send, the dispatcher will break a unit for cover if possible and advise the primary unit of no cover. Officers on lower priority calls, out of service, or code 7 may be cleared for cover.**

(d) **If after a second attempt to break a unit they have still not gone 10-8, the Patrol Supervisor will be advised.**

STATUS CHECKS

Dispatchers must use reasonable judgment and good common sense when determining when it is appropriate to check on a unit. If the unit fails to answer the status check or the dispatcher feels the answer given was inappropriate or under duress, a cover unit will be sent and the Patrol Supervisor advised.

[redacted]

[redacted]

EMERGENCY TRAFFIC (CODE 33)

A Code 33 by definition is the severe restriction of radio traffic due to an emergency or an officer safety issue. When a talk group is placed on emergency traffic, radio traffic is restricted to units involved in the critical event for which it was issued. Certain situations warrant issuance of emergency traffic either by officer request, type of call, supervisor, or dispatcher discretion. Circumstances under which emergency traffic may be issued include, but are not limited to:

[redacted]

Police Radio and MCT Protocol

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